

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: M11-8-016

APPLICANT: Safe Harbor, Inc.

PROJECT TITLE: Domestic Violence Outreach

PROJECT FUNDS :

FUND: \$ 15,231 100.00%
MATCH: \$ 0 0.00%
TOTAL: \$ 15,231 100.00%

PROJECT DURATION: 12 months

START DATE: 06/01/2012

END DATE: 05/30/2013

Continuation of M95-8-007

PROJECT SUMMARY:

Safe Harbor provides free, confidential 24-hour direct services and shelter to victims of domestic violence in St. Tammany and Washington Parishes. Safe Harbor services are rendered in a non-judgmental and empowering manner so that survivors can chose to live in a safe environment, ultimately ending the cycle of domestic violence and help them move toward a self-sufficient, independent life free from violence. Safe Harbor assists in helping women establish violence from homes through crisis intervention, safety planning, lethality assessment, empowerment advocacy, emergency shelter, crisis counseling, legal advocacy, referrals, and education. This project will allow Safe Harbor to provide a women's advocate and women's crisis counselor for one-on-one services to women during their process of choosing alternatives to an abusive situation. The projection will assist Safe Harbor in heightening community awareness of the dynamics of domestic violence through the distribution of educational materials and public presentations.

RECOMMENDATION : FUND X DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 01/05/12 IS REVIEWED AND APPROVED BY LCLE STAFF.



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

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

CFDA #16.588

FOR LCLE USE ONLY:

Project ID: M10-8-016 VAWA Purpose Area: 5

1. TITLE OF PROJECT Domestic Violence Outreach	2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: M10-8-016
3. PROJECT DURATION Total Length: 12 Months (Not to exceed 12 Months) Desired Start Date: 6/1/2012 Desired End Date: 5/30/2013	4. PROJECT FUNDS Federal Funds: \$15,231 Cash Match: \$0 In-Kind Match: \$0 Total Project: \$15,231

5A. APPLICANT AGENCY INFORMATION Agency Name: Safe Harbor Physical Address: 2275 8 th Street City: Mandeville Zip: 70471-1815 Mailing Address: P.O. Box 1179 City: Mandeville Zip: 70470-1179 Phone: (985) 626-5710 FAX: (985) 626-5743 Email: kimkirbysafeharbor@gmail.com	5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY Authorized Official: Kimberly Kirby Title: Executive Director Agency Name: Safe Harbor Address: P.O. Box 1179 City: Mandeville Zip: 70470-1179 Phone: (985) 626-5710 FAX: (985) 626-5743 Email: kimkirbysafeharbor@gmail.com
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Fed Employer Tax Id: 72 - 1181684 DUNS: 1029 - 9779 CCR CAGE/NCAGE: SKTCS CCR Expiration Date: 10/3/2012

6. IMPLEMENTING AGENCY Name: Kimberly Kirby Title: Executive Director Agency: Safe Harbor Address: P.O. Box 1179 City: Mandeville Zip: 70470-1179 Phone: (985) 626-5710 FAX: (985) 626-5743 Email: kimkirbysafeharbor@gmail.com	7. PROJECT DIRECTOR Name: Kimberly Kirby Title: Project Director Agency: Safe Harbor Address: P.O. Box 1179 City: Mandeville Zip: 70470-1179 Phone: (985) 626-5710 FAX: (985) 626-5743 Email: kimkirbysafeharbor@gmail.com	8. FINANCIAL OFFICER Name: Colleen LeBlanc Title: Administrative Assistant Agency: Safe Harbor Address: P.O. Box 1179 City: Mandeville Zip: 70470-1179 Phone: (985) 626-5710 FAX: (985) 626-5743 Email: kimkirbysafeharbor@gmail.com
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9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)
Safe Harbor provides free, confidential 24-hour direct services and shelter to victims (survivors) of domestic violence in St. Tammany and Washington Parishes. Safe Harbor services are rendered in a non-judgmental and empowering manner so that survivors can chose to live in a safe environment, ultimately ending the cycle of domestic violence and help them move toward a self-sufficient, independent life free from violence.

Safe Harbor assists in helping women establish violence free homes through crisis intervention, safety planning, lethality assessment, empowerment advocacy, emergency shelter, crisis counseling, legal advocacy, referrals and education.

This project will allow Safe Harbor to provide a women's advocate and women's crisis counselor for one-on-one services to women during their process of choosing alternatives to an abusive situation. The project will also assist Safe Harbor in heightening community awareness of the dynamics of domestic violence through the distribution of educational materials and public presentations.

2011 NOV 26 PM 5:52
LAW ENFORCEMENT
COMMISSION

VAWA PURPOSE AREAS

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

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

PROJECT BUDGET SUMMARY

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

CHECKLIST:

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

Each category amount listed in the table below must equal category totals in each budget section.

