

APPLICATION NUMBER: C12-5-020

APPLICANT: Women Outreaching Women

PROJECT TITLE: Domestic Violence Legal Assistance

PROJECT FUNDS :

FUND: \$ 20,254 80.00%
MATCH: \$ 5,064 20.00%
TOTAL: \$ 25,318 100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2012

END DATE: 09/30/2013

Continuation of C09-5-019

PROJECT SUMMARY:

Survivors of domestic violence, dating violence, sexual assault, and/or stalking should not be victimized additionally by an inability to access legal assistance in a timely or convenient manner. This project will increase the services the women so desperately need by creating access to legal representation directly through partnering with local attorneys and paralegal programs to develop a comprehensive pool of pro bono attorneys and paralegals specializing the appropriate areas of criminal and family law. This will eliminate a huge barrier faced by survivors of domestic violence. The woman will no longer fear facing her abuser alone in court. This will increase the number of court cases from being dropped by the victim no showing up because of fear -- Fear of the abuser and Fear of the court system. The Legal Aide Coordinator will utilize every available resource to assist the victims of domestic violence in finding legal representation. She will personally arrange meetings and interviews to build and maintain relationships with the local government, judges, law enforcement, and attorneys to ensure the success of the project.

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: C12-5-020

CVA Purpose Area: 2

1. TITLE OF PROJECT

Domestic Violence Program *Legal Assistance*

2. NEW PROJECT

CONTINUATION PROJECT OF: C09-5-019

3. PROJECT DURATION

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

Desired Start Date: 10/1/2012

Desired End Date: 9/30/2013

4. PROJECT FUNDS

Federal Funds: \$20,254

Cash Match: \$0

In-Kind Match: \$5,064

Total Project: \$25,318

5A. APPLICANT AGENCY INFORMATION

Agency Name: Women Outreaching Women

Physical Address: 26876 LA Hwy 1032

City: Denham Springs Zip: 70726-4925

Mailing Address: P. O. Box 904

City: Watson Zip: 70786-0904

Phone: (225) 791-3940 FAX: (225) 791-3942

Email: director@womenowomen.com

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Judi Adams

Title: Executive Director

Agency Name: Women Outreaching Women

Address: P. O. Box 904

City: Watson Zip: 70786-0904

Phone: (225) 791-3940 FAX: (225) 791-3942

Email: director@womenowomen.com

Fed Employer Tax Id: 43 - 1957621

DUNS: 14729 - 6607

CCR CAGE/NCAGE: 507G8

CCR Expiration Date: 1/10/13

6. IMPLEMENTING AGENCY

Name: Judi Adams

Title: Executive Director

Agency: Women Outreaching Women

Address: P. O. Box 904

City: Watson Zip: 70786-0904

Phone: (225) 791-3940 FAX: (225) 791-3942

Email: director@womenowomen.com

7. PROJECT DIRECTOR

Name: Judi Adams

Title: Executive Director

Agency: Women Outreaching Women

Address: P. O. Box 94

City: Watson Zip: 70786-0904

Phone: (225) 791-3940 FAX: (225) 791-3942

Email: director@womenowomen.com

8. FINANCIAL OFFICER

Name: Mona Mistic

Title: Consultant

Agency: Women Outreaching Women

Address: P. O. Box 904

City: Watson Zip: 70786-0904

Phone: (225) 791-3940 FAX: (225) 791-3942

Email: womenowomen@att.net

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

Survivors of domestic violence, dating violence, sexual assault and/or stalking should not be victimized additionally by an inability to access legal assistance in a timely or convenient manner.

This project will increase the services the women so desperately need by creating access to legal representation directly through partnering with local attorneys and paralegal programs to develop a comprehensive pool of pro bono attorneys and paralegals specializing in the appropriate areas of criminal and family law. This will eliminate a huge barrier faced by survivors of domestic violence. The woman will no longer fear facing her abuser alone in court. This will increase the number of court cases from being dropped by the victim not showing up because of fear---Fear of the abuser and fear of the court system.

