

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C09-8-011

APPLICANT: Louisiana District Attorney's Association

PROJECT TITLE: Victim Assistance Program

PROJECT FUNDS :

FUND:	\$	<u>69,750</u>	80.00%	PROJECT DURATION:	<u>12</u> months
MATCH:	\$	<u>17,438</u>	20.00%	START DATE:	<u>09/01/2011</u>
TOTAL:	\$	<u>87,188</u>	100.00%	END DATE:	<u>08/31/2012</u>

Continuation of C98-8-007

PROJECT SUMMARY:

The focus of this program is to maintain a statewide victims' liaison officer who will enhance or expand direct services to previously underserved victims of crime. Ways in which this will be accomplished include providing resources via the LDAA website, referrals to victim-related services, and other innovative means of responding to the needs of victims of violent crime locally and statewide. This program will place emphasis on addressing the devastating psychological and emotional consequences experienced by victims of crime and their families; and on establishing a safe, welcome environment for victims within the criminal justice system, thus increasing the public's understanding and willingness to participate in the criminal justice process. Furthermore, this program will assist Louisiana's prosecutors and victim assistance coordinators in improving their assistance to crime victims, and in promoting the development of comprehensive services to all victims of crime.

RECOMMENDATION: FUND X DENY

SPECIAL CONDITIONS :

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



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

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY: Project ID: 009-8-011 CVA Purpose Area: 1, 2, 3, 4

1. TITLE OF PROJECT Previously Underserved Victim Assistance Program		2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: C08-8-005	
3. PROJECT DURATION Total Length: <u>10</u> Months (Not to exceed 12 Months) Desired Start Date: 9/1/2011 Desired End Date: 6/30/2012		4. PROJECT FUNDS Federal Funds: \$69,750 Cash Match: \$17,438 In-Kind Match: \$0 Total Project: \$87,188	
5A. APPLICANT AGENCY INFORMATION Agency Name: Louisiana District Attorneys Association Physical Address: 1645 Nicholson Drive City: Baton Rouge Zip: 70802-8143 Mailing Address: City: Phone: (225) 343-0171 FAX: (225) 387-0237 Email: PETE@LDAA.ORG		5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY Authorized Official: E. Pete Adams Title: Executive Director Agency Name: Louisiana District Attorneys Association Address: 1645 Nicholson Drive City: Baton Rouge Zip: 70802-8143 Phone: (225) 343-0171 FAX: (225) 387-0237 Email: PETE@LDAA.ORG	
Fed Employer Tax Id: 72 - 0738652 DUNS: 193731379 -		CCR CAGE/NCAGE: 5E0T6 CCR Expiration Date: 5/13/2011	

6. IMPLEMENTING AGENCY Name: LA District Attorneys Assoc. Title: Agency: LA District Attorneys Assoc. Address: 1645 Nicholson Drive City: Baton Rouge Zip: 70802-8143 Phone: (225) 343-0171 FAX: (225) 387-0237 Email:	7. PROJECT DIRECTOR Name: E. Pete Adams Title: Executive Director Agency: LA District Attorneys Assoc. Address: 1645 Nicholson Drive City: Baton Rouge Zip: 70802-8143 Phone: (225) 343-0171 FAX: (225) 387-0237 Email: PETE@LDAA.ORG	8. FINANCIAL OFFICER Name: Roxanne Barrios Title: Assistant Director Agency: LA District Attorneys Assoc. Address: 1645 Nicholson Drive City: Baton Rouge Zip: 70802-8143 Phone: (225) 343-0171 FAX: (225) 387-0237 Email: ROXIE@LDAA.ORG
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9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)
The focus of this program is to maintain a statewide victims' liaison officer who will enhance or expand direct services to previously underserved victims of crime. Ways in which this will be accomplished include providing resources via the LDAA website, referrals to victim-related services, and other innovative means of responding to the needs of victims of violent crime locally and statewide. This program will place emphasis on addressing the devastating psychological and emotional consequences experienced by victims of crime and their families; and on establishing a safe, welcome environment for victims within the criminal justice system, thus increasing the public's understanding and willingness to participate in the criminal justice process. Furthermore, this program will assist Louisiana's prosecutors and victim assistance coordinators in improving their assistance to crime victims, and in promoting the development of comprehensive services to all victims of crime.

