



**SOUTH CENTRAL SAFE COMMUNITY  
PARTNERSHIP  
GRANT GUIDE FOR YEAR 2010**

*Funded through  
The Louisiana Highway Safety Commission*

**South Central Planning & Development Commission**

**P. O. Box 1870  
Gray, LA 70359  
985-851-2900**

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## **INTRODUCTION**

The South Central Safe Community Partnership was originally established through a grant from the Louisiana Highway Safety Commission in October 1999. This is the ninth year of funding of the program through the Louisiana Highway Safety Commission. The Partnership was developed for the express purpose of establishing a Safe Community Fund, Action Plan and Media Campaign designed to focus on highway safety needs in the South Central Region of Assumption, Lafourche, St. Charles, St. James, St. John the Baptist and Terrebonne.

The Safe Community approach is one way to get concerned citizens together to promote traffic fatality and injury prevention activities at the local level. In a Safe Community, injuries are addressed in a systematic approach. A “bottom up” approach is used to involve citizens in devising solutions to traffic safety problems.

Safe Communities have the following elements in common.

1. Data from multiple sources are analyzed in order to understand the magnitude and consequences of the traffic crashes and monitor progress in reducing the problems.
2. Expanded partnerships are formed in order to involve the medical, acute care, and rehabilitation communities and businesses and employers in addressing problems.
3. Citizens actively participate in identifying traffic problems and developing solutions.
4. A comprehensive and integrated injury control system is developed including prevention, acute care and rehabilitation partners.

## **MISSION STATEMENT**

The Mission of the South Central Safe Community Partnership is to develop and implement an Action Plan that uses data analysis and promotes citizen involvement to develop and implement a program of priorities designed to reduce the incidence of traffic crashes within the South Central Region of Assumption, Lafourche, St. Charles, St. James, St. John the Baptist and Terrebonne.

## **GOALS AND OBJECTIVES**

The Goals of the Safe Community Partnership are as follows:

- To develop a priority of actions designed to reduce traffic crashes in the South Central Region.

The goal of a Safe Community Program is to reduce traffic crashes. In order to do so, the Safe Community Partnership will review and analyze data from a variety of sources in order to determine the primary causes of traffic crashes in this region, identify who is involved in the crashes, and where there is a high incidence of crashes. From this information the Partnership will be able to draft an action plan that prioritizes measures to reduce the occurrence of traffic crashes.

- To create a Safe Community Media Campaign that targets the main cause of traffic injury and fatalities throughout the South Central Region.

The Louisiana Highway Safety Commission has already identified these six Parishes as having above average incidence of traffic crashes for communities of comparable size. The Safe Community Media Campaign will initially target these Parishes and the primary causes of traffic crashes therein. However, it will be designed so that other communities in the region can also use the media material developed.

- To create a Safe Community Fund in order to fund programs which address the priorities of the Action Plan.

Effective programs now exist to reduce various causes of traffic crashes. The Safe Community Fund will be used to help sustain successful community and non-profit agencies whose purpose matches the priorities of the Action Plan and which are in need of alternative funding sources to continue their efforts. The Fund may also be used to assist in the creation of new efforts that will focus on priority areas presently not addressed by existing programs.

**PREVIOUSLY FUNDED PROJECTS**

During the Safe Community Program the following projects were funded.

**2004-2005**

1. Assumption Parish Sheriff's Office received \$4,300 for DWI overtime enforcement.
2. Our Lady of the Sea received \$3,500 for the continuation of the Safe Kids Circus.
3. St. James Parish Sheriff received \$4,800 to continue the occupant protection enforcement campaign.
4. St. John Parish Sheriff received \$3,400 for a campaign to continue alcohol/drug impaired driving awareness.
5. Thibodaux Police Department received \$2,250 for overtime enforcement which incorporated DWI and occupant protection.
6. Lafourche Parish Sheriff received \$8,000 for the STOPPED program and DWI overtime.
7. The Alcohol & Drug Abuse Council for South Louisiana received \$4,500 for their Get In the Zone program.
8. Terrebonne Parish School Board received \$1,500 to distribute extra commodities to area school children.
9. Houma Police Department received \$1,200 for their Fatal Vision/Fatal Reflections program.
10. The Children's Coalition received \$2,000 for their program Sobering Facts—The Risk of Alcohol use.
11. The Family Violence Council received \$2,000 for their program Taking the Next Step—Alcohol Awareness.

