LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-1-018

APPLICANT: Volunteers For Youth Justice

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	$ 19,040	80.00%	PROJECT DURATION:	12 months
MATCH:	$ 4,760	20.00%	START DATE:	10/01/2010
TOTAL:	$ 23,800	100.00%	END DATE:	09/30/2011

Continuation of C92-1-004

PROJECT SUMMARY:

The CASA program provides trained and supervised community volunteer advocates for children in foster care. These court appointed individuals work with the court, OCS, and others to ensure the best interests for the child is represented. CASA volunteers provide written reports to judges and, as requested, participate in hearing and other court proceedings with the goal of expediting permanent placements.

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

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. 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.
3. PRE-AWARD COSTS ALLOWABLE FROM 10/01/2010.
4. NO RELEASE OF FUNDS BY LCLE UNTIL PRIOR PROJECT C09-1-016 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:** C10-1-018 **CVA Purpose Area:** 3

1. TITLE OF PROJECT
Court Appointed Special Advocates

2. ☐ **NEW PROJECT**
☒ **CONTINUATION PROJECT OF: C09-1-016**

3. PROJECT DURATION
Total Length: **12** Months (*Not to exceed 12 Months*)
Desired Start Date: 10/1/2010
Desired End Date: 9/30/2011

4. PROJECT FUNDS

Federal Funds:	$19,040
Cash Match	$4,760
In-Kind Match:	
Total Project:	**$23,800**

5A. APPLICANT AGENCY INFORMATION
Agency Name: Volunteers for Youth Justice
Physical Address: 900 Jordan Street Suite 301
City: Shreveport Zip: 71101-4310
Mailing Address:
City: Zip: -
Phone: (318) 425-4413 FAX: (318) 227-0208
Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Joe D. Duke
Title: Executive Director
Agency Name: Volunteers for Youth Justice
Address: 900 Jordan Street Suite 301
City: Shreveport Zip: 71101-4310
Phone: (318) 425-4413 FAX: (318) 227-0208
Email: joe.duke@vyjla.org

Fed Employer Tax Id: 72 – 105769 DUNS: 884125238 - CCR CAGE/NCAGE: 62983376 CCR Expiration Date:

6. IMPLEMENTING AGENCY
Name: Joe D. Duke
Title: Executive Director
Agency: Volunteers for Youth Justice
Address: 900 Jordan Street Suite 301
City: Shreveport Zip: 71101-4310
Phone: (318) 425-4413 FAX: (318) 227-0208
Email: joe.duke@vyjla.org

7. PROJECT DIRECTOR
Name: Eileen Czerwinski
Title: CASA Director
Agency: Volunteers for Youth Justice
Address: 900 Jordan Street Suite 301
City: Shreveport Zip: 71101-4310
Phone: (318) 425-4413 FAX: (318) 227-0208
Email: eileen.czerwinski@vyjla.org

8. FINANCIAL OFFICER
Name: Wilna Sepulvado
Title: Treasurer
Agency: Volunteers for Youth Justice
Address: 900 Jordan Street Suite 301
City: Shreveport Zip: 71101-4310
Phone: (318) 425-4413 FAX: (318) 227-0208
Email: wilna.sepulvado@vyjla.org

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

The CASA program provides trained and supervised community volunteer advocates for children in foster care. These court appointed individuals work with the court, OCS and others to ensure the best interests for the child is represented. CASA volunteers provide written reports to judges and as requested, participate in hearing and other court proceedings with the goal of expediting permanent placements.

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:	

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: Joe D. Duke Title: Executive Director
Phone: (318) 425-4413 Fax: (318) 227-0208 E-Mail: joe.duke@vyjla.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$19,040	$4,760	$0	**$23,800**
SECTION 200. FRINGE BENEFITS	$0	$0	N/A	**$0**
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	$0	$0	$0	**$0**
TOTAL:	**$19,040**	**$4,760**	**$0**	**$23,800**

Provide Source of *Cash* Match: Matching cash funding will be provided through the support of local individuals, corporate sponsors, private foundations and the First Presbyterian Church in Shreveport.

Provide Source of *In-Kind* Match:

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
CASA Supervisor	Nancy Howard	FT	1586.67	100.00%	12.00	$19,039.92	☒	☒
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$19,039.92	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	$19,040
CASH MATCH	$4,760
IN-KIND MATCH	
PERSONNEL TOTAL	$23,800

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 position is required for recruitment, training, and volunteer supervision. The CASA Supervisor directs and assists volunteers with individual cases, and facilitates communication with the Juvenile Court for Caddo Parish, the Office of Community Services, and other involved agencies. The National Court Appointed Special Advocate Association requires that volunteers be supervised by staff members at a ratio of no more than 30 volunteers to one supervisor. This is a salaried position; therefore, no overtime is given.

