LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C11-5-014

APPLICANT: Livingston Youth & Family Counseling, Inc.

PROJECT TITLE: Child Sexual Abuse Counseling Program

PROJECT FUNDS :

FUND:	$ 13,452	80.00%	PROJECT DURATION: 12 months
MATCH:	$ 3,363	20.00%	START DATE: 07/01/2012
TOTAL:	$ 16,815	100.00%	END DATE: 06/30/2013

Continuation of C89-5-001

PROJECT SUMMARY:

This project will provide individual and family counseling, information and referral, crisis intervention, and follow-up to victims of sexual assault. This includes primary victims of sexual assault and secondary victims who are involved in the counseling process with them. Victims served will include children, adolescents, and adults.

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

SPECIAL CONDITIONS :

1. 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:** C11-5-014 **CVA Purpose Area:** 18

1. TITLE OF PROJECT

Child Sexual Abuse Counseling Program

2. ☐ **NEW PROJECT**

☒ **CONTINUATION PROJECT OF: C10-5-014**

3. PROJECT DURATION

Total Length: **12** Months (*Not to exceed 12 Months*)

Desired Start Date: 7/1/2012

Desired End Date: 6/30/2013

4. PROJECT FUNDS

Federal Funds:	$13,452
Cash Match	$2,863
In-Kind Match:	$500
Total Project:	**$16,815**

5A. APPLICANT AGENCY INFORMATION

Agency Name: Livingston Youth and Family Counseling

Physical Address: 940 Government Drive

City: Denham Springs Zip: 70726-3633

Mailing Address: 940 Government Dr.

City: Denham Springs Zip: 70726-3633

Phone: (225) 665-7242 FAX: (225) 665-5451

Email: info@lyfcounseling.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Ligia Soileau

Title: Executive Director

Agency Name: Livingston Youth and Famiily Counseling

Address: 940 Government Drive

City: Denham Springs Zip: 70726-3633

Phone: (225) 665-7242 FAX: (225) 665-5451

Email: li@lyfcounseling.org

Fed Employer Tax Id: 72 - 0949983 DUNS: 165919 - 176 CCR CAGE/NCAGE: 5ZER9 CCR Expiration Date: 4/11/2012

6. IMPLEMENTING AGENCY

Name: Ligia Soileau

Title: Executive Director

Agency: Livingston Youth and Family Coun

Address: 940 Government Dr.

City: Denham Springs Zip: 70726-3633

Phone: (225) 665-7242 FAX: (225) 665-5451

Email: li@lyfcounseling.org

7. PROJECT DIRECTOR

Name: Ligia Soileau

Title: Executive Director

Agency: Livingston Youth and Family Coun

Address: 940 Government Dr.

City: Denham Springs Zip: 70726-3633

Phone: (225) 665-7242 FAX: (225) 665-5451

Email: li@lyfcounseling.org

8. FINANCIAL OFFICER

Name: Tom Lay

Title: Treasurer

Agency: Livingston Youth and Family Coun

Address: 940 Government Dr.

City: Denham Springs Zip: 70726-3633

Phone: (225) 665-7242 FAX: (225) 665-5451

Email: tdalay45@yahoo.com

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

This project will provide individual and family counseling, information and referral, crisis intervention, and follow- up to forty (40) victims of sexual assault. This includes primary victims of sexual assault and secondary victims who are involved in the counseling process with them. Victims served will include children, adolescents, and adults.

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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: Residents of Rural/Remote Areas; Adult Survivors of Incest	

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: Ligia Soileau Title: Project Director

Phone: (225) 665-7242 Fax: (225) 665-5451 E-Mail: li@lyfcounseling.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$13,452	$2,395	$500	**$16,347**
SECTION 200. FRINGE BENEFITS	$0	$468	N/A	**$468**
SECTION 300. TRAVEL	$0	$0	$0	**$0**
SECTION 400. EQUIPMENT	$0	$0	$0	**$0**
SECTION 500. SUPPLIES	$0	$0	$0	**$0**
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:	**$13,452**	**$2,863**	**$500**	**$16,815**

Provide Source of *Cash* Match: Capital Area United Way

Provide Source of *In-Kind* Match: Master of Social Work (MSW) Student Interns, Louisiana State University and Tulane University