2011 AUG 16 PM 3:23
LA COMMISSION
ON LAW ENFORCEMENT

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):

<input checked="" type="checkbox"/>	Sexual Assault
<input checked="" type="checkbox"/>	Domestic Abuse
<input checked="" type="checkbox"/>	Child Abuse
<input checked="" type="checkbox"/>	Previously Underserved

State Type of Previously Underserved: Elder abuse and all victims of violent crime.

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:

Are all budgeted items allowable per Program Guidelines?	<input checked="" type="checkbox"/>	YES:	<input type="checkbox"/>	NO:
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: Roxanne M. Barrios Title: Assistant Director
Phone: (225) 343-0171 Fax: (225) 387-0237 E-Mail: ROXIE@LDAA.ORG

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$40,816	\$10,204	\$0	\$51,020
SECTION 200. FRINGE BENEFITS	\$11,551	\$2,888	N/A	\$14,439
SECTION 300. TRAVEL	\$7,474	\$1,869	\$0	\$9,343
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$1,997	\$499	\$0	\$2,496
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$7,912	\$1,978	\$0	\$9,890
TOTAL:	\$69,750	\$17,438	\$0	\$87,188

Provide Source of Cash Match: General funds in the LDAA budget.

Provide Source of In-Kind Match:

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Victims' Liaison Officer	Patty Giovingo	FT	\$3,640.00	100.00%	10.00	\$36,400.00	<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"/>
		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:						\$36,400.00		

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
Victims' Services Attorney	Unknown	PT	\$34.00	40.00	25.00%	43.00	\$14,620.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$14,620.00		

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
			\$0.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$0.00

SECTION 100. PERSONNEL SUMMARY

FEDERAL FUNDS	\$40,816
CASH MATCH	\$10,204
IN-KIND MATCH	
PERSONNEL TOTAL	\$51,020

SECTION 100. PERSONNEL (Continued) - BRIEFLY EXPLAIN

Yes No Are job descriptions for each position attached? If not, explain:

Yes No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

The Victims' Liaison Officer (VLO) is needed to maintain a statewide coordinated response to providing direct services to victims of violent crime. The VLO is responsible for providing victim assistance on behalf of the LDAA. The VLO is also responsible for the development of resources to assist victims of sexual assault, stalking, domestic abuse, child abuse, and the previously underserved victims of crime, in understanding and navigating the criminal justice system, and sharing those resources with prosecutors and victim advocates around the state, as well as keeping them apprised of changes and updates in the area of victim's rights. The VLO is needed to coordinate and assist in training statewide VACs and prosecutors. The VLO is responsible for serving as a liaison between Louisiana's prosecutors and various state and local agencies to encourage and foster cooperation between those agencies in the area of victim's rights. Oftentimes, legal research is needed to assist prosecutors in their role in handling violent crime cases. The attorney position is needed to fill that need. The VLO is not able to handle such requests. The goals and objectives for this grant could not be completed without such persons.

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

The salary range decided upon is consistent with like positions in the Baton Rouge area.

C) Project duties of each position requested:

The VLO will be responsible for providing victim assistance on behalf of the LDAA. This position is also responsible for the development of resources to assist victims of sexual assault, stalking, domestic abuse, child abuse, and the previously underserved victims of crime, in understanding and navigating the criminal justice system, and sharing those resources with prosecutors and victim advocates around the state who work directly with victims of violent crime, as well as keeping them apprised of changes and updates in the area of victim's rights through training programs. The VLO is responsible for serving as a liaison between Louisiana's prosecutors and various state and local agencies in the area of victim's rights. The VLO will maintain and regularly provide content to update the previously developed victim assistance webpage for the LDAA website. This webpage is available for victims seeking assistance/services via the web. The VLO will continuously work to develop innovative means of responding to the needs of victims of crime locally and statewide by working closely with statewide VACs who meet regularly to review victim issues and share best practices. The attorney will be limited to the legal aspects associated with LDAA's role in assisting victims, VACs and prosecutors statewide.

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.]

Since this is a continuation grant, Patty Giovingo will continue in her present position as the VAC Liaison Officer. Therefore, the position has not been backfilled. The attorney position has not been filled at this time.