**2005-2006**

1. Assumption Parish Sheriff's Office received \$3,846 for DWI overtime enforcement.
2. Our Lady of the Sea received \$4,654 for the continuation of the Safe Kids Circus.
3. St. James Parish Sheriff received \$7,500 to continue the occupant protection enforcement campaign.
4. St. John Parish Sheriff received \$6,000 for a campaign for in-car equipment for their DWI campaign.
5. Lafourche Parish Sheriff received \$4,800 for their DWI overtime.
6. The Alcohol & Drug Abuse Council for South Louisiana received \$4,500 for their Get In the Zone program.
7. Terrebonne Parish School Board received \$1,000 to distribute extra commodities to area school children.
8. Houma Police Department received \$3,000 for their Fatal Vision/Fatal Reflections continuation and commodities.
9. The Family Violence Council received \$1,900 for their program Taking the Next Step—Alcohol Awareness.

**2006-2007**

1. Assumption Parish Sheriff's Office received \$1,300 for DWI overtime enforcement.
2. Our Lady of the Sea received \$6,675 for the continuation of the Safe Kids Circus.
3. St. James Parish Sheriff received \$8,600 to continue the occupant protection enforcement campaign.
4. St. John Parish Sheriff received \$3,500 for a continued campaign for Alcohol/Drug impaired driving.
5. Thibodaux Police Department received \$3,148 for overtime enforcement which incorporated DWI.
6. Lafourche Parish Sheriff received \$1,600 for Occupant Protection.
7. The Alcohol & Drug Abuse Council of S. Louisiana received \$5,000 for their Get In the Zone program.
8. Terrebonne Parish School Board received \$1,700 to distribute extra commodities to area school children.
9. Houma Police Department received \$3,500 for their Fatal Vision/Fatal Reflections continuation and commodities.
10. Terrebonne Parish Sheriff's Office received \$2,400 for Occupant Protection/Child Safety Check-Ups
11. Nicholls State University received \$4,577 for Taking the Next Step—Alcohol Awareness.

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### **2007-2008**

1. Assumption Parish Sheriff's Office received \$3,460 for DWI overtime enforcement.
2. Our Lady of the Sea received \$5,303 for the continuation of the Safe Kids Circus.
3. St. James Parish Sheriff received \$5,410 to continue the occupant protection enforcement campaign.
4. St. John Parish Sheriff received \$2,850 for to conduct three child seat/seatbelt check points.
5. Thibodaux Police Department received \$2,271 for overtime enforcement focusing on DWI and Seatbelt violations.
6. Lafourche Parish Sheriff received \$801 for the purchase of Fatal Vision Goggles.
7. The Alcohol & Drug Abuse Council of S. Louisiana received \$4,010 for their Get In the Zone program.
8. Terrebonne Parish School Board received \$226 to distribute extra commodities to area school children.
9. Houma Police Department received \$2,050 for their Fatal Vision/Fatal Reflections continuation and commodities.
10. Terrebonne Parish Sheriff's Office received \$1,129 for Occupant Protection/Child Safety Check-Ups
11. Nicholls State University received \$3,490 for their "Think Before You Drink" program.
12. ATV Subcommittee \$15,000 to conduction education and awareness aimed at keeping ATV's of streets and highways.

### **2008-2009**

1. Alcohol and Drug Abuse Council of South Louisiana "Get In the Zone – Don't Drink and Drive Campaign" - \$2,368.
2. Assumption Parish Sheriff "DWI Enforcement Overtime" Program - \$3,800.
3. St. James Parish Sheriff "Occupant Protection Enforcement Campaign" - \$6,720.
4. Bayou Council on Alcoholism, Inc., "Central Lafourche Project Graduation" - \$826.
5. Nicholls State University "Think Before You Drink" Program - \$1,392.
6. St. John the Baptist Parish District Attorney "Harold Keller - State Mandated DWI/Substance Abuse Classes" - \$1,312.
7. Lady of the Sea General Hospital "Safety Circus" - \$3,582.

As can be seen by the aforementioned projects, these are small grants that help organizations in the South Central Region continue or begin new programs that educate the community about the need for improving driver safety on our roadways.

### **FUNDING PRIORITIES FOR 2010**

The National Highway Safety Commission has identified two objectives (DWI and Occupant Protection) that need to be addressed in order to improve safety on our State's highways. The South Central Safe Community Partnership has identified under each objective a priority for the South Central Region. These priorities are the kind of projects that the Partnership believes will best address traffic safety issues in the region. Projects submitted for funding assistance should address one or both of these priorities. In the year 2008-2009, the South Central Safe Community Partnership will have \$ 20,000.00 available for implementing one or both of the identified priorities. Funding priorities for the South Central Safe Community Partnership year 2008-2009 are as follows. Please note that construction projects are not eligible.

