



**STATE OF LOUISIANA  
FY 2018 – 2020  
COMPREHENSIVE THREE YEAR STATE PLAN  
TITLE II FORMULA GRANTS PROGRAM**

**PROJECT ABSTRACT**

Louisiana Revised Statute 15:1226, the Juvenile Delinquency and Gang Prevention Act of 1993, as provided for in Chapter 13 of Title 15 of the Louisiana Revised Statutes of 1950, and its administration are hereby placed under the jurisdiction of the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The purpose of this project is to continue the support of state and local projects as outlined by the SAG (State Advisory Group) in the 2018-2020 Three Year Comprehensive State Plan. The goals and objectives of this report is to confirm that Louisiana meets all twenty-eight requirements of the formula grants program as stated in the 2018 Title II solicitation. Funding will be used to increase the availability of diversion programs, prevention and intervention programs for at risk youth, juvenile justice system improvements, and to maintain compliance with the four core requirements of the JJDP Act (deinstitutionalization of status offenders, separation of juveniles from adults in secure facilities, removal of juveniles from adult jails and lockups, and reduction of disproportionate minority contact). This project plans to support both state and local efforts.

Funds will be allocated to new and continuation projects that address the State Plan. Each funded project must submit the OJJDP performance measurements via a quarterly program report and a final program report, which includes their short-term and intermediate outcomes, to Louisiana Commission on Law Enforcement (LCLE). LCLE compiles each sub-recipient's program reports and submits the results in the Annual Performance Report to OJJDP via the GMS system. Along with the submission of the annual report, on-site monitoring visits to ensure goals and objectives are being met and to provide any needed technical assistance. Each sub-recipient's performance in meeting its goals and objectives help determine future funding.

The 3-Year Plan will address the needs, and intervention plans as related to the three core requirements, DMC, resources in our state, and areas of need, along with budgetary obligations addressed with proposed funding. The State Advisory Group has participated in the development and review of the 3-Year Plan and will be allowed to comment after its submission.

## STRUCTURE AND FUNCTION OF JUVENILE JUSTICE SYSTEM

Louisiana's juvenile justice system is comprised of three major components: law enforcement, courts, and corrections. Each of these components has options in which they can handle/treat a juvenile with whom they come into contact. There are several factors that determine how a juvenile offender is handled by Louisiana's juvenile justice system. These factors include the severity of the criminal offense allegedly committed by the juvenile, prior criminal record of the alleged juvenile offender, the prospects for the offender's rehabilitation, and the concern for public safety. These factors influence decisions as to how best to assist the juvenile found to be in need due to mistreatment, and as to either warn and release the alleged juvenile offender, or place the offender in the formal juvenile justice system.

Contact between the juvenile and the juvenile justice system can be initiated in one of three ways. A complaint and/or referral are received by juvenile authorities about the treatment of a juvenile, juvenile authorities receive a complaint about the alleged illegal activity of a juvenile, or a law enforcement officer observes illegal activity on the part of a juvenile. Each component of Louisiana's juvenile justice system has options as to how they handle/treat a juvenile in need of assistance or a juvenile offender.

The structure of Louisiana's juvenile court system is comprised of designated Juvenile Courts, District / Parish Courts, and City / Municipal Courts. Article 116 of the *Louisiana Children's Code* defines a juvenile court and a juvenile court judge as follows:

1. A juvenile "Court" is defined as any city, parish, district, or juvenile court, or its judge, when exercising juvenile jurisdiction. A judge of a mayor's court, or a justice of the peace, is not included.

2. A juvenile “Judge” is defined as the judge of a court exercising juvenile jurisdiction (as defined above).

How a juvenile “flows” through the system depends on the manner in which the juvenile is brought to the attention of the juvenile authorities in his/her parish of residence. Only children ages 10 to 16 are dealt with as delinquents. Children under 10 are addressed through the Families in Need of Services (FINS) program, a parallel system for children who have committed status offenses. Youths who have reached their 17<sup>th</sup> birthday are tried as adults for criminal or traffic offenses. (Louisiana State Constitution Article 5, Section 19). The options available to law enforcement and the courts vary depending on which process is chosen to handle the juvenile. If a complaint/referral is received alleging the juvenile is in need of assistance, and if a determination has been made that the juvenile in question has suffered serious harm, or is in imminent danger of suffering serious harm, the Louisiana Department of Children and Family Services is statutorily charged with intervening on the juvenile’s behalf.

The first point of contact for delinquency cases is with law enforcement which includes three divisions: State Police, Parish Sheriff’s Offices, and City Police Departments (including campus police). Any of these agencies can take part in the initial contact with a juvenile. If a complaint of criminal activity on the part of a juvenile is reported to a law enforcement agency, or if a law enforcement officer self-initiates action against a juvenile, several decisions can be made at this level ranging from counsel and release to formally charging the juvenile which could lead to secure confinement. In some jurisdictions, the officer can refer the juvenile to one of the service network providers (e.g., FINS, substance abuse treatment, etc.), or use a more formal approach and refer the juvenile to the Louisiana Office of Juvenile Justice (OJJ), the District Attorney’s Office, or seek detention or shelter care. Some jurisdictions, particularly in

the larger cities, require the juvenile offender be taken to an intake unit or the designated juvenile court. See Appendix for flow charts.

