

APPLICATION NUMBER: M85-8-001

APPLICANT: Louisiana Foundation Against Sexual Assault

PROJECT TITLE: Sexual Assault Program

**PROJECT FUNDS :**

FUND:	\$	<u>181,817</u>	100.00%	PROJECT DURATION:	<u>12</u> months
MATCH:	\$	<u>0</u>	0.00%	START DATE:	<u>04/01/2012</u>
TOTAL:	\$	<u>181,817</u>	100.00%	END DATE:	<u>03/31/2013</u>

Continuation of M83-8-001

**PROJECT SUMMARY:**

The Sexual Assault Services Program will support the establishment, maintenance, and expansion of rape crisis centers and other programs that provide services to victims of sexual assault. Under a Memorandum of Understanding, LaFASA will coordinate the provision of direct services to sexual assault victims through agencies that have been determined to meet the Coalition's Accreditation Standards for Sexual Assault Centers.

RECOMMENDATION : FUND  DENY

**SPECIAL CONDITIONS :**

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 05/18/12 IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION OF  
CRIMINAL JUSTICE

APPLICATION FOR  
CFDA 16.017

SEXUAL ASSAULT  
SERVICES  
FORMULA GRANT  
PROGRAM

FOR LCLE USE ONLY:

PROJECT ID: M84-8-001

1. SHORT TITLE OF PROJECT

Sexual Assault Services Program

2. PROJECT FUNDS (FEDERAL)

Federal Funds \$181,817

3. PROJECT DURATION

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

Desired Starting Date: April 1, 2012

Desired Completion Date: March 31, 2013

Administrative Funds \$9,091

Culturally specific \$0

Projects \$172,726

5. APPLICANT AGENCY

Authorized Official: Judy Benitez

Agency Name: Louisiana Foundation Against SA (LaFASA)

Address: 1250 SW RR Ave., Suite 170

City, State: Hammond, LA

70403-5011

Phone: 985-345-5995

Fax: 985-345-5592

Email Address: judy@lafasa.org

Federal Tax ID Number: 72-107454700

DUNS Number: 07597272

Central Contractor Registration #: 3TDZ8 (Exp Date 07/06/2012)

6. IMPLEMENTING AGENCY

Agency Head: Mike Byrne, BOD President

Agency Name: LaFASA

Address: 1250 SW RR Ave, Suite 170

City, State: Hammond, LA

70403-5011

Phone: 985-345-5995

Fax: 985-345-5592

Email Address: admin@lafasa.org

7. PROJECT DIRECTOR

Name: Judy Benitez

Address: 1250 SW RR Ave, Suite 170

City, State: Hammond LA

70403-5011

Phone: 985-345-5995

Fax: 985-345-5592

Email Address: judy@lafasa.org

8. FINANCIAL OFFICER

Name: Lenore Wyatt

Address: 1250 SW RR Ave., Suite 170

City, State: Hammond, LA

70403-5011

Phone: 985-345-5995

Fax: 985-345-5592

Email Address: lenore@lafasa.org

9. CONGRESSIONAL DISTRICTS SERVED: 1  2  3  4  5  6  7  8

10. BRIEF PROJECT DESCRIPTION:

The Sexual Assault Services Program will support the establishment, maintenance, and expansion of rape crisis centers and other programs that provide services to victims of sexual assault. Under a Memorandum of Understanding, LaFASA will coordinate the provision of direct services to sexual assault victims through agencies that have been determined to meet the coalition's *Accreditation Standards for Sexual Assault Centers*.

Pre-award costs are requested.

LA COMMISSION  
LAW ENFORCEMENT  
2012 MAY 17 AM 10:50

# DETAILED PROJECT BUDGET

## CHECKLIST AND PROJECT BUDGET SUMMARY

**INSTRUCTIONS:** Complete this page **LAST**. The Checklist is self-explanatory. In Project Summary, insert applicable budget category totals from the Detailed Project Budget. Do not exceed spaces provided.

