

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C11-2-001

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: 07/01/2011

END DATE: 06/30/2012

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 12/29/11 IS REVIEWED AND APPROVED BY LCLE STAFF.



**LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE**

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C11-2001

CVA Purpose Area: A

1. TITLE OF PROJECT: Child Abuse Victim Assistance Program
Children's Advocacy Center of Northeast Louisiana

2. NEW PROJECT
 CONTINUATION PROJECT OF: C10-2001

3. PROJECT DURATION
Total Length: 12 Months (Not to exceed 12 Months)
Desired Start Date: 7/1/2011
Desired End Date: 6/30/2012

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

5A. APPLICANT AGENCY INFORMATION
Agency Name: The Center for Children and Families
Physical Address: 622 Riverside Drive
City: Monroe Zip: 71201-6211
Mailing Address: P.O. Box 9493
City: Monroe Zip: 71211-9493
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: cmurray@cfcfnela.org

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

7. PROJECT DIRECTOR
Name: Greg Guthrie
Title: CAC Director
Agency: CAC of Northeast Louisiana
Address: 622 Riverside Drive
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: gguthrie@cfcfnela.org

8. FINANCIAL OFFICER
Name: Anna Grimmett
Title: Financial Coordinator
Agency: Center for Children and Families
Address: 622 Riverside Drive
City: Monroe Zip: 71201-
Phone: (318) 398-0945 FAX: (318) 398-0099
Email: agrimmett@cfcfnela.org

9. BRIEF PROJECT DESCRIPTION: (Please do not exceed space provided below.)
The Children's Advocacy Center (CAC) serves victims of child abuse and neglect by being a one stop shop for child sexual 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 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.

LA COMMISSION
LAW ENFORCEMENT
2011 DEC -9 PM 2:33
Revised JULY 2010

VOCA PURPOSE AREAS

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

<input checked="" type="checkbox"/>	Sexual Assault
<input type="checkbox"/>	Domestic Abuse
<input type="checkbox"/>	Child Abuse
<input checked="" type="checkbox"/>	Previously Underserved

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

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:

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

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

Person Completing Budget Section: Greg Guthrie Title: Director
Phone: (318) 398-0945 Fax: (318) 398-0099 E-Mail: gguthrie@cfcfnela.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$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	\$2,910
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 annual community events.

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	C
Forensic Interviewer	Jessica Bryant	FT	\$3,118.00	100.00%	12.00	\$37,416.00	<input type="checkbox"/>	<input type="checkbox"/>
Forensic Interviewer	Jennifer Graves	FT	\$2,983.00	100.00%	12.00	\$35,796.00	<input type="checkbox"/>	<input type="checkbox"/>
Program Director	Greg Guthrie	FT	\$5,525.58	28.54%	12.00	\$18,924.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$92,136.00	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
									F	C
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
								\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:								\$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) - BRIEF 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 250 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 Forensic Interview 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 are occupied by existing employees that have been funded by this grant for the past four years.

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 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 abuses 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 1269 valid allegations of child abuse in the nine parish region served by the CAC of Northeast Louisiana. The Children's Advocacy Center has consistently averaged about 220 interviews a year for the past four years and is currently on track to do many more this year.

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 it comes to victims of child abuse the Children's Advocacy Center is the only organization that actively works with law enforcement, District attorneys, medical personnel, the Department of Children and Family Services, and mental health professionals as a Multidisciplinary Team in the nine parishes within which it operates. The CAC holds monthly meetings with all of the interested parties in order to get on the same page about the child's path within the justice system and 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, 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.

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 victims 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 victims 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 these children becoming abusers themselves.

D. ACTIVITIES / METHODS

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

Objective 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 interviewers will serve as the lead interviewer for each case. Law enforcement, the Department of Children and Family 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 available to them within the community. When available the therapist will meet the families and encourage counseling services. A one week follow up call with also be made to ensure no further services are needed by the family.

Goal 2

Every child and the family 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 of Evidence Based Treatment for Child Sexual Abuse and Forensically Sensitive Therapy will be provided. The Counselors will be clinically supervised by licensed and trained professionals. Administrative supervision will be provided by the Director of the CAC, Greg Guthrie.

