

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
3/13/2013		-- 1171

1. Type of Funds for which you are applying	Sexual Assault Services Program (Federal 16.017 SASP)		
2. Applicant	Name Of Applicant: Louisiana Foundation Against Sexual Assault		
	Federal I.D: 721074547	Parish: Tangipahoa	
	Street Address Line 1: 1250 Southwest Railroad Avenue, Suite 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403-5011
3. Recipient Agencies	Louisiana Foundation Against Sexual Assault		
4. Project Director	Name: Ms. Vonnie Hawkins		Title:
	Agency:		
	Street Address Line 1: 1250 SW Railroad Ave., Ste. 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
5. Financial Officer	Name: Ms. Lenore Wyatt		Title: Grants and Contracts Manager
	Agency:		
	Street Address Line 1: 1250 SW RR Avenue, Suite 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
6. Contact	Name: Ms. Vonnie Hawkins		Title:
	Agency:		
	Street Address Line 1: 1250 SW Railroad Ave., Ste. 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (May not exceed 50 characters) LAFASA – Administrative Funds		
	These funds will support, in part, the provision of administrative and technical assistance services by the state coalition to the Sexual Assault Centers and their allies as they carry out the objectives of this grant program.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

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

9. TOTAL BUDGET BY FUND SOURCE

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

10. Project Start Date: 4/1/2013

Project End Date: 3/31/2014

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

DATE

Louisiana Foundation Against Sexual Assault
NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

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

LCLE USE ONLY

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

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Louisiana Foundation Against Sexual Assault	0.00	0.00
Total:	0.00	0.00

Applicant Agency: Louisiana Foundation Against Sexual Assault

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

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

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Louisiana Foundation Against Sexual Assault

YEAR 1**PERSONNEL**

	<u>COST</u>
Position:	
Name:	
Computation:	0.00
<hr/>	
Personnel - Year 1 Total:	0.00

EMPLOYEE BENEFITS

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

SUPPLIES & OPERATING EXPENSES

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

CONSULTANTS - CONSULTANT

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

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Louisiana Foundation Against Sexual Assault

CONSULTANTS - TRAVEL

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

CONSULTANTS - PRODUCT/SERVICE

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

YEAR 1 TOTAL: 0.00

13. SECTIONS:

A. LCLE Budget Summary No Match

1. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Calculated Paid Amounts
1.1	Personnel	6,000	6,000	6,000
1.2	Employee Benefits	1,294	1,294	1,294
1.3	Travel (including Training)	2,500	2,500	2,500
1.4	Supplies & Operating Expenses	4,022	4,022	4,022
Total: Σ		13,816	13,816	13,816

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

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

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

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. She provides technical assistance in financial and programmatic reporting to the sexual assault centers.

6. Explain the basis of determining the salary for 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).

7. Explain the project duties for each position.

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.

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

Existing personnel. Lenore Wyatt was hired for this position with a start date of 3/14/2012.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

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

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

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

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

n/a

9.6. Are job descriptions for volunteers attached?

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

9.7. Are timesheets kept on volunteers?

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

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

No additional fringe benefits will be provided.

13. SECTIONS:

D. SASP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application that provides direct services. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel rates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel is not allowed.**

1. Is travel expenses being requested

Yes

2. Are requested travel expenses for local travel?

Yes

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

Mariah Stidham Wineski, Director of Education and Lenore Wyatt, Finance and Contracts Manager, will travel for site visits, technical assistance and accreditation.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Also, refer to instructions on requesting sole source.

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

13. SECTIONS:**F. LCLE Budget - Supplies & Operating Expenses****SUPPLIES & OPERATING EXPENSES JUSTIFICATION**

1. Are supplies requested for this project?

Yes

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

General office supplies are needed for administration of the project and for the provision of technical support and training, including chartpads, markers, demonstration products, copy/printer paper, printer and copier toner, envelopes, pens, and the like. Additionally specialized materials will be purchased for training and for the resource center to provide training and technical support to the sexual assault centers

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

Supplies are need for providing training and technical assistance to the sexual assault centers relating to their delivery of services under this program.

