

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)
3/11/2013		-- 1165

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Domestic Abuse Resistance Education Team of Lincoln		
	Federal I.D: 721273159		Parish: Lincoln
	Street Address Line 1: 108 West Alabama Avenue		
	Address Line 2:		Address Line 3: PO Box 1223
	City: Ruston		State: LA Zip: 71273-1223
3. Recipient Agencies	DART - Domestic Abuse Resistance Team		
4. Project Director	Name: Ms. Cathy Ayo		Title: Executive Director Agency: DART - Domestic Abuse Resistance Team
	Street Address Line 1: 108 West Alabama Street		
	Address Line 2:		Address Line 3:
	City: Ruston		State: LA Zip: 71270-4404
	Phone: 318-513-9373	Fax:	Email: cayodart@bellsouth.net
5. Financial Officer	Name: Ms. Susan Boyett		Title: Bookkeeper Agency:
	Street Address Line 1: 108 West Alabama Street		
	Address Line 2:		Address Line 3:
	City: Ruston		State: LA Zip: 71270-4404
	Phone: 318-254-8230	Fax:	Email: email999@email.com
6. Contact	Name: Ms. Cathy Ayo		Title: Executive Director Agency: DART - Domestic Abuse Resistance Team
	Street Address Line 1: 108 West Alabama Street		
	Address Line 2:		Address Line 3:
	City: Ruston		State: LA Zip: 71270-4404
	Phone: 318-513-9373	Fax:	Email: cayodart@bellsouth.net
7. Brief Summary of Project <small>(Do Not Exceed Space Provided)</small>	Short Title (May not exceed 50 characters) Domestic Violence Program		
	The Rural Advocates will provide direct services to domestic violence victims and community awareness events in Grant Parish and Winn Parish.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	21,048.00
EMPLOYEE BENEFITS	1,312.00
TRAVEL (INCLUDING TRAINING)	2,499.00
EQUIPMENT	630.00
SUPPLIES & OPERATING EXPENSES	1,877.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	27,366.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	27,366.00	100%
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	27,366.00	100%

10. Project Start Date: 11/1/2012 **Project End Date:** 10/31/2013

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

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Domestic Abuse Resistance Education Team of Lincoln
NAME OF APPLICANT AGENCY

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

Louisiana Commission on Law Enforcement

DATE

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
DART - Domestic Abuse Resistance Team	27,366.00	27,366.00
Total:	27,366.00	27,366.00

Applicant Agency: Domestic Abuse Resistance Education Team of Lincoln

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	21,048.00	21,048.00
EMPLOYEE BENEFITS	1,312.00	1,312.00
TRAVEL (INCLUDING TRAINING)	2,499.00	2,499.00
EQUIPMENT	630.00	630.00
SUPPLIES & OPERATING EXPENSES	1,877.00	1,877.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	27,366.00	27,366.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	27,366.00	27,366.00
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:	27,366.00	27,366.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Domestic Abuse Resistance Education Team of Lincoln

YEAR 1**PERSONNEL**

		<u>COST</u>
Position:	Rural Advocate - Winn Parish	
Name:	Sara McDaniel	
Computation:	\$12/hour @ 25 hrs/week @ 9 weeks @ 50% = \$1,350; \$12/hour @ 25 hrs/week @ 9 weeks @ 100% = \$2,700	4,050.00
Position:	Rural Advocate - Grant Parish	
Name:	Debra Faircloth	
Computation:	\$15/hour @ 25 hours/week @ 34 weeks @ 50% = \$6,375; \$15/hour @ 25 hours/week @ 18 weeks @ 100% = \$6,750	13,125.00
Position:	Volunteers	
Name:	Varies	
Computation:	387.3 hours @ \$10/hour	3,873.00
Personnel - Year 1 Total:		21,048.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Rural Advocate - Winn Parish	
Name:	Sara McDaniel	
Computation:	Social Security - \$4,050 @ .062 = \$251; Medicare - \$4,050 @ .0145 = \$58	309.00
Position:	Rural Advocate - Grant Parish	
Name:	Debra Faircloth	
Computation:	Social Security - \$13,125 @ .062 = \$813; Medicare - \$13,125 @ .0145 = 190	1,003.00
Employee Benefits - Year 1 Total:		1,312.00

TRAVEL (INCLUDING TRAINING)

