

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
3/13/2013		-- 1178

1. Type of Funds for which you are applying	STOP Violence Against Women Act (Federal 16.588 STOP)		
2. Applicant	Name Of Applicant: Capital Area Family Violence Intervention Center, Inc.		
	Federal I.D.: 720986008	Parish: East Baton Rouge	
	Street Address Line 1:		
	Address Line 2:	Address Line 3: PO Box 52809	
	City: Baton Rouge	State: LA	Zip: 70892-2809
3. Recipient Agencies	Capital Area Family Violence Intervention Center, Inc.		
4. Project Director	Name: Ms. Judy Benitez		Title: Executive Director
	Agency:		
	Street Address Line 1: confidential		
	Address Line 2:	Address Line 3:	
	City: Baton Rouge	State: LA	Zip: 70892-2809
5. Financial Officer	Name: Financial Manager Freddie J McClendon		Title:
	Agency:		
	Street Address Line 1: 6811 Jefferson Hwy		
	Address Line 2:	Address Line 3:	
	City: Baton Rouge	State: LA	Zip: 70806
6. Contact	Name: Ms. Judy Benitez		Title: Executive Director
	Agency:		
	Street Address Line 1: confidential		
	Address Line 2:	Address Line 3:	
	City: Baton Rouge	State: LA	Zip: 70892-2809
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Domestic Violence Court Advocate		
	The woman's advocate will provide court advocacy for victims of domestic and dating violence who are interested in pursuing civil legal remedies (protective orders/injunctions) and/or filing complaints with law enforcement and participating in the prosecution of perpetrators. Advocate may accompany victims of domestic		
	Phone: 225-389-3001 x207		
	Fax: 225-358-3444 x358		
	Email: judy@stopdv.org		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	15,407.00
EMPLOYEE BENEFITS	1,178.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	16,585.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	16,585.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	16,585.00	100%

10. Project Start Date: 7/1/2012

Project End Date: 6/30/2013

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

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Capital Area Family Violence Intervention Center, Inc.
NAME OF APPLICANT AGENCY

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

LCLE USE ONLY

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

EXECUTIVE DIRECTOR

Louisiana Commission on Law Enforcement

DATE

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Capital Area Family Violence Intervention Center, Inc.	16,585.00	16,585.00
Total:	16,585.00	16,585.00

Applicant Agency: Capital Area Family Violence Intervention Center, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	15,407.00	15,407.00
EMPLOYEE BENEFITS	1,178.00	1,178.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	16,585.00	16,585.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	16,585.00	16,585.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	16,585.00	16,585.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Capital Area Family Violence Intervention Center, Inc.

YEAR 1**PERSONNEL**

		<u>COST</u>
Position:	Woman's Advocate	
Name:	Koreen Scott	
Computation:	Monthly salary \$2,333.07 x 55.03% time x 12 months	15,407.00
Personnel - Year 1 Total:		15,407.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Woman's Advocate	
Name:	Koreen Scott	
Computation:	FICA - 7.65% of \$15,406.66	1,178.00
Employee Benefits - Year 1 Total:		1,178.00

TRAVEL (INCLUDING TRAINING)

		<u>COST</u>
Purpose of Travel:		
Location:		
Item:		
Computation:		0.00
Travel (Including Training) - Year 1 Total:		0.00

EQUIPMENT

		<u>COST</u>
Item:		
Item:		
Quantity:		0.00
Equipment - Year 1 Total:		0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Capital Area Family Violence Intervention Center, Inc.

SUPPLIES & OPERATING EXPENSES

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

CONSULTANTS - CONSULTANT

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

CONSULTANTS - TRAVEL

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

CONSULTANTS - PRODUCT/SERVICE

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

YEAR 1 TOTAL: 16,585.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

1. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	15,406	15,406	0	0	15,406
1.2	Employee Benefits	1,179	1,179	0	0	1,179
Total: Σ		16,585	16,585	0	0	16,585

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

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

N/A

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

Unfortunately, information regarding civil protective orders/injunctions and a victim's right to seek criminal charges against perpetrators of domestic 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 personnel in legal, civil, and criminal justice systems who do not have the time nor is it their job, to help the victim decide what action is best for her. A domestic violence advocate in court can take that time and a worker whose job it is to do so is a valuable resource for victims.