**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.

Name of Person Completing Budget Section:      Judy Benitez

Phone Number:      985-345-5995

Fax Number:      985-345-5592

E-Mail Address:      judy@lafasa.org

### PROJECT BUDGET SUMMARY

BUDGET CATEGORY	FEDERAL FUNDS
100. PERSONNEL	\$6,000
200. FRINGE BENEFITS	\$1,291
300. TRAVEL	\$0
400. EQUIPMENT	\$0
500. SUPPLIES	\$600
600. CONTRACTUAL	\$172,726
800. OTHER DIRECT COSTS	\$1,200
<b>TOTAL:</b>	<b>\$181,817</b>

**100. PERSONNEL**

Enter only the Title Position(s) and Individual Name(s) of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

POSITION TITLE	EMPLOYEE NAME	FULL-TIME EMPLOYEE	EMPLOYEE MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY
Grants & Contracts Manager	Lenore Wyatt	FT	\$2,833.33	17.65	12	\$6,000
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
		FT				\$0
<b>SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:</b>						<b>\$6,000</b>

POSITION TITLE	EMPLOYEE NAME	PART-TIME EMPLOYEE	EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
		PT					\$0
<b>SUBTOTAL AMOUNT OF PART-TIME EMPLOYEES SALARIES:</b>							<b>\$0</b>

**100. PERSONNEL TOTAL: \$6,000**

**100. BRIEFLY EXPLAIN:**

A) Need for each position shown above:

The Grants and Contracts Manager serves as the administrator for all contracts and grants entered into by the agency, including grants we receive and grants or contracts that we make with vendors, including the Sexual Assault Centers. She is responsible for ensuring that reports are completed correctly and on time, including both programmatic and financial. She is also responsible for aggregating and reporting on data submitted to us by the Sexual Assault Centers.

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

The salary is consistent with similar positions at organizations of a similar size, as determined by LaFASA's own Salary and Benefit Survey as well as that of the Louisiana Association of Non-Profit Organizations (LANO).

C) Project duties of each position requested:

The Grants & Contracts Manager manages and administers the pass-through funding for 13 of the 14 sexual assault centers (the remaining center is based in prosecutors' offices and not eligible for SASP funding). She maintains files on each MOU partner, is responsible for ensuring that reports are completed correctly and on time, including both programmatic and financial, aggregating and reporting on data submitted to LAFASA by the Sexual Assault Centers, and providing technical assistance to the SACs via phone calls, email, fax and postal mail.

D) Indicate if personnel will be new or existing personnel. If existing – indicate if position was backfilled. If this is a continuation application, indicate the personnel's original status. (PLEASE NOTE: Existing personnel are employees currently working for the agency in a different position, but will now be working on this grant's activities. If so, the position the employee is moved from must be filled with a new employee. If employee is the same from the previous grant, indicate when the employee was originally hired for that position.)

Existing personnel

**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 ten (10) 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.	Lenore Wyatt	.062		\$6,000	\$372	6.		.062			\$0
2.		.062			\$0	7.		.062			\$0
3.		.062			\$0	8.		.062			\$0
4.		.062			\$0	9.		.062			\$0
5.		.062			\$0	10.		.062			\$0
MEDICARE		RATE		SALARY	TOTAL	MEDICARE		RATE		SALARY	TOTAL
1.	Lenore Wyatt	.0145		\$6,000	\$87	6.		.0145			\$0
2.		.0145			\$0	7.		.0145			\$0
3.		.0145			\$0	8.		.0145			\$0
4.		.0145			\$0	9.		.0145			\$0
5.		.0145			\$0	10.		.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates ▶▶		RATE	MONTHS		TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates ▶▶		RATE	MONTHS		TOTAL
1.	Lenore Wyatt	69.59	12		\$835	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$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		\$0	6.			CHECK		\$0
2.			TYPE(S):		\$0	7.			TYPE(S):		\$0
3.			<input type="checkbox"/> FUTA		\$0	8.			<input type="checkbox"/> FUTA		\$0
4.			<input type="checkbox"/> SUTA		\$0	9.			<input type="checkbox"/> SUTA		\$0
5.			<input type="checkbox"/> OTHER		\$0	10.			<input type="checkbox"/> OTHER		\$0
PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
OTHER:		RATE		SALARY	TOTAL	OTHER:		RATE		SALARY	TOTAL
1.					\$0	6.					\$0
2.					\$0	7.					\$0
3.					\$0	8.					\$0
4.					\$0	9.					\$0
5.					\$0	10.					\$0
FRINGE BENEFITS TOTAL (A):					\$1,294	FRINGE BENEFITS TOTAL (B):					\$0

PLEASE NOTE: IF MORE THAN TEN (10) EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

**200. Fringe Benefits Total (A+B): \$1,294**



**600. CONTRACTUAL/CONSULTANT (Includes Travel, Lodging, and Meal Costs, if applicable.)**

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.