The Legal Aide Coordinator will utilize every available resource to assist the victims of domestic violence in finding legal representation. She will personally arrange meetings and interviews to build and maintain relationships with the local government judges, law enforcement, and attorneys to ensure the success of the project.

LA COMMISSION
ON LAW ENFORCEMENT
2012-09-24 PM 11:04

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
<input type="checkbox"/>	Sexual Assault
<input checked="" type="checkbox"/>	Domestic Abuse
<input type="checkbox"/>	Child Abuse
<input type="checkbox"/>	Previously Underserved
State Type of Previously Underserved: Survivors of domestic violence, dating violence, sexual assault and/or stalking	

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?	<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: Judi Adams

Title: Executive Director

Phone: (225) 791-3940

Fax: (225) 791-3942

E-Mail: director@womenowomen.com

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$16,128	\$0	\$5,064	\$21,192
SECTION 200. FRINGE BENEFITS	\$1,231	\$0	N/A	\$1,231
SECTION 300. TRAVEL	\$615	\$0	\$0	\$615
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$468	\$0	\$0	\$468
SECTION 600. CONTRACTUAL	\$1,200	\$0	N/A	\$1,200
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$612	\$0	\$0	\$612
TOTAL:	\$20,254	\$0	\$5,064	\$25,318

Provide Source of Cash Match: N/A

Provide Source of In-Kind Match: Pro-bono Attorneys and Paralegals

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
Legal Aide Coordinator	Judi Adams	FT	\$1,920.00	50.00%	12.00	\$11,520.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legal Aide Assistant	William DeShazer	FT	\$1,760.00	10.00%	12.00	\$2,112.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input checked="" 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"/>
		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:						\$13,632.00	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
Office Assistant	Stacie DeShazer	PT	\$8.00	30.00	20.00%	52.00	\$2,496.00	<input checked="" 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:							\$2,496.00	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
Pro-Bono Attorneys	45.00	\$100.00	\$4,500.00
Paralegals	56.40	\$10.00	\$564.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$5,064.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$16,128
CASH MATCH	
IN-KIND MATCH	\$5,064
PERSONNEL TOTAL	\$21,192

SECTION 400. 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:

See attachments. Resumes and job descriptions.

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

The basis for determining the salary of each position is based on the income of the organization. Women Outreaching Women is aware that these salaries are low compared to others in the same fields. Consequently, the staff is comprised of persons who have a heart for the mission and philosophy of the organization.

C) Project duties of each position requested:

The LEGAL AIDE COORDINATOR will oversee the project and the administrative duties, including the progress and expenditure reports. She will promote community efforts to aid crime victims and personally arrange meetings and interviews to build and maintain relationships with the local government, judges, law enforcement, and attorneys to develop a comprehensive pool of pro bono attorneys and paralegals to commit some of their time to representing survivors of domestic violence.

The LEGAL AIDE ASSISTANT will answer phones, assist victims in registering with LAVNS and the applying for LCVR assistance and fill-in if the Legal Aide Coordinator is unable to attend a meeting. He will also participate in events, such as the Nations Night Out, where he will promote WOW and this program.

The OFFICE ASSISTANT will answer phones, manage statistics, assist with reports, assist victims with registering with LAVNS and applying for the LCVR assistance. She will ensure WOW has LAVNS and CVR brochures, make direct referrals for clients to services on an individual as needed basis. She will promote and facilitate a domestic violence education program, including education for individual women who are court order to receive the education. She will also manage our Social Media to bring further awareness about WOW and its programs to the community.

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.]

The LEGAL AIDE COORDINATOR will continue her existing duties. She desires to oversee the project and ensure WOW and the clients receive the desired results. It is still determined that she is the best candidate for the job.

The LEGAL AIDE ASSISTANT will continue his existing duties also; however, it has been determined that he does not have as much time to donate to this project as he had in the past. Therefore, we have reduced his percentage from 25 to 10 percent.