2. Are operating expenses requested for this project?

Yes

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

Telephone expenses for both phone and fax are expected to increase in order to stay in touch with the MOU partners on this statewide project. The agency's average monthly telephone bill for local and long-distance service, including the fax machine, is \$416.67. As noted above, the amount pro-rated to this project is 12% of total telephone bill, or \$50 per month.

$\$416.67 \text{ month} \times 12\% = \$50 \text{ month} \times 12 \text{ months} = \600 annually.

Postage expenses are needed to communicate with the sexual assault centers and provide them with materials and information to support their service delivery.

$12\% \text{ of Postage is } \$100/\text{month} \times 12 \text{ months} = \1200

$12\% \text{ of online subscriptions/internet services} = \$50/\text{month} \times 12 \text{ months} = \600

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

Telephone and postage will be used for communication with both the MOU partners and LCLE on this project. They will also be used to provide technical assistance to the MOU partners as needed.

Online subscriptions and technology services are used to provide technical support and resources to the sexual assault centers.

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

1. Are consultants requested for this project?

No

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

n/a

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

n/a

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

n/a

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Also refer to instructions on requesting sole source.

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

n/a

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

1. Are you a Law Enforcement agency?

No

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

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

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

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

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

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.

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

The 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.

13. SECTIONS:

I. LCLE Goals

<u>GOALS</u>

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

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. All services will be performed in a manner appropriate to the language and culture of the survivor.

LAFASA will provide technical support and training to the sexual assault centers in collaboration with other LCLE members and state, federal and nonprofit agencies. LAFASA's support helps them navigate the changing landscapes created by shifts in the flow of their funding, victims and victim service landscapes. LAFASA also serves as an accreditation agency and provides current, relevant training opportunities to ensure that the centers are providing the highest quality services to their clients. This produces better outcomes for the victims in terms of increasing protective factors, increasing their resiliency to trauma, and creating a path toward positive physical and mental health.

13. SECTIONS:**J. LCLE Objectives****OBJECTIVES**

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

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.

13. SECTIONS:**K. LCLE Activities****ACTIVITIES**

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

TIMELINE:

March 2013: Application submitted

April 1, 2013: Start of project period for FY13 award.

May 2013: Application reviewed by Victim Services Advisory Board and Louisiana Commission on Law Enforcement

May 2013: Corrections and clarifications made to application.Memorandum of Understanding, and individual SAC MOU Addenda, if applicable.

June 2013: Grant awarded.

Monthly thereafter: Programmatic and expenditure reports, the former with documentation, turned in monthly to LCLE and LaFASA. LaFASA aggregates these to monitor that the SACS are on track to meet the proposed goals and turns in its own monthly expenditure reports and quarterly programmatic reports to LCLE on forms provided by LCLE.

By September 2013: Following number of services provided: hotline, 178; accompaniment, 123; crisis intervention and/or individual and group support services, 320; information and referral, 65.

January 3, 2014: LaFASA will verify with LCLE whether the SASP Annual Report form has changed. The form will be distributed to the SACs for completion.

January 24, 2014: Annual reports due back to LaFASA from the SACs.

January 31, 2014: Aggregated annual report for the state due from LaFASA to LCLE.

By March 31, 2014: 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.

Monitoring visits will be conducted at the SACs by LaFASA throughout the course of the project period. All will be completed by 10/31/2013.

13. SECTIONS:

L. LCLE Prior Results

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

Yes

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

During the previous project period, the number of services provided far exceeded the amounts originally projected. Specifically, the 13 SACs then involved in the project served a total of 4,018 new victims/clients during the project period.

Hotline calls: 326 projected; 1,358 answered

Accompaniment: 234 projected; 437 provided

Crisis intervention and individual and/or group support: 626 projected; 898 provided

Information and referral: 126 projected; 1560 provided

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

The demand for the services far exceeded our projections.