## Analysis of Juvenile Delinquency Problems

The SAG identified four juvenile justice needs/problem statements and has determined funding should be directed to programs that address these areas. These programs will not only serve juveniles, but the family and society as well. The SAG's goal for the 2018-2020 State Plan is to fund programs that Disproportionate Minority Contact (DMC) family structure, education, and mental health/substance abuse. A detailed discussion for each area is provided.

### **1. Disproportionate Minority Contact (DMC)**

Louisiana's minority juvenile general population includes a small percentage of Native American and Asian youth with a much higher percentage of African American youth. The overall juvenile population represents approximately 24% (1,117,803) of Louisiana's population. The Black juvenile population during this reporting period is approximately 58% of the general population. In comparison to their general population make up, they represent approximately 67.3% of juvenile arrests.

Louisiana continues to take active measures in an attempt to alleviate DMC at the various contact points within the juvenile justice system. The SAG continues to approve programs designed to help minority youth with its JJDP Funds. The state conducted a statewide DMC Assessment study. Louisiana has acquired a DMC coordinator to focus on the disparities in the contact points in the juvenile justice system. There has also been an effort to combine the efforts our DMC committee and the Juvenile Detention Alternatives Initiatives committee in forming a statewide plan to combat disproportionate minority contact.

### **2. Family Structure:**

In past decades the family structure consisted of a married couple where the father worked and mother stayed home raising their children. However in today's world, the family structure has dramatically changed. The United States Census now groups households by type—family households (families) and non-family households. Family household is further subdivided into married-couple families and female householder with no husband present. Of the 1,728,360 households in Louisiana, there were over 1,160,118 family households (families) with about 29.5% of these households having children under 18 years. The married-couple with children under 18 years accounted for almost 17.6% of these households, whereas female householder (no husband present) with children under 18 years accounted for almost 9.3%. (U.S. Census Bureau, Data Set: 2010 American Fact Finder)

Programs that address the family-structure continue to be a funding priority for the State. These programs will need to address how to combat the family risk factors that include, but are not limited to, poor socialization practices, modeling of antisocial values and behaviors, poor supervision of the child, including failure to monitor the child's activities, poor discipline skills, poor quality of parent-child relationships, excessive family conflict and

aggressive behavior in youth, family chaos and stress, poor parental mental health, family isolation, poverty and community violence, differential acculturation and acculturation stress, and sibling and peer drug use.

### 3. **Diversion:**

Diversion has played a key role in improving outcomes and rehabilitating youthful offenders. Processing a juvenile through the juvenile justice system may do more harm than good. Juvenile diversion programs allow youths who commit offenses to be directed away from more formal juvenile justice system involvement. Diversion programs are intended to hold juveniles accountable for their behavior without formal court involvement. Diversion programs are also designed to reduce the risk of criminal socialization by providing role models and positive peers, instilling discipline, improving school engagement, and increasing levels of overall youth functioning.

In Louisiana, the need for diversion programs has increased tremendously over the past three years. Louisiana faced a budget shortfall of one billion dollars. This required cuts to many state run agencies, including a ten million dollar cut to the Office of Juvenile Justice. This cut will affect staffing and supervision services that are offered to juveniles involved in the system. By focusing on local diversion programs, many juveniles who would have normally come in contact with the juvenile justice system can be diverted from a system that does not have the resources to focus on them.

### 4. **Mental Health Services:**

According to the National Center for Mental Health and Juvenile Justice, 70% of youth in the juvenile justice system have at least one mental health condition and at least 20% live with a serious mental illness. The common disorders suffered by youth include, but are not limited, attention deficit and disruptive behavior disorders, serious mental and/or emotional disturbance, mood disorders (both depression and bipolar disorders) posttraumatic stress disorder, other anxiety or psychotic disorders, and sexual offending.

By focusing on mental and behavioral health, local jurisdictions can develop and improve programs that address youth mental health needs. These programs will help with early identification of youth with mental health conditions, it will improve service and coordination and reduce the risk of juveniles being recycled through the system, which will ultimately lead to better outcomes for the youth and their families.

The three definitions below are essential to understanding mental health:

**Mental Health:** Is effective mental functioning. A person who is mentally healthy is at or near full capacity to live, work, play, participate, and prosper.

**Mental Health Problems:** Includes normal emotional problems, such as sadness or anxiety, which are experienced by everyone. These problems often share some of the symptoms, but lack the intensity or duration to meet the criteria for mental illness.

**Mental Illness:** Refers collectively to all diagnosable mental disorders, which are health conditions that are characterized by alterations in thinking, feeling and behavior. If untreated, mental illness makes it difficult, often impossible, for a person to succeed at home, school, work or play.

According to DHH-OMH, to serve these citizens with mental illness responsively, Louisiana must address these issues:

- Few of the state's target population get basic mental health treatment. Additional treatment services are needed to reach more children and adults with mental illness.
- Basic treatment services are provided statewide, but accesses to comprehensive services that support recovery are more limited. Additional comprehensive services are needed.
- Prevention and early intervention efforts to minimize the impact of mental illness compete against treatment services for limited resources, often losing out. Additional prevention and early intervention programs are needed, especially for children.
- Judicial comments, rather than medical decisions based on individual treatment needs, dominate the state hospital system. Changes in state law and services are necessary to balance demand for civil and forensic services.

