LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-1-005

APPLICANT: Bossier-Caddo Children's Advocacy Center

PROJECT TITLE: Child Advocacy Program

PROJECT FUNDS :

FUND:	$ 60,971	80.00%	
MATCH:	$ 15,243	20.00%	
TOTAL:	$ 76,214	100.00%	

PROJECT DURATION: 12 months

START DATE: 09/01/2010

END DATE: 08/31/2011

Continuation of C98-1-009

PROJECT SUMMARY:

The Children's Advocacy Center utilizes an interagency approach to the investigation, prosecution, and treatment of child sexual and severe physical assault cases. The Center's mission is to reduce the trauma to the victim as assault allegations are investigated; to ensure the timely provision of services throughout the criminal justice process; and to provide a warm, child-friendly environment for child victims.

RECOMMENDATION : **FUND** X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. SUBGRANTEE AGREES TO MAINTAIN ITS NONPROFIT STATUS IN "GOOD STANDING" WITH THE LOUISIANA SECRETARY OF STATE'S COMMERCIAL DIVISION FOR THE DURATION OF THE SUBGRANT PERIOD.
3. ALL PAID PERSONNEL MUST WORK HOURS WHICH DO NOT CONFLICT OR OVERLAP WITH OTHER PAID HOURS OR OTHER JOBS. IF PAYMENT FOR ANY PERSONNEL IS ON AN OVERTIME, HOURLY BASIS, THE RATE OF PAY MAY NOT EXCEED 1 AND 1/2 TIMES THE EMPLOYEE'S REGULAR HOURLY RATE OF PAY.
4. NO RELEASE OF FUNDS BY LCLE UNTIL PRIOR PROJECT C09-1-005 IS FINALIZED.

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND THE ADMINISTRATION OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY: Project ID: C10-1-005 CVA Purpose Area: 1, 3, 4

1. TITLE OF PROJECT
Child Advocacy Program

2. ☐ NEW PROJECT
☒ CONTINUATION PROJECT OF: C09-1-005

3. PROJECT DURATION
Total Length: 12 Months (*Not to exceed 12 Months*)
Desired Start Date: 9/1/2010
Desired End Date: 8/31/2011

4. PROJECT FUNDS

Federal Funds:	$60,971
Cash Match	$12,243
In-Kind Match:	$3,000
Total Project:	**$76,214**

5A. APPLICANT AGENCY INFORMATION
Agency Name: Gingerbread House Bossier/Caddo CAC
Physical Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Mailing Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Phone: (318) 674-2900 FAX: (318) 674-8141
Email: jmilan@gingerbreadhousecac.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Jessica M. Miller, M.A., MBA
Title: Executive Director
Agency Name: Gingerbread House Bossier/Caddo CAC
Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Phone: (318) 674-2900 FAX: (318) 674-8141
Email: jmilan@gingerbreadhousecac.org

Fed Employer Tax Id: 72 - 1390471 DUNS: 088689091 - CCR CAGE/NCAGE: 60F05 CCR Expiration Date: 6/1/2011

6. IMPLEMENTING AGENCY
Name: Jessica M. Miller, M.A., MBA
Title: Executive Director
Agency: Gingerbread House Bossier/Caddo
Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Phone: (318) 674-2900 FAX: (318) 674-8141
Email:

7. PROJECT DIRECTOR
Name: Jessica M. Miller, M.A., MBA
Title: Executive Director
Agency: Gingerbread House Bossier/Caddo
Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Phone: (318) 674-2900 FAX: (318) 674-8141
Email:

8. FINANCIAL OFFICER
Name: L. Denise Hughes
Title: Treasurer
Agency: Gingerbread House Bossier/Caddo
Address: 1700 Buckner Square, Suite 101
City: Shreveport Zip: 71101-4452
Phone: (318) 674-2900 FAX: (318) 674-8141
Email:

9. BRIEF PROJECT DESCRIPTION: ***(Please do not exceed space provided below.)***

The Children's Advocacy Center utilizes an interagency approach to the investigation, prosecution, and treatment of child sexual and severe physical assault cases. The Center's mission is to reduce the trauma to the victim as assault allegations are investigated; to ensure the timely provision of services throughout the criminal justice process; and to provide a warm, child-friendly environment for child victims. In the year 2009, the Children's Advocacy Center conducted 545 forensic interviews of child victims. Follow-up counseling services were provided for 241 victims and non-offending caregivers. Community Education sessions on child sexual abuse topics were conducted for 6,653 individuals. The Nurturing Program, an educational support group started in 2001, continues to serve non-offending caregivers and child victims; the program has been restructured to better serve the population of northwest Louisiana (ongoing sessions throughout the year). The Center continues to serve as the clearinghouse for investigations of child sexual and severe physical abuse in northwest Louisiana by coordinating the Multidisciplinary Team (MDT) and continues to provide professional training opportunities for members of the MDT and other local professionals. We plan to continue and expand forensic interview services, counseling and support services, and education/training services in the coming year. Two goals will be pursued during the funding period: 1) Intake 500 children who have been victims of sexual assault or severe physical assault to decrease the trauma from disclosure of the assault; and 2) Provide on-site therapeutic services for 200 child victims and 30 non-offending family members.

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
☒	Sexual Assault
☐	Domestic Abuse
☒	Child Abuse
☒	Previously Underserved

State Type of Previously Underserved: Non-offending caregivers of child victims of sexual/phys. abuse

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	☒	☐
Were instructions followed to determine allowable personnel/contractual costs?	☒	☐
Are all line item computations correct?	☒	☐
Do line items add to category totals?	☒	☐
Have category totals been rounded to nearest dollar?	☒	☐

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Jessica M. Miller, M.A., MBA Title: Executive Director
Phone: (318) 674-2900 Fax: (318) 674-8141 E-Mail: jmilan@gingerbreadhousecac.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$55,680	$10,920	$3,000	**$69,600**
SECTION 200. FRINGE BENEFITS	$4,074	$1,019	N/A	**$5,093**
SECTION 300. TRAVEL	$0	$0	$0	**$0**
SECTION 400. EQUIPMENT	$0	$0	$0	**$0**
SECTION 500. SUPPLIES	$1,217	$304	$0	**$1,521**
SECTION 600. CONTRACTUAL	$0	$0	N/A	**$0**
SECTION 700. RENOVATION COSTS	$0	$0	$0	**$0**
SECTION 800. OTHER DIRECT COSTS	$0	$0	$0	**$0**
TOTAL:	**$60,971**	**$12,243**	**$3,000**	**$76,214**

Provide Source of *Cash* Match: Funds will be provided from the general funds of the Children's Advocacy Center.

Provide Source of *In-Kind* Match: Volunteers will provide the in-kind match.

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Executive Director ✓	Jessica Milan Miller, M.A., MBA ✓	FT	$4,166.67	10.00%	12.00	$5,000.00	☒	☒
Forensic Interviewer ✓	Sarah Bynum Jose, M.A. ✓	FT	$2,750.00	100.00%	12.00	$33,000.00	☒	☒
Office Manager ✓	Aelania Auzenne Whitehorn ✓	FT	$2,166.67	50.00%	12.00	$13,000.02	☒	☒
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$51,000.02	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Counselor ✓	Deborah D. Brown, Ph.D., LP ✓	PT	$25.00	30.00	40.00%	52.00	$15,600.00	☒	☒
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							$15,600.00	F = Fed Funds C = Cash Match	

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Office and Support Group Assistants = general office/clerical duties, answering phones, greeting parents and children, assisting with customer surveys, co-facilitating support group, program planning-board volunteers only, other duties as determined by Exec. Director.	300.00	$10.00	$3,000.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$3,000.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$55,680
CASH MATCH	$10,920
IN-KIND MATCH	$3,000
PERSONNEL TOTAL	**$69,600**

SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN

☒ Yes ☐ No Are job descriptions for each position attached? If not, explain:

☒ Yes ☐ No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

The CAC Executive Director is necessary to not only provide overall direction and supervision for the Center, but to provide crisis counseling to victims and their families, to facilitate interagency efforts on behalf of the victims, to coordinate all providers of direct services to the victims, to provide appropriate referrals for non-offending family members, and to administer all grants.
The CAC Forensic Interviewer/Multidisciplinary Team Captain is a specially trained interviewer who will meet with and interview child victims and convene and facilitate the Multidisciplinary Team. The CAC Counselor will provide counseling for child victims and non-offending caregivers. The Counselor is a Ph.D.-level Licensed Professional Counselor with experience counseling children. The Counselor will also help to facilitate educational support groups. The CAC Office Manager will complete VOCA-required time and attendance sheets, provide statistical documentation, and maintain crime victims' records. In addition, the Office Manager will operate the audiovisual taping and camera equipment during forensic interviews of victims as needed.

B) The basis for determining the salary of each position:

Executive Director: Salary is set at low-range of Director rate in cities of comparable population. Annual salary is $50,000.
Forensic Interviewer: Salary is at mid-range for Interviewers in cities of comparable size. Annual salary is $33,000.
Counselor: Salary is based on 30 hrs. per week at $25.00/hour. Annual salary is $39,000.
Office Manager: Salalry is set at mid-range for Office Managers in cities of comparable size. Annual salary is $26,000.

C) Project duties of each position requested:

Executive Director: Position requirements and duties are included in the attached job description.
Forensic Interviewer: Position requirements and duties are included in the attached job description.
Counselor: Position requirements and duties are included in the attached job description.
Office Manager: Position requirements and duties are included in the attached job description.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee was moved must be filled. If employee is same from the previous grant, indicate if the employee was originally hired for that position.]

Executive Director, Forensic Interviewer, Counselor, and Office Manager: All four employees are currently employees of the Child Advocacy Center performing their respective jobs. All four are the same employees as in the previous grant. All four were originally hired for their respective positions.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: ☐ All Fringe Benefits Will Be Paid by Applicant Agency ☒ Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Jessica M. Miller	.062		$5,000	$310	5.	.062			$0
2. Sarah B. Jose	.062		$33,000	$2,046	6.	.062			$0
3. Aelania A. Whitehorn	.062		$13,000	$806	7.	.062			$0
4. Deborah D. Brown	.062		$15,600	$967	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Jessica M. Miller	.0145		$5,000	$72	5.	.0145			$0
2. Sarah B. Jose	.0145		$33,000	$478	6.	.0145			$0
3. Aelania A. Whitehorn	.0145		$13,000	$188	7.	.0145			$0
4. Deborah D. Brown	.0145		$15,600	$226	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		$0	5.		CHECK TYPE:		$0
2.				$0	6.				$0
3.		☐ FUTA		$0	7.		☐ FUTA		$0
4.		☐ SUTA		$0	8.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
			FRINGE BENEFITS TOTAL (A):	$5,093				FRINGE BENEFITS TOTAL (B):	$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

Fringe Benefits Total (A+B): $5,093

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$4,074
CASH MATCH	$1,019
TOTAL FRINGE BENEFITS	$5,093

SECTION 500. SUPPLIES

SECTION A: List items within this category by major type; e.g., office supplies (pens, pencils, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. If office supplies average $50 per month or less, i.e., $600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Postage	1,241.00	$0.44	$546.04	☒	☒	☐
DVD-Rs	500.00	$0.75	$375.00	☒	☒	☐
Basic Supply Allowance	12.00	$50.00	$600.00	☒	☒	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
SUBTOTAL OF SECTION A SUPPLIES:			$1,521.04			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

BRIEFLY EXPLAIN:

A) Need for and use of each major supply type requested:

Postage will be necessary to mail correspondence to clients and to members of the multi-disciplinary team.
DVD-Rs will be necessary to record forensic interview of child victims of sexual/physical assault.
Consumable office supplies will be necessary to provide for appropriate correspondence and client record maintenance concerning victims' cases.

B) Its relationship to this project.

Postage, DVD-Rs, and consumable office supplies are necessary in order to provide services to child victims of sexual assault and their non-offending caregivers.