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					SOCIAL SECURITY						
1	Patty Giovino	.062		\$36,400	\$2,256	5			\$0		
2	Attorney	.062		\$14,620	\$906	6			\$0		
3		.062		\$0	\$0	7			\$0		
4		.062		\$0	\$0	8			\$0		
MEDICARE					MEDICARE						
1	Patty Giovino	.0145		\$36,400	\$527	5			\$0		
2	Attorney	.0145		\$14,620	\$211	6			\$0		
3		.0145		\$0	\$0	7			\$0		
4		.0145		\$0	\$0	8			\$0		
HEALTH/LIFE INSURANCE Provide monthly insurance rates					HEALTH/LIFE INSURANCE Provide monthly insurance rates						
1	Patty Giovino	800.00	10.00	100.00%	\$8,000	5			\$0		
2	Attorney	800.00	10.00	25.00%	\$2,000	6			\$0		
3					\$0	7			\$0		
4					\$0	8			\$0		
WORKMAN'S COMPENSATION					WORKMAN'S COMPENSATION						
1	Patty Giovino	0.006		\$36,400	\$218	5			\$0		
2	Attorney	0.006		\$14,620	\$87	6			\$0		
3				\$0	\$0	7			\$0		
4				\$0	\$0	8			\$0		
UNEMPLOYMENT TAX Based on first \$7,000 or Less					UNEMPLOYMENT TAX Based on first \$7,000 or Less						
1	Patty Giovino	0.008	CHECK	\$14,700	\$117	5		CHECK	\$0		
2	Attorney	0.008	TYPE	\$14,700	\$117	6		TYPE	\$0		
3			<input checked="" type="checkbox"/> FLTA	\$0	\$0	7		<input type="checkbox"/> FLTA	\$0		
4			<input checked="" type="checkbox"/> SJTA	\$0	\$0	8		<input type="checkbox"/> SJTA	\$0		
PUBLIC/PRIVATE RETIREMENT					PUBLIC/PRIVATE RETIREMENT						
1				\$0	\$0	5			\$0		
2				\$0	\$0	6			\$0		
3				\$0	\$0	7			\$0		
4				\$0	\$0	8			\$0		
OTHER					OTHER						
1				\$0	\$0	5			\$0		
2				\$0	\$0	6			\$0		
3				\$0	\$0	7			\$0		
4				\$0	\$0	8			\$0		
FRINGE BENEFITS TOTAL (A):					\$14,439	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): \$14,439

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$11,551
CASH MATCH	\$2,888
TOTAL FRINGE BENEFITS	\$14,439

SECTION 300. TRAVEL

Itemize travel expenses of project personnel. Mileage is allowable 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: Patty Giovino TITLE: Victims' Liaison Officer PURPOSE: Visit DAs' offices and for DA meetings and trainings	\$0.51	6,000.00	\$3,060.00	<input 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"/>
NAME: _____ TITLE: _____ PURPOSE: _____			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL:			\$3,060.00	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: Patty Giovino TITLE: Victims' Liaison Officer PURPOSE: DAs' offices & for DA meetings & trainings	Unknown			<input checked="" type="checkbox"/>	<input checked="" 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: Patty Giovino	\$0.51	4,500.00	\$2,295	24	72	\$984	\$500	\$2,304	\$200	\$6,283.00	<input checked="" type="checkbox"/>	<input checked="" 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:										\$6,283.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$7,474
CASH MATCH	\$1,869
IN-KIND MATCH	
TRAVEL TOTAL	\$9,343

SECTION 500. SUPPLIES

SECTION A: List items within this category by major type; e.g., office supplies (pens, pencils, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. If office supplies average \$50 per month or less, i.e., \$600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
				F	C	IK
Consumable office supplies (pens, pencils, paper, folders (amt is est only; actual exp will be charged)	10.00	\$100.00	\$1,000.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Postage (VAC New sletter & misc correspondence)	3,400.00	\$0.44	\$1,496.00	<input checked="" type="checkbox"/>	<input checked="" 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"/>
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			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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			\$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 A SUPPLIES:			\$2,496.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BRIEFLY EXPLAIN:
 A) Need for and use of each major supply type requested.
 To develop and maintain print, mail, and web correspondence, newsletters, resource materials/manuals, training materials, upcoming training brochures and information and other items of interest to victim assistance coordinators and prosecutors working directly with victims of crime. To mail CVR, LAVNS, and other victim resource information to crime victims upon request. To develop a Victim/Witness Booklet to assist victims and witnesses in understanding and participating in the criminal justice system.

