



LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE  
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID:

CVA Purpose Area:

1. TITLE OF PROJECT

Domestic Violence Program

2.  NEW PROJECT

CONTINUATION PROJECT OF: C11-1-004

3. PROJECT DURATION

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

Desired Start Date: 3/1/2013

Desired End Date: 2/28/2014

4. PROJECT FUNDS

Federal Funds: \$66,260

Cash Match: \$10,000

In-Kind Match: \$6,565

Total Project: \$82,825

5A. APPLICANT AGENCY INFORMATION

Agency Name: Domestic Abuse Resistance Team of Lincol

Physical Address: 108 W. Alabama St.

City: Ruston

Zip: 71270-4404

Mailing Address: P.O. Box 1223

City: Ruston

Zip: 71273-1223

Phone: (318) 513-9373

FAX: (318) 254-8230

Email: cayodart@bellsouth.net

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Cathy Ayo

Title: Executive Director

Agency Name: DART

Address: P.O. Box 1223

City: Ruston

Zip: 71273-1223

Phone: (318) 513-9373

FAX: (318) 254-8230

Email: cayodart@bellsouth.net

Fed Employer Tax Id: 72 - 1273159

DUNS: 967100413 -

CCR CAGE/NCAGE: 5H8L7

CCR Expiration Date: 3/1/2013

6. IMPLEMENTING AGENCY

Name: Cathy Ayo

Title: Executive Director

Agency: DART

Address: P.O. Box 1223

City: Ruston

Zip: 71273-1223

Phone: (318) 513-9373 FAX: (318) 254-8230

Email: cayodart@bellsouth.net

7. PROJECT DIRECTOR

Name: Cathy Ayo

Title: Executive Director

Agency: DART

Address: P.O. Box 1223

City: Ruston

Zip: 71273-1223

Phone: (318) 513-9373 FAX: (318) 254-8230

Email: cayodart@bellsouth.net

8. FINANCIAL OFFICER

Name: Susan Boyett

Title: Bookkeeper

Agency: DART

Address: P.O. Box 1223

City: Ruston

Zip: 71273-1223

Phone: (318) 513-9373 FAX: (318) 254-8230

Email: cayodart@bellsouth.net

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

DART provides both residential and non-residential services for victims of domestic violence in Lincoln, Union, Jackson, Bienville, Claiborne, Winn, and Grant parishes. DART's services include 24-hour crisis line, shelter, individual and group counseling for women and children, legal advocacy, community awareness programs, and education programs.

LA COMMISSION  
ON LAW ENFORCEMENT  
NOV 13 PM 3:33

## VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
<input type="checkbox"/>	Sexual Assault
<input checked="" type="checkbox"/>	Domestic Abuse
<input type="checkbox"/>	Child Abuse
<input checked="" type="checkbox"/>	Previously Underserved
State Type of Previously Underserved: rural domestic violence victims	

### PROJECT BUDGET SUMMARY

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

**CHECKLIST:**

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

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

Person Completing Budget Section: Cathy Ayo

Title: Executive Director

Phone: (318) 513-9373

Fax: (318) 254-8230

E-Mail: cayodart@bellsouth.net

### PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
<b>SECTION 100. PERSONNEL</b>	\$61,391	\$10,000	\$6,565	<b>\$77,956</b>
<b>SECTION 200. FRINGE BENEFITS</b>	\$4,690	\$0	N/A	<b>\$4,690</b>
<b>SECTION 300. TRAVEL</b>	\$0	\$0	\$0	<b>\$0</b>
<b>SECTION 400. EQUIPMENT</b>	\$0	\$0	\$0	<b>\$0</b>
<b>SECTION 500. SUPPLIES</b>	\$179	\$0	\$0	<b>\$179</b>
<b>SECTION 600. CONTRACTUAL</b>	\$0	\$0	N/A	<b>\$0</b>
<b>SECTION 700. RENOVATION COSTS</b>	\$0	\$0	\$0	<b>\$0</b>
<b>SECTION 800. OTHER DIRECT COSTS</b>	\$0	\$0	\$0	<b>\$0</b>
<b>TOTAL:</b>	<b>\$66,260</b>	<b>\$10,000</b>	<b>\$6,565</b>	<b>\$82,825</b>

**Provide Source of Cash Match:**

United Way funds will be used for cash match: \$10,000 for Domestic Violence Advocate

**Provide Source of In-Kind Match:**

Volunteer hours for shelter maintenance, public awareness campaigns, meetings, and fundraising.

