

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C10-8-015

APPLICANT: Louisiana District Attorney's Association

PROJECT TITLE: Victim Assistance Program

PROJECT FUNDS :

FUND: \$ 70,000 80.00%

MATCH: \$ 17,500 20.00%

TOTAL: \$ 87,500 100.00%

PROJECT DURATION: 12 months

START DATE: 09/01/2012

END DATE: 08/31/2013

Continuation of C98-8-007

PROJECT SUMMARY:

The focus of this program is to maintain a statewide Victims' Liaison Officer (VLO) 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 impact crime has on victims 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 advocates in improving their assistance to crime victims, and in promoting the development of comprehensive services to all victims of crime. This program will also coordinate training to Louisiana's prosecutors and victim advocates for the purpose of more effectively prosecuting violent crimes perpetrated against victims of sexual assault, stalking, domestic abuse, child abuse, and other previously underserved victims of violent crimes, thus ensuring that victim's rights are honored during the process.

RECOMMENDATION: FUND X DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C10-8-015

CVA Purpose Area: 1,2,3,4

1. TITLE OF PROJECT

Previously Underserved Victim Assistance Program

2. NEW PROJECT

CONTINUATION PROJECT OF: C09-8-011

3. PROJECT DURATION

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

Desired Start Date: 9/1/2012

Desired End Date: 8/31/2013

4. PROJECT FUNDS

Federal Funds: \$70,000

Cash Match: \$17,500

In-Kind Match:

Total Project: \$87,500

5A. APPLICANT AGENCY INFORMATION

Agency Name: Louisiana District Attorneys Association

Physical Address: 1645 Nicholson Drive

City: Baton Rouge

Zip: 70802-8143

Mailing Address:

City:

Zip: -

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:

6. IMPLEMENTING AGENCY

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

7. PROJECT DIRECTOR

Name: E. Pete Adams

Title: Executive Director

Agency: LA District Attorneys Associatio

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

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

The focus of this program is to maintain a statewide victims' liaison officer (VLO) 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 impact crime has on victims 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 advocates in improving their assistance to crime victims, and in promoting the development of comprehensive services to all victims of crime. This program will also coordinate training to Louisiana's prosecutors and victim advocates for the purpose of more effectively prosecuting violent crimes perpetrated against victims of sexual assault, stalking, domestic abuse, child abuse, and other previously underserved victims of violent crimes, thus ensuring that victims' rights are honored during the process.

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%	12.00	\$43,680.00	<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:						\$43,680.00	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	Kristi Spinosa	PT	\$36.00	40.00	25.00%	52.00	\$18,720.00	<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"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$18,720.00	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	\$49,920
CASH MATCH	\$12,480
IN-KIND MATCH	
PERSONNEL TOTAL	\$62,400

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 continuum of comprehensive services and support to victims of violent crime. The VLO is responsible for providing victim assistance on behalf of the LDAA. The Victims' Liaison Officer is also responsible for the development of resources to assist victims of sexual assault, stalking, domestic abuse, child abuse, elder abuse, and other previously underserved victims of violent crimes, in navigating the criminal justice system, and sharing those resources with prosecutors and victim advocates around the state. The VLO is also responsible for keeping prosecutors and victim advocates apprised of changes and updates in the area of victim's rights. The VLO is needed to coordinate and assist in training Louisiana's prosecutors and victim advocates. 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. The goals and objectives for this grant could not be completed without such a person.

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 in an effort to increase their willingness to participate in the criminal justice process. The VLO will also be responsible for 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 to encourage and foster cooperation between those agencies in the area of victim's rights. The VLO will maintain and regularly update the previously developed victim assistance webpage for the LDAA website. This webpage is available for victims seeking assistance/services via the web. The Victims' Liaison Officer will be responsible for responding to e-mail and/or phone request for referrals and information from victims of crime. The VLO will continuously work closely with victim's advocates to review victims issues and to share best practices. The Victim Services Attorney will be limited to the legal aspects associated with LDAA's role in assisting victims, victim advocates, 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 Victims' Liaison Officer, and Kristi Spinosa will continue in her present position as Victim Services Attorney, therefore, the positions have not been backfilled.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: All Fringe Benefits Will Be Paid by Applicant Agency

Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Patty Giovingo	.062		\$43,680	\$2,708	5.	.062			\$0
2. Kristi Spinosa	.062		\$18,720	\$1,160	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Patty Giovingo	.0145		\$43,680	\$633	5.	.0145			\$0
2. Kristi Spinosa	.0145		\$18,720	\$271	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Patty Giovingo	733.00	12.00	100.00%	\$8,796	5.				\$0
2. Kristi Spinosa	582.00	12.00	25.00%	\$1,746	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Patty Giovingo	0.007		\$43,680	\$305	5.				\$0
2. Kristi Spinosa	0.007		\$18,720	\$131	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Patty Giovingo	0.008	CHECK TYPE:	\$14,700	\$117	5.		CHECK TYPE:		\$0
2. Kristi Spinosa	0.008		\$14,700	\$117	6.				\$0
3.		<input checked="" type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input checked="" type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$15,984	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): \$15,984

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$12,787
CASH MATCH	\$3,197
TOTAL FRINGE BENEFITS	\$15,984

SECTION 300. TRAVEL

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

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH		
				F	C	IK
NAME: P. Giovingo TITLE: Victims' Liaison Officer PURPOSE: DA Meetings and Stakeholder Committee Meetings	\$0.51	200.00	\$102.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: K. Spinosa TITLE: Victims' Services Attorney PURPOSE: DA Meetings and Stakeholder Committee Meetings	\$0.51	200.00	\$102.00	<input checked="" type="checkbox"/>	<input checked="" 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:			\$204.00	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: K. Spinosa TITLE: Victims' Services Attorney PURPOSE: Elected DA Meetings	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: K. Spinosa	\$0.51	100.00	\$51.00	3	9	\$50		\$75	\$28	\$204.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$204.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$326
CASH MATCH	\$82
IN-KIND MATCH	
TRAVEL TOTAL	\$408

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	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

BRIEFLY EXPLAIN:

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

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$276
CASH MATCH	\$69
IN-KIND MATCH	
SUPPLIES TOTAL	\$345

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	Est. budgeted; actual cost charged	1.00	\$300.00	\$300.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accounting Expenses	2 hours/week	104.00	\$44.00	\$4,576.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone & Facsimile Usage	Est. budgeted; actual cost charged	12.00	\$129.00	\$1,548.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintenance Agreements	% of usage (8.63%) x \$200/mth	12.00	\$17.00	\$204.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash Disposal & Pest Control	% of usage (8.63%) x \$150/mth	12.00	\$12.95	\$155.40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities Expenses	% of usage (8.63%) x \$1000/mth	12.00	\$86.30	\$1,035.60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website Updates and Maint	Est. budgeted; actual cost charged	12.00	\$45.33	\$543.96	<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:				\$8,362.96	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 VLO, staff, victim advocates, and prosecutors. 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	\$6,690
CASH MATCH	\$1,673
IN-KIND MATCH	
OTHER DIRECT COSTS TOTAL	\$8,363

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.

Louisiana continues to be ranked first in the nation per capita in murder and non-negligent manslaughter rates. Louisiana has the 4th highest crime rate in the nation. Louisiana ranks 7th overall in violent crime with the rate being more than 33% higher than the national average. Louisiana is ranked 3rd per capita in gun-death rate. Since 1997, Louisiana has consistently ranked within the top 5 states among female victims killed by male offender. From 1997 through 2010, 950 people died in domestic violence incidents with the majority of victims being women. The Louisiana Protective Order registry reported 21,355 orders entered in the registry 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 from Louisiana to their hotline in 2009, 125 in 2010 and 161 in 2011. LaFASA's reported in their 2011 Annual Report that community-based sexual assault centers provided services to 4,758 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 4,753 crisis calls in 2011. The rate of forcible rapes in 2010 in Louisiana was estimated at 24.8 per 100,000 inhabitants. Louisiana is also among the states with the highest frequency of child deaths related to abuse and neglect according. The U.S. Department of Health and Human Resources reported that Louisiana had 8,848 child abuse victims, and 30 of those victimd died. They reported that 164 children died in Louisiana from abuse and neglect from 2006-2010. Elderly Protective Services reported 4,196 cases of elder abuse and neglect received by their office in FY 2011.

