



Notice of Funding Opportunity (NOFO)

Part 1. Overview Information

Participating Organization: Louisiana Commission on Law Enforcement and Administration of Criminal Justice
www.lcle.la.gov

Funding Opportunity Title: 2016 National Criminal History Improvement Program (NCHIP)

Announcement Type: NCHIP New and Continuation Grants

Catalog of Federal Domestic Assistance (CFDA) Number: 16.554

Federal Award Identification Number (FAIN): TBD

Federal Award: TBD

Period of Performance: October 1, 2016 through August 30, 2017

The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the National Criminal History Improvement Program (NCHIP).

Funding Opportunity Purpose:

Seeks to enhance the crime fighting and criminal justice capabilities of state and tribal governments by improving the accuracy, utility, and interstate accessibility of criminal history records and enhancing records of protective orders involving domestic violence and stalking, automated identification systems and other state systems supporting national records systems and their use for criminal history background checks. This year's program focuses on assisting states and tribes to find ways to make more records available to the National Instant Criminal Background Check System (NICS), including records in the National Crime Information Center (NCIC), criminal history record information available through the Interstate Identification Index (III), and records in the NICS Index.

Due Dates: March 31, 2016

Proposal:

- Submit proposal to LCLE NCHIP Program Manager for view and selection.
- If selected to continue application process, applicant will receive an invitation to apply.
- Applicants that do not comply may be delayed or not accepted for review.

Part 2. Full Text of the Announcement

A. Program Description

The NCHIP grant program aims to improve the nation’s safety and security by enhancing the quality, completeness, and accessibility of criminal history record information and by ensuring the nationwide implementation of criminal justice and noncriminal justice background check systems. Achieving this goal is contingent on accomplishing four objectives:

- Providing direct financial and technical assistance to states and tribes to improve their criminal records systems and other related systems in an effort to support background checks
- Ensuring the infrastructure is developed to connect criminal history records systems to the state record repository or appropriate federal agency record system and ensuring records are accessible through the Federal Bureau of Investigation’s (FBI) records systems
- Providing the training and technical assistance needed to ensure that records systems are developed and managed to conform to FBI standards, and appropriate technologies, while ensuring that contributing agencies adhere to the highest standards of practice with respect to privacy and confidentiality
- Using systematic evaluation and standardized performance measurement and statistics to assess progress made in improving national records holdings and background check systems

The NCHIP program serves as an umbrella for various record improvement activities and funding streams, each of which has unique goals and objectives. As a basic principle of this program, BJS strongly encourages states and tribes to ensure the integrated functioning of record improvement initiatives, regardless of the funding source. Also, BJS strongly encourages applicants to match or leverage the federal funds provided with other resources to the maximum extent possible.

Program-Specific Information

NCHIP was initiated in 1995 and has encompassed evolving efforts to support state activities for the establishment of records systems and the collection and use of criminal history and related records. Pursuant to 42 USC § 3732(c), BJS is authorized to “provide for improvements in the accuracy, quality, timeliness, immediate accessibility, and integration of state criminal history and related records, support the development and enhancement of national systems of criminal history and related records, including the National Instant Criminal Background Check System (NICS), the National Incident-Based Reporting System (NIBRS), and the records of the National Crime Information Center (NCIC), facilitate state participation in national records and information systems, and support statistical research for critical analysis of the improvement and utilization of criminal history records.” NCHIP and the NICS Act Record Improvement Program (NARIP) are one means by which BJS provides for such improvements.

The National Sex Offender Registry Assistance Program (NSOR-AP) was added to NCHIP in FY 1998, with a \$25 million appropriation to help states upgrade sex offender registries consistent with federal and state standards and to provide data to the FBI's National Sex Offender Registry.

As part of the Violent Crime Control Act, the Violence Against Women Act of 1994 authorized a total of \$6 million for FY 1996 through FY 1998 to improve processes for entering data on stalking and domestic violence into local, state, and national databases. The funds were incorporated into and awarded under the NCHIP program during those years. This program was reauthorized by the Violence Against Women Act of 2000 (Pub. L. No. 106-386, Section 8) at \$3 million per year for FY 2001 through FY 2006, and funding was reinstated in FY 2002. The Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. No. 109-162, Section 109) authorized appropriations for the program at \$3 million per year for each of FY 2007 through FY 2011.

