

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C10-8-019

APPLICANT: Louisiana Mothers Against Drunk Driving

PROJECT TITLE: DWI Crash Victim Assistance Program

PROJECT FUNDS :

FUND:	\$ <u>100,000</u>	80.00%	PROJECT DURATION: <u>12</u> months
MATCH:	\$ <u>25,000</u>	20.00%	START DATE: <u>11/01/2011</u>
TOTAL:	\$ <u>125,000</u>	100.00%	END DATE: <u>10/31/2012</u>

Continuation of C88-8-003

PROJECT SUMMARY:

The DWI Crash Victims Assistance Program is a continuation project which offers support to DWI victims and their family members. MADD offers court accompaniment, emotional support, crisis intervention and referrals to area service providers as appropriate. MADD offers crisis intervention through a 24-hour helpline, as well as grief and injury recovery literature for victims and family members. MADD also provides victims to opportunity to speak as part of their healing journey at Victim Impact Panels and other educational events. Victims are educated about criminal justice procedure and accompanied to court by trained victim advocates. Advocates act as liaisons with crime scene investigators and prosecutors, reviewing crime investigation and crash reports for accuracy and advocating for corrections when warranted to ensure lawful prosecution of offenders. They also accompany victims throughout the various proceedings advising them on the purpose and technical aspects of the case. MADD offers training to law enforcement, prosecutors, victims assistance coordinators, and volunteers in direct victim services delivery.

RECOMMENDATION: FUND X DENY

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 08/16/11 IS REVIEWED AND APPROVED BY LCLE STAFF.



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

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C10-8-019

CVA Purpose Area:

1. TITLE OF PROJECT

DWI Crash Victim Assistance Program

NEW PROJECT

CONTINUATION PROJECT OF: C09-8-014

3. PROJECT DURATION

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

Desired Start Date: 11/1/2011

Desired End Date: 10/31/2012

4. PROJECT FUNDS

Federal Funds: \$100,000

Cash Match: \$21,120

In-Kind Match: \$3,880

Total Project: \$125,000

5A. APPLICANT AGENCY INFORMATION

Agency Name: Mothers Against Drunk Driving

Physical Address: 2644 S. Sherwood Forest Blvd. Suite 123

City: Baton Rouge Zip: 70816-2248

Mailing Address: 2644 S. Sherwood Forest Blvd. Suite 123

City: Baton Rouge Zip: 70816-

Phone: (225) 926-0801 FAX: (225) 926-3842

Email: donna.tate@madd.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Donna M. Tate

Title: State Executive Director

Agency Name: Mothers Against Drunk Driving

Address: 2644 S. Sherwood Forest Blvd. Suite 123

City: Baton Rouge Zip: 70816-

Phone: (225) 926-0801 FAX: (225) 926-3842

Email: donna.tate@madd.org

6/23/12

Fed Employer Tax Id: 94 - 2707273

DUNS: 62-747 - 9512

CCR CAGE/NCAGE: 4RP21

CCR Expiration Date: 5/13/2011

6. IMPLEMENTING AGENCY

Name: Donna M. Tate

Title: State Executive Director

Agency: Mothers Against Drunk Driving

Address: 2644 S. Sherwood Forest Blvd. Su

City: Baton Rouge Zip: 70816-

Phone: (225) 926-0807 FAX: (225) 926-3842

Email: donna.tate@madd.org

7. PROJECT DIRECTOR

Name: Donna M. Tate

Title: State Executive Director

Agency: Mothers Against Drunk Driving

Address: 2644 S. Sherwood Forest Blvd. Su

City: Baton Rouge Zip: 70816-

Phone: (225) 926-0807 FAX: (225) 926-3842

Email: donna.tate@madd.org

8. FINANCIAL OFFICER

Name: Valerie Cox

Title: Coordinator of Volunteer Resources

Agency: Mothers Against Drunk Driving

Address: 2644 S. Sherwood Forest Blvd. Su

City: Baton Rouge Zip: 70816-

Phone: (225) 926-0807 FAX: (225) 926-3842

Email: valerie.cox@madd.org

9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)

