

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: M11-8-012

APPLICANT: Natchitoches Domestic Violence Education & Support Grp

PROJECT TITLE: Domestic Violence Program

PROJECT FUNDS :

FUND: \$ 15,231 . 100.00%

PROJECT DURATION: 12 months

MATCH: \$ 0 0.00%

START DATE: 12/01/2011

TOTAL: \$ 15,231 100.00%

END DATE: 11/30/2012

Continuation of M06-8-024

PROJECT SUMMARY:

To partly fund the full time program coordinator to manage DOVES' shelter that serves Natchitoches & Red River Parishes' domestic violence survivors. Program coordinator is responsible for coordinating, supervising, managing and developing DOVES' various programs and their related projects.--specifically the family violence/legal advocacy program, the child/outreach advocacy program, the systems advocacy and shelter aide programs, the volunteer/intern program, and the cooperative service partner program.

RECOMMENDATION : FUND X DENY    

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 01/03/12 IS REVIEWED AND APPROVED BY LCLE STAFF.



**LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE**

**S.T.O.P. VIOLENCE AGAINST  
WOMEN FORMULA GRANT  
PROGRAM**

CFDA #16.588

FOR LCLE USE ONLY:

Project ID: M11-8-012

VAWA Purpose Area: 5

1. TITLE OF PROJECT Domestic Violence Program  NEW PROJECT  
Family Violence Program Coordinator Project  CONTINUATION PROJECT OF: M10 - 8 - 012

3. PROJECT DURATION  
Total Length: 12 Months (Not to exceed 12 Months)  
Desired Start Date: 12/01/11  
Desired End Date: 11/30/12

4. PROJECT FUNDS  
Federal Funds: 15231  
Cash Match: 0  
In-Kind Match: 0  
Total Project: 15231

5A. APPLICANT AGENCY INFORMATION  
Agency Name: D.O.V.E.S., Inc.  
Physical Address: 830 Fourth Street  
City: Natchitoches Zip: 71457-4569  
Mailing Address: P.O. Box #1277  
City: Natchitoches Zip: 71457-1277  
Phone: (318) 352-9394 FAX: (318) 238-3239  
Email: dovesprogram@yahoo.com

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY  
Authorized Official: Melody Minturn  
Title: Executive Director  
Agency Name: D.O.V.E.S., Inc.  
Address: P.O. Box #1277  
City: Natchitoches Zip: 71457-1277  
Phone: (318) 352-9394 FAX: (318) 238-3239  
Email: dovesprogram@yahoo.com

Fed Employer Tax Id: 72 - 1426406 DUNS: 14599 - 2587 CCR CAGE/NCAGE: 44599258 SF2184 CCR Expiration Date: 6/1/12

6. IMPLEMENTING AGENCY Name: Melody Minturn Title: Executive Director Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1200 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com	7. PROJECT DIRECTOR Name: Hylan Wells Title: Office Manager Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com	8. FINANCIAL OFFICER Name: Julie Brewton Title: Board Treasurer Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com
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9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)

Partial funding is needed for a full time program coordinator to supervise D.O.V.E.S. 24 hour residential domestic violence shelter in Natchitoches Parish. This position manages, develops, & coordinates D.O.V.E.S. various programs & their related projects: the family violence-legal advocacy program, the childrens-outreach advocacy program, the shelter aide program, volunteer program & cooperative service partner program. The coordinator supervises staff's daily activities to ensure appropriate implementation of D.O.V.E.S. mission, philosophy, goals, & objectives in accordance with program grants, policies, & standards. This is accomplished via ongoing staff training, development, management, & reporting.

NOV 30 2011 5:52 PM  
LAW ENFORCEMENT  
COMMISSION

VAWA - 1

Revised JULY 2010

**VAWA PURPOSE AREAS**

Check the VAWA Purpose Area(s) that this project will address. You will be required to report performance on each chosen purpose area.