**SECTION 100. PERSONNEL**

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

**FULL-TIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
Domestic Violence Advocate	Tracy Brockman	FT	\$3,375.00	63.75%	12.00	\$25,818.75	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Case Manager	Tondra Burks	FT	\$2,080.00	38.80%	12.00	\$9,684.48	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural Advocate - Claiborne	Mary Ellen Gamble	FT	\$2,660.00	28.00%	12.00	\$8,937.60	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural Advocate - Jackson	Andrea Malone	FT	\$2,537.50	30.00%	12.00	\$9,135.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$53,575.83	F = Fed Funds C = Cash Match	

**PART-TIME OR OVERTIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
Community Advocate	Terrie Queen Autrey	PT	\$15.00	25.00	20.00%	52.00	\$3,900.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural Advocate - Bienville	Felicia Cooper	PT	\$12.00	25.00	32.00%	52.00	\$4,992.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rural Advocate - Union	Jackie Hill	PT	\$13.00	30.00	44.00%	52.00	\$8,923.20	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$17,815.20	F = Fed Funds C = Cash Match	

**VOLUNTEERS:**

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Assist with children's groups, shelter maintenance, transportation, office work, meetings, community awareness, and fundraising.	820.62	\$8.00	\$6,564.96
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$6,564.96

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$61,391
CASH MATCH	\$10,000
IN-KIND MATCH	\$6,565
<b>PERSONNEL TOTAL</b>	<b>\$77,956</b>

**SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN**

Yes  No Are job descriptions for each position attached? If not, explain:

Yes  No Are resumes for each position attached? If not, explain:

A) Need for each position shown above; justify need for overtime:

Domestic Violence Advocate - needed to counsel with victims of domestic violence and sexual assault and help them cope with violence.

Community Advocate - needed to bring community education and awareness programs to Lincoln Parish and to let victims know how to access services.

Case Manager - needed to assist shelter residents with their individual goals and needs.

Rural Advocates for Jackson, Bienville, Claiborne, and Union Parishes - needed to provide direct services, community organizing and awareness in their home parish.

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

Salary is comparable to others in the field with similar education, experience, and job duties and responsibilities.

C) Project duties of each position requested:

Domestic Violence Advocate - Provides individual and group counseling, helps victims set goals, refers victims to other agencies to obtain needed resources, and advocates on their behalf.

Community Advocate - Promotes public awareness with newspaper articles and presentations to various community groups and organizations, provides training and education seminars to professional groups, refers victims to DART or other agencies, and coordinates in-service training.

Case Manager - Answers the crisis line, assists shelter residents with goal related activities such as housing, employment, and medical, makes referrals, and counsels with shelter residents.

Rural Advocates for Jackson, Bienville, Claiborne, and Union Parishes - Provides direct services to domestic violence victims such as legal advocacy, case management, counseling and referrals, educates and trains the community on domestic violence issues, and coordinates meetings for community groups and agencies who work with domestic violence victims.

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

Domestic Violence Advocate - Existing personnel; hired specifically for this position.

Community Advocate - Existing personnel; hired specifically for this position.

Case Manager - Existing personnel; hired specifically for this position.

Rural Advocates (Claiborne, Jackson, Bienville, and Union) - Existing personnel; hired specifically for this position.