## GOALS AND OBJECTIVES

The goals and objectives of this State Plan will address the following Program Areas:

- Goal 1 To help reduce the risk factors that could attribute to the juvenile's contact with the juvenile justice system and reduce the rate of juvenile offenders from further penetration into the juvenile justice system.
- Objective 1 – To fund at least two projects under Program Area #22 Diversion Prevention.
  - Objective 2 – To fund at least two projects under Program Area #12 Mental Health Services.
  - Objective 3 – To fund at least one project under Program Area #23 Gender-specific Services.
  - Objective 4 – To fund at least one project under Program Area #24 Indian Tribe Programs.
- Goal 2 To increase the student's education level while reducing truancy, suspensions, and expulsions of school children.
- Objective 1 – To fund at least two projects under Program Area #17 School Programs.
- Goal 3 To address and reduce disproportionate minority contact in Louisiana.
- Objective 1 – To fund at least one project under Program Area #20 Disproportionate Minority Contact.
- Goal 4 To provide training and education opportunities for juvenile justice personnel throughout the state.
- Objective 1 – To fund at least one project under Program Area #27 Juvenile Justice System Improvement.
- Goal 5 To ensure that the State carries out and maintains compliance with the JJDP Act.
- Objective 1 – To fund at least one project under Program Area #19 Compliance Monitoring
  - Objective 2 – To fund at least one project under Program Area #28 Planning and Administration.
  - Objective 3 – To fund at least one project under Program Area #31 State Advisory Group Allocation.

## IMPLEMENTATION (ACTIVITIES AND SERVICES)

Projects are funded at both the local and state level. Goals 1 and 2 will be achieved through projects funded at the local level while Goals 3, 4, and 5 are funded at the state level.

The LCLE staff and SAG works with eight local law enforcements planning districts (LEPD) which are designated statutorily to assist the designated State's Administering Agency (LCLE). These eight LEPD are divided by geographic area. Each LEPD has its own council whose representation includes law enforcement, prosecution, courts, and non-profit organizations that provides services to juveniles and victims. Funding awarded to the State is distributed to each LEPD on a formula-based percentage. This formula is updated every ten years after the U.S. Census is released. Each LEPD's percentage is based on the population and crime statistics within their respective districts.

### Law Enforcement Planning Districts/Councils

District 1	Northwest Law Enforcement Planning District	11.07%
District 2	North Delta Law Enforcement Planning District	10.77%
District 3	Red River Delta Law Enforcement Planning District	9.74%
District 4	Evangeline Law Enforcement Planning Council	10.66%
District 5	Capital District Law Enforcement Planning District	15.95%
District 6	Southwest District Law Enforcement Planning Council	10.44%
District 7	Metropolitan/Jefferson Criminal Justice Coordinating Council	15.48%
District 9	Orleans Office of Criminal Justice Coordination Council	15.89%

**NOTE:** The formula was revised upon release of the 2010 U.S. Census Report.

The SAG implemented a policy to restrict the award amount for a project funded at the district level. "Each district cannot allocate its funds to a project less than the lowest allocated amount to a law enforcement planning district." For example: If the lowest LEPD's allocation is \$25,000, the remaining LEPDs cannot allocate any project under \$25,000. Using the LEPD formula percentages to allocate funding based on the federal award received, each LEPD will only be able to fund one project; thus, a total of eight projects will be funded at the local level. This method is more beneficial to address a smaller number of projects to adequately address issues with more funding than to have several projects with minimal funding. Projects are funded for no more than three (3) twelve-month project periods. Projects that do not meet the stated goals and objectives at the end of Year 2 are not funded for the final twelve-month project period.

Each District submits a plan outlining their areas of need. These plans are forwarded to the Louisiana Commission on Law Enforcement for review. The need areas of the state are then chosen to address the needs of the Districts. The Juvenile Justice Specialist with assistance from the State Advisory Group will complete the Three Year Plan with the need areas outlined in the

District reports. The State Advisory Group meets quarterly to discuss the development and the implementation of the three year plan. The Louisiana Commission on Law Enforcement is responsible for implementing the plan. The law enforcement planning districts advertise the council's allocation for potential eligible applicants pursuant to the JJDP Act. Each LEPD chooses the potential project that is evidence-based program or practice and will address the state's problem statements, goals and objectives. Potential applicants must demonstrate in their application how their project will help achieve the state's plan, its activities/services, time line of activities/services, location and time of services, estimate number of juveniles and/or families to be served, and how the project is coordinated with other agencies within their community.

The activities/services of Goals 1 and 2 include, but are not limited to, providing diversion programs (not limited to prevention, control, diversion, drug and alcohol abuse, and other such programs that can prevent and reduce the rate of delinquent juvenile behavior), counseling (both individual and group), mental health services (assessment, treatment plans and discharge plans); age-appropriate educational activities, which includes tutoring, mentoring, prevention of truancy, suspension and expulsion; community service, substance abuse (prevention and intervention), family relationships and parenting skills, and programs designed specifically for female offenders.

In Chapter 57 of the Louisiana Administrative Code, the distribution of funds requires that a percentage of a district's funding based on the state's crime rate must be used to fund programs that address issues in rural areas.

The LCLE staff and SAG continue to seek ways to encourage the Native American Tribes to use the funds to implement or enhance programs within the Tribes. In the past, due to the minimum allocated amount, eligible Native American Tribes have not accepted the Native American pass-through amount. In an effort to encourage the Louisiana Native American Tribes into considering the acceptance of an allocation for a proposed project, the LCLE staff has slightly increased the allocation set aside for Tribes and has had to date, two meetings with representatives of the federally-recognized Tribes to explain the state's plan for its JJDP programs.