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST
NAME: Sexual Assault Centers named TITLE: on MOU	Direct services to sexual assault victims	1.00	\$172,726	\$172,726
NAME: TITLE:				\$0
NAME: TITLE:				\$0
NAME: TITLE:				\$0
<b>SUBTOTAL OF CONTRACTUAL/CONSULTANT COSTS:</b>				<b>\$172,726</b>

CONSULTANT/CONTRACTOR TRAVEL EXPENDITURES	NUMBER OF DAYS	AIRFARE	OR MILEAGE COSTS	LODGING COSTS (INCLUDE TAX)	MEAL COSTS	OTHER TRAVEL COSTS	TOTAL COSTS
Origination: Destination:							\$0
Origination: Destination:							\$0
Origination: Destination:							\$0
Origination: Destination:							\$0
<b>SUBTOTAL OF CONSULTANT/CONTRACTOR TRAVEL COSTS:</b>							<b>\$0</b>

**BRIEFLY EXPLAIN:**

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

The MOU partners are the agencies named on the attached Memorandum of Understanding. These partners will provide direct services to sexual assault victims and/or their loved ones, as detailed in the MOU.

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

SEE ATTACHED MEMORANDUM OF UNDERSTANDING

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

SEE ATTACHED MEMORANDUM OF UNDERSTANDING

**600. CONTRACTUAL/CONSULTANT CATEGORY TOTAL: \$172,726**

## MEMORANDUM OF UNDERSTANDING

between

**LOUISIANA FOUNDATION AGAINST SEXUAL ASSAULT, Inc. (LaFASA)**

and

**SEXUAL ASSAULT CENTERS AND OTHER PROVIDERS**

### PURPOSE

This Memorandum of Understanding (MOU) is to provide for the disbursement of funds under the Sexual Assault Services Program (SASP), to ensure that these funds are used to decrease the impact of the trauma caused by the crime of sexual assault by providing direct services to sexual assault victims and their loved ones, and to memorialize the responsibilities of all parties regarding programmatic and financial reporting and documentation and reimbursement of costs.

All Sexual Assault Centers (SACs) and other providers being awarded funding via this MOU must abide by the then-current *Standards of Service, Ethics, and Training for Sexual Assault Crisis Centers* promulgated by LaFASA. That document is a separate attachment to this MOU.

The purpose of Sexual Assault Service Program funds is:

- a. To provide direct intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments, etc.), support services and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault, except for the perpetrator of such victimization.
- b. Place increased focus on sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma from which victims must heal.
- c. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or a stranger.
- d. It may take years to recover from the physical and psychological trauma caused by rape and other forms of sexual violence. In order to heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance from victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. (SASP will support these services by assisting the establishment, maintenance and expansion of rape crisis centers, and other relevant programs dedicated to assisting sexual assault victims.)
- e. SASP assists in support of rape crisis centers and other nonprofit, nongovernmental organizations, including faith-based and other community organizations, that provide core services, direct intervention, and related assistance to victims of sexual assault.

- f. Faith-based organizations receiving SASP funds may retain their independence and do not lose or have to modify their religious identity (e.g., moving religious symbols) to receive SASP awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently, religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; permissible, although it cannot occur during an activity funded with DOJ grant funds; rather such religious activity must be separate in time or place from the DOJ-funded program.

\* Note: Faith-based and community organizations are eligible to apply for SASP Formula sub-grants. However, all nonprofit, nongovernmental organizations must apply through their respective State for such funding.

- g. SASP funds are designed to supplement other funding sources directed at addressing sexual assault at State level.
- h. Rape crisis centers and other nonprofit organizations such as dual programs providing both domestic violence and sexual violence intervention services play a vital role in assisting sexual assault victims through the healing process, as well as assisting victims through the medical, criminal justice, and other social support systems.

#### SASP PROGRAM SCOPE

The purpose of the SASP Formula Grant Program is to provide intervention, advocacy, accompaniment (e.g. accompanying victims to court, medical facilities, police departments, etc.), support services and related assistance to:

- Adult, youth, and child victims of sexual assault;
- Family and household members of such victims; and
- Those collaterally affected by the victimization, except for the perpetrator of such victimization (e.g., friends, coworkers, classmates).

#### HISTORY OF THE RELATIONSHIP

Louisiana Foundation Against Sexual Assault (LaFASA) is a private non-profit coalition of the state's community-based sexual assault crisis centers, as well as other agencies and individuals who are concerned about sexual violence in Louisiana. LaFASA developed as an informal network of programs in 1982 and was incorporated in 1985. During the 1990s, the coalition and its members voluntarily developed a system of peer-based program monitoring according to *Standards of Service, Ethics, and Training for Sexual Assault Crisis Centers*. LaFASA also developed a funding formula that has been used to guide the distribution of federal funding. LaFASA serves as a pass-through agency for the SASP funds, via the Louisiana Commission on Law Enforcement.

