LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-4-002

APPLICANT: Big Brothers/Big Sisters Of Acadiana

PROJECT TITLE: Child Advocacy Program

PROJECT FUNDS :

FUND:	$ 41,358	80.00%	
MATCH:	$ 10,340	20.00%	
TOTAL:	$ 51,698	100.00%	

PROJECT DURATION: 12 months

START DATE: 10/01/2010

END DATE: 09/30/2011

Continuation of C89-4-004

PROJECT SUMMARY:

Big Brothers Big Sisters provides continuous one-to-one and group supportive relationships through volunteer "Big Brothers/Sisters" to child victims of abuse, including sexual abuse, domestic abuse, and neglect. These volunteers also support the children in areas of relationship building and personal growth and development. The agency provides support services for the volunteer matched with the child, the child's residential or custodial parent, and often times professionals in the field. Our model of youth development is asset-based, focusing on strengths of both the child and volunteer in order to foster an improved sense of well-being in the child.

RECOMMENDATION : **FUND** X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. SUBGRANTEE AGREES TO MAINTAIN ITS NONPROFIT STATUS IN "GOOD STANDING" WITH THE LOUISIANA SECRETARY OF STATE'S COMMERCIAL DIVISION FOR THE DURATION OF THE SUBGRANT PERIOD.
3. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.
4. PRE-AWARD COSTS ALLOWABLE FROM 10/01/2010.
5. NO RELEASE OF FUNDS BY LCLE UNTIL PRIOR PROJECT C09-4-002 IS FINALIZED.
6. ALL TRAVEL EXPENDITURES MUST BE IN ACCORDANCE WITH STATE TRAVEL REGULATIONS.

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:** C10-4-002 **CVA Purpose Area:** 1, 2, 3

1. TITLE OF PROJECT
Child Advocacy Program

2. ☐ **NEW PROJECT**
☒ **CONTINUATION PROJECT OF: C09-4-002**

3. PROJECT DURATION
Total Length: **12** Months *(Not to exceed 12 Months)*
Desired Start Date: 10/1/2010
Desired End Date: 9/30/2011

4. PROJECT FUNDS

Federal Funds:	$41,358
Cash Match	$0
In-Kind Match:	$10,340
Total Project:	**$51,698**

5A. APPLICANT AGENCY INFORMATION
Agency Name: Big Brothers Big Sisters of Acadiana
Physical Address: 123 E. Main
City: Lafayette Zip: 70501-6921
Mailing Address: 123 E. Main
City: Lafayette Zip: 70501-6921
Phone: (337) 269-0454 FAX: (337) 269-1069
Email: bbbsed@cox-internet.com

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Betty Blair
Title: Executive Director
Agency Name: Big Brothers Big Sisters of Acadiana
Address: 123 E. Main
City: Lafayette Zip: 70501-6921
Phone: (337) 269-0454 FAX: (337) 260-1069
Email: bbbsed@cox-internet.com

Fed Employer Tax Id: 58 - 1634741 DUNS: 797109811 - CCR CAGE/NCAGE: 4R3T9 CCR Expiration Date: 2/4/2011

6. IMPLEMENTING AGENCY
Name: Betty Blair
Title: Executive Director
Agency: Big Brothers Big Sisters of Acad
Address: 123 E. Main
City: Lafayette Zip: 70501-6921
Phone: (337) 269-0454 FAX: (337) 269-1069
Email: bbbsed@cox-internet.com

7. PROJECT DIRECTOR
Name: Betty Blair
Title: Executive Director
Agency: Big Brothers Big Sisters of Acad
Address: 123 E. Main
City: Lafayette Zip: 70501-6921
Phone: (337) 269-0454 FAX: (337) 269-1069
Email: bbbsed@cox-internet.com

8. FINANCIAL OFFICER
Name: Kenneth Toups
Title: Treasurer, Board of Directors
Agency: Big Brothers Big Sisters of Acad
Address: 123 E.Main
City: Lafayette Zip: 70501-6921
Phone: (337) 269-0454 FAX: (337) 269-1069
Email: bbbsmagic@cox-internet.com

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

Big Brothers Big Sisters of Acadiana provides continuous one-to-one and group supportive relationships through volunteer "Big Brothers/Big Sisters" to child victims of abuse, including sexual abuse and domestic abuse, and neglect. These volunteers also support the children in areas of relationship building and in personal growth and development. The agency provides support services for the volunteer matched with the child, the child's residential or custodial parent, and often times professionals in the field. Our model of youth development is asset-based, focusing on the strengths of both the child and the volunteer in order to foster an improved sense of well-being in the child.

