

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

Applicant Hereby Applies to the LCLE for Financial Support for the Within-Described Project:

<u>Receipt Date</u>	<u>Award Date</u>	<u>Subgrant Number(s)</u>
3/6/2013		-- 1106

1. Type of Funds for which you are applying	Sexual Assault Services Program (Federal 16.017 SASP)		
2. Applicant	Name Of Applicant: Sexual Trauma Awareness and Response Center		
	Federal I.D.: 45-3088168		Parish: East Baton Rouge
	Street Address Line 1: 233 Saint Ferdinand Street, Room 210		
	Address Line 2:		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70802-5818
3. Recipient Agencies	Sexual Trauma Awareness and Response Center		
4. Project Director	Name: Ms. Shannon Smith		Title: Administrator Agency:
	Street Address Line 1: 8281 Goodwood Blvd		
	Address Line 2: Suite I, 2nd Floor		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742
	Phone: 225-615-7093	Fax: 225-615-7236 x615	Email: shannon.smith@brstar.org
5. Financial Officer	Name: Ms. Racheal E Hebert		Title: Executive Director Agency:
	Street Address Line 1: 8281 Goodwood Blve		
	Address Line 2: Suite I		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742
	Phone: 225-615-7093 x2	Fax: 225-615-7236 x615	Email: racheal.hebert@brstar.org
6. Contact	Name: Ms. Racheal E Hebert		Title: Executive Director Agency:
	Street Address Line 1: 8281 Goodwood Blve		
	Address Line 2: Suite I		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742
	Phone: 225-615-7093 x2	Fax: 225-615-7236 x615	Email: racheal.hebert@brstar.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	<p>Short Title (May not exceed 50 characters) Sexual Assault Program</p> <p>STAR requests funding for a Crisis Services Coordinator to provide direct services to sexual assault survivors through legal and medical advocacy, and in person crisis intervention counseling. The Crisis Services Coordinator will help ensure that survivors of sexual assault are given appropriate services and referrals.</p>		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	21,793.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	21,793.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	21,793.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	21,793.00	100%

10. Project Start Date: 4/1/2013

Project End Date: 3/31/2014

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Sexual Trauma Awareness and Response Center

NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

NOTE: The original copy must be signed in blue ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this application, LCLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS**A. MASTER BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Sexual Trauma Awareness and Response Center	21,793.00	21,793.00
Total:	21,793.00	21,793.00

Applicant Agency: Sexual Trauma Awareness and Response Center

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	21,793.00	21,793.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	21,793.00	21,793.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	21,793.00	21,793.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	21,793.00	21,793.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Sexual Trauma Awareness and Response Center

YEAR 1

PERSONNEL

	<u>COST</u>
Position: Crisis Services Coordinator	
Name: Shannon Smith	
Computation: 0.50	21,793.00
Personnel - Year 1 Total:	21,793.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position:	
Name:	
Computation:	0.00
Employee Benefits - Year 1 Total:	0.00

SUPPLIES & OPERATING EXPENSES

	<u>COST</u>
Supply Item:	
Computation:	0.00
Supplies & Operating Expenses - Year 1 Total:	0.00

CONSULTANTS - CONSULTANT

	<u>COST</u>
Name / Position:	
Service Provided:	
Computation:	0.00
Consultants - Consultant - Year 1 Total:	0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Sexual Trauma Awareness and Response Center

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Product/Service - Year 1 Total:	0.00

YEAR 1 TOTAL: 21,793.00

13. SECTIONS:

A. LCLE Budget Summary No Match

1. Please itemize the Budget Category expenditures.

(Please verify that the Total Amount equals the Calculated Paid Amount.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Calculated Paid Amounts
1.1	Personnel	21,793	0	0
Total: Σ		21,793	0	0

13. SECTIONS:**B. LCLE Budget - Personnel****PERSONNEL BUDGET JUSTIFICATION**

1. Are personnel costs requested?

Yes

2. Are employees screened and in compliance with the Louisiana Child Protection Act (LA RS 15:5871.1)?

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

5. Explain the need for each position and justify the need for any overtime if requested.

STAR has experienced an increase in clients in need of crisis intervention and support services over the past two years. The Crisis Services Coordinator allows our agency to provide services to more survivors of sexual assault and their loved ones to help lessen the impact of sexual violence on their lives.

6. Explain the basis of determining the salary for each position.

The Crisis Services Coordinator's salary is based on standards developed by the Louisiana Foundation Against Sexual Assault in 2009.

7. Explain the project duties for each position.

The duties of the Crisis Services Coordinator include: (1) providing direct services to survivors of sexual assault and their families on the crisis hotline, in person crisis intervention counseling, and accompaniment at hospitals, police departments, prosecutor's office, and court; (2) conducting initial intake assessment for all clients receiving counseling services; and (3) conducting follow-up with all clients.

8. Indicate if personnel will be new or existing personnel. If existing, indicate if the 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.]

The application is a continuation of M84-8-001, therefore the grant will continue with the same person hired for the Crisis Services Coordinator position.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

9.1.1. If yes, explain the need for an exemption to the requirement of using volunteers.

9.2. Are the volunteers used as in-kind match?

No

9.3. Are volunteers screened in compliance with the Louisiana Child Protection Act (LA R.S. 15:586.1)?

No

9.4. Are volunteers screened in compliance with the Louisiana Adult Protective Services Law (LA R.S. 1501-1511)?

No

9.5. Briefly describe the duties and functions of the volunteers. Indicate the number of hours per duty-function for this project. Duties must directly relate to the focus of this project.

