

**LOUISIANA COMMISSION ON LAW
ENFORCEMENT**

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
8/8/2013		-- 1334

1. Type of Funds for which you are applying			
2. Applicant	Name Of Applicant: Safe Harbor		
	Federal I.D.: 721181684	Parish: Saint Tammany	
	Street Address Line 1: 2271 8th Street		
	Address Line 2:	Address Line 3: PO Box 1179	
	City: Mandeville	State: LA	Zip: 70470-1179
3. Recipient Agencies	Safe Harbor		
4. Project Director	Name: Ms Kimberly L Kirby		Title: Executive Director
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470-1179
5. Financial Officer	Name: Ms. Colleen Le Blanc		Title: Administrative Assistant
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470
6. Contact	Name: Ms Kimberly L Kirby		Title: Executive Director
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470-1179
7. Brief Summary of Project <small>(Do Not Exceed Space Provided)</small>	Short Title (May not exceed 50 characters) Domestic Violence Outreach		
	This project will allow Safe Harbor to provide a women's advocate for one-on-one services to women during their shelter stay and in the process of establishing a violence free life. The project will also assist Safe Harbor in heightening community awareness of the dynamics of domestic violence through public awarness		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

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

9. TOTAL BUDGET BY FUND SOURCE

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

10. Project Start Date: 6/1/2013

Project End Date: 5/30/2014

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

DATE

Safe Harbor

NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

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

LCLE USE ONLY

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

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Safe Harbor	16,585.00	16,585.00
Total:	16,585.00	16,585.00

Applicant Agency: Safe Harbor

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

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

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Safe Harbor

YEAR 1**PERSONNEL**

		<u>COST</u>
Position:	Women's Advocate	
Name:	Simone Nolan	
Computation:	66.45% of \$24,960 (\$2080/mo x 12 mos = \$24,960)	16,585.00
Personnel - Year 1 Total:		16,585.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:		
Name:		
Computation:		0.00
Employee Benefits - Year 1 Total:		0.00

TRAVEL (INCLUDING TRAINING)

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

EQUIPMENT

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

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Safe Harbor

SUPPLIES & OPERATING EXPENSES

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

CONSULTANTS - CONSULTANT

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

CONSULTANTS - TRAVEL

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

CONSULTANTS - PRODUCT/SERVICE

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

YEAR 1 TOTAL: 16,585.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

I. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	16,585	16,585	0	0	16,585
Total: Σ		16,585	16,585	0	0	16,585

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

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

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

Women's advocate - supervises all residential and non-residential activities for Safe Harbor survivors, provides intake services, empowerment advocacy, safety planning, lethality assessment and crisis intervention to survivors who call the crisis line. This advocate is responsible for maintaining adequate shelter supplies, providing most of the transportation for survivors and ensuring Safe Harbor is a safe and harmonious place for all survivors to reside while weighing their options in moving toward a life free from violence. No overtime is expected.

6. Explain the basis of determining the salary for 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.

7. Explain the project duties for each position.

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.

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

An existing advocate will fill the position, this is not a backfilled position. The full time advocate on this grant was hired for the position.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

Yes

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

Yes

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

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✘ SN resume pg 1.jpg
- ✘ SN resume pg 2.jpg
- ✘ Advocate II Job Description (2).docx

File Description:

- resume
- resume pg 2
- job description

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

All fringe benefits will be paid by the Applicant Agency

13. SECTIONS:

D. STOP Budget Travel

TRAVEL

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

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

No

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

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

No

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

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

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Are equipment costs budgeted in this application?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Refer to the **attached** instructions on requesting sole source.

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

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies budgeted in this application?

No

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

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

2. Are operating costs budgeted in this application?

No

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

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

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

The **original** signed (in **BLUE**) completed contract must be submitted to LCLE. This can be submitted as an attachment through Egrants. If the grant funds are part of a third party contract, the third party contract should be attached to the LCLE approved contract template as Attachment A - Statement of Work.

1. Are consultants costs budgeted in this application?

No

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

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

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

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Refer to the **attached** instructions on requesting sole source.

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

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

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

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.

No

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women including sexual assault and domestic violence.

No

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

No

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.

No

5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence.