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

The woman's advocate salary is within range of agency's salaries for similar positions considering the worker's education and experience.

7. Explain the project duties for each position.

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.

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

Staff person is existing personnel who has occupied this position for two years. The Woman's Advocate position is actually a full-time position of 40 hours per week, however, only 22 hours is paid by this grant and the other 18 hours are funded by another source. In the previous VAWA grant, Ms. Weaver held the position of Legal Court Advocate at 40 hours and VAWA funded 20 of those hours.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

Yes

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

The agency has gone through a period of significant reorganization. We are currently evaluating and redesigning our volunteer program, including recruiting, training, appropriate roles for volunteers, supervision, and management. We anticipate re-activating our volunteer program before the end of 2013.

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

No

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

Yes

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

Yes

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

N/A - see above

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✦ CAFVIC_Woman's Advocate Job Description.docx
- ✦ Koreen Scott resume.pdf

File Description:

- woman's advocate job description
- K. Scott resume

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

Additional fringe benefits will be provided by the Applicant Agency.

13. SECTIONS:

D. STOP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel reates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel rquires prior approval from LCLE.**

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

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

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

3. Are requested funds for non-local in-state and/or out-of-state travel?

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

3.1. State who will travel and the purpose of the non-local in-state and/or out-of-state travel.

NOTE: Out-of-state travel requires prior approval from LCLE. Only 50% of the out-of-state travel costs are allowed. This is inclusive only to the 48 contiguous states. Hawaii, Alaska and international travel is prohibited.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

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

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

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies requested for this project?

No

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

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

2. Are operating expenses requested for this project?

No

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

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

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

1. Are consultants requested for this project?

No

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

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

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

5. Is this request for sole source?

No

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

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

13. SECTIONS:**H. STOP Purpose Areas****VAWA PURPOSE AREAS**

Choose "Yes" for 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.

No

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.

No

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.

No

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and 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.

No

5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving 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 crimes of sexual assault and domestic violence.

Yes

6. Developing, enlarging, or strengthening programs addressing stalking.

No

7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.

No

8. Supporting formal and informal Statewide, multidisciplinary 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.

No

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.

No

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 or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

No

11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

No

12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.

No

13. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities -

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

No

14. Providing funding to law enforcement agencies, nonprofit, nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote -

- the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003); and
- the development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.

No

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

1. Are you a Law Enforcement agency?

No

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

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

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

2. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project.

Document the need, not the symptoms or solutions. Be sure to include current **valid local data or state data, if local data is not available**, to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Domestic Violence is a serious and widespread problem in the United States, and the capital area of Louisiana is no exception. The Capital Area Family Violence Intervention Center, Inc. provided direct services to 5,778 survivors of domestic and dating violence and their dependent children in 2012. 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, and requests for services 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 or serving the parish. CAFVIC maintains an outreach office in Ascension Parish, and also provides services in Pointe Coupee, Iberville, West Baton Rouge, and East and West Feliciana Parishes. While the shelter 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 includes serving as 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 2012, our agency sheltered 534 women and 311 dependent children; almost 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 3,536 victims of domestic and dating violence in protective order proceedings in 2012. This is more than double the number of women represented in protective order hearings just two years prior, in 2010.

Our woman's advocate provided legal advocacy, support, safety planning, and information to 1,026 victims of domestic and dating violence in 2012. She worked with 83 victims of domestic and dating violence in criminal proceedings in Baton Rouge City Court, with 943 in protective order proceedings in East Baton Rouge Parish Family Court; and Ascension, Iberville, Pointe Coupee, West Baton Rouge, East and West Feliciana Parishes District Courts. _

3. Describe the 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 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 such services were being provided and to date have not been other than by CAFVIC. To this date, no other agency/entity provides emergency legal representation and advocacy services in the aforementioned parishes.

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.