**SECTION 200. FRINGE BENEFITS (Employer's Share Only)**

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check:  All Fringe Benefits Will Be Paid by Applicant Agency

Additional Fringe Benefits Will Be Paid by Applicant Agency

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)					
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL	
1. Tracy Brockman	.062		\$15,819	\$980	5. Terrie Queen Autrey	.062		\$3,900	\$241	
2. Tondra Burks	.062		\$9,684	\$600	6. Felicia Cooper	.062		\$4,992	\$309	
3. Mary E. Gamble	.062		\$8,938	\$554	7. Jackie Hill	.062		\$8,923	\$553	
4. Andrea Malone	.062		\$9,135	\$566	8.	.062			\$0	
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL	
1. Tracy Brockman	.0145		\$15,819	\$229	5. Terrie Queen Autrey	.0145		\$3,900	\$56	
2. Tondra Burks	.0145		\$9,684	\$140	6. Felicia Cooper	.0145		\$4,992	\$72	
3. Mary E. Gamble	.0145		\$8,938	\$129	7. Jackie Hill	.0145		\$8,923	\$129	
4. Andrea Malone	.0145		\$9,135	\$132	8.	.0145			\$0	
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	
1.				\$0	5.				\$0	
2.				\$0	6.				\$0	
3.				\$0	7.				\$0	
4.				\$0	8.				\$0	
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	
1.				\$0	5.				\$0	
2.				\$0	6.				\$0	
3.				\$0	7.				\$0	
4.				\$0	8.				\$0	
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0	
2.				\$0	6.				\$0	
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0	
4.		<input type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0	
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	
1.				\$0	5.				\$0	
2.				\$0	6.				\$0	
3.				\$0	7.				\$0	
4.				\$0	8.				\$0	
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL	
1.				\$0	5.				\$0	
2.				\$0	6.				\$0	
3.				\$0	7.				\$0	
4.				\$0	8.				\$0	
FRINGE BENEFITS TOTAL (A):				\$3,330	FRINGE BENEFITS TOTAL (B):				\$1,360	

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

**Fringe Benefits Total (A+B): \$4,690**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$4,690
CASH MATCH	\$0
<b>TOTAL FRINGE BENEFITS</b>	<b>\$4,690</b>



**SECTION 500. SUPPLIES (Continued)**

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

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION B SUPPLIES:				\$0.00	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

**BRIEFLY EXPLAIN:**

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

The basic supplies included in this grant are routine supply items used by staff members

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$179
CASH MATCH	\$0
IN-KIND MATCH	\$0
<b>SUPPLIES TOTAL</b>	<b>\$179</b>

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

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

The Violence Policy Center in Washington, DC, currently ranks Louisiana third in the nation in single victim/single perpetrator homicides, the category of murder that covers husbands killing wives and boyfriends killing girlfriends. Louisiana has ranked first at least twice since 1997 and is never lower than fifth. Two back-to-back surveys by LCADV confirm that about 1000 women and children reach out to the now-19 domestic violence programs in the state. In 2011, DART provided services to 790 new women and children which is a 20% increase from 2010. The numbers of victims are not decreasing, but the number of programs specializing in domestic violence has decreased.

In its 18th year of operation, DART serves a 7-parish area—Lincoln, Jackson, Union, Claiborne, Bienville, Winn, and Grant. DART's service area is made up largely of small rural towns with limited job opportunities and no public transportation. Victims are isolated by geography and lack of resources. DART is the only agency that offers shelter, legal advocacy, and counseling for domestic violence victims as well as community education. Because DART has offices in all seven parishes, victims have access to services that they might not otherwise be able to reach. Domestic violence victims continue to contact for services. For the first nine months of 2012, DART served 209 new women and 212 new children; approximately one half of the women and children served live in a rural parish.

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

More than 80% of the citizens in our service area live in rural communities or small towns. Poverty, isolation, and lack of resources serve to keep rural domestic violence victims entrapped. DART makes serving the rural victim of family violence a priority by maintaining a shelter and five nonresidential offices. Survivors can access nonresidential services close to home at one of DART's offices. Advocates provide survivors with needed domestic violence services and help them obtain other resources in the community.

## B. GOALS

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

To increase safety for domestic violence victims by providing residential and nonresidential services and by letting them know how to access services.

## C. OBJECTIVES

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

Objective 1: The domestic violence advocate & case manager will assess the needs of 50 residential women and use a team approach to develop a comprehensive plan to meet their individual needs.

