NAVIGATING THE PAPERWORK MAZE:

HANDLING THE ADMINISTRATIVE DETAILS OF THE STIMULUS FUNDS

INTRODUCTIONS

PURPOSE

- To help recipients
- Finalize the application,
- Accept the award,
- Complete required reports,
- Close out the project

- To avoid common mistakes

VAWA UPDATE

- Applications should be online by July 1
- Check website for application and due date
- Applications will be presented to Advisory Board and Commission at September meetings

FINALIZING APPLICATION

- Application needs to be corrected and submitted to LCLE prior to receiving Award Letter.
- Revise budget to the approved amount
- Revise Goals and Objectives if changed due to budget changes.
- Performance Measurements will be provided by LCLE

BYRNE /JAG APPLICATION RECOMMENDATION FOR AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Agency: Florien, Village of
Project Title: Criminal Records Improvement

Control #:
Recommendation Funding: ☒ Yes ☐ No

☐ Sheriff* ☒ Police Dept* ☐ Prosecution ☐ Court ☐ Crime Lab ☐ State Project ☐ Other

☐ * Agency qualifies for less than $10,000 per BJA

Start Date: 7/1/2009 End Date: 6/30/2011 # of Months: 24

FUNDING RECOMMENDATION

CATEGORY	AMOUNT REQUESTED	MINUS UNALLOWABLE ITEMS	ADJUSTED REQUESTED AMOUNT	AMOUNT RECOMMENDED	ITEMIZED RECOMMENDATION
PERSONNEL	89,472		89,472	89,472	Creates 2 FTEs and 1 PTE
FRINGE	28,595	1,753	26,842	26,842	30% of total salaries allowed
TRAVEL			0		
EQUIPMENT	113,884	19,385	94,499	83,359	See below
SUPPLIES	3,375	3,375	0		See below
CONTRACTUAL	2,250	2,250	0		
OTHER DIRECT			0		
TOTAL	237,576	26,763	210,813	199,673	

TOTAL	237,576	26,763	210,813	199,673	
DIRECT AWARD			0	0	
TOTAL AMOUNT	237,576	26,763	210,813	199,673	

Comments: Creates 2 FTEs and 1 PTE.

Equipment allowed: Thinkstream ($5,000), Mobile Video System (3 @ $4,625), Digital Camera (3 @ $500), Laptop (3 @ $3,500), Vehicles (3 @ $21,803).

DUNS NUMBER

- **MUST** have a DUNS (Data Universal Numbering System) Number - a unique 9 digit sequence
- Used for tracking purposes and to validate address and point of contact information of those receiving federal funds and used throughout the grant life cycle.
- To obtain is a free, simple, one-time activity.
  - Call 1-866-705-5711 or
  - Apply online at http://fedgov.dnb.com/webform/displayHomePage.do

CENTRAL CONTRACTOR REGISTRATION (CCR)

- A database used as a repository for standard information about recipients
- **MUST have a DUNS number prior to applying**
- **MUST** be currently registered to be eligible
- **MUST** update or renew at least once per year to maintain an active status.
- To obtain is a free, simple, one-time activity.
  - Apply online at www.ccr.gov

VEHICLE / CONSTRUCTION WAIVERS

- LCLE will submit all waiver requests to BJA for certification
- Don’t purchase or order items until BJA certification is received
- If not approved, will need to submit Subgrant Adjustment stating how the funds will be used and will need to coincide with goals and objectives

PROJECT PERIOD

- Byrne/JAG
  - Equipment only and Court applications adjusted to 12 months
  - All others remain the same – 12 to 24 months
- VOCA
  - 12 months
- VAWA
  - 12 months

QUARTERLY PROGRESS REPORTS

- DUE 5 DAYS after the quarter and project end date
- Can be found non-compliant for lack of reports and subgrantee can risk loss of funding
- Submit either by US MAIL or UPLOAD electronically. NOT BOTH

- **MUST** use the report designated ***ARRA QUARTERLY PROGRESS REPORT***

- MUST INCLUDE
  - ASSIGNED SUBGRANT NUMBER
    - B82-8-001, C82-8-001, M82-8-001
  - Signed by Project Director
  - Correct Reporting Period

- Byrne/JAG
  - ARRA **&** BJA Performance Measurements
- VOCA & VAWA
  - ARRA Performance Measurements
- Byrne/JAG, VOCA & VAWA
  - Explain all services/activities provided during reporting period

COMMON MISTAKES

- Late
- Missing/Incorrect Signature
- Incorrect Subgrant Number
- Incorrect Reporting Period
- Missing data

AWARD ACCEPTANCE

- Validate
  - Project Title
  - Start/End Date
  - Federal/Match/Total Funds
  - Designated Officials

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE	STATEMENT OF SUBGRANT AWARD J08-6-001

In response to your application # J08-6-001, the Governor of the State of Louisiana has approved the subgrant described below authorized under Title II of the Juvenile Justice and Delinquency Prevention Act of 1974, et seq., as amended; 42 U.S.C. 5631-5633.