The DWI Crash Victim Assistance Program is a continuation project which offers support to DWI victims and their family members. MADD offers court accompaniment, emotional support, crisis intervention and referrals to area service providers as appropriate. MADD offers crisis intervention through a 24 hour helpline, as well as grief and injury recovery literature for victims and family members. MADD also provides victims the opportunity to speak as part of their healing journey at Victim Impact Panels and other educational events. Victims are educated about criminal justice procedure and accompanied to court by trained victim advocates. Advocates act as liaisons with crime scene investigators and prosecutors, reviewing crime investigation and crash reports for accuracy and advocating for corrections when warranted to ensure lawful prosecution of offenders. They also accompany victims throughout the various proceedings advising them on the purpose and technical aspects of the case. MADD offers training to law enforcement, prosecutors, victim assistance coordinators, and volunteers in direct victim services delivery.

VOCA PURPOSE AREAS

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

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

State Type of Previously Underserved: Victims of Intoxicated Drivers

PROJECT BUDGET SUMMARY

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

CHECKLIST:

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

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Donna M. Tate Title: State Executive Director
Phone: (225) 926-0807 Fax: (225) 926-3842 E-Mail: donna.tate@madd.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$74,832	\$10,118	\$3,880	\$88,830
SECTION 200. FRINGE BENEFITS	\$22,428	\$2,378	N/A	\$24,806
SECTION 300. TRAVEL	\$2,740	\$4,040	\$0	\$6,780
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$0	\$2,100	\$0	\$2,100
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$0	\$2,484	\$0	\$2,484
TOTAL:	\$100,000	\$21,120	\$3,880	\$125,000

Provide Source of Cash Match: MADD Louisiana's general fundraising initiatives and non federal grants will provide cash matching funds related to victim services.

Provide Source of In-Kind Match: Volunteer hours valued at \$10/hour will be utilized for the remaining matching funds. Hours provided by volunteer victim advocates, victim impact panel speakers/facilitators, speaker's bureau, community action site volunteers, and other administrative hours related to victim services.

011 AUG 11 AM 7:34

LOUISIANA LAW ENFORCEMENT COMMISSION

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
Victim Services Specialist	Brenda Sinclair	FT	\$3,067.00	100.00%	12.00	\$36,804.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Victim Services Specialist	Ann Shocklee	FT	\$3,169.00	100.00%	12.00	\$38,028.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
State Executive Director	Donna Tate	FT	\$5,014.00	10.00%	12.00	\$6,016.80	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinator of Volunteers	Valerie Cox	FT	\$3,418.00	10.00%	12.00	\$4,101.60	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$84,950.40	F = Fed Funds	C = Cash Match

PART-TIME OR OVERTIME EMPLOYEES:

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

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Volunteer Victim Advocates: intervention/referral/follow-up, court accompaniment, attends conferences with DA's, documents contact for each case, distributes supportive/educational literature to victims. Victim Service Volunteers: office support, facilitate support groups, participate in community coalitions/outreach events.	75.00	\$10.00	\$750.00
Volunteer Speakers and Facilitators: make presentations about their victimization at victim impact panels & community events, sets up necessary equipment & supplies and conducts sign in & facilitates panel program, prepares required paperwork for each panel.	313.00	\$10.00	\$3,130.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$3,880.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$74,832
CASH MATCH	\$10,118
IN-KIND MATCH	\$3,880
PERSONNEL TOTAL	\$88,830

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:

MADD's mission is to stop drunk driving, support the victims of this violent crime, and prevent underage drinking. MADD is the leading nonprofit agency in the state serving bereaved and injured victims of drunk driving and addressing drunk driving issues in partnership with legislators and law enforcement. Nearly 11,000 people were killed and 500,000 injured due to drunk drivers in 2010 according to the NHTSA. Each of those people left someone behind who is grieving and now may need support due to an injury. Many of these victims and survivors have never had any contact with the criminal justice system and do not have an understanding of what can be involved in prosecuting drunk drivers. MADD victim advocates help victims navigate through the procedures, the delays, and the disposition of drunk driving prosecutions. Victim advocates provide emotional support and information and referrals for victims who experience gaps in their lives (financial, legal, emotional, health). Victim advocates guide victim/survivors through the aftermath of a drunk driving crash explaining the next steps, helping resolve problems and referring them to needed resources in their communities. MADD employs 2 victim services specialists who cover the entire state. They are supported by volunteers.