The OFFICE ASSISTANT is a new hire; however, she has been a volunteer for over 3 years prior to taking this position. She has demonstrated her ability to do this job. She will also be doing some of the duties the Legal Aid Assistant was doing; however, she is at a lower pay schedule, allowing us to continue this program inspite of the grant funds reduction.

THERE WILL NOT BE ANY OVERTIME.

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. Judi Adams	.062		\$11,520	\$714	5.	.062			\$0
2. William DeShazer	.062		\$2,112	\$130	6.	.062			\$0
3. Stacie De Shazer	.062		\$2,496	\$154	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Judi Adams	.0145		\$11,520	\$167	5.	.0145			\$0
2. William DeShazer	.0145		\$2,112	\$30	6.	.0145			\$0
3. Stacie De Shazer	.0145		\$2,496	\$36	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.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<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):				\$1,231	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): \$1,231

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$1,231
CASH MATCH	\$0
TOTAL FRINGE BENEFITS	\$1,231

SECTION 300. TRAVEL

Itemize travel expenses of project personnel. Mileage is unallowable in agency owned vehicles. Charges are not to exceed established agency travel rates, but in no case can this exceed current Louisiana Travel Guideline rates. *Only 50% of out-of-state travel reimbursement and requires prior approval from LCLE.*

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH		
				F	C	IK
NAME: Judi Adams TITLE: Legal Aide Coordinator PURPOSE: Capacity Building of Legal Assistance	\$0.41	1,000.00	\$410.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: William DeShazer TITLE: Legal Aide Assistant PURPOSE: Assist Legal Aide Coordinator and clients---LAVNS & CVR too	\$0.41	500.00	\$205.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL:			\$615.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH		
		FROM	TO	F	C	IK
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH		
											F	C	IK
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$615
CASH MATCH	\$0
IN-KIND MATCH	\$0
TRAVEL TOTAL	\$615

SECTION 500. SUPPLIES (Continued)

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

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
	Training Materials-books, manuals	25.00	\$12.64	\$316.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Court Ordered Manuals	12.00	\$12.64	\$151.68	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				SUBTOTAL OF SECTION B SUPPLIES:	\$467.68	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>	

BRIEFLY EXPLAIN:

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

Training Materials--- will be used to educate the board members, volunteers, pro-bono attorneys, para-legals, the general public, and anyone interested in learning about the dynamics of domestic violence.

Court Ordered Education Materials---We have developed a working relationship with the courts and they are now sending survivors of domestic violence to us to educate them about domestic violence. This is a two-fold blessing, as we are able to assist more clients and we are able to inform them about the legal resources available to them.

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$468
CASH MATCH	\$0
IN-KIND MATCH	\$0
SUPPLIES TOTAL	\$468

SECTION 600. CONTRACTUAL

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the contract. Must use approved LCLE contract.

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST	PAID WITH	
					F	C
Name: Mona Mistic Title: Consultant Agency: Women Outreaching Women	Oversee quarterly reports/finances	24.00	\$50.00	\$1,200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF CONTRACTUAL COSTS				\$1,200.00	F = Federal Funds C = Cash Match	

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH	
											F	C
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F = Federal Funds C = Cash Match	

BRIEFLY EXPLAIN:

A) Purpose of each consultant or other contractual service requested:

The Consultant will oversee quarterly reports and the finances, ensuring the program is using best practices and all fiduciary obligations are met. She will be responsible for updating policy and procedure manuals, the educational training manuals and social media implementation. We will also utilize any contacts or knowledge she may have that will benefit the program.

B) Why the service requested is necessary and cost effective:

Mistic is the Founder and former Executive Director, who recently retired. We feel that it is in the best interest of the organization to continue to use her as a Consultant to ensure that the vision and values are maintained, to assist the new Executive Director and staff in adjusting to the changes, and to utilize any contacts or knowledge she may have that will benefit the program.