Objective 2: The domestic violence advocate will conduct individual and group programs to help 75 nonresidential domestic violence victims meet their individual needs.

Objective 3: The 4 rural advocates will provide nonresidential services to 190 victims in their home parishes.

Objective 4: The community advocate and 4 rural advocates will conduct 75 speaking engagements at local businesses, schools, churches, and community groups. The purpose of these activities is to identify domestic violence victims and to advise them of the services available in the community.

#### D. ACTIVITIES / METHODS

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

Objective 1 - The domestic violence advocate and case manager will meet weekly to discuss the needs of each shelter resident and develop a plan to help the survivor meet those needs. The domestic violence advocate will offer individual and group counseling to help residents achieve their goals. The case manager will arrange transportation for residents' goal related activities, assist residents with job applications and resumes, and make referrals to other agencies. The project will begin March 1, 2013, and continue through February 28, 2014.

Objective 2 - The domestic violence advocate will provide individual face-to-face counseling sessions and weekly group sessions with nonresidential survivors. The domestic violence advocate will help survivors assess their individual needs and develop a plan to meet those needs. The project will begin operation on March 1, 2013, and continue through February 28, 2014.

Objective 3 - The 4 rural advocates will provide nonresidential services--safety planning, legal advocacies, case management, and referrals--to nonresidential survivors in their home parishes. The 4 rural advocates will provide clerical support for TROs, accompany survivors to court, assist survivors with finding a new home and a job. The project will begin operation on March 1, 2013, and continue through February 28, 2014.

Objective 4 - The community advocate and 4 rural advocates will call or visit local businesses, churches, schools, and community groups each week and book speaking engagements. The project will begin operation on March 1, 2013, and continue through February 28, 2014. Speaking engagements are designed to help identify domestic violence victims and to advise them of resources available in the community.



## H. PRIOR RESULTS (For Continuation Projects Only)

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

During the first 7 months of the current CVA grant (March 1, 2012 through September 30, 2012), DART has been successful in achieving its objectives. The domestic violence advocate and case manager have already assisted 30 residential survivors at the shelter. The domestic violence advocate provided 320 counseling session to 59 nonresidential survivors. The 4 rural advocates assisted 114 survivors in their home parishes, and the community advocate and 4 rural advocates conducted 50 speaking engagements.

2. Did the project work as expected? Explain.

Yes. The project began on March 1, 2012 without any problems. The 7 staff members funded by this grant have been successful in achieving their goals. In the first 7 months of the project (March 1, 2011, through September 30, 2012), 30 adult residential survivors have been helped; the 12 month goal is 45. The domestic violence advocate assisted 59 nonresidential survivors; the 12 month goal is 75. The 4 rural advocates helped 114 women; the 12 month goal is 175. The community advocate and 4 rural advocates conducted 50 speaking engagements; the 12 month goal is 75.

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

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

## I. EVALUATION AND DISSEMINATION OF REPORTING

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

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

Advocates will complete a service log to document all services provided and a speaking engagement form to document speaking engagements. Residential survivors will be asked to complete a Departure Summary and non-residential survivors will be asked to complete a Satisfaction Survey.

2. When will the data be collected?

Advocates will complete the service log and speaking engagement forms daily. Evaluation forms will be given to survivors when services are completed.

3. Who will collect and analyze the data?

The statistician will compile the statistical data and prepare monthly, quarterly, and annual reports. The executive director, shelter manager, and rural supervisor will review the data. The executive director will review the surveys completed by survivors.

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

Name: Cathy Ayo

Phone: (318) 513-9373

Email: cayodart@bellsouth.net

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

After reviewing monthly reports, the executive director will discuss the results with the direct service staff. If the statistics are low and/or if the direct service staff identify a problem with the project, a plan to correct the situation will be discussed. To the extent possible, the executive director will provide staff with the resources needed to successfully accomplish the project objectives. If needed, the project objectives will be revised.

The results of the Departure Summaries and the Satisfaction surveys will be used to identify services that need improvement.