Person Completing Budget Section: Kimberly Kirby Title: Executive Director
 Phone: (985) 626-5710 Fax: (985) 626-5743 E-Mail: kimkirbysafeharbor@gmail.com

PROJECT BUDGET SUMMARY

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	\$14,664	\$0	\$0	\$14,664
SECTION 200 FRINGE BENEFITS	\$0	\$0	N/A	\$0
SECTION 300 TRAVEL	\$0	\$0	\$0	\$0
SECTION 400 EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500 SUPPLIES	\$567	\$0	\$0	\$567
SECTION 600 CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 800 OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
TOTAL:	\$15,231	\$0	\$0	\$15,231

Provide Source of Cash Match:

Provide Source of In-Kind Match:

USE OF STOP FUNDS IN PERCENTAGES

Type of Victimization Served:	Percentage of STOP Funds Used:
Sexual Assault	0%
Domestic Violence/Dating Violence	100%
Stalking	0%
Total (must equal 100 percent)	100%

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
Women's Advocate	Mary Christine	FT	\$2,080.00	40.00%	12.00	\$9,984.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$9,984.00		

F = Fed Funds
C = Cash Match

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
Women's Crisis Counselor	Nurah Sempasa	PT	\$30.00	3.00	100.00%	\$2.00	\$4,680.00	<input checked="" 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:							\$4,680.00		

F = Fed Funds
C = Cash Match

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
			\$0.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$0.00

SECTION 100. PERSONNEL SUMMARY

FEDERAL FUNDS	\$14,664
CASH MATCH	\$0
IN-KIND MATCH	\$0
PERSONNEL TOTAL	\$14,664

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:

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

The salary for the women's advocate is based on the average salary range for this position of \$11.00-\$14.00 per hour.

The salary for the women's crisis counselor is based upon the average salary of social workers working part time with other similar programs and social service providers in this area.

C) Project duties of each position requested:

The women's advocate duties include monitoring the crisis call line, providing crisis intervention, safety planning, lethality assessment and empowerment advocacy for women. This advocate also makes referrals to other appropriate community-based social service providers and organizes the van schedule in regard to appointments for survivors. She provides needed transportation for survivors and runs errands regarding meeting survivors' needs.

This advocate completes intakes and conducts exit interviews with survivors leaving the shelter. The women's advocate facilitates conflicts between residential survivors and assists in facilitating empowerment/support and life skills groups. She conducts fire drills as required by the policies and procedures. The women's advocate manages and provides the general upkeep of the facilities by performing designated duties assigned by the executive and or program directors. She processes donations of goods and clothing at the shelter and collects monthly statistical data for grant reporting. The women's advocate also assists in conducting outreach and public awareness presentations on domestic violence.

The women's crisis counselor provides individual advocacy services for women experiencing trauma from domestic violence. She develops care plans for survivors and makes appropriate referrals as needed. She collects, records and reports data and statistics for grant reports. On occasion the women's crisis counselor represents Safe Harbor at community meetings addressing issues related to domestic violence and assists at public awareness events.

D) Indicate if personnel will be new or existing personnel. If existing, indicate if position has been back-filled. 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.]

Existing personnel will fill the positions, they are not backfilled positions. The full time and part time personnel on this grant were originally hired for the positions.

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.	.062			\$0	5.	.062			\$0		
2.	.062			\$0	6.	.062			\$0		
3.	.062			\$0	7.	.062			\$0		
4.	.062			\$0	8.	.062			\$0		
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL		
1.	.0145			\$0	5.	.0145			\$0		
2.	.0145			\$0	6.	.0145			\$0		
3.	.0145			\$0	7.	.0145			\$0		
4.	.0145			\$0	8.	.0145			\$0		
HEALTHLIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTHLIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL		
1.				\$0	5.				\$0		
2.				\$0	6.				\$0		
3.				\$0	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	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	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):					\$0	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): \$0

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

PROGRAM NARRATIVE

A. PROBLEM DEFINITION

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

Safe Harbor serves St. Tammany and Washington Parishes encompassing a total of 1524 square miles with a large rural and culturally diverse population. The combined poverty level for both parishes is 36.7%.

Neither parish has a public transportation system; therefore, Safe Harbor transports survivors to the shelter and to goal oriented appointments or work whenever possible. Safe Harbor uses another more expensive mode of transportation such as cab service after hours or when staff is unavailable.

The 22nd JDC District Attorney's Office and local law enforcement agencies state St. Tammany Parish experiences 80-100 reported cases of domestic violence each month. During the time frame of September 2010 to September 2011, St. Tammany Parish reported 2 domestic violence homicides and Washington Parish reported 1 domestic violence homicide.