13. SECTIONS:

J. LCLE Goals

GOALS

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

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.

13. SECTIONS:

K. LCLE Objectives

OBJECTIVES

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

Regarding Goal 1:

Objective #1 At least 625 victims of domestic and dating violence referred to our Legal Services Division will receive information from the woman's advocate regarding all legal options available.

Objective #2 At least 500 of the 625 victims of domestic and dating violence the woman's 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.

Reagarding Goal 2:

Objective 1: At least 500 of the possible 625 victims of domestic and dating violence assisted by the the woman's advocate will seek civil protective orders/injunctions or criminal orders of protection.

Obejective 2: At least 300 of the victims of domestic and dating violence assisted by the woman's advocate will report the violence to law enforcement.

13. SECTIONS:**L. LCLE Activities****ACTIVITIES**

I. List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover the entire grant period. This must relate back to the Goals and Objectives described earlier for your project. If this is a training project, please state below that you are completing the Training Program information.

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

a) The woman's 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 woman's 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 - July 1, 2011 - June 30, 2012.

Activities for achievement of Goal 2, Objective #1:

a) The woman's 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 - July 1, 2011 - June 30, 2012.

b) The woman's 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 (July 1, 2011 - June 30, 2012) sixty days after issuance of a civil or criminal order of protection.

Activities for achievement of Goal 2, Objective #2:

a) The woman's 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. TIMELINE: Throughout the grant period - July 1, 2011 - June 30, 2012.

b) The woman's 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 - July , 2011 - June 30, 2012.

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

a) The woman's 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 - July 1, 2011 - June 30, 2012.

b) The woman's 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 - July 1, 2011 June 30, 2012.

13. SECTIONS:

M. LCLE Training Project

Training Projects

Complete this page in lieu of 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 form for in-house training.

1. Is this a training project?

No

2. Provide a brief concise description of the curriculum (topics to be included).

3. List the type of personnel to be trained.

4. How many individuals expected to be trained?

5. Identify the geographical location(s) of the trainees (who will be invited).

6. Dates and hours of the training

7. Identify the location of the training.

8. Provide a brief concise justification supporting the effectiveness of the training in addressing the identified need.

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

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

Yes

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

Regarding Goal 1:

Objective 1: 1,026 (duplicated number) victims of domestic and dating violence referred to our Legal Services Division received information from the woman's advocate regarding all legal options available, compared to 550 projected.

Objective 2: 943 (duplicated number) victims of domestic and dating violence received assistance from the woman's advocate to enhance their knowledge of possible legal options available to them which may assist in achieving their individual goals including safety and perpetrator accountability, compared to 475 projected.

Regarding Goal 2:

Objective 1: 943 (duplicated number) victims of domestic and dating violence assisted by the the woman's advocate sought civil protective orders/injunctions or criminal orders of protection, compared to 425 projected.

Objective 2: 323 (duplicated number) of the victims of domestic and dating violence assisted by the woman's advocate reported the violence to law enforcement, compared to 300 projected.

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

Project did work as expected.

Project staff is highly knowledgeable and skilled; survivors she works with trust her. Judges, prosecutors, law enforcement officers and other individuals who play a role in Louisiana's Court systems are more knowledgeable about domestic and dating violence and how each individual and entity may be of assistance to provide safety to survivors and consequences and accountability for perpetrators. CAFVIC plays a substantial part in this knowledge development, providing community education and training to those who may be of assistance to survivors. CAFVIC collaborates with local law enforcement, prosecutorial agencies, court personnel and has developed strong working relationships so that survivors are referred to individuals who may assist them.

4. Have the original goals and objectives been revised?

Yes

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

It appears that more victims are willing to report domestic and dating violence to law enforcement; thus we increased the projected number of survivors to be served.

