

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

**APPLICATION AND REVIEW
SUMMARY**

APPLICATION NUMBER: C10-9-001

APPLICANT: CASA Of New Orleans

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND: \$ 70,000 80.00%

PROJECT DURATION: 12 months

MATCH: \$ 17,500 20.00%

START DATE: 04/01/2011

TOTAL: \$ 87,500 100.00%

END DATE: 03/31/2012

Continuation of C88-9-003

PROJECT SUMMARY:

CASA New Orleans provides trained community volunteers to advocate for child victims of abuse and neglect in Orleans Parish.

RECOMMENDATION: FUND X DENY

SPECIAL CONDITIONS :

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



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

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY: Project ID: C10-9-001 CVA Purpose Area: 3

1. TITLE OF PROJECT
CASA New Orleans

2. NEW PROJECT
 CONTINUATION PROJECT OF: C08-9-002/C09-9-001

3. PROJECT DURATION
Total Length: 12 Months (Not to exceed 12 Months)
Desired Start Date: 4/1/2011
Desired End Date: 3/3/2012

4. PROJECT FUNDS
Federal Funds: \$70,000
Cash Match: \$17,500
In-Kind Match: \$0
Total Project: \$87,500

5A. APPLICANT AGENCY INFORMATION
Agency Name: CASA New Orleans
Physical Address: 1340 Poydras St., Ste. 2120
City: New Orleans Zip: 70112
Mailing Address: 1340 Poydras St., Ste. 2120
City: New Orleans Zip: 70112
Phone: (504) 522-1962 FAX: (504) 522-1897
Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Dellona D. Davis
Title: Executive Director
Agency Name: CASA New Orleans
Address: 1340 Poydras St., Ste. 2120
City: New Orleans Zip: 70112
Phone: (504) 522-1962 FAX: (504) 522-1962
Email: ddavis@casaneworleans.org

Fed Employer Tax Id: 72-1054889 DUNS: 035520423 CCR CAGE/NCAGE: 5YYH6 CCR Expiration Date: 4/19/2011

6. IMPLEMENTING AGENCY Name: <u>Dellona D. Davis</u> Title: <u>Executive Director</u> Agency: <u>CASA New Orleans</u> Address: <u>1340 Poydras St. Ste. 2120</u> City: <u>New Orleans</u> Zip: <u>70112</u> Phone: <u>(504) 522-1962</u> FAX: <u>(504) 522-1897</u> Email: <u>ddavis@casaneworleans.org</u>	7. PROJECT DIRECTOR Name: <u>Dellona D. Davis</u> Title: <u>Executive Director</u> Agency: <u>CASA New Orleans</u> Address: <u>1340 Poydras St., Ste. 2120</u> City: <u>New Orleans</u> Zip: <u>70112</u> Phone: <u>(504) 522-1962</u> FAX: <u>(504) 522-1897</u> Email: <u>ddavis@casaneworleans.org</u>	8. FINANCIAL OFFICER Name: <u>Karen Henry</u> Title: <u>Program Manager</u> Agency: <u>CASA New Orleans</u> Address: <u>1340 Poydras St., Ste. 2120</u> City: <u>New Orleans</u> Zip: <u>70112</u> Phone: <u>(504) 522-1962</u> FAX: <u>(504) 522-1897</u> Email: <u>khenry@casaneworleans.org</u>
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9. BRIEF PROJECT DESCRIPTION: *(Please do not exceed space provided below.)*
CASA New Orleans provides trained community volunteers to advocate for child victims of abuse and neglect in Orleans Parish

VOCA PURPOSE AREAS

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

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

State Type of Previously Underserved:

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

CHECKLIST:	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	<input checked="" type="checkbox"/>	<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 shown on Pages 3 through 11

Person Completing Budget Section: Karen Henry Title: Program Manager
Phone: (504) 522-1962 Fax: (504) 522-1897 E-Mail: khenry@casaneworleans.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$61,250	\$8,750	\$0	\$70,000
SECTION 200. FRINGE BENEFITS	\$8,750	\$8,750	N/A	\$17,500
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
TOTAL:	\$70,000	\$17,500	\$0	\$87,500