<b>OBJECTIVE</b>	<b>PRIORITY</b>
ALCOHOL & OTHER DRUG-IMPAIRED DRIVING	Maximize involvement of alcohol manufacturers. Overtime enforcement Public education and awareness.

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OCCUPANT PROTECTION	Proper installation and use of child car seats. Overtime enforcement Public education and awareness Improving Seat Belt Compliance Rates
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**The Safe Community Partnership normally meets the third Thursday of the month. The schedule for the coming year follows:**

- December 17, 2009 Executive Board/Task Force
- February 18, 2010 Task Force
- April 15, 2010 Task Force
- June 17, 2010 Task Force
- July 15, 2010 Traffic Summit
- August 20, 2010 Task Force
- September 16, 2010 Task Force
- October 21, 2010 Executive Board/Task Force

A representative from your agency must attend 50% of meetings to be eligible for funding. There were 6 meetings in this funding cycle therefore 3 meetings must be attended by someone from your agency. The previous year's attendance will also be taken into consideration for this funding cycle.

**SOUTH CENTRAL SAFE COMMUNITY FUND  
APPLICATION INSTRUCTIONS AND FORMS**

**INSTRUCTIONS**

Purpose: The South Central Safe Community Partnership is a regional effort to reduce the incidence of traffic crash fatalities and accidents in the six-parish area of Assumption, St. Charles, St. James, St. John the Baptist and Terrebonne. Projects funded through the Safe Community Fund are those that address one or more of the regional priorities established by the Partnership in order to accomplish its mission.

The South Central Safe Community Fund is established to implement the Partnership Action Plan. This Safe Community program will take a different approach so that many others may be used to address traffic safety concerns. Rather than be the implementer of programs designed to reduce traffic crashes, the South Central Partnership seeks to become an avenue for continued funding of successful and proven programs that address Action Plan priorities and to be the catalyst for creating new programs designed to focus attention where there is a lack of initiatives.

The Partnership will accept applications for assistance from groups that are conducting programs that address one or more of the regional priorities identified herein. It will also look at new programs that are concerned with priorities not presently addressed.

Procedure: Applications are to be submitted to the South Central Safe Community Partnership through the South Central Planning and Development Commission at the following address:

**South Central Planning & Development Commission**

**Attn: Melissa Menuet**

**P. O. Box 1870**

**Gray, LA 70359**

**or**

**hand delivered to:**

**5058 West Main Street**

**Houma, Louisiana 70360**

**An original signature must be submitted. Facsimile or emailed copies will not be accepted.**

Proposals are limited to three (3) pages and must be typed on standard letter-size paper, be single-spaced and use a font no smaller than 12 points.

Persons with questions may contact SCPDC by telephone at 985-851-2900 or email [missy@scpdc.org](mailto:missy@scpdc.org). **ALL APPLICATIONS MUST BE RECEIVED BY 4:30 P.M. ON FRIDAY, DECEMBER 14, 2009.**

The Commission staff will prepare a list of all applications received and provide an initial screening for completeness of applications and to determine eligibility. The reasons for ineligibility will be identified. Funding requests will be declared automatically ineligible for the following reasons.

- 1) The project does not meet the South Central Safe Community Partnership mission.
- 2) The request does not address one or more of the priorities for the year 2009-2010.
- 3) The project cannot be completed by the stated deadline.
- 4) The project will not serve one or more parishes or municipalities of the South Central Region.
- 5) **Paid media, including billboards, television, and radio, and any creative development associated with media campaigns are not eligible.**
- 6) Construction projects.
- 7) Lobbying efforts are not eligible uses of funds.

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- 8) Indirect costs are not eligible uses of funds.
- 9) **Organization receives direct funding from LHSC.**

The list of projects will be forwarded to the Executive Board along with a brief summary of each and the amount requested. A meeting will be set for the Board to review and rank the projects.

Projects will be given a score for factors that will include the following.

