

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

**APPLICATION AND REVIEW  
SUMMARY**

APPLICATION NUMBER: M10-8-004

APPLICANT: Capital Area Family Violence Intervention Center

PROJECT TITLE: Domestic Violence Legal Assistance

**PROJECT FUNDS :**

FUND: \$ 15,117 100.00%

MATCH: \$ 0 0.00%

TOTAL: \$ 15,117 100.00%

PROJECT DURATION: 12 months

START DATE: 07/01/2010

END DATE: 06/30/2011

Continuation of M96-8-017

**PROJECT SUMMARY:**

Legal advocate will provide court advocacy for victims of domestic violence who are interested in pursuing civil legal remedies (protective orders/injunction) and/or filing criminal charges against the perpetrators. Advocate may accompany victims of domestic violence to city, family, and district court to assist in seeking civil and/or criminal legal remedies.

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**

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

CFDA #16.588

**FOR LCLE USE ONLY:**

Project ID: M10-8-004

VAWA Purpose Area: 5

<b>1. TITLE OF PROJECT</b> Domestic and Dating Violence Court Advocacy		<b>2. <input type="checkbox"/> NEW PROJECT</b> <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: M09 - 8 - 004	
<b>3. PROJECT DURATION</b> Total Length: <u>12</u> Months (Not to exceed 12 Months) Desired Start Date: <u>7/1/2010</u> Desired End Date: <u>6/30/2011</u>		<b>4. PROJECT FUNDS</b> Federal Funds: <u>\$15,117</u> Cash Match In-Kind Match: Total Project: <u>\$15,117</u>	
<b>5A. APPLICANT AGENCY INFORMATION</b> Agency Name: Capital Area Family Violence Intervention Physical Address: 5252 Maple Street City: Baton Rouge Zip: 70805- Mailing Address: P.O. Box 52809 City: Baton Rouge Zip: 70892- Phone: (225) 389-3001 FAX: (225) 358-3444 Email: exdir@bwp.brcoxmail.com		<b>5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY</b> Authorized Official: Martha G. Forbes, M.P.A., LCSW Title: Executive Director Agency Name: Capital Area Family Violence Intervention Cen Address: P.O. Box 52809 City: Baton Rouge Zip: 70892- Phone: (225) 389-3001 FAX: (225) 358-3444 Email: exdir@bwp.brcoxmail.com	
Fed Employer Tax Id: <u>72 - 0986008</u> DUNS: <u>868708 - 355</u> CCR CAGE/CAGE: <u>4FLJ0</u> CCR Expiration Date: <u>4/23/2011</u>			
<b>6. IMPLEMENTING AGENCY</b> Name: Martha G. Forbes, M.P.A., LCSW Title: Executive Director Agency: Capital Area Family Violence Intl Address: P.O. Box 52809 City: Baton Rouge Zip: 70892- Phone: (225) 389-3001 FAX: (225) 358-3444 Email: exdir@bwp.brcoxmail.com		<b>7. PROJECT DIRECTOR</b> Name: Ayn Stehr Title: Director of Legal Services Agency: Capital Area Family Violence I Address: P.O. Box 52809 City: Baton Rouge Zip: 70892- Phone: (225) 389-3001 FAX: (225) 358-3444 Email: exdir@bwp.brcoxmail.com	
		<b>8. FINANCIAL OFFICER</b> Name: Martha Constant Title: Director of Budget and Finance Agency: Capital Area Family Violence Inter Address: P.O. Box 52809 City: Baton Rouge Zip: 70892- Phone: (225) 389-3001 FAX: (225) 358-3444 Email: finance@bwp.brcoxmail.com	

**9. BRIEF PROJECT DESCRIPTION:** (Please do not exceed space provided below.)  
Legal Advocate will provide court advocacy for victims of domestic and dating violence who are interested in pursuing civil legal remedies (protective orders/injunction) and/or filing criminal charges against the perpetrators. Advocate may accompany victims of domestic and dating violence to city, family, and district court to assist in seeking and obtaining civil and/or criminal legal remedies.