Project activities funded at the state level will ensure the State's compliance of the core requirements of the JJDP Act.

1. Goal 3 Objective 1: Activities will address the fourth core requirement, Program Area 21, Disproportionate Minority Contact. Activities/services include, but are not limited to, continuing to establish a statewide infrastructure to support DMC Reduction; using the most recent DMC assessment, select priority jurisdictions based upon OJJDP guidance; implementation of DMC Reduction Model in selected local jurisdictions; monitor and evaluate the progress of selected jurisdictions; sustainability and expansion of Louisiana DMC Reduction Model.
2. Goal 4 Objective 1: Activities for Program Area 27, Juvenile Justice System Improvement, include, but are not limited to, providing a two and one-half day Governor's Conference to train approximately 400 professionals in the juvenile sectors

throughout the state; provide other training(s) as needed; bring in national and local experts to provide insight and guidance of newest evidence-based models and best practices in addressing issues involving youth and their families, juveniles, and the juvenile justice system.

3. Goal 5 Objective 1: To meet the requirements of Program Area 19, the Compliance Monitor addresses the first three core requirements. Activities include, but are not limited to, conducting on-site visits to one-third of all facilities that securely detains juveniles. This includes sheriff's offices and police departments and their substations, juvenile detention centers and correctional facilities, and court holding facilities to ensure 100% compliance by the end of the three year plan. Training and technical assistance are provided to any facility that request assistance.
4. Goal 5 Objective 2: For Program Area 28, Planning and Administration, activities include, but are not limited to, perform administrative, evaluation, and monitoring functions as mandated by the JJDP Act of 2002; monitor programs; evaluate programs; assist Compliance Monitor with on-site monitoring of juvenile detention, and correctional facilities and adult jails and lockups throughout the State, especially in areas of coordination of services; LCLE staff along with the SAG will continue to promote the exchange of ideas between agencies that provides services to youth; and, seek opportunities to provide forums for the exchange of unifying the coordination of efforts among the various components of programs and services for youth.
5. Goal 5 Objective 3: Activities under Program Area 32, State Advisory Group Allocation, include, but are not limited to, work in conjunction with LCLE staff in accordance with the JJDP Act of 2002; review and recommend approval of funding to eligible recipients; conduct committee and subcommittee meetings as needed; submit annual report to the Governor; and, provide and attend needed training.

**FORMULA GRANTS PROGRAM STAFF**

<b>A. Federal Programs</b>	
1.	Juvenile Justice and Delinquency Prevention Program
2.	Juvenile Accountability Block Grant
3.	Crime Victim Assistance
4.	Crime Victims Compensation
5.	Edward Byrne Memorial Justice Assistance Grant
6.	Firearm Background Enhanced Data Sharing Implementation (FBCI)
7.	National Criminal History Improvement Program

8.	Paul Coverdell National Forensic Sciences Improvement Act
9.	Residential Substance Abuse Treatment (RSAT) Program
10.	Sexual Assault Services Program
11.	S.T.O.P. Violence Against Women
12.	Other Discretionary Federal Programs

<b>B. State Programs</b>	
1.	D.A.R.E
2.	Act 832 / D.A.E.T.
3.	Peace Officer Standards and Training Program (POST)
4.	Crime Victims Reparations
5.	Parish Jail Program / Inmate Housing
6.	Innocent Compensation Fund
7.	Law Enforcement Medal of Honor Program
8.	Truancy Assessment Service Centers Program
9.	Human Trafficking

<b>C. Information Systems</b>	
1.	Integrated Criminal Justice Information System (ICJIS)
2.	Law Enforcement Management Information System (LEMIS) (LIBRS)
3.	Louisiana’s Uniform Crime Reporting Program (LUCR)
4.	NICS Records Improvement Program

<b>D. Policy Planning</b>	
1.	Louisiana Sentencing Commission
2.	Statistical Analysis Center
3.	Criminal Justice Information Clearinghouse
4.	Children’s Advocacy Clearinghouse

**STAFFING AND MANAGEMENT PLAN**

Formula Grants, along with matched state funds, fund the following positions at the percentages shown.

	<b>Formula Program</b>	<b>State Funding</b>
<b>I. Program Staff</b>		
Demetrius Joubert, Juvenile Justice Specialist	50.00%	50.00%
Demetrius Joubert, Compliance Monitor	50.00%	0.00%

Rutha Chatwood, Federal Programs Section Manager	8.00%	15.00%
<b>II. Administrative Staff:</b>		
Jim Craft, Executive Director	2.00%	2.00%
Hope Davis, Human Resource Director	2.00%	2.00%
Lisa Dreher, Administrative Assistant 5	2.00%	2.00%
Verna Hamilton, Executive Staff Officer	2.00%	2.00%

<b>III. Computer Staff</b>		
Anthony Myles, IT Technician	0.00%	2.00%

<b>IV. Grants Staff:</b>		
Kim Lax, SAC	3.00%	3.00%
Opal West, JDAI/DMC State Coordinator	3.00%	3.00%
Martha Addison, Grants Manager	3.00%	3.00%
Melanie Vick, Contracts/Grants Reviewer 3	3.00%	3.00%
Roxanne Langston, Contracts/Grants Reviewer 2	3.00%	3.00%