Provide Source of Cash Match: United Way of Greater New Orleans

Provide Source of In-Kind Match: Orleans Parish Juvenile Court System

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 HOURLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH:	
							F	C
Program Assistant	Janae McCoy	FT	\$2,124.95	100.00%	12.00	\$25,499.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Manager	Karen Henry	FT	\$3,974.99	45.00%	12.00	\$21,464.94	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advocate Supervisor	vacant (will be filled in 2011)	FT	\$2,233.00	67.76%	12.00	\$29,035.68	<input checked="" type="checkbox"/>	<input checked="" 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:						\$70,000.02	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"/>
							\$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	\$61,250
CASH MATCH	\$8,750
IN-KIND MATCH	
PERSONNEL TOTAL	\$70,000

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:

Program Manager's duties include maintaining all data management systems that track the volunteer's activities and the status of the foster children on the CASA New Orleans caseload. The data is maintained to ensure volunteer advocacy and to assist the program in continuous evaluation of the progress of recruiting, training, and supervising volunteer advocates who speak up in court for foster children. Additionally, demographic information, activity levels of work performed by volunteers and their outcomes are also other uses of the data maintained by the Program Manager.

The Program Assistant provides professional support to the Advocate Supervisors within the office. This position ensures that the Advocate Supervisors will have advocate face to face consulting time.

Advocate Supervisors are responsible for giving directions and guidance to advocates handling cases in their caseload. They act as consultants to the volunteers to assist them in case strategy. This position ensure that the work by the advocates adhere to National CASA standards as well as meets the criteria outlined by the Orleans Parish Juvenile Court.

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

The salary range for the Program Manager position is comparable to other positions in the Greater New Orleans area performing similar duties. The salary range is \$45,000-\$50,000.

The salary range for the Program Assistant is comparable to other positions in the Greater New Orleans area performing similar duties. The salary range is \$25,000-\$28,000.

The salary range for Advocate Supervisor is comparable to other social services positions in the Greater New Orleans area. The salary range is between \$32,000-\$36,000.

C) Project duties of each position requested:

The Program Manager's duties are to maintain all data management systems that track volunteer activity and foster child statuses. Additionally this position assist the Executive Director in areas of grant management, accounting, and human resource management.

The Program Assistant's duties include maintaining and creating case files, disseminating court reports, and maintaining handouts for advocate training.

Each Advocate Supervisor is assigned a particular section of court. Their caseload consists of no more than 30 cases. Supervisors review case plans with the advocates, identify problem areas within the case; as well as, assist advocates with solutions for cases. The CASA's recommendations to the court are reviewed by the Supervisor prior to the Supervisor submitting the advocate reports to the judges. They also participate in pre-service training for the advocates.

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

Karen Henry, Program Manager is an existing employee who was promoted during the 2008/2009 grant cycle to fill that position. Karen is an hands on Program Manager in the day to day operations of the Advocate Supervisors.

Janae McCoy, Program Assistant is an existing employee who was hired during the 2008/2009 grant cycle to fill the position.

Advocate Supervisor is an existing position that will be filled during the 2011/2012 grant cycle.