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

Salaries are consistent with or below similar positions within MADD and other statewide victim services organizations.

C) Project duties of each position requested:

VICTIM SERVICES SPECIALISTS: Provide effective and timely assistance to victims and survivors of drunk driving crashes. Accompany victims and survivors to court and educate them on the criminal justice process and procedures. Facilitate meetings in person and by phone with district attorneys on behalf of victims and survivors. Facilitate communication between the various parts of the criminal justice system and the victim/survivor as deemed necessary for each case. Provide emotional support, legal advocacy and information and referrals to victims and survivors. Assist victims in preparing victim impact statements and seeking crime victim compensation. Assist in the planning and scheduling of appropriate victim programs. Utilize a network of key individuals in the criminal justice system, legal and social service systems to facilitate assistance for victims. Recruit, train, and support volunteer victim advocates and speakers. Provide supervision, technical assistance and training to volunteers including development of work plans, problem solving and regular guidance on issues that arise from working with victims of drunk driving. Review volunteer victim advocates' level of service and performance and make recommendations for corrections and/or improvements. Identify and coordinate contact with state resources available to victims such as contacts in the criminal justice system, social welfare agencies, and support groups. **EXECUTIVE DIRECTOR:** Provides supervision to staff. Covers cases/provides direct services to victims in person and via telephone as a back up to staff. Prepares quarterly reports and data analysis. **COORDINATOR OF VOLUNTEER RESOURCES:** Assists with financial records & reports related to victim services. Compiles/maintains records of volunteer hours. Coordinates annual event to honor victims. Manages victim billboard campaign.

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.]

The above personnel are existing staff in positions previously funded. The administrative functions provided in the previous year by the Grants Administrator will be performed by the Coordinator of Volunteer Resources for the continuation period. Managerial oversight responsibilities are provided by the State Executive Director who will act as Project Director for this project.

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. Brenda Sinclair	.062		\$36,804	\$2,281	5.	.062			\$0
2. Ann Shocklee	.062		\$38,028	\$2,357	6.	.062			\$0
3. Donna Tate	.062		\$6,016	\$372	7.	.062			\$0
4. Valerie Cox	.062		\$4,101	\$254	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Brenda Sinclair	.0145		\$36,804	\$533	5.	.0145			\$0
2. Ann Shocklee	.0145		\$38,028	\$551	6.	.0145			\$0
3. Donna Tate	.0145		\$6,016	\$87	7.	.0145			\$0
4. Valerie Cox	.0145		\$4,101	\$59	8.	.0145			\$0
HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME PERMITTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME PERMITTED TO PROJECT	TOTAL
1. Brenda Sinclair	624.39	12.00	100.00%	\$7,492	5.				\$0
2. Ann Shocklee	718.02	12.00	100.00%	\$8,616	6.				\$0
3. Donna Tate	651.97	12.00	10.00%	\$782	7.				\$0
4. Valerie Cox	620.59	12.00	10.00%	\$744	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Brenda Sinclair	0.008		\$36,804	\$294	5.				\$0
2. Ann Shocklee	0.008		\$38,028	\$304	6.				\$0
3. Donna Tate	0.008		\$6,016	\$48	7.				\$0
4. Valerie Cox	0.008		\$4,101	\$32	8.				\$0
UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL
1.		CHECK		\$0	5.		CHECK		\$0
2.		TYPE		\$0	6.		TYPE		\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER	RATE		SALARY	TOTAL	OTHER	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$24,806	FRINGE BENEFITS TOTAL (B):				\$0

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

Fringe Benefits Total (A+B): \$24,806

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$22,428
CASH MATCH	\$2,378
TOTAL FRINGE BENEFITS	\$24,806

SECTION 300. TRAVEL

Itemize travel expenses of project personnel. Mileage is unallowable in agency owned vehicles. Charges are not to exceed established agency travel rates, but in no case can this exceed current Louisiana Travel Guideline rates. Only 50% of out-of-state travel reimbursement and requires prior approval from LCLE.