<b>V. Fiscal Staff:</b>		
Denise Hernandez, Accountant Administrator	3.00%	3.00%
Kelli McKnight, Accountant Manager	3.00%	3.00%
Casey Kleinpeter, Accountant 3	3.00%	3.00%
Vacant ,Accountant 2	3.00%	3.00%
Melinda Bender, Auditor 3	3.00%	3.00%

**DESCRIPTION OF THE JUVENILE JUSTICE SPECIALIST DUTIES**

Performs administrative-level planning, policy development and decision making for the Title II Formula Block Grant (Juvenile Justice and Delinquency Prevention - JJDP) Program under the broad supervision of the Criminal Justice Policy Planner 4. Plans, organizes and directs all phases of program operation for the federal JJDP Program. Accomplishes complex policy and planning activities for the Louisiana Commission on Law Enforcement related to short and long range plans by local units of government, state agencies, and private nonprofit agencies relative to systems, problems and needs, goals/objectives, and service delivery for law enforcement, juvenile justice and delinquency prevention programs.

Serves as staff to the SAG and primary staff person for the 54-member Louisiana Commission on Law Enforcement regarding the JJDP Grant Program. In this capacity, recommendations are made to the Board regarding the allocation and expenditure of annual federal awards and approval/disapproval of funding for statewide programs for the SAG. Coordinates all meetings, conferences, etc. sponsored by the SAG. Prepares agendas, reports, and all other related documents for such meetings.

Collects, analyzes and interprets statistical and programmatic data for the development of an Annual State Plan as mandated by the federal JJDP Act, by the Legislature and/or by the Governor.

Reviews all allocation requests and subgrant application requests, both federal and state, to determine if they meet the needs as defined in the applicable State Plan.

Develops funding priorities based on results of State Plan data, federal and state laws and policies. Maintains existing and develops new program briefs based on funding priorities.

Oversees and supervises the Compliance Monitor on statewide on-site monitoring visits of Louisiana jails, adult and juvenile correctional facilities, jails and lockups, and juvenile detention centers to insure compliance with core requirements of the Juvenile Justice and Delinquency Prevention Act and the Louisiana Children's Code.

Maintains agency database of juvenile programs funded; reports specified data on programs to federal Office of Juvenile Justice and Delinquency Prevention.

Establishes internal and external policies and procedures to ensure compliance with Federal rules and regulations relative to eligibility, receipt, expenditure, and accountability for JJDP Grant funds.

Prepares for and participates in visits from federal program specialist. Plans and makes selected on-site program review of subgrantee agencies for the purposes of monitoring and evaluation.

Provides expert technical assistance to agency personnel, criminal justice field offices, subgrantees, etc. regarding the JJDP Grant Program. Oversees the selection of software for use by this section. Oversees computer operations, data gathering, data entry, and the preparation of reports prepared for the Louisiana Commission on Law Enforcement, Office of Juvenile Justice and Delinquency Prevention, SAG, Division of Administration, Legislature, and other public and private entities.

Directs and oversees the activities of the eight criminal justice planning field offices regarding the JJDP Grant Program.

Meets with public and private officials relative to the JJDP program. Statewide travel is required, as well as out-of-state travel. Makes oral reports/speeches/presentations to agencies involved in law enforcement, education, and the JJDP program. Represents Louisiana at national and state conferences.

Other duties as directed by the Criminal Justice Policy Planner 4 or Executive Director.

## **DESCRIPTION OF THE CRIMINAL JUSTICE POLICY PLANNER SECTION MANAGER DUTIES**

Has overall responsibility for administration of several Federal and State programs administered by the Louisiana Commission on Law Enforcement which have the primary goal of serving juveniles.

Have administrative-level oversight, planning, policy development and decision making for the Title II Formula Block Grant (Juvenile Justice and Delinquency Prevention – JJDP) Program under the broad supervision of the and Executive Director.

Analyzes program objectives, reviews current and long-range programs, plans and policies identifying and resolving areas of confusion or conflict. Certifies compliance with applicable federal and state laws and regulations of juvenile programs under the oversight of the incumbent. Oversees the activities of eight criminal justice regional planning offices in their activities relating to programs under the oversight of the incumbent.

Related duties may include but are not limited to the following:

Coordinate with the Fiscal and Grant Administration Sections regarding issues on federal and state juvenile programs.

Oversee the tracking of grant-related information and agency databases.

Respond to requests from the Division of Administration, both the Senate Finance and House Appropriations Committees and other state legislative committees regarding federal and state juvenile programs.

Monitor legislation affecting incumbent's part of the juvenile sectors of the justice system.

Devise plans of action to ensure that program funds remain at the highest possible levels to continue quality services to the juvenile justice community.

Meet with officials of federal, state and local agencies, legislators, professional organizations, etc., in matters and issues relating to the office and the juvenile justice system.

Assist the Account Administrator in preparation of agency budget, operational plans, and strategic plans.

Directs the preparation of special reports. Directs and formulates rules and regulations.

Other duties as directed by the Executive Director.

## **DESCRIPTION OF THE JJDP COMPLIANCE MONITOR DUTIES**

Researches applicable federal and state statutes and regulations, Commission and Board policies and other relevant material pertaining to criminal and juvenile justice policy areas. Provides training and consultation to judges, law enforcement personnel, and any other juvenile justice-related organizations and agencies with regard to compliance with the *Louisiana Children's Code* and the core requirements of the Juvenile Justice and Delinquency Prevention Act.