Safe Harbor is the only domestic violence program in St. Tammany Parish that provides free, confidential direct services and shelter exclusively for survivors rendered homeless because of domestic violence.

Safe Harbor conducts community outreach targeting the underserved populations of both parishes in an effort to bring awareness to Safe Harbor services and to make access to services easier for the rural populations. Domestic violence literature is distributed to places where women frequent. The brochures are printed in english and spanish. Promotional items are distributed during community events and at health and job fairs within the service area. All Safe Harbor promotional items have Safe Harbor's and the statewide hotline phone numbers printed on the items.

During FY 10-11, Safe Harbor served a total of 509 survivors.
Sheltered 131 women and children
Assisted with 94 Petitions for Protective Orders
Answered over 3,000 hotline calls.

During FY 09-10, Safe Harbor served 466 survivors.

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

The major gap in community resources is the lack of public transportation. Social service providers in this area are hard pressed to provide transportation to and from appointments. Most agencies collaborate regarding transportation issues, some providers do have a mode of transportation and will assist in transporting survivors. Safe Harbor can only provide transportation during limited hours of the day when staff and the agency van are available.

Safe, confidential transportation to and from the shelter is a great need. Safe Harbor has experienced confidentiality issues with the use of the local taxi services. Many times survivors have to wait until transportation is available. Safety is always a concern and priority so during times of emergency, Safe Harbor will place the survivor in a nearby hotel until arrangements can be made for reliable and safe transportation to the shelter.

Safe Harbor is experiencing more non-english speaking survivors contacting the program. Since the recent relocation of a bi-lingual staff member, Safe Harbor must use volunteers for interpretation needs.

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.

Safe Harbor's goals are:

To help women choose alternatives to an abusive situation, to give practical as well as emotional support and provide a safe place for women and children to stay during the process of establishing a violence-free life.

To heighten community awareness of the dynamics of domestic violence.

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.

1. Provide direct services to at least 75 residential women a year.
2. Provide empowerment advocacy and assist 100 women in developing a safety plan.
3. Provide individual advocacy by the women's crisis counselor (social worker) to at least 15 women a year.

1. Provide 10 domestic violence educational presentations in the service area.
2. Participate in 15 community public awareness events.

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.

Safe Harbor maintains two separate apartments as shelter for survivors of domestic violence. Survivors can access Safe Harbor services through 2 hotline numbers, one for each parish and through referrals from other social service providers and law enforcement. During the crisis call, needs are assessed and eligibility for shelter is determined if the survivor is seeking shelter. All information is documented on a crisis call sheet.

A basic safety plan is reviewed with each caller during the crisis call and the advocate makes appropriate referrals as needed. During the intake process for residential and non-residential survivors, an advocate is assigned and a more detailed safety plan is developed and updated as a survivor's circumstances change. Survivors are encouraged to attend empowerment/support and life skills classes.

Those survivors identified by their advocate as needing individual advocacy with the social worker in addition to their individual advocacy with their advocate will be referred to the women's crisis counselor. The crisis counselor will meet with women 3 hours a week during the grant period to provide one on one services.

All activities are currently ongoing and will continue with the beginning of this grant until the grant period ends.

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

Yes No Is this a faith-based organization?

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

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Ann Winstead PHONE: (985) 626-5710 EMAIL: annwin70471@yahoo.com

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](http://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: Ann Winstead PHONE: (985) 626-5710 EMAIL: annwin70471@yahoo.com

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.)

Based upon the monthly statistics and quarterly reports from the previous project, since June 2011 Safe Harbor served 83 women and children with a total of 62 new survivors.

2. Did the project work as expected? Explain.

Yes

Safe Harbor continues to provide direct service, assist in developing safety plans and provide empowerment advocacy to all eligible survivors requesting services. Through the use of surveys, survivors state they feel safer and are more knowledgeable about community resources as a result of their contact with Safe Harbor.

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?

All program staff collect data in regard to their contact with survivors. The women's advocate and crisis counselor will collect and maintain their data regarding activities on this project on individual statistic sheets. Data is collected from the stats form, crisis call sheets and case notes

2. When will the data be collected?

Data is collected monthly on the advocate's individual stat form and compiled on a quarterly basis

3. Who will collect and analyze the data?

The case manager provides the collected data to the project director who reviews and compiles all data received. A final report is compiled and submitted to the grantor on a quarterly basis.

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

Name: Kimberly Kirby

Phone: (985) 626-5710

Email: kimkirbysafeharbor@gmail.com

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

The project director will evaluate data to ensure the goals and objectives of the project are met. Any updating or revision of the original project will be determined based upon the data reported on the quarterly progress reports and feedback from the project personnel.