- 1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence.
- 3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including the crimes against women, including sexual assault and domestic violence.
- 4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutions, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence, including the reporting of such information to the National Instant Criminal Background Check System.
- 5. Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence.
- 6. Developing, enlarging, or strengthening programs addressing stalking.
- 7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- 8. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence of assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- 11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- 12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
- 13. Provide for special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders. (Jessica Gonzales Victim Assistants)
- 14. Improving responses to police-perpetrated domestic violence. (Crystal Judson Domestic Violence Protocol Program)

VAWA - 2

Revised JULY 2010

**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, enter the percentage of STOP funds directed to each area that this project will address.

**CHECKLIST:**

Are all budgeted items allowable per Program Guidelines?	YES: <input checked="" type="checkbox"/>	NO: <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 in each budget section.

Person Completing Budget Section: Melody Minturn Title: Executive Director  
 Phone: (318) 352-9394 Fax: (318) 238-3239 E-Mail: dovesprogram@yahoo.com

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	14148	0	0	14148
SECTION 200 FRINGE BENEFITS	1083	0	N/A	1083
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 800 OTHER DIRECT COSTS	0	0	0	0
<b>TOTAL:</b>	<b>15231</b>	<b>0</b>	<b>0</b>	<b>15231</b>

Provide Source of Cash Match:

Provide Source of In-Kind Match: N/A

**USE OF STOP FUNDS IN PERCENTAGES**

Type of Victimization Served:	Percentage of STOP Funds Used:
Sexual Assault	
Domestic Violence/Dating Violence	100
Stalking	
<b>Total (must equal 100 percent)</b>	<b>100</b>

**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
Program Coordinator	Caroline Abreu	FT	1179	100	12	1414800	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						1414800	F = Fed Funds	C = Cash Match

**PART-TIME OR OVERTIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT	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	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
								0	<input type="checkbox"/>	<input type="checkbox"/>	
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:									0	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
N/A			0
			0
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			0

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	14148
CASH MATCH	0
IN-KIND MATCH	0
<b>PERSONNEL TOTAL</b>	<b>14148</b>

**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:

'In-the-trenches' staff management is a critical component for appropriate implementation of grant goals/objectives & accurate policy/standards compliance. This coordinator position will supervise two daytime & three after-hours advocates. It is a leadership job to ensure that each of the individual programs accomplish quality survivor services & engender social change. For the agency to operate efficiently & effectively, the coordinator coordinates shift schedules, makes certain that documentation & service work logs/reports are performed accurately/timely, & DOVES projects help meet victim needs. For example, via DOVES.Clothing Donation Drop Box Project, GoodSam Voucher Project, Feather the Nest Project, Counter-Topper Project, Adopt An Angel Project, Purple Pad Project, Hands Are Not For Hitting Project, & Drop-Dead Cell Phone Project. Eight full time employees are required to keep the shelter open 24/7 year round & three of those are leadership staff vital to programmatic success (Executive Director, Finance-Facility Manager, Programs-Projects Coordinator); this grant is needed to partially fund the coordinator.

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

Qualifications such as related experience, skills & education helped to determine the pay rate; plus, salary was based upon comparable positions at other similar domestic violence programs nationwide, several local non-profit human services industry salaries, & the program's currently available resources.

C) Project duties of each position requested:

Coordinate & manage the overall daily activities of the advocates/aides: their particular programs/projects & documentation of such. Maintain all paperwork & data input as required for service reporting, documentation, filing &/or processing. Recruit, screen, train & evaluate, develop & manage scheduling of staff/volunteers. Assist staff in performing duties as needed &/or secure volunteer help. Perform regular file checks to review case files; perform weekly log collections to ensure use & accuracy of all proper forms. Provide staff accountability on supporting, educating & serving survivor clientele according to quality assurance standards & program policy. Ensure progress reports for services are correctly prepared, funder-compliant & timely. Provide staff planning sessions, meetings, follow-up for professional, programs & projects development. Ensure outreach development for social change via regular staff In-Services, training, public awareness & support groups.

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 is moved must be filled. If employee is the same from the previous grant, indicate if the employee was originally hired for that position.)

This is a continuation application for existing personnel.