1. Number of priorities addressed.
2. Size of audience reached.
3. Number of communities served.
4. Commitment of other funds in order to complete project (match).
5. Project can be accomplished within stated deadlines.
6. Lack of other programs addressing the priority area.
7. Experience in implementing similar projects as identified in application.
8. Able to have completed any previous grant award on time and accurately (if applicable).
9. Have a representative attend 50% of Partnership meetings consistently throughout the previous year and existing year. 2008-2009 consists of 6 meetings. A representative must attend 3 meetings.
10. Did the agency utilize all funds requested? Were there a large percentage of funds returned?
11. Were invoices and forms turned in correctly in an adequate amount of time?

*The project scores will be totaled and a ranked list of projects will be prepared. Funding of projects will proceed according to rank until all funds are obligated.*

**Types of Grant Awards:** The Safe Community Fund for the year 2009-2010 totals \$35,265.00. Funds can be provided for reimbursement of the actual implementation of projects that meet the goals of the Safe Community Action Plan. However, funding can only be provided to those projects that are eligible under the Louisiana Highway Safety Commission program. Grantees will be required to submit invoices or other such documentation in order to be reimbursed for expenses incurred. The projects have to be conducted in one or more of the six-parish region. Local match is not required but the availability of such will be considered in ranking. Billboard space rental is not eligible but it can be shown as match.

Preference is given to projects that do the following:

- Show a need for additional funding to continue a successful established program,
- Will be completed by Friday, September 18, 2010, and
- Address more than one of the priorities of the Action Plan.

***Eligible/Ineligible Costs: Following are examples of eligible and ineligible items.***

### **Eligible:**

1. Child safety seats are eligible purchases when part of an educational program.
2. Projects involving ATVs and other off-road vehicles must be directed toward use of such vehicles on public roadways.
3. Travel in the region in connection with program presentations is eligible.
4. Materials such as cups, key chains, etc. **with a specific traffic safety message** are eligible purchases.
5. Costs incidental to the total project such as fliers or posters advertising a traffic safety awareness event are eligible.
6. Pedestrian safety projects are eligible when it can be demonstrated that the location in mind has a higher than average incidence of pedestrian injuries and fatalities when compared to other

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communities of similar size. Pedestrian safety projects may also be designed to encourage children to walk to school.

7. Bicycle helmets are eligible in connection with bicycle safety demonstration and education programs.

### **Ineligible:**

1. Traffic signs are not eligible.
2. Billboard space rental is not eligible.
3. Rental of storage space for safety equipment is not eligible.
4. Indirect Costs are not eligible.

**Applicant Eligibility:** Tax-exempt organizations (including religious organizations and government agencies) whose stated mission is one of the Action Plan priorities and whose project will be conducted within one or more of the South Central parishes and/or municipalities. A community may apply for assistance for more than one project but due to the limited amount of funds, partnering between agencies is encouraged. **An organization who receives direct funding from LHSC will be deemed ineligible.**

**Application Deadline:** The deadline for submission of applications for the year 2009-2010 is Friday, **December 14, 2009.**

**Selection Process:** Applications are reviewed on the basis of the South Central Safe Community Action Plan. Award determinations shall be based upon how well the project meets the established priorities of the Plan. The South Central Safe Community Partnership Executive Board will meet in December 2009 to review applications and determine project awards.

**Awards:** The awards made may be partial or total amounts requested. Grantees are required to submit interim progress reports and a final report, including technical and photographic documentation, following the project's conclusion. The funds must be spent between the date of the contract award and September 18, 2010. ***The Safe Community Grants will reimburse the awarded funds after the funds are spent.***

**SAFE COMMUNITY FUND APPLICATION FORM**

1. \_\_\_\_\_  
ORGANIZATION NAME

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY STATE ZIP CODE

**2. AUTHORIZING OFFICIAL**

\_\_\_\_\_

SIGNATURE OF AUTHORIZING OFFICIAL

\_\_\_\_\_

NAME TITLE

\_\_\_\_\_

PHONE FAX E-MAIL

**3. PROJECT DIRECTOR/CONTACT**

\_\_\_\_\_

NAME TITLE

\_\_\_\_\_

PHONE FAX E-MAIL

**4. TAXPAYER IDENTIFICATION NUMBER:** \_\_\_\_\_  
Include a copy of the IRS tax-exempt letters for 501(c)(3) organizations.