Yes

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

No

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

No

8. Supporting formal and informal Statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.

No

9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

No

10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

No

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

No

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

No

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

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

No

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

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

No

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

1. Are you a Law Enforcement agency?

No

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

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

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

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

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. The state of Louisiana has consistently ranked in the top 5 states since 1997 for women killed by men. St. Tammany Parish experienced 5 domestic and family violence related homicides in the last year. 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. Every time a woman and child crosses the Safe Harbor threshold, those are lives that have been potentially saved.

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 11-12, Safe Harbor served a total of 521 survivors.

Sheltered 87 women and children

Assisted with 62 Petitions for Protective Orders

Answered over 2,715 hotline calls.

During FY 10 -11, Safe Harbor served 509 survivors.

3. Describe the 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.

13. SECTIONS:

J. LCLE Goals

GOALS

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

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.

13. SECTIONS:

K. LCLE Objectives

<u>OBJECTIVES</u>

<p>1. Provide at least TWO (2) measureable objectives for EACH goal. Objectives need to be measureable, observable aspects of the program. Identify who, what will change and by how much. Use absolute numbers, not percentages and be sure to include a baseline number.</p>
--

Provide direct services to at least 75 residential women a year.

2. Provide empowerment advocacy and assist 100 women in developing a safety plan.

1. Provide 10 domestic violence educational presentations in the service area.

2. Participate in 15 community public awareness events.

13. SECTIONS:

L. LCLE Activities

ACTIVITIES

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

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.

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

Safe Harbor will conduct educational presentations for community service organizations and other social service providers distributing the materials purchased through this grant. Safe Harbor receives requests for presentations on a regular basis and during those educational presentations promotional and educational materials will be provided and distributed to the participants

Safe Harbor will attend public awareness events such as health and job fairs as well as other local community events wherein nonprofit and social service providers are requested to attend and set up informational booths and tables.

These activities are currently ongoing, Safe Harbor expects to continue to provide the educational and outreach activities at the start of the grant and continue through the grant period.

13. SECTIONS:

M. LCLE Training Project

Training Projects

Complete this page in lieu of Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this form for in-house training.

1. Is this a training project?

No

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

3. List the type of personnel to be trained.

4. How many individuals expected to be trained?

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

6. Dates and hours of the training

7. Identify the location of the training.

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

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

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

Yes

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

Based upon the objectives in the previous application of:

1. Provide direct services to at least 75 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.

The previous grant started in June 2012, during the grant period from June 2012 to October 2012 Safe Harbor served a total of 51 survivors of domestic violence. 27 women and 24 children.

Safe Harbor assisted in developing safety plans for 27 women and 24 children that were age appropriate for an individual plan.

Safe Harbor provided professional counseling to 3 women during the first month of the grant period; thereafter the women's crisis counselor position was eliminated.

During the grant period from June 2012 to October 2012 Safe Harbor conducted 11 domestic violence educational presentations and attended 10 public awareness events.

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

Yes

Based upon the totals to date from the beginning of the grant period, Safe Harbor is on track to meet its goals and objectives. The grant was adjusted in July 2012 to eliminate the women's crisis counselor position. Prior to the elimination of that position, the crisis counselor provided counseling to 3 women.

Safe Harbor is on track for meeting the goals and objectives of conducting educational presentations and attending public awareness events.

4. Have the original goals and objectives been revised?

Yes

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

The women's crisis counselor position was eliminated on the previous grant effective July 1, 2012 because of a conflict in schedules with her new full time employment.

The only budgeted personnel working on this grant will be the women's advocate position; therefore, the goals and objectives regarding individual counseling have been deleted.

13. SECTIONS:

O. STOP Demographics

DEMOGRAPHICS

1. Type of Authorized Agency

Non-profit organization

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

Domestic Violence Program

3. Is this a faith-based organization?

No

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

No

5. Congressional District that this project serves

1

6. Geographical area to be served.

Rural

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

2275 8th Street, Mandeville, LA 70471

13. SECTIONS:

P. LCLE Evaluation

EVALUATION AND DISSEMINATION OF REPORTING

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

Yes

1.1. If no, explain why.

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

All program staff collect data in regard to their contact with survivors. The women's advocate 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

3. When will the data be collected?

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

4. Who will collect and analyze the data?

The Project Director, Kimberly Kirby

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

ID	Name	Phone Number	Email Address
5.1	Kimberly Kirby	985 626-5710	kimkirbysafeharbor@gmail.com

6. 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.