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

Monthly statistical reports are submitted to the board of directors, the executive director, and DCFS. Quarterly statistical reports are submitted to the executive director, the Louisiana Commission on Law Enforcement, and the Louisiana Bar Foundation. Annual statistical reports are submitted to the Emergency Shelter's Grants Program, United Way, board of directors, and executive director. In addition, LCLE receives an Annual Progress Report and a monthly expenditure report.

**EVALUATION FORMS**

# DART Service Log

2012

Woman    Man   Name: \_\_\_\_\_  
 Child  
 New Survivor   or    Carry-Over Survivor

Employee: \_\_\_\_\_ Parish: \_\_\_\_\_

Date:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
<b>SERVICE</b>							
Individual							
Group							
<b>CHILDREN ACTIVITY</b>							
Individual							
Group							
Face to Face							
Telephone							
Intake							
Counseling							
Temporary Restraining Order							
Legal Advocacy							
Other Advocacy							
Financial							
Transportation							

**DART**  
**CRISIS LINE CALLS**

Are you in a safe place now? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you using a cell phone or cordless phone? YES \_\_\_\_\_ NO \_\_\_\_\_

(If "yes", inform the survivor of possible confidentiality breach).

Name of Caller \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

Nature of Call: Information \_\_\_\_\_ Survivor \_\_\_\_\_ Other \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you being stalked? YES \_\_\_ NO \_\_\_ Danger Assessment: High \_\_\_ Medium \_\_\_ Low \_\_\_

Requests Made:

- |                            |                           |   |
|----------------------------|---------------------------|---|
| _____ Transportation       | _____ Legal Services      | _____ Shelter                                       |
| _____ Financial Assistance | _____ Program Information | <input type="checkbox"/> Not Eligible               |
| _____ Counseling           | _____ Protective Order    | <input type="checkbox"/> Shelter Full               |
| _____ Referral             |                           | <input type="checkbox"/> Came to Shelter            |
|                            |                           | <input type="checkbox"/> Referred to Other Shelter: |

DART In-House Referrals to Counselor, Legal Advocate, Shelter, etc:

\_\_\_\_\_

Referrals to Other Agencies:

\_\_\_\_\_

Action Taken by Staff/Volunteer (including Safety Plan):

\_\_\_\_\_  
\_\_\_\_\_

Resolution (Decision or Intent of Caller):

\_\_\_\_\_  
\_\_\_\_\_

Person Completing Form: \_\_\_\_\_

D.A.R.T

DEPARTURE SUMMARY

Survivor's Name \_\_\_\_\_

Departure Date: \_\_\_\_\_

Intake Date: \_\_\_\_\_

Total Days @ Shelter: \_\_\_\_\_

Extension Requested: \_\_\_ Yes \_\_\_ No

Extension Granted: Yes \_\_\_ No \_\_\_

For the purpose of \_\_\_\_\_

If no, Why \_\_\_\_\_

1. The Survivor's intentions are as follows

- A. Independent Living
- B. Living with Family
- C. Living with friends
- D. Return to Abusive situation

2. Reason for departure are as follows:

- A. Maximum Length of Stay Accomplished
- B. Goal Achieved
- C. Survivor Dissatisfaction
- D. Survivor Feels Community Unsafe
- E. Other: \_\_\_\_\_

3. Services Provided during Shelter Stay (Check All That Apply)

___ Shelter	Legal Advocacy ___	Protective Order ___
___ Financial Assistance	Transportation ___	Counseling ___
___ Group Support		

4. Safety Planning Provided at Departure:

---

---

---

---

5. Community Resources Provided at Departure.

---

---

---

6. Follow Up Plan:

---

---

---

SURVIVOR'S PROGRAM EVALUATION

Forwarding Address: \_\_\_\_\_

Forwarding Phone Number(s): \_\_\_\_\_

May we contact you at this number? \_\_\_ Yes \_\_\_ No

SURVIVOR'S PROGRAM EVALUATION

Service	Excellent	Good	Need Improving	Poor
General Staff Attitude				
Helpfulness Of Counseling				
Support Group				
Effective Counseling				
Food				
Shelter Living				
Helpfulness Of shelter Staff				