B) Its relationship to this project.
 These supplies are necessary for the successful implementation of the project.

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
				\$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"/>
				\$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:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$1,997
CASH MATCH	\$499
IN-KIND MATCH	
SUPPLIES TOTAL	\$2,496

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
Auditing Costs	% of time dedicated to audit grant	1.00	\$750.00	\$750.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounting Expense	2 hours/week	86.00	\$44.09	\$3,791.74	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone & Facsimile Usage	Est. budgeted; actual cost charged	10.00	\$150.00	\$1,500.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rental of Office Space	% of usage (8.63%) x \$1500/mth	10.00	\$129.45	\$1,294.50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance Agreements	% of usage (8.63%) x \$200/mth	10.00	\$17.26	\$172.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trash Disposal & Pest Control	% of usage (8.63%) x \$200/mth	10.00	\$17.26	\$172.60	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Utilities Expenses	% of usage (8.63%) x \$1400/mth	10.00	\$120.82	\$1,208.20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Website Updates and Maint	Est. budgeted; actual cost charged	10.00	\$100.00	\$1,000.00	<input checked="" type="checkbox"/>	<input checked="" 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:				\$9,889.64	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

BRIEFLY EXPLAIN:

A) Need for each type listed, and
The need is justified in order to accomplish the goals and objectives outlined in this program, including but not limited to, training for the Victims' Liaison Officer, staff, victim assistance coordinators, prosecutors, and the development of the Victim/Witness Handbook. The remaining items listed are for expenses incurred in the normal operation of the program (e.g., rent, utilities, etc.)

B) Its relationship to project.
The relationship to the project is integral to the successful implementation of the project.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$7,912
CASH MATCH	\$1,978
IN-KIND MATCH	
OTHER DIRECT COSTS TOTAL	\$9,890

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.

Since 1997, Louisiana has consistently ranked within the top 5 states among female victims killed by male offenders. From 1997 through 2009, 892 people died in domestic violence incidents, 70% of victims were female and in 80% of the cases, the perpetrators were men. The Louisiana Protective Order registry reported 21,592 orders entered in the registry in 2009, and 20,616 in 2010. Over the last few years the problem of human trafficking in the United States has increased by massive proportions and continues to be on the rise in Louisiana. The National Human Trafficking Resource Center reported 55 calls to their hotline in 2009, and 125 calls in 2010. The majority of the calls were classified as sex trafficking. LaFASA's reported in their 2009 Annual Report that community-based sexual assault centers provided services to 2,783 new clients that included victims of rape, attempted rape, incest, child sexual abuse, and adults who were sexually abused as children. They also reported receiving 7,364 crisis calls in 2009. The rate of forcible rapes in 2009 in Louisiana was estimated at 30.3 per 100,000 inhabitants. Louisiana is also among the states with the highest frequency of child deaths related to abuse and neglect according to a report released by Every Child Matters Education Fund. From 2001 to 2008, 246 children died in Louisiana from abuse and neglect. In 2008, there were 36,938 reports of abuse in Louisiana.

An indication of the level of crime in the state and the resulting impact on its victims can be found in the statistics below, extracted from Crime in Louisiana and Crime Victims Reparations (CVR) Board Annual Reports, both published by the Louisiana Commission on Law Enforcement.

	2005	2006	2007	2008	2009
Violent Crime Total	26,889	29,919	31,317	28,944	27,849
Non-Violent Crime Total	166,611	171,239	174,991	168,630	170,456
Crime Rate per 1,000,000	4,278	4,692	4,805	4,479	4,414
National Crime Index Rank	18	7	6	10	5
CVR Claims Awarded	725	680	791	924	917
Awarded in \$1,000s	\$1,698.4	\$1,719.9	\$2,184.9	\$2,350.6	\$2,093.1

The crime rate in Louisiana is about 32% higher than the national average and Louisiana has the 5th highest crime rate in the nation. Louisiana ranks 6th overall in violent crime and the violent crime rate is more than 62% higher than the national average. Louisiana is ranked 3rd in per capita gun rates at 19.5%. Although Louisiana saw a drop in violent crime last year, its two major urban areas remained among the most violent places in the nation, FBI figures show. As the above statistics indicate, violent crime continues to be a serious problem in Louisiana. Crime trends have changed dramatically since the passage of the victims' rights statute and these changes pose new challenges to the criminal justice system. Crime victims continue to play an important role in shaping the criminal justice system, and their rights to justice must be enforced according to law throughout the criminal justice process.