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
☒	Sexual Assault
☒	Domestic Abuse
☒	Child Abuse
☐	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:	**YES:**	**NO:**
Are all budgeted items allowable per Program Guidelines?	☒	☐
Were instructions followed to determine allowable personnel/contractual costs?	☒	☐
Are all line item computations correct?	☒	☐
Do line items add to category totals?	☒	☐
Have category totals been rounded to nearest dollar?	☒	☐

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

Person Completing Budget Section: Betty Blair Title: Executive Director
Phone: (337) 269-0454 Fax: (337) 269-1069 E-Mail: bbbsed@cox-internet.com

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$37,600	$0	$10,340	**$47,940**
SECTION 200. FRINGE BENEFITS	$2,331	$0	N/A	**$2,331**
SECTION 300. TRAVEL	$427	$0	$0	**$427**
SECTION 400. EQUIPMENT	$0	$0	$0	**$0**
SECTION 500. SUPPLIES	$600	$0	$0	**$600**
SECTION 600. CONTRACTUAL	$400	$0	N/A	**$400**
SECTION 700. RENOVATION COSTS	$0	$0	$0	**$0**
SECTION 800. OTHER DIRECT COSTS	$0	$0	$0	**$0**
TOTAL:	**$41,358**	**$0**	**$10,340**	**$51,698**

Provide Source of *Cash* Match:

Provide Source of *In-Kind* Match: volunteer mentors (Big Brothers and Big Sisters) matched with project youth

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	PAID WITH C
Case Manager	Natalie Thibodeaux	FT	$2,050.00	100.00%	12.00	$24,600.00	☒	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
	SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:					$24,600.00	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Coord. of Volunteer Svcs.	Leslie Haymark	PT	$12.50	20.00	100.00%	52.00	$13,000.00	☒	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
	SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:						$13,000.00	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 (Big Brothers/Sisters) serve as mentors to victims of abuse and neglect for the purpose of promoting a sense of well-being and positive behaviors for youth mentored.	1,034.00	$10.00	$10,340.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$10,340.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$37,600
CASH MATCH	$0
IN-KIND MATCH	$10,340
PERSONNEL TOTAL	**$47,940**

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:

Staff: Both requested positions are critical to reaching and assisting child victims of abuse. The full-time Case Manager works closely with volunteers, parents/caregivers, and residential shelter personnel to make, support, and maintain matches. The Coordinator of Volunteer Services is responsible for recruiting potential mentors to work with children who have experienced abuse and/or neglect. No overtime will be requested for either position.

Volunteers: Volunteer mentors are an integral part of the match relationship

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

The salary for each position is in accordance with similar non-profit positions in the Lafayette area as detailed in the 2004 Wage & Benefits Survey of LA NonProfit Organizations published by LANO (LA Association of NonProfit Organizations).

As to the status of personnel for these positions, we currently have a part-time Coordinator of Volunteer Services and a full-time Case Manager in these grant positions and both plan to continue on staff.

C) Project duties of each position requested:

The Case Manager visits the shelters on a regular basis and conducts interviews with potential clients (youth) there. Carefully screened and trained volunteers are then matched with these children in order to provide additional support and guidance in an effort to foster positive behaviors. The Case Manager is also responsible for making prescribed contacts with all program participants on a monthly/quarterly basis, depending on the longevity of the match, and gathering both anecdotal and survey information from all program participants. This position offers referral services (including CVR and LAVNS), program information, and handles any problems which arise in the match relationship.

