

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C11-5-008

APPLICANT: Capital Area CASA Association

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	\$	<u>70,000</u>	80.00%
MATCH:	\$	<u>17,500</u>	20.00%
TOTAL:	\$	<u>87,500</u>	100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2011

END DATE: 09/30/2012

Continuation of C93-5-009

PROJECT SUMMARY:

Court Appointed Special Advocates (CASAs) provide a voice in court for child abuse victims by providing an independent, objective, thoroughly researched opinion of what is in the child's best interest. CASA volunteers work with all parties--parents, foster parents, attorneys, judges, child protection agency workers, private treatment providers and most importantly, the child--to facilitate a safe, permanent home for these children as expediently as possible. CASAs are trained community volunteers.

RECOMMENDATION: FUND  DENY

SPECIAL CONDITIONS :

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



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

**CRIME VICTIM ASSISTANCE  
FORMULA GRANT PROGRAM**

CFDA #16.575

FOR LCLE USE ONLY: Project ID: C11-5-008 CVA Purpose Area: 3

1. TITLE OF PROJECT CASA	2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: C09-5-007/C10-5-008
3. PROJECT DURATION Total Length: 12 Months (Not to exceed 12 Months) Desired Start Date: 10/1/2011 Desired End Date: 9/30/2012	4. PROJECT FUNDS Federal Funds: \$70,000 Cash Match In-Kind Match: \$17,500 Total Project: \$87,500

5A. APPLICANT AGENCY INFORMATION Agency Name: Capital Area CASA Association Physical Address: 848 Louisiana Avenue City: Baton Rouge Zip: 70802-5927 Mailing Address: 848 Louisiana Avenue City: Baton Rouge Zip: 70802-5927 Phone: (225) 379-8598 FAX: (225) 379-3362 Email: lbetz@casabr.org	5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY Authorized Official: Liz Betz Title: Executive Director Agency Name: Capital Area CASA Association Address: 848 Louisiana Avenue City: Baton Rouge Zip: 70802-5927 Phone: (225) 379-8598 FAX: (225) 379-3362 Email: lbetz@casabr.org
Fed Employer Tax Id: 72 - 1197395 DUNS: 96270 - 5950 OCR CAGENCAGE: 5EM93 CCR Expiration Date: 3/29/2012	

6. IMPLEMENTING AGENCY Name: Capital Area CASA Association Title: Executive Director Agency: Capital Area CASA Association Address: 848 Louisiana Avenue City: Baton Rouge Zip: 70802-5927 Phone: (225) 379-8598 FAX: (225) 379-3362 Email: lbetz@casabr.org	7. PROJECT DIRECTOR Name: Liz Betz Title: Executive Director Agency: Capital Area CASA Association Address: 848 Louisiana Avenue City: Baton Rouge Zip: 70802-5927 Phone: (225) 379-8598 FAX: (225) 379-3362 Email: lbetz@casabr.org	8. FINANCIAL OFFICER Name: Michelle Lacombe Title: Treasurer, Board of Directors Agency: Capital Area CASA Association Address: 753 Bromley Drive City: Baton Rouge Zip: 70808- Phone: (225) 769-5851 FAX: (703) 837-2897 Email: shellyweld@aol.com
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9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)  
Court Appointed Special Advocates (CASAs) provide a voice in court for child abuse victims by providing an independent, objective, thoroughly researched opinion of what is in the child's best interest. CASA volunteers work with all parties - parents, foster parents, attorneys, judges, child protection agency workers, private treatment providers, and most importantly, the child - to facilitate a safe, permanent home for these children as expediently as possible. CASAs are trained community volunteers.

**VOCA PURPOSE AREAS**

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

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

State Type of Previously Underserved:

**PROJECT BUDGET SUMMARY**

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

**CHECKLIST:**

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 shown on Pages J through 11.

