

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C10-1-019

APPLICANT: Domestic Abuse Resistance Team - Lincoln

PROJECT TITLE: Domestic Violence Program

PROJECT FUNDS :

FUND:	\$ <u>9,058</u>	80.00%
MATCH:	\$ <u>2,265</u>	20.00%
TOTAL:	\$ <u>11,323</u>	100.00%

PROJECT DURATION: 12 months

START DATE: 09/01/2012

END DATE: 08/31/2013

Continuation of NEW

PROJECT SUMMARY:

Winn Parish will let domestic violence victims know how to access services and provide core domestic violence services, safety planning, legal advocacies, education, and referrals.

RECOMMENDATION : FUND X DENY

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 07/19/2012 IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C10-1-019

CVA Purpose Area: R & H

1. TITLE OF PROJECT

Domestic Violence Outreach Program

2. NEW PROJECT

CONTINUATION PROJECT OF: C - -

3. PROJECT DURATION

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

Desired Start Date: 9/1/2012

Desired End Date: 8/31/2013

4. PROJECT FUNDS

Federal Funds: \$9,058

Cash Match

In-Kind Match: \$2,264 - 2265

Total Project: \$11,322³

5A. APPLICANT AGENCY INFORMATION

Agency Name: DART

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: 6/1/2011 -

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 will hire a part-time Rural Advocate for Winn Parish to let domestic violence victims know how to access services and provide core domestic violence services--safety planning, legal advocacies, education, and referrals.

2012 JUN 19 PM 1:50
LA COMMISSION
LAW ENFORCEMENT

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
		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"/>
		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:						\$0.00	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
Rural Advocate - Winn	Vacant	PT	\$11.50	20.00	70.36%	52.00	\$8,415.05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		PT					\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		PT					\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$8,415.05	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 shelter maintenance, office work, meetings, community awareness, and fundraising.	283.00	\$8.00	\$2,264.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$2,264.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$8,415
CASH MATCH	
IN-KIND MATCH	\$2,264
PERSONNEL TOTAL	\$10,679

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: New position - currently vacant.

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

The Rural Advocate for Winn Parish is needed to provided domestic violence services for area victims and to let victims know how to access services.

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 reponsibilites.

C) Project duties of each position requested:

Rural Advocate Winn Parish - Provide direct services to domestic violence victims such as legal advocacies, 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.]

Rural Advocate for Winn Parish - New position; individual will be 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. Vacant	.062		\$8,415	\$521	5.	.062			\$0
2.	.062			\$0	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Vacant	.0145		\$8,415	\$122	5.	.0145			\$0
2.	.0145			\$0	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		\$0	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<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):				\$643	FRINGE BENEFITS TOTAL (B):				\$0

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

Fringe Benefits Total (A+B): \$643

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$643
CASH MATCH	\$0
TOTAL FRINGE BENEFITS	\$643

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.

After 17 years of serving a 5-parish area—Union, Lincoln, Bienville, Jackson, and Claiborne Parishes—DART was asked to provide services for Winn Parish. Like DART's original five parishes, Winn is a largely rural parish with the vast majority of its citizens living in communities, villages, or small towns. With a total population of just over 15,000, 40% of its citizens live in Winnfield, the parish seat, and 60% live in small villages or communities with populations less than 425. Rural women in Winn must overcome all the traditional barriers of poverty, illiteracy, and geographic isolation; in Winn they also have virtually no social support system. Charles Crane, editor of the Winn Parish Enterprise and member of the Chamber of Commerce, notes that he has observed a significant decrease in community unity since the '90s as well as in sources of help. He says, 'All the programs we had back then are gone. People live in increased physical and emotional isolation with virtually no outreach from social service agencies of any kind. Right now, the only source of help for a family violence victim is emergency phone calls to the police. Public services are virtually non-existent.'

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 DART's original service area live in rural communities or small towns. Poverty, isolation, and lack of resources serve to keep rural domestic violence victims entrapped. When DART was asked to provide services to Winn Parish in March, 2012, we recognized that Winn fit our demographic precisely. Its citizens not only had to contend with the barriers listed—poverty, isolation, and so on; in addition, they had gone without service from a domestic violence program for some months. When Turning Point in Alexandria closed its doors last winter, Winn lost direct services to victims in their home parish. DART makes serving the rural victim of family violence a priority by carrying crucial services to Winn Parish victims of family violence. DART staff have already begun outreach in Winnfield.

B. GOALS

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

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.

Goal 1: The Winn Parish Rural Advocate will provide direct services to domestic violence victims in Winn Parish.

Objective 1: The Rural Advocate will assist at least 50 domestic violence victims with safety planning and referrals.

Objective 2: The Rural Advocate will assist at least 40 domestic violence victims with legal advocacies.

Goal 2: The Winn Parish Rural Advocate will inform the residents of Winn Parish how to access domestic violence services.

Objective 1: The Rural Advocate will hold 4 community meetings and conduct 8 speaking engagements.

Objective 2: The Rural Advocate will distribute brochures to 25 local business and agencies.

D. ACTIVITIES / METHODS

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

Goal 1, Objective 1 - The Rural Advocate will provide safety planning and referrals to nonresidential survivors in Winn Parish. The project will begin operations on September 1, 2012, and continue through August 31, 2013.

Goal 1, Objective 2 - The Rural Advocate will provide clerical support for TROs, accompany survivors to court, and make referrals to legal services to nonresidential survivors in Winn Parish. The project will begin operation on September 1, 2012, and continue through August 31, 2013.

Goal 2, Objective 1 - The Rural Advocate will call or visit local businesses, churches, schools, and community groups each week and book speaking engagements. In addition, the Rural Advocate will organize and publicize community meetings. The project will begin operation on September 1, 2012, and continue through August 31, 2013. Speaking engagements are designed to help identify domestic violence victims and to advise them of resources available in the community.