The Coordinator of Volunteer Services is responsible for recruiting potential mentors to work with children who have experienced abuse and/or neglect. Sexual abuse prevention information and other safety issues are covered during the screening process. The Coordinator of Volunteer Services also works with the volunteer screening process assuring that information given during orientations specifically addresses the needs of child victims.

Community-based volunteers meet at least twice a month with their mentees while site-based volunteers meet at the child's school 3 times per month for about an hour each visit. Volunteers undergo an intensive screening process which includes distribution of information on sexual abuse prevention/child safety, a criminal background check, sex offender registery check, providing three references as well as a valid driver's license and current auto insurance. information, interview by staff case manager, and a home visit, if applying for the
community-based program

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 Case Manager and Coordinator of Volunteer Services from the prior grant year will be continuing into the new grant year.

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. Natalie Thibodeaux	.062		$24,600	$1,525	5.	.062			$0
2. Leslie Haymark	.062		$13,000	$806	6.	.062			$0
3.	.062			$0	7.	.062			$0
4.	.062			$0	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1.	.0145			$0	5.	.0145			$0
2.	.0145			$0	6.	.0145			$0
3.	.0145			$0	7.	.0145			$0
4.	.0145			$0	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		$0	5.		CHECK TYPE:		$0
2.				$0	6.				$0
3.		☐ FUTA		$0	7.		☐ FUTA		$0
4.		☐ SUTA		$0	8.		☐ 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):	$2,331				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): $2,331

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$2,331
CASH MATCH	$0
TOTAL FRINGE BENEFITS	$2,331

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: Natalie Thibodeaux TITLE: Case Manager PURPOSE: contacts with shelters, schools, prog. participants, meeting	$0.48	590.00	$283.20	☒	☐	☐
NAME: Leslie Haymark TITLE: Coordinator of Volunteer Services PURPOSE: presentations, meetings, recruitment activ. & events	$0.48	300.00	$144.00	☒	☐	☐
NAME: TITLE: PURPOSE:			$0.00	☐	☐	☐
NAME: TITLE: PURPOSE:			$0.00	☐	☐	☐
		SUBTOTAL FOR LOCAL TRAVEL:	$427.20	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: FROM	TO	PAID WITH F	C	IK
NAME: TITLE: PURPOSE:				☐	☐	☐
NAME: TITLE: PURPOSE:				☐	☐	☐
NAME: TITLE: PURPOSE:				☐	☐	☐

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 F	C	IK
NAME:			$0.00							$0.00	☐	☐	☐
NAME:			$0.00							$0.00	☐	☐	☐
NAME:			$0.00							$0.00	☐	☐	☐
							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	$427
CASH MATCH	$0
IN-KIND MATCH	$0
TRAVEL TOTAL	$427

SECTION 500. SUPPLIES

SECTION A: List items within this category by major type; e.g., office supplies (pens, pencils, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. If office supplies average $50 per month or less, i.e., $600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Basic Supply Allowance			$0.00	☒	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
SUBTOTAL OF SECTION A SUPPLIES:			$600.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

A) Need for and use of each major supply type requested:

Basic office supplies such as copy paper, folders, pens/pencils, and office-produced volunteer guides are required for day to day activities for program staff.

B) Its relationship to this project.

Supplies allow program staff to operate in an efficient manner in the recruitment, screening, matching, and match support of all program participants.

SECTION 500. SUPPLIES (Continued)

SECTION B: Use this section only for Publications, workbooks, curriculum guides, videotapes, etc. Under type choose: **P** – Publications; **W** – Workbooks; **CG** – Curriculum Guides; **V** – Videotapes; **O** – Other. Itemize each item separately. Include tax and shipping costs in Unit Price, when applicable.