4. Have the original goals and objectives been revised?

No

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

13. SECTIONS:**M. LCLE Evaluation****EVALUATION AND DISSEMINATION OF REPORTING**

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

No

1.1. If no, explain why.

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 staff. 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.

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

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 staff. 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.

3. When will the data be collected?

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 staff. 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.

4. Who will collect and analyze the data?

As has been done with the FY11 and FY12 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.

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

ID	Name	Phone Number	Email Address
5.1	Vonnie L. Hawkins	985.345.5995	admin@lafasa.org

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

The executive director of the coalition reviews all reports submitted for alignment in completing the project objectives, and will update or revise the project's strategy if needed.

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

the Louisiana Commission on Law Enforcement will receive Quarterly Progress/Monitoring Reports and expenditure reports quarterly/monthly as specified at award time.

13. SECTIONS:

N. LCLE Resources

RESOURCES

I. Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

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.

13. SECTIONS:

O. LCLE Collaboration/Consultation

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

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

N/A

2. The following support documents are attached.
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Cooperative Agreement/Memorandum of Understanding

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

✦ FY13 SASP all parties MOU btwn LAFASA, SACs 040113 to 033114.pdf

File Description:

MOU

13. SECTIONS:

P. LCLE Audit Requirements

AUDIT REQUIREMENTS

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

Yes

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

1.1. Date of last audit

6/30/2012

1.1.1. audit period beginning:

7/1/2011

1.1.2. audit period ending:

6/30/2012

1.2. Date of next audit

6/30/2013

1.2.1. audit period beginning:

7/1/2012

1.2.2. audit period ending:

6/30/2013

1.3. Date next audit will be forwarded to LCLE

8/1/2013

13. SECTIONS:

Q. LCLE Civil Rights

CIVIL RIGHTS

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

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

Vonnie L. Hawkins, Interim Director

1.1. Civil Rights Contact Person's Email

admin@lafasa.org

1.2. Civil Rights Contact Person's Telephone Number

985.345.5995

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

Yes

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

No

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

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

ok

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

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

Program Brochures

Website

4.1.1. Describe Other

n/a

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

Human Resource Policy

Position Announcements

4.2.1. Describe Other

n/a

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

Program Handbook

Policies

5.1. Describe Other

n/a

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

6.1. Employment

Human Resource Policies

6.1.1. Describe Other

n/a

6.1.2. Describe Procedure

A "grievance" is a complaint made by a member program, a community member, or an employee about a service, staff member, or policy of LaFASA.

A grievance must be made within 30 days after the date that the problem happened or that the grievant is made aware or notified of the problem.

How to file a Grievance

A grievance can be made by an employee or a member program of LaFASA by filling out a Complaint Form and turning it in to the Executive Director.

A member of the public can make a grievance either by filling out a Complaint Form or by otherwise communicating the issue to the Executive Director.

What happens when a Grievance is submitted?

STEP 1.

The Executive Director will investigate the complaint and send you a reply within ten (10) working days after the date that you filed the complaint. The Executive Director will respond to the complaint by recommending an action or no action.

The Executive Director's investigation will include information from all persons involved in the complaint, including:

- the person making the complaint,
- the staff person, if any, who provided the service,
- the supervisor, if any, of the staff person, and
- any other person involved in the problem

STEP 2.

If you are NOT satisfied with the Supervisor's reply, you may send a copy of your complaint, with the Supervisor's reply, to the President of the LaFASA Board of Directors.

The President of the Board of Directors will use her/his discretion in determining whether to resolve the grievance alone, with the rest of the Executive Committee, or with the full Board of Directors.

The President of the LaFASA Board of Directors will send you a reply within thirty (30) working days of being contacted, explaining why s/he does or does not agree with the Executive Director and what action, if any, will be taken as a result. The decision of the President of the Board of Directors shall be considered final.

What if the complaint involves the Executive Director?