**VAWA PURPOSE AREAS**

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

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

2010 OCT - 2 5 50  
LAW ENFORCEMENT  
COMMISSION

**PROJECT BUDGET SUMMARY**

**INSTRUCTIONS:** The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, enter the percentage of STOP funds directed to each area that this project will address.

**CHECKLIST:**

Are all budgeted items allowable per Program Guidelines?	YES: <input checked="" type="checkbox"/>	NO: <input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each category amount listed in the table below must equal category totals in each budget section.  
 Person Completing Budget Section: Martha Gil Constant Title: Director of Budget & Finance  
 Phone: (225) 389-3001 Fax: (225) 358-3444 E-Mail: finance@bwp.brcocmail.com

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	\$14,580	\$0	\$0	\$14,580
SECTION 200 FRINGE BENEFITS	\$0	\$0	N/A	\$0
SECTION 300 TRAVEL	\$0	\$0	\$0	\$0
SECTION 400 EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500 SUPPLIES	\$537	\$0	\$0	\$537
SECTION 600 CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 800 OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$15,117</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,117</b>

Provide Source of Cash Match: N/A

Provide Source of In-Kind Match: N/A

**USE OF STOP FUNDS IN PERCENTAGES**

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

**SECTION 100. PERSONNEL**

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

**FULL-TIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Court Advocate/Criminal Just	Hilary Weaver	FT	\$2,430.13	50.00%	12.00	\$14,580.78	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$14,580.78		

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
								\$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:								\$0.00		

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	\$14,580
CASH MATCH	
IN-KIND MATCH	
<b>PERSONNEL TOTAL</b>	<b>\$14,580</b>

**SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN:**

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

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

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

Unfortunately, information regarding civil protective orders/injunctions and a victim's right to seek criminal charges against perpetrators of domestic and dating violence is complex, confusing, and difficult to obtain. Victims of domestic and dating violence, when they most need legal relief, are often met with unhelpful/uninformed personnel in the civil legal and criminal justice systems who do not have the time nor is it their job, to help victims decide what action is best for that particular victim. This domestic/dating violence legal advocate can take that time, and therefore is a valuable resource for victims of domestic and dating violence.

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

Legal advocate salary is within range of agencies salaries for similar positions considering the worker's experience

C) Project duties of each position requested:

Project duties include consulting with victims of domestic and dating violence who are receiving services from the agency or who are identified as victims of domestic/dating violence through the civil legal and criminal justice systems; providing information on legal options available for that particular victim; assisting each in formulating a legal action plan, accompanying victims to city, family and/or district court in furtherance of that particular legal action plan, and advocating on behalf of that victim for needed legal relief. Project duties also include follow up with each victim to ensure legal relief is working for each victim; ongoing information and assistance regarding arrest of perpetrators for violation of court orders, rules for contempt for non-criminal violations, i.e. non payment of child support, return of property timely.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee is moved must be filled. If employee is the same from the previous grant, indicate if the employee was originally hired for that position.]

Staff person is existing personnel who has occupied this position for over one year