SUBGRANTEE:

PROJECT TITLE: Home Detention Program

SUBGRANT NUMBER: J08-6-001 CFDA #: 16.540

START DATE: 10/01/2008 END DATE: 09/30/2009

GRANT FUNDS:	$	5,885	100.00%
MATCHING FUNDS:	$	0	0.00%
TOTAL PROJECT FUNDS:	$	5,885	100.00%

PROGRAM AREA: 10. Disproportionate Minority Contact

PROJECT ID: J08-6-001

AUTHORIZED OFFICIAL:

PROJECT DIRECTOR:

FINANCIAL OFFICER:

SUBGRANTEE ACCEPTANCE OF SUBGRANT:

On behalf of the subgrantee, I accept this subgrant and all special conditions and requirements contained in the attachments to this award document. I agree to expend these funds for the purposes set forth in the application and agree to comply with all assurances certified in this application.

Authorized Official

Date of Acceptance

STATEMENT OF LCLE APPROVAL:

LCLE funds as shown are hereby obligated for the project described by the subgrantee in the referenced application, subject to subgrantee acceptance

AWARD ACCEPTANCE

- Review Special Conditions
  - Standard Conditions
    - 60-90 Days Operational
    - Compliance with Application Certified Assurances
    - Federal Fiscal Year
    - On-line Guidance
    - A-133 Audit Requirement
    - Expenditure Source Documents
    - DUNS/CCR Registration
    - Federal ARRA Requirements

AWARD ACCEPTANCE

Project Specific Conditions

- Personnel
- Equipment Inventory
- Travel Regulations

AWARD ACCEPTANCE

Hold Funds Special Conditions

- Contracts
- More detail on an approved category
- Prior approval required by Feds or LCLE

Subgrantee accepts and agrees to abide by the special conditions listed below which apply to Subgrant Number **J08-6-001.**

1. IF A PROJECT IS NOT OPERATIONAL WITHIN 60 DAYS OF THE ORIGINAL STARTING DATE OF THE SUBGRANT PERIOD, THE SUBGRANTEE MUST REPORT BY LETTER TO THE STATE (LCLE) THE STEPS TAKEN TO INITIATE THE PROJECT, THE REASONS FOR DELAY, AND THE EXPECTED STARTING DATE.

   IF A PROJECT IS NOT OPERATIONAL WITHIN 90 DAYS OF THE ORIGINAL STARTING DATE OF THE SUBGRANT PERIOD, THE SUBGRANTEE MUST SUBMIT A SECOND STATEMENT TO THE STATE (LCLE), EXPLAINING THE IMPLEMENTATION DELAY. UPON RECEIPT OF THE 90-DAY LETTER, THE STATE (LCLE) , MAY CANCEL THE PROJECT AND REQUEST GRANTOR AGENCY APPROVAL TO REDISTRIBUTE THE FUNDS TO OTHER PROJECT AREAS. THE STATE (LCLE) MAY ALSO, WHERE EXTENUATING CIRCUMSTANCES WARRANT, EXTEND THE IMPLEMENTATION DATE OF THE PROJECT PAST THE 90-DAY PERIOD. WHEN THIS OCCURS, THE APPROPRIATE SUBGRANT FILES AND RECORDS MUST SO NOTE THE EXTENSION.