SECTION 500. SUPPLIES (Continued)

SECTION B: Use this section only for Publications, workbooks, curriculum guides, videotapes, etc. Under type choose: **P** – Publications; **W** – Workbooks; **CG** – Curriculum Guides; **V** – Videotapes; **O** – Other. Itemize each item separately. Include tax and shipping costs in Unit Price, when applicable.

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
	None			$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
	SUBTOTAL OF SECTION B SUPPLIES:			$0.00			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

BRIEFLY EXPLAIN:

A) The use of each request and its relationship to the project. Also explain the choice of materials, e.g. based on previous experiences or research showing its effectiveness, etc.:

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	$1,217
CASH MATCH	$304
IN-KIND MATCH	$0
SUPPLIES TOTAL	$1,521

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

1. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Be sure to include current **valid local data** to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Louisiana continues to rank 49th out of the 50 United States on Indicators of Child Well-Being. Twenty-seven (27) percent of children in Louisiana live in poverty as compared to the national average of 18%. The child death rate in Louisiana is 26% as compared to the national average of 19% (Kids Count 200 Data Book by Annie E. Casey Foundation). Out of 6.929 total valid allegations of child abuse and neglect in Louisiana during State Fiscal Year 2008 (most recent information available), 1,111 (16.03%) occurred in the nine parishes served by the Gingerbread House Bossier/Caddo Children's Advocacy Center, with Caddo parish (497) having the second highest number in the state of Louisiana (State of Louisiana Department of Social Services, Office of Community Services, FY2008). In 2008, the Center served 545 child victims of sexual and/or severe physical abuse. Since 2000, the Center has averaged a 11.6% increase per year.

The Center addresses the community's need to respond effectively and in a coordinated manner to child victims of sexual or severe physical assault. Through researching the interview process prior to the establishment of the Center, it was discovered that a child victim may have to tell his/her story of the assault to an average of three people before he/she was believed. Thereafter, a child victim would experience between 5-8 separate interviews in cold, institutional-type settings. Without the Center, children may be traumatized by the experience of repeatedly telling the details of the alleged abuse, and as a result, their testimonies may be so confused that prosecution of the perpetrator becomes very difficult. With the Center, children only have to tell their story to law enforcement and child protective services one time, assisted by a trained child interviewer and conducted in a child-friendly manner, with the information recorded and retained for future proceedings. The interview process ensures that each agency has the information needed to proceed with the case.

During the same research period, it was discovered that medical and mental health care was available to those families with insurance, but was very limited to families without insurance. It was very difficult and almost impossible for families to receive the necessary care because a singular agency did not exist to coordinate all aspects of a case. In addition, without the Center, communication among the professionals involved in the investigation, prosecution, and treatment of child abuse cases was less effective, often resulting in poor handling of cases, lower prosecution rate of offenders, and reduced access to needed resources for families.

The Center currently serves approximately 500 child victims of sexual and severe physical abuse and their non-offending family members per year, in addition to providing training for professionals involved in these cases and education for the community at large. The Center helps to reduce the trauma experienced by child victims of abuse by conducting professional forensic interviews in a child-friendly manner, coordinating multidisciplinary investigations, and providing support for the child victim and non-offending family members through mental health counseling, support groups, and advocacy work.

2. Describe gap in community resources and how the gap was identified. Explain what need is created by this gap in services/programs.

Prior to the establishment of the Children's Advocacy Center, a gap existed in the services provided for child victims of sexual and severe physical abuse due to a disjointed response system. The Center addresses the community's need to respond effectively and in a coordinated manner to child victims of sexual or severe physical assault. Through researching the interview process prior to the establishment of the Center, it was discovered that a child victim may have to tell his/her story of the assault to an average of three people before he/she was believed. Thereafter, a child victim would experience between 5-8 separate interviews in cold, institutional-type settings. Without the Children's Advocacy Center, children may be traumatized by the experience of repeatedly telling the details of the alleged abuse, and as a result, their testimonies may be so confused that prosecution of the perpetrator becomes very difficult. With the Center, children only have to tell their story to law enforcement and child protective services one time, assisted by a trained child interviewer and conducted in a child-friendly manner, with the information recorded and retained for future proceedings. The interview process ensures that each agency has the information needed to proceed with the case.