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

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.

LCLE EVALUATION related attachments:

File Name:

- ✘ CRISIS CALL.doc
- ✘ LETHALITY ASSESSMENT REVISION.doc

File Description:

- crisis call sheet
- lethality assessment

✂ LETHALITY ASSESSMENT - REVISED.GOOA

lethality assessment

✂ SH monthly stats.jpg

SH monthly stats

✂ SAFE HARBOR ADDITIONAL MONTHLY STATS.docx

SH additional stats

✂ shelter survey pg 1.jpg

shelter survey pg 1

✂ shelter survey pg 2.jpg

shelter survey pg 2

✂ SAFE HARBOR Public Awareness & Education presentations.docx

public awareness/education presentations

13. SECTIONS:

Q. LCLE Continuation

CONTINUATION

1. Do you plan to continue this project at the conclusion of federal support?

Yes

2. Since continued federal 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. Or, explain why this project cannot be supported 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.

13. SECTIONS:**R. LCLE Resources****RESOURCES**

I. 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 and administrative building where all offices are located. The administrative building provides provide a large meeting room for the weekly empowerment/support group and also serves as an area for conducting advocate training sessions. Safe Harbor also has an outreach office located in the eastern side of St. Tammany Parish that provides easier access to services for those rural survivors residing on that side of the parish.

Empowerment/support/life skills group meet once a week in a common area in the administrative 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 and administrative buildings through doors that are 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.

13. SECTIONS:

S. LCLE Collaboration/Consultation

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

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

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.

2. The following support documents are attached.

Three current letters of support.

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

- ✦ ltr of support - reed.jpg
- ✦ ltr of support - SE legal.jpg
- ✦ ltr of support - strain.jpg

File Description:

- letter of support
- letter of support
- letter of support

13. SECTIONS:

T. LCLE Audit Requirements

AUDIT REQUIREMENTS

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

No

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

1.1. Date of last audit

1.1.1. audit period beginning:

1.1.2. audit period ending:

1.2. Date of next audit

1.2.1. audit period beginning:

1.2.2. audit period ending:

1.3. Date next audit will be forwarded to LCLE

13. SECTIONS:**U. STOP LAVNS & CVR**

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

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

Ann Winstead, Program Director
 985 626-5710
 annwin704712yahoo.com

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

Yes

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

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

Yes

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

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

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

If no, please go to the LCLE website to request **free** LAVNS materials at: www.lcle.la.gov/lavns.

Yes

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

Yes

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

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

Yes

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

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

Yes

13. SECTIONS:

V. LCLE Civil Rights

CIVIL RIGHTS

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

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

Kimberly Kirby

1.1. Civil Rights Contact Person's Email

kimkirbysafeharbor@gmail.com

1.2. Civil Rights Contact Person's Telephone Number

985 626-5710

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

The attached Certificate of Civil Rights Training must be downloaded and signed in **BLUE** by the Project Director and returned directly to

Scan to
egrants@lcle.la.gov
or
mail to
Egrants
Louisiana Commission on Law Enforcement
PO Box 3133
Baton Rouge, LA 70821-3133

Yes

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

No

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

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

Certification is attached.

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

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

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

4.1.1. Describe Other

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

- Human Resource Policy
- Position Announcements
- Posters

4.2.1. Describe Other

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

- Program Handbook
- Written Orientation
- Verbal Orientation
- Policies

5.1. Describe Other

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

6.1. Employment

- Human Resource Policies

6.1.1. Describe Other

6.1.2. Describe Procedure

POLICY STATEMENT:

Any employee who has a complaint concerning an agency policy or its application has the right to file a grievance according to procedures outlined in this policy. No employee will be discriminated against, harassed or intimidated or will suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels that he or she is being subjected to any reprisal, that employee has the right to appeal directly to the executive director.

Safe Harbor is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open atmosphere in which work related problems and complaints can be resolved quickly and accurately. Employees should attempt to resolve the problem informally with their supervisor as soon as possible. If a solution cannot be reached, the employee may present a formal grievance, in writing to the executive director.

All complaints will be handled in a timely manner. Employees may not file grievance procedures challenging the substance of a performance evaluation.