13. SECTIONS:

O. STOP Demographics

DEMOGRAPHICS

1. Type of Authorized Agency

Non-profit organization

2. Identify the best description of the organization receiving funding.

Domestic Violence Program

3. Is this a faith-based organization?

No

4. Is this a culturally-specific community-based organization?

No

5. Congressional District that this project serves

6

6. Geographical area to be served.

Urban

7. State the physical address(es) where services are provided.

To comply with State of Louisiana, Department of Children and Family Services, regulations, the location of our shelter is kept confidential. For this project, services will be provided at the confidential shelter location and also in the courthouses in our service area (East Baton Rouge, West Baton Rouge, East and West Feliciana, Iberville, Ascension, and Pointe Coupee parishes).

13. SECTIONS:

P. LCLE Evaluation

EVALUATION AND DISSEMINATION OF REPORTING

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

Yes

1.1. If no, explain why.

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

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.

3. When will the data be collected?

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

4. Who will collect and analyze the data?

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

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

ID	Name	Phone Number	Email Address
5.1	Judy Benitez	225-389-3002 x	judy@stopdv.org

6. 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, requests for grant revision will be submitted.

7. Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress/Monitoring Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc.

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 staff attorney and the CPA firm contracted with CAFVIC.

LCLE EVALUATION related attachments:

File Name:

✖ Domestic Violence Stat Form (Blank).xls

File Description:

stats form

13. SECTIONS:

Q. LCLE Resources

RESOURCES

1. 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 Division of CAFVIC. We are located in the shelter itself. Space also includes a restroom.

All equipment and supplies utilized by project staff are made available through other funders.

13. SECTIONS:

R. LCLE Collaboration/Consultation

COLLABORATION/CONSULTATION

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

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

CAFVIC coordinates its services to victims of domestic and dating violence with other agencies/offices serving the same population by regular meetings with all concerned, i.e., Clerks of Court, District Attorneys, Sheriff's Departments, Police Departments, City Prosecutors, Family Court Judges, Criminal Court Judges, and City Court Judges. CAFVIC updates these offices as well as other social service agencies through our newsletter, website, and social media sites.

2. The following support documents are attached.

Three current letters of support.

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

- ✂ CAFVC.pdf
- ✂ letter of support from STAR 03062013.pdf
- ✂ EBR DA support letter for CAFVIC 2013.docx

File Description:

- support letter 1
- support letter 2
- support letter 3

13. SECTIONS:

S. LCLE Audit Requirements

AUDIT REQUIREMENTS

1. Does your organization/agency expend \$500,000 or more in Federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)?

Yes

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

1.1. Date of last audit

6/30/2012

1.1.1. audit period beginning:

1/1/2011

1.1.2. audit period ending:

12/31/2011

1.2. Date of next audit

6/30/2013

1.2.1. audit period beginning:

1/1/2012

1.2.2. audit period ending:

12/31/2012

1.3. Date next audit will be forwarded to LCLE

6/30/2013

13. SECTIONS:

T. STOP LAVNS & CVR

**LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)
and
CRIME VICTIMS REPARATIONS (CVR)**

1. Provide the individual, their telephone and email responsible for assisting victims in regard to accessing using the LAVNS system.

Frank Brown, director of legal services, 225-389-3002, fbrownlaw@bellsouth.net

2. Does this individual also serve as the agency's point of contact for LAVNS?

Yes

2.1. If not, please provide the name, telephone and email.

3. Has this individual received training by LCLE to learn how victims are served by LAVNS?

Yes

3.1. If no, will the agency request LAVNS training from LCLE within 30 days of the award? NOTE: More information regarding LAVNS program, including training information, can be found at: <http://lcle.la.gov/programs/lavns.asp>.

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

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.

Yes

5. Is the individual identified above, the same individual responsible for assisting victims in regard to services available through the Crime Victims Reparations (CVR) program?

Yes

5.1. If no, please provide the name, telephone and email.

6. Does the agency know who the CVR Claims Investigator is at the Parish Sheriff's Office?

Yes

7. Does the agency have posters displayed for promoting CVR and brochures readily available to victims?

If no, please visit LCLE's website for additional information on the CVR program, applications and other forms at: www.lcle.la.gov/programs/cvr.asp.