C) Method of procurement and basis for determining rate of pay:

Mistic is willing to work for the lowest rate of pay charged by consultants. As the Founder of Women Outreaching Women, we know that she will do what is best for the organization, the clients, and promote the program.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	\$1,200
CASH MATCH	
CONTRACTUAL TOTAL	\$1,200

SECTION 800. OTHER DIRECT COSTS

Itemize each type: e.g., audit, rent (show square footage and cost per square foot), phone charges, utilities, printing, duplicating, registration fees for conferences/workshops, etc. Prorate telephone and utility bills. Show method of determining cost. Please refer to application instructions for direction.

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
Bookkeeper	Bookkeeper	1.00	\$612.00	\$612.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$612.00			

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

BRIEFLY EXPLAIN:

A) Need for each type listed; and
This grant will create an additional burden of proof and more documentation of Women Outreaching Women's FINANCIAL RECORDS. Consequently we are asking for assistance to pay the Bookkeeper.

B) Its relationship to project.

This documentation is a necessary part of proving Women Outreaching Women's financial records are in order.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$612
CASH MATCH	\$0
IN-KIND MATCH	\$0
OTHER DIRECT COSTS TOTAL	\$612

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.

There have been significant advances in legislation to handle domestic violence from a legal standpoint, but resources to serve the victims and help them to foster a healthy lifestyle for themselves and their children are frequently inconsistent or fragmented. As a result, finding the immediate legal representation a victim needs in a moment of desperation can become just another barrier, another reason to give up and make the best of a hideous situation. Last year Women Outreaching Women was successful in establishing relationships with some legal services and law enforcement agencies; however, there is a need for further growth and development to improve the system by providing access to lawyers, which will increase the services the women so desperately need. Survivors of domestic violence, dating violence, sexual assault and/or stalking should not be victimized additionally by an inability to access legal assistance in a timely or convenient manner.

Domestic violence has been and continues to be a serious problem in Livingston Parish. According to the Livingston Parish Sheriff's Office website, "Very few will tell anyone – a friend, a relative, a neighbor, or the police." The website has a section called THE HIDDEN CRIME: "Don't Ignore the Problem" encouraging victims to seek help. (<http://www.lpsso.org>. click on Public Information/Crime Prevention Tips/Domestic Violence). The Livingston Parish Court House averages 48 cases of domestic violence every month and there were 250 Temporary Restraining Orders (TRO's) filed in 2010. (Compiled in April from visits to the Livingston Parish Court House and the Court House Records Department in Amite.)

The Livingston Parish School district is comprised of 42 schools with 28,327 students. Children living in homes where disrespect and violence (especially against women) is the norm often exhibit a lack of self-respect and involvement in risk-taking behavior as teens. Domestic violence exposes young people to a debasement of human worth (especially of the mother). To a youth with a damaged view of human worth, criminal acts may not personally resonate as wrong. The 2006 FBI Arrest Statistics for Juveniles in Livingston Parish (all persons under the age of 18), shows that juveniles committed 29.7% of all crimes and 12.3% of the crimes were Against Family Members. (<http://jjdp.ncjrs.org/ojstatbb/ezaucr/>) The children need to learn that it is against the law to abuse anyone, especially a family member. They need to learn that domestic violence is a crime and the perpetrators of violence will be prosecuted.

The local attitude is that domestic violence is a family matter and no one should interfere. There is a need to make the community aware that domestic violence is a crime and needs to be reported to law enforcement and prosecuted in the courts.

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

The Capitol Area Family Violence Intervention Center (CAFVIC) operates a shelter for women and children fleeing domestic violence but they are located in a neighboring parish—East Baton Rouge and do not provide legal assistance for clients from Livingston Parish. The Southeast Advocates for Family Empowerment (SAFE) provides transitional housing for women and children and are located in Tangipahoa Parish and provide women with access to Southeast Legal Services for filing TRO's; however, they do NOT provide any personal legal assistance to our clients. The Southeast Legal Service (SELS) also is located in Tangipahoa Parish and provides pro-bono lawyers; however, transportation to meet with them is a huge barrier that is often outside the resources of women with no privately owned vehicles. Another problem is that SELS are often unable to meet with the survivor for her first court date and tell her to go it alone and ask the judge for a continuance.