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH:		
				F	C	IK
NAME: Ann Shocklee TITLE: Victim Services Specialist PURPOSE: provide direct and support service to victims	\$0.40	3,850.00	\$1,540.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Brenda Sinclair TITLE: Victim Services Specialist PURPOSE: provide direct and support service to victims	\$0.40	12,500.00	\$5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Donna Tate/Valerie Cox/Volunteers TITLE: Exec. Dir/Vol Coord/Volunteers PURPOSE: provide direct & support service to victims/staff advocates	\$0.40	600.00	\$240.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL:			\$6,780.00			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH:		
		FROM	TO	F	C	IK
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH:		
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$2,740
CASH MATCH	\$4,040
IN-KIND MATCH	\$0
TRAVEL TOTAL	\$6,780

SECTION 800. OTHER DIRECT COSTS

Itemize each type: e.g., audit, rent (show square footage and cost per square foot), phone charges, utilities, printing, duplicating, registration fees for conferences/workshops, etc. Prorate telephone and utility bills. Show method of determining cost. Please refer to application instructions for direction.

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
Phone Service N.O./Shreveport	monthly bill - victim services	12.00	\$140.00	\$1,680.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internet - New Orleans only	monthly bill - victim services	12.00	\$67.00	\$804.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$2,484.00	<small>F • Federal Funds C • Cash Match IK • In-Kind Match</small>		

BRIEFLY EXPLAIN:
 A) Need for each type listed; and
 The New Orleans and Shreveport offices house the regional staff Victim Services Specialists. They deliver victim services to those in need who reside in their region. Telephone and internet services are used to contact victims, provide follow-up information via phone and email, and research case information and referral sources and other supportive services for the victims they serve.
 B) Its relationship to project.
 Phone and internet access are utilized to provide direct and indirect service to victims of drunk driving crashes. The telephone costs for the New Orleans and Shreveport are allocated 90% to this project as the primary function of the two office is Victim Services. The remaining 10% is allocated to other projects to cover calls of a general nature not related to victim services. The internet service for the New Orleans office is allocated 100% to this project as its sole use is in the planning, research, monitoring and follow-up of victim cases by the Victim Advocate.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$0
CASH MATCH	\$2,484
IN-KIND MATCH	\$0
OTHER DIRECT COSTS TOTAL	\$2,484

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.

Injuries and fatalities due to drunk driving crashes are a problem in the United States as evidenced by National Highway Transportation Safety Administration (NHTSA) statistics showing 10,839 people were killed as a result of drunk driving crashes in 2010. An additional 500,000 people are injured annually by drunk drivers. Forty-two percent of all traffic fatalities in Louisiana are alcohol related. Louisiana Highway Safety Research Group reports 378 people were killed in alcohol-related crashes in Louisiana during 2010. Victims and survivors frequently have never had any contact with the criminal justice system and do not have an understanding of what can be involved in prosecuting drunk drivers.

Victims and survivors often become frustrated and confused trying to navigate through the procedures, the delays, and the disposition of drunk driving prosecutions. Victims and survivors need special emotional support as well as information and referrals due to unfamiliar gaps in their lives (financial, legal, emotional, health) created by drunk driving crashes. Not only do these victim/survivors find themselves in a sea of new problems, they often have no idea where to go to get help in resolving their issues. MADD Louisiana served 1,146 victims and family members in 2010.

MADD employs 2 full time victim services specialists to provide direct services to victims and survivors throughout the state. There is a significant need to add a 3rd victim advocate to provide better coverage in the southwest Louisiana region. Additional funding is being sought from other non-VOCA sources to restore previous capacity and to expand to meet the growing demand for services, but restoration is dependent on funding being secured from new sources.