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

Goal #1: Intake 500 children who have been victims of sexual assault or severe physical assault to decrease the trauma from disclosure of the assault.

Goal #2: Provide on-site therapeutic services for 200 child victims and 30 non-offending family members.

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. **Use absolute numbers, not percentages and be sure to include a baseline number.**

GOAL 1
Objective 1: To provide audio and video taped forensic interviews in a child-friendly atmosphere for 500 victims.
Objective 2: To provide multi-disciplinary staffing and case management to 500 victims in order to ensure appropriate information is shared among agencies regarding the needs of the victims and agencies.

GOAL 2
Objective 1: To provide individual counseling to 200 of the child victims referred to the Center. At least 125 of these individuals will report positive changes following counseling.
Objective 2: To provide educational support groups to 30 non-offending family members of victims.

D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training project, omit this page and complete D-2 Training Programs.

Goal #1: Intake 500 children who have been victims of sexual assault or severe physical assault to decrease the trauma from disclosure of the assault.

Methods to accomplish Objective 1: A physical site, fully equipped with audio/videotaping and interview observation equipment will be provided to the agencies for use when serving child victims. A trained forensic interviewer employed by the Center will be available to conduct forensic interviews.

Methods to accomplish Objective 2: Regular Multidisciplinary Team meetings will be held at the Center for the purpose of reviewing all cases, monitoring case progress, and monitoring additional services provided to victims. Referring agencies involved in the investigation, prosecution, and treatment of cases, as well as Center staff, will participate in these meetings. Team members will report needs expressed by victims and Center staff will advocate for the needs of individual victims.

Timetable for Goal #1:
Intake 500 children (average of 42 children per month): Ongoing from September, 2010 to August, 2011.
Conduct Multidisciplinary Team meetings (10 meetings): September, 2010, October, 2010, December, 2010, January,2011, February, 2011, March, 2011, April, 2011, May, 2011, June, 2011, and August, 2011).

Goal #2: Provide on-site therapeutic services for 200 child victims and 30 non-offending family members.

Methods to accomplish Objective 1: The Center's Counselor will work with child victims and non-offending family members at the Center. A therapy room will be equipped with appropriate resources so that victims may return to a familiar environment for counseling services. Appointments will be scheduled through the Center following the initial interview. The Counselor will track the progress of each victim during each session and will report clients' needs to the Multidisciplinary Team at team meetings.

Methods to accomplish Objective 2: Educational support groups for non-offending family members will be held at the Center. The Center's Counselor and trained volunteers will facilitate the groups following the Nurturing Program / Active Parenting curriculum.

Timetable for Goal #2:
Provide therapeutic services for child victims: Ongoing from September, 2010 to August, 2011.
Provide educational support group for non-offending family members: Ongoing from September, 2010 to August, 2011.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this for in-house training.

1. Training Curriculum (topics to be included):

N/A

2. Type of personnel to be trained:

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need.

E. DEMOGRAPHICS

1. This project serves the following Congressional District(s)

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☒ 5 ☐ 6 ☐ 7 ☐ All (Statewide Project)

2. Type of Organizations:

Applicant Agency: ☐ Law Enforcement ☐ Prosecution ☐ Court ☒ Non-Profit Organization ☐ Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

- ☐ Community-Based Organization
- ☐ Court
- ☐ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☐ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☒ Other (Specify): Child Advocacy Center

☐ Yes ☒ No Is this a faith-based organization?

☐ Yes ☒ No Is this a culturally specific community-based organization?

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Leone Fitzgerald, VAC-DA's Off PHONE: (318) 226-5904 EMAIL: lfitzgerald@caddoda.com

☒ Yes ☐ No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:

NAME: PHONE: ( ) - EMAIL:

☒ Yes ☐ No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: http://lcle.la.gov/programs/lavns.asp.

☒ Yes ☐ No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: www.lcle.la.gov/lavns.