- a. If your complaint involves the Executive Director, then you should give your complaint directly to him or her, or to the President of the Board of Directors, or both, depending on the circumstances.
- b. The Executive Director or the Board President will send you a written reply within 10 working days after receiving your complaint.
- c. If you are not satisfied with the Executive Director's reply, you may send your complaint, with the Executive Director's reply, to the President of the LaFASA Board of Directors. Decisions of the Board President are final.

What actions can be recommended in a grievance?

You may recommend that:

- LaFASA change an existing service or establish new service
- LaFASA change an existing policy or establish a new policy
- A staff person should be warned or reprimanded
- Any action that would satisfy your complaint

Can I file a Grievance Anonymously?

Yes. However, without any contact information, the Executive Director and/or the Board President will not be able to reply to you. Grievances filed by employees or member programs may not be anonymous.

6.2. Delivery of Services

Program Manual

Agency Policies

6.2.1. Describe Other

n/a

6.2.2. Describe Procedure

A “grievance” is a complaint made by a member program, a community member, or an employee about a service, staff member, or policy of LaFASA.

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The Executive Director’s investigation will include information from all persons involved in the complaint, including:

- the person making the complaint,
- the staff person, if any, who provided the service,
- the supervisor, if any, of the staff person, and
- any other person involved in the problem

STEP 2.

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- LaFASA change an existing service or establish new service
- LaFASA change an existing policy or establish a new policy
- A staff person should be warned or reprimanded
- Any action that would satisfy your complaint

Can I file a Grievance Anonymously?

Yes. However, without any contact information, the Executive Director and/or the Board President will not be able to reply to you. Grievances filed by employees or member programs may not be anonymous.

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

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

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

7.1. Does the four factors analysis warrant LEP services?

No

7.1.1. If YES, check all boxes that apply

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

7.1.2. Describe Other

n/a

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

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

No

8.1.1. If YES, please certify:

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

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

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

Limited English Proficiency (LEP)

13. SECTIONS:

R. LCLE EEOP

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP)

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

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

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

Yes

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

Has less than 50 employees.

Is a non-profit organization

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

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

No

1.2.1. Date submitted

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

n/a

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

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

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

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

13. SECTIONS:

S. LCLE FFATA

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE

If there are any changes to this questionnaire, you must notify LCLE in writing.

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

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

AND

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

No

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

2. If the answer to Question #1 is **YES**, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?

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

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

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

ID	Name	Annual Income
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13. SECTIONS:

T. LCLE Non Profit

PRIVATE NON-PROFIT AGENCY CHECKLIST

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

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

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

Yes

LCLE NON PROFIT related attachments:

File Name:

- ✦ A Board List 2012-13 updated 01-28-2013.docx
- ✦ 2011-12 Audit Report.pdf
- ✦ M Secretary of State Corporate Registration.pdf
- ✦ L By laws revised June 2008.pdf
- ✦ G Crime Policy (surety bond) declarations page.pdf
- ✦ N Fiscal Policy and Procedure.docx

File Description:

- Board of Directors List
- 2012 Audited Financial Report
- Secty of State Registration
- By laws
- Crime Policy
- Bank Account Signature Authority

13. SECTIONS:

U. SASP Certified Assurances

SEXUAL ASSAULT SERVICES PROGRAM (SASP) FORMULA GRANT PROGRAM
CERTIFIED ASSURANCES

Abbreviations:

CFR Code of Federal Regulations	OMB Federal Office of Management and Budget
LACLE Louisiana Commission on Law Enforcement	USC United States Code
PL Public Law	VAWA Violence Against Women Act
OJP Office of Justice Programs	VAWO Violence Against Women Office

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING CERTIFIED ASSURANCES 1 THROUGH 77:

1. **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in Federal OMB Circular A-87 or A-122, as well as the current edition of the OJP Financial Guide, and LACLE Policies.

2. **ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN).** The applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without prior written approval of OJP. (Federal Memorandum M-10-02 dated October 7, 2009, issued pursuant to Section 163 of the Continuing Appropriations Resolution, 2010, Division B of PL. # 111-68 (CR), as well as State of Louisiana Executive Order BJ 09-16 dated September 17, 2009.)