Conducts statewide on-site monitoring visits of Louisiana jails, adult and juvenile correctional facilities, jails and lockups, and juvenile detention centers to insure compliance with core requirements of the Juvenile Justice and Delinquent Prevention Act and the *Louisiana Children's Code* and keeps the JJDP Advisory Board abreast of the visits.

Collects, analyzes and interprets statistical and programmatic data for the development of good detention standards, objective detention criteria, intake screening mechanisms, and detention alternatives and to maintain files of this information for the purpose of sharing this data with localities and agencies interested in pursuing these programs.

Meets with, provides information to, and assists local officials on a regular basis when needed to develop solutions to jail removal problems, placing special emphasis on areas identified in the annual monitoring report.

Maintain current information on detention centers and shelter facilities throughout the state and develop working relationships with administrators.

Along with the Juvenile Justice Specialist serves as staff to the SAG in developing policies and procedure for addressing jail removal issues and other juvenile justice issues and distributes information regarding the SAG's role in the state, grant funding available, policies and procedures for obtaining grant funds, etc.

To be available to work with state agencies, organizations, legislators, and other policy makers in the development of programs and funds in the area of juvenile justice.

Promote the development of good detention standards, objective detention criteria, intake screening mechanisms, and detention alternatives.

Prepares procedures and forms necessary to successfully monitor and evaluate detention centers, jails and lockups.

Maintain data regarding local contracts and meetings, difficulties encountered, resolutions attempted, and successful programs developed to address jail removal issues.

Plans and coordinates, under supervision, specific tasks associated with annual reports as required by federal agencies, such as Compliance Monitoring Report and Crime Analysis.

Learns and utilizes software for the purpose of analyzing data and tracking compliance monitoring data and other projects as assigned and the preparation of reports prepared for the Louisiana Commission on Law Enforcement, Office of Juvenile Justice and Delinquency Prevention, JJDP Advisory Board, Division of Administration, Legislature, and other public and private entities.

Coordinate training as needed for personnel involved in alternative programs.

Performs other duties as assigned by the Juvenile Justice Specialist, Section Head or Executive Director.

Travel: Extensive statewide travel is required, as is occasional out-of-state travel to pertinent conferences, workshops and trainings.

Other duties as directed by the Juvenile Justice Specialist, Criminal Justice Policy Planner 4.

## **DESCRIPTION OF THE ADMINISTRATIVE ASSISTANT DUTIES**

Serves as administrative assistant to the juvenile justice specialist and SAG.

Performs the following duties with a minimum of supervision:

On own initiative: pulls appropriate file records, routes to appropriate staff members; composes and types correspondence on routine matters for signature of agency management; prepares letters and other communications to members of the SAG, members of the Louisiana Commission on Law Enforcement, the Louisiana Congressional delegation, and the Office of Juvenile Justice and Delinquency Prevention, and other correspondence as directed.

Establishes and maintains program files and records. Prepares preliminary responses to requests for information for approval by supervisor. Relieves professional staff of all routine clerical functions.

Arranges, prepares for, and coordinates meetings of the SAG. This includes, but is not limited to logistics of meetings, meeting room reservations, conducts registration desk activities when necessary, and attends all meetings, records and transcribes minutes of meetings in accordance with established agency procedures.

Assists the SAG and the section's professional staff in the preparation and coordination of the annual Governor's Conference on Juvenile Justice and Delinquency Prevention.

Assists in the preparation of federally required state plans, analysis, and annual reports. Is responsible for compiling specific data and/or information in proper formats for submission to federal agencies. Uses various computer programs to develop charts and tables for inclusion in these reports.

Performs data entry of allocation and application information into the Grants Management Information System. Enters programmatic and budget information into the system. Verifies the information and places special conditions accordingly.

Confers with program directors in the eight local law enforcement planning districts as directed by the juvenile justice specialist to follow up on deficient applications, pending correspondence, program reports, and other program related matters as necessary.

Prepares specialized statistical, monitoring report forms, charts, tables, etc. as directed. Checks and verifies specialized forms, charts, reports, for accuracy and discrepancies.

Accepts and screens incoming telephone calls and serves as receptionist for the section. Schedules appointments and activities associated with this section in addition to meeting room logistics.

Under the direction of the Criminal Justice Policy Planner 4 of the Commission on Law Enforcement, assists all other sections of the agency during peak workload periods or during periods when assigned clerical personnel are absent. Is responsible for answering and routing calls received on the main telephone line of the Louisiana Commission on Law Enforcement office. Is required to be knowledgeable of other agency programs and activities.

Assists other sections and performs other duties as assigned by the Criminal Justice Policy Planner 4 or Executive Director.

## **DESCRIPTION OF THE GENERAL ADMINISTRATION DUTIES**

### **Administrative Staff:**

Overall responsibility for all fiscal activity, purchasing, grants management, auditing, financial reporting, payroll and cost allocations and other fiscal functions such as property control, record retention, safety and fleet management. Office Coordinator: Primarily responsible for daily purchasing function to procure supplies, equipment and services for entire agency. Also

responsible for property control, record retention, and employee safety program and automobile fleet management.