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

The program fulfills the need for a statewide coordinated response to providing direct continuum of comprehensive services and support to victims of violent crime on behalf of Louisiana's District Attorneys, from the time the crime occurs, throughout the criminal justice process. The program fills this need by increasing resources and services for crime victims through avenues such as the LDAA website and providing referrals to other victim service agencies, as well as increasing awareness of victim resources including LAAVNS, Crime Victim Reparations, and the Louisiana Victim Notice and Registration Form.

The program also fills the gap of a lack of education directed at victim advocates by implementing training designed to provide crime victim advocates with the most current information and tools available to assist victims of crime.

B. GOALS

GOALS: The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

GOAL 1: To maintain a statewide Victims' Liaison Officer to assist state VACs, prosecutors, and state and local agencies with the implementation and delivery of constitutionally guaranteed victims' rights by providing informational updates and training opportunities on victim-related issues and laws.

GOAL 2: To provide direct support and services to crime victims seeking assistances/services via the LDAA website, and other resources, in an effort to increase the public's understanding and willingness to participate in the criminal justice process.

GOAL 3: To collaborate with state and local agencies and programs on providing and enhancing services, and updating resources, for victims of crime.

C. OBJECTIVES

OBJECTIVES: Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. Use absolute numbers, not percentages and be sure to include a baseline number.

GOAL 1: Objective 1: To assist the VACs and prosecutors in furthering a working protocol for the manual notification of victims as it relates to prosecution by promoting and encouraging the use of the Louisiana Automated Victim Notification System (LAVNS) through periodic training.

Objective 2: To develop and conduct at least one training program on current victim-related issues for district attorney-based VACs and other victim service providers with a target audience of 75; and, to develop and conduct a Violent Crime Track for the 2011 LDAA Fall Seminar and 2012 Annual Conference for approximately 125 people each with topics of importance to those working directly with victims of crime. To also continue to provide training to VACs and other victim service providers, upon request, on victim services such as LAVNS and the Louisiana Victim Notice and Registration Form.

Objective 3: To continue to produce newsletters at a minimum of 2/year containing training opportunities and info on victim-related issues, and to update the VAC portal on the LDAA website containing information and resources specifically dedicated to victim-related issues, and other information to VACs, prosecutors and staff who directly serve victims of crime.

GOAL 2: Objective 1: To continually update the resources available on the LDAA website which directly impacts victims of crime in an effort to increase the public's understanding and willingness to participate in the criminal justice process.

Objective 2: To work continuously to develop innovative means of responding to the needs of victims of crime locally and statewide via the website.

Objective 3: To continue to develop resources for crime victims including further development of the Louisiana Crime Victims' Handbook designed to assist victims and witnesses in understanding and participating in the criminal justice system, and provide information on victims' services such as CVR, LAVNS, and the Louisiana Victim Notice and Registration Form.

Objective 4: Assist victims of crime, when appropriate, with the Crime Victim Reparations application process and provide referrals to other law enforcement and victim service agencies to crime victims upon request.

GOAL 3: Objective 1: To continue to serve as a liaison between the District Attorneys and various state and local agencies in the area of victim's rights, and continue to represent the LDAA on statewide committees including but not limited to LaFASA Annual Conference Planning Committee, the Louisiana Sexual Assault Task Force, and the LSVAA Planning Committee, and other crime victim-related committees upon request.

Objective 2: To continue to collaborate with other local and state agencies by assisting with projects upon request, such as the World Elder Abuse Awareness Training, the Annual Statewide Conference on Sexual and Domestic Violence, as well as the Day of Remembrance honoring murder victims in the capital city area.