E. DEMOGRAPHICS

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

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

2. Type of Organization:

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.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Community-Based Organization | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Court | <input type="checkbox"/> Sexual Assault Program |
| <input type="checkbox"/> Domestic Violence Program ¹ | <input type="checkbox"/> Sexual Assault State Coalition |
| <input type="checkbox"/> Domestic Violence State Coalition | <input type="checkbox"/> Tribal Coalition |
| <input type="checkbox"/> Dual Program (Sexual Assault and Domestic Violence) | <input type="checkbox"/> Tribal Government |
| <input type="checkbox"/> Dual State Coalition (Sexual Assault and Domestic Violence) | <input type="checkbox"/> Tribal Sexual Assault and/or Domestic Violence Program |
| <input type="checkbox"/> Government Agency (Department of Human Services, Bureau of Health) | <input type="checkbox"/> Unit of Local Government |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> University/School |
| <input type="checkbox"/> Probation, Parole, or Other Correctional Agency | <input type="checkbox"/> 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: _____ PHONE: () - _____ EMAIL: _____

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: _____ PHONE: () - _____ EMAIL: _____

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>.

II. PRIOR RESULTS (For Continuation Project 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 forensic interviewers funded by this grant performed 250 interviews. The CAC also provided mental health services to 50 children and their families free of charge. The CAC also maintains a good working relationship with all of the law enforcement, District Attorney, and DCFS 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 its doors have opened. This was the fifth 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 it takes for justice to be served we have been very successful 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?

III. 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 personnel who are involved in a specific case.

2. When will the data be collected?

Caregiver information collected at the time of the interview. Agency information 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, Greg Guthrie

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, Greg Guthrie. This process is ongoing. Specifically the CAC of Northeast Louisiana could change methods and strategies to ensure compliance with the National Children's Alliance accreditation.

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 its project results to the LCLE quarterly and will turn in its 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 is an umbrella organization that currently funds all expenses that are not covered by the VOCA funds and have done so for the past five years. They do this through 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 (CCFCF) main office which includes copy machines, supply closets with general office supplies, etc. the CAC also benefits from the CEO, a leadership team, and other support staff.

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 2010
- 2. Dates covered by last audit: 7-1-08 to 6-30-10
- 3. Date of next audit: November 2011
- 4. Dates to be covered by next audit: 7-1-10 to 6-30-11
- 5. Date next audit will be forwarded to LCLE: January 2012

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 its 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 Multidisciplinary Team which includes many members from each parish including LE, District Attorneys, medical personnel, mental health professionals and the Department of Children and Family Services. See attached 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 children and families who are already in contact with law enforcement. however it is also a part of the forensic interview to do a safety talk the 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.

Kathy Guidry

From: Kathy Guidry
Sent: Thursday, December 29, 2011 11:39 AM
To: 'Marquenita Tucker'
Subject: C11-2-001, The Center for Children and Families, Child Abuse Victim Assistance Program

Ms. Cynthia Murray
The Center for Children and Families
c/o North Delta LEPC, Inc.
PO Box 3291
Monroe, LA 71210-3291

RE: C11-2-001; "Child Abuse Victim Assistance Program"

Dear Ms. Murray:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for February 29 and March 1, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this application request is to continue this project and is over \$20,000, you will be required to attend both meetings.