- Improving disposition reporting and support for courts
- Facilitating participation in the Interstate Identification Index (III)
- Improving record automation and fingerprint data
- Increasing participation in the NICS
- Creating, updating, and enhancing sex offender registries
- Improving identification and access to domestic violence records or protection orders.

B. AWARD INFORMATION

Funding Instrument:

The Louisiana Commission on Law Enforcement will issue grant awards.

Application Types Accepted:

Continuations, Renewals, and New applicants/applications

Funds Available:

Contact NCHIP Program Manager – Stacey Miller

Continuation & Renewals - use prior year funding levels for proposal

Award Project Period:

All projects are funded for a maximum of eleven (11) months, and continued funding cannot be guaranteed. Any project funded for **more or less** than the 11-month time period must be approved by the Commission.

Financial Management and System of Internal Controls:

If selected for funding, the award recipient must:

- Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Take reasonable measures to safeguard protected personally identifiable information.

C. ELIGIBILITY INFORMATION

Eligible Applicants: To be eligible, you must be a state agency or criminal justice association involved in developing a criminal records repository, and receives an official invitation from the Louisiana Commission on Law Enforcement.

Prohibited Applicants:

Agency eligibility is determined by the Louisiana Commission on Law Enforcement Board in accordance with Federal guidelines.

Match Requirements:

Cost Sharing or Matching Requirement

Matching Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 90% of the total costs of the project. Applicants must identify the source of the 10% nonfederal portion of the total project costs and how they will use match funds. If a successful applicant’s proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is—

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient’s Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 90%/10% match requirement: for a federal award amount of \$500,000, calculate match as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \qquad 10\% \times \$555,555 = \$55,555 \text{ match}$$

Other Requirements:

Crime Reporting (if applicable)

- The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.

Criminal Records System – Data Reports (if applicable)

- The law enforcement applicant agrees to submit all required data to the state LIBRS/UCR Program in accordance with the requirements of the applicable program and to submit all required arrest fingerprinting cards and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.

Criminal Records Reports (if applicable)

- The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of sub grant award.

Supplanting/Non-Supplanting

- Federal funds must be used to supplement (add to), enhance or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- A grant recipient may not use Federal grant funds to defray any costs that the recipient already is obligated to pay.
- The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE NCHIP Program Manager.

PART 3. Funding Determination Process

A. Project Proposal

Applicants will submit a project narrative and budget detail worksheet (worksheet is available at www.lcle.la.gov) via email to the Louisiana Commission on Law Enforcement (LCLE) NCHIP Program Manager at Stacey.Miller@lcle.la.gov. The LCLE review committee will review and determine projects to move forward to the application process. Applicants will receive an invitation to submit the full application on the Louisiana Commission on Law Enforcement's E-grants system.

Other Required Documents

Conflict of Interest Disclosure Form (form available at www.lcle.la.gov).

Cover letter signed by the authorized official.

Required Registrations for Applicants

All agencies are required to provide the following documents:

- **LCLE Egrants Organization Registration must be complete before applying for funds**
- IRS Form W-9 (Taxpayer Identification and Certification)
- IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- State of Louisiana Self-service Request for Vendor (Only if the new agency has to be set up for payment from the State of Louisiana)
https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
- DUNS (Data Universal Numbering System) Number Certificate
- CAGE (Commercial and Government Agency) Code Certificate
- SAM (System for Award Management) Number and current Expiration Date (sam.gov)
- Louisiana Secretary of State Non-Profit Corporation Certificate
- All agencies with a private, non-profit, or non-governmental status are required to procure and maintain adequate and sufficient liability insurance and a certificate of insurance naming LCLE as an additional insurer and should be issued and submitted with the application.

New applicant Agencies

If the new applicant agencies have not yet demonstrated a record of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

Funding Restrictions

All awards are subject to the terms and conditions, cost principals, and other considerations described in 2 CFR 200, Louisiana Statute and LCLE policy.

NCHIP Funds cannot be used for the following:

- NCHIP funds shall not be used for activities or procurements that primarily improve law enforcement investigative capabilities associated with NGI participation because such uses fall outside NCHIP funding priorities.