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
Counseling Supervisor	Chinyere Agu	FT	$3,605.00	10.00%	12.00	$4,326.00	☐	☐
Clinical Social Worker	Brittney Spooner	FT	$2,340.00	30.00%	12.00	$8,424.00	☐	☐
Project Director	Ligia Soileau	FT	$5,163.00	5.00%	12.00	$3,097.80	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
	SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:					$15,847.80	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
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
	SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:						$0.00	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
MSW graduate student interns will complete telephone intakes for crime victims requesting counseling services and provide weekly counseling to sexual assault victims/survivors and their families.	50.00	10	$500.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$500.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$13,452
CASH MATCH	$2,395
IN-KIND MATCH	$500
PERSONNEL TOTAL	**$16,347**

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:

Due to the number of referrals received from victims/survivors of sexual assault/abuse, the agency will need these qualified professionals to be available for a minimum of 10% (Agu) and 30% (Spooner). This will also help limit wait times for crime victims.

Ligia Soileau will serve as Project Director and also provide services to crime victims (5%).

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

Personnel salaries at Livingston Youth and Family Counseling are determined and deemed fair by the agency's Board of Directors and Executive Director. Salaries paid are commensurate with that of other non-profit agencies providing similar services to the community.

C) Project duties of each position requested:

Counseling Supervisor and Clinical Social Worker will: Complete telephone intakes with crime victims initiating services, Complete initial assessment and psychosocial history for each client, Formulate treatment plan which includes safety planning as needed, Provide crisis intervention as needed, Provide [individual, group, or family] counseling sessions based on client needs, Complete required case documentation, Provide Crime Victims Reparations Information to crime victims.

In addition to the above mentioned, the Counseling Supervisor will: Provide individual supervision to each MSW intern working with crime victims for one hour/week, Ensure that volunteer documentation is timely and appropriate, and Assist with completion of project Quarterly Reports.

The Project Director will: Plan clinical training for staff working with crime victims, Compile statistics on clients served and outcomes, Complete Quarterly Reports, and Provide one hour of monthly group supervision to volunteers.

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.]

This is a continuation application. Chinyere Agu is an employee who currently works for the agency; 12% of her time is funded by LCLE and devoted to crime victims. She will continue to serve crime victims on this grant. However, due to her involvement with other planned agency projects, her time on this grant application has been reduced to 10%. Brittney Spooner is also currently employed by the agency and 7% of her time is funded by LCLE. The percent of time spent serving crime victims is above and beyond the amount for which this position is currently funded. Ligia Soileau will continue as Project Director at 5%.

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. Chinyere Agu	.062		$4,326	$268	5.	.062			$0
2.	.062			$0	6.	.062			$0
3.	.062			$0	7.	.062			$0
4.	.062			$0	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Brittney Spooner	.0145		$8,424	$122	5.	.0145			$0
2. Chinyere Agu	.0145		$4,326	$62	6.	.0145			$0
3.	.0145			$0	7.	.0145			$0
4.	.0145			$0	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. Ligia Soileau	335.00	1.00	5.00%	$16	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.	0.008			$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):				$468	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): $468

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$0
CASH MATCH	$468
TOTAL FRINGE BENEFITS	**$468**

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.

Sexual abuse is a term that encompasses a variety of acts including but not limited to sexual assault, rape and any sort of non-consensual sexual contact. It can happen within the context of marriage or other intimate/partner relationships. Sexual abuse can happen to men or women of any age. One (1) in 3 girls and 1 in 6 boys are sexually abused before the age of 18. This can include but is not limited to: sexual touching of any part of the body (clothed or unclothed), penetrative sex including penetration of the mouth, encouraging a child to engage in sexual activity including masturbation, intentionally engaging in sexual activity in front of a child, showing children pornography or using children to create pornography, and encouraging a child to engage in prostitution (LA Foundation Against Sexual Assault, 2010).

Livingston Youth and Family Counseling (LYFC) has been responding to the needs of victims of sexual abuse in Livingston Parish for 30 years. In the last ten years, the agency has provided counseling to over 700 primary and secondary victims of sexual assault. For many years, LCLE funding has allowed the agency to provide services at no cost to the sexual abuse victims, which is particularly important when one considers that the clients served by LYFC are typically low income, and frequently live in single parent homes. The most recent Census data illustrates that nearly 12% of the children in Livingston Parish live below the poverty level and almost 30% of households headed by single females are living below the poverty level (US Census Bureau, 2000). Based on the number of victims served by this agency in the last seven years alone (450), it is clear that the need for counseling services to victims of sexual abuse in Livingston Parish far exceeds the targeted goal in this application (40 victims).