2. THE SUBGRANTEE AGREES TO COMPLY WITH ALL CERTIFIED ASSURANCES MADE AT THE TIME OF APPLICATION.

3. SUBGRANTEE AGREES TO ABIDE BY THE REQUIREMENTS OF THE OMB CIRCULAR A-133 ENTITLED "AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS." THE EFFECTIVE DATE OF THE CIRCULAR IS JULY 1, 1996, AND SHALL APPLY TO AUDITS FOR FISCAL YEARS BEGINNING AFTER JUNE 30, 1996. THE THRESHOLD FOR THE SINGLE AUDIT REQUIREMENT IS AS FOLLOWS: IF YOU HAVE EXPENDED $300,000 ($500,000 FOR FISCAL YEARS ENDING AFTER DECEMBER 31, 2003) OR MORE IN FEDERAL AWARDS (FROM ALL SOURCES), YOU ARE REQUIRED TO HAVE A SINGLE OR PROGRAM-SPECIFIC (IF CERTAIN CRITERIA ARE MET) AUDIT CONDUCTED FOR THAT YEAR IN ACCORDANCE WITH THE PROVISIONS OF THE OMB CIRCULAR A-133.

   IF AN AUDIT DISCLOSES FINDINGS OR RECOMMENDATIONS, THEN A CORRECTIVE ACTION PLAN MUST BE SUBMITTED ALONG WITH THE AUDIT REPORT AND IT MUST INCLUDE THE FOLLOWING: A) THE NAME AND TELEPHONE NUMBER OF THE CONTACT PERSON RESPONSIBLE FOR THE CORRECTIVE ACTION PLAN; B) SPECIFIC STEPS TAKEN TO COMPLY WITH THE RECOMMENDATIONS; C) TIMETABLE FOR PERFORMANCE AND/OR IMPLEMENTATION DATES FOR EACH RECOMMENDATION; AND D) DESCRIPTIONS OF MONITORING TO BE CONDUCTED TO ENSURE IMPLEMENTATION.

   SUBGRANTEE AGREES TO SUBMIT TO THE LOUISIANA COMMISSION ON LAW ENFORCEMENT, A COPY OF THE AUDIT REPORT, ANY MANAGEMENT LETTER ISSUED, CORRECTIVE ACTION PLAN AND ANY WRITTEN RESPONSES TO THE AFOREMENTIONED. THE AUDIT REPORT WITH ATTACHMENTS SHOULD BE SENT WITHIN 30 DAYS AFTER THE COMPLETION OF THE AUDIT, BUT NO LATER THAN 9 MONTHS AFTER THE END OF THE AUDITED PERIOD.

4. SUBGRANTEE AGREES THAT IT WILL REVIEW PERTINENT INFORMATION REGARDING THIS SUBGRANT AWARD VIA THE WEBSITE WWW.LCLE.LA.GOV. THIS WEBSITE CONTAINS MISCELLANEOUS REPORTING

5. SUBGRANTEE CERTIFIES THAT APPROPRIATE SCREENINGS WILL BE CONDUCTED, AS WELL AS BACKGROUND CHECKS, FOR GRANT PERSONNEL WHO HAVE CONTACT WITH OR ACCESS TO JUVENILES ASSOCIATED WITH THE SUBGRANT IN ACCORDANCE WITH THE MOST CURRENT LOUISIANA CHILD PROTECTION ACT.

6. THE RECIPIENT AGREES TO COMPLETE AND KEEP ON FILE, AS APPROPRIATE, AN IMMIGRATION AND NATURALIZATION SERVICE EMPLOYMENT ELIGIBILITY FORM (I-9). THIS FORM IS TO BE USED BY RECIPIENTS OF FEDERAL FUNDS TO VERIFY THAT PERSONS ARE ELIGIBLE TO WORK IN THE UNITED STATES.

7. SUBGRANTEE AGREES TO SUBMIT THE REQUIRED EXPENDITURE AND PROGRESS REPORTS WITHIN 15 DAYS FOLLOWING THE END OF EACH CALENDAR QUARTER AND AT THE GRANT CONCLUSION.

8. SUBGRANTEE AGREES SUBMIT THE REQUIRED LONG-TERM (6-12 MONTHS) PERFORMANCE MEASUREMENTS ON YOUTH EXITING THE PROGRAM AFTER THE CONCLUSION OF RECEIVING FEDERAL FUNDING.

9. RECORDS TO BE KEPT ON YOUTH IN HOME DETENTION TO INCLUDE AGE, RACE, SEX, OFFENSE, REFERRING JUDGE AND COURT; DATE OF REFERRAL TO PROGRAM; DATE OF REASSIGNMENT TO DETENTION, IF APPLICABLE, AND DISPOSITION.