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

Since its founding in 1980, MADD has been the only national organization of its kind focusing on serving the victims of drunk driving crashes. MADD Louisiana continues to be the sole service provider exclusively serving victims and survivors of DWI related crashes in the state. Without MADD, victims would not have any single expert resource to support them in the aftermath of a DWI crash. MADD victim advocates act as liaisons with crime scene investigators and prosecutors, reviewing crime investigation and crash reports for accuracy and advocating for corrections when warranted to ensure lawful prosecution of offenders. They accompany victims to court and provide emotional support in addition to explaining and advising the victims on the nature of proceedings and options that may be available to them at different stages of the proceedings. No other agencies in the state provide these specialized services exclusively to DWI crash victims. Other victim advocacy agencies generally specialize in other areas of crime or have such overwhelming and varied caseloads, that they are unable to give drunk driving crash victims and survivors the attention or specialized support that is required to help them move effectively and efficiently through their trauma and the associated court proceedings.

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.

- Goal 1: Improve the quantity and quality of service delivery to bereaved and injured victims of drunk driving crashes throughout Louisiana.
- Goal 2: Improve the well-being of bereaved and injured victims of drunk driving crashes in Louisiana.
- Goal 3: Strengthen victim services available in Louisiana for those affected by drunk driving crashes.

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 for the proposed grant period include:

GOAL 1:

- (1) Maintain current level of service delivery utilizing volunteers to offset staff reduction from November, 2009. Assist 15% more victims/survivors by 2012.
- (2) Maintain and expand MADD Victim Services public awareness and community outreach efforts to promote free victim services with special emphasis on the injured and elderly populations that have been identified as underserved groups in Louisiana by participating in an average of 2 community based public awareness events monthly (health/safety/wellness fairs, lunch and learns, corporate presentations, civic and community group presentations, etc.).

GOAL 2:

- (3) Provide an annual event to honor bereaved and injured victims.
- (4) Offer victims the opportunity to participate in the annual victim billboard campaign.
- (5) Offer victims the opportunity to heal by sharing their stories at Victim Impact Panels, community events, and media opportunities throughout the state.
- (6) Establish and conduct support groups in 1-2 parishes where victims have indicated a desire to have such a support system.
- (7) Assist victims in the preparation of applications for Crime Victims Compensation to help offset needs created by the drunk driving crash.

GOAL 3:

- (8) Engage 2 new victim impact panel speakers and provide a supportive retreat/training for 10 existing speakers.
- (9) Recruit and train 2 new victim advocates (volunteer) and provide advanced training to 2 existing volunteer victim advocates.

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.

The following strategies will be utilized to accomplish the goals and objectives set forth previously:

- (1) Maintain existing relationships with key community partners, develop new partnerships, and engage them in the intake and referral process. TIMELINE: Nov. 1, 2011 through Oct. 31, 2012. (Goals 1, 2)
- (2) Establish relationships with funeral homes, hospitals, rehabilitation facilities, and physical therapy groups in the New Orleans and Shreveport areas. TIMELINE: Identify/Contact 2 new entities by January 31, 2012, April 30, 2012, July 31, 2012, and October 31, 2012 for a total of 8 new relationships. (Goals 1, 2)
- (3) Contact and partner with community groups and resources that engage and serve underserved populations with special emphasis on the injured and elderly. TIMELINE: Contact 2 new groups related to the designated populations each quarter. (Goals 1, 2)
- (4) Utilize MADD Victim Services literature and resources to reach out to underserved populations on a quarterly basis. (Goals 1, 2)
- (5) Recruit, screen, place and train volunteers. Evaluate and recognize volunteer contributions and program. Meet with volunteers assess current involvement and satisfaction with their programs and to identify training needs. TIMELINE: Nov. 1, 2011 through Oct. 31, 2012. (Goals 1, 2, 3)
- (6) Work in partnership with MADD Victim Services Department to deliver a statewide volunteer training by Oct. 31, 2012. (Goals 1, 2, 3)
- (7) The state and local offices will maintain an adequate supply of approved supportive and informational literature which will be provided to victims and/or survivors through face-to-face meetings and via postal service. TIMELINE: Nov. 1, 2011 through Oct. 31, 2012. (Goals 1, 2)

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(s):

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

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

- | | |
|---|--|
| <input type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Court | <input type="checkbox"/> Sexual Assault Program |
| <input 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 checked="" type="checkbox"/> Other (Specify): DWI Crash Victim Assistance |

Yes No Is this a faith-based organization?