Person Completing Budget Section: Liz Betz Title: Executive Director  
Phone: (225) 379-8598 Fax: (225) 379-3362 E-Mail: lbetz@casahr.org

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$64,377	\$0	\$17,500	\$81,877
SECTION 200. FRINGE BENEFITS	\$5,623	\$0	N/A	\$5,623
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$17,500</b>	<b>\$87,500</b>

Provide Source of Cash Match:

Provide Source of In-Kind Match: volunteer service

2011 SEP 27 PM 12:41  
LA COMMISSION  
LAW ENFORCEMENT

CVA - 1

Revised JULY 2010

CVA - 2

Revised JULY 2010

**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
Advocate Supervisor 1	Ricketta Cotton Monroe	FT	\$3,561.31	89.13%	12.00	\$38,090.34	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advocate Supervisor 2	Sharon Norwood	FT	\$3,057.33	71.65%	12.00	\$26,286.92	<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:						\$64,377.26		

F = Fed Funds  
C = Cash Match

**PART-TIME OR OVERTIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$0.00		

F = Fed Funds  
C = Cash Match

**VOLUNTEERS:**

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Volunteers advocate for the best interests of child victims by maintaining contact with the child on a regular basis, interviewing parties, attending court hearings and accessing services for the victim.	1,750.00	\$10.00	\$17,500.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$17,500.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$64,377
CASH MATCH	
IN-KIND MATCH	\$17,500
PERSONNEL TOTAL	\$81,877

**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:

Advocate Supervisors provide the training, guidance, support and direction to CASA volunteers which are necessary for effective advocacy and volunteer retention. Lay volunteers must have direct staff supervision in order to navigate the complexities of the judicial system on behalf of child abuse victims.

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

All salary ranges are comparable to other social service and volunteer management positions in the area.

C) Project duties of each position requested:

Duties of Advocate Supervisors:

- Work with volunteers to review case plans, identify problems and seek solutions
- Attend all court hearings with volunteers
- Review volunteers' reports before they are submitted to the judge
- Monitor submittal of volunteer reports to the CASA office
- Maintain contact with the volunteers at least monthly
- Provide pre-service and in-service training for volunteers

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

Both employees were originally hired for these 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 Ricketts Cotton Mistr	.062		\$38,088	\$2,361	1	.062			\$0
2 Sharon Norwood	.062		\$26,287	\$1,629	4	.062			\$0
3				\$0	7	.062			\$0
4				\$0	8	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1 Ricketts Cotton Mistr	.0145		\$38,088	\$552	1	.0145			\$0
2 Sharon Norwood	.0145		\$26,287	\$381	4	.0145			\$0
3				\$0	7	.0145			\$0
4				\$0	8	.0145			\$0
HEALTH/ LIFE INSURANCE	RATE	MONTHS	PERCENTAGE TO PROJECT	TOTAL	HEALTH/ LIFE INSURANCE	RATE	MONTHS	PERCENTAGE TO PROJECT	TOTAL
1 Ricketts Cotton Mistr	350.00	12.00	8.34%	\$350	1				\$0
2 Sharon Norwood	350.00	12.00	8.34%	\$350	4				\$0
3				\$0	7				\$0
4				\$0	8				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1				\$0	1				\$0
2				\$0	4				\$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	1		CHECK TYPE:		\$0
2				\$0	4				\$0
3		<input type="checkbox"/> PUTA		\$0	7		<input type="checkbox"/> PUTA		\$0
4		<input type="checkbox"/> SUTA		\$0	8		<input type="checkbox"/> SUTA		\$0
PUBLIC WORKERS RETIREMENT	RATE		SALARY	TOTAL	PUBLIC WORKERS RETIREMENT	RATE		SALARY	TOTAL
1				\$0	1				\$0
2				\$0	4				\$0
3				\$0	7				\$0
4				\$0	8				\$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1				\$0	1				\$0
2				\$0	4				\$0
3				\$0	7				\$0
4				\$0	8				\$0
FRINGE BENEFITS TOTAL (A):				\$5,623	FRINGE BENEFITS TOTAL (B):				\$0

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

Fringe Benefits Total (A+B): \$5,623

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$5,623
CASH MATCH	
TOTAL FRINGE BENEFITS	\$5,623

**PROGRAM NARRATIVE**

**A. PROBLEM DEFINITION**

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

Abused and neglected children enter into complex social services and juvenile court proceedings through no fault of their own. They are innocent victims of abuse, neglect, and abandonment. They belong to no one as they wait for the courts to decide their future. Many of these children become victims a second time, lost in an overburdened child welfare system that cannot pay close attention to each child whose life is in it's hands. Sometimes a child can remain in foster care for months, even years, sometimes moving from one foster home to another with no stable home life. The most pressing need of child abuse victims living in foster care is placement in a safe, permanent home as quickly as possible. All children have a right to a safe and permanent home. In 2010, cases for 119 new child abuse victims were opened in East Baton Rouge Parish Juvenile Court.