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
SUBTOTAL OF SECTION B SUPPLIES:				$0.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

A) The use of each request and its relationship to the project. Also explain the choice of materials, e.g. based on previous experiences or research showing its effectiveness, etc.:

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	$600
CASH MATCH	$0
IN-KIND MATCH	$0
SUPPLIES TOTAL	$600

SECTION 600. CONTRACTUAL

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

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST	PAID WITH F	PAID WITH C
Name: 4 Consultants - TBA Title: Agency:	professional workshops/trainings on issues such as conflict resolution, goal setting, financial stability, resume writing & interv. skills	8.00	$50.00	$400.00	☒	☐
Name: Title: Agency:				$0.00	☐	☐
Name: Title: Agency:				$0.00	☐	☐
Name: Title: Agency:				$0.00	☐	☐
			SUBTOTAL OF CONTRACTUAL COSTS	$400.00	F = Federal Funds C = Cash Match	

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 F	PAID WITH C
NAME:			$0.00							$0.00	☐	☐
NAME:			$0.00							$0.00	☐	☐
NAME:			$0.00							$0.00	☐	☐
									SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:	$0.00	F = Federal Funds C = Cash Match	

BRIEFLY EXPLAIN:

A) Purpose of each consultant or other contractual service requested:

The purpose of each consultant is to present age-appropriate information through workshops/trainings to child victims of crime in order to enhance their ability to become stable and productive citizens.

B) Why the service requested is necessary and cost effective:

The service is requested in order to provide knowledge and insight into important issues such as conflict resolution, anger management, healthy bodies, goal-setting, and financial stability. Presentations are not intended to target crime prevention but are designed to identify crime victims and provide or refer them to needed services and will focus on topics that provide stability in their lives

C) Method of procurement and basis for determining rate of pay:

The recruitment of presenters/facilitators is through community partners, UL Lafayette, Woman's Foundation, and the Southwest LA Area Health Education Center, for example. These individuals donate a large portion of their time and materials to provide these services at a minimal cost.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	$400
CASH MATCH	$0
CONTRACTUAL TOTAL	$400

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.

The 2007 KIDS COUNT Report ranks Louisiana 49th on Child Well-Being which includes child & teen death rate, children in poverty, and several other indicators contributing to the well-being of children in our state. Local statisticals are also alarming:

1. In 2006, 53% of teen mothers in LA resided in the five parishes (Acadia, Evangeline, Lafayette, St. Landry, St. Martin) served through this grant.
2. As of May 31, 2004, the Lafayette Parish Office of Community Service has removed 142 victims of abuse and neglect from their homes since the beginning of the year. (Office of Community Service).
3. Data from KIDS COUNT 2003 reports that 2,664 children in the five parishes to be covered by this grant were victims of abuse and neglect, including physical and sexual abuse.
4. The average for children residing in poverty within the five parishes served was 31%, and an average of 69% of children in the five parishes received free lunch which is a huge determing factor in assessing family poverty. (2003 KIDS COUNT census data on-line).
5. According to the Public Affairs Research Council's PAR newsletter, summer of 2005, the cost of secure custody per day/per youth was $157 which represents an annual cost of over $57,000. Many child victims of crime, without positive intervention, will become a juvenile incarceration statistic. This contrasts significantly with the Big Brothers Big Sisters' average annual cost of $1,000 per matched youth.

Big Brothers Big Sisters of Acadiana provides mentors to child victims of abuse and neglect through the Child Advocacy Program. Utilizing the agency's screening and evaluation processes, we have determined that 42% of the children currently served are victims of abuse and/or neglect. In addition to the disclosure concerning children enrolling in our program, our case managers also get first-time disclosure from parents enrolling children and from volunteers matched with these children. Since 1998, our agency has matched over 975 child victims identified as suffering some type of abuse in one-to-one relationships with carefully screened adult mentors. Child victims are referred to our agency from our partnership sites which include Acadiana Youth, Inc., Faith House, Sexual Abuse Response Center, and through our traditional programs.

In order to improve the child victim's sense of well-being and minimize the behaviors outlined above, Big Brothers Big Sisters will provide much needed screened and trained mentors through the full-time Case Manager and part-time Coordinator of Volunteer Services positions. The Case Manager spends many hours of additional time with this youth population in the screening, matching, and supervisory processes. The Coordinator of Volunteer Services is essential to identifying, recruiting, and orienting suitable adult mentors to serve these children. BBBS of Acadiana will also provide workshops to children in the state residential shelters and other child victims which will focus on topics such as academic success, coping skills, goal setting, and strategies for financial stability.