		<u>COST</u>
Purpose of Travel:	Project related activities for Rural Advocates	
Location:	DART's service area	
Item:	Local Travel	
Computation:	4,900 miles @ \$.051 = \$2,499 (current state rate will be used)	2,499.00
Travel (Including Training) - Year 1 Total:		2,499.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Domestic Abuse Resistance Education Team of Lincoln

EQUIPMENT

		<u>COST</u>
Item:	4-drawer locking file cabinet	
Item:	4-drawer locking file cabinet	
Quantity:	1	250.00
Item:	All in one printer, fax, & copier	
Item:	All in one printer, fax, & copier	
Quantity:	1	220.00
Item:	shredder	
Item:	shredder	
Quantity:	1	160.00
Equipment - Year 1 Total:		630.00

SUPPLIES & OPERATING EXPENSES

		<u>COST</u>
Supply Item:	Basic office supplies	
Computation:	\$23/month @ 11 months & \$24/month @ 1 month	277.00
Supply Item:	Donated Office - Grant Parish	
Computation:	\$100/month @ 12 months	1,200.00
Supply Item:	Donated Office - Winn Parish	
Computation:	\$100/month @ 4 months	400.00
Supplies & Operating Expenses - Year 1 Total:		1,877.00

CONSULTANTS - CONSULTANT

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

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Domestic Abuse Resistance Education Team of Lincoln

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: 27,366.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

I. 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	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	21,048	17,175	0	3,873	21,048
1.2	Employee Benefits	1,312	1,312	0	0	1,312
1.3	Travel (including Training)	2,499	2,499	0	0	2,499
1.4	Supplies & Operating Expenses	1,877	277	0	1,600	1,877
1.5	Equipment	630	630	0	0	630
Total: Σ		27,366	21,893	0	5,473	27,366

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 Rural Advocate for Winn Parish is needed to provided domestic violence services to victims living in Winn Parish and the Rural Advocate for Grant Parish is needed to provided domestic violence services to victims living in Grant Parish.

6. Explain the basis of determining the salary for each position.

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

7. Explain the project duties for each position.

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.

Rural Advocate Grant 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.

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.]

Rural Advocate for Winn Parish - Existing position; individual hired specifically for this position.

Rural Advocate for Grant Parish - Existing position; individual hired specifically for this position.

9. Are volunteers used in this project?

Yes

9.1. Is this a VOCA-funded project?

Yes

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

N/A

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

Yes

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

Yes

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

Yes

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.

Volunteers will attend CCRT meetings to discuss domestic violence issues in their community - 100 hours

Volunteers will assist with domestic violence awareness activities in their community - 175 hours

Volunteers will assist with fundraising activities to help support the local office - 109.125 hours

9.6. Are job descriptions for volunteers attached?

Yes

9.7. Are timesheets kept on volunteers?

Yes

LCLE BUDGET - PERSONNEL related attachments:

File Name:

✦ DART - Resumes & Job Description (VOCA).pdf

✦ Volunteer Job Description.pdf

File Description:

Resumes & Job Descriptions

Volunteer Job Description

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.

Additional fringe benefits will be provided by the Applicant Agency.

13. SECTIONS:

D. VOCA Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application. Mileage is unallowable in agency-owned vehicles. Charges cannot exceed established agency travel reates, but in no case can travel expenses exceed the current Louisiana Travel Guidelines. **Out-of-state travel rquires prior approval from LCLE.**

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

The Rural Advocate for Winn Parish and the Rural Advocate for Grant Parish will be reimbursed for mileage for project related activities - providing services for domestic violence victims, attending community meetings, and providing community awareness events.

3. Are requested funds for non-local in-state and/or out-of-state travel?

No

3.1. State who will travel and the purpose of the non-local in-state and/or out-of-state travel.

NOTE: Out-of-state travel requires prior approval from LCLE. Only 50% of the out-of-state travel costs are allowed. This is inclusive only to the 48 contiguous states. Hawaii, Alaska and international travel is prohibited.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

Yes

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

4-drawer locking file cabinet is needed at the Grant Parish office to securely keep client files.
All in one printer, fax, & copier is needed at the Grant Parish office to provide services and to conduct regular business.
The shredder is needed at the Grant Parish office to destroy confidential information.

1.2. Explain the procurement procedures.

DART will obtain prices for these items from three local vendors in our area and purchase the items from the vendor with the lowest cost.

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

The equipment is directly related to this project and will only be used at the Grant Parish office by the Rural Advocate.