10. SUBGRANTEE AGREES TO SUBMIT A COPY OF THE JUVENILE'S EVALUATION FORM.

11. THE FEDERAL FISCAL YEAR EXPIRATION DATE FOR THESE FEDERAL FUNDS IS 09/30/10. NO EXTENSION OF ANY PROJECT IS ALLOWED BEYOND ONE MONTH PRIOR TO THIS DATE UNLESS THE FEDERAL GRANTOR AGENCY GIVES AN EXTENSION TO THE LOUISIANA COMMISSION ON LAW ENFORCEMENT.

12. SUBGRANTEE ACKNOWLEDGES THAT ALL FUNDS OBLIGATED BY THE END DATE OF THIS PROJECT MUST BE LIQUIDATED WITHIN 90 DAYS AFTER THE PROJECT ENDING DATE. THIS SPECIAL CONDITION SUPERCEDES THE OBLIGATION/LIQUIDATION PERIOD OF 75 DAYS SET FORTH IN THE CERTIFIED ASSURANCES, NUMBER 35, THAT WERE SIGNED UPON APPLICATION OF THIS PROJECT.

13. PRE-AWARD COSTS ALLOWABLE FROM 10/01/08.

14. ALL TRAVEL EXPENDITURES MUST BE IN ACCORDANCE WITH STATE TRAVEL REGULATIONS.

15. TIME AND ATTENDANCE RECORDS MUST BE MAINTAINED ON ALL GRANT PERSONNEL. IF OVERTIME IS A PART OF GRANT ACTIVITY, DETAILED RECORDS SHOWING ALL OVERTIME WORKED ON THE GRANT MUST BE MAINTAINED.

SUBGRANTEE ACCEPTANCE OF SPECIAL CONDITIONS

_____ _____

Signature of Authorized Official Date

AWARD ACCEPTANCE

- Authorized Official's Signature
  - First Page
  - Last Page of Special Conditions

AWARD ADDENDUM

- Signatures of Project Director and Financial Officer
- Validate contact info
  - Make corrections on the addendum
  - Provide alternate phone number (if applicable)
  - Must be returned with Statement of Subgrant Award and Special Conditions

Statement of Subgrant Award and Special Conditions

Addendum
«agency_name»
Subgrant Award # «proj_id»

Signatures on File
&
Verification of Designated Officials' Contact Information

The undersigned Project Director and Financial Officer acknowledges that any uploaded document submitted through the Louisiana Commission on Law Enforcement's (LCLE) secure on-line drop box including, but not limited to; expenditure reports, progress reports, equipment inventories and source documents containing the above subgrant award number will be accepted as official documents during the American Recovery and Reinvestment Act funding period. Subgrant Adjustment Requests shall be accepted electronically at the same secure drop box. The secure drop box is located at **dropbox.lcle.la.gov**. LCLE will notify each Project Director and Financial Officer after a User Name and Password is set up.

The undersigned Project Director must sign each Quarterly Progress Report and transmit within **5 days** after the calendar quarter.

The undersigned Project Director must sign each Equipment Inventory Listing submitted with the expenditure report in which equipment purchases are being charged within **5 days** of the prescribed reporting cycle.

The undersigned Financial Officer, or Project Director, as required by subrecipient's internal controls, may sign the Expenditure Report Request For Funds and transmit them within **5 days** of the prescribed reporting cycle.

The undersigned Financial Officer, or Project Director, as required by subrecipient's internal controls, may sign the Subgrant Adjustment Request and transmit upon completion.

The undersigned Project Director and Financial Officer has made corrections on this document to any contact information that has been presented incorrectly and the Louisiana Commission on Law Enforcement agrees to update its records accordingly.

Project Director: «proj_dir»
Address: «pd_address»
«pd_address2»
«pd_city», «pd_state» «fo_zip»
Phone: «pd_phone»
Fax: «pd_fax»
Email: «pd_email»
Alternate Phone: _____

_____
Project Director's Signature

Financial Officer: «fin_off»
Address: «fo_address»
«fo_address2»
«fo_city», «fo_state» «fo_zip»
Phone: «fo_phone»
Fax: «fo_fax»
Email: «fo_email»
Alternate Phone: _____

_____

SUBMIT AWARD ACCEPTANCE

- MUST MAIL ORIGINAL
  - Statement of Subgrant Award
  - Special Conditions
  - Addendum to Award

WITHIN 15 DAYS OF RECEIPT

DO NOT UPLOAD OR FAX

REPORTING COMPLIANCE

- Progress Reports
- Expenditure Reports
- Adjustment Requests
- Other Requirements