Objective 3: To continue to represent the LDAA in collaboration with LCLE and Appriss on furthering the enhancement of the LAVNS system, and with LCLE and other state victim service agencies to keep the Louisiana Victim Notice and Registration Form current, and to encourage compliance and usage of the form.

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.

GOAL 1: The Victims' Liaison officer will regularly conduct office visits throughout the state to continue the dialogue regarding current issues and problems in the field of victim services to better determine the needs of victims and DA-based victim's advocates. The Victims' Liaison Officer will report on a monthly basis to District Attorneys on current issues and problems in the field of victim services and victim's rights.

To determine training and resource needs, the Victims' Liaison Officer works with staff and other DA-based victim advocates to develop an agenda and secure facility for training programs including the 2011 LDAA Fall Seminar to be held October, 2011; the LDAA 10th Annual Victim/Witness Assistance Seminar to be held in the Spring of 2012; the LDAA 2012 Annual Conference to be held in June, 2012, and periodic trainings to be held at various times throughout the grant period. The Victims' Liaison Officer continues to compile important resource information such as local and national training opportunities, useful website, and current event articles that may be beneficial to staff, VACs, prosecutors, and other victim service agencies in their ongoing work with crime victims. This information is disseminated via e-mails and/or organized in a newsletter format.

The Victims' Liaison Officer will provide training on LAVNS and the Louisiana Victim Notice and Registration Form upon request.

The Victims' Liaison Officer will gather important resources and information that will assist staff, prosecutors, and DA-based VACs in the implantation and delivery of constitutionally guaranteed victims' rights via the LDAA website. To further accomplish the goals and objectives of the grant, this position will attend any related conferences and trainings in the area of crime victims' assistance.

GOAL 2: The Victims' Liaison Officer will keep abreast of current issues affecting victims of crime, and update the LDAA website with information and resources available to assist victims of crime in an effort to increase the public's understanding and willingness to participate in the criminal justice process. The Victims' Liaison Officer will gather important resources and information that will assist staff, prosecutors, and DA-based VACs in the implantation and delivery of constitutionally guaranteed victims' rights via the LDAA website.

The Victims' Liaison officer will assist victims of crime by providing referrals to law enforcement and victim service agencies upon request, and will assist victims with CVR applications when necessary.

The Victims' Liaison Officer will assist victims of crime by providing information on CVR, LAVNS, and the Louisiana Victim Notice and Registration Form to victims upon request.

With assistance from a committee of DA-based VACs, the Victims' Liaison Officer will continue to update the VAC Resource Manual, as needed, and will further the development of the Louisiana Crime Victims' Handbook designed to assist victims and witnesses in understanding and participating in the criminal justice system.

The Victims' Liaison Officer will periodically review actions and tasks necessary to further utilize LAVNS, and meet with all parties involved to review procedures to compile feedback regarding current issues, problems and needs of LAVNS. The Victims' Liaison Officer will collaborate with LCLE and Appriss to coordinate periodic training for DA-based VACs and support staff on the LAVNS system.

GOAL 3: The Victims' Liaison Officer will continue to serve as a liaison and representative for Louisiana's District Attorneys in the area of victim services by serving on victim's issue-related committees such as the Louisiana Sexual Assault Task Force, LaFASA Conference Planning Committee, and the Louisiana State Victim Assistance Academy Planning Committee.

To further accomplish the goals and objectives of this grant, the Victims' Liaison Officer will attend any related conferences and trainings in the area of crime victim's assistance and victim's rights.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this for in-house training.

1. Training Curriculum (topics to be included):

Curriculum will be developed for training programs on current victim-related issues for Louisiana's prosecutor and law enforcement-based victim advocates, non-profit victim service providers, prosecutors, criminal justice professionals, and other victim/witness assistance personnel to further develop skills needed in assisting victims of crime, facilitate a victims advocate information exchange to update and review victim issues, and to share best practices.

2. Type of personnel to be trained:

Louisiana's prosecutor and law enforcement-based victim advocates, non-profit victim service providers, prosecutors, criminal justice professionals, and other victim/witness assistance personnel

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

Statewide

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need.

E. DEMOGRAPHICS

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

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

2. Type of Organizations:

Applicant Agency: Law Enforcement Prosecution Court Non-Profit Organization Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

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

Yes No Is this a faith-based organization?

Yes No Is this a culturally specific community-based organization?

