LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-2-001

APPLICANT: Center for Children & Families, Inc.-- Serving Northeast LA

PROJECT TITLE: Child Abuse Victim Assistance Program

PROJECT FUNDS :

FUND:	$ 94,576	80.00%	
MATCH:	$ 23,644	20.00%	
TOTAL:	$ 118,220	100.00%	

PROJECT DURATION: 12 months

START DATE: 07/01/2010

END DATE: 06/30/2011

Continuation of C02-2-006

PROJECT SUMMARY:

The CAC (Children's Advocacy Center) serves victims of child abuse and neglect by being a one-stop shop for child sexual and physical abuse. A trained forensic interviewer supported by a multidisciplinary team will interview children and adolescents who have been sexually abused. The team will consist of law enforcement, social services, medical, mental health and other professionals. The primary purpose will be to reduce the number of times a child is interviewed in order to reduce the trauma to the child. Members of the team will watch the interview in a separate room. Counseling and family advocacy will be provided to the child and family. The interview will be videotaped and a copy given to law enforcement. The forensic interviewers are crucial to the success of this project.

RECOMMENDATION : **FUND** X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 08/18/10 IS REVIEWED AND APPROVED BY LCLE STAFF.
3. SUBGRANTEE AGREES TO MAINTAIN ITS NONPROFIT STATUS IN "GOOD STANDING" WITH THE LOUISIANA SECRETARY OF STATE'S COMMERCIAL DIVISION FOR THE DURATION OF THE SUBGRANT PERIOD.
4. ALL PAID PERSONNEL MUST WORK HOURS WHICH DO NOT CONFLICT OR OVERLAP WITH OTHER PAID HOURS OR OTHER JOBS. IF PAYMENT FOR ANY PERSONNEL IS ON AN OVERTIME, HOURLY BASIS, THE RATE OF PAY MAY NOT EXCEED 1 AND 1/2 TIMES THE EMPLOYEE'S REGULAR HOURLY RATE OF PAY.
5. PRE-AWARD COSTS ALLOWABLE FROM 07/01/2010.
6. NO RELEASE OF FUNDS BY LCLE UNTIL PRIOR PROJECT C09-2-001 IS FINALIZED.

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: C10-2-001 CVA Purpose Area: 1, 3, 4

1. TITLE OF PROJECT
Children's Advocacy Center of Northeast Louisiana

2. ☐ NEW PROJECT
☒ CONTINUATION PROJECT OF: C09-2-001

3. PROJECT DURATION
Total Length: 12 Months *(Not to exceed 12 Months)*
Desired Start Date: 7-1-10
Desired End Date: 6-30-11

4. PROJECT FUNDS
Federal Funds: $94,576
Cash Match: $23,644
In-Kind Match:
Total Project: $118,220 $0

5A. APPLICANT AGENCY INFORMATION
Agency Name: The Center for Children & Families
Physical Address: 622 Riverside Dr.
City: Monroe Zip: 71201-
Mailing Address: 622 Riverside Dr.
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: ahines@cfcfnela.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Cynthia Murray
Title: CEO
Agency Name: The Center for Children & Families
Address: 622 Riverside Dr.
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: cmurray@cfcfnela.org

Fed Employer Tax Id: 72 - 1436720 DUNS: - CCR CAGE/NCAGE: CCR Expiration Date:

6. IMPLEMENTING AGENCY
Name: Cynthia Murray
Title: CEO
Agency: The Center for Children & Families
Address: 622 Riverside Dr.
City: Monroe Zip: 71201
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: cmurray@cfcfnela.org

7. PROJECT DIRECTOR
Name: Ashton Hines
Title: Director
Agency: The Center for Children & Families
Address: 622 Riverside Dr.
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: ahines@cfcfnela.org

8. FINANCIAL OFFICER
Name: Cynthia Murray
Title: CEO
Agency: The Center for Children & Families
Address: 622 Riverside Dr.
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: cmurray@cfcfnela.org

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

The CAC (Children's Advocacy Center) serves victims of child abuse and neglect by being a one stop shop for child sexual and physical abuse. A trained forensic interviewer supported by a multidisciplinary team will interview children and adolescents who have been sexually abused. The team will consist of law enforcement, social services, medical, mental health and other professionals. The primary purpose will be to reduce the number of times a child is interviewed in order to reduce the trauma to the child. Members of the team will watch the interview in a seperated room. Counseling and family advocacy will be provided to the child and family. The interview will be videotaped and a copy given to law enforcement. The forensic interviewer is crucial to the success of this project. A job description for the position of Forensic Interviewer is attached. The CAC requests $94,576.00 in federal funds in order to fully support two forensic interviewers.