After discussion with the executive director, any employee who is of the opinion that the policies, procedures, and practices as set forth in this statement have been improperly or inequitably applied or who has other complaints against fellow staff member (s) and or the executive director, shall adhere to the following procedures:

PROCEDURE:

1. The employee with a complaint must initially approach his/her immediate supervisor within ten (10) working days of the incident. The complaint is to be written, signed, and dated. The content of the complaint must relate to the completion of employee's job responsibilities as outline in his/her personal job description. It is the responsibility of the immediate supervisor to ensure that any complaint brought before him/her is acknowledged within one (1) working day and given a formal written opinion within ten (10) working days. If resolution is not achieved to the employee's satisfaction, the immediate supervisor will advise the Executive Director, who will review the grievance. In the event that the employee has reason to believe that the immediate supervisor has not notified the Executive Director, he/she may do so directly. The Executive Director shall reply in writing within three (3) working days of her review. The action of the Executive Director will be final. The employee may only submit an appeal to the President of the Board of Directors when the Executive Director is their immediate supervisor.
2. If a grievance is against or involves the Executive Director, the employee must file a written, signed and dated grievance with the President of the Board of Directors or his/her designee within ten (10) working days of the incident. If the employee does not know which board member is holding the title of Grievance Officer, he/she may call the Board President to obtain this information. A copy of the grievance must be given to the Executive Director within three (3) working days of its receipt by the Grievance Officer. This appeal must be filed within ten (10) days of the incident and must reflect the issues of the specific incident clearly detailed and documented. The President of the Board and the Grievance Officer must acknowledge the receipt of an appeal request within one (1) working day. The President of the Board of Directors may refuse to address an appeal if the issues involved are minor in nature or involve evaluations or judgments by management unless they appeal to be contrary to policy or malicious or vindictive. In such case, he/she will inform the employee and the Executive Director within three (3) working days that the appeal has been voided. If the President of the Board of Directors decides to grant the appeal, he/she will arrange a meeting with the employee within five (5) working days of receiving the appeal.
3. After the President and the Grievance Officer have reviewed the written appeal request and conducted a meeting with the employee, the President will take the appropriate actions and advise the employee and the Executive Director of the disposition of the grievance. The Board President and/or the Grievance Officer must respond to the employee and the Executive Director

within ten (10) working with the final decision. In all instances, a thorough and fair review will take place, giving careful consideration to the rights and dignity of the people involved.

6.2. Delivery of Services

Program Manual

Agency Policies

6.2.1. Describe Other

6.2.2. Describe Procedure

Survivor Grievance Policy

It is the policy of Safe Harbor to address concerns and dissatisfaction of survivors in an expeditious and fair manner. Safe Harbor believes it should respect the self-sufficiency and dignity of each survivor. Please be aware that you have the right to file a grievance and to have a fair hearing without fear of retaliation if you feel that:

- Services have been unjustly denied, reduced or terminated;
- Services were of poor quality
- You were treated unfairly or are dissatisfied with the behavior of a staff person; or
- Feels that the program has not responded to a request for services in a timely manner
- You are a victim of discrimination

GRIEVANCE PROCEDURE

1. Verbally report the problem to the program staff or shelter manager within 24 hours of the incident.

If you are unsatisfied. . . .

2. Request a meeting with the Program Director within 5 working days after the meeting with program staff or shelter manager. The program director must meet with the survivor within five working days of the request.

If you are unsatisfied. . . .

3. File a written grievance with the Executive Director within 5 working days after the meeting with the Program Director. The Executive Director must meet with the survivor within 5 working days of the request.

If you are unsatisfied. . . .

4. Make a written request for a hearing with the Board of Directors within 5 working days after meeting with the Executive Director. The Executive Director must provide a written report to the Board of Directors for the meeting. The Board President shall make the final resolution within 48 hours.

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

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

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

7.1. Does the four factors analysis warrant LEP services?

Yes

7.1.1. If YES, check all boxes that apply

Interpreter services contracted as needed.

Translation of written documents

7.1.2. Describe Other

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

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

No

8.1.1. If YES, please certify:

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

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

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

No Technical Assistance Is Needed

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

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

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

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

Yes

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

Has less than 50 employees.

Is a non-profit organization

Is receiving an award less than \$25,000.