#### STATUTORY PROGRAM PURPOSES

- To support the establishment, maintenance, and expansion of rape crisis centers and other programs and projects to assist those victimized by sexual assault.
- 24-hour hotline services providing crisis intervention serves and referral;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;

- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist the sexual assault victim and family or household members;
- Community-based, linguistically and culturally specific services and support mechanism, including outreach activities for underserved communities; and
- The development and distribution of materials on issues related to the services described in the previous bullets.
- Under the SASP Formula Grant Program, grant funds cannot be used to support sexual assault forensic examiner projects or criminal justice activities (e.g., law enforcement, prosecution, courts, forensic interviews).

#### PROGRAM PRIORITIES

- Support rape crisis centers in providing direct intervention and related assistance services; and
- Support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

#### ACTIVITIES THAT MAY COMPROMISE VICTIM SAFETY

Ensuring victim safety is a guiding principal underlying this program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for their criminal conduct, applicants are strongly discouraged from proposing project that include any activities that may compromise victim safety, such as

- Crafting policies that deny individual access to services based on their relationship to the perpetrator;
- Developing materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served;
- Crafting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., counseling, seeing an order for protection);
- Sharing confidential victim information with outside organizations and/or individuals without the documented consent of the victim; and
- Crafting policies that require the victim to report the sexual assault to law enforcement.

#### UNALLOWABLE ACTIVITIES

- Lobbying;
- Fundraising;
- Research projects;
- Physical modifications to building, including minor renovations;

- Sexual Assault Forensic Examiner projects;
- Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews; and
- Providing domestic violence services that do not relate to sexual violence.

#### PERFORMANCE MEASURES

As a requirement of funding under this MOU, SACs and other providers are required to report to LaFASA monthly on the Goals and Objectives of Louisiana's SASP Project, as follows:

##### GOAL:

The Sexual Assault Services Program will maintain or expand services available to sexual assault victims and their loved ones across Louisiana to help diminish the negative impact of this traumatic, violent, humiliating crime. This will be accomplished by providing intervention; advocacy; accompaniment of victims to court, medical facilities, police departments, and so on; support services; and related services to adult, youth, and child victims of sexual assault; family and household members of such victims; and those collaterally affected by the victimization, except for the perpetrator of such victimization.

##### OBJECTIVES:

- 1: Under this project the Sexual Assault Centers (SACs) and other victim service providers will serve 355 sexual assault victims and/or their loved ones who are in immediate need via **24-hour, 7 days a week crisis hotlines**. This number (355) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.
- 2: The SACs and other providers will provide **medical and/or criminal justice system accompaniment and advocacy** to 245 sexual assault victims during the project period. This number (245) will comprise adult, youth, and child victims.
- 3: The SACs and other providers during the project period will provide **crisis intervention and/or individual and group support services** to 640 sexual assault victims and/or their loved ones. This number (640) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.
- 4: During the project period the SACs and other providers will offer **information and referrals** to 130 sexual assault victims and their loved ones. This number (130) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.

### DATA SUBGRANTEES ARE TO PROVIDE:

1. The number of NEW victim/clients receiving requested services funded by this project.
2. The number of services being provided overall through this project, eg:
  - # of hotline calls answered through project funding
  - # of accompaniment calls responded to through project funding
  - # of crisis intervention and/or individual and group support services hours provided via project funding
  - # of information and referrals given via project funding
3. The number of victim advocates (FTE) supported by the grant.

### TIME FRAME

This MOU covers the time period of April 1, 2012, through March 31, 2013.

### FUNDED PARTIES

Agencies receiving funding under this MOU and the amount of funding to be received by each are:

- TBD, Alexandria, \$14,150
- ADAPT Inc., Bogalusa, \$9,425
- The Haven, Inc., Houma, \$15,528
- The Hearts of Hope (formerly Stuller Place), Lafayette, \$14,839
- Oasis Sexual Assault Program, Lake Charles, \$12,969
- Project Celebration, Many, \$13,756
- The Wellspring Alliance, Monroe, \$12,181
- Metropolitan Center for Women and Children, New Orleans, \$17,201
- Catholic Charities Archdiocese of New Orleans (Crescent House), \$10,803
- St. Landry-Evangeline Sexual Assault Center, Opelousas, \$11,886
- TBD, Shreveport, \$12,476
- Child Advocacy Services (Tri-Parish Rape Crisis Program), Hammond, \$12,772

### RESPONSIBILITIES OF EACH PARTY

Under this MOU, an addendum for each individual Sexual Assault Center will be attached. The addenda will explain that SAC's specific responsibilities regarding services to be provided and projected number of victims to be served, as well as the budget amount and budget summary.