East Baton Rouge Parish Demographic Summary (2010)

- population 440,171
- 24% age 18 or younger
- 17.5% of families with minor children below poverty level

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

In East Baton Rouge Parish, the Children's Advocacy Program provides legal representation for abused and neglected children in juvenile court proceedings. Because of their caseloads, these attorneys rarely have out of court contact with the children they represents. The Louisiana Department of Children and Family Services (DCFS) is the state agency charged with the welfare of abused children while they are in state custody. DCFS case managers handle 25-30 cases. Because CASA volunteers are assigned to only one child abuse case they provide more thoroughly researched information than other professionals can possibly provide given their caseloads.

### 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.

The most pressing need of child abuse victims living in foster care is placement in a safe, permanent home as quickly as possible. CASA volunteers facilitate permanence for child abuse victims by providing the judge with first hand, timely information on which to base her decision as to where to place the child. CASA volunteers make sure that needed services are provided to the children and their families to foster reunification and monitor the proceedings to ensure the case is moving forward and does not "fall through the cracks," leaving the children adrift in foster care. The mission of Capital Area Court Appointed Special Advocate Association is to advocate for timely placement of children in permanent, safe, and stable homes. Capital Area CASA Association will continue to serve 100% of children who need an advocate.

### 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.

#### **OBJECTIVES**

1. Recruit 31 additional CASA volunteers to advocate for child abuse victims.
2. Train 31 additional CASA volunteers to advocate for child abuse victims.
3. Provide CASA volunteers for 205 child abuse victims.
4. Provide quality advocacy for 205 child abuse victims.

### D. ACTIVITIES / METHODS

List the specific activities and/or services to be provided that will accomplish the objectives. Must include a timetable for achieving the various components of your project. Timetable must cover entire grant period. This must relate back to the Goals and Objectives. If this is a training project, omit this page and complete D-2 Training Programs.

1. Recruit 31 additional CASA volunteers to advocate for child abuse victims.
  - A. Distribute public service announcements to radio, television, and other news media each quarter.
  - B. Provide speakers for local community groups each month.
  - C. Recruit African Americans and males to create a diverse volunteer pool throughout the grant year.
2. Train 31 additional CASA volunteers to advocate for child abuse victims.
  - A. Develop training materials, manuals, agendas, and handouts for three pre-service training courses (February, June, September).
  - B. Process volunteer applications and complete the screening process for each volunteer (ongoing).
  - C. Evaluate training using pre and post test scores (February, June, September).
3. Provide CASA volunteers for 205 child abuse victims.
  - A. Program accepts appointments from all sitting juvenile court judges (ongoing).
  - B. Staff makes appropriate matches of volunteers to cases (ongoing).
  - C. Facilitate swearing in and court ordered appointments for volunteers (ongoing).
4. Provide quality advocacy for 205 child abuse victims.
  - A. Staff makes personal contact with each volunteer at least monthly.
  - B. Staff reviews all reports before submittal to court (ongoing).
  - C. Staff attends all court hearing with volunteers (ongoing).
  - D. Staff provides in-service training opportunities for volunteers each quarter.

Program will begin on 10/1/2011 and continue through 9/30/2012

### E. DEMOGRAPHICS

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

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

2. Type of Organization:

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

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

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

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

### F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Angie Pitre PHONE: (225) 379-8598 EMAIL: apitre@casabr.org

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

NAME: PHONE: ( ) - EMAIL:

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

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

### G. CRIME VICTIMS REPARATIONS (CVR)

Yes  No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If no, please provide name and contact information:

NAME: PHONE: ( ) - EMAIL:

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.)

In 2010, 162 CASA volunteers advocated for 260 child abuse victims. Forty-four new CASA volunteers were trained. Since the program began in 1992, 907 CASA volunteers have advocated for 1,706 abused and neglected children. According to research results compiled by the National CASA Association:

1. CASA volunteers are highly effective in getting their recommendations accepted in court. In four out of five cases, all or almost all of CASA volunteer recommendations are accepted.
2. When a CASA volunteer is assigned, a higher number of services are ordered for children and families.
3. A child with a CASA volunteer is more likely to be adopted.
4. A child with a CASA volunteer is less likely to re-enter the child welfare system. The proportion of re-entries is consistently reduced by half.