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

There is a gap in both community resources and individual resources when examining the problem of sexual abuse. On the community end, there are not enough service providers who can engage in both short and long term counseling to help trauma survivors including crime victims. Livingston Paish is designated as a Mental Health Professional Shortage Area by the Louisiana Office of Public Health. Livingston Youth and Family Counseling is the only agency of its kind in Livingston Parish providing counseling services on a sliding fee scale for non-victims. Funding from LCLE allows the agency to provide counseling at no cost to sexual abuse surviviors. From an individual standpoint, a lack of financial resources is frequently a barrier for victims seeking counseling services. The shame associated with sexual violence can lead victims to believe that they as individuals are not "worth" the time and money involved.

There is also an overwhelming need for foster parents in Livingston Parish to help bring stability and love to the lives of children whose abuse has resulted in out of home foster care placement. Seventeen new children enter foster care monthly in this community and while they are not all victims of sexual abuse, they are victims of crime.

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.

The overall goal of this project is to improve the health and functioning of victims of sexual abuse suffering from the secondary effects of trauma which impact mental health, social functioning and behavioral health. The project also seeks to improve supervision and parenting skills of parents/caregivers (secondary victims) who are helping their children cope with the trauma of child sexual abuse.

Goal 1: Provide information and referral to victims of sexual abuse who contact the agency from 7/1/12 to 6/30/13. This includes linkage to crisis intervention services if applicable.
Goal 2: Help victims coping with the trauma of sexual abuse decrease symptoms associated with their trauma, improve social functioning, and process their emotions in a safe environment.

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: Provide crisis intervention linkages to victims of sexual abuse who contact the agency in crisis and may need referral to more immediate services such as law enforcement, child protection, and/or medical services. It is anticipated that 20 victims of sexual abuse who contact the agency will be looking for information and referral only. They will be offered counseling services, but based on previous years approximately 20 (average baseline is 18) crime victims who contact LYFC will not be interested in counseling services at the time of their initial call.

Goal 1, Objective 2: Fifty (50) families will initiate counseling services for help with the trauma of sexual abuse. The average baseline in last five years was 40 families, with the trend of families initiating counseling increasing in the last four years.

Goal 2, Objective 1: Forty (40) individuals will attend at least one counseling session where safety issues will be assessed. It is anticipated that 40 individuals from the families that initiate counseling services will attend at least one session. This is based on data from previous years, and decreased wait times due to having volunteers/additional staff on the grant.

Goal 2, Objective 2: Thirty-two (32) individuals who remain in treatment past the initial crisis will complete the assessment process and formulate a treatment plan. This number is derived from an agency baseline percentage that 80% of clients who attend the first counseling appointment complete the initial assessment/treatment plan which takes 3-4 counseling sessions.

Goal 2, Objective 3: Twenty-eight clients will demonstrate acquisition of postive coping skills, reduction of trauma related symptoms, increased knowledge about parenting skills, and/or increased knowledge about resources available to victims in the community. This number is derived from an agency baseline percentage that 90% of clients who complete the initial assessment/treatment plan show significant progress in the areas listed above.

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.

Project Personnel are experienced counselors who will assess safety needs presented by clients during their initial contact with the agency (typically by phone)---Ongoing---Completion Date: 6/30/13

Project Personnel will train volunteers to respond to phone inquiries made by crime victims as well as the agency's crisis intervention procedures---Begin Date: August 2012----Completion Date: September 2012

Project Personnel will train volunteers on the dynamics of sexual abuse, symptoms associated with trauma, and interventions used to help survivors of sexual abuse---Begin Date: August 2012---Completion Date: 6/30/13

Project Personnel and Volunteers will complete a Telephone Intake Form with each potential client within 24 hours of them contacting the agency. Victims of crime will be informed that they are eligible for services under this project funding---Ongoing---Completion Date: 6/30/13