Orish: \_\_\_\_\_

**DART**

**Non- Residential Program**

**Satisfaction Survey**

Type of Service: (Please circle one type of service)    Group    Counseling    Support Services

	Excellent	Good	Needs Improving	Poor
General staff attitude				
Helpfulness of one-to-one counseling				
Helpfulness of support group				
Legal advocacy				
Helpfulness of staff				
Knowledge of family violence				
Quality of safety planning				
Helpfulness in goal setting				
Comments:				

I know more about safety than I did before I came to DART.    \_\_\_\_ Yes    \_\_\_\_ No

I know more resources than I did before I came to DART.    \_\_\_\_ Yes    \_\_\_\_ No

**Goodbye, DART! I'm leaving the shelter today!**

**I felt safe at the shelter.  Yes  No**

**I know how to keep myself safe.  Yes  No**

**I know how to dial 911.  Yes  No**

**I learned about safety using color sheets.  Yes  No**

**Practice with a 911 phone.  Yes  No**

**What-if games.  Yes  No**

**And talks with my mommy.  Yes  No**

**People at the shelter were nice to me.  Yes  No**

**I had a good time at the shelter.  Yes  No**

### J. CONTINUATION

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

DART's Board of Directors continues to devise strategies intended to sustain the agency's various programs. Fundraising efforts in all five parishes served by DART are made each year. The rural parishes hold a variety of small fundraising events each year, and the agency holds one major fundraising event every year--the annual Radiothon. In addition, local governmental units are being contacted to provide financial support; corporate grants from industries which have local branch offices are being pursued, and new granting sources are continuously sought.

### K. RESOURCES

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

DART has 2 facilities in Lincoln Parish: a non-residential office located at 108 W. Alabama Street and a 12-bed shelter located at 606 Center Street in Ruston. DART also has four rural non-residential offices: one in Jackson Parish located at 301 Polk Avenue in Jonesboro; one in Bienville Parish located at 2306 Myrtle Street in Arcadia; one in Claiborne Parish located at 300 Murrell Street in Homer, and one in Union Parish located at 107 E. Bayou Street in Farmerville.

In addition to office space, the seven staff members included in this grant have equipment and supplies available to them--computer, fax machine, printer, copy machine, and general office supplies.

### L. AUDIT REQUIREMENTS

All applications **must** check one:

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

### M. VOLUNTEERS

- Yes  No Are you using volunteers as match?  
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.
- Yes  No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

Volunteers at DART perform a wide range of services. For this grant period we expect volunteers to log in at least 100 hours for shelter maintenance, 140 hours for board & CCRT meetings, and 614 hours for community awareness and fundraising events. Volunteers help with the shelter maintenance: upkeep of the yard, minor repairs and maintenance, decorating, and cleaning. Board members volunteer their time to govern the agency. CCRT members are active in the rural parishes to help address issues concerning domestic violence in their parish. Volunteers also help with community awareness and fundraising events like the candlelight vigils, agency fairs, and the Radiothon.

## N. REQUIRED COMPONENTS

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

DART employees inform victims about the Crime Victims Reparations Program. Either the legal advocate or rural advocates assists the victim with making an appointment with the sheriff's office and accompanies the victim to the appointment, if requested.

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

DART works closely with the DA's office, victim's assistance staff, legal services, and law enforcement personnel in each parish. Informal visits are made to these agencies by staff in order to maintain a good working relationship, and scheduled meetings are held during the year to address specific issues. DART also maintains good relationships with many service providers who assist domestic violence victims with housing, financial assistance, food, clothing, and various skills groups.

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

Individuals who contact DART for assistance are always informed that one of their options is to report incidents to appropriate law enforcement offices. An employee from DART explains the process to individuals and answers questions concerning the process. In additions, an employee will accompany the victims to the appropriate agency, if requested.

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

DART does and will continue to comply with the Louisiana Child Protection Act. Prior to hiring new employees, references are verified, and a criminal background check is performed.