### **Computer Staff**

1. Provides and maintains network for use by agency program staff including email capabilities, Internet, and file server.
2. Maintains workstation hardware and software.
3. Provides help desk support.
4. Performs backup of agency network files nightly. Maintains proper file storage of electronic tapes.

### **Fiscal Staff**

In general, the fiscal department is responsible for the following:

1. Properly record all accounting transactions relative to grant reimbursements, purchasing activities, payroll processing and cost allocations, etc.
2. Provide financial statements and reports to agency management on a monthly basis.
3. Maintain and follow established financial internal control to protect the assets of the agency.
4. Perform other duties such as bank reconciliation; draw down of Federal funds thru LOCES system, annual budget preparation, and recording of Means of Financing from various statutory dedicated and self-generating funds.
5. The auditor reviews audit reports submitted by sub recipients and performs on site visits to review financial and performance activities.

### **Grants Staff**

Grants staff primary duties are as follows:

1. Issuing of awards to sub recipients and properly recording all grant administration activities into the Grants Management Information System (GMIS)
2. Processing of all expenditure requests, special requests (advances), grant adjustments, ensure special conditions are met prior to release of funds.

3. Communicate with sub recipients to resolve budget discrepancies, delinquent reporting and other administrative efforts required to process grant transactions accurately, timely and in accordance with federal grant guidelines.
4. Prepare and submit Federal quarterly status report (269s)

The OJJDP FY 2018 budget breakdown presented below explains how the budget for Louisiana is calculated for all categories:

- The Pass-Through requirement of 66 2/3% of the award totals \$320,277 and will be allocated for the following Program Areas:
  - 12 – Mental Health Services (\$98,707);
  - 17 – School Programs (\$69,159);
  - 18 – Substance and Alcohol Abuse (\$43,039);
  - 22 – Diversion (\$101,810);
  - 24 – Indian Tribe Program (\$439)
  - 27 – Juvenile Justice System Improvement (\$50,000); and
    - Governor’s Conference (\$35,000)
    - TBD (\$15,000)
  - 30 – Rural Area Juvenile Programs (\$28,765)
- Program Area 19 – Compliance Monitoring: This portion of the award totaling \$55,071 will be dedicated to monitoring programs, conducting research, or other activities primarily to enhance or maintain our state’s ability to adequately monitor jails, detention facilities, and other facilities to assure compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act.
- Program Area 21 – Disproportionate Minority Contact: This portion of the award in the amount of \$55,070 will be dedicated for DMC Projects as outlined in the JJDP Act.
- Program Area 28 – Planning and Administration: 10% of the award amount in the amount of \$50,046 will be dedicated for administration costs; when including the 100% required match the total comes to \$100,092. Please see pages 3 and 4 to show how these funds are allocated.
- Program Area 31 – State Advisory Group Allocation: The SAG allowance totals \$20,000 and this allowance will allow the SAG to carry out the activities outlined in the JJDP Act.

## PLANNING AND ADMINISTRATION COSTS

Louisiana Commission on Law Enforcement calculates salary, fringe benefits, travel, equipment, supplies, overhead, and indirect costs as indicated below:

<b>Salary</b>	Salary is based on Louisiana Civil Service pay scale.
<b>Fringe Benefits</b>	Expenditures are calculated as a percent of each staff's base salary, currently 41%. Benefits include employer retirement contribution, employer medical and life group insurance contribution, Medicare tax, and FICA if applicable.
<b>Travel</b>	Expenditures are reimbursed based on the current state fiscal year travel regulations. State regulations are used because of the restrictive regulations. Travel cost categories would include program in-state field travel, in-state and out of state training conferences for LCLE staff and SAG Board members. The guide can be viewed at the following link: <a href="http://www.doa.louisiana.gov/osp/travel">www.doa.louisiana.gov/osp/travel</a> .
<b>Equipment</b>	Acquisitions of equipment are obtained following the State of Louisiana approved purchasing guidelines. The guide can be viewed at the following link: <a href="http://www.la.gov">http://www.la.gov</a> .
<b>Supplies</b>	Expenditures of supplies utilized by program, fiscal, grants, and administrative staff consist of the follow cost categories; office supplies, auto/fleet operating supplies, and computer supplies based on actual cost.
<b>Overhead</b>	Expenditures of operating cost for program, fiscal, grants, and administrative staff consist of the following cost categories. Telephone, building/equipment rental, printing, fleet operating cost, mail/postage, equipment maintenance, advertising, dues, and other miscellaneous based on actual cost.
<b>Indirect Costs</b>	Not Applicable. LCLE does not utilize or have an approved indirect cost method or rate.