Project Personnel and Volunteers will provide individual, family, and/or group therapy to adults and children coping with the trauma of sexual abuse. Sessions will be 50 minutes to 1.5 hours in length depending on the modality used---Ongoing---Completion Date: 6/30/13

Project Personnel and Volunteers will complete a written assessment that will allow for a baseline measure of the client's mental health functioning and guide the treatment process---Completed during the first 3-4 sessions with each client

Counselors will compare baseline data gathered for each individual client to post intervention data gathered through various assessment tools such as the Index of Self Esteem, the Sexual Abuse Symptoms Checklist, and the Child Behavior Checklist---Post Intervention Data may be gathered any time after the written assessment is completed to demonstrate acquisition of postive coping skills, reduction of trauma related symptoms, increased knowledge about parenting skills, and/or increased knowledge about resources available to victims in the community

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):

☐ 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: Brittney Spooner PHONE: (225) 665-7242 EMAIL: brittney@lyfcounseling.org

☒ 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.)

During the previous completed grant cycle, forty-two (42) new clients were identified as victims of sexual abuse. There were an additional twelve (12) carry-over clients who continued receiving services during the same grant period. Project staff and volunteers were trained in crisis management and completed telephone intakes on a rotating schedule in order to ensure that someone was available to take crisis calls as they occurred. The 42 new clients who contacted the agency for counseling services were screened within 24 hours and given information and referrals as needed.

An average of ten (10) new clients initiated treatment each quarter. Project personnel and volunteers provided individual and family counseling to an average of twelve (12) adults per quarter and six (6) children per quarter. Eighty-six percent (86%) of clients who completed psychosocial assessments demonstrated a decrease in trauma symptoms and/or behaviors. Ninety-four percent (94%) of clients who attended at least three sessions demonstrated an increase in positive parenting behaviors and/or healthy coping skills.

2. Did the project work as expected? Explain.

Yes. The project continued to provide crime victims' services in a timely manner although the agency's waiting list averages 17 new clients per month. The training process for project personnel and volunteers was improved and extended in order to include more information that is pertinent to the cycle of abuse and trauma. The agency is known as a resource for parents and children coping with the trauma of sexual abuse. Counseling was provided to families who might not have been able to afford services of this scope otherwise.

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?

Therapists working with crime victims are required to complete an Outcome Measurement Form and LCLE Demographics Form for each client participating in the project. See attached forms.

2. When will the data be collected?

Quarterly

3. Who will collect and analyze the data?

Project Director

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

Name: Ligia Soileau Phone: (225) 665-7242 Email: li@lyfcounseling.org

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

The Project Director, Personnel, and Volunteers will review data, feedback from LCLE, and evaluate needs of the community as they relate to this project.

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.

Livingston Youth and Family Counseling (LYFC) will report project results yearly to its Board of Directors, the Capital Area United Way, the City of Denham Springs and funding sources to whom the agency submits grants and proposals. Required reporting (Quarterly Progress Reports and Expenditure Reports) will be submitted to the Louisiana Commission on Law Enforcement on a quarterly basis. The confidentiality of clients served by LYFC will be protected and identifying information will not be shared in any reports released to the public.

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.

Livingston Youth and Family Counseling (LYFC) is committed to assisting victims of sexual assault in Livingston Parish. In addition to federal support, the agency receives funding from the Capital Area United Way and will submit funding proposals to other grant sources. The agency hosts yearly fundraisers and continues to build relationships with potential sponsors in the community. It is anticipated that the need for these victims' services in the community will exceed 40 victims (goal for this project application). LYFC will make every effort to connect additional victims of crime with appropriate services in a timely manner.

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.

Livingston Youth and Family Counseling is located at 940 Government Drive in Denham Springs, LA. It is neighbored by city government buildings, the Denham Springs Fire Department, and the Denham Springs Police Department. The facility consists of six (6) furnished counseling offices, a family therapy room, a waiting area, and a conference/group room. The City of Denham Springs continues to provide this facility as an in-kind donation to the agency with a value of $21,800/year.

LYFC has a full time Office Manager who is responsible for answering phones and routing calls, managing the reception area, assisting crime victims with initial paperwork, and bookkeeping functions of the agency.

The LSU School of Social Work provides yearly training seminars to project personnel at no additional cost to the agency.

