

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C12-9-001

APPLICANT: CASA Of New Orleans

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND: \$ 63,000 80.00%

MATCH: \$ 15,750 20.00%

TOTAL: \$ 78,750 100.00%

PROJECT DURATION: 12 months

START DATE: 04/01/2013

END DATE: 03/31/2014

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 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: **C12-9-001**

CVA Purpose Area: **1, 3**

1. TITLE OF PROJECT

CASA New Orleans

2.  NEW PROJECT

CONTINUATION PROJECT OF: C11-9-001

3. PROJECT DURATION

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

Desired Start Date: 4/1/2013

Desired End Date: 3/31/2014

4. PROJECT FUNDS

Federal Funds: \$63,000

Cash Match \$7,500

In-Kind Match: \$8,250

Total Project: \$78,750

5A. APPLICANT AGENCY INFORMATION

Agency Name: CASA New Orleans

Physical Address: 1340 Poydras St., Ste 2120

City: New Orleans

Zip: 70112-6025

Mailing Address: 1340 Poydras St., Ste. 2120

City: New Orleans

Zip: 70112-6025

Phone: (504) 522-1962

FAX: (504) 522-1897

Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Joy M. Bruce

Title: Executive Director

Agency Name: CASA New Orleans

Address: 1340 Poydras St., Ste. 2120

City: New Orleans

Zip: 70112-6025

Phone: (504) 522-1962

FAX: (504) 522-1962

Email: jbruce@casaneworleans.org

Fed Employer Tax Id: 72 - 1054889

DUNS: 035520423 -

CCR CAGE/NCAGE: 5YYH6

CCR Expiration Date:

6. IMPLEMENTING AGENCY

Name: Joy M. Bruce

Title: Executive Director

Agency: CASA New Orleans

Address: 1340 Poydras St. Ste, 2120

City: New Orleans

Zip: 70112-6025

Phone: (504) 522-1962 FAX: (504) 522-1897

Email: jbruce@casaneworleans.org

7. PROJECT DIRECTOR

Name: Joy M. Bruce

Title: Executive Director

Agency: CASA New Orleans

Address: 1340 Poydras St., Ste. 2120

City: New Orleans

Zip: 70112-6025

Phone: (504) 522-1962 FAX: (504) 522-1897

Email: jbruce@casaneworleans.org

8. FINANCIAL OFFICER

Name: Karen Henry

Title: Program Manager

Agency: CASA New Orleans

Address: 1340 Poydras St., Ste. 2120

City: New Orleans

Zip: 70112-6025

Phone: (504) 522-1962 FAX: (504) 522-1897

Email: khenry@casaneworleans.org

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

2012 DEC -5 PM 2:20  
LA COMMISSION  
LAW ENFORCEMENT

**VOCA PURPOSE AREAS**

Please Check Type of Victimization Served (Check all that apply):	
<input checked="" 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:**

	<b>YES:</b>	<b>NO:</b>
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
<b>SECTION 100. PERSONNEL</b>	\$53,640	\$1,110	\$8,250	\$63,000
<b>SECTION 200. FRINGE BENEFITS</b>	\$9,360	\$6,390	N/A	\$15,750
<b>SECTION 300. TRAVEL</b>	\$0	\$0	\$0	\$0
<b>SECTION 400. EQUIPMENT</b>	\$0	\$0	\$0	\$0
<b>SECTION 500. SUPPLIES</b>	\$0	\$0	\$0	\$0
<b>SECTION 600. CONTRACTUAL</b>	\$0	\$0	N/A	\$0
<b>SECTION 700. RENOVATION COSTS</b>	\$0	\$0	\$0	\$0
<b>SECTION 800. OTHER DIRECT COSTS</b>	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$63,000</b>	<b>\$7,500</b>	<b>\$8,250</b>	<b>\$78,750</b>

**Provide Source of Cash Match:** United Way of Southeast Louisiana

**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 MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Program Assistant	Janae McCoy	FT	\$2,125.00	100.00%	12.00	\$25,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Manager	Karen Henry	FT	\$4,291.67	54.64%	12.00	\$28,139.62	<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"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$53,639.62	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"/>
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
50 CASA Advocate Volunteers visit with the child victim face to face at least once monthly. The CASA works with all interested parties; as well as, prepare court reports and attend court hearings in the Orleans Parish Juvenile Court to speak out in the best interest of the child. See Attached CASA Advocate Duties	825.00	\$10.00	\$8,250.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$8,250.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$53,640
CASH MATCH	\$1,110
IN-KIND MATCH	\$8,250
<b>PERSONNEL TOTAL</b>	<b>\$63,000</b>

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

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

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

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

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 Manager attends court with CASA Advocates in the absence of CASA Advocate Supervisors; as well as, provide support to CASA Advocate Supervisors who give direction and guidance to Advocates in their caseloads.

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.

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-\$55,000.

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.

C) Project duties of each position requested:

See attached

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 a 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.