2. Did the project work as expected? Explain.

Capital Area CASA Association continues to be successful in meeting its goals. In February 2009, the program reached its long standing goal of providing a volunteer advocate for every abused child who needs one in East Baton Rouge Parish. The program continues to serve 100% of the "child in need of care" cases in its jurisdiction.

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 RESULTS

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

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

CASA staff and volunteers provide data on the children served and CASA volunteers.

2. When will the data be collected?

Monthly

3. Who will collect and analyze the data?

The Program Manager collects and analyzes data involving children served and active volunteers. Data regarding CASA volunteer screening and training is managed by the Training Coordinator. The Recruitment Coordinator tracks data regarding volunteer recruitment activities.

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

Name: Liz Betz Phone: (225) 379-8598 Email: lbetz@casabr.org

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

Ongoing program evaluation and needed revisions are conducted on many levels. The board of directors revises the organization's strategic plan every three years. An annual staff retreat generates input regarding day-to-day programmatic operations. The executive director and program manager meet monthly to review progress towards annual goals and any obstacles that have arisen. The program manager conducts weekly case staffings with all staff advocate supervisors.

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.

- \* East Baton Rouge Parish Juvenile Court Judges receive quarterly program reports.
- \* The Louisiana Supreme Court receives monthly financial and program reports.
- \* The Louisiana Commission on Law Enforcement receives monthly financial and quarterly program reports.
- \* Capital Area United Way conducts an annual site visit which includes financial and program reports.
- \* The organization's board of directors receives financial and program reports from staff bimonthly.
- \* Private foundations receive reports as requested.
- \* All funders receive a copy of the financial audit and annual report each year
- \* All donors receive a copy of the annual report each year.

### J. CONTINUATION

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

Each year Capital Area CASA Association receives funding from the following sources: Capital Area United Way, private donations, fundraising events, court fines and costs, foundation grants, Louisiana Supreme Court (TANF funds). These fundraising efforts will continue in the future in order to provide revenue for the organization's operating expenses.

### 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.

In 2009, Capital Area CASA Association launched a capital campaign to fund the construction of a new office to house program operations. Staff and volunteers moved into the new facility in downtown Baton Rouge in May 2010. With a successful capital campaign, the organization owns the building outright. The facility provides staff and volunteers easy access to the courts, child protection agency, and other collaborative partners. It includes a training room, conference room, secure file room for confidential case files, library, offices for twelve staff, and room for volunteer advocates to work as they prepare court reports, meet with their staff supervisor, or use CASA's library.

Capital Area CASA Association also uses student workers and interns from local universities. At no cost to CASA, these students provide a cost effective way to increase program capacity.

### L. AUDIT REQUIREMENTS

All applications must check one:

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

- This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

### M. VOLUNTEERS

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

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

The CASA volunteer serves as a fact-finder for the judge by thoroughly researching the background of each assigned case; speaking for the child in the courtroom and acting as a "watchdog" for the child during the life of the case, ensuring the child is placed in a safe, permanent home. To prepare a recommendation for the judge, CASA volunteers talk with the child, the parents, family members, social workers, school officials, private treatment providers, and others who are knowledgeable about the child's history and current situation. They review pertinent medical, school and caseworker reports, and court documents. Based on their findings, the CASA volunteer submits his or her recommendation in a written report to the judge. The CASA volunteer's report provides the judge with pertinent information not otherwise provided to the court, to assist the judge in making sound, informed decisions about the child's future.

#### N. REQUIRED COMPONENTS

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

Information on the Louisiana Crime Victims Reparations Program is included in the training manual for new CASA volunteers and is discussed during their pre-service training course.

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

CASA volunteers work with all agencies and individuals involved in child abuse and neglect cases including juvenile court judges and personnel; Louisiana Department of Children and Family Services child protection investigators, case managers, supervisors and attorneys; Children's Advocacy Program attorneys (representing the child); Assistant District Attorneys; private attorneys (representing parents); and private treatment providers.

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

While working on their cases, CASA volunteers discuss with the children any fears or concerns they may have. If a volunteer suspects that a child has been victimized in any way, they report this concern to the appropriate authority. CASA volunteers help the children understand what behaviors are unlawful and encourage them to talk to the police or the judge when something is happening or has happened in the past.

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

All volunteers and paid staff are required to sign a release which allows the program to request criminal records checks and a Child Abuse Registry check by the Department of Children and Family Services. CASA does not accept applicants if they have been convicted of, or have charges pending for, a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or to the CASA program's credibility.