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.

Basic office supplies are needed for the Rural Advocates to perform daily activities in Winn Parish and Grant Parish.

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

Basic office supplies will only be used by the Rural Advocates in Winn Parish and Grant Parish.

2. Are operating expenses requested for this project?

Yes

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

Donated office space is needed in Winn Parish and Grant Parish to provide services to domestic violence victims in those parishes.

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

The donated office space in each parish is directly related to the project.

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.

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

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

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.

13. SECTIONS:

H. VOCA Purpose Areas

1. Please select the types of victimization served (Check all that apply).

Domestic Violence

13. SECTIONS:

I. VOCA Federal Funds

Indicate how much of the VOCA funds will be used to meet the priority and underserved requirements?

1. Child Abuse

0.00

2. Domestic Violence

21,893.00

3. Sexual Assault

0.00

4. Underserved - DUI/DWI Crashes

0.00

5. Underserved - Survivors of Homicide Victims

0.00

6. Underserved - Assault

0.00

7. Underserved - Adults Molested as Children

0.00

8. Underserved - Elder Abuse

0.00

9. Underserved - Robbery

0.00

10. Underserved - Other Violent Crimes

0.00

11. Total of Federal Funds

21,893.00

13. SECTIONS:

J. VOCA Funding Sources

Provide the total amounts of funding allocated to victim services based on the agency's current fiscal year budget.

1. Funding Sources - All federal funds received other than this VOCA award.

446,520.00

2. Funding Sources - The federal amount of this VOCA award only.

21,893.00

3. Funding Sources - State funds.

0.00

4. Funding Sources - Local funds.

187,784.00

5. Funding Sources - Other funds.

16,298.00

6. Total of all funding sources.

672,495.00

13. SECTIONS:**K. 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 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 2012, DART provided services to 763 new women and children.

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 and Grant Parish in June 2012. Like DART's original five parishes, Winn and Grant are largely rural parishes with the vast majority of its citizens living in communities, villages, or small towns. Rural women in Winn and Grant Parishes must overcome all the traditional barriers of poverty, geographic isolation, and no public transportation; they also have virtually no social service agencies in their parishes. The local domestic violence program providing domestic violence services closed at the beginning of 2012, so victims have gone without help.

Direct service to underserved populations has always been a priority of DART. By maintaining an office in each of the parishes, DART makes it possible for survivors to receive services close to home. Prior to opening the rural offices in Bienville, Claiborne, Jackson, and Union, staff members from the Lincoln Parish office had to travel to these areas and thus were only able to serve a total of 15-25 women a year in the out-lying parishes. For the past four years, the four established rural offices provided services to approximately 180 new women and 200 new children each year. Having a physical presence in each of the parishes we serve has increased the number of survivors who have access to services. With offices open in both Winn and Grant Parishes, DART expects to serve approximately 50 domestic violence survivors in each parish.

3. Describe the 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 and Grant Parish in June, 2012, we recognized that Winn and Grant 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 and Grant 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 and Grant Parish victims of family violence.

13. SECTIONS:

L. LCLE Goals

GOALS

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.

To increase safety for domestic violence victims living in Winn Parish and Grant Parish by providing nonresidential services and by letting victims know how to access services in their respective parishes.

13. SECTIONS:**M. VOCA Activities****ACTIVITIES**

Identify and describe how you will achieve each of your stated project objectives along with a time frame. Activities must correlated with the stated Goals and Objectives.

1. When will the service be provided (daily, weekly, monthly) and what are the hours of operation?

Goal 1, Objective 1 - The Rural Advocate for Grant Parish will provide safety planning, education, and referrals to nonresidential survivors in Grant Parish. The project will begin operations on November 1, 2012, and continue through October 31, 2013. Services will be available Monday - Friday from 10:00 - 3:00.

Goal 1, Objective 2 - The Rural Advocate for Winn Parish will provide safety planning, education, and referrals to nonresidential survivors in Winn Parish. The project will begin operation on July 1, 2013, and continue through October 31, 2013. Services will be available Monday - Friday from 10:00 - 3:00.

Goal 2, Objective 1 - The Rural Advocate for Grant Parish 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 and distribute domestic violence literature and DART brochures to local business, support agencies, and law enforcement each month. The project will begin operation on November 1, 2012, and continue through October 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 1 - The Rural Advocate for Winn Parish 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 and distribute domestic violence literature and DART brochures to local business, support agencies, and law enforcement each month. The project will begin operation on July 1, 2013, and continue through October 31, 2013. Speaking engagements are designed to help identify domestic violence victims and to advise them of resources available in the community.