G. CRIME VICTIMS REPARATIONS (CVR)

☒ Yes ☐ No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: PHONE: ( ) - EMAIL:

☒ Yes ☐ No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

☒ Yes ☐ No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: http://lcle.la.gov/programs/cvr.asp

H. PRIOR RESULTS (For Continuation Projects Only)

1. Based on the objectives of the previous application, what were the measurable outcomes? (Refer to the previous project's performance stated in the quarterly progress reports and other additional information.)

Previous year objectives (FY2009)
Goal #1: Intake 500 children who have been victims of sexual assault or severe physical assault to decrease the trauma from disclosure of the assault.
Objective 1: To provide audio and video taped forensic interviews in a child-friendly atmosphere for 500 victims.
Objective 2: To provide multi-disciplinary staffing and case management to 500 victims in order to ensure appropriate information is shared among agencies regarding the needs of the victims and agencies.

Goal #2: Provide on-site therapeutic services for 175 child victims and 30 non-offending family members.
Objective 1: To provide individual counseling to 175 of the child victims referred to the Center. At least 125 of these individuals will report positive changes following counseling.
Objective 2: To provide educational support groups to 30 non-offending family members of victims.

Results (FY2009):

545 children received forensic interviews, multidisciplinary investigations, and family advocacy services.
241 child victims of abuse & their non-offending caregivers received counseling services.
33 educational support group classes were offered and attended by 195 non-offending caregivers.

2. Did the project work as expected? Explain.

Yes, all of the goals and objectives were met and exceeded. Please see above for measurable outcomes and results.

3. Have the original goals and objectives been revised? ☐ Yes ☒ No

If Yes, explain what changes will be made in the continuation of this project and why?

I. EVALUATION AND DISSEMINATION OF REPORTING

A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.

1. From who will the data be collected – what is the source?

The data will be collected from the non-offending caregivers of child victims of sexual and severe physical abuse served by the Center, from the member agencies of the Multidisciplinary Team - MDT (law enforcement, child protective services, medical, and mental health), and from the Counselor employed by the Center.

2. When will the data be collected?

The data will be collected from non-offending caregivers during the intake session just prior to the child's forensic interview. The data from the MDT will be collected during monthly case review meetings. The data from the Counselor will be collected during monthly staff report sessions.

3. Who will collect and analyze the data?

Jessica M. Miller, Executive Director of the Gingerbread House Bossier/Caddo Children's Advocacy Center will collect and analyze the data.

4. Who will be responsible for submitting the data for the Quarterly Progress Reports: State name and contact information.

Name: Jessica M. Miller, M.A., MBA Phone: (318) 674-2900 Email: jmilan@gingerbreadhousecac.org

5. Following evaluation, who and how will updating or revising of the project's strategy be accomplished?

Jessica M. Miller, Executive Director will update and revise the project's strategy as needed. The Center staff and the members of the Multidisciplinary Team will provide input.

6. Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

The Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports, monthly Expenditure Reports, and all other Monitoring Review paperwork as requested.

The Center will also disseminate project data, outcomes, and results to the Gingerbread House Bossier/Caddo Children's Advocacy Center Board of Directors, the member agencies of the Multidisciplinary Team, Children's Advocacy Centers of Louisiana, and National Children's Alliance.

J. CONTINUATION

☒ Yes ☐ No Do you plan to continue this project at the conclusion of federal support?
Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

The Child Advocacy Program of the Gingerbread House Bossier/Caddo Children's Advocacy Center is a program with a history of 12 years of success. Since its inception, the Center has provided all services free of charge to victims' families, thus ensuring that no child is ever turned away due to the family's inability to pay for services. Currently, twenty-two funding streams, including LCLE-CVA, comprise the Center's $318,000 operating budget (Year 2010). All of these funding sources will continue to be pursued. By diversifying the funding sources, the Center ensures continued sustainability and success. The Center's Executive Director strategically pursues private and public funding for the programs of the Center, while diligently managing the Center's budget to ensure costs are minimized and the impact of funding dollars received is maximized.