Sub-recipient Guidance
www.lcle.la.gov

EXPENDITURE REPORTS

- DUE 5 DAYS after the Reporting Period pre-printed on the form

- Reporting Cycle-Monthly/Quarterly
  - 40k or less defaulted to quarterly with a choice to report monthly
  - Over 40k monthly reporting mandatory

DISTRICT # 6
Date:_____

_____
Initials

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SUBGRANT EXPENDITURE REPORT/REQUEST FOR FUNDS
PRINT DATE: 05/16/09
EXPENDITURES FOR THE PERIOD OF 04/01/09 to 06/30/09

EXP REPORT #: **3**
DATE DUE:07/15/09
GMIS DOCUMENT 3H

SUBGRANTEE:
PROJECT TITLE: **Home Detention Program**
PROJECT START DATE: **10/01/08** PROJECT END DATE: **09/30/09**

SUBGRANT #: **J08-6-001**
PROJECT ID: **J08-6-001**
FINAL REPORT? ____

		APPROVED BUDGET	TOTAL PREVIOUSLY REPORTED	EXPENDED THIS PERIOD		UNLIQUIDATED OBLIGATIONS
100	PERSONNEL	$ 4,800	$ 2,290	$	100	$
200	FRINGE BENEFITS	$ 682	$ 325	$	200	$
300	TRAVEL	$ 403	$ 119	$	300	$
400	EQUIPMENT	$ 0	$ 0	$	400	$
500	SUPPLIES	$ 0	$ 0	$	500	$
600	CONTRACT SERVICES	$ 0	$ 0	$	600	$
700	CONSTRUCTION	$ 0	$ 0	$	700	$
800	OTHER DIRECT COSTS	$ 0	$ 0	$	800	$
850	CONFIDENTIAL FUNDS	$ 0	$ 0	$	850	$
900	INDIRECT COSTS	$ 0	$ 0	$	900	$
TOTAL		$ 5,885	$ 2,734	$	**TOTAL**	$
FEDERAL SHARE	(100.00%)	$ 5,885	$ 2,734	$	**FEDERAL**	$
MATCH SHARE	(0.00%)	$ 0	$ 0	$	**MATCH**	$

EARNED PROJECT INCOME TO DATE:
FORFEITED $_____
OTHER $_____

EARNED PROJECT INCOME STATUS:
EXPENDED $_____
UNEXPENDED $_____

ROUND ALL MONIES ON THIS FORM TO THE NEAREST WHOLE DOLLAR!

REQUEST FOR PAYMENT: LCLE has approved $2,734 as of 03/31/09

Mark one of the options below:

____OPTION 1: **NO REQUEST** - No payments are requested at this time.

____OPTION 2: **REIMBURSEMENT ONLY** - LCLE will calculate the allowable payment based on reported Federal expenditures and previous payments. The reimbursement amount may be zero.

____OPTION 3: **REIMBURSEMENT PLUS ADVANCE** - Reimbursement calculated same as Option #2 plus an advance of $_____. The advance requested may require written justification.

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS CORRECT AND COMPLETE AND THAT ALL SUBGRANT FUNDS ARE USED FOR THE PURPOSES SET FORTH IN THE APPROVED SUBGRANT APPLICATION AND AWARD DOCUMENT.

_____ _____ _____
Signature of Financial Officer or Project Director Title Date

FOR LCLE USE ONLY

EXPENDITURE REIMBURSEMENT

Use this website to locate payments made by any agency of the State of Louisiana

http://doa.louisiana.gov/OSRAP/index.htm

FINDING PAYMENTS

LCLE's agency number is 129

EXPENDITURE REIMBURSEMENT

- Checks

- Electronic Funds Transfer (EFT)
  - Visit our website “Subgrant Guidance” for instructions on signing up

Advantage to having EFT - Funds are deposited more quickly.

Reimbursement Checks sent through US Mail are printed twice a week and takes more time

EXPENDITURE REPORTS

- Common Mistakes
  - Federal/Match under/over reported
    - (<u>If applicable</u>)
  - Signed by someone other than designated Project Director / Financial Officer
  - Balances Reported as Un-liquidated Obligations

EXPENDITURE REPORTS

- Common Mistakes
  - Expenditures over the allowable 10% budget category deviation and no adjustment has been requested
  - Expenditures reported incorrectly
    - Incorrect Category
    - Too Much/Not Enough Reported
    - Unapproved costs charged

EXPENDITURE REPORTS

LCLE will not approve any expenditures or reimbursements that are not substantiated by required supporting documents.