2. How are victims referred to and enrolled in the program (Describe specific procedures.)

Victims will be referred to the program from law enforcement, clerks of court, and DAs offices. In addition, victims will hear about the services available at the DART offices in Winn Parish and Grant Parish at speaking engagements, from newspapers articles, and from brochures distributed in the community.

When an individual contacts a Rural Advocate, the advocate will perform an interview to determine whether or not an individual is a domestic violence victims. Individuals who are not a victim will be referred to appropriate agencies. Individuals who are a domestic violence victim will complete an Intake form with the advocate. Once the intake is completed, the victim will be eligible for all services provided by the advocates.

3. For what period of time are victims in the program allowed to continue to received services.

Victims are allowed to receive services as long as they need help. Some victims only want assistance with a restraining orders or information about domestic violence; others want to attend weekly support groups and/or individual counseling sessions for months.

4. Describe the overall project model, format, and/or curriculum that this project follows.

The project uses the empowerment model to provide services to domestic violence victims.

5. Is this an evidence-based or evidence-informed program?

No

5.1. Explain.

13. SECTIONS:

N. LCLE Objectives

<u>OBJECTIVES</u>

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: The Grant Parish Rural Advocate will assist at least 50 domestic violence victims with safety planning, education, and referrals.

Objective 2: The Winn Parish Rural Advocate will assist at least 20 domestic violence victims with safety planning, education, and referrals.

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

Objective 1: The Rural Advocate for Grant Parish will hold 4 community meetings, conduct 25 speaking engagements, and distribute brochures to 5 agencies each month.

Objective 2: The Rural Advocate for Winn Parish will hold 2 community meetings, conduct 8 speaking engagements, and distribute brochures to 5 agencies each month.

13. SECTIONS:

O. LCLE Prior Results

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

No

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.)

N/A

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

N/A

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?

N/A

13. SECTIONS:

P. VOCA Demographics

DEMOGRAPHICS

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

5

2. Type of Organization

Non-Profit

3. Check the ONE answer that best describes the organization receiving VOCA funds for this application.

Domestic Violence Program

4. Is this a faith-based organization?

No

5. Is this a culturally specific community-based organization?

No

13. SECTIONS:

Q. LCLE Evaluation

EVALUATION AND DISSEMINATION OF REPORTING

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

Yes

1.1. If no, explain why.

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

The Rural Advocates 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 to evaluate quality of services.

3. When will the data be collected?

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

4. 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.

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	Cathy Ayo	(318)513-9373	cayodart@bellsouth.net

6. 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.

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.

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.

LCLE EVALUATION related attachments:

File Name:

✦ DART Evaluation Forms.pdf

File Description:

Service logs & evaluation form

13. SECTIONS:

R. 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.

DART has obtained donated office space in both Winn and Grant Parishes to provide direct services. The agency will provide phone & internet service at both offices. DART's Executive Director and Rural Supervisor will provide technical assistance for the project. In addition, DART will provide the equipment and supplies needed to make this project successful.

13. SECTIONS:

S. 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.

DART will work closely with the DA's office, law enforcement personnel, and community agencies in Winn Parish and Grant 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. In addition, these agencies will be asked to attend CCRT meetings sponsored by DART to discuss ways of improving services to domestic violence victims.

2. The following support documents are attached.

Three current letters of support.

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

✦ DART - Letters of Support (VOCA).pdf

File Description:

Letters of Support

13. SECTIONS:

T. 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)?

No

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:

1/1/2011

1.1.2. audit period ending:

12/31/2011

1.2. Date of next audit

6/30/2012

1.2.1. audit period beginning:

1/1/2012

1.2.2. audit period ending:

12/31/2012

1.3. Date next audit will be forwarded to LCLE

6/30/2012

13. SECTIONS:**U. VOCA LAVNS & CVR**

**LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)
and
CRIME VICTIMS REPARATIONS (CVR)**

1. Provide the individual, their telephone and email responsible for assisting victims in regard to accessing using the LAVNS system.