**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. Caroline Abreu	.062		14148	877.176	5.	.062			0.0	
2.	.062			0.0	6.	.062			0.0	
3.	.062			0.0	7.	.062			0.0	
4.	.062			0.0	8.	.062			0.0	
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL	
1. Caroline Abreu	.0145		14148	205.146	5.	.0145			0.0	
2.	.0145			0.0	6.	.0145			0.0	
3.	.0145			0.0	7.	.0145			0.0	
4.	.0145			0.0	8.	.0145			0.0	
HEALTHLIFEINSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTHLIFEINSURANCE	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	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL	
1.		CHECK TYPE:		0	5.		CHECK TYPE:		0	
2.				0	6.				0	
3.		<input type="checkbox"/> FUTA		0	7.		<input type="checkbox"/> FUTA		0	
4.		<input type="checkbox"/> SUTA		0	8.		<input type="checkbox"/> 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):				1082.322	FRINGE BENEFITS TOTAL (B):				0.0	

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

FRINGE BENEFITS TOTAL (A+B): 1082.322

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	1083
CASH MATCH	0
<b>TOTAL FRINGE BENEFITS</b>	<b>1083</b>

## 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 or state data, if local data is not available, 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.

Survivors of domestic violence are marginalized in many ways by just living here because Natchitoches Parish is a rural underserved community. In the United States each year, an estimated 1,200 women are killed & 2 million are injured by domestic violence according to the Center for Disease Control. There is a rural experience to domestic violence that CDC supports: "high levels of rurality, frequently in conjunction with poverty, have been associated with higher rates of homicide throughout the United States" (Greenburg, Carey & Popper study, 1997). Also, the National Institute of Justice indicated that crimes such as homicide, rape & assault are more likely to occur among acquaintances in rural areas than urban; and they cite the Ohio study that found "the least populated jurisdictions had the highest rates for domestic violence." These are pertinent & pressing issues in Natchitoches Parish; one of the geographically largest parishes in LA with 40,000 people living in a 1,264 square mile area. It is approximately the size of Rhode Island but with no public transportation system & no other domestic violence shelter program. Family Violence Prevention Fund states that 85% of all domestic violence related homicides were stalked by their intimate partner. With no 24 hour service station along routes that join parish shelters, victims remain at risk; 1 hour & 20 minutes to Providence House, 55 minutes to Turning Point & 40 minutes to Taylor House.

Rural isolation affects nearly every aspect of life in Natchitoches Parish but DOVES has built cooperative service partnerships via good faith contracts among local community systems in order to help meet victim needs amidst rural constraints. In fact, DOVES had 52 last year and has 70 now. Yet, request for this continued funding is based upon the needs met through services DOVES staff provided during the December 2010-October 2011 grant period. Although DOVES can only house up to 9 people free of charge for at least 45 days, DOVES served a total of 645 domestic violence victims & 74 were residents. Of those, 336 were women survivors; female victims whose needs cannot practically be met outside this area because they belong to vulnerable families with rural underserved issues. DOVES clientele regularly consists of poverty level survivors; approximately 70% were TANF eligible last year & nearly 45% were this year. Natchitoches is a city where 26.5% of residents live below poverty level, 17.7% of homes are female head of household, 42.1% are of ethnic/racial minority, 11,009 are disabled, only 32.1% of citizens ages 25 & up graduated from high school, & 69.1% of grandparents raise their grandchildren (2002 US Census Bureau). D.O.V.E.S. clientele during this grant period had 237 African Americans, 26 Hispanics & 10 American Indians. Due to this demographic, survivors cannot afford to travel elsewhere for help. Successful programmatic continuation requires good management. A program coordinator is needed to efficiently & effectively supervise shelter activities & manage personnel: 2 victim advocates (child & family violence) & 3 shelter aides (for evening, nites, weekends & relief-work). This position is critical to guide staff toward resourceful, economical, safe & effective solutions; such as the development & management of various advocacy-partnership projects to meet survivor needs. Funding of this position during 2010-11 was successful because all goals & objectives were met & exceeded: 5 staff trainings were promised but 6 were provided, 2 staff planning sessions were promised but 10 were provided, 2 file/log checks were promised but 3 were provided, 1 staff annual evaluation was promised & 1 was provided.