1. Describe the mission and the nonprofit or charitable status of the applicant organization or agency. Give a brief history of the organization. Identify the audience served by the organization and provide examples of other accomplishments. If a new organization please indicate. Describe partnerships or major affiliations with other organizations.
2. Budget Information. This applies only to the project budget for which funding assistance is requested.
  - a. Total amount of funding requested: \$ \_\_\_\_\_
  - b. On the budget form, provide the total project budget and the basis for the estimates. "Cost Share" means the contribution toward the project by the applicant, either in-kind or cash match. "In-kind" is generally salary or overhead time spent on the project. "Cash" match is generally the actual cash match toward the purchase of equipment or services
  - c. Provide the sources and amount of other funds used for the project.

3. On a separate sheet, provide a description of the project.
  - a. Include a narrative statement describing the project.
  - b. State how this project will meet the goals of the Safe Community Action Plan and which priority(s) it will address.
  - c. List the names and addresses of other organizations or agencies collaborating in the project.
  - d. Provide the time frame for accomplishing the goals of the project and indicate planned date of activities.
  - e. Provide a description of how the success of the project will be measured (project evaluation).
4. The Certification Form must be completed and submitted with the application.

**BUDGET WORK SHEET**

Organization:	DATE:
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*Note: Please continue on separate pages if necessary*

Budget Category	BUDGETED AMOUNTS				
	Safe Community Funds	Organization Funds		Other Funds	Total
		In Kind	Cash		
1 Salaries & Wages					
2 Fringe benefits					
3 Consultant Fees					
4 Travel					
5 Supplies and Materials					
6 Services					
7 Other Costs					
Total Project Costs					

**1 Salaries and Wages.** Provide the name and the title of each position. The salary rate and hours are to be shown under computation

Name & Title	Rate* Hours	SC Funds	Cost Share	Total
Total Salary Costs				

**2 Fringe Benefits.** If more than one rate is used, list each rate and salary base.

Rate	Salary Base	SC Funds	Cost Share	Total
_____ % of	_____			
_____ % of	_____			
	Total Fringe			

3. Consultant Fees. List payments for professional and technical consultants and stipends

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Name & Type of Consultant	Method of Computation	SC Funds	Cost Share	Total
	Total			

4

Travel. Show numbers of persons traveling, and total transportation costs. Indicate the method of computation from/to

from/to	no. of persons	cost	SC Funds	Cost Share	Total

Computations:

5 Supplies and Materials: Consumable supplies & materials to be used in the project.

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Item	Method of Computation	SC Funds	Cost Share	Total
	Total			

6 Services. Include the costs of duplication, printing, long distance telephone, equipment rental, postage & other services related to the project.

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Item	Method of Computation	SC Funds	Cost Share	Total
	Total			

7. Itemize Other Costs. Miscellaneous and contingency are not acceptable budget categories. This can include equipment purchases, participant stipends and room and board.

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Item	Method of Computation	SC Funds	Cost Share	Total
Total Other Costs				

**LHSC FUNDS CERTIFICATION**

I, \_\_\_\_\_ hereby certify that the \_\_\_\_\_ does not  
(Name of Person Making Application) (Applicant Organization)

receive direct funding from the Louisiana Highway Safety Commission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **CERTIFICATIONS**

**1. Certification Regarding the Nondiscrimination Statutes and Implementing Regulations (Applies to Recipients Other than Individuals).** The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 *et seq.*) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

**2. Certification Regarding Federal Debt Status (OMB Circular A-129).** The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

**3. Certification Regarding Debarment and Suspension (45 CFR 1169).** The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

**4. Certification Regarding Drug-Free Workplace Requirements (Drug-Free Workplace Act of 1988).**

(A) The applicant certifies that it will provide a drug-free workplace by

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

(b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the applicant's policy of maintaining a drug-free workplace) (3) any available drug counseling, rehabilitation, and employee assistance

programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**LOCATION OF WORK TO BE PERFORMED**

Street Address: _____
City: _____ Parish: _____
Zip Code: _____

**5. Certification Regarding Lobbying Activities (45 CFR 1168) (Applies to Applicants Requesting Federal Funds in Excess of \$100,000).** The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension,

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continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

NAME OF APPLICANT	
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

## **CONTRACT DOCUMENTS**

**Note:** The Contract Documents starting on page 19 do not have to be submitted with the application. These are presented for information purposes.

- 1. SUBGRANTEE OBLIGATIONS**
- 2. SAFE COMMUNITY CONTRACT**
- 3. REQUEST FOR PAYMENT FORM**
- 4. STATUS REPORT**

**SUBGRANTEE OBLIGATIONS**

The subgrantee shall provide all reports and information as required in order to determine project compliance. **All project information/forms should be submitted in a timely fashion.** Projects utilizing overtime enforcement should include a section stating how many tickets were written during the specific time frames.