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✂ Crisis Services Coordinator Job description.pdf
- ✂ Shannon Smith Resume.pdf

File Description:

- Crisis Services Coordinator Job Description
- Shannon Smith Resume

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

All fringe benefits will be paid by the Applicant Agency

13. SECTIONS:

D. SASP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application that provides direct services. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel rates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel is not allowed.**

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

No

2.1. State who will travel and the purpose for local travel

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

1.1. If yes, explain the need for each equipment item requested.

1.2. Explain the procurement procedures.

1.3. Explain the equipment's relationship to this project.

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Also, refer to instructions on requesting sole source.

NOTE: Sole Source request must be attached to this application.

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies requested for this project?

No

1.1. If yes, explain the need and use of each major supply type requested.

1.2. Explain the relationship of the supplies to this project.

2. Are operating expenses requested for this project?

No

2.1. If yes, explain the need of each operating expense requested.

2.2. Explain the relationship of the operating expenses to this project.

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

1. Are consultants requested for this project?

No

2. Explain the purpose of each consultant or other contractual services requested.

3. Explain why each service requested is necessary and cost effective for this project.

4. Explain the procurement procedures and basis for determining rate of pay.

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Also refer to instructions on requesting sole source.

NOTE: You must attach the sole source request to this application.

13. SECTIONS:**H. LCLE Program Narrative****PROBLEM DEFINITION**

1. Are you a Law Enforcement agency?

No

1.1. If Yes, was the previous calendar year's (January-December) Uniform Crime Report data submitted?

A response to this question is optional and no answer was provided.

1.2. If not submitted, please state the date when the UCR data will be submitted.

2. 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.

According to the Rape, Abuse and Incest National Network (RAINN), upwards of 50-80% of sexual assaults are not reported to law enforcement (RAINN, 2012). In the past year since STAR implemented this SASP-funded program, our center has seen an increase in cases. This was confirmed by a crime statistics brief released by the Baton Rouge City Police Department in February of 2013, which showed that rape reporting increased 25% from 2011 to 2012. Between July 1, 2011 and June 30, 2012, STAR served 269 primary victims through direct counseling and crisis intervention support. In addition, STAR provided medical and criminal justice systems advocacy to 152 primary victims between July 1, 2011 and June 30, 2012. Since July 1, 2012 - January 31, 2013, STAR has served 194 primary victims through direct counseling and crisis intervention support, and has provided medical and criminal justice systems advocacy to 120 primary victims. Given these numbers, projections indicate that the need for STAR's counseling, advocacy and support services continues to increase along with the increased reporting trend.

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

STAR serves the Greater Baton Rouge area, including West Baton Rouge, Iberville, East and West Feliciana, Ascension, Point Coupee and Livingston Parishes. Together, this service area includes over 400,000 in the metropolitan area and beyond. STAR is the only sexual assault program within these seven parishes. Because our services are free and confidential, and we are experiencing an increase in our caseload, we are in need of continuation of our Crisis Services Coordinator position to provide immediate support, crisis intervention and advocacy to sexual assault victims and their loved ones.

13. SECTIONS:

I. LCLE Goals

<u>GOALS</u>

<p>I. 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.</p>

The goals of this project are to 1) increase service availability to sexual assault survivors in need of crisis intervention counseling and advocacy and 2) improve survivor's experience with the criminal justice system.

13. SECTIONS:

J. LCLE Objectives

<u>OBJECTIVES</u>

<p>1. Provide at least TWO (2) measureable objectives for EACH goal. Objectives need to be measureable, 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.</p>
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Goal 1: Increase service availability to sexual assault survivors in need of crisis intervention counseling and advocacy.

Objective 1.1: Continue employment of the Crisis Services Coordinator.

Objective 1.2: Increase amount of clients who receive services by 25%.

Goal 2: Improve survivor's experience with the criminal justice system.

Objective 2.1: Increase the number of victims who are accompanied to the police department, prosecutor's office, and/or court by 25%.

Objective 2.2: Increase the number of victims who are accompanied to the hospital by 25%.

13. SECTIONS:

K. LCLE Activities

ACTIVITIES

I. 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 the entire grant period. This must relate back to the Goals and Objectives described earlier for your project. If this is a training project, please state below that you are completing the Training Program information.

The following activities will occur between April 1, 2013 to March 31, 2014:

1. Continue to reach out to community partners, such as law enforcement, hospitals, and non-profit agencies, to make them aware of service availability.
2. Create a streamlined intake process for new clients.
3. Enhance crisis services and advocacy practices by implementing new protocols to ensure effective service delivery.
4. Collect data for reporting to LCLE as needed.

13. SECTIONS:**L. LCLE Prior Results**

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

Yes

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

Based on reports submitted to LCLE for the SASP end of year report, the Crisis Services Coordinator provided support and advocacy to 127 additional victims during 2012. The goals stated in the previous year's project were to increase survivors given crisis support and accompaniment by 126. Considering that the SASP report included numbers only from April - December of 2012, I expect that our project (which is set to end in March 2013), will exceed anticipated goal expectations.