3. **AUDIT CONTRACTS.** The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.

4. **AUDIT AND INSPECTION.** The applicant understands and agrees that Office of Justice Programs, Violence Against Women Office, Louisiana Commission on Law Enforcement, or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.

5. **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled "Audits of States, Local Governments, and Non-Profit Organizations." The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

 If you have expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards, you are required to have a single or program specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

 If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:
 A. The name and telephone number of the contact person responsible for the corrective action plan.
 B. Specific steps taken to comply with the recommendations.

- C. Timetable for performance and /or implementation dates for each recommendation.
- D. Descriptions of monitoring to be conducted to ensure implementation.

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

6. **CENTRAL CONTRACTOR REGISTRATION (CCR).** The applicant understands and agrees that it has and will maintain the Central Contractor Registration (CCR) registration. This is mandated by the Federal Funds Accountability and Transparency Act of 2006. Information can be obtained at www.sam.gov.

7. **CIVIL RIGHTS REQUIREMENTS.** Recipients of funds must comply with any applicable nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968; the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162; the Juvenile Justice and Delinquency Prevention Act of 1974; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations at 28 C.F.R. Part 42, Subparts C, D, G, and I; 28 C.F.R. Part 35; and 28 C.F.R. Part 54.

8. **COMMINGLING OF FUND.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.

9. **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

10. **COMPLIANCE WITH OTHER STATUTORY REQUIREMENTS.** The applicant certifies that it will comply with all lawful requirements imposed by the awarding Federal agency, specifically including any applicable regulations such as 28 C.F.R. Part 18 – Office of Justice Programs Hearing and Appeal Procedures; 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information; 28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies; 28 C.F.R. Part 30 Intergovernmental Review of Department of Justice Programs and Activities; 28 C.F.R. Part 35 Nondiscrimination on the Basis of Disabilities in State and Local Government Services; 28 C.F.R. Part 42 Non Discrimination; Equal Employment Opportunity; Policies and Procedures; 28 C.F.R. Part 61 Procedures for Implementing the National Environmental Policy Act; 28 C.F.R. Part 63 Flood Plan Management and Wetland Protection Procedures, and the Award Term for Trafficking Persons in 2 C.F.R. § 175.15(b).

11. **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office of Violence Against Women (OVW), the Louisiana Commission on Law Enforcement (LCLE), and the Victim Services Advisory Board.

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 2711 et seq.

P.L. 103-222, the Violence Against Women Act of 2000, P.L. 100-580, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 5111 et. seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, OVW's implementing regulations at 28 CFR Part 90, the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide, (and the applicable program guidelines and regulations), as required.

12. **CONFIDENTIALITY REQUIREMENTS.** The applicant agrees to comply with all confidentiality requirements of 42 U.S.C. Section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Applicant further agrees, as a condition of subgrant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

13. **CRIME VICTIMS REPARATIONS PROGRAM.** The applicant certifies that it will be responsible for providing assistance to victims in regard to services available through the Crime Victims Reparations Program as appropriate.

14. **DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER).** All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

15. **DISCRIMINATION FINDING.** The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.

16. **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.

17. **ELIGIBILITY FOR FUNDING.** The applicant certifies it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

18. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. 42.302 et seq., compliance with the requirement will follow, and a current EEOP will be maintained on file or submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice according to applicable requirements. If claiming a partial or complete exemption from the EEOP requirements, the applicant will submit a copy of the enclosed EEOP Certification Form to the Office for Civil Rights.

19. **EQUIPMENT INVENTORY CONTROL.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.

20. **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price of equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be affected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade-in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by

this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds except as provided for in current VAWA guidance.

21. **EQUITABLE TREATMENT.** Pursuant to Section 223(a)(15) of the JJDP Act, the applicant assures that youth in the juvenile justice system are treated equitably on the basis of gender, race, family income, and mentally, emotionally, or physically handicapping conditions.