Under this MOU, LOUISIANA FOUNDATION AGAINST SEXUAL ASSAULT shall:

- Serve as the administering agency, receiving the grant from the Louisiana Commission on Law Enforcement and working with local agencies to ensure the funds are used effectively to provide maximum relief to sexual assault victims and their loved ones.

- Receive and aggregate all financial reports, submitting one Expenditure Report, with all documentation attached, to the Louisiana Commission on Law Enforcement by the 15<sup>th</sup> of each month.
- Receive and aggregate all programmatic reports from the funded agencies, submitting one Quarterly Progress Report to the Louisiana Commission on Law Enforcement by the 15<sup>th</sup> of the month following the close of each calendar quarter.
- Disburse funds owed to the funded parties via Electronic Funds Transfer no later than five days after receiving reimbursement from the Louisiana Commission on Law Enforcement. The sexual assault centers above have the ability to utilize Electronic Funds Transfer.
- Notify the funded parties by electronic mail that the EFT has been processed, the amount, and when it should be available to the funded parties via their financial institution.
- Provide technical assistance to all funded agencies on any aspect of the project, including administrative tasks and direct service issues.
- Sign the Certified Assurances and Criminal Penalties as required by the Louisiana Commission on Law Enforcement.
- Sign the Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements, as required by the Louisiana Commission on Law Enforcement.
- Sign the Certification of Non-Supplanting.

Under this MOU, the FUNDED PARTIES shall:

- Provide services to sexual assault victims and their loved ones in accordance with LaFASA's *Accreditation Standards for Sexual Assault Centers* and as described on the attached addenda for each program.
- Adhere to any changes to the *Standards* that are implemented during the project period.
- Adhere to the scope, purposes, priorities, and regulations of the Sexual Assault Services (SASP) grant program, as stated on pages 1 through 4 of this MOU.
- Provide to LaFASA, by the 5<sup>th</sup> of each month, programmatic information regarding the services provided and the number of victims served by this project.
- Complete and submit a SASP Program Annual Progress Report for the period 1/1/2012 through 12/31/2012 (calendar year encompassing two SASP funding cycles, FY10 in 1/1/2012 – 3/31/2012 and FY11 in 4/1/2012 – 12/31/2012). This report will be due to LCLE on or before 1/27/2013.
- Provide to LaFASA, by the 5<sup>th</sup> of each month, expenditure reports with documentation of all expenses.
- Notify LaFASA of any challenges with providing services or compiling programmatic or financial data in a timely manner so that technical assistance can be provided.
- Sign Certified Assurances and Criminal Penalties as required by the Louisiana Commission on Law Enforcement and submit with original signatures to LCLE and LaFASA.
- Sign Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements, as required by the

Louisiana Commission on Law Enforcement and submit with original signatures to LCLE and LaFASA.

- Sign the Certification of Non-Supplanting and submit with original signatures to LCLE and LaFASA.

THUS ENTERED INTO by the parties signing below for the funded time period of April 1, 2012, through March 31, 2013.

\_\_\_\_\_  
Judy Benitez, M.Ed.  
Louisiana Foundation Against Sexual Assault

\_\_\_\_\_  
Date

✓ \_\_\_\_\_  
Rob Carlisle, Child Advocacy Services

\_\_\_\_\_  
Date

✓ \_\_\_\_\_  
Charlette Fornea, ADAPT, Inc.

\_\_\_\_\_  
Date

✓ \_\_\_\_\_  
Julie M. Pellegrin, The Haven, Inc.

\_\_\_\_\_  
Date

✓ \_\_\_\_\_  
Dale E. Standifer, Metropolitan Center for Women & Children

\_\_\_\_\_  
Date

✓ \_\_\_\_\_  
TBD, Crescent House, New Orleans

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jane Wood, STAR Sexual Trauma Awareness & Response

\_\_\_\_\_  
Date

✓ Laura Balthazar, St. Landry-Evangeline Sexual Assault Center

Date

✓ Jill Howell Dugas, The Hearts of Hope

Date

✓ Kathy Williams, Oasis

Date

✓ Judy Bell, The Wellspring Alliance for Families

Date

✓ Mitzi Harris, Project Celebration

Date

✓ TBD, TBD, Shreveport

Date

✓ TBD, TBD, Alexandria

Date



## PROGRAM NARRATIVE

### I. IDENTIFICATION OF NEED

Identify the nature and magnitude of the specific problem existing that needs to be addressed through this proposed program. Document the need, not the symptoms or solutions. While you may use some broader statistics to begin, it is imperative that you document any statements with valid, local, updated statistical data. Give the source and date of your information. State the needs of the victims in your area as related to this problem and justify the need for the proposed project.

