

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C11-1-001

APPLICANT: Bossier-Caddo Children's Advocacy Center

PROJECT TITLE: Child Advocacy Program

PROJECT FUNDS :

FUND: \$ 72,877 80.00%  
MATCH: \$ 18,219 20.00%  
TOTAL: \$ 91,096 100.00%

PROJECT DURATION: 12 months

START DATE: 09/01/2011

END DATE: 08/31/2012

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  DENY

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



**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: C11-1-001 CVA Purpose Area: 1,3,4

1. TITLE OF PROJECT Child Advocacy Program		2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: C10-1-005	
3. PROJECT DURATION Total Length: 12 Months (Not to exceed 12 Months) Desired Start Date: 9/1/2011 Desired End Date: 8/31/2012		4. PROJECT FUNDS Federal Funds: \$72,877 Cash Match: \$15,220 In-Kind Match: \$3,000 Total Project: \$91,097	
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/CAGE: 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: Peter Tucker 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:
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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 2010, the Children's Advocacy Center conducted 574 forensic interviews of child victims. Follow-up counseling services were provided for 277 victims and non-offending caregivers. Community Education sessions on child sexual abuse topics were conducted for 10,482 individuals. The Nurturing Program, an educational support group started in 2001, continues to serve non-offending caregivers and child victims. In 2010, 215 participants benefited from the Nurturing Program. 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. The goal of this project is to decrease the trauma experienced by children who have been victims of sexual and severe physical assault by 1) providing comprehensive, multidisciplinary intake services for 500 children; and 2) providing 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):	
<input checked="" type="checkbox"/>	Sexual Assault
<input type="checkbox"/>	Domestic Abuse
<input checked="" type="checkbox"/>	Child Abuse
<input checked="" type="checkbox"/>	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.

<b>CHECKLIST:</b>	<b>YES:</b>	<b>NO:</b>
Are all budgeted items allowable per Program Guidelines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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	\$66,374	\$13,594	\$3,000	\$82,968
SECTION 200. FRINGE BENEFITS	\$4,890	\$1,223	N/A	\$6,113
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$1,613	\$403	\$0	\$2,016
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
<b>TOTAL:</b>	<b>\$72,877</b>	<b>\$15,220</b>	<b>\$3,000</b>	<b>\$91,097</b>

**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	C
Executive Director	Jessica Milan Miller, M.A., MBA	FT	\$4,291.67	10.00%	12.00	\$5,150.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forensic Interviewer	Sarah Bynum Jose, M.A.	FT	\$2,916.67	100.00%	12.00	\$35,000.04	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Forensic Interviewer	Jennifer Flippo, M.S.	FT	\$2,916.67	25.00%	12.00	\$8,750.01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office Manager	Aelania Auzenne Whitehorn	FT	\$2,500.00	50.00%	12.00	\$15,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$63,900.05		

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	C
Counselor	Deborah D. Brown, Ph.D., LP	PT	\$25.75	30.00	40.00%	\$2.00	\$16,068.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$16,068.00		

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	\$66,374
CASH MATCH	\$13,594
IN-KIND MATCH	\$3,000
PERSONNEL TOTAL	\$82,968

**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 Interviewers are specially trained interviewers 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 \$51,500.  
Forensic Interviewers: Salary is at mid-range for Interviewers in cities of comparable size. Annual salary is \$35,000.  
Counselor: Salary is based on 30 hrs. per week at \$25.75/hour. Annual salary is \$40,170.  
Office Manager: Salary is set at mid-range for Office Managers in cities of comparable size. Annual salary is \$30,000.

C) Project duties of each position requested:

Executive Director: Position requirements and duties are included in the attached job description.  
Forensic Interviewers: 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 Interviewers, Counselor, and Office Manager: All five employees are currently employees of the Child Advocacy Center performing their respective jobs. All five are the same employees as in previous years' grants. All five were originally hired for their respective positions.





### 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, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

The goal of this project is to decrease the trauma experienced by children who have been victims of sexual assault or severe physical assault by 1) providing comprehensive, multidisciplinary intake services for 500 children; and 2) providing 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.

**Objective 1:** To provide video taped forensic interviews in a child-friendly atmosphere and multidisciplinary case staffing for 500 child victims.

**Objective 2:** To provide individual counseling to 200 of the child victims referred to the Center and 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.

The goal of this project is to decrease the trauma experienced by children who have been victims of sexual assault or severe physical assault by 1) providing comprehensive, multidisciplinary intake services for 500 children; and 2) providing on-site therapeutic services for 200 child victims and 30 non-offending family members.

**Methods to accomplish Objective 1:**

A physical site, fully equipped with audio/vidiotaping and interview observation equipment will be provided to the agencies for use when serving child victims. Two trained forensic interviewers employed by the Center will be available to conduct forensic interviews.

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 Objective 1:**

Intake 500 children (average of 42 children per month): Ongoing from September, 2011 to August, 2012.

Conduct Multidisciplinary Team meetings (10 meetings): September, 2011, October, 2011, December, 2011, January, 2012, February, 2012, March, 2012, April, 2012, June, 2012, July, 2012, and August, 2012.

**Methods to accomplish Objective 2:**

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.

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 Objective 2:**

Provide therapeutic services for child victims: Ongoing from September, 2011 to August, 2012.

Provide educational support group for non-offending family members: Ongoing from September, 2011 to August, 2012.

### E. DEMOGRAPHICS

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

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

2. Type of Organization:

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.

- |   |   |
|---|---|
| <input type="checkbox"/> Community-Based Organization                                       | <input type="checkbox"/> Prosecution  |
| <input type="checkbox"/> Court  | <input type="checkbox"/> Sexual Assault Program                                 |
| <input type="checkbox"/> Domestic Violence Program  | <input type="checkbox"/> Sexual Assault State Coalition                         |
| <input type="checkbox"/> Domestic Violence State Coalition                                  | <input type="checkbox"/> Tribal Coalition                                       |
| <input type="checkbox"/> Dual Program (Sexual Assault and Domestic Violence)                | <input type="checkbox"/> Tribal Government                                      |
| <input type="checkbox"/> Dual State Coalition (Sexual Assault and Domestic Violence)        | <input type="checkbox"/> Tribal Sexual Assault and/or Domestic Violence Program |
| <input type="checkbox"/> Government Agency (Department of Human Services, Bureau of Health) | <input type="checkbox"/> Unit of Local Government                               |
| <input type="checkbox"/> Law Enforcement  | <input type="checkbox"/> University/School                                      |
| <input type="checkbox"/> Probation, Parole, or Other Correctional Agency                    | <input checked="" type="checkbox"/> 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](http://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 (FY2010)

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 (FY2010):

574 children received forensic interviews, multidisciplinary investigations, and family advocacy services.

277 child victims of abuse & their non-offending caregivers received counseling services.

28 educational support group classes were offered and attended by 215 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 RESULTS**

**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 \$333,000 operating budget (Year 2011). 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 enforcement, 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 15:567.1) 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.