**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		\$28,140	\$1,744	5.	.062			\$0
2. Janae McCoy	.062		\$25,500	\$1,581	6.	.062			\$0
3.	.062		\$0	\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Karen Henry	.0145		\$28,140	\$408	5.	.0145			\$0
2. Janae McCoy	.0145		\$25,500	\$369	6.	.0145			\$0
3.	.0145		\$0	\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Karen Henry	572.14	12.00	54.64%	\$3,751	5.				\$0
2. Janae McCoy	519.26	12.00	100.00%	\$6,231	6.				\$0
3.				\$0	7.				\$0
4. Karen Henry	572.14	12.00	24.27%	\$1,666	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 first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$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):				\$15,750	FRINGE BENEFITS TOTAL (B):				\$0

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

**Fringe Benefits Total (A+B): \$15,750**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$9,360
CASH MATCH	\$6,390
<b>TOTAL FRINGE BENEFITS</b>	<b>\$15,750</b>

## 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 96 children ( as of October 31, 2012) 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. CASA also address the staggering statistics that indicate children who remain in foster care without a CASA Advocate end up committing violent crimes, dead, or in jail.

The role our volunteer advocates play in a fractured and dessimated court and social service community has become more important than ever. Consequently, the immediate need for program substability 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 victim.

Our ultimate goal is to provide services to 100% of the children in Orleans Parish who are found 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 permanent placement.

Of the 96 children that are in the foster care system CASA New Orleans is serving 95 % (91) out of (96) of the children who have been appointed to CASA New Orleans. There still remain some children who are placed out of the area; yet, their 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's worker's, children's attorney's, parent's attorney's were overwhelmed with the number of cases; therefore, Judge David Soupkup created a CASA Program in Seattle Washington to assist worker's he created the idea of 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 Orleans Parish Juvenile 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, BRIEFY 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 50 effective, highly trained quality long-term advocates to provide advocacy to 150 abused and neglected children who are under the jurisdiction of Orleans Parish Juvenile Court from 04/01/2013-03/31/2014

## **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.

Objective 1: Recruit and train an additional 50 high quality volunteer advocates in addition to the 32 that are on the current roster to place on new cases; as well as, to replace advocates lost through attrition on our current caseload by 03/31/2014

Objective 2: Program Manager will provide support to CASA Advocate Supervisor who will supervise a minimum of 30 CASA Volunteer Advocates

Objective 3: Program Manager will provide support or accompany all 50 trained advocates to court in the Orleans Parish Juvenile Court to ensure effective advocacy on behalf of the 150 children we will serve

#### 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 at least 3-4 times per month.
2. Training classes will be held at least four times a year to provide 50 CASA Advocates.
3. Screenings, including a five tier background check, will continue to be performed on all potential CASA Volunteer advocates during the 3-4 training classes per year.
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.
6. Advocates will be placed on cases immediately following training and background checks to advocate on the behalf of the 150 children we will serve.
7. CASA Advocates attend court along with CASA Advocate Supervisor or Program Manager on behalf of the child monthly, quarterly, or as needed based on the child's court appearance.
8. CASA Advocates must submit court reports for each court hearing which requires a court report.
9. CASA Advocates must submit monthly activities log which indicates that the amount of time on case related activities.
10. CASA Advocates must obtain 12 additional Inservice hours per calendar year.



## 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 128 child victims during the last quarter. In the last grant CASA New Orleans proposed to serves 150 child victims. To date CASA New Orleans has served 134 child victims who were under the jurisdiction of Orleans Parish Juvenile Court. Each child was provided with 8 newly trained and 32 existing CASA Advocates to ensure that they received a voice in the Orleans Parish Juvenile Court system. Thirty-two highly quality advocates were maintained, recruited or trained .

2. Did the project work as expected? Explain.

Yes, the project was successful. Thus far 134 victims were provided with a voice in court. A voice in court led to a safe and permanent home for some of the 134 victims that were provided with a voice in court. The outcomes for the entire project to date are 9 reunifications with families of origins, 3 transfers of custody to a relative, and 3 adoptions by relatives and adoptive foster families. Five children reached the age of majority with permanent connections in the community. CASA Advocacy also provided for educational, mental, and emotional needs of the children in the Orleans Parish Juvenile Court system as a result of abuse and neglect.

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 the 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 statistics activity reports that are collected from volunteer advocates to determine face to face visits with the child, court hearing attendance, court reports; as well as, 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 Southeast Louisiana-Semi-annual statistics, annual report, and outcome measures
3. Louisiana CASA Association-Quarterly statistics
4. National CASA Association- Annual statistics
5. Supreme Court (TANF)- Monthly statistics
6. CASA New Orleans Board of Directors-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 of Southeast Louisiana
2. Local and National Foundations
3. Orleans Parish Juvenile Court
4. Private Donations
5. 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. In-Kind services include: 1 office, telephone, and internet services, and access to common facilities such as the law library, the conference room; as well as, the interview rooms. The Orleans Parish Juvenile judges appoint CASA Advocates to work in the best interest of children in Orleans Parish that are abused and neglected.

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?

Fifty CASA Advocate Volunteers visit with the child victim face to face a minimal of at least once monthly. The CASA Advocates work with the DCFS-Department of Child and Family Services, child's attorney, parent's attorney, CASA Advocate Supervisor, Program Manager and all interested parties to advocate in the best interest of the child victim. The CASA Advocate prepares a court report and attend all court hearings in the Orleans Parish Juvenile Court to be the voice for the child victim in court. Attached is a copy of the CASA Advocates duties.

## 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 with Orleans Parish Juvenile Court, the Department of Children and Families, The New Orleans Police Department, The Orleans Parish District Attorney's Office and the 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 speak 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 child or 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 CASA New Orleans to conduct a background check. There is a five tier background checks which includes a national, state, local, sex offender, and child abuse registry check. No applicants with a conviction as an adult of a felony or misdemeanor involving crimes of children are selected.