3. Did the project work as expected? Please explain why.

The project worked better than expected, considering that in only one year, the Baton Rouge community experienced a 25% increase in rape reporting.

4. Have the original goals and objectives been revised?

No

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

13. SECTIONS:

M. LCLE Evaluation

EVALUATION AND DISSEMINATION OF REPORTING

1. Pre-test, post-test and/or evaluation form(s) are attached.

Yes

1.1. If no, explain why.

2. From who will the data be collected - what is the source?

Data will be collected from all clients of STAR who receive support and advocacy services.

3. When will the data be collected?

The initial data will be collected upon the client's first visit to STAR for crisis intervention services by the use of a trauma symptom checklist pre-test/post-test. Once a client terminates services with the agency, the client will be asked to complete a client satisfaction survey. Both the checklist and survey are attached.

4. Who will collect and analyze the data?

The Crisis Services Coordinator will collect and input the data. The data will be analyzed and submitted to the STAR Executive Director, Board of Directors and LCLE for review.

5. Who will be responsible for submitting the data for the Quarterly and Annual Progress/Monitoring reports? Please state their name and contact information below.

ID	Name	Phone Number	Email Address
5.1	Shannon Smith	(225) 615-7093	shannon.smith@brstar.org

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

After analyzing the data collected, the STAR Executive Director, along with the STAR Board of Directors, will review the results and update or revise the strategy as needed to ensure that best practices are used in serving survivors of sexual assault.

7. 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/Monitoring 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 as specified at award time. In addition, the STAR Board of Directors will receive Quarterly and Annual Progress Reports describing the project's success in achieving the goals and objectives stated above.

LCLE EVALUATION related attachments:

File Name:

- ✂ Satisfaction Survey.pdf
- ✂ Trauma Symptom Checklist.pdf
- ✂ Equal Employment Opportunity Plan (EEOP) Certification.pdf

File Description:

- Satisfaction Survey
- Trauma Symptom Checklist
- EEOP Certificate

13. SECTIONS:

N. LCLE Resources

RESOURCES

I. 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.

STAR will provide the physical space to house the Crisis Services Coordinator at 8281 Goodwood Blvd., Suite I, Baton Rouge, LA 70806. The Crisis Services Coordinator will also receive all necessary furniture, equipment, and supplies to complete the project, to be provided by STAR.

13. SECTIONS:

O. LCLE Collaboration/Consultation

COLLABORATION/CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies, and community providers must consult with each other.

1. Describe the process used to consult, coordinate, and collaborate with each agency.

STAR is supported by the 19th Judicial District Attorney's Office, the Baton Rouge Police Department, the East Baton Rouge Coroner, and the East Baton Rouge Sheriff's Office. Letters of support and cooperative agreements are attached which detail our efforts to consult, coordinate, and collaborate.

2. The following support documents are attached.

Three current letters of support.

Cooperative Agreement/Memorandum of Understanding

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

- ✂ Letters of Support.pdf
- ✂ CEA EBR Sheriff.pdf
- ✂ CEA - BR City-Parish.pdf
- ✂ CEA - EBRDA.pdf
- ✂ CEA - EBR Coroner.pdf

File Description:

- Three letters of support
- CEA - EBR Sheriff
- CEA - BR City Parish
- CEA - EBRDA
- CEA - EBR Coroner

13. SECTIONS:

P. LCLE Audit Requirements

AUDIT REQUIREMENTS

1. Does your organization/agency expend \$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)?

No

Please provide the following information if your organization/agency expends \$500,000 or more in Federal funds for the fiscal year being audited:

1.1. Date of last audit

1.1.1. audit period beginning:

1.1.2. audit period ending:

1.2. Date of next audit

1.2.1. audit period beginning:

1.2.2. audit period ending:

1.3. Date next audit will be forwarded to LCLE

13. SECTIONS:**Q. LCLE Civil Rights****CIVIL RIGHTS**

Congress links federal financial assistance with federal civil rights laws. Your agency must ensure protections and guarantees of nondiscrimination. This information is required for the agency receiving a grant from the Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE). You may be asked to provide copies of documentation during a site visit or desk audit.

1. CIVIL RIGHTS CONTACT PERSON - Identify the designated individual who has lead responsibility in insuring that all applicable civil rights requirements are met.

Racheal Hebert

1.1. Civil Rights Contact Person's Email

racheal.hebert@brstar.org

1.2. Civil Rights Contact Person's Telephone Number

(225) 615-7093 ext.2

2. TRAINING - The Office for Civil Rights online training has been completed. The online training can be obtained at www.ojp.usdoj.gov/about/ocr/assistance.htm.

Yes

3. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) - Is the agency required to submit an EEOP short form to the U.S. Department of Justice?

No

3.1. If YES, please identify the date the plan was prepared and the physical location of the plan.

3.2. If NO, you must complete, sign, and attach the Equal Employment Opportunity Plan (EEOP) Certification.

Equal Employment Opportunity Plan (EEOP) Certification is available and is attached on previous section because this section did not provide a drop box for attachments.

4. NOTICE - Describe how the agency provides notification that the agency does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, and age in the delivery of services and employment practices. Check all boxes that apply. You may be asked to provide copies of written policies or procedures.