Livingston Parish domestic violence cases are on Tuesdays with approximately 11 cases per week---572 cases per year. Approximately half the cases are dropped because the victim did NOT show up to testify in court, usually because she fears the abuser or the court process. Of the 6 remaining cases, 4 are usually re-scheduled because the perpetrator did not show. Of the other 2 remaining cases, 1 is dismissed because the police report, Temporary Restraining Order and/or testimonies do not all coincide with each other. Approximately 1 out of 11 cases is actually brought before the judge.

Currently there is NO President of the Livingston Parish Bar Association, which means the already distraught woman seeking legal assistance must wade through the different attorneys listed in the phone book and tell her story over and over and over again in hopes that one of them will feel compassionate and take her case for free or work out a payment program.

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.

This project will create access to legal representation directly by partnering with local attorneys and paralegal programs to develop a comprehensive pool of pro bono attorneys and paralegals specializing in the appropriate areas of criminal and family law. This will eliminate some of the barriers faced by survivors. The woman will no longer fear facing her abuser alone.

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.

By having an attorney present, the biggest barrier faced by survivors of domestic violence will be eliminated---the fear of going it alone. They will no longer fear facing the abuser alone and will no longer have to go alone to ask for a continuance. This will increase the number of court cases from being dropped because the victim didn't show up.

The number 715

The first change is the women will have legal representation in court, which will increase the number of court cases from eleven per week to fifteen ($15 \text{ court cases} \times 52 \text{ weeks} = 780 \text{ per year}$ divided by $12 \text{ months} \times 11 \text{ months} = 715$).

The number 95

The second change is the number of women appearing in court to testify against the perpetrator will increase, from one to two ($2 \text{ court cases} \times 52 \text{ weeks} = 104 \text{ per year}$ divided by $12 \text{ months} \times 11 \text{ months} = 95$).

The number 31

The third change is the number of prosecutions will increase because a professional attorney will know how to present the cases; thus, justice will be served. The anticipated number of prosecutions is one third or thirty-one ($95 \text{ cases per year}$ divided by $3 = 31.6$).

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.

WOW has an office with lots of amenities such as 3 phone lines, fax line, computer with internet access, conference room to meet and greet, a file cabinet with a key for confidentiality, and a copy machine. WOW staff will continue to proceed forward with the grant requirements and client needs.

10/01/2012 through 12/31/2012

WOW will distribute a promotional video to the local leaders, attorneys, businesses and churches to promote its programs.

10/01/2012 through 09/30/2013

The WOW Legal Aide Coordinator will make contact with attorneys at the Court House. The objective is to become a familiar face and build comrodery with attorneys in the foyer at the Court House while they are waiting for their court cases to come up.

10/01/2012 through 09/30/2013

The WOW Legal Aide Coordinator and Legal Aide Assistant will attend meetings and events in order to promote the program.

10/01/2012 through 09/30/2013

The WOW Legal Aid Assistant and Office Assistant will promote the program to volunteers and assist clients in seeking services form LAVNS and the LCVR programs.

10/01/ 2012 through 09/30/2013

The WOW Legal Aide Coordinator will call and visit everyone within the court system. The objective is to meet with the Clerk of Court, Judges, and Law Enforcement to locate criminal attorneys with a heart to assist survivors of domestic violence.

10/01/ 2012 through 09/30/2013

The WOW Legal Aide Coordinator will make personal contact with attorneys and schedule meetings. The objective is to develop partnerships with criminal and family attorneys.

10/01/ 2012 through 09/30/2013

The WOW Legal Aide Coordinator will do follow up meetings with the attorneys and para-legals. The objective is to ensure that the client is getting the best services possible.