K. RESOURCES

Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

In March, 2009, the Center relocated to a newly remodeled facility at 1700 Buckner Square in Shreveport, LA. This facility is less than 1 mile from the Center's previous location. The Center has 4,500 square feet of space provided rent free by CHRISTUS Schumpert Health System. The Center has designated areas for reception/waiting room, 7 staff member offices, 2 counseling/play therapy rooms, 2 forensic interviewing rooms, 2 multi-disciplinary team monitoring rooms, 1 conference room, 1 donations room, 1 locked access filing room, 2 bathrooms, 1 kitchenette, and 1 full kitchen. The facility has secure, off-street parking, a security system with video monitor restricted entry, is fully ADA compliant, and has 24-hr surveillance by security officers . Equipment already in place includes 6 computers (these are networked and contain a complete case tracking program), 2 laptop computers, a fully integrated telephone system with 8 units, 1 fax/machine printer, 6 laser/inkjet printers,

L. AUDIT REQUIREMENTS

All applications **must** check one:

☐ This organization/agency expends $500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**

1. Date of last audit
2. Dates covered by last audit:
3. Date of next audit:
4. Dates to be covered by next audit:
5. Date next audit will be forwarded to LCLE:

☒ This organization/agency expends less than $500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

☒ Yes ☐ No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.

☒ Yes ☐ No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

Volunteers are utilized to greet and play with the children when they arrive at the Center and to visit with family members while the child is in his/her interview. They may assist with making phone calls, typing, or other basic administrative duties, as well as with support group facilitation. Graduate and professional volunteers assist with counseling program and therapy dog program. Volunteers also assist with public education and awareness functions to encourage reporting of crimes committed against children. It is expected that 300 volunteer hours will be utilized for delivery of direct services to victims and their families.

N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

The District Attorney's Victim Assistance Programs and the Sheriff's Departments are the primary points of contact for the local Crime Reparation programs. Our Center works closely with the Crime Victims Reparation program. The Center assists families by distributing the Victims Assistance literature to all victims' families and informing them of their opportunities in relation to the contacts. In addition, our staff will assist in the preparation of requests as needed.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

The Gingerbread House Bossier/Caddo Children's Advocacy Center works through a Multidisciplinary Team approach. Twelve agencies, including law enforecement, child protective services, medical, mental health, and victim advocacy, make up the Multidisciplinary Team. Each agency has clearly delineated roles, all supported by a signed Interagency Agreement, which is part of the CHILDREN'S ADVOCACY CENTER PROTOCOL, MULTIDISCIPLINARY TEAM GUIDELINES, AND INTERAGENCY AGREEMENT. In January, 2008, an updated interagency agreement was signed. A copy of the agreement is enclosed.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

A child who has been referred to the Children's Advocacy Center will come by referral from a law enforcement agency, Office of Community Services, or the District Attorney's Office. All cases referred to the Center will be staffed by the Multidisciplinary Team, which includes law enforcement representatives. The Center will facilitate communication between victims and law enforcement through telephone follow-ups and regular updates on the status of cases.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instances of child abuse.

All applicants for staff and applicants for volunteer positions with direct contact to children at the Center will be required to sign appropriate releases to complete screening and criminal background checks, and such will be conducted in accordance with the Louisiana Child Protection Act.

BOBBY JINDAL
GOVERNOR

JOEY WATSON
EXECUTIVE DIRECTOR

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

August 17, 2010

Ms. Jessica M. Miller, M.A., MBA
c/o Ms. Sybil Richards
Northwest LEPD, Inc.
615 Main Street
Pineville, LA 71360-6935

RE: C10-1-005; Bossier-Caddo Child Advocacy Center (Gingerbread House); "*Child Advocacy Program*"

Dear Ms. Miller:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for September 15, and 16, 2010, respectively. The meetings will be held at the Shreveport Convention Center, 104 Market Street in Shreveport. Phone: (318) 698-0900. This application request is to continue the C09-1-005 project and is over $20,000; therefore, you are required to attend the Victim Services Advisory Board and Commission meetings.

Based on the preliminary review of the referenced application, there are no issues that need to be addressed. However, please be advised that additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

Sincerely,

Rutha Chatwood

Rutha Chatwood
Victim Services Program Manager

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