4.1. Program Participants and Beneficiaries (posters, brochures, program materials, etc.)

Program Brochures

Posters

Verbal Orientation

Website

Written Orientation / Program Manual

4.1.1. Describe Other

N/A

4.2. Employees (policies, posters, recruitment materials, etc.)

Human Resource Policy

Position Announcements

Posters

4.2.1. Describe Other

N/A

5. COMPLAINTS - Describe how the agency informs program beneficiaries how to file complaints alleging discrimination. Check all boxes that apply.

Program Handbook

Written Orientation

Verbal Orientation

Policies

Website

5.1. Describe Other

N/A

6. RESOLUTION - Describe the agency's grievance procedures that incorporate due process standards for prompt and equitable resolution of complaints alleging discrimination in employment practices and delivery of services. Check all boxes that apply.

6.1. Employment

Human Resource Policies

6.1.1. Describe Other

N/A

6.1.2. Describe Procedure

STEP 1: An employee who has a complaint should submit the complaint to the Executive Director within ten (10) working days of the event, or within a reasonable time. The Executive Director will make every attempt to resolve the grievance within ten (10) working days thereafter. In the event the grievance is not resolved, the employee shall proceed immediately to the procedures set forth in step two, hereafter.

STEP 2: If the employee is not satisfied with the Executive Director's handling of the grievance, the employee may submit a grievance to the Personnel Committee Chair of the Board of Directors promptly after receiving the Director's decision. Upon the receipt of such grievance, the Chair will call a meeting of the Personnel Committee. This committee will hear the grievance within ten (10) working days of receiving the notice, if possible, and will promptly render a decision and recommendation to the employee thereafter. This decision shall be rendered in writing and shall be considered final.

STEP 3: Grievances against the Executive Director may be submitted directly to the President of the Board of Directors of the Center. The President will call a meeting of the Executive Committee. The Executive Committee will hear the grievance promptly and, thereafter, promptly render a written decision. The decision of the Executive Committee shall be considered final. Since all grievances and decisions are to be made in writing, it is important that the grievance contain sufficient information to render a decision and sufficient information to communicate a decision. The written grievance should:

- A. Give a clear, detailed statement of the grievance, the full name and title (if applicable) of the person(s) involved, documents in support of the grievance (if any), and the date(s) pertinent to the grievance.
- B. A clear description of the specific action desired by the employee(s) regarding the grievance.
- C. State reasons why the specific action should be taken.
- D. State in a brief summary the results of previous discussions on the issues involved (if applicable).
- E. The grievance should be signed by the employee(s).

6.2. Delivery of Services

Program Manual

Agency Policies

6.2.1. Describe Other

N/A

6.2.2. Describe Procedure

Per client policies given and reviewed during first date of service: STAR is intended to be a safe space for survivors of sexual violence and their loved ones. In an instance where you feel that your experience with STAR has been unsatisfactory, you are encouraged to discuss the matter with management. Please contact Racheal Hebert, Executive Director, at (225) 615-7093 to report any grievances or to give feedback about your experience. You will be given a confidential and anonymous client satisfaction survey where you are encouraged to give an evaluation of our services upon the completion of your counseling sessions.

7. LIMITED ENGLISH PROFICIENCY (LEP) - Describe steps to provide meaningful access to programs who have LEP.

Consider these factors to determine the appropriate level of *reasonable* steps:

- a. The *number or proportion* of LEP persons served or encountered in the eligible service population.
- b. The *frequency* with which LEP individuals come in contact with the program.
- c. The *nature and importance* of the program, activity, or service provided by the program.
- d. The *resources* available to the recipient.

7.1. Does the four factors analysis warrant LEP services?

Yes

7.1.1. If YES, check all boxes that apply

Interpreter services contracted as needed.

Translation of written documents

7.1.2. Describe Other

N/A

8. RELIGIOUS ACTIVITIES - Describe whether the agency conducts religious activities as part of programs or services. If so, please address the following and attach written policies or procedures.

8.1. Do you conduct religious activities as part of the program?

No

8.1.1. If YES, please certify:

A response to this question is optional and no answers were selected.

SUBSTANTIAL FINDINGS OF DISCRIMINATION - In the event a Federal or State court or Federal or State Administrative Agency (LCLE) makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origina, sex, sexual orientation, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Louisiana Commission on Law Enforcement and the Office for Civil Rights, Office of Justice Programs. Submit any adverse findings within the past three (3) years of the project adward date to the Office for Civil Rights.

9. TECHNICAL ASSISTANCE - Would you like technical assistance with any of these areas?

Equal Employment Opportunity Plan (EEO)

13. SECTIONS:**R. LCLE EEOP****EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP)**

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** of the attached form. Recipients that claim the limited exemption from the submission requirement must complete **Section B** of the attached form. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

1. SECTION A - Declaration Claiming Complete Exemption from the EEOP Requirement.

1.1. This agency claims a complete exemption from the EEOP requirement.

Yes

1.1.1. This agency (check all the boxes that apply)

Has less than 50 employees.

Is a non-profit organization

Is receiving an award less than \$25,000.

1.2. The EEOP Certification Form for this project has been submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531.

Yes

1.2.1. Date submitted

3/4/2013

1.2.2. If NO, please state when the EEOP will be submitted. LCLE must be notified when the EEOP is submitted.

2. SECTION B - Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP is on File for Review.

2.1. This agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, have formulated an EEOP in accordance with 28 C.F.R. 42:301, et seq., subpart E. The EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office for review by the public and employee or for review or audit by officials of LCLE or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

A response to this question is optional and no answer was provided.