22. **FAITH-BASED EQUAL TREATMENT REGULATIONS.** The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Information can be obtained at www.ojp.gov/about/ocr/equal_fbo.htm.

Faith-based organizations should also note that the Safe Street Acts, as amended; the Violence Against Women Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended contain prohibition against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statues both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees. For more information on this regulation, please see OCR website at www.ojp.usdoj.gov/ocr/etfbo.htm.

23. **FALSE CLAIMS ACT.** The applicant must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by: a) Mail: Office of the Inspector General, US Department of Justice, Investigations Division, 950 Pennsylvania Ave., N.W., Room 476, Washington, DC 20530; b) Email: oig.hotline@usdoj.gov; c) Hotline: 1-800-869-4499 (Phone), 1-202-616-9881 (Fax), or d) Website: www.usdoj.gov/oig (Additional information is available from the DOJ OIG website.)

24. **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006 (FFATA).** The applicant agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP website at www.ojp.gov/funding/ffata.htm.

25. **FILING COSTS FOR CIVIL OR CRIMINAL CHARGES.** The applicant certifies that, in connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim will not bear the cost associated with the filing of civil or criminal charges against the domestic violence offender, or the costs associated with the issuance or service of a warrant, protection order, and witness subpoena (arising from the incident that is the subject of the arrest or criminal prosecution).

26. **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications named in #1 and #3.

- 27. **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Disaster Protection Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975, approved December 31, 1976)}

- 28. **FORENSIC MEDICAL EXAMS.** The applicant assures that grant funds will not be used to pay for the cost of the forensic medical examination or any additional procedure for victims of sexual assault. The State, Indian tribal government, or territorial government does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

- 29. **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future federal appropriations.

- 30. **HATCH ACT.** The applicant, if a governmental entity, assures it will comply with requirements of 5 U.S.C. § 1501-8 and § 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

- 31. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

- 32. **INDIGENT DEFENDERS.** The applicant certifies that no subgrant funds will be expended for any federal litigation by any indigent defender or any expenses including travel relate thereto.

- 33. **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of \$250 a year for all federal programs may be kept by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, PO Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.

- 34. **LANGUAGE PROFICIENCY (LIMITED ENGLISH PROFICIENCY).** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

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

Receipt Date	Award Date	Subgrant Number(s)
3/13/2013		-- 1171

I. Type of Funds for Special Account Services Program (Federal 16 017 SASD)

which you are applying	Sexual Assault Services Program (Federal 10.01 / SASF)		
2. Applicant	Name Of Applicant: Louisiana Foundation Against Sexual Assault		
	Federal I.D: 721074547	Parish: Tangipahoa	
	Street Address Line 1: 1250 Southwest Railroad Avenue, Suite 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403-5011
3. Recipient Agencies	Louisiana Foundation Against Sexual Assault		
4. Project Director	Name: Ms. Vonnie Hawkins		Title:
			Agency:
	Street Address Line 1: 1250 SW Railroad Ave., Ste. 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
	Phone: 985-345-5995	Fax:	Email: admin@lafasa.org
5. Financial Officer	Name: Ms. Lenore Wyatt		Title: Grants and Contracts Manager
			Agency:
	Street Address Line 1: 1250 SW RR Avenue, Suite 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
	Phone: 985-345-5995	Fax:	Email: lenore@lafasa.org
6. Contact	Name: Ms. Vonnie Hawkins		Title:
			Agency:
	Street Address Line 1: 1250 SW Railroad Ave., Ste. 170		
	Address Line 2:	Address Line 3:	
	City: Hammond	State: LA	Zip: 70403
	Phone: 985-345-5995	Fax:	Email: admin@lafasa.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	<p>Short Title (May not exceed 50 characters) LAFASA – Administrative Funds</p> <p>These funds will support, in part, the provision of administrative and technical assistance services by the state coalition to the Sexual Assault Centers and their allies as they carry out the objectives of this grant program.</p>		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