Goal 2, Objective 2 - The Rural Advocate will visit local businesses, support agencies, and law enforcement offices monthly to distribute domestic violence literature and DART brochures. The project will begin operation on September 1, 2012, and continue through August 31, 2013.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this for in-house training.

1. Training Curriculum (topics to be included):

N/A

2. Type of personnel to be trained:

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need.

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.)

N/A - new project

2. Did the project work as expected? Explain.

N/A - new project

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?

The Rural Advocate will complete a service log to document each service provided and submit speaking engagement forms to document each event. Survivors will be asked to complete Satisfaction Surveys.

2. When will the data be collected?

Service logs, speaking engagement forms, and Satisfaction Surveys will be completed daily and submitted to the statistician weekly.

3. Who will collect and analyze the data?

The statistician will compile the data and prepare monthly, quarterly, and annual reports. The executive director and rural supervisor will review the data.

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 rural supervisor. 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.

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.

Forish: _____

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

SPEAKING ENGAGEMENTS

Name of Speaker: _____ Date: _____

Group Speaking To: _____

Age of group: _____ How long speaking: _____

Address: _____ Parish: _____

Contact Person: _____ Phone: _____

Subject: _____

Number of people in crowd: _____

Response of crowd: _____

*** Please turn into DART by the last working day of
each month. ***

DART Service Log

2012

Woman Man Name: _____
 Child
 New Survivor or Carry-Over Survivor

Employee: _____ Parish: _____

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

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 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.

During this grant period, DART will secure an office in Winnfield to provide direct services. Depending on funding, DART will either rent a facility or find donated space. DART's Rural Supervisor, Community Advocate, and Jackson Parish Rural Advocate will provide technical assistance for the project. In addition, DART will provide the equipment and supplies needed to make this project successful.

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 50 hours for board & CCRT meetings and 233 hours for community awareness and fundraising events. 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 advocate assists the victim with making an appointment with the sheriff's office and accompanys 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 will work closely with the DA's office, law enforcement personnel, and community agencies in Winn Parish. Informal visits will be made to these agencies to maintain a good working relationships, and referrals will be made to these agencies to assist victims.

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. The Rural Advocate will explain the process to individuals and answers questions concerning the process. In additions, the Rural Advocate 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.

Rutha Chatwood

From: Rutha Chatwood
Sent: Thursday, July 19, 2012 11:26 AM
To: Sybil Richards (Rrdsybilann@aol.com); Jeremy Edwards (rrdjeremy@aol.com); Ken Walker (rrdnw@aol.com)
Subject: C10-1-019; Lincoln D.A.R.T.; "Domestic Violence Program"

Ms. Cathy Ayo
Lincoln D.A.R.T.
c/o Northwest LEPD, Inc.
615 Main Street
Pineville, LA 71360-6935

RE: C10-1-019; Lincoln D.A.R.T.; "Domestic Violence Program"

Dear Ms. Ayo:

This office has received the above referenced application. The application will be presented at the Victim Services Advisory Board and the Commission meetings scheduled for September 12 and 13, 2012, respectively.

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

1. Agency's Name – The agency's name on Page 1, Section 1 of the application is submitted as "DART"; on the CCR website, the agency's name is registered as "Domestic Abuse Resistance Team of Lincoln"; on the Secretary of State website, the Agency's name is registered as "D.A.R.T. (Domestic Abuse Resistance Team) of Lincoln". Please advise of agency's official name on Pages 1, 29, and 30 of this application. On another note, please know that using the acronym, DART, is acceptable in the narratives of the application on pages 14 through 22.
2. Page 1, Section 1. Title of Project – The official title for this project is "Domestic Violence Program". Please make this change.
3. Page 1, Section 4. Project Funds – The minimum "In-kind Match" amount is \$2,265. The Total Project amount \$11,323. Please correct.
4. Page 1, CCR Information – The CCR Expiration Date submitted on this application is an expired date (06/01/2011). According to the CCR website the expiration date is 03/01/2013. Please verify and provide the correct expiration date.
5. Page 2, Project Budget Summary – The In-Kind Match for Section 100, Personnel should be \$2,265. Please correct In-Kind Match and Section Total totals.
6. Page 5, Section 200. Fringe Benefits – If there will be additional benefits paid for the vacant position, please check the box for "Additional Fringe Benefits Will Be Paid by Applicant Agency". If not, please advise.
8. Please submit an Organization Chart for Lincoln D.A.R.T.

9. Two letters of support have been received for this project. A minimum of three support letters is required; therefore, a third letter of support is needed.

10. Subgrant Award Report:

- a. Section 4b, State Award Number – Please provide this project’s LCLE subgrant number: C10-1-019.
- b. Section 5a, Subgrant In-Kind Match, and 5c, Total Match – Please correct.
- c. Section 10 – Section 10b, VOCA Funds, only report the amount of this award, \$9,058. The remaining VOCA and/or all other federal funding received by your agency to be used toward victim services is to be reported in 10a, FEDERAL (Excluding VOCA) and add the balance of 10b to 10a. (You are to be expected to exclude only the VOCA amount awarded for this project and report all other federal funding for 10a – I know it’s confusing but that is how the federal office needs your allocated budget to be reported.)

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

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE **by Friday, August 10, 2012**. Please contact the District Office if you have any questions.

Sincerely,

Rutha Chatwood

Victim Services Program Manager
LA Commission on Law Enforcement

Mailing Address:

P. O. Box 3133
Baton Rouge, LA 70821-3133

Physical Address:

602 North Fifth Street
Baton Rouge, LA 70802

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