Wanda James, Legal Advocate & Rural Supervisor
(318)513-9373
wjdart@bellsouth.net

2. Does this individual also serve as the agency's point of contact for LAVNS?

Yes

2.1. If not, please provide the name, telephone and email.

3. Has this individual received training by LCLE to learn how victims are served by LAVNS?

Yes

3.1. If no, will the agency request LAVNS training from LCLE within 30 days of the award? NOTE: More information regarding LAVNS program, including training information, can be found at: <http://lcle.la.gov/programs/lavns.asp>.

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

4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims?

If no, please go to the LCLE website to request **free** LAVNS materials at: www.lcle.la.gov/lavns.

Yes

5. Is the individual identified above, the same individual responsible for assisting victims in regard to services available through the Crime Victims Reparations (CVR) program?

Yes

5.1. If no, please provide the name, telephone and email.

6. Does the agency know who the CVR Claims Investigator is at the Parish Sheriff's Office?

Yes

7. Does the agency have posters displayed for promoting CVR and brochures readily available to victims?

If no, please visit LCLE's website for additional information on the CVR program, applications and other forms at: www.lcle.la.gov/programs/cvr.asp.

Yes

13. SECTIONS:**V. 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.

Cathy Ayo

1.1. Civil Rights Contact Person's Email

cayodart@bellsouth.net

1.2. Civil Rights Contact Person's Telephone Number

(318)513-9373

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.

No

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.

EEOP certification is on file at the office.

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

Verbal Orientation

Written Orientation / Program Manual

4.1.1. Describe Other

N/A

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

Human Resource Policy

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

Written Orientation

Verbal Orientation

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

Employees can file a written complaint alleging discrimination with the Executive Director. The Executive Director will investigate the allegation and notify the employee of her findings. If the employee disagrees with the outcome, the employee can present the complaint to the board of directors. The board's decision is final.

6.2. Delivery of Services

Program Manual

6.2.1. Describe Other

N/A

6.2.2. Describe Procedure

Clients can file a written complaint alleging discrimination in services with the Executive Director. The Executive Director will investigate the allegation and notify the client of her findings in writing. If the client disagrees with the outcome, the client can present the complaint to the board of directors. The board's decision is final.

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?

Complaints

Limited English Proficiency (LEP)

13. SECTIONS:**W. 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.

The EEOP exemption form has been completed and will be mailed to the Office for Civil Rights as soon as LCLE issues DART a grant number.

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.

No

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

13. SECTIONS:

X. 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
----	------	---------------

13. SECTIONS:

Y. 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:

- ✦ DART Financial Stmtms 12-31-2011.pdf
- ✦ DART - Board of Directors.pdf
- ✦ DART - Secretary of State.pdf
- ✦ DART - By-Laws.pdf
- ✦ DART - Theft Policy & D&O Insurance.pdf
- ✦ LCLE Funds.docx

File Description:

- 2011 Audited Financials
- Board Members
- Secretary of State
- By-Laws
- Insurance
- LCLE Funds

13. SECTIONS:**Z. VOCA Certified Assurances**

**VICTIMS OF CRIME ASSISTANCE (VOCA) FORMULA GRANT PROGRAM
CERTIFIED ASSURANCES**

Abbreviations:

CFR Code of Federal Regulations	OMB Federal Office of Management and Budget
CVA Crime Victim Assistance Formula Grant Program	OVC Office for Victims of Crime
LCLE Louisiana Commission on Law Enforcement	USC United States Code
PL Public Law	VOCA Victims of Crime Act
OJP Office of Justice Programs	

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING ASSURANCES NUMBERS 1 THROUGH 74:

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 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87) or 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122), as well as the current edition of the OJP Financial Guide, and LCLE 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 the Office of Justice Program (OJP), Office for Victims of Crime (OVC), Louisiana Commission on Law Enforcement (LCLE), 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:
b) The name and telephone number of the contact person responsible for the corrective action plan.

- c) Specific steps taken to comply with the recommendations.
- d) Timetable for performance and/or implementation dates for each recommendation.
- e) 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 Victims of Crime Act of 1984; 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 FUNDS.** 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 for Victims of Crime (OVC), 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 Victim of Crime Act of 1984, section 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (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 REPORTING.** The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.
14. **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.
15. **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.
16. **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, or disability against a recipient of funds, the recipient will forward a copy of such findings to the Louisiana Commission on Law Enforcement, PO Box 3133, Baton Rouge, LA 70821-3133 and Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th St., N.W., Washington, D.C. 20531. The State of Louisiana also includes any discrimination on the grounds of sexual orientation.
17. **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.
18. **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.
19. **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.
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 or 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 effected; 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, and f) an equipment inventory listing must be included with each expenditure report in which charges are being reported.
21. **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.
22. **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.