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

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Ann Shocklee & Brenda Sinclair PHONE: (800) 992-6233 EMAIL: la.state@madd.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: same as above PHONE: (800) 992-6233 EMAIL: la.state@madd.org

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

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

G. CRIME VICTIMS REPARATIONS (CVR)

Yes No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: Ann Shocklee & Brenda Sinclair PHONE: (800) 992-6233 EMAIL: la.state@madd.org

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

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

H. FUNDING 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.)

MADD Louisiana continued to maintain service levels despite the 2009 reduction in staff serving 1,146 victims in 2011. Staff and volunteers participated in an average of 2 events monthly to promote awareness of MADD's free victim services program. In April, 2011, twenty volunteers attended a training session in Baton Rouge to increase their understanding of policy and procedures and volunteer opportunities available to them. Another volunteer training opportunity is being planned for October, 2011. Two new victim impact panel speakers were developed in the Hammond and Lafayette areas. The Baton Rouge State Office hosted a Memorial Tree Ceremony in December, 2010 for victims from across the state at the Louisiana State Police headquarters. Volunteers in Lake Charles (supported by staff) held a candlelight vigil event to honor victims and survivors in December, 2010. Local victim memorial displays were done in Livingston, Shreveport, Monroe, and Alexandria. In 2011, six new victims were featured on MADD billboards throughout the state and the vinyl for two existing victims' billboards were refurbished. Victims participated and spoke at 24 victim impact panels reaching over 10,000 participants with their experiences as victims and survivors of DWI crashes.

2. Did the project work as expected? Explain.

Yes. The strategies were successful in reaching more victims than ever before providing more services to victims and their families than in previous years. By engaging bereaved and injured victims in MADD's victim services programs, their quality of life and well being has been positively influenced by offering them a safe and therapeutic outlet for their grief and opportunities for them to educate others about the consequences and tragedy that accompany DWI crashes.

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

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

I. EVALUATION AND DISSEMINATION OF REPORTING

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

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

Victims whose cases have been resolved during the grant period.

2. When will the data be collected?

Surveys will be mailed out quarterly.

3. Who will collect and analyze the data?

Coordinator of Volunteer Services/Executive Director will collect surveys and compile data. Executive Director will analyze and report on the data.

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

Name: donna.tate@madd.org

Phone: (225) 926-807

Email: donna.tate@madd.org

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

The Executive Director will compare survey results against relevant grant objectives. In conjunction with staff victim services specialists, objectives and strategies will be adjusted on an ongoing basis in response to survey results. Appropriate actions will be taken to ensure project goals can be accomplished by the conclusion of the grant period.

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.

LACLE - quarterly progress reports and monthly expenditure reports
MADD National Office - quarterly statistical reports
MADD Louisiana Operations Council - quarterly progress reports

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.

As long as VOCA funds are available MADD will continue to apply for funding through the Louisiana Commission on Law Enforcement for its Victim Assistance program. At the conclusion of federal support, MADD will work to expand funding from current sources used for matching funds and to identify new sources of funding through general fundraising initiatives, foundations, corporations, and grantmaking organizations.

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.

The Victim Assistance Program is coordinated from the Louisiana State Office for MADD, located at 2644 S. Sherwood Forest Blvd., Suite 123, Baton Rouge, LA 70816. Telephone equipment, computers, and furniture are provided by the state office and any expenses which exceed grant allocations are paid by the state office. The North Louisiana Victim Services Specialist is located at 3502 N. Hwy. 169, Box 8, Mooringsport, LA 71060. The South Louisiana Victim Services Specialist is located at 109 N. Gatehouse Drive, #F, Metairie, LA 70001. The victim advocates are supported by volunteers and staff including the Victim Impact Panel Coordinator, Court Monitoring Project Specialist, and Volunteer Development Coordinator.