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

Big Brothers Big Sisters of Acadiana is the premier mentoring organization in the geographical area served by the agency. With a national presence of over 100 years and a local presence of 25 years of service and with an evidence-based system which includes evaluation and on-going support, the agency fills a significant gap in providing additional support and positive guidance for at-risk youth. Although there are several mentoring groups in the area, none combine the screening, matching, and on-going monitoring and match support that BBBS of Acadiana provides.

Too many children live in single-parent, female-headed households where the mothers are working two jobs just to provide their families with basic needs. Young children are often left to care for themselves and younger siblings in violent neighborhoods where illegal drug use is rampant. Big Brothers Big Sisters steps in and matches these children with caring adult mentors who provide opportunities for positive youth development and lessen the effects of victimization.

B. GOALS

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

GOAL I: Through case management and volunteer recruitment/services, provide reassurance, empathic listening, and guidance for 100 child victims of abuse/neglect, which will enhance their abilities to become stable, productive citizens.

GOAL II: Provide workshops/trainings to shelter residents and other victims of crime which focus on responding to the emotional and physical needs of crime victims and on stabilizing their lives following victimization. The constructive information provided in these presentations is designed to help the victims accept their own victimization and work with the criminal justice system in their recovery. Brochures and other relevant handouts centering on victims' rights and services will also be provided at all workshops.

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**.

Goal I:

Objectives:

1. Increase the number of trained one-to-one mentoring matches by 65 as well as provide support and encouragement in the retention of a minimum of 35 existing match relationships.
2. Serve 100 clients through orientation sessions, workshops conducted by BBBS professional staff and area professionals, and on-going monitoring/support of matches.
3. Program clients (child victims of crime) will be evaluated as to improvements in confidence, competence, and caring by parents/residential shelter personnel/mentors at appropriate intervals during the match relationship with at least 70% demonstrating improvements in areas of academic performance and social skills.

Goal II:

Objectives:

1. Coordinate with residential shelter personnel the selection of topics of interest and, through an evaluation process, assess the impact these presentations have on the residents attending.
2. A minimum of four workshops/trainings will be held with age-appropriate presentations by area professionals on topics such as coping skills, financial stability, living safe in an unsafe world, communication skills, and self-esteem/self-awareness. Victims' emotional and physical needs will be addressed as well as trainings on enhancing their ability to become stable, productive citizens.

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.

GOAL I, Objective 1: The Coordinator of Volunteer Services hired through this grant will target specific groups of volunteers to be matched with the children served by the grant. Appeals will be made to at least 100 potential volunteers in order to secure 65 for the project. The intake process will be tailored to this targeted population for minimal fall-out of volunteers. This process begins/ continues from prior grant October 1, 2010 and is on-going through September of 2011.

GOAL I, Objective 2: Age-appropriate sexual abuse awareness prevention information and child safety issues (seatbelts, internet safety, bike safety, etc.) will be discussed at all orientation sessions thus providing volunteers with the ability and knowledge to better understand and deal effectively and compassionately with child victims of abuse/neglect. This is an on-going process through the grant year and orientation evaluations are completed by all adults attending; anecdotal information is gathered by grant personnel for children attending.

Shelter residents and other child victims of crimes will also be invited to four agency workshops during the year which could include topics on elevating self-esteem, financial stability, anger management, confliction resolution, and goal-setting. Workshops will focus on supporting victims' emotional and physical needs as well as enhancing their ability to become stable, productive citizens. Workshops will be scheduled in July and August, 2011, in order to maximize attendance during the summer break.

GOAL I, Objective 3: In order to assess the impact of the match relationship in the life of the child, post-match surveys are completed by parent/caregiver, child, and volunteer at the 6 month benchmark in the match and again annually. These surverys are designed to gauge the child's and volunteer's match satisfaction and the child's trust of the mentor. Also included is an evaluation which demonstrates the child's improvement in areas of self-confidence, sense of the future, academic performance, classroom behavior, respect for other cultures, and relationships with peers and other adults. An increased sense of self-confidence, the ability to make better decisions, and improved attitudes toward school performance are expected behavioral changes for clients in this program.