2.1.1. The EEOP is on file and can be viewed at:

13. SECTIONS:

S. LCLE FFATA

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE

If there are any changes to this questionnaire, you must notify LCLE in writing.

1. In your business or organization’s previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive

(1) 80 percent or more your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;

AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

If the answer to Question #1 is **NO**, **STOP** you are not required to provide the data requested below.

2. If the answer to Question #1 is **YES**, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?

A response to this question is optional and no answer was provided.

3. If the answer to Question #2 is **YES**, provide link to SEC: <http://www.sec.gov/>

4. If the answer to Question #2 is **NO**, please provide the name and amount of the top 5 highly compensated officials of the sub-awardee organization. This will be the same compensation information that appears in sub-awardee’s Central Contractor Registration (CCR) profile, as applicable.

ID	Name	Annual Income
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13. SECTIONS:

T. LCLE Non Profit

PRIVATE NON-PROFIT AGENCY CHECKLIST

The following items must be included with submission of this application for direct funding of private non-profit agencies. This information does not have to be submitted to LCLE for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

1. ATTACHMENT 1 - A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most report is on filed with LCLE.

Yes

2. ATTACHMENT 2 - A list of the members of the Board of Directors, stating each member's position.

Yes

3. ATTACHMENT 3 - A copy of the Louisiana Secretary of State Commerical Division stating that the organization is active and in good standing.

Yes

4. ATTACHMENT 4 - A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants, a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect or copies of the latest amendments and changes.

Yes

5. ATTACHMENT 5 - Evidence that the Project Director, Financial Officer, and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.

Yes

6. ATTACHMENT 6 - A written statement that a checking account for subgrant funds will be arranged so that at least two (2) signatures are required for issuance of checks, and a list of those individuals who have such authority.

Yes

LCLE NON PROFIT related attachments:

File Name:

- ✂ Financial Report 6.30.12-1.pdf
- ✂ Board of Directors.pdf
- ✂ STAR State of Louisiana Incorporation.pdf
- ✂ STAR By-Laws.pdf
- ✂ Dishonesty Bond.pdf
- ✂ Memo + Governance Policies Review 2013.pdf

File Description:

- Financial Report 6.30.12
- Board of Directors List
- Secretary of State Certificate
- STAR By-Laws
- Dishonesty Bond
- Governance Policy RE: Check Signing

13. SECTIONS:**U. SASP Certified Assurances**

SEXUAL ASSAULT SERVICES PROGRAM (SASP) FORMULA GRANT PROGRAM
CERTIFIED ASSURANCES

Abbreviations:

CFR Code of Federal Regulations	OMB Federal Office of Management and Budget
LCLE Louisiana Commission on Law Enforcement	USC United States Code
PL Public Law	VAWA Violence Against Women Act
OJP Office of Justice Programs	VAWO Violence Against Women Office

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING CERTIFIED ASSURANCES 1 THROUGH 77:

1. **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in Federal OMB Circular A-87 or A-122, as well as the current edition of the OJP Financial Guide, and LCLE Policies.
2. **ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN).** The applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without prior written approval of OJP. (Federal Memorandum M-10-02 dated October 7, 2009, issued pursuant to Section 163 of the Continuing Appropriations Resolution, 2010, Division B of PL. # 111-68 (CR), as well as State of Louisiana Executive Order BJ 09-16 dated September 17, 2009.)
3. **AUDIT CONTRACTS.** The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.
4. **AUDIT AND INSPECTION.** The applicant understands and agrees that Office of Justice Programs, Violence Against Women Office, Louisiana Commission on Law Enforcement, or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.
5. **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations." The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

If you have expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards, you are required to have a single or program specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:
A. The name and telephone number of the contact person responsible for the corrective action plan.
B. Specific steps taken to comply with the recommendations.

- C. Timetable for performance and /or implementation dates for each recommendation.
- D. Descriptions of monitoring to be conducted to ensure implementation.

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

6. **CENTRAL CONTRACTOR REGISTRATION (CCR).** The applicant understands and agrees that it has and will maintain the Central Contractor Registration (CCR) registration. This is mandated by the Federal Funds Accountability and Transparency Act of 2006. Information can be obtained at www.sam.gov.

7. **CIVIL RIGHTS REQUIREMENTS.** Recipients of funds must comply with any applicable nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968; the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162; the Juvenile Justice and Delinquency Prevention Act of 1974; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations at 28 C.F.R. Part 42, Subparts C, D, G, and I; 28 C.F.R. Part 35; and 28 C.F.R. Part 54.

8. **COMMINGLING OF FUND.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.

9. **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

10. **COMPLIANCE WITH OTHER STATUTORY REQUIREMENTS.** The applicant certifies that it will comply with all lawful requirements imposed by the awarding Federal agency, specifically including any applicable regulations such as 28 C.F.R. Part 18 – Office of Justice Programs Hearing and Appeal Procedures; 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information; 28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies; 28 C.F.R. Part 30 Intergovernmental Review of Department of Justice Programs and Activities; 28 C.F.R. Part 35 Nondiscrimination on the Basis of Disabilities in State and Local Government Services; 28 C.F.R. Part 42 Non Discrimination; Equal Employment Opportunity; Policies and Procedures; 28 C.F.R. Part 61 Procedures for Implementing the National Environmental Policy Act; 28 C.F.R. Part 63 Flood Plan Management and Wetland Protection Procedures, and the Award Term for Trafficking Persons in 2 C.F.R. § 175.15(b).