If outcomes are not meeting expectations, the strategy will be revisited to determine if the goals and objectives are realistic and if other outcomes should be measured in this project. Input from project personnel and the program director along with the project director will be evaluated prior to revising or updating the strategy.

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.

The Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly as specified at award time. The Safe Harbor Board of Directors will receive the results of the reports and the statistical information during the monthly board meeting after a quarterly report has been submitted.

J. CONTINUATION

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

Safe Harbor searches for other prospective sources of funding through local, community and private donors on a regular basis, as well as conducting a fundraiser at least 3 times a year. Whenever eligible, Safe Harbor submits proposals to corporations and foundations seeking funding to continue Safe Harbor operations and services. Should STOP funding cease, Safe Harbor will first turn to the local community for support and depend upon its own resources for funding until other appropriate funding is located.

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.

Safe Harbor maintains a program building where all offices are located. Currently, a new and larger building is under construction through funds awarded from a foundation grant for capital building purposes. This building will provide a larger meeting room for empowerment/support group as the building currently in use is no longer large enough to accommodate the number of survivors attending those groups.

Empowerment/support/life skills group meet once a week in a common area in the program building. Recently, an existing building on Safe Harbor property was remodeled into a larger children's activity center to accommodate more children and allow Safe Harbor to divide the children into age appropriate groups for a domestic violence lesson. Two separate apartments are located on the property for survivors' living quarters. The apartments and back yard area are surrounded by a security fence. Survivors may access the program building through a back door that is hidden from view of the street and incorporated within the fenced area. Survivors park their cars behind the security fence. The entire property is monitored by a security camera system.

All Safe Harbor staff are available to assist with this project as needed and requested by the project personnel. Personnel working on this project have access to all Safe Harbor equipment to accomplish the goals and objectives of the program.

L. AUDIT REQUIREMENTS

All applications must check one:

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

M. VOLUNTEERS

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

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

N. CONSULTATION

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

Safe Harbor survivors are referred to law enforcement, assisted by the court system and receive services through Safe Harbor legal advocates. Safe Harbor maintains another grant that funds the legal advocacy personnel who collaborate and coordinate with those agencies.

The personnel on this project will refer survivors to the Safe Harbor legal advocates for further assistance as needed. Funds for this project will not be expended on those services.

Kathy Guidry

From: Kathy Guidry
Sent: Thursday, January 05, 2012 4:20 PM
To: 'Kimberly Kirby'
Cc: 'Beth Meeks'
Subject: M11-8-016, Safe Harbor, Domestic Violence Outreach

Ms. Kimberly Kirby
Safe Harbor
PO Box 1179
Mandeville, LA 70470-1179

RE: M11-8-016; "Domestic Violence Outreach"

Dear Ms. Kirby:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for February 29 and March 1, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this application request is to continue the above project and is under \$20,000, you are only required to attend the Victim Services Advisory Board meeting

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved. Additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1. Pg. 1;
 - a. Provide documentation for CCR and Duns Information
 - b. #5A – Based on the Louisiana Secretary of State's records, the domicile address is 1220 Lafitte Street, Mandeville 70448-3738. The application states 2275 8th Street, Mandeville, 70471-1815. Please advise the official domicile address.
 - c. The complete zip code +4 is required—see above for street address.
2. Pg. 4, Section 100 Personnel –
 - a. The job description for the Women's Crisis Counselor does not have a salary range. Is this the only rate that is offered?
 - b. #A – This was not completed.
3. Pg. 16, D. Activities/Methods – There are not activities on the two new objectives. Need to state the timeframe.
4. Pg. 19, H. Prior Results
 - a. #1 – Please refer to the objectives stated in M10-8-016 and provide the results for each objective.
 - b. #3 – It states the goals and objectives were not revised. However on page 15, a new goal and two new objectives were added. Please clarify.
5. Pg. 20, I. Evaluation and Dissemination of Reporting – Do you have an evaluation form that victims/clients complete after receiving services? If so, please provide a copy. This is a useful tool to determine if the project is meeting their needs and meeting the goals and objectives.
6. Pg. 22, N. Consultation – At least three current letters of support is required.

Please email or mail ONLY the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested to LCLE. Please do not fax replies, as they are not always legible.

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE by Monday, January 16, 2012. Please contact Beth Meeks or me if you have any questions pertaining to this letter.

Sincerely,

Katherine C. Guidry
Federal Programs Section Manager
LA Commission on Law Enforcement
602 N. 5th St., 1st Floor
Mailing Address:
PO Box 3133
Baton Rouge, LA 70821-3133
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