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

Yes

1.2.1. Date submitted

8/8/2013

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

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

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

No

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

LCLE EEOP related attachments:

File Name:

✦ EEOP Certification.jpg

File Description:

EEOP Certification

13. SECTIONS:

X. LCLE FFATA

<p>FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE</p> <p><i>If there are any changes to this questionnaire, you must notify LCLE in writing.</i></p>

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

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

AND

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

No

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

<p>2. If the answer to Question #1 is YES, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?</p> <p>A response to this question is optional and no answer was provided.</p>
--

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

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

ID	Name	Annual Income
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13. SECTIONS:

Y. LCLE Non Profit

PRIVATE NON-PROFIT AGENCY CHECKLIST

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

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

LCLE NON PROFIT related attachments:

File Name:

- ✂ Board of Directors Contact Information 07 01 13.doc
- ✂ SEC of State ltr of good standing.jpg
- ✂ Safe Harbor 2012 Audit [1].pdf
- ✂ Safe Harbor By-laws.pdf
- ✂ SH insurance crime policy.pdf
- ✂ ltr re bank account.jpg

File Description:

- BOD List
- Sec of State Letter
- current audit
- SH By-laws
- crime policy
- letter re bank account

13. SECTIONS:

Z. STOP Certified Assurances

VIOLENCE AGAINST WOMEN ACT (VAWA) FORMULA GRANT PROGRAM CERTIFIED ASSURANCES	
Abbreviations:	
CFR Code of Federal Regulations	OMB Federal Office of Management and Budget
LCLE Louisiana Commission on Law Enforcement	USC United States Code
PL Public Law	VAWA Violence Against Women Act
OJP Office of Justice Programs	VAWO Violence Against Women Office

THE APPLICANT UNDERSTANDS AND AGREES THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
8/8/2013		-- 1334

1. Type of Funds for which you are applying			
2. Applicant	Name Of Applicant: Safe Harbor		
	Federal I.D.: 721181684	Parish: Saint Tammany	
	Street Address Line 1: 2271 8th Street		
	Address Line 2:	Address Line 3: PO Box 1179	
	City: Mandeville	State: LA	Zip: 70470-1179
3. Recipient Agencies	Safe Harbor		
4. Project Director	Name: Ms Kimberly L Kirby		Title: Executive Director
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470-1179
	Phone: 985-626-5710	Fax: 985-626-5743 x626	Email: kimkirbysafeharbor@gmail.com
5. Financial Officer	Name: Ms. Colleen Le Blanc		Title: Administrative Assistant
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470
	Phone: 985-626-5710	Fax: 985-626-5743 x103	Email: cleblanc.safeharbor@gmail.com
6. Contact	Name: Ms Kimberly L Kirby		Title: Executive Director
	Agency:		
	Street Address Line 1: 2275 8th Street		
	Address Line 2:	Address Line 3:	
	City: Mandeville	State: LA	Zip: 70470-1179
	Phone: 985-626-5710	Fax: 985-626-5743 x626	Email: kimkirbysafeharbor@gmail.com
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Domestic Violence Outreach		
(Do Not Exceed Space Provided)	This project will allow Safe Harbor to provide a women's advocate for one-on-one services to women during their shelter stay and in the process of establishing a violence free life. The project will also assist Safe Harbor in heightening community awareness of the dynamics of		

PROVIDED) process of establishing a violence free life. The project will also assist Safe Harbor in heightening community awareness of the dynamics of domestic violence through public awareness

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

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

9. TOTAL BUDGET BY FUND SOURCE

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

10. Project Start Date: 6/1/2013 Project End Date: 5/30/2014

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

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Safe Harbor
NAME OF APPLICANT AGENCY

(SEAL)

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

LACLE USE ONLY

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

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Safe Harbor	16,585.00	16,585.00

Total:	16,585.00	16,585.00
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Applicant Agency: Safe Harbor

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

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

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Safe Harbor

YEAR 1

PERSONNEL

Position:	Women's Advocate	<u>COST</u>
Name:	Simone Nolan	
Computation:	66.45% of \$24,960 (\$2080/mo x 12 mos = \$24,960)	16,585.00

Personnel - Year 1 Total: 16,585.00

EMPLOYEE BENEFITS

Position:		<u>COST</u>
Name:		
Computation:		0.00

Employee Benefits - Year 1 Total: 0.00

TRAVEL (INCLUDING TRAINING)