The purpose of the SASP Formula Grant Program is to provide direct intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, policy departments, etc.), support services and related assistance for adult, youth, and child victims of sexual assault, family and household members of victims, and those collaterally affected by the sexual assault, except for the perpetrator of such victimization.

The program priorities of the SASP Grant Program are to support rape crisis centers in providing direct intervention and related assistance services; and to support dual programs that provide sexual assault and domestic violence services to enhance the provision of sexual assault-related direct intervention and related assistance services.

Louisiana Foundation Against Sexual Assault's *Accreditation Standards for Sexual Assault Centers* are attached. This is a separate document.

Sexual assault is an ongoing problem in Louisiana. According to Uniform Crime Report data released by the FBI, the rate of forcible rape in the U.S. as a whole in 2010 was 28.7 per 100,000 residents; in Louisiana the rate of forcible rape was 30.3 per 100,000 residents. This is 6% higher than the U.S. total and a nearly 9% increase from Louisiana's 2009 rate. In 2010, over 8185 clients were seen in sexual assault crisis centers throughout the state. Louisiana's Department of Children & Family Services reports that there were 1245 validated cases of child sexual abuse in Louisiana in 2010. The Adverse Childhood Experiences, or ACE study, found 1 in 4 girls and 1 in 6 boys is sexually abused before the age of 18 in the U.S. The Centers for Disease Control estimate there are 42 million survivors of childhood sexual assault in the nation today. The 14 sexual assault crisis centers providing services in Louisiana made over 19,750 victim contacts in 2010, providing information, advocacy, and crisis intervention; this data is compiled by LaFASA based on statistics submitted by the sexual assault centers.

The SACs also report on unmet need and the impact of limited funding on their services. Without any funding from the state, the SACs must operate with shrinking federal grants (VOCA and VAWA STOP), United Way funding, and donations they receive at the local level. This translates into agencies that work diligently but often are unable to keep up with the demand for services in the communities that they serve. Fifty-seven of the state's 64 parishes have sexual assault crisis services available to them. While fourteen parishes have a full service sexual assault center, twenty-three parishes have a part-time satellite office with secondary services only available. Twenty parishes are served by a sexual assault center but have no office and seven parishes still have no services available to sexual assault survivors at this time. When more victims need services than advocates or counselors are available, the SACs are forced to either create a waiting list for counseling or limit victim clients to a small number of sessions. Given the major impact of sexual violence trauma on a survivor's life, neither of these options are attractive. Limited funding can also prevent a SAC from sending counselors and/or advocates out to the rural parishes that they serve in order to meet victims in locations that are more realistic for them. Many sexual assault victims are unable to travel to a SAC that may be several parishes away, either due to lack of money for gas, lack of public transportation, work schedules, or disability/illness. In these instances, most of the SACs have a private, safe location where they can meet with clients; however, without funding to get there, these rural, impoverished, and/or disabled victims are left with no one to help them.

## II. GOALS

**GOAL** - 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, explain what the project hopes to accomplish. Do this by stating your goals. The goal statement is a **broad-based statement** which reflects an overall desired end result of the project.

The Sexual Assault Services Program will maintain or expand services available to sexual assault victims and their loved ones across Louisiana to help diminish the negative impact of this traumatic, violent, humiliating crime. This will be accomplished by providing intervention; advocacy; accompaniment of victims to court, medical facilities, police departments, and so on; support services; and related services to adult, youth, and child victims of sexual assault; family and household members of such victims; and those collaterally affected by the victimization, except for the perpetrator of such victimization.

## III. OBJECTIVES AND ACTIVITIES

**OBJECTIVES:** List the objectives that will accomplish the goal. A measurable objective is something the project will do, utilizing the grant funds, by a certain amount (measurable) within a certain time period. Objectives must be measurable

**ACTIVITIES:** List the activities and services that will be provided to accomplish each objective. Include the timetable for achieving the various components of your project. Timetable must cover entire grant period.  
Information can be included on the following page.