GOAL II, Objective 1: Residential shelter staff will be asked to submit workshop/training topics which target the emotional and physical stabilization of crime victims and are a value to residents. Due to the fact that the residents have already been identified as crime victims, the workshops will provide support and encouragement for further stabilization. Presentations are not intended to target crime prevention but are designed to identify crime victims and provide or refer them to needed services and will focus on responding to the emotional and physical needs of crime victims and assisting children in these circumstances to stabilize their lives following victimization. Big Brothers Big Sisters of Acadiana will provide individual evaluation forms for each presentation to be completed by residents and staff and other child victims attending in order to measure the impact of the presentation and suitability for future presentations. Anecdotal information will also be collected from shelter staff regarding residents' attentiveness and general reaction to topics presented. Discussions with shelter personnel in the spring of 2011 will be held to receive their input as to the subjects for workshops and their thoughts on the most beneficial and effective informational sessions for crime victims residing in the shelters. Parents will also be given an opportunity during match support contacts with grant staff to offer suggestions for topics.

GOAL II, Objective 2: Professionals from the community will be recruited for workshop/training presentations on topics such as self-esteem, goal-setting, financial stability, healthy bodies, etc. Consultants will be identified through the agency's community partners (United Way organizations, youth-serving non-profits, mental health facilities) as appropriate for presentations suggested by shelter personnel/parents/volunteers. Consultants will be confirmed in early June of 2011 for July and August presentations.

E. DEMOGRAPHICS

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

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

2. Type of Organizations:

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

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

- ☐ Community-Based Organization
- ☐ Court
- ☐ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☐ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☒ Other (Specify): Non-profit mentoring program

☐ 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: Natalie Thibodeaux PHONE: (337) 269-0454 EMAIL: nthibodeaux@acadianabigs.com

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

NAME: PHONE: ( ) - EMAIL:

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

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

Note: BBBS is typically not the entry point for child victims of crime but we will attend the training and have materials available.

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: 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. [illegible]IOR RESULTS (For Continuation Projects [illegible]ly)

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.)

The goal was to match/sustain matches for 100 child victims of crime. The agency served 68 children from October 1, 2009 to July 15, 2010 with an estimated 32 victims to be enrolled and matched in the project by September 30, 2010.

In addition to children matched in one-to-one mentoring relationships, approximately 20 others not matched are expected to attend enrichment workshops in July and August, 2010. Although these youth are not yet matched, they are enrolled and either in the screening process or ready to be matched awaiting an appropriate mentor.

2. Did the project work as expected? Explain.

Yes, the project has worked as expected. Seventy-one percent of child victims of crime matched for a minimum of 6 months demonstrated improvements in the areas of sense of the future, academic performance, classroom behavior, respect for other cultures, and relationships with peers and other adults. Additionally, anecdotal information collected from parents and volunteer mentors pointed to an overall improvement in the child's attitude toward his/her victimization.

Although the four workshops have not taken place at the submission of the 2010-2011 grant, expectations based on last summer's evaluations completed by youth attending enrichment workshops point to a positive experience by all attending. Attendees gave an over-all "good" to "excellent" response to questions on the surveys concerning workshop length, effectiveness of the facilitator, and content. They were also given an opportunity to comment on any other topics of interest on which they would like to receive information. Topics for this summer's presentations were selected based on suggestions by attendees and residential shelter staff.

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. EV JATION AND DISSEMINATION OF REI TING

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?

Data will be collected from parents, residential shelter personnel, volunteers, and youth. During monthly match support contacts, grant staff will gather anecdotal information regarding the match from all participants. Additionally, several surveys/evaulation instruments will be administered by grant staff to mentors and matched youth annually.

2. When will the data be collected?

Anecdotal information will be collected on an on-going basis during match support contacts. Surveys will be completed at the 6 month benchmark of the match and annually at the anniversary date.

3. Who will collect and analyze the data?

Data will be distributed and collected by the grant Case Manager who will enter all statistical information into the agency's AIM software tracking system which is then analyzed by agency Executive Director and Program Director.