**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	MONTHS	SALARY	TOTAL	SOCIAL SECURITY	RATE	MONTHS	SALARY	TOTAL		
1	.062			\$0	5	.062			\$0		
2	.062			\$0	6	.062			\$0		
3	.062			\$0	7	.062			\$0		
4	.062			\$0	8	.062			\$0		
MEDICARE	RATE	MONTHS	SALARY	TOTAL	MEDICARE	RATE	MONTHS	SALARY	TOTAL		
1	.0145			\$0	5	.0145			\$0		
2	.0145			\$0	6	.0145			\$0		
3	.0145			\$0	7	.0145			\$0		
4	.0145			\$0	8	.0145			\$0		
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	THE BENEFIT TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	THE BENEFIT TO PROJECT	TOTAL		
1				\$0	5				\$0		
2				\$0	6				\$0		
3				\$0	7				\$0		
4				\$0	8				\$0		
WORKMAN'S COMPENSATION	RATE	MONTHS	SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE	MONTHS	SALARY	TOTAL		
1				\$0	5				\$0		
2				\$0	6				\$0		
3				\$0	7				\$0		
4				\$0	8				\$0		
UNEMPLOYMENT TAX Based on Fed \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on Fed \$7,000 or Less	RATE	TYPE	SALARY	TOTAL		
1		CHECK TYPE:		\$0	5		CHECK TYPE:		\$0		
2				\$0	6				\$0		
3		<input type="checkbox"/> FLTA		\$0	7		<input type="checkbox"/> FLTA		\$0		
4		<input type="checkbox"/> SLTA		\$0	8		<input type="checkbox"/> SLTA		\$0		
PUBLIC/PRIVATE RETIREMENT	RATE	MONTHS	SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE	MONTHS	SALARY	TOTAL		
1				\$0	5				\$0		
2				\$0	6				\$0		
3				\$0	7				\$0		
4				\$0	8				\$0		
OTHER:	RATE	MONTHS	SALARY	TOTAL	OTHER:	RATE	MONTHS	SALARY	TOTAL		
1				\$0	5				\$0		
2				\$0	6				\$0		
3				\$0	7				\$0		
4				\$0	8				\$0		
				FRINGE BENEFITS TOTAL (A)	\$0					FRINGE BENEFITS TOTAL (B)	\$0

PLEASE INDICATE IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT. PLEASE COMPLETE AN ADDENDUM PAGE.

FRINGE BENEFITS TOTAL (A+B): \$0

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



## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

- 1 Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. Document the need, not the symptoms or solutions. Be sure to include current valid local data or state data, if local data is not available, to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Domestic Violence is a serious and widespread problem in the United States. It is estimated that between two million and six million women of all races, classes, ages, religious, and socioeconomic groups are abused by their partner each year in this country; 1,500 women are killed each year by their intimate partner. Children who witness domestic violence often repeat those patterns of behavior. The capital area of Louisiana experiences the devastating problem. The Capital Area Family Violence Intervention, Inc. provided over 3500 direct services to victims of domestic violence. Crime reports estimates that one in ten victims of domestic violence report the crime to law enforcement, so the incident rate of domestic violence is considerably higher than calls to law enforcement indicate.

The Capital Area Family Violence Intervention Center, Inc. (CAFVIC) strives to serve the Capital Area parishes; other than East Baton Rouge Parish, the majority of parishes are rural; none have other domestic violence programs located in the parish. CAFVIC maintains outreach offices in Ascension, Pointe Coupee, East and West Feliciana and Iberville Parishes. While the staff is well versed in legal options for victims of domestic and dating violence, they do not have the time to focus on legal matters as they work with battered women and their children getting to and maintaining safety. Often battered women residing in the shelter are from parishes other than East Baton Rouge, so legal advocacy often requires knowledge of other jurisdictions' procedures and rules. A staff member whose job is that of a legal advocate for victims of domestic and dating violence ensures that each victim is able to make an informed decision about legal options and has an advocate to accompany her through the process(es).

In addition, victims of domestic and dating violence are often discouraged from seeking charges against the perpetrator and from participating in the prosecution of perpetrators. This is a very frightening, lonely, emotionally challenging, and dangerous time for victims. A legal advocate can provide information, safety planning, and support during this journey.

In 2009, our agency sheltered 343 women and 308 dependent children, all the women had some legal inquiries and required assistance from our legal component. Our agency began representing victims of domestic violence at protective order hearings in October, 1998; our agency represented 1,759 victims of domestic and dating violence in protective order proceedings in 2009.

Our Legal Advocate provided legal advocacy, support, safety planning, and information to 1,095 victims of domestic and dating violence in 2009. She worked with 34 victims of domestic and dating violence in criminal proceedings in Baton Rouge City Court, 367 in protective order proceedings in East Baton Rouge Parish Family Court, and 694 in other civil and criminal court proceedings in East Baton Rouge Parish and the outlying parishes in CAFVIC's service area in 2009.