### **OBJECTIVE – STRENGTHEN PARTNERSHIPS FOR SAFER COMMUNITIES AND ENHANCE THE NATION’S CAPACITY TO PREVENT, SOLVE, AND CONTROL CRIME.**

Objective 1: Under this project the Sexual Assault Centers (SACs) and other victim service providers will serve 355 sexual assault victims and/or their loved ones who are in immediate need via 24-hour, 7 days a week crisis hotlines. This number (355) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.

Objective 2: The SACs and other providers will provide medical and/or criminal justice system accompaniment and advocacy to 245 sexual assault victims during the project period. This number (245) will comprise adult, youth, and child victims.

Objective 3: The SACs and other providers during the project period will provide crisis intervention and/or individual and group support services to 640 sexual assault victims and/or their loved ones. This number (640) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.

Objective 4: During the project period the SACs and other providers will offer information and referrals to 130 sexual assault victims and their loved ones. This number (130) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by the victimization.

### III. OBJECTIVES AND ACTIVITIES (CONTINUATION)

#### TIMELINE:

March 2012: Application submitted

May 2012: Application reviewed by Victim Services Advisory Board and Louisiana Commission on Law Enforcement

May 2012: Corrections and clarifications made to application, Memorandum of Understanding, and individual SAC MOU Addenda.

June 2012: Grant awarded.

Monthly thereafter: Programmatic and expenditure reports, the former with documentation, turned in monthly to LaFASA. LaFASA aggregates these and turns in monthly expenditure reports and quarterly programmatic reports to LCLE on forms provided by LCLE.

By September 2012: Following number of services provided: hotline, 178; accompaniment, 123; crisis intervention and/or individual and group support services, 320; information and referral, 65.

By March 31, 2012: Following total/cumulative number of services provided: hotline, 355; accompaniment, 245; crisis intervention and/or individual and group support services, 640; information and referral, 130.

#### IV. PERFORMANCE MEASUREMENTS

List the performance measurements and data that will be collected on this project.

##### **MANDATORY:**

- 1. The number of victims receiving requested services funded by the grant.**
- 2. The number of victim advocates supported by the grant.**

##### **OTHERS:**

1. The number of NEW victim/clients receiving requested services funded by this project.
2. The number of services being provided overall through this project, eg:
  - Number of hotline calls answered through project funding
  - Number of accompaniment calls responded to through project funding
  - Number of crisis intervention and/or individual and group support services hours provided via project funding
  - Number of information and referrals given via project funding
3. The number of victim advocates (FTE) supported by the grant.

## V. EVALUATION

Explain what information you are going to collect, what instruments will use to collect data, from whom the data will be collected and who will analyze the data. Describe how you will measure your progress. Be sure to relate back to the goals and objectives. If you do follow-up, please describe. REMEMBER: This is the information you will use in your progress reports.

LaFASA gathers data on a monthly basis from the SACs both on their progress under specific contracts as well as their overall program efforts. This is currently done via an Excel spreadsheet format that is completed by each SAC and then sent to the coalition. It is aggregated and analyzed by our Grants and Contracts Manager, Martha Angelette. The SACs' reported services provided, numbers of victims served, and FTE advocates supported by the grant will be compared monthly to their total annual projected numbers, with benchmarks being assessed at the 3, 6, and 9 month points. At those junctures the SACs will be contacted regarding why they are not meeting benchmarks and if needed a grant adjustment may be requested at that time if there is a significant issue preventing the overall objectives from being reached.

As has been done with the FY09 and FY10 SASP project, SACs will provide monthly data on the performance measures listed above to LaFASA. LaFASA will aggregate this data and report to LCLE on quarterly progress report forms provided by LCLE. LaFASA will also complete the required annual report form for submission to OVW to cover the calendar year of 2012 and, eventually, 2013.

## VI. DISSEMINATION

Indicate to whom and the manner in which project results will be reported. Give examples, i.e., Board of Directors, United Way, Louisiana Commission on Law Enforcement, etc., in the form of statistical data, quarterly reports, annual reports, etc.

Progress on the project will be reported quarterly to the Louisiana Commission on Law Enforcement. In addition, LaFASA compiles an annual report of services provided by the SACs and this information will also appear in that document, which is distributed directly to LaFASA's Board of Directors and is also made available to stakeholders such as the Department of Children and Family Services (formerly Office of Community Service), Office of Public Health, and the general public.

SACs will provide monthly data on the performance measures listed above to LaFASA. LaFASA will aggregate this data and report to LCLE on quarterly progress report forms provided by LCLE. LaFASA will also complete the required annual report form for submission to OVW to cover the calendar years of 2012 and 2013.