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

Name: Natalie Thibodeaux Phone: (337) 269-454 Email: nthibodeaux@acadianabigs.com

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

Any revisions or updates will be determined by agency administrative staff. The Big Brothers Big Sisters mentoring model with accompanying evaluation processes is a research-based and evidence-based system. Data collected will be analyzed in regard to the effectiveness and efficiency of the project, and most importantly, the impact on the child.

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.

Project statistical data is reported at bi-monthly board meetings which includes the number of orientation/training sessions held, and the number of volunteers, children, and parents attending those sessions is reported. In addition, an overview of data from the Program Outcome Evaluations is presented at the agency annual meeting as well as a review of all mentoring programs. United Way of Acadiana and St. Landry-Evangeline United Way also receive this information through yearly reports and the LCLE is informed on a quarterly basis.

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.

Child victims of abuse/neglect will always be a significant percentage of the children served by the agency. The two United Way organizations (UW of Acadiana and St. Landry-Evangeline UW) would be sources for child victims' services through the agency's Child Advocacy Program which focuses on youth with a history of abuse and neglect. Additional funding/grant sources are constantly researched by the agency's development team. In late 2009, for example, Big Brothers Big Sisters of Acadiana received a four-year grant through the US Department of Justice for mentoring services targeting high-risk youth.

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 project will be housed in the Lafayette office located in downtown Lafayette and at our satellite office in Opelousas (serving St. Landry and Evangeline Parishes). All facilities are accessible to handicapped individuals and the Lafayette office is convenient to the city transit system. All offices are equipped with locking file cabinets, desks, computers, fax machines, telephones, printers, and TV/VCRs. A resource center is located at the Lafayette office complete with computers and Internet access for use by all program participants. Educational and informational CDs as well as video tapes are also available.

Working with grant project staff, one of our most significant resources is the volunteer mentors recruited through the grant.These are community individuals who "step forward" to work with child victims of abuse and help them focus on recovering from their victimization and also provide opportunities for positive youth development.

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?

Volunteers serve as role models and mentors for child victims of abuse and neglect and meet with their Little Brothers/Sisters a minimum of twice a month. Matches spend time in a community-wide setting enjoying activities such as visits to the park and library, attending events with donated tickets (Cajun Heartland State Fair, UL Lafayette football, baseball, and basketball games, Lafayette Performing Arts Society performances), and participating in sports and games. It is estimated that Bigs in this program will spend 2-4 hours twice a month with their Littles.

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.

Big Brothers Big Sisters has on hand brochures explaining the Crime Victims Reparations program. These brochures are made available to all participants in all mentoring programs. We also refer individuals to appropriate agencies if eligibility for benefits is determined.

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.

BBBS of Acadiana is typically not the first responder to child victimization. However, the agency does have on hand information for crime victims reparations and will attend training on the LAVNS system once the grant year begins. We work closely with other youth-serving non-profits in the area and with governmental entities such as local FINS (Families In Need of Services) who provide program referrals. The CVA Case Manager attends Lafayette Parish FINS meetings and collaborates with other BBBS case management staff in referrals from other parishes.

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.

As noted above, BBBS of Acadiana is usually not the first responder to child victimization. We do, however, occasionally receive direct information from a child who has experienced some type of abuse. This disclosure may occur during the in-take portion of the enrollment process or may be disclosed to a mentor at some point in the match relationship. Our first step, once this occurs, is to contact the Office of Community Service for appropriate action. We also train our staff and volunteer mentors on sexual abuse prevention. This includes information on recognizing, handling, and reporting abuse.

At the four workshops held annually, the agency provides CVR information to those attending. In this grant year, we will also offer information on the automated victim notification system. Reinforcing this information which has already been provided at the child's initial entry will add to their comfort level within the reporting system. Should a child victim request assistance with any step in the process, the agency staff and/or volunteer mentor will work with them in addressing any issues.

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.

Big Brothers Big Sisters of Acadiana will comply with the LA Child Protection Act (LRS 15:581.1) in screening both prospective employees and volunteer mentors. All undergo a national web-based criminal background check, are checked on the sex offender registry website, and must provide current and valid proof of driver's license and automobile insurance.