Yes

13. SECTIONS:

U. LCLE Civil Rights

CIVIL RIGHTS

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

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

Judy Benitez

1.1. Civil Rights Contact Person's Email

judy@stopdv.org

1.2. Civil Rights Contact Person's Telephone Number

225-389-3002

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

Yes

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

No

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

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

we will do so through Egrants when that section is available

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

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

- Program Brochures
- Posters
- Verbal Orientation
- Website
- Written Orientation / Program Manual

4.1.1. Describe Other

N/A

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

- Human Resource Policy
- Position Announcements

4.2.1. Describe Other

N/A

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

- Program Handbook
- Written Orientation
- Verbal Orientation
- Policies

5.1. Describe Other

N/A

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

6.1. Employment

- Human Resource Policies

6.1.1. Describe Other

N/A

6.1.2. Describe Procedure

Employees may file a written grievance with their supervisor or the supervisor of the person with whom they have a grievance. If the grievance is with the executive director or the agency as a whole, the grievance is filed with the Board of Directors. The grievance will be investigated and a resolution offered within five days of its receipt. If the complainant is not satisfied with the resolution, s/he may appeal the decision through the chain of command. Decisions of the Board of Directors are final.

6.2. Delivery of Services

Program Manual

Agency Policies

6.2.1. Describe Other

N/A

6.2.2. Describe Procedure

Clients may file a written grievance with their supervisor or the supervisor of the person with whom they have a grievance. If the grievance is with the executive director or the agency as a whole, the grievance is filed with the Board of Directors. The grievance will be investigated and a resolution offered within five days of its receipt. If the complainant is not satisfied with the resolution, s/he may appeal the decision through the chain of command. Decisions of the Board of Directors are final.

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

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

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

7.1. Does the four factors analysis warrant LEP services?

No

7.1.1. If YES, check all boxes that apply

Interpreter services contracted as needed.

7.1.2. Describe Other

N/A

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

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

No

8.1.1. If YES, please certify:

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

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

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

Limited English Proficiency (LEP)

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

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

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

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

Yes

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

Has less than 50 employees.

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

No

1.2.1. Date submitted

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

4/1/2013

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

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

No

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

13. SECTIONS:

W. LCLE FFATA

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE

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

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

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

AND

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

No

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

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

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

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

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

ID	Name	Annual Income
----	------	---------------

13. SECTIONS:

X. LCLE Non Profit

PRIVATE NON-PROFIT AGENCY CHECKLIST

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

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

LCLE NON PROFIT related attachments:

File Name:

- ✂ BOARD OF DIRECTORS 2012-2013.docx
- ✂ Bylaws 2001.docx
- ✂ Corporations Database listing.pdf
- ✂ Liability insurance declarations page.pdf
- ✂ letter 03 13 2013 non-profit checklist items.pdf

File Description:

- BOD list
- By Laws
- SOS database
- Liability insurance
- letter

13. SECTIONS:

Y. STOP Certified Assurances

**VIOLENCE AGAINST WOMEN ACT (VAWA) FORMULA GRANT PROGRAM
CERTIFIED ASSURANCES**

Abbreviations:

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

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

1. **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87) or 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122), as well as the current edition of the OJP Financial Guide, and LCLE Policies.
2. **ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN).** The applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without prior written approval of OJP. (Federal Memorandum M-10-02 dated October 7, 2009, issued pursuant to Section 163 of the Continuing Appropriations Resolution, 2010, Division B of PL. # 111-68 (CR), as well as State of Louisiana Executive Order BJ 09-16 dated September 17, 2009.)
3. **AUDIT CONTRACTS.** The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.
4. **AUDIT AND INSPECTION.** The applicant understands and agrees that Office of Justice Programs, Office on Violence Against Women, Louisiana Commission on Law Enforcement, or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.
5. **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled “Audits of States, Local Governments, and Non-Profit Organizations.” The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

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

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:

- a) The name and telephone number of the contact person responsible for the corrective action plan.

- b) Specific steps taken to comply with the recommendations.
- c) Timetable for performance and /or implementation dates for each recommendation.
- d) Descriptions of monitoring to be conducted to ensure implementation.