Priority Areas for Grant Funding include:

1. **Updating and automating case outcomes from courts and prosecutors in state records and the FBI's Criminal History File.**

Allowable costs may include activities such as—

- a. Implementing or upgrading record systems that facilitate immediate identification of disposition records, provided the records are accessible for criminal history inquiries at the state and national level
- b. Implementing improved criminal history record capture procedures, including complete arrest reporting and researching missing dispositions, provided that the captured data are subsequently included in relevant state and federal files
- c. Ensuring that criminal history record information is shared with investigative service providers (ISPs) for national security and other purposes pursuant to Title 5 U.S.C. Sec. 9101

- d. Ensuring that records of all criminal events starting with an arrest or indictment are included in background check files, perhaps through data analysis focused on the completeness of criminal history records
- e. Automating the interface between the record repository and prosecutors, courts, and corrections, including the development of relevant information exchange package documentation based on the National Information Exchange Model (NIEM)
- f. Capturing data on domestic violence misdemeanor convictions
- g. Capturing data on persons convicted of abuse of children, the elderly, and the disabled or stalking and domestic violence offenses (including protection orders and violations thereof)
- h. Submitting disposition information to the FBI via the III Message Key (MKE), Machine Readable Data (MRD) process, or other methods of transmission accepted by the FBI
- i. Reducing any backlog of missing court dispositions, provided the dispositions are accessible for criminal history inquiries at the state and national level
- j. Implementing the standardized RAP sheet format, which relies on NIEM, and assisting states in converting criminal history records to the standard interstate RAP sheet format or developing electronic interchange capabilities related thereto
- k. Converting manual or other nonautomated records to electronic records
- l. Establishing more effective accuracy and information quality controls
- m. Converting juvenile records to the adult system (federal regulations allow the FBI to accept juvenile records if submitted by the state or local arresting agency)
- n. Upgrading equipment to directly improve availability of data where appropriate, given the level of data completeness and participation in national records systems **(the ongoing and/or maintenance costs associated with any such equipment are allowable only for the first 12-month period)**
- o. Purchasing Livescan equipment for local agencies where the funds can be justified on the basis of geographic, population, traffic, or other related factors, and only when the jurisdiction has established an AFIS and either has implemented or is implementing procedures to ensure that the AFIS is compatible with FBI Next Generation Identification (NGI) standards **(the ongoing and/or maintenance costs associated with any such equipment are allowable only for the first 12-month period)**
- p. Ensuring compatibility with federal record systems, such as III, and implementing integrated system strategies that interface all components of the criminal justice system, including law enforcement, prosecutors, courts, and corrections, to the extent that such expenditures improve the availability of criminal record data, and provided that any systems funded are compatible with FBI standards for national data systems, such as NIBRS, NCIC, NICS, and NGI (formerly IAFIS). However, NCHIP funds may not be used to support studies, analysis, design, or development of integrated systems strategies. Funds should not be used to primarily improve law enforcement investigative capabilities associated with NGI participation (e.g. latent workstation, palm prints).

2. Automating access to information concerning persons prohibited from possessing or receiving a firearm and transmitting relevant records to III, NCIC, and the NICS Index, including persons who have been adjudicated as a mental defective or have been committed to a mental institution; are unlawful users of, or addicted to, any controlled substance; are the subject of protection or restraining orders; or have been convicted of a misdemeanor crime of domestic violence.

Allowable costs may include activities such as—

- a. Identifying and developing access to data on persons prohibited from firearm purchases under the Gun Control Act (18 U.S.C. Section 922), as amended by the Brady Act
- b. Participating in the FBI's Identification for Firearms Sales (IFFS) program, which is a system for flagging III records for the immediate and accurate identification of convicted felons
- c. Funds may not be used to cover ongoing costs of presale firearm background checks, but may be used to pay costs associated with capturing dispositions in response to a specific NICS inquiry, provided that the captured data are entered into the automated state and FBI systems, thus serving to upgrade the permanent quality of the records systems
- d. Instituting programming or operational changes in records management necessary to comply with the requirements for NICS record-keeping and reporting the status of transactions
- e. Establishing electronic interfaces or information exchanges between criminal history records, sex offender registry, and civil protection order files to ensure that, consistent with state law, a complete data review is possible in connection with background checks for child care or other authorized purposes. Funds may be used to develop software to establish protocols to permit interfaces between the criminal history record system, the state sex offender registry, and related protection order files, including files of civil protection orders.

3. Full participation in the III and National Fingerprint File (NFF), including adoption and implementation of the National Crime Prevention and Privacy Compact.

Allowable costs may include activities such as—

- a. Paying reasonable costs associated with the adoption and implementation of the National Crime Prevention and Privacy Compact, including those associated with state review and enactment of the Compact, and the development and implementation of procedures (including purchase of equipment and development of software) necessary to facilitate operations pursuant to Compact protocols, including those relating to participation in the FBI's (NFF)
- b. Automating criminal record databases
- c. Synchronizing records between the state and the FBI
- d. Developing software and hardware necessary to enable electronic access to state records on an intrastate or interstate basis.