10/01/ 2012 through 09/30/2013

The WOW Legal Aide Coordinator will go with the client to court and provide transportation if necessary. The objective is to make sure the client has means of transportation and support.

10/01/2012 through 09/30/2013

The WOW Legal Aid Coordinator and Office Assistant will do follow up meetings with the clients. The objective is to provide on going case management during and after the court proceedings.

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.)

District Attorney, Scott Perriloux, has paved the way for Women Outreaching Women to work with the Clerk of Court, eliminating the maze the victims had to go through to get a Temporary Restraining Order. He has also offered to assist us, including meeting and working with his staff on joint efforts to provide victim services.

The Legal Aide Coordinator contacted several attorneys offering them the opportunity to assist our clients. We were blessed when Attorney DeVonna Ponthieu responded positively to meeting with us. Ms. Ponthieu attended a board meeting the following week and decided to not only assist our clients, but to join our board and help further justice for women and their children who are survivors of domestic violence. The Legal Aide Coordinator has made contact with the Baton Rouge Bar Foundation Pro-Bono Coordinator who will assist our clients who are not able to get legal representation through Southeast Legal Aide due to conflict of interest.

The Legal Aide Assistant has been to several meetings and events, including the annual Nation's Night Out.

The WOW staff purchased DVD-R discs, researched video production, created a 20 page plan and have procured a volunteer to write the script and a news anchorman to do the filming. We anticipate promoting the video in October, which is Domestic Violence Awareness Month.

2. Did the project work as expected? Explain.

Women Outreaching Women believes this project is working; however, it is taking longer to build relationships with legal representatives than we originally thought. We are grateful for the dedicated WOW staff persevering and continuing to push forward so we can assist more clients like the one in the following story:

A badly beaten and wounded woman, we'll call her Ann, came to us desperately needing protection from her abusive husband. We listened to her story while she relived the nightmare of that awful night. We talked with her about finding a safe place to go and about getting a Temporary Restraining Order (TRO). We assisted her in filling out the numerous pages of paperwork and stayed by her side until she received the signed, stamped TRO. We also told her about the LAVNS and LCVR programs. She appreciated the fact that we were there not only to assist her with the paperwork, but to listen with a compassionate heart, and that we cared.

We then gave Ann the number to Southeast Legal Services to attain representation for her court date; however, because her income was slightly higher than allowed, they were unable to provide assistance.

We then called Attorney DeVonna Ponthieu, our newly acquired pro-bono attorney, who agreed to assist our client. Ann was ecstatic to have legal representation and spoke with us and her attorney for over an hour. Ponthieu was able to explain the process to Ann, which took the edge off of going to court. When the big court day arrived Ann received the Protective Order, she so desperately needed.

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

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

I. EVALUATION AND DISSEMINATION OF REPORTING

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

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

The project will be evaluated in an objective manner through the use of both qualitative and quantitative information. Women Outreach Women will record information and/or statistics through the use of measurables such as the following: Phone logs, Client Interviews and Attorney Reports using an In-house Excel Program data base.

2. When will the data be collected?

Monthly

3. Who will collect and analyze the data?

The Legal Aide Coordinator will collect the data. Then the Office Assistant will put all the information into a data base, which will be analyzed by the Legal Aide Coordinator on a quarterly basis.

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

Name: Judi Adams

Phone: (225) 791-3940

Email: director@womenowomen.com

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

The Legal Aide Coordinator will review the data quarterly to determine if it is necessary to revise the project's strategy to accomplish the desired goals and objectives.

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 and expenditure reports quarterly/monthly as specified at award time.

The local Crime Victims Assistant organization will receive Quarterly Progress Reports and expenditure reports when the LCLE receives their reports.

The WOW Board will also receive Progress Reports and Expenditure Reports at their Quarterly Meetings

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.