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

DOVES identified needs through program statistics, surveys, networking references, & its steering committee. Services are also tracked & entered into a database which helps DOVES measure needs. DOVES program of work is designed from these & other similar sources. All consistently demonstrate need for DOVES free domestic violence shelter services. The following gaps were also identified:

- 1- there is no public transportation or taxi service here
  - 2- the police jury kept cut back work days due to reduced budget so many pertinent services are not readily available (@ no court)
  - 4- the university reduced its budget by one third last year & announced intended further slashes; increasing unemployment, reducing student as well as general population & leaving a gap in campus security, counseling, infirmary & other services used by victims
  - 5- child protective services here reduced its number of staff last year & continues to keep it critically small
  - 6- the local population here continues to dwindle due to statewide budget cuts & the ongoing gulf coast oil crisis; @ oil field workers that travelled south to work (@ 30 days on / 30 days off) remain unemployed & are continue to migrate their families (employed spouses) out-of-state.
  - 7- several local businesses that partnered with DOVES to provide victim's needs went out of business
- Fewer community resources mean that victims require additional advocacy & program project development to meet food, housing, transportation, employment, professional counseling, criminal justice system support, child protection, continuing education, & safety measure needs.

The program coordinator stands in this gap; coordinating DOVES staff with survivor-pertinent projects to meet their needs.

### 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.

#### GOAL #1:

Ensure implementation of the organization's philosophy, goals & objectives per DOVES policies & state standards by providing staff training, development, supervision & evaluation so that their individual programs & related projects - with forms, documentation, reports & services - are successfully maintained via a safe, healthful, & supportive survivor centered 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: the Program Coordinator will ensure that staff develop crisis intervention competencies by receiving five (5) trainings.

Objective #2: the Program Coordinator will ensure that each staff person develops, updates, and maintains their program & its various projects by giving individual planning sessions bi-annually (2).

Objective #3: the Program Coordinator will ensure that staff properly render & report services by performing an annual (1) check of clientele files/logs/surveys.

Objective #4: the Program Coordinator will ensure that program policy & state standards are taught & upheld by preparing annual (1) staff performance assessment.

#### 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.

**METHOD for Objective #1:** the Program Coordinator will ensure that staff develop crisis intervention competencies by receiving five (5) trainings. This will be assured by scheduling, & facilitating &/or overseeing the facilitation of weekly support/youth groups for program clientele; maintaining its proper documentation, confidentiality & safety.

**METHOD for Objective #2:** the Program Coordinator will ensure that each staff person develops their program & projects by receiving individual planning sessions bi-annually (2). This will be assured by coordinating 12 staff provided In-Services to educate & engage community & meet victim needs; by developing one (1) new cooperative service partner relationships, & promoting social change via one (1) Cooperative Service Partnership Training.

**METHOD for Objective #3:** the Program Coordinator will ensure that staff properly render & report services by performing an annual (1) clientele file/log-in checks. This will be assured by performing weekly log collections & preparing statistics & documentation for grant reports (4 quarterly & 12 monthly); & by regularly managing the shelter facility, grounds, & staff via the "DOVES Weekly House-Keeping Schedule" to ensure safety & a proper workplace/living environment.

**METHOD for Objective #4:** the Program Coordinator will ensure that policy & standards are taught & upheld by preparing annual (1) staff performance assessments. This will be assured by providing experienced paid &/or unpaid staff 20 hours & new paid &/or unpaid staff 40 hours required crisis worker & continuing education.

#### 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.

- |   |   |
|---|---|
| <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 checked="" 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 type="checkbox"/> 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: Caroline Abreu PHONE: (318) 352-9394 EMAIL: dovesprogram@yahoo.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://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: Dodie Knight PHONE: (318) 352-9394 EMAIL: dovesprogram@yahoo.com

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.)

GOAL #1- the Program Coordinator ensured staff implemented DOVES policies & quality assurance standards by providing them training, development, supervision & coordination of their individual programs & projects so that victim needs were met & the shelter ran in a safe, healthy, supportive, efficient & effective manner.

Objective #1- The Program Coordinator ensured staff crisis intervention competencies by implementing 5 staff development trainings: "Safety Planning for Adults," "Conflict Resolution," Lethality Assessments," Mandatory Reporting Standards," Hotline Calls & Documentation."