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):

- ☒ Sexual Assault
- ☐ Domestic Abuse
- ☒ Child Abuse
- ☒ Previously Underserved

State Type of Previously Underserved: Rural parishes in the 5th, 6th and 37th JDCs

PROJECT BUDGET SUMMARY

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

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	☐	☐
Were instructions followed to determine allowable personnel/contractual costs?	☐	☐
Are all line item computations correct?	☐	☐
Do line items add to category totals?	☐	☐
Have category totals been rounded to nearest dollar?	☐	☐
Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.	☐	☐

Person Completing Budget Section: Title:

Phone: ( ) - Fax: ( ) - E-Mail:

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL 0	$73,220	$18,916	$0	$92,136
SECTION 200. FRINGE BENEFITS	$18,446	$0	N/A	$18,446
SECTION 300. TRAVEL	$0	$0	$0	$0
SECTION 400. EQUIPMENT	$0	$0	$0	$0
SECTION 500. SUPPLIES	$0	$0	$0	$0
SECTION 600. CONTRACTUAL	$0	$0	N/A	$0
SECTION 700. RENOVATION COSTS	$0	$0	$0	$0
SECTION 800. OTHER DIRECT COSTS	$2,910	$0	$0	
TOTAL:	$94,576	$18,916	$0	$113,492

Provide Source of *Cash* Match:

Cash match is provided by the Center for Children and Families general fund which among other things is funded by two community events annually.

Provide Source of *In-Kind* Match:

N/A

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	PAID WITH C
Forensic Interviewer	Jessica Bryant	FT	$3,118	100%	12	$37,416	☒	☐
Forensic Interviewer	Jennifer Graves	FT	$2,983	100%	12	$35,804	☒	☐
Program Director	Ashton Hines	FT	$4,300	36.6% (36,66)	12	$18,916	☐	☒
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$92,136	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	PAID WITH C
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							$0.00	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
			$0.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$0.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$73,220
CASH MATCH	$18,916
IN-KIND MATCH	
PERSONNEL TOTAL	$92,136

SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN

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

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

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

The Children's Advocacy Center(CAC) provided 230 interviews free of charge to law enforcement agencies and OCS offices in 9 parishes last year free of charge. The closest alternative CAC is in Shreveport which makes our presence even more critical to this area.

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

The salaries offered are in line with State and National salary surveys for social work positions taking into account the level of training and years of experience that each of our interviewers have.

C) Project duties of each position requested:

See attached job description for the Forensic Interviewer position.

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.]

Both of the positions funded occupied by existing employees that have been funded by this grant for the past four years.

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:				
SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Jessica Bryant	.062		$37,416	$2,320
2. Jennifer Graves	.062		$35,804	$2,220
3.	.062			$0
4.	.062			$0
MEDICARE	RATE		SALARY	TOTAL
1. Jessica Bryant	.0145		$37,416	$542
2. Jennifer Graves	.0145		$35,804	$519
3.	.0145			$0
4.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Jessica Bryant	$400	12	100%	$4,800
2. Jennifer Graves	$400	12	100%	$4,800
3.				$0
4.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				$0
2.				$0
3.				$0
4.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Jessica Bryant	[illegible]	CHECK TYPE:	$37,416	$158
2. Jennifer Graves			$35,804	$158
3.		☐ FUTA		$0
4.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1. Jessica Bryant	[illegible]		$37,416	$1,497
2. Jennifer Graves	[illegible]		$35,804	$1,432
3.				$0
4.				$0
OTHER:	RATE		SALARY	TOTAL
1.				$0
2.				$0
3.				$0
4.				$0
FRINGE BENEFITS TOTAL (A):				

EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL
5.	.062			$0
6.	.062			$0
7.	.062			$0
8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL
5.	.0145			$0
6.	.0145			$0
7.	.0145			$0
8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
5.				$0
6.				$0
7.				$0
8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
5.				$0
6.				$0
7.				$0
8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
5.		CHECK TYPE:		$0
6.				$0
7.		☐ FUTA		$0
8.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
5.				
6.				$0
7.				$0
8.				$0
OTHER:	RATE		SALARY	TOTAL
5.				$0
6.				$0
7.				$0
8.				$0
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): $0

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$18,446
CASH MATCH	0
TOTAL FRINGE BENEFITS	$18,446

SECTION 800. OTHER DIRECT COSTS

Itemize each type: e.g., audit, rent (show square footage and cost per square foot), phone charges, utilities, printing, duplicating, registration fees for conferences/workshops, etc. Prorate telephone and utility bills. Show method of determining cost. Please refer to application instructions for direction.