Women Outreaching Women will do its best to transform behaviors and beliefs for a more just and safe world for women and children, paving the way for long-term social change. This project will be locally recognized as how the community's perception of domestic violence changed, inspiring everyone to recognize women as valued persons entitled to human rights of freedom, justice and peace. Because this project is locally led and locally branded, the community, including attorneys, will desire it to continue to provide legal representation for women who are fleeing an abusive relationship.

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.

1. The WOW staff has the capability, ingenuity, and initiative to get the job done.
2. The WOW office is a nice facility for clients to meet with staff, an attorney and/or a paralegal.
3. Brochures and flyers are valuable visible aides to increase awareness of the project.
4. WOW distributes tear off pads to law enforcement agencies. WOW will inform them of this project.
5. WOW has a 45 page referral manual to assist clients' needs through other organizations, churches and business..

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: 45-Hours Attorneys and 56-Hours Paralegals to prepare and represents survivors of domestic violence in court.

An attorney is prohibited by ethical constraints from reporting if the information is obtained from a perpetrator or other responsible party exposed to criminal or civil liability via an attorney/client communication. When attorneys represent children or adults in other settings however, there are competing considerations and reporting may be mandatory or permissible. American Bar Association Standards of Practice For Lawyers Representing a Child in Abuse and Neglect Cases (http://www.americanbar.org/groups/child_law.html)

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.

Women Outreaching Women already has a relationship with the Louisiana Crime Victims Reparations Program (LCVR). It is the duty of the staff to investigate the circumstances to see if the survivor qualifies for financial assistance through The Louisiana Crime Victims Reparations Fund. Whenever a staff person talks with the client who qualifies, he or she will put the victim in contact with the LCVR. They are required to assist the victim in reporting the crime to a law enforcement agency within 72 hours after the incident and the victim must be encouraged to cooperate fully with law enforcement officials in the investigation and prosecution of the case. They also must assist the victim with filling out the application and encourage the victims to file it with the appropriate sheriff's office within one year of the crime.

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.

District Attorney, Scott Perriloux, paved the way for Women Outreaching Women to work with the Clerk of Court, eliminating the awful maze the victims use to have to go through to get a Temporary Restraining Order. He has also offered to work closely with WOW to provide more services to survivors/victims.

Attorney DeVonna Ponthiue, has joined Women Outreaching Women by becoming a Board Member and she is already assist our clients with obtaining Protective Orders.

WOW distributes Tear Off pads to law enforcement agencies and the Sheriff's Department with our information on one side and Officers' Duties on the other side. Women will know who to contact and what the officers' duties entail.

WOW participates in the Annual Nation Night Out. WOW will be distributing a promotional video in October, Domestic Violence Awareness Month.

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.

This project will increase victim services by offering the change in lives that is so often sought by domestic violence victims, but rarely comes to fruition. Through qualified paid staff and knowledgeable attorneys we will be able to provide comprehensive services to the victims, which will enable them to become independent, regain self-confidence, and improve their circumstances. Through a change of venue, prosecuting their attackers, victims can discover a new life with new self-esteem.

WOW makes a continuous effort to locate every available resource (within the community and outside the community) to match the needs of victims with appropriate supportive services. Coordinated efforts between WOW staff, attorneys, law enforcement and service providers will increase the number of women who are able to reach their goals---living a life free from abuse and seeing justice work to protect them from the abuser.

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.

Women Outreaching Women as employer of persons who have been given a position whose duties include the investigation of child abuse or neglect, supervisory or disciplinary authority over children or direct care of a child shall request in writing that the bureau supply information to ascertain whether that person or persons have been arrested for or convicted of, or pled nolo contendere to, any criminal offense.

The request will be on a form prepared by the bureau and signed by a responsible staff person or official of the organization. It will include a RELEASE OF INFORMATION form signed by the person about whom the request is made which gives permission for such information to be released.

Women Outreaching Women abides by the strictest definition of CONFIDENTIALITY and will not disclose any information discovered in accordance with applicable federal and state laws.