The grantor has the right to monitor and evaluate the program at anytime throughout the project.

The sub-grantee shall maintain copies of all documentation pertaining to the project in a separate file during the subgrant year and for three years from the subgrant expiration date.

The subgrantee agrees to perform all the work required by this subgrant in a timely fashion prior to the expiration date of the contract. Accurate documentation is required.

The sub-grantee shall submit all invoices and time records and other documents and the appropriate request for reimbursement form no later than Friday, September 18, 2010. ***All costs incurred after September 18, 2010 will not be reimbursed. Invoices MUST be submitted on a monthly basis. If there are no costs for the month a progress report must be submitted.***

Submission of Claim Forms. The subgrantee agrees to perform the work specified in the subgrant. ***An original signed claim form and all supporting documents shall be submitted no later than September 18, 2010 to***

**South Central Planning and Development Commission**

**Attn: Martha Cazaubon**

**P. O. Box 1870**

**Gray, LA 70359**

**Claims received after September 11, 2009 cannot be reimbursed.**

Requests for reimbursement of salary time must include a time sheet signed by the employee and the supervisor and a distribution record showing the employee's pay rate, hours worked, dates worked, and total costs incurred.

Requests for travel costs must include the amount claimed and service provided. Eligible items include cost incurred for travel to and from training or presentations of programs.

All sub-grants or subcontracts are subject to the terms and conditions of the contract with the Louisiana Highway Safety Commission. A copy of the LHSC Manual for Subgrants shall be provided to each grantee.

A copy of a board Resolution is required to be submitted to South Central if the subgrantee is a corporation, either profit or non-profit indicating the name and title of the authorized executor for contracts.

The Sub-grantee shall comply with the Fair Labor Standards Act as amended.

The sub-grantee agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Rehabilitation Act of 1973 as

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amended, Title IX of the Education Amendments of 1972, the Age Act of 1972, and subgrantee agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Subgrantee agrees not to discriminate in its employment practices, and will render services under this subgrant without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

The sub-grantee is required to sign a Lobby Certification. No federal funds can be used to pay any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

**The subgrantee shall adopt and enforce a safety belt use policy requiring all employees and others riding in subgrantee vehicles and/or on subgrant business to use safety belts in accordance with Louisiana State Law.**

**AGREEMENT FOR SERVICES  
BETWEEN  
(NAME OF SUBGRANTEE)  
AND  
SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION**

This agreement (AGREEMENT) made and entered into this \_\_ Day of \_\_, \_\_\_\_.  
BY AND BETWEEN

- (1) \_\_\_\_\_, represented herein by \_\_\_\_\_, (hereinafter sometimes referred to as "SUBGRANTEE"); and
- (2) SOUTH CENTRAL PLANNING AND DEVELOPMENT COMMISSION, represented by Kevin P. Belanger, Chief Executive Officer of South Central Planning and Development Commission (hereinafter sometimes referred to as "COMMISSION"),

For and in consideration of the agreements herein, the respective appearers having full authority of their respective entities to enter into this contract, do contract as follows:

WITNESSETH

WHEREAS, the COMMISSION desires to retain \_\_\_\_\_ for the purpose of providing IMPLEMENTATION OF ONE OR MORE GOALS OF THE SAFE COMMUNITY ACTION PLAN;

WHEREAS, the (name of subgrantee), represented by (name of authorized executor), its ( executor's title ), as authorized by (authorizing entity), is authorized to enter into contracts and agreements on behalf of (name of subgrantee);

NOW, THEREFORE, the SUBGRANTEE and the COMMISSION for the consideration, and under the conditions set forth, do agree as follows:

**I. SCOPE OF CONTRACT**

This contract contains THREE (3) typewritten pages, signed by appearers and authenticated; "Exhibit A", (insert name of subgrantee's project)", as submitted by the SUBGRANTEE. This contract may only be amended by written agreement of the parties specifically stating that such written agreement is intended to amend this contract. The written communications between the parties called for hereunder shall not constitute amendments to this contract.

**II. SCOPE OF SERVICES**

SUBGRANTEE will perform the tasks, as specified in Exhibit A, in providing Safe Community Action Plan activities.