Objective #2- the Program Coordinator implemented 2 planning sessions to staff so that 18 outreach services were provided to the community (6 radio broadcasts, 6 educational In-Services, 6 awareness endeavors), 1 new partnership was developed (Wee.Care Ministries) & 1 partnership training was shared (How Clubs Can Help End DV).

Objective #3- The Program Coordinator performed bi-annual (2) clientele file/log checks to ensure proper documentation/services by staff; weekly log collections/checks were performed, statistics collected, & shelter the housekeeping schedule maintained.

Objective #4- The Program Coordinator prepared an annual (1) staff assessment on performance of policies, standards & trainings.

2. Did the project work as expected? Explain.

Yes. All goals & objectives of this grant were fulfilled. The Department of Children and Family Services (Family Violence Intervention and Prevention) re-funded the program based upon approved compliance with the state standards for quality assurance. DOVES shelter is in compliance with the State Office of Public Health and the State Fire Marshall Office as well as compliant with the standards for quality assurance with the Department of Children & Family Services. DOVES also received good Monitoring Reports from LCLE and a 93% satisfaction rate by survivors with DOVES program services. The 2010-11 DOVES Action Plan was submitted to and approved by DCFS with congratulations for remarkable work. All of this would not have been possible without effective leadership; and the Program Coordinator position that this grant funds is a significant component of the management team that makes this program work.

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?

N/A

**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?

DOVES clientele.

2. When will the data be collected?

Quarterly.

3. Who will collect and analyze the data?

Caroline Abreu will collect the data; Hylan Wells will analyze it.

4. Who will be responsible for submitting the data for the VAWA Annual Report: State name and contact information.

Name: Melody Minturn

Phone: (318) 352-9394

Email: dovesprogram@yahoo.com

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

DOVES executive director determines the Family Violence Program needs by evaluating records of the project's activities.

If the project does not meet it's goals or the LCLE evaluation indicates need for improvement, the director utilizes one or more of the following tools for revision &/or updates of the project's strategy: the project's past progress reports, DOVES staff evaluations, program funding trends, surveys from the community &/or clientele, DOVES steering committee &/or board committee recommendation.

DOVES frequently staffs in order to keep abreast of each project's progress, update pertinent forms, strategize ways to best meet needs & goals.

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 project results will be reported to the Louisiana Commission on Law Enforcement in the form of Quarterly Progress Reports & to DOVES, INC. Board of Directors in the form of monthly Directors Reports.

### J. CONTINUATION

- Yes  No Do you plan to continue this project at the conclusion of federal support?  
Since continued STOP 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 following are targeted sources of funding that DOVES is in the process of receiving or requesting funding from: Continued funding will be developed through -

A- Local, regional & state grant sources: @ Natchitoches Regional Medical Center Foundation, Alliance Compressors, Weyerhäuser, WalMart Foundation, Rapides Foundation, Willis Knighton Foundation, International Paper, Louisiana Coalition Against Domestic Violence, DCFS/TANF, et cetera.

B- Agency fundraising efforts of at least 1 large event & several varied small endeavors per year: the "Cochon de Lait" event garnered \$47,000 in 2009 & \$58,000 in 2010; and \$56,000 2011 thus far. Small fundraisers are held over various holidays such as Valentines, Fathers Day, Back to School, & Christmas that bring in approximately \$2,000 but are mostly about meeting survivor needs. From Jan-current, DOVES has raised \$66,000 in local fundraising work.

C- Of local fundraising, earned income strategies bring DOVES about \$5,000 annually; a new project was launched this year to raise funds & awareness year round called "Gowns for Good."