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

CAFVIC is the only agency that provides emergency and legal services to victims of domestic and dating violence in five parishes within our service area - East Baton Rouge, West Baton Rouge, Pointe Coupee, Iberville, and Ascension. We know this because we began providing legal advocacy and representation in East Baton Rouge Parish in 1998 after all other agencies assessed that they could not. CAFVIC began providing legal advocacy and representation services in the other four parishes - West Baton Rouge, Pointe Coupee, Iberville, and Ascension in 2006 - again where no services were being provided and to date have not been other than by CAFVIC.

This request for continuation funding is important for support of a vital service for victims of domestic and dating violence in these five parishes served only by CAFVIC. Victims need access, information, support and assistance from the legal advocate who's services are made possible through this grant.

### 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: Victims of domestic and dating violence will have the information and support necessary to identify all possible legal options and remedies available to them.

Goal 2: Victims of domestic and dating violence will initiate those legal options which may assist them in meeting their individual goals in response to their partner/former partner's violence resulting in safety for the victim and accountability for the perpetrator.

### 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.

Regarding Goal 1:

Objective #1: At least 1,100 victims of domestic and dating violence referred to the Legal Services Component will receive information from the legal court advocate regarding all legal options available.

Objective #2: At least 950 of the 1,100 victims of domestic and dating violence the legal court advocate works with will enhance their knowledge of possible legal options available to them which may assist in achieving their individual goals including safety and perpetrator accountability.

Regarding Goal 2:

Objective #1: At least 850 of the possible 1,100 victims of domestic and dating violence assisted by the legal court advocate will seek civil protective orders/injunctions or criminal orders of protection.

Objective #2: At least 600 of the victims of domestic and dating violence assisted by the legal court advocate will report the violence to law enforcement.

#### 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.

Activities for achievement of Goal 1, Objectives #1 and #2:

a) The legal court advocate will review with each victim the civil legal and criminal justice options available. Such legal options include where to file, how to file, and what to include in a petition seeking a civil order of protection; how and where to report crimes committed against them to law enforcement; explanation of the criminal justice system thereafter; how to participate in the prosecution of their perpetrators. The Legal court advocate will also provide safety planning and referral to community resources which may be part of an individual legal action and safety plan.  
TIMELINE: Throughout the grant period.

Activities for achievement of Goal 2, Objective #1:

a) The Legal court advocate will provide at court in civil protective order/injunction proceedings victim-specific information, support, safety planning, referral to community resources in keeping with each victim's legal action and safety plan.  
TIMELINE: Throughout the grant period.

b) The Legal court advocate will contact, with permission, victims of domestic and dating violence who have been granted civil or criminal orders of protection to explore and assess victims' further legal action and safety plan needs.  
TIMELINE: Throughout the grant sixtydays after issuance of a civil or criminal order of protection.

Activities for achievement of Goal 2, Objective #2:

a) The legal court advocate will contact, with permission, victims of domestic and dating violence who expressed an interest in pursuing reports to law enforcement to assist in such reporting, and follow-up through prosecution and trial.

b) The Legal court advocate will provide at court in criminal domestic and dating violence cases victim-specific information, support, safety planning, referral to community resources in keeping with each victim's legal action and safety plan.  
TIMELINE: Throughout the grant period.

Activities for achievement of Goals 1 and 2 and all Objectives:

a) The Legal court advocate will stay abreast of state and federal laws that are responsive to domestic and dating violence and remedies for victims through tele-conferences, trainings, and consultations with her supervisor, CAFVIC's Director of Legal Services.  
TIMELINE: Throughout the grant period.

b) The Legal court advocate will record all information provided to victims, referrals, progress, services to victims, demographic information regarding victims and other information required by grantors in the victim's file.  
TIMELINE: Throughout the grant period.