11. **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office of Violence Against Women (OVW), the Louisiana Commission on Law Enforcement (LCLE), and the Victim Services Advisory Board.

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et seq.

P.L. 103-222, the Violence Against Women Act of 2000, P.L. 100-580, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 5111 et. seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, OVW's implementing regulations at 28 CFR Part 90, the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide, (and the applicable program guidelines and regulations), as required.

12. **CONFIDENTIALITY REQUIREMENTS.** The applicant agrees to comply with all confidentiality requirements of 42 U.S.C. Section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Applicant further agrees, as a condition of subgrant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

13. **CRIME VICTIMS REPARATIONS PROGRAM.** The applicant certifies that it will be responsible for providing assistance to victims in regard to services available through the Crime Victims Reparations Program as appropriate.

14. **DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER).** All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

15. **DISCRIMINATION FINDING.** The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.

16. **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.

17. **ELIGIBILITY FOR FUNDING.** The applicant certifies it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

18. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. 42.302 et seq., compliance with the requirement will follow, and a current EEOP will be maintained on file or submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice according to applicable requirements. If claiming a partial or complete exemption from the EEOP requirements, the applicant will submit a copy of the enclosed EEOP Certification Form to the Office for Civil Rights.

19. **EQUIPMENT INVENTORY CONTROL.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.

20. **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price of equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be affected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by

this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds except as provided for in current VAWA guidance.

21. **EQUITABLE TREATMENT.** Pursuant to Section 223(a)(15) of the JJDP Act, the applicant assures that youth in the juvenile justice system are treated equitably on the basis of gender, race, family income, and mentally, emotionally, or physically handicapping conditions.

22. **FAITH-BASED EQUAL TREATMENT REGULATIONS.** The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Information can be obtained at www.ojp.gov/about/ocr/equal_fbo.htm.

Faith-based organizations should also note that the Safe Street Acts, as amended; the Violence Against Women Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended contain prohibition against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statues both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees. For more information on this regulation, please see OCR website at www.ojp.usdoj.gov/ocr/etfbo.htm.

23. **FALSE CLAIMS ACT.** The applicant must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by: a) Mail: Office of the Inspector General, US Department of Justice, Investigations Division, 950 Pennsylvania Ave., N.W., Room 476, Washington, DC 20530; b) Email: oig.hotline@usdoj.gov; c) Hotline: 1-800-869-4499 (Phone), 1-202-616-9881 (Fax), or d) Website: www.usdoj.gov/oig (Additional information is available from the DOJ OIG website.)

24. **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006 (FFATA).** The applicant agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP website at www.ojp.gov/funding/ffata.htm.

25. **FILING COSTS FOR CIVIL OR CRIMINAL CHARGES.** The applicant certifies that, in connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim will not bear the cost associated with the filing of civil or criminal charges against the domestic violence offender, or the costs associated with the issuance or service of a warrant, protection order, and witness subpoena (arising from the incident that is the subject of the arrest or criminal prosecution).

26. **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications named in #1 and #3.

27. **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Disaster Protection Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975, approved December 31, 1976)}
28. **FORENSIC MEDICAL EXAMS.** The applicant assures that grant funds will not be used to pay for the cost of the forensic medical examination or any additional procedure for victims of sexual assault. The State, Indian tribal government, or territorial government does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.
29. **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future federal appropriations.
30. **HATCH ACT.** The applicant, if a governmental entity, assures it will comply with requirements of 5 U.S.C. § 1501-8 and § 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
31. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
32. **INDIGENT DEFENDERS.** The applicant certifies that no subgrant funds will be expended for any federal litigation by any indigent defender or any expenses including travel relate thereto.
33. **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of \$250 a year for all federal programs may be kept by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, PO Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.
34. **LANGUAGE PROFICIENCY (LIMITED ENGLISH PROFICIENCY).** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.
35. **LOUISIANA AUTOMATED VICTIMS NOTIFICATION SYSTEM (LAVNS).** The applicant certifies that it will be responsible for providing assistance to victims in regard to accessing and using the Louisiana Automated Victims Notification System (LAVNS) as appropriate.
36. **MANDATORY REPORTING.** The applicant assures compliance with the provisions of Article 609 of the Louisiana Children's Code, which, in part,

states that all suspected, or known instances of child abuse and/or neglect shall be reported. Reports can be made to the Office of Community Services (OCS), the Child Abuse Hot Line, or local law enforcement.

37. **MATCH.** Applicant certifies that the required match is available and dedicated to this project and is not derived from other Federal funds. Current employee positions transferred to the subgrant shall be replaced or backfilled with new employees. The applicant assures that funds required to pay the non-federal portion (cash match) of the cost of each project for which a subgrant is made shall be in addition to funds that would otherwise be made available for law enforcement, or other criminal justice efforts by the recipients of the grant funds. Recipients and their subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contribution.

38. **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** The applicant agrees to aid LCLE in support of Department of Justice's compliance with the Federal regulations in regards to the National Environmental Policy Act (NEPA) of 1969 (41 U.S.C. § 4321 et seq.)