### The Planning and Administrative Costs Cover:

- a. Salaries for Program Staff:
  1. Juvenile Justice Specialist/JJDP Compliance Monitor (FT)
  2. JDAI/DMC State Coordinator (FT)
  3. Federal Program Monitor (FT)
  4. Federal Program Section Manager (FT)
  5. Administrative Assistant 3 (FT)
  6. Auditor 4 (FT)

- b. Salaries for Executive Staff:
  - 1. Executive Director (FT)
  - 2. Human Resource Director (FT)
  - 3. Administrative Assistant 5 (FT)
  - 4. Executive Staff Officer (FT)
  - 5. I.T. Support (FT)
- c. Salaries for Contracts/Grants Staff:
  - 1. Contracts/Grants Manager (FT)
  - 2. Contracts/Grants Reviewer 2 (FT)
  - 3. Egrants Manager (PT)
- d. Salaries for Fiscal Staff:
  - 1. Accountant Administrator (FT)
  - 2. Fiscal Accounting Manager (FT)
  - 3. Accountant 1 (FT)
  - 4. Accountant 3 (FT)

**Travel Costs of Staff for the Following:**

- a. To undertake compliance monitoring to monitor jails, detention facilities, and other facilities to assure compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act.
- b. To conduct on-site monitorings of subgrants to review programmatic and financial records that fully disclose the amount and disposition of JJDP funds received by the applicant agency to ensure proper management, fiscal control and efficient disbursement of the JJDP funds.
- c. To travel to potential new JDAI sites, make presentations, provide an in-depth analysis of the data, and meet with county and juvenile court representatives, as well as Judges and other local community leaders, stakeholders, etc.
- d. To attend national and regional OJJDP-sponsored conferences and workshops, as appropriate.
- e. To attend local conferences and workshops, as appropriate.
- f. To attend other required sponsored national and regional conferences, as appropriate.

\*The funds for the JJDP match come from the state general budget.

## **INDIRECT COST RATE AGREEMENT**

The Louisiana Commission on Law Enforcement (LCLE) does not intend to charge indirect costs through the use of an indirect cost rate; therefore, the need for a signed, Federally-approved indirect cost rate agreement regarding this requirement is not applicable.

## FINANCIAL ACCOUNTING PRACTICES

1. All funds awarded under this program are maintained in a manner that allows each type to be accounted for separately and distinctly from other sources of revenue and/or funding. OVW grant funds are drawn down from the Federal GPRS system as expensed. Funds requested in the drawdown are received by the State Treasury. State Treasury notifies the agency through the state's Integrated Statewide Internal System (ISIS)–Open Deposit Items that a deposit has been received. The Louisiana Commission on Law Enforcement (LCLE) classifies these deposits by the use of a hierarchy system: first, by appropriation (federal or state funds); second, by organizational code which groups grants by means of financing; and, third by reporting category which identifies a specific grant by federal grant number and year of funding.
2. The LCLE has written accounting policies and procedures. The Louisiana Office of Statewide Reporting and Accounting Policy's (OSRAP) Policies and Procedures are updated as needed or as new guidelines require the accounting procedures to be modified. LCLE has adopted agency-wide internal policies which include: drawdown procedures, collection procedures, grant procedures, cash management, accounts payable procedures, reconciliation procedures between grant system and accounting system, procurement, travel procedures, retention and regulatory reporting.
3. As explained in response Number 1, the LCLE uses a hierarchy system to track revenues and expenditures of each separate federal grant award. Monthly cost and statewide bundle reports track expenditures monthly, year-to-date and budget of each grant by appropriation, organizational code and reporting category. Sub-grant expenditures are tracked by the agency's grants system – Egrants.
4. The LCLE does have procedures in place for minimizing the time between transfer of funds from the United States Treasury and disbursement for project activities. The Drawdown Process is as follows:
  - There are two types of drawdowns;
    - Some federal grants allow all of the federal grant funds to be drawn in advance of actual expenditures. This permits the agency to earn interest that LCLE records as program income. Advances are handled by the Fiscal Manager and held by the State

Department of the Treasury until expenditures are recorded and funds are transferred once they are requested and/or approved by the program manager.

- JJDP grants allow the federal grant funds to be drawn as reimbursement for payments made for grant expenses and payments made to sub-grantees. Requests are handled by the fiscal section based on expenditures paid or expenditures approved by the grants section and pending payment.
  - The Department of Justice’s GPRS System (Grant Payment Request System) is used to drawdown funds.
  - Once the drawdown has been requested, a deposit ticket is sent to the Treasury office. This alerts Treasury that funds are expected for our agency.
  - Treasury posts the deposit in the statewide accounting system (ISIS) as a pending item for our agency.
  - LCLE enters the grant number and revenue account (Grant Funds) into ISIS for posting the funds. (Cash Receipt Input Form)
  - A fiscal staff individual has to approve the Cash Receipt for posting within ISIS.
  
- 5. The LCLE has effective internal controls in place to adequately safeguard grant assets and to ensure that they are used solely for authorized purposes. State guidelines, Title 22, are followed through property management. Property ID and source of funds are tracked.
  
- 6. The LCLE does have a documented Records Retention Schedule policy to ensure compliance with the state’s retention record, as well as, the federal retention record. A retention policy, recently adopted April 26, 2016, is in compliance with both regulatory agencies – the LCLE and the Louisiana Secretary of State’s Division of Archives, Records Management and History.
  
- 7. The individuals primarily responsible for fiscal and administrative oversight of grant awards are familiar with the applicable grants management rules, principles, and regulations including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (2 CFR Part 200). The LCLE staff persons:
  - Martha Addison, Grants Manager, has completed the online DOJ Grants Management Training within the last year;
  - Denise Hernandez, Accountant Administrator, completed the online DOJ Grants Management Training within the last year; and,

- Kelli McKnight, Accountant Manager, completed the online DOJ Grants Management Training within the last year.

## **DISCLOSURE OF LOBBYING ACTIVITIES**

The Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE) does not participate in lobbying activities.

## **APPLICANT DISCLOSURE OF PENDING APPLICATIONS**

The Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE) does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation. The LCLE will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.