## VII. CONTINUATION

Do you plan to continue this project at the conclusion of federal support?  YES  NO. If you do plan to continue this project, what resources will be utilized for continued funding?

LaFASA as a coalition, including the member programs (SACs), staff, and Board of Directors, are always seeking new sources of funding. Ideally state funding would enable the SACs to continue their critical work of ameliorating the impact of the trauma of sexual violence. In addition, private foundation grants will also be sought.

## VIII. RESOURCES

Describe the facilities available to the subgrantee for this project, such as amount of office space, clerical support, office machines, telephone and computer.

Through the Memorandum of Understanding with the SACs, this project will take place in 14 locations, including LaFASA's administrative office as well as the 13 SACs that will be funded through this grant. In turn, several of these SACs have more than one office at which services are provided, and some meet victim/clients in remote or satellite offices for the convenience of victims in outlying parishes. In all cases, in order to be in compliance with LaFASA Standards, client services are provided in offices that are safe for both client and staff, private, confidential, and appropriate for the sensitive nature of the services.

**IX. VOLUNTEERS**

If volunteers are used for the project, describe their duties and responsibilities.

N/A

**X. COLLABORATION AND CONSULTATION**

As part of the application process, law enforcement, prosecution, the courts, and probation and parole agencies must consult with victim services. Briefly describe the process used to consult, coordinate, and collaborate with victim service.

N/A

**XI. MEMORANDUM OF UNDERSTANDING AND OTHER DOCUMENTS**

Attach Memorandum of Understanding and other documents, such as qualification documents pertaining to non-profit status if a new applicant.

## Kathy Guidry

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**From:** Kathy Guidry  
**Sent:** Friday, May 18, 2012 1:52 PM  
**To:** Judy Benitez (admin@lafasa.org); 'Lenore Wyatt'  
**Subject:** M85-8-001, LA Foundation Against Sexual Assault, Sexual Assault Program

Ms. Judy Benitez  
LA Foundation Against Sexual Assault  
1250 SW Railroad Ave., Suite 170  
Hammond, LA 70403-5011

Re: M85-8-001, Sexual Assault Program

Dear Ms. Benitez:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for May 23<sup>rd</sup> and May 24<sup>th</sup>, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this application request is to continue the above project, you are only required to attend the Victim Services Advisory Board meeting. If any issues remains or arises, you may be required to attend the Commission meeting.

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

1. Pg. 1, #3 Project Duration – The project period is April 1, 2012 to March 31, 2013.
2. Pg. 4, Section 100 Personnel –
  - a. The complete job description that includes duties to be performed, required education, work experience, other required training and salary range is needed.
  - b. If this individual is an existing personnel, was her previous position backfilled?
3. Pg. 11, Section 600 Contractual/Consultant –
  - a. The explanations for B and C states see attached. There were no attachments responding to B and C.
  - b. A MOU sample was provided. The total amount allocated (\$157,986) to each participating agency does not equal to the amount stated in Contractual (\$172,726). There are 12 agencies listed; however, the signature page includes STAR Sexual Trauma Awareness & Response.
    - i. Please identify which agency is receiving 10% (\$17,273) of the funds for culturally specific project and the seven underserved parishes Ascension, Assumption, East Feliciana, Iberville, pointe Coupee, West Baton Rouge, and West Feliciana.
    - ii. Is Pine Hills Child Advocacy Center in Ruston eligible to participate in this program?
4. Pg. 13, Program Narrative – It states that the Accreditation Standards for Sexual Assault Centers is attached. This was not included.
5. Pg. 14, Objectives and Activities –
  - a. Please explain why objectives 5 and 6 from M84-8-001 have been removed.
  - b. Timeline needs adjustment to reflect the project period.
  - c. There is no timeline when LAFASA will conduct monitoring visits and collection and submission of the annual reports.

6. Pg. 14A – Although the application was not revised in time to include Prior Results, please attach a page that provides the results of each of the performance measurements from the previous project, M84-8-001.
7. Pg. 17, V. Evaluation – Need to remove reference of Martha Angelette.
8. Pg. 18, VIII. Resources – Please verify the number of agencies that are participating in this project.
9. Pg. 15, Need to supply an Organization chart.

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

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE **by Wednesday, May 30, 2012**. Please contact the District Office if you have any questions pertaining to this letter.

Sincerely,

Kathy

***Katherine C. Guidry***

Federal Programs Section Manager  
LA Commission on Law Enforcement  
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