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

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

Check: All Fringe Benefits Will Be Paid by Applicant Agency Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES NAMES					EMPLOYEES NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1 Karen Henry	.062		\$21,465	\$1,330	5	.062			\$0
2 Janae McCoy	.062		\$25,500	\$1,581	6	.062			\$0
3 Advocate Supervisor	.062		\$33,996	\$2,107	7	.062			\$0
4	.062			\$0	8	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1 Karen Henry	.0145		\$21,465	\$311	5	.0145			\$0
2 Janae McCoy	.0145		\$25,500	\$369	6	.0145			\$0
3 Advocate Supervisor	.0145		\$33,996	\$492	7	.0145			\$0
4	.0145			\$0	8	.0145			\$0
HEALTHLIFE INSURANCE Pre-deductible insurance rates	RATE	MONTHS	PERCENTAGE TO PROJECT	TOTAL	HEALTHLIFE INSURANCE Pre-deductible insurance rates	RATE	MONTHS	PERCENTAGE TO PROJECT	TOTAL
1 Karen Henry	\$73.23	12.00	60.00%	\$4,127	5				\$0
2 Janae McCoy	\$20.25	12.00	100.00%	\$6,243	6				\$0
3 Advocate Supervisor	78.34	12.00	100.00%	\$940	7				\$0
4				\$0	8				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1				\$0	5				\$0
2				\$0	6				\$0
3				\$0	7				\$0
4				\$0	8				\$0
UNEMPLOYMENT TAX Based on the \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on the \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1		CHECK TYPE:		\$0	5		CHECK TYPE:		\$0
2				\$0	6				\$0
3		<input type="checkbox"/> PUTA		\$0	7		<input type="checkbox"/> PUTA		\$0
4		<input type="checkbox"/> SUTA		\$0	8		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1				\$0	5				\$0
2				\$0	6				\$0
3				\$0	7				\$0
4				\$0	8				\$0
OTHER	RATE		SALARY	TOTAL	OTHER	RATE		SALARY	TOTAL
1				\$0	5				\$0
2				\$0	6				\$0
3				\$0	7				\$0
4				\$0	8				\$0
FRINGE BENEFITS TOTAL (A):				\$17,500	FRINGE BENEFITS TOTAL (B):				\$0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHANGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

Fringe Benefits Total (A+B): \$17,500

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$8,750
CASH MATCH	\$8,750
TOTAL FRINGE BENEFITS	\$17,500

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

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

Unfortunately Child abuse and neglect remains a long term problem in the New Orleans area. Currently there are 112 (as of November 30, 2010) children in the foster care system in the greater New Orleans area. The need for foster children to have a 'powerful voice' in the juvenile court system is more important than ever with the infrastructure and the social service providers' operation severely hampered and limited by the continued impact within the community.

The role of our volunteers advocates play in a fractured and desimated court and social service community becomes more important than ever. Consequently, the immediate need for program sustainability at CASA New Orleans remain at an all time high. However, in order to remain viable it is critical that we sustain our current level of staffing which allows us to maintain the maximum number of volunteers to advocate for the child victims.

Our ultimate goal is to provide services to 100% of the children in Orleans Parish who are found children in need of care. In light of the continuous limited resources and the number of volunteers, CASA New Orleans prioritizes cases by their severity, the degree of special needs of the children involved and the availability of a secure and safe temporary placement.

Of the 112 that are in the foster care system CASA New Orleans is currently serving 97% (101) out of (104) of the children who have been appointed to CASA New Orleans. There still remain some children who are placed out of the area, yet, there cases are still under the jurisdiction of the Orleans Parish Juvenile Court.

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

The state worker's, children's attorney's, parent's attorney's were overwhelmed with the number of cases; therefore, Judge David Soukup created a CASA Program in Seattle Washington to assist the worker's he created the idea for community volunteers to act as child advocates. The idea of CASA Advocacy was formulated in 1985 in Orleans Parish. The first class was sworn in 1987 by Juvenile Court Judge Salvatore Mule. The need continues for children who are abused and neglected to be provided with a voice in court.

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.

Provide effective, high quality long-term advocacy service to 150 abused and neglected children who are under the jurisdiction of Orleans Parish Juvenile Court from 04/01/2011-03/31/2012

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.