23. **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 Victims of Crime 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 statutes 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.

24. **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

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)
3/11/2013		-- 1165

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Domestic Abuse Resistance Education Team of Lincoln		
	Federal I.D: 721273159		Parish: Lincoln
	Street Address Line 1: 108 West Alabama Avenue		
	Address Line 2:		Address Line 3: PO Box 1223
	City: Ruston		State: LA Zip: 71273-1223
3. Recipient Agencies	DART - Domestic Abuse Resistance Team		
4. Project Director	Name: Ms. Cathy Ayo		Title: Executive Director Agency: DART - Domestic Abuse Resistance Team
	Street Address Line 1: 108 West Alabama Street		
	Address Line 2:		Address Line 3:
	City: Ruston		State: LA Zip: 71270-4404
	Phone: 318-513-9373	Fax:	Email: cayodart@bellsouth.net
5. Financial Officer	Name: Ms. Susan Boyett		Title: Bookkeeper Agency:
	Street Address Line 1: 108 West Alabama Street		
	Address Line 2:		Address Line 3:
	City: Ruston		State: LA Zip: 71270-4404
	Phone: 318-254-8230	Fax:	Email: email999@email.com
6. Contact	Name: Ms. Cathv Avo		Title: Executive Director

		Agency: DART - Domestic Abuse Resistance Team	
Street Address Line 1: 108 West Alabama Street			
Address Line 2:		Address Line 3:	
City: Ruston		State: LA	Zip: 71270-4404
Phone: 318-513-9373	Fax:	Email: cayodart@bellsouth.net	
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Domestic Violence Program		
(Do Not Exceed Space Provided)	The Rural Advocates will provide direct services to domestic violence victims and community awareness events in Grant Parish and Winn Parish.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	21,048.00
EMPLOYEE BENEFITS	1,312.00
TRAVEL (INCLUDING TRAINING)	2,499.00
EQUIPMENT	630.00
SUPPLIES & OPERATING EXPENSES	1,877.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	27,366.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	27,366.00	100%
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	27,366.00	100%

10. Project Start Date: 11/1/2012 **Project End Date:** 10/31/2013

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

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Domestic Abuse Resistance Education Team of Lincoln
NAME OF APPLICANT AGENCY

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

Louisiana Commission on Law Enforcement

DATE

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
DART - Domestic Abuse Resistance Team	27,366.00	27,366.00
Total:	27,366.00	27,366.00

Applicant Agency: Domestic Abuse Resistance Education Team of Lincoln

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	21,048.00	21,048.00
EMPLOYEE BENEFITS	1,312.00	1,312.00
TRAVEL (INCLUDING TRAINING)	2,499.00	2,499.00
EQUIPMENT	630.00	630.00
SUPPLIES & OPERATING EXPENSES	1,877.00	1,877.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	27,366.00	27,366.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	27,366.00	27,366.00
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:	27,366.00	27,366.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Domestic Abuse Resistance Education Team of Lincoln

YEAR 1

PERSONNEL

	<u>COST</u>
Position: Rural Advocate - Winn Parish Name: Sara McDaniel Computation: \$12/hour @ 25 hrs/week @ 9 weeks @ 50% = \$1,350; \$12/hour @ 25 hrs/week @ 9 weeks @ 100% = \$2,700	4,050.00
Position: Rural Advocate - Grant Parish Name: Debra Faircloth Computation: \$15/hour @ 25 hours/week @ 34 weeks @ 50% = \$6,375; \$15/hour @ 25 hours/week @ 18 weeks @ 100% = \$6,750	13,125.00
Position: Volunteers	

Name: Varies
 Computation: 387.3 hours @ \$10/hour 3,873.00

Personnel - Year 1 Total: 21,048.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position: Rural Advocate - Winn Parish	
Name: Sara McDaniel	
Computation: Social Security - \$4,050 @ .062 = \$251; Medicare - \$4,050 @ .0145 = \$58	309.00
Position: Rural Advocate - Grant Parish	
Name: Debra Faircloth	
Computation: Social Security - \$13,125 @ .062 = \$813; Medicare - \$13,125 @ .0145 = 190	1,003.00

