



STATE OF ARKANSAS
**Department of Finance
and Administration**

Office of Intergovernmental Services

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<https://www.dfa.arkansas.gov/intergovernmental-services>

**LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)
LLEBG FINAL REPORTING DOCUMENTS AND INSTRUCTIONS
(Due 15 Days After Project End Date)**

- ☐ Financial Report Form (To Be Completed and Signed)
- ☐ Invoices and Proof of Payment (Cancelled Checks) Attached with Financial Report
- ☐ Inventory Report Form (To Be Completed and Signed)
- ☐ Photocopies of all items purchased attached with Inventory Form
- ☐ Quarterly Progress Report (To Be Completed)

LATE REPORTING SUBMISSION & LACK OF DOCUMENTATION PENALTY

Penalty For Late Submission and/or Lack of Proper Documentation: For the next funding cycle of LLEBG, the organization, if eligible for funding and application is approved, will be required to expend their local funds first and then submit the final reporting documents and quarterly progress report before a check is issued to the organization/agency.

LLEBG FINAL REPORTING SUBMISSION

FINAL REPORTING DUE DATE: No Later Than 15 Days After Project End Date

Mail Carrier/Hand Delivery:
**DFA-Office of Intergovernmental Services
1515 West 7th Street, Suite 404
Little Rock, Arkansas 72203-8031**

US Postal Mail:
**DFA-Office of Intergovernmental Services
Post Office Box 8031
Little Rock, Arkansas 72203-8031**

REPORTING SUBMISSION -AUTHORIZED OFFICIAL SIGNATURE (REQUIRED)

Signature of the Authorized Official (Mayor or County Judge) is required on the Financial Report Form and Inventory Form. **No other signature will be accepted.** Signature of the Authorized Official certifies that the submitted documents and reports are accurate. Final reporting documents must be signed and submitted by the deadline.

FINANCIAL REPORT (REQUIRED)

Sub grantee will utilize the provided Financial Report form to report actual purchases/expenditures. Copies of the paid invoices and receipts are to be submitted with this report. Missing invoices/receipts will delay grant closing and/or may require a refund from the organization. Proof of payment is required of all final invoices/receipts submitted. **Proof of Payment** consist of bank processed or cancelled checks. Bank images of processed checks should include printed information of when the check was paid/cleared and the amount. Paid receipts, paid invoices indicating zero balances, credit card statements require a cancelled check for items purchased with LLEBG funds. (If cancelled checks are not available at the time of final reporting submission, please submit your agency final reporting forms and documentations by the due date and submit cancelled checks when available. Please note that your award will not be closed until all documentation has been submitted and approved.)

All proof of payment documents is to be attached and submitted with the final LLEBG reporting.

Please Note: Failure to expend and/or document that all awarded funds were expended will result in a refund to DFA-IGS. Any refund must be submitted to DFA/IGS with the final LLEBG reporting.

The Financial Report Form can be accessed from the DFA/IGS LLEBG webpage.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg/>

INVENTORY FORM REPORT (REQUIRED)

Sub grantee will utilize the provided Inventory Form to report equipment purchased. The inventory report includes all purchased items under this award. Submit **Photos** of all items purchased. This is required. Photo documentation is supporting documentation for the inventory report. If purchased items have serial numbers, please include the serial number label in the photos. If the item is an apparel with the agency's logo, please provide a clear photo of the apparel and logo. The inventory form is completed, signed, and submitted with the Final Report.

Photos of all purchased equipment or apparel items etc. are to be submitted with this report.

The Inventory Form can be found on the DFA-IGS LLEBG website.

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/local-law-enforcement-block-grants-llebg/>

QUARTERLY PROGRESS REPORT (REQUIRED)

The quarterly progress report is a Bureau of Justice Assistance (BJA) Justice Assistance Grant (JAG) requirement for accountability measures. Sub grantees are required to report on performance data and narrative data. This report consists of accountability measures of progress made towards goals and funded projects. Sub grantees must utilize the provided quarterly progress report form to report on accountability measures as well as specific outcomes. The sub grantees should complete and answer all sections of the report accurately and according to the best of their ability. This report will be reviewed and approved by DFA/IGS staff.

The quarterly progress report form can be found on the DFA/IGS LLEBG website.

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