Documentation of match expenditures (if applicable) must accompany each expenditure report when match is charged.

EXPENDITURE REPORTS UN-LIQUIDATED OBLIGATIONS

- Obligations (valid purchase orders, requisitions) made by the project end date, but have not been liquidated (paid) by the end date
  - 90 days or less to liquidate
  - Project will be required to report status of obligations monthly, if project is on a quarterly expenditure reporting cycle

EXPENDITURE REPORTS

SUPPORTING DOCUMENTATION

PERSONNEL & FRINGE BENEFITS

Payroll Register: Identifies each employee, includes the last and first name, employee number, position, applicable payroll period, gross salary and fringe benefits

Electronic Payroll Report**:** MUST be submitted with each expenditure report.

REMEMBER: Ratio of Fringe Benefits to Salary CANNOT exceed 30% and the total amount of gross salary and fringe benefits on this report must match the amounts on the expenditure report for the same period

LOUISIANA COMMISSION ON LAW ENFORCEMENT
ELECTRONIC PAYROLL EXPENDITURE REPORT

Subgrantee Name:_____ **Project Title:**_____

Project ID: _____ **Prepared By:**_____

EXP RPT #	LAST NAME	FIRST NAME	EMPLOYEE NUMBER	POSITION	PAY PERIOD	GROSS SALARY	TOTAL BENEFITS	%	DETAIL OF FRINGE BENEFITS						
									SOCIAL SECURITY 6.20%	MEDICARE 1.45%	HEATH/ LIFE	WKMS COMP	UNEMP	PENSION	OTHER
							0								
							0								
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TOTAL						-	-	#DIV/0!	-	-	-	-	-	-	-
								Note: Ratio of Fringe to salary cannot exceed 30%							
											Filename:model payroll expenditure report II				

TRAVEL

- MUST maintain a vehicle log showing destinations and mileage
- MUST have invoices for all travel expenditures indicating the vendor to be paid, the date of expenditure, invoice number, description of expenditure
- MUST have available, if requested, proof of paid invoice. It does not have to be submitted with invoice but should be available upon request

EQUIPMENT / SUPPLIES

- Copies of all invoices supporting purchases of equipment and supplies.
  - Invoices should include the vendor name, invoice #, item description, serial number (if applicable), quantity purchased and invoice amount, date of purchase
- Documentation of proper procurement of equipment (if applicable)

EQUIPMENT/ SUPPLIES

- Electronic Equipment Inventory Listing MUST be sent with each expenditure with ALL equipment purchases to date.
- This form is located on LCLE's web site.
- REMEMBER to save the completed form each time so that it is a cumulative listing of all purchases.
- Report total SHOULD match the total equipment purchased shown on the expenditure report

Louisiana Commission On Law Enforcement
And Administration of Criminal Justice

Equipment Inventory Listing

Subgrantee Name:_____ **Project Title:**_____

Project ID:_____ **Prepared By:**_____

EQUIPMENT DESCRIPTION	EXPENSE REPORT #	DATE OF EXPENSE REPORT	SERIAL NUMBER #	AGENCY INVENTORY TAG #	QUANTITY PURCHASED	PURCHASE DATE MM/DD/YY	TOTAL COST REIMB BY LCLE	EQUIPMENT CODE (For LCLE Use)	LOCATION / USE WITHIN AGENCY	DISPOSITION OF EQUIPMENT
Total							0			

ASSURANCE

This is to certify that the property, acquired under the referenced subgrant, will be used in the criminal justice system consistent with objectives of the project funded.