39. **NATIONAL HISTORIC PRESERVATION.** The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older: Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

40. **NEW PROGRAM RESOURCES.** The applicant, if it is a new program that has not yet demonstrated a record of providing services, certifies that at least 25% of its financial support is from non-federal sources.

41. **NON-DISCRIMINATION.** The applicant assures that it, and all its contractors, will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d(c); the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162; the Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C. § 5672(b); Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; the Age Discrimination Act of 1975, 42 U.S.C. § 6102; Department of Justice Non-Discrimination Regulation at 28 C.F.R. Part 42, Subparts C, D, G, and I; 28 C.F.R. Part 35; and 28 C.F.R. Part 54.

42. **NON-PROFIT ORGANIZATIONS.** The nonprofit organization applicant agrees to maintain its nonprofit status in "Good Standing" with the Louisiana Secretary of State's Commercial Division for the duration of the project period.

43. **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.

44. **PATENTS.** The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).

45. **PERPETRATOR DEFENSE.** The applicant assures that grant funds will not be used for legal or defense services for perpetrators of violence against women.
46. **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort. The applicant further certifies that appropriate screening will be conducted, as well as background checks, for grant personnel who have contact with, or access to juveniles associated with the applicant's subgrant in accordance with the most current Louisiana Child Protection Act.
47. **PERSONNEL – BACKGROUND CHECKS.** The applicant certifies that appropriate screenings will be conducted as well as background checks, for grant personnel who have contact with or access to juveniles associated with the subgrant in accordance with the most current Louisiana Child Protection Act.
48. **PERSONNEL – EXECUTIVE OVERTIME.** The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under the grant or a respective cooperative agreement.
49. **PERSONNEL – OFF-DUTY.** The applicant assures that off-duty personnel who work on this project must work hours which do not conflict with their regular job work hours.
50. **PERSONNEL – OVERTIME.** The applicant certifies that all personnel must work hours which does not conflict or overlap with the regular work hours of the employee. Payment will be on a overtime, hourly basis at a rate not to exceed 1 and ½ times the employee's regular, hourly rate of pay.
51. **POLYGRAPH TESTING PROHIBITION.** The applicant certifies that their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for the proceeding with the investigation of such an offense; or under 42 U.S.C. 379gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a State, Indian tribal government, territorial government, or unit of local government.
52. **PRESS RELEASES.** The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.
53. **PROGRAM INCOME.** The applicant certifies that all income earned, as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income), will be accounted for and utilized in accordance with the LCLE and the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Program income must be reported on the Subgrant Expenditure Report.
54. **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
55. **PUBLICATION.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, "*The opinions, findings, and conclusions or recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily*

recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE"; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: "This project was supported by Subgrant Number _ awarded by the Louisiana Commission on Law Enforcement through the Office on Violence Against Women, Office of Justice Programs"; c) Submittal of a copy of any book/manual/film/video/plan/publication/computer software to LCLE, as well as a publication and distribution plan twenty (20) days prior to publishing or distributing any of the aforementioned items developed under this subgrant.

56. **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that it will give LCLE or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

57. **RECORDS MAINTENANCE.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with requirements set forth in 28 CFR Ch.1 § 66.3 – "Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" (also known as the Grants Management Common Rule for State and Local Units of Government) and 28 CFR Ch.1 § 70.2 – "Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations." All financial records, supporting documents, statistical records, and all other records pertinent to the award, shall be retained by each organization for AT LEAST THREE YEARS following closure of their most recent audit report. If any litigation claim, negotiation, audit, or other actions involving the records begin before the expiration of the three-year period, the records must be retained until completion of the action, or resolution of all issues which arise from it, or until the end of the regular three-year period, whichever is later. Non-expendable personal property inventory records must be maintained until final disposition of the property is authorized by OJP/LCLE.

58. **RELIGIOUS ACTIVITIES.** Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment for all Justice Department Program Participant, and known as the Equal Treatment Regulation 28.C.F.R. Part 38, prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded programs, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR website at www.ojp.usdoj.gov/ocr/etfbo.htm.

59. **RELOCATION ASSISTANCE.** The applicant assures that it will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, 84 Stat. 1894, (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal or federally assisted programs.

60. **RENT.** The applicant certifies that a) when rental charge is requested, the charge is consistent with the prevailing rate in the local area and documentation is maintained on file to support such a determination; b) the cost of space procured for program usage may not be charged to the program for periods of non-occupancy, without authorization from LCLE; c) rental cost of space cannot be paid if the building is owned by the subgrantee or if the subgrantee has a substantial financial interest in the property; d) depreciation or use allowance on idle or excess facilities is **NOT ALLOWABLE**, except when specifically authorized by LCLE; e) cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, normal repairs and alterations, and the like are allowable to the extent they are not otherwise included in rental or other charges for space.

61. **REPORTS TO LCLE.** The applicant assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including monthly or quarterly fiscal reports, quarterly progress reports, quarterly program income reports, final fiscal reports, annual performance reports, and civil rights statistical reports. Quarterly Progress Reports and Expenditure Requests are due within 15 days of the close of the reporting period. Expenditure Reports are due monthly for subgrants receiving \$40,001 or more and at least quarterly for grants \$40,000 and below. However, subgrantees with grants \$40,000 or less may also submit Expenditure Requests monthly, but must request this option, in writing, at the acceptance of the award.