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

	2005	2006	2007	2008	2009	2010
Violent Crime Total	26,889	29,919	31,317	28,944	27,849	21,124
Non-Violent Crime Total	166,611	171,239	174,991	168,630	170,456	145,075
Crime Rate per 1,000,000	4,278	4,692	4,805	4,479	4,414	4,196
National Crime Index Rank	18	7	6	10	5	4
CVR Claims Awarded	725	680	791	924	917	896
Awarded in \$1,000s	\$1,698.4	\$1,719.9	\$2,184.9	\$2,350.6	\$2,093.1	\$2,243.9

As indicated above, violent crime continues to be a serious problem in Louisiana. Domestic violence, human trafficking, crimes against children and the elderly continue to grow 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 need is created by this gap in services/programs.

The program fulfills the need for a statewide coordinated response to providing 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, and to ensure that the voices of crime victims play a central role in the state's response to violence. 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 LAVNS, 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 DA-based victim advocates 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).

Objective 2: To develop, conduct and attend at least one training program on current victim-related issues for DA-based victim advocates and other victim service providers with a target audience of 75; to develop, conduct and attend a Violent Crime Track for the 2012 LDAA Fall Seminar and 2013 Annual Conference for approximately 125 people each with topics of importance to those working directly with victims of crime; and to assist with and attend the 2013 World Elder Abuse Awareness Day Training that will be held in June, 2013. To also continue to provide training, 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 continue to develop resources for crime victims and provide information on victims' services such as CVR, LAVNS, and the Louisiana Victim Notice and Registration Form.

Objective 3: 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, the Legislative Subcommittee of the Financial Exploitation Task Force, the SAVIN Technology Assistance Project (S-TAP) Task Team, BIP Task Force, Human Trafficking Task Force, 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 and participating with outreach activities such as the World Elder Abuse Awareness Training, the Annual Statewide Conference on Sexual and Domestic Violence, Crime Victims' Rights Week, 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 VLO will regularly meet with DA-based victim advocates to continue the dialogue regarding current issues and problems in the field of victim services to better determine the needs of victims and victim assistance coordinators. 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 VLO works with staff and other DA-based victim advocates to develop an agenda and secure facility for training programs including the 2012 LDAA Fall Seminar; the LDAA 11th Annual Victim/Witness Assistance Seminar to be held in the Spring of 2013; the LDAA 2013 Annual Conference, and periodic trainings to be held at various times throughout the grant period. The VLO will also assist with and attend the St. Tammany SALT Council with the statewide 2013 World Elder Abuse Awareness training.

The VLO 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, victim advocates, 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 VLO will provide training and information on LAVNS and the Louisiana Victim Notice and Registration Form, and other victim-related issues upon request.

The VLO will gather important resources and information that will assist staff, prosecutors, and DA-based victim advocates 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 VLO 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 VLO will gather important resources and information that will assist staff, prosecutors, and DA-based victim advocates in the implantation and delivery of constitutionally guaranteed victims' rights via the LDAA website.

The VLO 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 VLO 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 the DA-based victim advocates and the victim services attorney, the VLO will continue to update the VAC Resource Manual, as needed.

The VLO 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 VLO will collaborate with LCLE and Appriss to coordinate periodic training for DA-based victim advocates and support staff on the LAVNS system.

GOAL 3: The VLO will continue to serve as a liaison and representative for Louisiana's District Attorneys in the area of crime victim services by serving on victim-related committees such as the Louisiana Sexual Assault Task Force, LaFASA Conference Planning Committee, the Legislative Subcommittee of the Financial Exploitation Task Force, the SAVIN Technology Assistance Project (S-TAP) Task Team, BIP Task Force, Human Trafficking Task Force, and other crime victim-related committees upon request

To further accomplish the goals and objectives of this grant, the VLO 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: Approximately 500 over the grant period.