Project Director :_____

Note: This report **must** be submitted with each expenditure report whenever an equipment reimbursement is requested. This report should be **cumulative** with all equipment purchases to date. Reimbursement will not be approved without Equipment Inventory Listing submitted.

filename:excel:asset listing model II

CONTRACTUAL

- A signed, executed contract MUST be submitted to LCLE (available on website)
- Copies of invoices that support requests for funds applicable to contracts for services performed MUST be submitted with expenditure reports
- Proof of payment for these contracts should be available upon request

OTHER DIRECT COSTS

- Purchases of items or services MUST be supported by invoices or other documents demonstrating an obligation of payment to the vendor
- Invoices MUST identify the vendor, item description, cost of the item or service, and date of purchase
- Proof of purchase MUST be available upon request

PROCUREMENT GUIDELINES

- To be considered in compliance with ARRA guidelines, procurement process MUST be:
  - Documented
  - Fair
  - Open
  - Competitive

PROCUREMENT GUIDELINES

- Equipment over $10,000 MUST be authorized by LCLE and verification that proper guidelines were followed
  - DOES NOT apply if procurement was obtained by an approved state vendor
  - MUST have the vendor contract number appear on vendor's invoice

PROCUREMENT GUIDELINES

- To obtain vendor information:
  https://ecat.doa/louisiana.gov/ecat/login.jsp

- If problem occurs:
  http://www.doa.louisiana/gov/osp/osp.htm
  Click on LaEact icon

- Office of State Purchasing (225) 342-8010

PROCUREMENT GUIDELINES

- To obtain hard copy of Summary of Procurement Guidelines:
  - Public Bid Law

    www.lla.la.gov/legalassistance

  - Louisiana Procurement Guide

    www.lla.state.la.us/userfiles/file/state_procurement_code.pdf

  - LMA Procurement

    www.lma.org/municipal_handbook/chap12rev2009.pdf

PROCUREMENT GUIDELINES

- TRAVEL

www.doa.louisiana.gov/osp

Click on State Travel

SUMMARY

- REIMBURSEMENT

  WILL NOT be approved if proper supporting documentation is not submitted

- EXPENDITURE REPORTS

  MUST be submitted WITHIN 5 DAYS of month end or quarter end whichever is applicable

- CHARGING COSTS

  That are not in the approved budget is PROHIBITED

SUMMARY

- SIGNATURES ON REPORTS

  ONLY Project Director OR Financial Officer accepted on Expenditure Reports and any supporting documentation requesting their signature

  ONLY Project Director on Quarterly Progress Reports

- SUBGRANT ADJUSTMENT

  MUST file if project director or financial officer changes during project period

  Failure can result in delay of reimbursement

SUMMARY

- All purchases or services requested MUST be allowable as per your approved budget

ADJUSTMENT REQUESTS

Submission is required when a change in the currently approved project has occurred.

- No less than 30 days prior to project end date
- Expenditure Reports and Progress Reports current
- MUST be signed by designated Project Director or Financial Officer

DISTRICT USE
Date: _____
Initials

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SUBGRANT ADJUSTMENT REQUEST

ADJ REQUEST #: 2
GMIS DOCUMENT 3A

SUBGRANTEE: (

PROJECT TITLE: Home Detention Program

PROJECT ID: J08-6-001

NATURE OF ADJUSTMENT:

Mark all that apply.

Adjustments of each type shown should be entered in the section indicated.

___ REVISED BUDGET . . . . . Go To . . . . SECTION I
___ PROJECT PERIOD AND/OR EXTENSION. Go To . . . . SECTION II
___ PROJECT OFFICIALS/ADDRESSES. . . Go To . . . . SECTION III
___ PROJECT PERSONNEL. . . . . Go To . . . . SECTION III
___ GOALS AND OBJECTIVES . . . . . Go To . . . . SECTION III
___ OTHER. . . . . Go To . . . . SECTION III

ALL REVISIONS MUST BE JUSTIFIED AND EXPLAINED THOROUGHLY IN SECTION IV.

SECTION I. REQUEST FOR BUDGET CHANGE - JUSTIFY IN SECTION IV.

BUDGET CATEGORY		CURRENT APPROVED	REVISIONS +/-	REVISED BUDGET
100.	PERSONNEL	$ 4,800		
200.	FRINGE BENEFITS	682		
300.	TRAVEL	403		
400.	EQUIPMENT	0		
500.	SUPPLIES	0		
600.	CONTRACT SERVICES	0		
700.	CONSTRUCTION	0		
800.	OTHER DIRECT COSTS	0		
850.	CONFIDENTIAL FUNDS	0		
900.	INDIRECT COSTS	0		
	TOTAL	$ 5,885		

APPROVED FUND BREAKDOWN

Fund $ 5,885 (100.00%)

Match $ 0 (0.00%)

REVISED BREAKDOWN

Fund _____

Match _____

SECTION II. REQUEST FOR CHANGE IN PROJECT PERIOD - JUSTIFY IN SECTION IV.