Proposal and Submission Information

What a Proposal Should Include

1. Program Narrative

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins. Applicants must submit a narrative that describes the proposed program activities for FY 2016 and changes, if any, since the previous application. The following sections should be included as part of the program narrative:

Section 1: Statement of the Problem - Background and Identification of Needs

Accomplishments and progress on record improvement goals. Applicants must provide a summary of the major accomplishments achieved with funding under NCHIP. This section should describe, in quantifiable terms if possible, results achieved and advances made since the inception of NCHIP. Accomplishments can be grouped in blocks of years (e.g., 1995–1999; 2000–2009; 2010–present). **Specifically address accomplishments relating to participation in each of the national databases and initiatives (i.e., III, NICS, NCIC Protection Order File, mental health records, and Livescan/AFIS capability).** Where relevant, reference should be made to surveys and data quality audits. This section should also include any evaluative efforts undertaken to identify the key areas of weakness in the state's criminal record system since submission of previous NCHIP applications. Tribal applicants should discuss progress related to record automation and improvement funded by other federal sources that are applicable to the above areas. Current status in specific subject areas. Describe the status of the applicant's participation in each of the following subject areas in your application and include the current number of records in each system, where applicable.

- **Dispositions available to III.** All applicants should discuss the percentage of state records with final dispositions or case outcomes linked to arrests and available at the time of a firearm background check. Applicants should provide information on efforts to improve reporting and availability at the national level. The application should also discuss the extent to which dispositions requested in connection with a NICS inquiry have not been provided within the required timeframe and must identify any problems that are delaying instant responses to NICS inquiries and identify proposed solutions to these problems.
- **NICS Index and mental health record availability.** All applications should discuss the extent to which the applicant provides information to the FBI's NICS Index. Applicants that do not submit information to this file should describe the prohibiting factors and any plans to overcome them. [Note: HIPPA is not considered to be a prohibiting factor.] Additionally, all applicants should indicate whether mental health records are checked, either by the state POC or the FBI, during a NICS check. Where mental health records are accessible, include the number of records currently available and any plans to improve availability. If mental health records are not currently accessible at the time of a background check, describe factors that limit or prohibit exchange of mental health records. States that are not currently eligible for funding under the NICS Act Record Improvement Program (NARIP) should discuss plans, if any, to establish a relief from disabilities program and progress toward NARIP eligibility. If a state has no immediate plans to pursue development of a relief program, include a statement outlining the reasons for not pursuing one.
- **Protection Order File.** All applicants should indicate whether they submit information for inclusion in the FBI's NCIC Protection Order file. Applicants that submit protection orders should indicate the number of active protection orders provided to the FBI. Applicants that do not submit all active protection orders to NCIC should describe the prohibiting factors and any plans to overcome them.

- **Warrants/wanted person records.** All applicants should indicate whether they submit information for inclusion in the FBI's NCIC Wanted Persons file. Applicants that submit such records should indicate the number provided to the FBI for the last full calendar year. Applicants that do not submit such records (or do not submit all qualifying records that are maintained at the state or local level) should describe the prohibiting factors and any plans to overcome them.

Section 2: Project Design and Implementation - Description of Tasks to be Funded under NCHIP

- Describe the activities to be conducted with NCHIP funds over the project period and specifically address how activities relate to each of the NCHIP priority areas identified under “Priority areas for grant funding” on Page 6. **Dollar amounts should be included for each funded task. Applications should also provide quantitative measures, to assess or describe the impact each project will have on the quality, completeness, and availability of records at the national level.**
- **Letter from the Courts.** In recognition of the importance of court reporting to the development of complete and accurate criminal records, all applications should describe tasks and indicate the level of funds that will be made directly available to the courts. **Where no funds are provided for court-directed disposition reporting activities, a certification by the appropriate state or tribal court official declining participation must be included with this section.**

Section 3: Capabilities and Competencies - Coordination

Applicants should coordinate efforts with relevant emergency management task forces and agencies to ensure that records development activities are compatible with security measures for preventing acts of terrorism.