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

Statewide

5. Dates and hours of training: Misc. Dates - Approximately 80 hours

6. Location of training: Various locations statewide

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

This program also fills the gap of a lack of education directed at Louisiana's prosecutor and law-enforcement based victim advocates, non-profit victim service providers, prosecutors, criminal justice professionals, and other victim/witness assistance personnel by implementing training designed to provide them with the most current training, information and tools available to assist victims of crime. The need for funding of such training is crucial.

H. PRIOR RESULTS (For Continuation Projects Only)

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

GOAL 1: Objective 1: The LDAA promoted and encouraged the use of LAVNS throughout the grant period.

Objective 2: The LDAA had a Violent Crime / Victims' track at their 2011 Fall Seminar held November 2-4, 2011, and hosted their 10th Annual Victim/Witness Assistance Training April 11-13, 2012. The LDAA will include a Violent Crime / Victims' track at their 36th Annual Conference to be held June 29-July 3, 2012. The LDAA provided information on the Louisiana Victim Notice and Registration Form at their 10th Annual Victim / Witness Training, and will have information on LAVNS at their Annual Conference.

Objective 3: The LDAA produced two newsletters this grant period, one dated April 2012, and another planned for July, 2012.

GOAL 2: Objective 1: The LDAA provided resources for crime victims on the Victim Assistance Portal of the LDAA website.

Objective 2: Links to information on LAVNS, CVR, and other victim-related resources were included on the LDAA website.

Objective 3: A draft of the Louisiana Crime Victims' Handbook was completed.

Objective 4: Victims were provided information on CVR and referrals were made to various victim service agencies

GOAL 3: Objective 1: The VLO served as a liaison between the DAs and various state and local agencies by representing the LDAA on the LaFASA Conference Planning Committee, BIP Task Force, the Legislative Subcommittee of the Financial Exploitation Task Force, Human Trafficking Task Force, and the SAVIN Technology Assistance Project (S-TAP) Task Team.

Object 2: The LDAA collaborated with other state and local agencies by assisting with the Annual Statewide Conference on Sexual and Domestic Violence, World Elder Abuse Awareness Day, Day of Remembrance, and National Crime Victims Rights Week.

Objective 3: The LDAA continued to collaborate with LCLE and Appriss on the LAVNS System, and encourage the usage of the Louisiana Victim Notice and Registration form.

2. Did the project work as expected? Explain.

The project worked as expected in that all Goals and Objectives were met during this grant period.

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

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

I. EVALUATION AND DISSEMINATION OF REPORTING

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

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

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

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) 343-0171

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 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 12/31/2011
- 2. Dates covered by last audit: 07/01/2010 - 06/30/2011
- 3. Date of next audit: 12/31/2012
- 4. Dates to be covered by next audit: 07/01/2011-06/31/2012
- 5. Date next audit will be forwarded to LCLE: January 2013, 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 on Louisiana's CVR Program to victims upon request, as well as referrals to the appropriate Parish CVR Investigator. The LDAA has also information on Louisiana's CVR Program at 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 VLO represents the LDAA 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. As part of this liaison function, the VLO represents the LDAA on the LaFASA Annual Conference Planning Committee, the LA Sexual Assault Task Force, BIP Task Force, the Legislative Subcommittee of the Financial Exploitation Task Force, and the SAVIN Technology Assistance Project (S-TAP) Task Team. The LDAA also assisted the St. Tammany Parish S.A.L.T. Council and the 16th Judicial District Attorney's Office with their World Elder Abuse Awareness Training. The LDAA made presentations to students at the Baton Rouge Community College on Victim Rights & Services in Louisiana. The LDAA assisted with the Evening of Remembrance honoring murder victims hosted by the East Baton Rouge Parish Sheriff's Office and joined other state and local agencies at a Crime Victims Resource Fair held during National Crime Victims Rights Week, as well as the 19th Judicial District's National Crime Victims Rights Week program.

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 in an effort to increase the public's understanding and willingness to participate in the criminal justice process

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.