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 | December, 2010 |
| 2. Dates covered by last audit: | July 1, 2009 - June 30, 2010 |
| 3. Date of next audit: | October, 2011 |
| 4. Dates to be covered by next audit: | July 1, 2010 - June 30, 2011 |
| 5. Date next audit will be forwarded to LACLE: | upon completion, estimated February, 2012 |

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?

Volunteer Victim Advocates: intervention/referral/follow-up, court accompaniment, attends conferences with DA's, documents contact for each case, distributes supportive/educational literature to victims. Victim Service Volunteers: office support, facilitate support groups, participate in community coalitions/outreach events. Volunteer Speakers and Facilitators: make presentations about their victimization at victim impact panels & community events, sets up necessary equipment & supplies and conducts sign in & facilitates panel program, prepares required paperwork for each panel.

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.

Advocates will advise victims and survivors of the availability and mechanism to apply for compensation through the Louisiana Crime Victims Reparations Program. They will review the following pertinent areas of the process with the victim: (1) Basic Qualification Requirements, (2) Who May Qualify, (3) Who is Eligible, (4) Who is Not Eligible, (5) What Expenses Are Eligible, (6) What Expenses Are Not Eligible, (7) Limits on Awards, (8) Recoveries from Other Sources, (9) How the Application is Reviewed, and (10) Right to Appeal.

Advocates will inform victims that all of the above information is available on the Louisiana Commission on Law Enforcement's website. Hard copies of this information will be made available to victims who do not have access to the website. Advocates will assist victims and survivors in obtaining, completing, and submitting applications as requested by victims/survivors.

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.

Advocates will communicate with other criminal justice system and private service providers through telephone and face to face meetings based on the needs of each individual victim or survivor. Advocates will act as liaisons with crime scene investigators and prosecutors, reviewing crime investigation and crash reports for accuracy and advocating for corrections when warranted to ensure lawful prosecution of offenders. Advocates will coordinate meetings with the prosecution on behalf of victims and facilitate an open dialogue between the prosecution and the victim families. Advocates will assist in obtaining necessary reports and documentation based on each victim's individual capacity to participate in the process by contacting law enforcement agencies and prosecutors on a victim's behalf.

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.

Not applicable. Victims have already had their crashes reported to law enforcement when they request assistance from MADD.

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.

The organization will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate.

Rutha Chatwood

From: Rutha Chatwood
Sent: Tuesday, August 16, 2011 8:18 AM
To: Tate, Donna
Cc: Valerie Cox (valerie.cox@madd.org)
Subject: FW: C10-8-019; LA MADD "DWI Crash Victim Assistance Program"

August 16, 2011

Ms. Donna Tate
Louisiana Mothers Against Drunk Driving
2644 S. Sherwood Forest Blvd., Suite 123
Baton Rouge, LA 70816-2248

RE: C10-8-019; "DWI Crash Victim Assistance Program"

Dear Ms. Tate:

This office has received the above referenced application. The application will be presented at the Victim Services Advisory Board and the Commission meetings scheduled for September 14, and 15, 2011, respectively. Since this application request is to continue this project and is over \$20,000, you or your chosen representative will be required to attend both meetings. Information regarding the location of the September 2011 meetings will be provided at a later date.

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

1. Subgrant Award Report; Section 10: The federal amount reported in Section 10.b. VOCA funds is correct. Matching funds and any other monies received and dedicated to this project must be reported in Sections 10.c, 10.d, and 10.e. Any funds dedicated as in-kind funds (such as the \$3,880 budgeted in this project) are not to be reported in this section. Please correct, if necessary.
- 1) Please email or mail the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested to the LCLE by **Friday, August 26, 2011**. Please do not fax replies, as they are not always legible. All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. Please contact me if you have any questions or concerns regarding this letter or the prevention education information listed above.

Sincerely,

Rutha Chatwood

Victim Services Program Manager
LA Commission on Law Enforcement

Mailing Address:
P. O. Box 3133
Baton Rouge, LA 70821-3133