Recipients of funds under this solicitation should seek to ensure that any funded activities will be coordinated with related activities supported with OJP funding, including awards under OJP’s Residential Substance Abuse Treatment Program, Drug Court Program, or the Mentally Ill Offender Act Program. Of particular interest are awards under these programs that may involve reportable records that can be shared with state and national record systems. To the extent feasible under state law and regulations, such records should be made available to the state criminal history record repository and federal files managed by the FBI, including III, NCIC, and the NICS Index.

Tribal applicants should provide documentation that activities proposed for funding will be coordinated with a tribal consortia, the state, or directly with the FBI.

Unexpended funds. The application should describe the specific reasons that previously awarded NCHIP funds remain unexpended (if applicable) and include the current unexpended balance.

Compatibility with other systems. The application should describe the extent to which proposed activities are compatible with NIBRS, NCIC, NICS, NGI, and other applicable statewide or regional criminal justice information sharing standards or plans, including state anti-terrorism.

Section 4: Plan for Collecting the Data Required for this Solicitation’s Performance Measures

To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation.

Performance measures are as follows:

Objective

Improve criminal history record systems in the states and territories to support background checks for the purposes of identifying ineligible firearm purchases and persons ineligible to hold positions involving children, the elderly, or the disabled.

Performance Measure(s)

Percentage of recent state or tribal records that are automated.

Percentage of records accessible through the Interstate Identification Index (III).

Percentage of applications for firearm transfers rejected primarily for the presence of a prior felony convictions.

Number of states and tribes participating in the FBI's Next Generation Identification (NGI) fingerprint capture.

Number of states and tribes participating in the FBI's Protection Order File (POF).

Data Subgrantee Provides

Number of criminal history records, manual and automated, in the state's or tribe's criminal history file.

Number of fully automated records (records for which the master name index and entire criminal history are automated) in the state's or tribe's criminal history database.

Number of records available through the III system (including arrests and case outcomes).

Number of arrests reported to the repository by mail, fax, electronic, and other means of submission; of these, the number communicated by automated interface.

Number of court dispositions reported to the repository by mail, fax, electronic, and other means of submission.

Number of applications for firearm transfers.

Number of applications for firearm transfers rejected for the presence of a prior felony conviction or other ineligibility factors.

Number of 10-print records submitted to the FBI's NGI.
Number of records submitted to the FBI's POF.

- e. **Time/Task Plan.** Include a Time/Task Plan that identifies the dates of the major tasks/activities of your NCHIP Program.

2. **Budget Detail Worksheet and Budget Narrative**

a. **Budget Detail Worksheet**

A sample NCHIP Budget Detail Worksheet can be found at www.lcle.la.gov.

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the Financial Guide.

3. **Additional Attachments**

The following **required** documents should be submitted either as a single file attachment or as separate attachments:

- a. Letter of support or commitment from the courts (required if no funds are going to the courts for disposition-related or mental health record capture projects)
- b. Complete project timeline outlining each activity, completion time, and responsible party
- c. **Applicant Disclosure of Pending Applications**
Applicants are to disclose whether they have pending applications for grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency.

4. LCLE Proposal Review Information

A. LCLE Application Approval Process

After receipt of proposals, the NCHIP Program Manager will conduct the risk assessment, provide the scoring criteria and prepare the proposal for the Grant Review Committee. Once a proposal has been approved by the Grant Review Committee it is then presented to the Commission on Law Enforcement for final approval. Both the Grant Review Committee and the Commission can make recommendations for approval, denial, deferment or table in addition to laying additional special conditions that require compliance.

B. LCLE Award Process

Proposals approved by the Commission are then issued an Award Letter by LCLE Staff. These Award Letters are then forwarded directly to the applicant agency in a Subgrant Award Packet. The applicant agency is responsible for signing the original award in blue ink and returning the original to LCLE, keeping a copy of the award in their agency file.

C. Proposal Review Information Criteria

Criteria: Each application will be evaluated and scored on the Narrative and Budget Components using a 100 point scale by the Grant Review Committee.

1. *Project Summary and Strategy (30 points)*

This Section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Propose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.

2. *Goals (15 points)*

This section should outline the Program Goals and Expected Results for the project.\

3. *Objectives (15 points)*

This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Please present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

4. *Organizational Capacity and Past Performance (20 points)*

This section of the application provides information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization --- including its general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.

Budget Components

1. *Budget Appropriateness (10 points)*

Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.

2. *Cost-effectiveness (10 points)*

Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicants understanding of 2 CFR 200.

PART 4. LCLE and Program Staff Information

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