### 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.

DOVES is located on 830 Fourth Street in Natchitoches, LA; one block from city police, parish housing, counseling center, 2 blocks from the sheriff department & court house, & 3 blocks from legal services, the public defender, the post office, banks, shopping, & eateries. The facility is a 2,200 square foot living area, wood frame house sitting on a large fenced city lot with a wrap around front porch. Offices are in the front (a front reception office for the program coordinator & volunteers, a staff meeting room, a family violence/child advocate room, an executive director/office manager room, a supply closet & a staff bathroom; the shelter -which has 2 bedrooms, 2 bathrooms, a linen closet, a residential family room, & kitchen/laundry/breakfast nook room - is in the back part of the house. Offices have desks, chairs, file cabinets, & computers that are networked. Survivor & personnel records are in locked fire safe filing cabinets. There is a secure key control system. The front door has an intercom system. The back kitchen has a glass security door. The shelter has a fully engaged security alarm system, is in ADA compliance, has a fire sprinkler/fire alarm system with emergency lighted exit signs at points of entry/exit as well as exterior motion sensor security lights. There are also panic alarms for victims in their bedrooms.

### 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 to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their 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 who work with child survivors receive 40 hours initial training & 30 hours annually thereafter based on DCFS Core Standards for quality assurance; this includes a background check & drug screening. DOVES will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate.

### N. CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies and victim services providers must consult with each other. Briefly describe the process used to consult, coordinate, and collaborate with each agency. Attach original current letters of support and/or written cooperative agreements indicating awareness and cooperation/role with this project.

DOVES interfaces with the local CVR program via the local Sheriff's Office & Sandra Williams to garner up-to-date forms, information, & assistance. We provide them any pertinent police reports &/or descriptions of last incident of abuse on our letterhead, a description of their needs due to the crime, & an estimate of costs to repair damages on their CVR form. After submittal, the CVR representative determines eligibility; if approved, she then works out a payment plan with the vendor. DOVES staff has a close working relationship with the District Attorney Van Kyzar, Sheriff, Victor Jones, Chief of Police Mickey Dove, Chief of Corrections Calvin McFerrin, the Honorable Judges Eric Harrington & Dee Hawthorn, & many others within the criminal justice system in Natchitoches Parish. DOVES coordinates with them as well as others (DOVES has 70 partners) to give & receive information, education, materials, training, services, & other helps related to the provision of domestic violence services to victims.

For instance, DOVES participates in Mr. JD Thornton's Round Table Meetings with the Office of Juvenile Justice, the City Police Department, Probation & Parole, the Coroners Office, Child Protection & others within or connected to the CJ field in order to collaboratively brainstorm solutions to pertinent needs & share resources. DOVES also provides DV reference pads for patrol cars, DV In-Services, & Cooperative Service Partner trainings to its partners in order to raise awareness, end domestic violence, & meet victim needs. Victims are asked if they would like to report their abuse to law enforcement by DOVES staff. They are provided with pertinent resource/referrals & informed about the benefits of such help, if accessed.

**Kathy Guidry**

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**From:** Kathy Guidry  
**Sent:** Tuesday, January 03, 2012 7:15 AM  
**To:** Melody Minturn  
**Cc:** 'Beth Meeks'  
**Subject:** M11-8-012, D.O.V.E.S., Inc., Domestic Violence Program

Ms. Melody Minturn  
D.O.V.E.S., Inc.  
PO Box 1277  
Natchitoches, LA 71457-1277

RE: M11-8-012, Domestic Violence Program

Dear Ms. Minturn:

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 February 29 and March 1, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this application request is to continue the above project and is under \$20,000, you are only required to attend 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,
  - a. CCR – According to the CCR website, CCR CAGE/NCAGE number is 5F2B9 with the expiration date of 6/2/2012. Please correct.
  - b. The zip code +4 is required for all addresses. Street address 830 4<sup>th</sup> St., 71457-4569. Please correct your copy.
2. Pg. 16, D. Activities/Methods – Timetable for when activities will occur is needed.
3. Pg. 20, I Evaluation and Dissemination of Reporting –
  - a. A copy of your evaluation form was not submitted.
  - b. #6 – Need to state LCLE will receive quarterly progress reports and expenditure reports quarterly/monthly, as applicable.
4. Pg. 22, N. Consultation – Three current letters of support are required.

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. 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, January 16, 2012**. Please contact Beth Meeks at the Louisiana Coalition Against Domestic Violence or me if you have any questions pertaining to this letter.

Sincerely,

*Katherine C. Guidry*