#### E. DEMOGRAPHICS

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

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

2 Type of Organization(s):

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> Community-Based Organization                                       | <input type="checkbox"/> Prosecution  |
| <input type="checkbox"/> Court  | <input type="checkbox"/> Sexual Assault Program                                 |
| <input checked="" 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: Ayn WSteht PHONE (225) 389-0911 EMAIL: aynstehtr@eate.l.net

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://lele.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.lele.la.gov/lavns](http://www.lele.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: PHONE ( ) - EMAIL:

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://lele.la.gov/programs/cvr.asp>

#### H. PRIOR RESULTS (For Continuation Projects Only)

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

Objective 1: Provide information regarding legal options to 850 victims domestic violence.

Objective 2: Accompany 850 victims of domestic violence to City, Family and/or District Court to seek civil and/or criminal legal relief.

2 Did the project work as expected? Explain

Project did work as expected.

1,260 (duplicated number) victims of domestic violence received information regarding their legal options from project staff - legal court advocate.

671 victims of domestic violence were accompanied to family, city, and/or district court by the project staff - legal court advocate. Other victims were accompanied by volunteer court advocates and volunteer attorneys.

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?

Objectives have been revised to include enhanced knowledge on the part of victims served.

The number of victims who receive information regarding their legal options has been increased since the legal court advocate worked with many more victims during the previous grant period.

Objectives have been revised to include numbers of victims who seek orders of protection or report violence to law enforcement.

#### 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?

Services provided by project personnel are recorded in client files by such personnel; demographic and service data is then inputted in data collection system by data entry personnel

2 When will the data be collected?

Project personnel enter data as services are provided; data entry enters data into system weekly.

3 Who will collect and analyze the data?

Entries in client files are reviewed by the Director of Legal Services prior to data entry; data is analyzed by the Director of Legal Services, Executive Director of CAFVIC, and the Board of Directors monthly, quarterly, and annually.

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

Name Ayn W. Stehr

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

If there are any identified concerns or trends noted that indicate a problem, the Executive Director of CAFVIC will work with the Director of Legal Services and possibly other directors and staff to revise our strategy and redirect our resources. If funds are expended at a time other than anticipated, grant revisions will be submitted.

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.

CAFVIC is committed to providing Quarterly Progress Reports, expenditure reports, and annual reports to the Louisiana Commission on Law Enforcement as outlined in our grant guidelines. In addition, if there are adjustments made to the grant period, supplemental or additional reports will be provided as requested. The reports are reviewed by the Executive Director, the Director of Legal Services, and the Director of Budget/Finance.

**J. CONTINUATION**

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

Capital Area United Way, City of Baton Rouge-Parish of East Baton Rouge, foundations, fundraising projects.

**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.

Services are provided through the Legal Services Component of CAFVIC. The Legal Services Component location is off-site from the shelter and administrative offices of CAFVIC. Legal services is housed in a two-story brick and stucco building owned and occupied by attorneys and their support staff, located within walking distance of family, city, and district court in downtown Baton Rouge. Legal services leases a suite on the first floor comprised of two offices, conference room, bathroom, storage room, and reception/support staff work space. Staff have use of kitchen, additional bath, copy room, and two larger conference rooms. On site ample parking is available for staff and clients.

**L. AUDIT REQUIREMENTS**

All applications must check one:

- This organization/agency expends \$500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) AND MUST SUBMIT THE FOLLOWING INFORMATION:
  1. Date of last audit
  2. Dates covered by last audit:
  3. Date of next audit:
  4. Dates to be covered by next audit:
  5. Date next audit will be forwarded to LCLE:
- This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

**M. VOLUNTEERS**

Yes  No Are you using volunteers as match? If yes, describe the duties and functions to be performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). If volunteers are used as match, their duties must directly relate to the focus of this project and information stated in Section 100 Personnel.

Yes  No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

N/A

**N. CONSULTATION**

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

CAFVIC coordinates its services to victims of domestic violence with other agencies/offices serving the same population by regular meetings with all concerned, i.e. Clerk of Court, District Attorney, Sheriff's Department, Police Department, City Prosecutor, Family Court Judges, Criminal Court Judges, City Court Judges. CAFVIC updates these offices as well as other social services agencies through our newsletter.