Employee Benefits - Year 1 Total: 1,312.00

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel: Project related activities for Rural Advocates	
Location: DART's service area	
Item: Local Travel	
Computation: 4,900 miles @ \$.051 = \$2,499 (current state rate will be used)	2,499.00

Travel (Including Training) - Year 1 Total: 2,499.00

EQUIPMENT

	<u>COST</u>
Item: 4-drawer locking file cabinet	
Item: 4-drawer locking file cabinet	
Quantity: 1	250.00
Item: All in one printer, fax, & copier	
Item: All in one printer, fax, & copier	
Quantity: 1	220.00
Item: shredder	
Item: shredder	
Quantity: 1	160.00

Equipment - Year 1 Total: 630.00

SUPPLIES & OPERATING EXPENSES

	<u>COST</u>
Supply Item: Basic office supplies	

SUBGRANT: 1165

Short Title: Domestic Violence Program

Supply Item:

Basic Office Supplies

Computation:

\$23/month @ 11 months & \$24/month @ 1 month

277.00

Supply Item:

Donated Office - Grant Parish

Computation:

\$100/month @ 12 months

1,200.00

Supply Item:

Donated Office - Winn Parish

Computation:

\$100/month @ 4 months

400.00

Supplies & Operating Expenses - Year 1 Total:

1,877.00

CONSULTANTS - CONSULTANT

COST

Name / Position:

Service Provided:

Computation:

0.00

Consultants - Consultant - Year 1 Total:

0.00

CONSULTANTS - TRAVEL

COST

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: 27,366.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

I. 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	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	21,048	17,175	0	3,873	21,048
1.2	Employee Benefits	1,312	1,312	0	0	1,312
1.3	Travel (including Training)	2,499	2,499	0	0	2,499
1.4	Supplies & Operating	1,877	277	0	1,600	1,877

Expenses						
1.5	Equipment	630	630	0	0	630
Total: Σ		27,366	21,893	0	5,473	27,366

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 Rural Advocate for Winn Parish is needed to provided domestic violence services to victims living in Winn Parish and the Rural Advocate for Grant Parish is needed to provided domestic violence services to victims living in Grant Parish.

6. Explain the basis of determining the salary for each position.

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

7. Explain the project duties for each position.

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.

Rural Advocate Grant 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.

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.]

Rural Advocate for Winn Parish - Existing position; individual hired specifically for this position.

Rural Advocate for Grant Parish - Existing position; individual hired specifically for this position.

9. Are volunteers used in this project?

Yes

9.1. Is this a VOCA-funded project?

Yes

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

N/A

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

Yes

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

Yes

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

Yes

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.

Volunteers will attend CCRT meetings to discuss domestic violence issues in their community - 100 hours

Volunteers will assist with domestic violence awareness activities in their community - 175 hours

Volunteers will assist with fundraising activities to help support the local office - 109.125 hours

9.6. Are job descriptions for volunteers attached?

Yes

9.7. Are timesheets kept on volunteers?

Yes

LCLE BUDGET - PERSONNEL related attachments:

File Name:

✦ DART - Resumes & Job Description (VOCA).pdf

✦ Volunteer Job Description.pdf

File Description:

Resumes & Job Descriptions

Volunteer Job Description

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.

Additional fringe benefits will be provided by the Applicant Agency.

13. SECTIONS:

D. VOCA Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application. 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 requires prior approval from LCLE.**

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

The Rural Advocate for Winn Parish and the Rural Advocate for Grant Parish will be reimbursed for mileage for project related activities - providing services for domestic violence victims, attending community meetings, and providing community awareness events.

3. Are requested funds for non-local in-state and/or out-of-state travel?

No

3.1. State who will travel and the purpose of the non-local in-state and/or out-of-state travel.

NOTE: Out-of-state travel requires prior approval from LCLE. Only 50% of the out-of-state travel costs are allowed. This is inclusive only to the 48 contiguous states. Hawaii, Alaska and international travel is prohibited.

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

Yes

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

4-drawer locking file cabinet is needed at the Grant Parish office to securely keep client files.
All in one printer, fax, & copier is needed at the Grant Parish office to provide services and to conduct regular business.

The shredder is needed at the Grant Parish office to destroy confidential information.

1.2. Explain the procurement procedures.

DART will obtain prices for these items from three local vendors in our area and purchase the items from the vendor with the lowest cost.

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

The equipment is directly related to this project and will only be used at the Grant Parish office by the Rural Advocate.

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