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Patty Giovingo PHONE: (225) 343-0171 EMAIL: PATTY@LDAA.ORG

Yes No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:

NAME: PHONE: () - EMAIL:

Yes No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: <http://lcle.la.gov/programs/lavns.asp>.

Yes No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: [www.lcle.la.gov/lavns](http://lcle.la.gov/lavns).

G. CRIME VICTIMS REPARATIONS (CVR)

Yes No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: Patty Giovingo PHONE: (225) 343-0171 EMAIL: PATTY@LDAA.ORG

Yes No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

Yes No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: <http://lcle.la.gov/programs/cvr.asp>.

PREVIOUS 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.)

2. Did the project work as expected? Explain.

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?

EVALUATION AND DISSEMINATION OF RESULTS

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

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

The project will be evaluated by both objective & subjective means. Objectively, the program will measure the # of working relationships established & maintained, the # of satisfactory protocols established, the # of training sessions conducted, the number of interim & annual reports produced and the # of special projects undertaken.

2. When will the data be collected?

As trainings and meetings are held

3. Who will collect and analyze the data?

The Louisiana District Attorneys Association and the District Attorneys throughout the state will review the results and make a subjective determination as to the merits of the project.

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

Name: Patty Giovingo

Phone (225) 343-1711

Email: patty@ldaa.org

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

If the project meets 80% of the stated objectives, it will be considered a success. In addition, the Louisiana District Attorneys Association and the District Attorneys throughout the state will review the results and make a subjective determination as to the merits of the project. It may prove that, while all the goals were not met, the project did make a significant impact and merits further efforts.

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.

Fiscal and programmatic progress reports will be made available on a quarterly basis to the Louisiana Commission on Law Enforcement through established forms. In addition this information will be made available to the Louisiana District Attorneys Association's Board of Directors and the Victim Services Advisory Board.

J. CONTINUATION

Yes No Do you plan to continue this project at the conclusion of federal support? Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

The project will seek continued federal funding for as long as the program remains viable and productive. Should federal funds become unavailable before that time, the Louisiana District Attorneys Association will endeavor to fund the program out of self-generated revenues or seek an alternative funding source

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.

The Louisiana District Attorneys Association will provide the necessary support functions and related items needed to sustain this project. The program will be based out of the Association Headquarters located at 1645 Nicholson Drive in Baton Rouge, Louisiana. The program will not be hindered due to a lack of resources.

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: 12/31/2010
- 2. Dates covered by last audit: 07/01/2009 - 06/30/2010
- 3. Date of next audit: 12/31/2011
- 4. Dates to be covered by next audit: 07/01/2010 - 06/30/2011
- 5. Date next audit will be forwarded to LCLE: January 2012, after approval by the LDAA Board

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?

N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

The LDAA assists victims with applying for victim compensation by providing information and a link to the Crime Victim Reparations Program on their website. The LDAA will also provide information and on Louisiana's CVR Program to victims upon request, as well as referrals to the appropriate Parish CVR Investigator. The LDAA has also included training on Louisiana's CVR Program in its Annual Victim / Witness Assistance Training program.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

The Victims' Liaison Officer represents the LDAA and and serves as a liaison between Louisiana's prosecutors and various state and local agencies to collaborate and encourage and foster cooperation between those agencies in the area of victim's rights. The Victims' Liaison Officer currently represents the LDAA on the Louisiana State Sexual Assault Task Force; the Louisiana Foundation Against Sexual Assault Annual Conference Planning Committee; and the Louisiana State Victim Assistance Academy Planning Committee. The Victims' Liaison Officer has also served on the planning committee for the East Baton Rouge Parish Evening of Remembrance honoring murder victims for the past 3 years, and has presented on crime victim-related topics to various criminal justice agencies upon request.

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.

As an employee of an elected state prosecutor, the VAC and assistant district attorneys are duty bound to act in a statutorily provided manner in the presence of criminal activity. In addition, through the LDAA Victim Assistance webpage, many resources concerning policies and procedures are available directly to victims of crime seeking assistance and services via the web. The LDAA continues to assist in training on mandated compliance of the Louisiana Victim Notice and Registration Form among all judicial entities.

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.

The Louisiana District Attorneys Association will comply with the Louisiana Child Protection Act as applicable