

The following pages are:

- General instructions
- Grant Contract Cover page needing completion by you.
- Instructions for completing the program narrative
- Blank program narrative with standard wording inserted – needs input from you.
- Instructions for completing the budget narrative.
- Blank budget narrative – to be completed by you.
- Instructions for completing the itemized excel budget pages that follow.

## INSTRUCTIONS

*Read carefully to avoid omissions/errors or disqualification.*

*Funding is available from the  
ADAA/Criminal History Record Improvement (CHRI) federal program.*

This program is 75% federal and 25% local cash match.  
The formula is: take the total line cost and multiply by .75 for the federal amount. Divide the federal amount by 3 to get the match.

All grant funds must be obligated by 9/30/08 and  
paid in full within 45 days of 9/30/08.

**Remember: You are required to obtain 3 individual quotes for Livescan Equipment –  
there is no state bid/contract for Livescan.**

No lease arrangements, warranty/maintenance coverage, start up fees or user fees will be allowed.

### Cover page

The Authority will complete the top section.

The second section pertains to the IMPLEMENTING AGENCY, which is the **county/city/village administration.**

The third section pertains to the PROGRAM AGENCY, which is the **law enforcement agency.**

The bottom section tells us who to contact if we have questions after the grant is up and running. It is up to you whose names go here.

### Exhibit A: Program Narrative

Some of the information is entered for you – feel free to add more if you wish. Even though some narrative is there for you, it is imperative that you read it and understand the ADAA/CHRI contract you're about to enter into.

### Budget Narrative – No brand names

List each item with its explanation of use and necessity to the program. Round to the nearest dollar. Sometimes the vendor includes everything in the cost of the Livescan unit – then you only complete one line.

### Excel Budget Spreadsheet

List each item from the budget narrative as a line item on the spreadsheet. Complete the total cost (farthest column) then using the formula below, complete the federal column and match column.

*This program is 75% federal and 25% local cash match. The formula is: take the total line cost and multiply by .75 for the federal amount. Divide the federal amount by 3 to get the match.*

The Authority will complete this section

**PROGRAM TITLE:** Livescan Equipment Program

**AGREEMENT NUMBER:**

**PREVIOUS AGREEMENT NUMBER(S):** NA

**ESTIMATED START DATE:** April 1, 2008

**SOURCES OF PROGRAM FUNDING:**

FFY04 ADAA Funds: \$

Matching Funds: \$

**Total:** \$

County/City/Village Administration Information

**IMPLEMENTING AGENCY:**

**ADDRESS:**

**IRS TAX IDENTIFICATION NUMBER (36 or 37):**

**OFFICIAL IN CHARGE:**

**TITLE (mayor/village pres/county board chair):**

**TELEPHONE:**

**Email:**

**CHIEF FINANCIAL OFFICER:**

**TITLE (treasurer/finance director):**

**TELEPHONE:**

**Email:**

Law Enforcement Agency Information

**PROGRAM AGENCY:**

**ADDRESS:**

**PROGRAM DIRECTOR:**

**TITLE (Chief/Sheriff):**

**TELEPHONE:**

**FAX:**

**Email:**

Tell us who can answer progress questions in this section

**FISCAL CONTACT PERSON:**

**TITLE:**

**TELEPHONE:**

**FAX:**

**Email:**

**PROGRAM CONTACT PERSON:**

**TITLE:**

**TELEPHONE:**

**FAX:**

**Email:**

**EXHIBIT A: Program Narrative**  
**INSTRUCTIONS**

**I. SUMMARY**

*Please supply a brief description of the program to be implemented.*

**II. STATEMENT OF PROBLEM**

*This section should document the problem(s) the organization currently faces and justifying the need for this program for Criminal History Records Improvement within the state of Illinois. Additionally, you are required to justify the need for federal financial assistance.*

**III. GOALS, OBJECTIVES,**

*The proposed goals and objectives should offer some relief of the problem(s) defined in the previous section. Goals are general statements of what your project hopes to accomplish. (First goal is standard) Objectives are the specific, measurable, changes you intend to bring about.*

**IV. PERFORMANCE INDICATORS**

*(Completed for you)*

**IV. PROGRAM STRATEGY**

*The problem statement describes the issue(s) to be addressed. Goals/objectives have defined the ends to be achieved. This section should indicate how these ends are going to be accomplished by describing how the program will be implemented in clear, logical, detail. (First paragraph is standard.)*

Livescan Equipment Program  
EXHIBIT A: PROGRAM NARRATIVE

#

**I SUMMARY OF PROGRAM**

**II STATEMENT OF PROBLEM**

**III GOALS, OBJECTIVES**

Goal: To ensure that accurate records available for use in law enforcement and to protect public safety and national security.

Objective: To improve the accuracy and timeliness of data entered in the state repository for criminal history record information.