**III. COMMISSION'S RESPONSIBILITIES**

- A. Designate Mr. Kevin P. Belanger, to represent the COMMISSION for all purposes in its relationship with SUBGRANTEE.
- B. Authorize the SUBGRANTEE to perform certain specific tasks, the scope of, the schedule for completion of and the fee for, being mutually agreed upon by the COMMISSION and the SUBGRANTEE. The scope of these tasks will be based upon the type of work delineated in this agreement and the recommendations adopted by the SAFE COMMUNITY TASK FORCE. If the SUBGRANTEE cannot perform according to the schedule, through no fault of his own, the SUBGRANTEE shall apply to COMMISSION for an extension of time to perform. Such request shall not be unreasonably denied.
- C. Furnish to SUBGRANTEE all existing studies, reports and other available data, as well as, if possible, obtain additional reports and data as required which are pertinent to the completion of the services to be provided under the terms of this contract.
- D. Arrange reasonable access to public property as required.

**IV. COMPENSATION**

- A. The SUBGRANTEE shall be compensated on a fixed fee basis of (AWARD AMOUNT) (\$ AWARD AMOUNT) for costs and services incurred in the completion of the "Scope of Services" of Exhibit A, entitled "(name of subgrantee's project)." Additional duties may be added to the Scope of Services by written agreement of both parties.
- B. An option is also stipulated that the above price will be reduced by the SUBGRANTEE, if expenses incurred, in fulfillment of the services to be performed under this contract, are less than anticipated through a reduction in work tasks to be undertaken.
- C. Invoices shall be payable on a **monthly** basis to the COMMISSION within thirty (30) days of receipt. **However, any and all invoices/request for payment received after September 18, 2010, will not be reimbursable.**

**V. ASSIGNABILITY**

The SUBGRANTEE shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the COMMISSION.

**VI. ACKNOWLEDGEMENT**

**The SUBGRANTEE will acknowledge funding assistance from BOTH the South Central Safe Community Partnership AND the Louisiana Highway Safety Commission wherever possible on commodity purchases, press releases, and announcements concerning the project. Louisiana Highway Safety Commission can be abbreviated as LHSC.**

**VII. DURATION OF AGREEMENT**

This Agreement shall continue in full force and effect for a period beginning on the date of award which is \_\_\_\_  
\_\_\_\_2009 and ending on September 18,20010. The grant period cannot be extended.

IN WITNESS WHEREOF, the parties hereto have affixed their legal hand in multiple counterparts on this \_\_ day of \_\_\_\_  
\_\_\_\_, 2009

WITNESSES:

SUBGRANTEE:

*(insert name of subgrantee)*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By: (Name)

COMMISSION:

SOUTH CENTRAL PLANNING AND  
DEVELOPMENT COMMISSION

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Kevin P. Belanger, Chief Executive Officer

**REQUEST FOR PAYMENT FORM**

**ALL “REQUEST FOR PAYMENT” FORMS MUST BE ACCOMPANIED BY ALL INVOICES, TIME SHEETS AND OTHER DOCUMENTS INDICATING SOURCE AND METHOD OF CALCULATING COSTS.**

Invoices **MUST** be submitted on a **MONTHLY** basis. Failure to do so may forfeit the sub-grant award. **(i.e. DO NOT wait until September to submit all invoices)**

Attach the Status Report indicating the work accomplished, problems encountered, audience reached and a self-evaluation indicating whether the project met the goals stated in the application. The evaluation should include a summary of numbers of brochures distributed, numbers of persons spoken to, number of presentations made and to whom, age groups reached, etc. A copy of any design work, brochure, or printed material should be submitted. *A sample of any commodities (key chains, pencils, pens, notepads, etc.) ordered must accompany the reimbursement claim. They should also contain the wording “Funded by the LA Highway Safety Commission” or an abbreviation (space permitting).*

**South Central Safe Community Partnership**

**PROJECT CLAIM FORM**

Project Title: \_\_\_\_\_ Project No.: \_\_\_\_\_ Claim No.: \_\_\_\_\_

Agency Name: \_\_\_\_\_

**PROJECT COSTS INCURRED:**

**Program Area:**

	BUDGETED	CLAIM	PRIOR CLAIMS	CLAIMS TO DATE	BALANCE
Personal Services.....					
Contractual Services.....					
Commodities.....					
Other Direct Costs.....					
<b>SUBTOTAL COSTS</b>					
<b>PROGRAM INCOME</b>					
<b>TOTAL LOCAL MATCH</b>	<b>PRIOR MATCH TO DATE</b>		<b>TOTAL MATCH THIS DATE</b>		<b>TOTAL MATCH TO DATE</b>
\$	\$		\$		\$