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	PAID WITH C	PAID WITH IK
Rent	2000 sq ft @ $9.50/sq ft	15.32%	$19,000	$2,910	☒	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
SUBTOTAL OF OTHER DIRECT COSTS:				$2,910			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

BRIEFLY EXPLAIN:

A) Need for each type listed; and

The Children's Advocacy Center operates for the purpose of providing a child friendly environment for children who have been sexually and physically abused to be interviewed in so that they can feel at ease and have to opportunity to tell their story one time. A stand alone facility allows the CAC to provide this type of space to the children in a way that facilitates a professional interview with the discretion and dignity deserved by each client.

B) Its relationship to project.

This building hosts the interview and viewing room used in the forensic interview process as well as the offices of the interviewers themselves and the therapist that works with the CAC clients. There is also two waiting rooms and a therapy room in the facility.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	$2,910
CASH MATCH	$0
IN-KIND MATCH	$0
OTHER DIRECT COSTS TOTAL	$2,910

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 Children's Advocacy Center is a one stop shop for victims of child sexual abuse. National estimates on the prevalence of child sexual abuse state that as many as 38% of all children will undergo at least one episode of sexual abuse before the age of 18. Estimates on the prevalence of child physical abuse are often even higher. There is strong evidence that the prevalence of both of these forms of abuse is higher in this region of the state than in almost any part of the nation In FY 2007(last year local data was compiled by Prevent Child Abuse Louisiana based on the Office of Community Services cases), there were over 1,269 valid allegations of child abuse in the nine parish region served by the CAC of Northeast Louisiana. The Children's Advocacy Center has consistantly averaged about 220 interviews a year for the past four years and is currently on track to continue this trend.

The Children's Advocacy Center of Northeast Louisiana is designed to provide a unified approach to confront the problem of child abuse and the devastation it has on so many families within our community. The Children's Advocacy Center is a child-focused, facility based program where representatives from many disciplines meet to discuss and make decisions about investigation, treatment, prosecution, and the healing of children and families subjected to physical and sexual abuse. The organizations also work together to prevent further victimization of children through counseling and safety education.

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

When is comes to victims of child sexual abuse the Children's Advocacy Center is the only organization that activly works with law enforcement, Distric Attorneys, medical personell, the Office of Community Services, and mental health professionals as a Multi Disciplinary Team in the nine parishes within which it opperates. The CAC holds monthly meeting with all of the interested parties in order to get on the same page about the child's path within the justice system ensuring proper services are offered and that the overall process is expedited. Before the CAC of Northeast Louisiana was in place, all of the involved agencies interactions were on a "as needed" basis and there was not one organization bringing everyone to the same table to ensure prompt, child friendly services were offered to victims of child abuse.

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.

Goal 1: To continue to develop relationships with Law Enforcement and OCS agencies in Ouachita, Morehouse, Franklin, Madison, Richland, Tensas, Caldwell, East Carroll, West Carroll Parishes to increase the amount of cases seen by the CAC.

Goal 2: To develop victim's services and community resources to victim's of child abuse by providing counseling to the child and to the family.

C. OBJECTIVES

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

Objective 1A: To provide a forensic interview to children who have been sexually abused, severely physically abused, or have witnessed a violent crime for Ouachita, Morehouse, Franklin, Madison, Richland, Tensas, Caldwell, East Carroll, West Carroll Parishes.
Objective 1B: To coordinate investigative and therapeutic services to victim's of child abuse by providing counseling to all interested children and families of children who are served by the CAC.

Objective 2A: By reducing the number of interviews the trauma will be reduced, and with counseling, the long term effects of abuse will be diminished.
Objective 2B: The one stop shop for child sexual and physical abuse will stop the cycle of children who have been abused becoming abusers.

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 1A: The Children's Advocacy Center is actively educating additional law enforcement agencies and District Attorney's offices about the services it provides in order to broaden the geographical area served. In the next year the CAC will have a working relationship with all nine parishes in the 4th, 5th, 6th, and 37th Judicial Districts. This area will provide the volume of referrals to accomplish the goal of interviewing 225-250 children over the next year. The CAC's trained forensic interviewer will serve as the lead interviewer for each case. Law enforcement, the Office of Community Services and other appropriate staff will observe the interview in an adjacent room with closed circuit televisions. The interviewer can be contacted during the interview with an earpiece controlled by a team member.