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

9. TOTAL BUDGET BY FUND SOURCE

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

10. Project Start Date: 4/1/2013

Project End Date: 3/31/2014

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

DATE

Louisiana Foundation Against Sexual Assault

NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

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

LACLE USE ONLY

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

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Louisiana Foundation Against Sexual Assault	0.00	0.00
Total:	0.00	0.00

Applicant Agency: Louisiana Foundation Against Sexual Assault

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

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

IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	0.00	0.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Louisiana Foundation Against Sexual Assault

YEAR 1

PERSONNEL

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

EMPLOYEE BENEFITS

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

SUPPLIES & OPERATING EXPENSES

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

CONSULTANTS - CONSULTANT

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

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	

Computation: 0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

COST

Consultant:

Item:

Computation: 0.00

Consultants - Product/Service - Year 1 Total: 0.00

YEAR 1 TOTAL: 0.00

13. SECTIONS:

A. LCLE Budget Summary No Match

1. Please itemize the Budget Category expenditures.

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

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Calculated Paid Amounts
1.1	Personnel	6,000	6,000	6,000
1.2	Employee Benefits	1,294	1,294	1,294
1.3	Travel (including Training)	2,500	2,500	2,500
1.4	Supplies & Operating Expenses	4,022	4,022	4,022
Total: Σ		13,816	13,816	13,816

13. SECTIONS:

B. LCLE Budget - Personnel

PERSONNEL BUDGET JUSTIFICATION

1. Are personnel costs requested?

Yes

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

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

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

The Grants and Contracts Manager serves as the administrator for all contracts and grants entered into by the agency, including grants we receive and

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. She provides technical assistance in financial and programmatic reporting to the sexual assault centers.

6. Explain the basis of determining the salary for 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).

7. Explain the project duties for each position.

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.

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

Existing personnel. Lenore Wyatt was hired for this position with a start date of 3/14/2012.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

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

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

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

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

n/a

9.6. Are job descriptions for volunteers attached?

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

9.7. Are timesheets kept on volunteers?

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

13. SECTIONS.

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

No additional fringe benefits will be provided.

13. SECTIONS:

D. SASP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application that provides direct services. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel rates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel is not allowed.**

1. Is travel expenses being requested

Yes

2. Are requested travel expenses for local travel?

Yes

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

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

Mariah Stidham Wineski, Director of Education and Lenore Wyatt, Finance and Contracts Manager, will travel for site visits, technical assistance and accreditation.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Also, refer to instructions on requesting sole source.

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

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies requested for this project?

Yes

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

General office supplies are needed for administration of the project and for the provision of technical support and training, including chartpads, markers, demonstration products, copy/printer paper, printer and copier toner, envelopes, pens, and the like. Additionally specialized materials will be purchased for training and for the resource center to provide training and technical support to the sexual assault centers

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

Supplies are need for providing training and technical assistance to the sexual assault centers relating to their delivery of services under this program.

2. Are operating expenses requested for this project?

Yes

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

Telephone expenses for both phone and fax are expected to increase in order to stay in touch with the MOU partners on this statewide project. The agency's average monthly telephone bill for local and long-distance service, including the fax machine, is \$416.67. As noted above, the amount pro-rated to this project is 12% of total telephone bill, or \$50 per month.

\$416.67 month x 12% = \$50 month x 12 months = \$600 annually.

Postage expenses are needed to communicate with the sexual assault centers and provide them with materials and information to support their service delivery.

12% of Postage is \$100/month X 12 months = \$1200

12% of online subscriptions/internet services = \$50/month X 12 months = \$600

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

Telephone and postage will be used for communication with both the MOU partners and LCLE on this project. They will also be used to provide technical assistance to the MOU partners as needed.

Online subscriptions and technology services are used to provide technical support and resources to the sexual assault centers.

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

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

1. Are consultants requested for this project?

No

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

n/a

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

n/a

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

n/a

5. Is this request for sole source?

No

5.1. If yes, explain why sole source is needed. Also refer to instructions on requesting sole source.