**CERTIFICATION**

I certify that in accordance with the laws of the State of Louisiana and under the terms of project contract under which this claim is submitted, actual costs claimed have been incurred for the purpose specified and that no prior claim has been presented to or payment made by the South Central Planning and Development Commission for actual cost reimbursement claimed herein. I certify that I will maintain original basic documentation and records as evidence of costs incurred. These records will be available for a period not less than three (3) years after final payment for examination by representatives of the United States Government.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director (Agency)

**APPROVED FOR PAYMENT:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin P. Belanger  
Chief Executive Officer

**STATUS REPORT**

**PROJECT TITLE/NO.:** \_\_\_\_\_

**PROJECT NO.:** \_\_\_\_\_

**PROJECT PERIOD:** \_\_\_\_\_

**CLAIM NO.:** \_\_\_\_\_

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**I. PERFORMANCE INDICATORS:**

Budgeted Amount: \$ \_\_\_\_\_ Amount this Claim: \$ \_\_\_\_\_ Total Requested to Date: \$ \_\_\_\_\_

Percent Project Complete \_\_\_\_\_

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**II. NARRATIVES/ACCOMPLISHMENTS DURING REPORTING PERIOD:**

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**III. OBSTACLES ENCOUNTERED DURING REPORTING PERIOD:**

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**IV. NEEDS FOR NEXT PERIOD:**

**IACP EQUIPMENT LIST**

A copy of the IACP Equipment List is available upon request. **Only DWI and Occupant Protection Equipment can be purchased at this time.** Submit quotes as documentation with the sub-grant application. This is the list currently available and it identifies the kind of law enforcement equipment that can be purchased with Louisiana Highway Safety Commission grant funds.

**OUR COALITION PARTNERS AND SUPPORTERS INCLUDE THE  
FOLLOWING:  
WHY NOT CONSIDER JOINING US?**

ALCOHOL AND DRUG ABUSE COUNCIL FOR SOUTH LOUISIANA \* ASSUMPTION PARISH POLICE JURY\* ASSUMPTION PARISH SHERIFF \* BAYOU COUNCIL ON ALCOHOLISM \* CITY OF THIBODAUX \* DISTRICT ATTORNEY OF ASSUMPTION AND ST. JAMES PARISHES \* FEDERAL HIGHWAY ADMINISTRATION \* HOUMA POLICE DEPARTMENT \* LADY OF THE SEA HOSPITAL \* LAFOURCHE PARISH COUNCIL\* LAFOURCHE PARISH SCHOOL BOARD \* LAFOURCHE PARISH SHERIFF \* LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT \* LOUISIANA HIGHWAY SAFETY COMMISSION \* LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS REGION 3 \* LOUISIANA STATE POLICE TROOP C \* LSU AG CENTER ST. JOHN THE BAPTIST PARISH OFFICE \* NICHOLLS STATE UNIVERSITY \* SOUTH CENTRAL PLANNING & DEVELOPMENT COMMISSION \* ST. CHARLES DISTRICT ATTORNEY \* ST. CHARLES PARISH COUNCIL \* ST. CHARLES PARISH SCHOOL BOARD \* ST. CHARLES PARISH SHERIFF \* ST. JAMES PARISH COUNCIL \* ST. JAMES PARISH SHERIFF \* ST. JOHN PARISH INTERAGENCY COUNCIL \* ST. JOHN THE BAPTIST COOPERATIVE EXTENSION SERVICE \* ST. JOHN THE BAPTIST PARISH COUNCIL \* ST. JOHN THE BAPTIST PARISH SHERIFF \* TERREBONNE PARISH CONSOLIDATED GOVERNMENT \* TERREBONNE PARISH DISTRICT ATTORNEY \* TERREBONNE PARISH SHERIFF \* TERREBONNE PARISH SCHOOL BOARD \* THIBODAUX REGIONAL MEDICAL CENTER \* TOWN OF GOLDEN MEADOW \* TOWN OF GRAMERCY \* TOWN OF LOCKPORT \* TOWN OF LUTCHER \* VILLAGE OF NAPOLEONVILLE \* CYCLE WORLD OF HOUMA \* CHILDREN'S COALITION FOR THE BAYOU REGION \* 4-H OF ASSUMPTION, ST. JOHN, AND TERREBONNE PARISHES \* LAFOURCHE PARISH SAFE & DRUG FREE COMMUNITIES