Objective 1B: Before and after the interview the Family Advocate will meet with the family members to discuss the process at the CAC and to educate them on other services such as counseling that are avalilable to them within the community. When available the therapist will meet the families and encourage counseling services. A one week follow up call will also be made to ensure no further srevices are needed by the family.

Goal 2

Every child and the familiy of the child will be encouraged to participate in therapy sessions provided by The CAC. Two counselors will be recruited from the Marriage and Family intern program of the University of Louisiana at Monroe. They will provide weekly counseling sessions for the child and/or family for a total of 12 hours. Appropriate referrals will be made to follow up agencies. Therapy models for Evidence Based Treatment for Child Sexual Abuse and Forensically Sensitive Therapy will be provided. The Counselors will be clinically supervised by licensed and trained professors in the Marriage and Family Therapy program at ULM. Administrative supervision will be provided by the Director of the CAC, Ashton Hines.

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.

E. DEMOGRAPHICS

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

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☐ All (Statewide Project)

2. Type of Organizations:

Applicant Agency: ☐ Law Enforcement ☐ Prosecution ☐ Court ☒ Non-Profit Organization ☐ Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

- ☒ Community-Based Organization
- ☐ Court
- ☐ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☐ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☐ Other (Specify):

☐ Yes ☒ No Is this a faith-based organization?

☐ Yes ☒ No Is this a culturally specific community-based organization?

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Ashton Hines PHONE: (318) 398-0945 EMAIL: ahines@cfcfnela.org

☒ Yes ☐ No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:

NAME: PHONE: ( ) - EMAIL:

☐ Yes ☒ No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: http://lcle.la.gov/programs/lavns.asp.

☐ Yes ☒ No 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.

G. CRIME VICTIMS REPARATIONS (CVR)

☐ Yes ☒ No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: Ashton Hines PHONE: (318) 398-0945 EMAIL: ahines@cfcfnela.org

☒ Yes ☐ No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

☒ Yes ☐ No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: http://lcle.la.gov/programs/cvr.asp

H. PRIOR RESULTS (For Continuation Projects Only)

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

During the past year the CAC's forensic Interviewers that are funded by this grant performed 254 interviews. The CAC also provided mental health services to 56 children and their famlilies free of charge. The CAC also maintains a good working relationship with all of the law enforcement, District Attorney and OCS offices in the nine parish service area.

2. Did the project work as expected? Explain.

We feel as though the CAC has functioned extremely well since it's doors have opened. This was the fourth year of operation and the number of forensic interviews as well as the number of therapy sessions offered to clients was higher than ever. Our relationships with the agencies we have working agreements with are also very strong and the CAC enjoys the support of the law enforcement and social service community throughout Northeast Louisiana. As an organization that is designed to assist children who have allegedly been abused through the tough steps that is takes for justice to be served we feel as though we have been a success over the past year.

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?

Caregivers who bring children to the CAC, all agency personell who are involved in a specific case.

2. When will the data be collected?

Caregiver information collected at the time of the interview. Agency informations is collected both before and after the case is brought to the CAC, and is periodically updated at the monthly Multi Disciplinary Team meetings.

3. Who will collect and analyze the data?

Program Director Ashton Hines.

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

Name: Jennifer Graves Phone: (318) 398-945 Email: jgraves@cfcfnela.org

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

Updating of the project strategy or the methods used for data collections would be administered by the Project Director, Ashton Hines. This process is ongoing. Specifically the CAC of Northeast Louisiana is currently seeking full Accreditation from the National Children's Alliance and all of our methods and strategies are being looked at closely to ensure compliance.

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.

The CAC turns in it's project results to the LCLE quarterly and will turn in it's monthly expenditure reports to LCLE as well. The CAC also submits bi-annual reports to the National Children's Alliance as well as the Children's Trust Fund. The project results are presented in an annual report to the Board of Directors each year.

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.

The Center for Children and Families, Inc. is an umbrella organization that currently funds all expenses that are not covered by the VOCA funds and have done so for the past four years. They do this throught the use of fundraiser dollars, as well as the use of general funds created by contract based programs throughout Northeast Louisiana.

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.

The CAC has access to the Center for Children and Families (CFCF) main office which includes copy machines, supply closets with general office materials and supplies. The CAC also benefits from the CEO, CFO, receptionist, book keeper, and office manager, public relations coordinator employed by the CFCF.

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	November 2009
2.	Dates covered by last audit:	7-1-8 to 6-30-09
3.	Date of next audit:	November 2010
4.	Dates to be covered by next audit:	7-1-09 to 6-30-10
5.	Date next audit will be forwarded to LCLE:	January 2011

☐ 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?

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.