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved. 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. The agency's DUNS # 149279098 and the CCR CAGE/NCAGE 4BM79 expired on June 2, 2011. Please be advised that an award cannot be issued until verification of its renewal is submitted to LCLE.
2. Pg. 1:
 - a. #1 Title of Project – The official title is "Child Abuse Victim Assistance Program".
 - b. #2 Continuation Project – This is a continuation of the previous subgrant, C10-2-001.
3. Pg. 2, Project Budget Summary – The totals for the budget sections do not equal the required amount for this project. Federal funds is \$94,576 with a required match of \$23,644 for a total project \$118,220.
4. Pg. 3, Section 100 Personnel
 - a. Need to mark how salaries are to be paid—"F" Federal Funds and/or "C" Cash Match.
 - b. The Program Director's job description and resume was omitted.
 - c. Please provide justification/need for the program director.
5. Pg. 5, Section 200 Fringe Benefits
 - a. No fringe is requested for Mr. Guthrie. If this is the case, you need to check the box "Additional fringe benefits will be paid by applicant agency."
 - b. The total amount of fringe cannot exceed 30% of the total requested in Section 100 Personnel.
 - c. Projects are only allowed social security or public/private retirement; not both. Please re-budget one of these items.
 - d. Health/Life Insurance – Please recalculate Ms. Graves. "Timed Devoted to Project" and "Total" should this be "100%" and total should be \$4,800.
 - e. Unemployment Tax – Need to provide the rate and type if this is requested. FUTA (federal) wage base is \$7,000 and SUTA (state) wage base is \$7,700. If this is not requested, please delete this section.

- f. Confirm all of the figures and the total figures throughout Section 200.
6. Pg. 14, A. Problem Definition #1 – Please provide current statistic data. The data provided is from 2007.
7. Pg. 15, B. Goals – What is the overall goal this project wants to accomplish? The goal should be a brief concise statement of the overall effect this project will have on the problem.
8. Pg. 15, C. Objectives – The objectives need to be measurable, using absolute numbers along with a baseline.
9. Pg. 16, D. Activities/Methods – The information is repeated from the previous application. Please ensure all activities for each objective addressed in this application is included along with a timeframe when they will occur.
10. Pg. 18, F. Louisiana Automated Victim Notification System (LAVNS) –
 - a. Please identify this individual along with their contact information.
 - b. The previous subgrant and this application state no training for LAVNS has been requested from LCLE. Can you advise when this will be submitted?
 - c. You can order, free of charge, LAVNS brochures, posters, pens, etc. in Spanish, French, Vietnamese and English from www.lcle@la.gov/lavns.
11. Pg. 18, G. Crime Victims Reparations (CVR) – The same only allows one entry. Since this project serves several parishes, please provide an attachment with the names and contact information for each individual responsible for assisting victims through the CVR program.
12. Pg. 19, H. Prior Results #1 – Please provide results for each objective stated in the previous subgrant C10-2-001.
13. Pg. 21, L. Audit Requirements – A current audit must be submitted to LCLE.
14. Pg. 22, N. Required Components – The MOUs provided are dated in 2010. Current MOUs are needed. These can replace the three letters of support.
15. Pg. 29, Certifications of Requirements – The signature of Authorized Official needs to be signed in blue ink.
16. Pg. 30, Certification of Match – The signature of agency head needs to be signed in blue ink.
17. Pg. 31, LEPC/CJCC District Director – The signature of District Program Manager needs to be signed in blue ink.
18. Subgrant Award Report
 - a. #7a – Needs to be completed.
 - b. #7b – Needs the number of volunteers that work on this project. It was stated on page 21 volunteers are not used for match but are screened.

Like other eligibility requirements, the use of volunteers is a requirement for the victim assistance program but not necessarily a requirement of the VOCA-funded project [OVC Guidelines, IV.B.5]. Thus, a program would satisfy this requirement by using volunteers to provide victim assistance services even if it does not use volunteers in the services funded under the VOCA subgrant award. For example, a domestic violence program may use volunteers to answer its crisis line and have a VOCA subgrant to provide counseling. The crisis line volunteers satisfy the volunteer eligibility requirement, even though no volunteers are used in the specific VOCA project to provide counseling.

However, the statute does allow the state [LCLE] to waive the volunteer requirement for "compelling reasons." The OVC Guidelines says, "A 'compelling reason' may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the

inability to recruit and maintain volunteers after a sustained and aggressive effort." If you find it necessary to request a waiver for utilizing the help of volunteers for this project, please provide a letter to LCLE with information detailing the reasons for the request.

- c. #8 – It states all federal funds will be used for child abuse. However, page 2 VOCA Purpose Areas states funds will be used for sexual assault and previously underserved. This needs to be consistent.

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

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE by **Monday, January 16, 2012**. Please contact the District Office if you have any questions pertaining to this letter.

Sincerely,

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