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?

Graduate social work interns will complete telephone intakes for crime victims requesting counseling services, provide crisis intervention, and provide counseling services to sexual assault victims and their families. Volunteers come from accredited graduate social work programs at Louisiana State University and Tulane University, and are supervised directly by project personnel. Livingston Youth and Family Counseling plans to host three graduate interns (volunteers) during this grant period. Each volunteer will devote approximately one hour per week to the project. The total number of volunteer hours used as match for this project is fifty (50).

50 hours x $10.00/hr = $500.00 match

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.

Livingston Youth and Family Counseling will distribute "Help for Crime Victims" brochure to crime victims in an effort to educate them about reparations (many are not aware the program exists prior to attending their first session). Project Personnel will assist crime victims in completing the application 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.

Livingston Youth and Family Counseling (LYFC) coordinates services with the Department of Children and Family Services (DCFS), the Twenty-first Judicial District Attorney's Office, Families in Need of Services (FINS) and the Livingston Parish Public Health Unit. LYFC reports client progress to them when it is in the best interest of the child and with parental consent. When crime victims are children with problematic behaviors, they may become involved with FINS whose goal is to reduce formal juvenile court involvement. LYFC counselors coordinate services with FINS and work with crime victims to decrease problematic behaviors. Livingston Youth and Family Counseling partners with the Greater Baton Rouge Community Clinic which provides medical services for under- insured working individuals who cannot otherwise afford medical treatment. LYFC is an eligibility screening location for the virtual clinic two evenings/month. No medical services are provided at this location.

Women Outreaching Women (WOW) is a community partner providing support for victims of domestic violence; due to the relationship between domestic violence and sexual abuse, LYFC makes every effort to partner with them as a referral source.

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.

It is the policy of Livingston Youth and Family Counseling to encourage victims to report crimes to law enforcement and support clients in their work to create safety for themselves and/or their children. Further, therapists and volunteers must abide by mandatory reporting laws prescribed by the State of Louisiana.

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.

Livingston Youth and Family Counseling will comply with the Louisiana Child Protection Act (LRS 15:587.1) and screen prospective employees and volunteers accordingly.

Kathy Guidry

From: Kathy Guidry
Sent: Wednesday, April 18, 2012 3:18 PM
To: 'Wanda Johnson'
Subject: C11-5-014, Livingston Youth & Family Counseling, Child Sexual Abuse Counseling Program

Ms. Ligia Soileau
Livingston Youth and Family Counseling
c/o Capital District LEPD, Inc.
1406 South Range Avenue, Suite 5
Denham Springs, LA 70726-48001

RE: C11-5-014, Child Sexual Abuse Counseling Program

Dear Ms. Soileau:

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 May 23rd and May 24th, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this is a continuation project, you will be required to attend only the Victim Services Advisory Board meeting unless there are issues that arise during the Victim Services Advisory Board meeting.

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved. 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.

1. Pg. 1, According to the Central Contractor's website, the CCR CAGE/NCAGE expired on 4/11/12 and the registration is inactive. Please provide verification that this has been renewed. If it has not been activated by May 18, this application cannot be presented for consideration.

2. Pg. 14, A Problem Definition #1 – This information was repeated from the previous application. Please provide current local statistics that supports the need for this project.

3. Pg. 19, H Prior Results #1 – Please refer to the objectives stated in the previous project, C10-5-014 and list each objective and outcome (data) of each.

4. Pg. 20, I Evaluation and Dissemination of Reporting – Do you have an evaluation form that clients/victims complete once they receive services? If so, please provide a copy.

5. Pg. 22, N Required Components – Need to supply (3) three letters of support on the agencies' letterhead.

6. Need to supply an organization Chart.

Please email or mail ONLY the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested to the District Office. Please do not fax replies, as they are not always legible.

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE **by Monday, April 30, 2012.** Please contact the District Office if you have any questions pertaining to this letter.

Sincerely,

Katherine C. Guidry

Federal Programs Section Manager
LA Commission on Law Enforcement
602 N. 5th St., 1st Floor
Mailing Address:
PO Box 3133
Baton Rouge, LA 70821-3133
P: (225) 342-1829
C: (225) 241-5978
F: (225) 342-1846
Email: kathy.guidry@lcle.la.gov