**IV PERFORMANCE INDICATORS**

- Provide the number of prints taken using the Livescan device.
- Provide the number of prints accepted into the state repository.
- Provide the number of prints returned as unclassifiable.
- Provide data or information related to the reduction in time of the booking process as a result of the Livescan device.

**V PROGRAM STRATEGY**

This program will purchase the equipment and one year of supplies for the development of electronic capture and submission of arrest information, including fingerprints. All arrestees will be booked and fingerprints processed using the Livescan device. Fingerprints will be sent electronically to the Illinois State Police Bureau of Identification.

## **Budget Narrative INSTRUCTIONS**

***NOTE:** All funding must be spent during the period of performance of your grant.*

**General Instructions:** The Budget Narrative accompanies the "Budget Detail" to provide the justification and information necessary to explain the relationship between major budget components and the achievement of the project goals. Each item listed in the Excel budget spreadsheet must be explained in the narrative, including its purpose and necessity.

**Equipment:** Describe equipment to be purchased line-by-line (i.e. Livescan device, printer, Mugshot Booking System) and what it does and why it's necessary. All equipment purchased must be necessary to the program.

Note: Purchases of \$100,000 or more must be procured through Illinois State Bid or through formal advertisement, such as an invitation for bid (IFB) or request for proposals (RFP) that minimally adheres to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases less than \$100,000 for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed.

**Commodities:**

Explain any types or (maximum of) one-year quantities of consumable items that are necessary for the program. Explain how estimate of cost was determined, such as previous use or amounts used for similar projects or vendor supplied.

**Contractual:** Explain any contractual expenses in detail, why they are necessary for the program and how costs were calculated. This would be installation and/or training if not included in the cost of the Livescan unit.

**Other Costs:** Describe any other costs necessary for the program. Please provide sufficient detail and calculations.

Livescan Equipment Program  
**Budget Narrative**  
Agreement #xx

*No lease contracts, start up fees, user fees or warranty/maintenance coverage are allowable*

**Equipment**

**Commodities**

**Contractual**

**Other**

## **Budget Narrative INSTRUCTIONS**

**NOTE:** All funding must be spent during the period of performance of your grant. Therefore, only first year warranty/maintenance and supplies for the grant period only are allowable.

**General Instructions:** The Budget Narrative accompanies the "Budget Detail" to provide the justification and information necessary to explain the relationship between budget components and the achievement of the project goals. *Each item listed in the Excel budget spreadsheet must be explained in the narrative, including its purpose and necessity.*

**Equipment:** Describe equipment to be purchased line-by-line (i.e. Livescan device, printer, Mugshot Booking System) and what it does and why it's necessary. All equipment purchased must be necessary to the program.

*Note: Purchases of \$100,000 or more must be procured through Illinois State Bid or through formal advertisement, such as an invitation for bid (IFB) or request for proposals (RFP) that minimally adheres to state and federal regulations; such purchases may be bid according to local rules and regulations if such standards meet or exceed state and federal regulations. Applicants must solicit quotes from at least three sources for purchases less than \$100,000 for a single equipment item; if local rules and regulations require quotes or bids from a greater number of sources for such purchases, local rules and regulations must be followed.*

**Commodities:** Explain any types or quantities of consumable items that are necessary for the program. Explain how estimate of cost was determined, such as previous use or amounts used for similar projects.

**Contractual:** Explain any expenses in detail, why they are necessary for the program and how costs were calculated.

**Other Costs:** Describe any other costs necessary for the program. Please provide sufficient detail and calculations.



Livescan Equipment Program  
**Budget Narrative**  
Agreement #xx

**Equipment**

**Commodities**

**Contractual**

**Other**

## BUDGET DETAIL (exel spreadsheet) INSTRUCTIONS

### GENERAL INSTRUCTIONS:

- No brand names to be used
- Round to nearest dollar
- Use NA if no cost anticipated in a section.
- Total line for each budget category reflects both a federal and a matching total.
- Remember that the entire budget for the project includes both federal and matching funds.

### ITEMIZED BUDGET:

*The cost for each item should include taxes, delivery, installation and all related costs.*

**Equipment:** Enter any equipment that is to be purchased and which has a unit cost of more than \$50. Detail the equipment including the number of units and the estimated cost *per unit*. Installation and Training should be included in the cost of the equipment wherever possible – request your vendor to do this.

**Commodities:** This section applies to consumable supplies and any equipment items with prices of less than \$50. List major commodities to be used for the project; do not use "miscellaneous".

**Contractual:** The Authority must approve all subcontracts of \$25,000 or more that are entered into. Competitive Requests for Proposal (RFP) or Invitation For Bid (IFB) must be used for procurement of contractual services of \$100,000 or more. Contractor rates in excess of \$450 per 8-hour day or \$56.25 per hour require additional documentation and prior Authority approval.

**Other Costs:** This section applies to any other necessary costs not included in the above categories.