Recruit and train an additional 50 high quality volunteer advocates on new case; as well as, to replace advocates lost through attrition on our current caseload by 03/31/2012

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

1. Recruitment presentations will be made to civic groups, corporations, churches, and other groups in order to increase awareness of CASA New Orleans mission and volunteer opportunities on an ongoing basis.
2. Training classes will be held at least four times a year to provide CASA Advocates
3. Screenings, including background checks, will continue to be performed on all potential CASA volunteers advocates.
4. Data Management systems will continue to be maintained which will monitor activity of volunteer advocates and child statuses monthly.
5. Effectiveness of each volunteer advocate will be measured through performance indicators and assessment instruments in accordance with National and State standards to be conducted on a quarterly basis by Advocate Supervisors.

E. DEMOGRAPHICS

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

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

2. Type of Organizations:

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

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

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

Yes No Is this a faith-based organization?

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

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Karen Henry PHONE: (504) 522-1962 EMAIL: khenry@casaneworleans.org

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

NAME: PHONE: () - EMAIL:

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

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

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: Karen Henry PHONE: (504) 522-1962 EMAIL: khenry@casaneworleans.org

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

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

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.)

CASA New Orleans served a total of 153 child victims during the last quarter.

2. Did the project work as expected? Explain.

Yes, 153 victims were provided with a voice in court.

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

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

I. EVALUATION AND DISSEMINATION OF REPORTING

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

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

CASA Advocates monthly contact log

2. When will the data be collected?

Monthly

3. Who will collect and analyze the data?

Program Manager will collect monthly activity report from volunteer advocates and CASA staff to determine volunteer's involvement and progress on their cases.

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

Name: Karen Henry Phone: (504) 522-1962 Email: khenry@casaneworleans.org

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

Program Manager will update and or revise project strategy by monitoring and reviewing monthly stats activity reports that are collected from volunteer advocates to determine face to face visits with the child, court hearing attendance, court reports, continual training to ensure that each child has a voice in court.

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

1. Louisiana Commission on Law Enforcement- Quarterly Progress Reports and monthly expenditure reports
2. United Way of Greater New Orleans- Semi-annual statistics, annual report and outcome measures
3. Louisiana CASA Association- Quarterly statistics
4. National CASA Association- Quarterly statistics
5. CASA New Orleans Board of Directors- monthly statistics
6. Supreme Court (TANF)-monthly statistics
7. CASA New Orleans- Annual report

Quarterly progress reports required for this project will be submitted to the Louisiana Commission on Law Enforcement; as well as, a monthly expenditure report.

J. CONTINUATION

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

1. United Way Agency of Greater New Orleans
2. Local and National Foundations
3. Local Corporations
4. Orleans Parish Juvenile Court
5. Private Donations
6. National CASA Association

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.

CASA New Orleans receives part of its facilities in-kind from the Orleans Parish Juvenile Court. Services include: 1 office, telephone, and internet service, and access to common facilities such as the law library, the conference room, and the interview rooms.

CASA New Orleans leases additional space in the Amoco Building located at 1340 Poydras Street, Suite 2120, New Orleans, directly across the street from the courthouse.

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 performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.
- Yes No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

N. REQUIRED COMPONENTS

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

Volunteer Advocates receive instruction and information on the Louisiana Crime Victim Board. Compensations for the victim is pursued after the Advocate Supervisor make initial contact and refers the matter to the Department of Children and Families, the legal guardian of the child.

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

CASA New Orleans has a written Memorandum of Understanding (MOU) with Orleans Parish Juvenile Court, the Department of Children and Families, the New Orleans Police Department, The Orleans Parish District Attorney's Office and Louisiana CASA Association.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

In the course of their casework, volunteer advocates will talk with the children about their experiences and situations. If a volunteer advocate identifies a potential victimization or learns additional information about a child's abuse, she or he will report their concerns to the proper authorities. The CASA Advocate will include these issues and findings in a report to the judge; as well as, educate the children on the importance of reporting unlawful and abusive behaviors.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, NOT reporting instances of child abuse

All volunteer advocates and employees are required to sign a release to allow us to conduct a background check. A check is run through Lexis Nexis and the child abuse Registry. No applicants with a conviction as an adult of a felony or misdemeanor involving crimes against children are selected.