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

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

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

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

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

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

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

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

ADVISORY BOARD

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711 et. Seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, OVW's implementing regulations at 28 CFR Part 90, the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide, (and the applicable program guidelines and regulations), as required.

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

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
3/13/2013		-- 1178

1. Type of Funds for which you are applying	STOP Violence Against Women Act (Federal 16.588 STOP)		
2. Applicant	Name Of Applicant: Capital Area Family Violence Intervention Center, Inc.		
	Federal I.D.: 720986008	Parish: East Baton Rouge	
	Street Address Line 1:		
	Address Line 2:	Address Line 3: PO Box 52809	
	City: Baton Rouge	State: LA	Zip: 70892-2809
3. Recipient Agencies	Capital Area Family Violence Intervention Center, Inc.		
4. Project Director	Name: Ms. Judy Benitez		Title: Executive Director
	Agency:		
	Street Address Line 1: confidential		
	Address Line 2:		Address Line 3:
	City: Baton Rouge	State: LA	Zip: 70892-2809
	Phone: 225-389-3001 x207	Fax: 225-358-3444 x358	Email: judy@stopdv.org
5. Financial Officer	Name: Financial Manager Freddie J McClendon		Title:
	Agency:		
	Street Address Line 1: 6811 Jefferson Hwy		
	Address Line 2:		Address Line 3:
	City: Baton Rouge	State: LA	Zip: 70806
	Phone: 225-927-6811	Fax:	Email: jmccclendon@fw-cpa.com
6. Contact	Name: Ms. Judy Benitez		Title: Executive Director
	Agency:		
	Street Address Line 1: confidential		
	Address Line 2:		Address Line 3:
	City: Baton Rouge	State: LA	Zip: 70892-2809
	Phone: 225-389-3001 x207	Fax: 225-358-3444 x358	Email: judy@stopdv.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) Domestic Violence Court Advocate		
	The woman's advocate will provide court advocacy for victims of domestic and dating violence who are interested in pursuing civil legal remedies (protective orders/injunctions) and/or filing complaints with law enforcement and participating in the prosecution of perpetrators. Advocate may accompany victims of domestic		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	15,407.00
EMPLOYEE BENEFITS	1,178.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	16,585.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	16,585.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	16,585.00	100%

10. Project Start Date: 7/1/2012 Project End Date: 6/30/2013

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

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Capital Area Family Violence Intervention Center, Inc.

NAME OF APPLICANT AGENCY

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

LACLE USE ONLY

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

EXECUTIVE DIRECTOR

Louisiana Commission on Law Enforcement

DATE

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Capital Area Family Violence Intervention Center, Inc.	16,585.00	16,585.00
Total:	16,585.00	16,585.00

Applicant Agency: Capital Area Family Violence Intervention Center, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	15,407.00	15,407.00
EMPLOYEE BENEFITS	1,178.00	1,178.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00

TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	16,585.00	16,585.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	16,585.00	16,585.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	16,585.00	16,585.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Capital Area Family Violence Intervention Center, Inc.

YEAR 1

PERSONNEL

	<u>COST</u>
Position: Woman's Advocate	
Name: Koreen Scott	
Computation: Monthly salary \$2,333.07 x 55.03% time x 12 months	15,407.00
Personnel - Year 1 Total:	15,407.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position: Woman's Advocate	
Name: Koreen Scott	
Computation: FICA - 7.65% of \$15,406.66	1,178.00
Employee Benefits - Year 1 Total:	1,178.00

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel:	
Location:	
Item:	

Computation: 0.00

Travel (Including Training) - Year 1 Total: 0.00

EQUIPMENT

COST

Item:

Item:

Quantity: 0.00

Equipment - Year 1 Total: 0.00

SUPPLIES & OPERATING EXPENSES

COST

Supply Item:

Computation:

0.00

Supplies & Operating Expenses - Year 1 Total: 0.00

CONSULTANTS - CONSULTANT

COST

Name / Position:

Service Provided:

Computation:

0.00

Consultants - Consultant - Year 1 Total: 0.00

CONSULTANTS - TRAVEL

COST

Consultant:

Location:

Item:

Computation:

0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

COST

Consultant:

Item:

Computation:

0.00

Consultants - Product/Service - Year 1 Total: 0.00

YEAR 1 TOTAL: 16,585.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

1. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	15,406	15,406	0	0	15,406
1.2	Employee Benefits	1,179	1,179	0	0	1,179
Total: Σ		16,585	16,585	0	0	16,585

13. SECTIONS:

B. LCLE Budget - Personnel

PERSONNEL BUDGET JUSTIFICATION

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

N/A

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

Unfortunately, information regarding civil protective orders/injunctions and a victim's right to seek criminal charges against perpetrators of domestic 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 personnel in legal, civil, and criminal justice systems who do not have the time nor is it their job, to help the victim decide what action is best for her. A domestic violence advocate in court can take that time and a worker whose job it is to do so is a valuable resource for victims.

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

The woman's advocate salary is within range of agency's salaries for similar positions considering the worker's education and experience.

7. Explain the project duties for each position.

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 civ. 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.

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

Staff person is existing personnel who has occupied this position for two years. The Woman's Advocate position is actually a full-time position of 40 hours per week, however, only 22 hours is paid by this grant and the other 18 hours are funded by another source. In the previous VAWA grant, Ms. Weaver held the position of Legal Court Advocate at 40 hours and VAWA funded 20 of those hours.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

Yes

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

The agency has gone through a period of significant reorganization. We are currently evaluating and redesigning our volunteer program, including recruiting, training, appropriate roles for volunteers, supervision, and management. We anticipate re-activating our volunteer program before the end of 2013.

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

No

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

Yes

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

Yes

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

N/A - see above

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✦ CAFVIC_Woman's Advocate Job Description.docx
- ✦ Koreen Scott resume.pdf

File Description:

- woman's advocate job description
- K. Scott resume

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

Additional fringe benefits will be provided by the Applicant Agency.

13. SECTIONS:

D. STOP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel reates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel rquires prior approval from LCLE.**

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

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

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

3. Are requested funds for non-local in-state and/or out-of-state travel?

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

3.1. State who will travel and the purpose of the non-local in-state and/or out-of-state travel.

NOTE: Out-of-state travel requires prior approval from LCLE. Only 50% of the out-of-state travel costs are allowed. This is inclusive only to the 48 contiguous states. Hawaii, Alaska and international travel is prohibited.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

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

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

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies requested for this project?

No

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

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

2. Are operating expenses requested for this project?

No

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

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

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

1. Are consultants requested for this project?

No

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

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

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

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Also refer to instructions on requesting sole source.
NOTE: You must attach the sole source request to this application.

13. SECTIONS:

H. STOP Purpose Areas

VAWA PURPOSE AREAS

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

I. 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.

No

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.

No

3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing,

identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.

No

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and 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.

No

5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving 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 crimes of sexual assault and domestic violence.

Yes

6. Developing, enlarging, or strengthening programs addressing stalking.

No

7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.

No

8. Supporting formal and informal Statewide, multidisciplinary 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.

No

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.

No

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 or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

No

11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.

No

12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.

rammes.

No

13. Supporting the placement of special victim assistants (to be known as "Jessica Gonzales Victim Assistants") in local law enforcement agencies to serve as liaisons between law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities -

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
- Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

No

14. Providing funding to law enforcement agencies, nonprofit, nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote -

- the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as "Crystal Judson Victim Advocates," to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
- the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police ("Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project" July 2003); and
- the development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions.

No

13. SECTIONS:

I. LCLE Program Narrative

PROBLEM DEFINITION

1. Are you a Law Enforcement agency?

No

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

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

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

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

Domestic Violence is a serious and widespread problem in the United States, and the capital area of Louisiana is no exception. The Capital Area Family Violence Intervention Center, Inc. provided direct services to 5,778 survivors of domestic and dating violence and their dependent children in 2012. 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, and requests for services 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 or serving the parish. CAFVIC maintains an outreach office in Ascension Parish, and also provides services in Pointe Coupee, Iberville, West Baton Rouge, and East and West Feliciana Parishes. While the shelter 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