62. **SEATBELTS.** The applicant assures that it will adopt and enforce a seatbelt policy for employees who operate any vehicle (company-owned, rental, or personally owned) while on the job. Such policy will require that, if available, safety restraints shall be used by the driver and passengers of vehicles.

63. **SOFTWARE DEVELOPMENT.** The applicant certifies that any computer software developed under this grant shall be placed in the public domain and made available to OJP, OJP Grantees, and LCLE for transfer to authorized users in the criminal justice system without cost other than that directly associated with the transfer. Systems will be documented in sufficient detail to enable a competent data processing staff to adapt the system, or portions thereof, to usage on a computer of similar size and configuration of any manufacturer.

64. **SPECIAL CONDITIONS.** The applicant certifies that it will abide by and incorporate any additional special conditions and requirements placed on the applicant agency as a result of a subgrant award or subgrant adjustment.

65. **SUPPLANTING.** The applicant assures that federal funds will not be used to supplant or replace state or local funds, but will be used to increase the

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

Applicant Hereby Applies to the LCLE for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
3/6/2013		-- 1106

1. Type of Funds for which you are applying	Sexual Assault Services Program (Federal 16.017 SASP)		
2. Applicant	Name Of Applicant: Sexual Trauma Awareness and Response Center		
	Federal I.D.: 45-3088168		Parish: East Baton Rouge
	Street Address Line 1: 233 Saint Ferdinand Street, Room 210		
	Address Line 2:		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70802-5818
3. Recipient Agencies	Sexual Trauma Awareness and Response Center		
4. Project Director	Name: Ms. Shannon Smith		Title: Administrator
	Agency:		
	Street Address Line 1: 8281 Goodwood Blvd		
	Address Line 2: Suite I, 2nd Floor		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742
Phone: 225-615-7093		Fax: 225-615-7236 x615	Email: shannon.smith@brstar.org
5. Financial Officer	Name: Ms. Racheal E Hebert		Title: Executive Director
	Agency:		
	Street Address Line 1: 8281 Goodwood Blvd		
	Address Line 2: Suite I		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742

	Phone: 225-615-7093 x2	Fax: 225-615-7236 x615	Email: racheal.hebert@brstar.org
6. Contact	Name: Ms. Racheal E Hebert		Title: Executive Director
	Agency:		
	Street Address Line 1: 8281 Goodwood Blvd		
	Address Line 2: Suite I		Address Line 3:
	City: Baton Rouge		State: LA Zip: 70806-7742
	Phone: 225-615-7093 x2	Fax: 225-615-7236 x615	Email: racheal.hebert@brstar.org
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Sexual Assault Program		
(Do Not Exceed Space Provided)	STAR requests funding for a Crisis Services Coordinator to provide direct services to sexual assault survivors through legal and medical advocacy, and in person crisis intervention counseling. The Crisis Services Coordinator will help ensure that survivors of sexual assault are given appropriate services and referrals.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	21,793.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	21,793.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	21,793.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	21,793.00	100%

10. Project Start Date: 4/1/2013 **Project End Date:** 3/31/2014

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Sexual Trauma Awareness and Response Center
NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

NOTE: The original copy must be signed in blue ink.
Titles of all signatories must be inserted.

LACLE USE ONLY

In response to this application, LACLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Sexual Trauma Awareness and Response Center	21,793.00	21,793.00

SUBGRANT: 1106

Short Title: Sexual Assault Program

Response Center		
Total:	21,793.00	21,793.00

Applicant Agency: Sexual Trauma Awareness and Response Center

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	21,793.00	21,793.00
EMPLOYEE BENEFITS	0.00	0.00

EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00

CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	21,793.00	21,793.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	21,793.00	21,793.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	21,793.00	21,793.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Sexual Trauma Awareness and Response Center

YEAR 1

PERSONNEL

Position:	Crisis Services Coordinator	<u>COST</u>
Name:	Shannon Smith	
Computation:	0.50	21,793.00

Personnel - Year 1 Total: 21,793.00

EMPLOYEE BENEFITS

Position:		<u>COST</u>
Name:		
Computation:		0.00

Employee Benefits - Year 1 Total: 0.00

SUPPLIES & OPERATING EXPENSES

COST

Supply Item:

Computation:

0.00

Supplies & Operating Expenses - Year 1 Total:

0.00

CONSULTANTS - CONSULTANT

	<u>COST</u>
Name / Position:	
Service Provided:	
Computation:	0.00
<hr/>	
Consultants - Consultant - Year 1 Total:	0.00

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Product/Service - Year 1 Total:	0.00

YEAR 1 TOTAL: 21,793.00

13. SECTIONS:

A. LCLE Budget Summary No Match

1. Please itemize the Budget Category expenditures.

(Please verify that the Total Amount equals the Calculated Paid Amount.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Calculated Paid Amounts
1.1	Personnel	21,793	0	0
Total: Σ		21,793	0	0

13. SECTIONS:

B. LCLE Budget - Personnel

PERSONNEL BUDGET JUSTIFICATION

1. Are personnel costs requested?

Yes

2. Are employees screened and in compliance with the Louisiana Child Protection Act (LA RS 15:5871.1)?

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

5. Explain the need for each position and justify the need for any overtime if requested.