The CAC actively gives out the CVR Program information to each of it's clients. We also offer victims advocacy services to each client and can help them contact their local CVR representative. The CAC is aware of the contact information for each of these representatives that is on the LCLE website.

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.

The CAC maintains an updated MOU with agencies from nine different parishes. One of the main roles of the CAC is to coordinate a Multi Disciplinary Team which includes many members from each parish including LE, District Attorneys, medical personell, mental health professionals and the Office of Community Services. See attached for the current MOU.

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.

The nature of the CAC involves interacting with chilren and familes who are already in contact with law enforcement. However it is also a part of the forensic interview to do a "safety talk" that encourages children to report any further abuse to a responsible adult or law enforcement agent.

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.

The CAC will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate.

BOBBY JINDAL
GOVERNOR

JOEY WATSON
EXECUTIVE DIRECTOR

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement and Administration of Criminal Justice

August 18, 2010

Mr. Ashton Hines
c/o Mr. Kevin Cobb
North Delta LEPD, Inc.
6556 Main Street
P.O. Box 1106
Winnsboro, LA 71210-3291

RE: C10-2-001; Center for Children & Families, Inc.; "*Child Abuse Victim Assistance Program*"

Dear Mr. Hines:

This office received the above referenced application today. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for September 15, and 16, 2010, respectively. The meetings will be held at the Shreveport Convention Center, 104 Market Street in Shreveport. Phone: (318) 698-0900. This application request is to continue the C09-2-001 project and is over $20,000; therefore, you are required to attend both the Victim Services Advisory Board and Commission meetings.

Based on the preliminary review of the referenced application, there are issues listed below that need to be addressed. However, please be advised that additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1) Page 1: Please provide the CCR CAGE/NCAGE Number and the CCR Expiration Date.

2) Page 2; Project Budget Summary: The checklist was not completed and the information for the person responsible for completing the budget sections was not provided.

3) Page 2 and 3; Match: Matching funds should total $23,644; however, only $18,916 is reported as Cash Match in Personnel in the Project Budget Summary on Page 2 and in Personnel on Page 3. An additional $4,728 is needed to meet match requirements for this project.

1885 Wooddale Blvd., Room 1230 • Baton Rouge, Louisiana 70806-1555 • (225) 925-4418 • Fax (225) 925-1998
An Equal Opportunity Employer

Mr. Ashton Hines
c/o Mr. Kevin Cobb
C10-2-001
Center for Children & Families, Inc.
"*Child Abuse Victim Assistance Program*"
August 18, 2010

4) Page 3; 100. Personnel: You are named as the Program Director. Supervision of direct service providers is allowable not to exceed 10% of the Program Director or Supervisor's salary only to the extent that documentation is provided to show that such supervision is necessary and essential to providing direct services to victims of crime. Or, if not working in a supervisory role, with justification as to need, pro-rated administrative time to complete VOCA-required time and attendance sheets and programmatic documentation reports, and statistics and administrative time to maintain crime victims' records is allowable not to exceed 10% of grant funds. Also noted that the funds to be used as salary were not identified as "F" (federal) or "C" (cash) for each employee. In the Personnel Summary at the bottom of the page, $18,916 was put in as "cash match", which is the amount of your salary. Make the necessary corrections, if required.

5) Page 4; Job Descriptions and Resumes: No mention of the Program Director on Page 4; please complete information pertaining to the position in Sections A, B, C, and D. In addition, submit a description for the Program Director's position requested in the project. State the minimum qualifications required on the position, including both education and work experience levels and salary range and a resume that lists your qualifications, such as education and work experience.

6) Page 5; 200. Fringe Benefits: Please check one or both boxes at the top of the page that are applicable to this project: "All Fringe Benefits Will Be Paid by Applicant Agency" or "Additional Fringe Benefits Will Be Paid by Applicant Agency". Also noted the Program Director is not provided Fringe Benefits. Please verify.

7) Page 16; D. Activities/Methods: Please provide a timetable, which must cover the entire subgrant period.

8) Certification of LEPC/CJCC District Director: Please submit this page to LCLE with the original signature of the District Program Director (Kevin Cobb) or the Assistant Director (Marky Tucker).

9) Subgrant Award Report: Section 5 should total $23,644, not $18,446. Please correct.

Please submit your response to LCLE by close of business (5:00 p.m.) on Tuesday, September 7, 2010. All deficiencies named in this letter must be resolved and approved by LCLE staff in order to be presented to the Victim Services Advisory Board and Commission at the September meetings.

Sincerely,

Rutha Chatwood

Rutha Chatwood
Victim Services Program Manager