CURRENT GRANT PERIOD
Start Date: 10/01/08
End Date: 09/30/09

REVISED GRANT PERIOD
Start Date: _____
End Date: _____
FOR EXTENSION, # OF MONTHS: _____

SUBMITTED BY:

_____ Signature of Financial Officer or Project Director

_____ Title

_____ Date

LCLE ROUTING AND APPROVALS:

	Approval	Disapproval	Reviewer Signature
Administrative/Fiscal:			
Program:			
FINAL LCLE APPROVAL:			

LOUISIANA COMMISSION ON LAW ENFORCEMENT

SUBGRANT ADJUSTMENT REQUEST

ADJ REQUEST #: 2
GMIS DOCUMENT 3A

SUBGRANTEE:

PROJECT TITLE: Home Detention Program

PROJECT ID: J08-6-001

SECTION III. REQUESTS FOR REVISIONS TO PROJECT OFFICIALS/ADDRESSES, PROJECT PERSONNEL, GOALS AND OBJECTIVES, AND/OR OTHER NON-BUDGET, NON-PERIOD CHANGES (JUSTIFY IN SECTION IV.)

SECTION IV. JUSTIFICATION OF ALL REQUESTED ADJUSTMENTS, REVISIONS, AND/OR CHANGES

All requested adjustments in Sections I, II & III (page 1) must be justified in detail in this Section. Include item costs, descriptions, equipment lists, detailed explanations, and any other information that would further clarify and support your request for adjustment. Attach additional pages as needed.

ADJUSTMENT REQUESTS

- Budget
- Personnel
- Project Period
- Designated Officials
- Goals/Objectives
- Other

ADJUSTMENT REQUESTS BUDGET CHANGES

- Know amount of expenditures currently reported

- Justification for the change
  - Show calculations
  - Itemize additions
  - Reason for the excess/deficit that caused the need for adjustment

ADJUSTMENT REQUESTS PERSONNEL CHANGES

- Attach Adjustment Page 3 – download from website
- Include résumé
- New project-funded position- include agency-approved job description

ADJUSTMENT REQUESTS PROJECT PERIOD

- Extensions - Are there enough funds available to support an extension?

- Shortening project - How were funds used in a shorter time frame?
  - Projects CANNOT be less than 12 months

ADJUSTMENT REQUESTS DESIGNATED OFFICIALS

- New Subgrant Award Addendum with signatures required

- Provide contact information of new official
  - Name
  - Address
  - Phone & fax numbers
  - Email address

ADJUSTMENT REQUESTS DESIGNATED OFFICIALS

- Non-Profit Sub-recipient: If a board resolution is required to appoint the new official, attach a copy of it to the adjustment.

If the designation does not require a board resolution, state in the adjustment how it is designated.

ADJUSTMENT REQUESTS OTHER CHANGES

- Budget Category Line Items
  - Type/cost of equipment/supplies changes without affecting budget category total
  - Changes within a budget category occur that will not affect the budget category total

ADJUSTMENT REQUESTS OTHER CHANGES

- Budget Category Line Items
  - Contact information of a currently approved designated official changes
  - Sub-recipient/Implementing Agency address changes
    - New vendor location form may be required
    - Has EFT information been updated with OSRAP?

SUBMISSION OF REPORTS

- Submit either by US MAIL or UPLOAD electronically. NOT BOTH

Secure drop box

dropbox.lcle.la.gov

Project Director and Financial Officer will be given a user name and password AFTER signed award is received by LCLE

RE-CAP

- Check LCLE's website for current miscellaneous reporting forms and resources

  www.lcle.la.gov

- Project Director or Finance Officer cannot be same and either can sign Expenditures and Subgrant Adjustments

RE-CAP

- Use LCLE provided forms – New system-generated forms will be emailed to the Project Director and Financial Officer
- Submit reports to LCLE by due dates prescribed
- Use US Mail to LCLE or electronic drop box

QUESTIONS

CONTACT INFORMATION

Louisiana Commission on Law Enforcement
1885 Wooddale Blvd., Room 1230
Baton Rouge, LA 70806-1555
www.lcle.la.gov

FEDERAL PROGRAMS SECTION

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CONTACT INFORMATION

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VOCA & VAWA	Rutha Chatwood Victim Services Program Manager 225.925.1757 225.925.6649 ruthac@lcle.la.gov

CONTACT INFORMATION

EXPENDITURE REPORTS

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