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

EQUIPMENT

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

SUPPLIES & OPERATING EXPENSES

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

CONSULTANTS - CONSULTANT

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

CONSULTANTS - TRAVEL

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

CONSULTANTS - PRODUCT/SERVICE

COST

Consultant:

Item:

Computation:

0.00

Consultants - Product/Service - Year 1 Total:

0.00

YEAR 1 TOTAL: 16,585.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

1. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	16,585	16,585	0	0	16,585
Total: Σ		16,585	16,585	0	0	16,585

13. SECTIONS:

B. LCLE Budget - Personnel

PERSONNEL BUDGET JUSTIFICATION

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

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

Women's advocate - supervises all residential and non-residential activities for Safe Harbor survivors, provides intake services, empowerment advocacy, safety planning, lethality assessment and crisis intervention to survivors who call the crisis line. This advocate is responsible for maintaining adequate shelter supplies, providing most of the transportation for survivors and ensuring Safe Harbor is a safe and harmonious place for all survivors to reside while weighing their options in moving toward a life free from violence. No overtime is expected.

6. Explain the basis of determining the salary for 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.

7. Explain the project duties for each position.

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.

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

An existing advocate will fill the position, this is not a backfilled position. The full time advocate on this grant was hired for the position.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

Yes

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

Yes

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

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✂ SN resume pg 1.jpg
- ✂ SN resume pg 2.jpg
- ✂ Advocate II Job Description (2).docx

File Description:

- resume
- resume pg 2
- job description

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

All fringe benefits will be paid by the Applicant Agency

13. SECTIONS:

D. STOP Budget Travel

TRAVEL

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

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

No

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

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

No

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

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

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

EQUIPMENT JUSTIFICATION

1. Are equipment costs budgeted in this application?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Refer to the **attached** instructions on requesting sole source.

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

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies budgeted in this application?

No

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

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

2. Are operating costs budgeted in this application?

No

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

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

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

The **original** signed (in **BLUE**) completed contract must be submitted to LCLE. This can be submitted as an attachment through Egrants. If the grant funds are part of a third party contract, the third party contract should be attached to the LCLE approved contract template as Attachment A - Statement of Work.

1. Are consultants costs budgeted in this application?

No

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

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

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

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Refer to the **attached** instructions on requesting sole source.

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

13. SECTIONS:

H. STOP Purpose Areas

VAWA PURPOSE AREAS

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

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.

No

2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women including sexual assault and domestic violence.

No

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

No

4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.

No

5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault and domestic violence.

Yes

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

No

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

No

8. Supporting formal and informal Statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.

No

9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

No

10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.

No

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

No

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

No

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

- Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
- Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;

- Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
- Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

No

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

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

No

13. SECTIONS:

I. LCLE Program Narrative

PROBLEM DEFINITION

1. Are you a Law Enforcement agency?

No

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

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

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

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

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

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

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. The state of Louisiana has consistently ranked in the top 5 states since 1997 for women killed by men. St. Tammany Parish experienced 5 domestic and family violence related homicides in the last year. 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. Every time a woman and child crosses the Safe Harbor threshold, those are lives that have been potentially saved.

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 11-12, Safe Harbor served a total of 521 survivors.

Sheltered 87 women and children

Assisted with 62 Petitions for Protective Orders

Answered over 2,715 hotline calls.

During FY 10 -11, Safe Harbor served 509 survivors.

3. Describe the 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.

13. SECTIONS:

J. LCLE Goals

GOALS

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

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.

13. SECTIONS:

K. LCLE Objectives

OBJECTIVES

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

Provide direct services to at least 75 residential women a year.

2. Provide empowerment advocacy and assist 100 women in developing a safety plan.

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

13. SECTIONS:

L. LCLE Activities

ACTIVITIES

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

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.

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

Safe Harbor will conduct educational presentations for community service organizations and other social service providers distributing the materials purchased through this grant. Safe Harbor receives requests for presentations on a regular basis and during those educational presentations promotional and educational materials will be provided and distributed to the participants

Safe Harbor will attend public awareness events such as health and job fairs as well as other local community events wherein nonprofit and social service providers are requested to attend and set up informational booths and tables.

These activities are currently ongoing, Safe Harbor expects to continue to provide the educational and outreach activities at the start of the grant and continue through the grant period.

13. SECTIONS:

M. LCLE Training Project

Training Projects

Complete this page in lieu of Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this form for in-house training.