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

The salary is based on similar positions with similar responsibilities and is in line with the LANO (Louisiana Association of Non-Profit) schedules for similar positions from other organizations. A college degree is required and experience with the legal system and child welfare is preferred. The annual salary range for this position is $28,500 to $30,500.

C) Project duties of each position requested:

The CASA Supervisor will recruit, screen, train, and supervise volunteer advocates. Additionally, the CASA Supervisor will maintain case files, review and assign volunteers to new cases, attend court hearings, review and distribute volunteers' case reports. The CASA Supervisor is required to be present for all court hearings and family team conferences, and other pertinent events as needed. The Supervisor will monitor and facilitate victim referrals when appropriate to service providers including the Victim Reparation Program.

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.]

This is a continuation application. Nancy Howard was hired in 2009 specifically for this position that was vacated by a former employee.

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

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

Check: ☒ **All Fringe Benefits Will Be Paid by Applicant Agency** ☐ **Additional Fringe Benefits Will Be Paid by Applicant Agency**

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1.	.062			$0	5.	.062			$0
2.	.062			$0	6.	.062			$0
3.	.062			$0	7.	.062			$0
4.	.062			$0	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1.	.0145			$0	5.	.0145			$0
2.	.0145			$0	6.	.0145			$0
3.	.0145			$0	7.	.0145			$0
4.	.0145			$0	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1.		CHECK TYPE:		$0	5.		CHECK TYPE:		$0
2.				$0	6.				$0
3.		☐ FUTA		$0	7.		☐ FUTA		$0
4.		☐ SUTA		$0	8.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
OTHER:	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
			FRINGE BENEFITS TOTAL (A):	$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	
CASH MATCH	
TOTAL FRINGE BENEFITS	$0

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.

Child abuse is a horrifying reality in Northwest Louisiana. According the the Louisiana Office of Community Services, approximately 1,200 substanciated cases of abuse and neglect were documented in the five parishes our program serves (Caddo, Bossier, Webster, Bienville and Claiborne) during the last twelve months.

CASA's are specially trained to be an officer of the court and an advocate to victims of child abuse. These volunteers get involved after the child abuse has been reported and the child/children have been removed from the home and placed in foster care (states custody). CASA volunteers are the child's voice in court, representing the child's best interest. They provide detailed information to the judge regarding the child's placement. Their goal is to expedite the process of seeking a safe, permanent home for the child. As a result, a child with a CASA volunteer is less likely to reenter the child welfare system. The proportion of reentries is consistently reduced by half. Remarkably, the average stay of 3.4 years in Louisiana's temporary foster care system is reduced to 12 months when a CASA volunteer is assigned, illustrating the significance of this volunteer initiative.

According to Louisiana CASA: once every hour and 3 minutes a child is confirmed neglected, every 3 hours and 36 minutes a child is confirmed physically abused, every 10 hours and 37 minutes a child is confirmed sexually abused, and 106 children died as a result of abuse or neglect. Research shows that victims of child abuse have a higher percentage of becoming juvenile delinquents, adult criminals, and even re-victimizing others. Sadly, Louisiana ranks near the bottom in many of the indicators of child well being, with the lowest as follows:

*50th in the country for deaths of infants per 1,000 live births
*49th in the country for children living in poverty
*45th in the country for juvenile incarceration rate
*47th in the country deaths per 100,000 children aged 1-14

Child poverty alone, without the many other indicators, is associated with many negative outcomes affecting a child's health and wellbeing. Unfortunatley, child abuse is irrefutable one of those outcomes. The VYJ CASA program currently employees seven CASA Supervisors and 154 supervised, trained, community volunteers to work in the system to seek a safe, permanent home for 677 children in the foster care system. Continued funding for the CASA Supervisor position is vital to continue to serve abused and neglected children in Northwest Louisiana.

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

CASA was originally established as a solution to address the tragedy of abused and neglected children who linger in the foster care system with little hope for permanency and to ensure they don't get lost in the overburdened legal and social service system or languish in an inappropriate group or foster home. At the request of Judge Andrew Gallagher, the CASA Program began in our community in 1993 to provide him with information necessary to make decisions regarding the welfare of children previously removed from their homes due to abuse and neglect. Providing a critically important service, CASAs investigate all aspects of the child's case, and report their findings in writing to the judge. CASA's play an important role in an overburdened child welfare system by assisting all agencies and parties involved and making recommendations solely on the welfare of the child.

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: VYJ CASA volunteers will advocate in the best interest of the Children-In-Need of Care by providing critically needed information which enables judges to make sound and well informed decisions about the future of placement of children.

Goal 2: The VYJ CASA program will recruit and train new CASA volunteers and provide continuing education for new and existing CASA volunteers.

C. OBJECTIVES

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

Objective 1: The VYJ CASA program will represent 600 Children-In-Need-Of-Care by assigning 100 percent of the children served to a CASA volunteer to advocate for their best interest and assure that the child's best interests are made known to the judge.

Objective 2: CASA Supervisors will keep detailed case information allowing the program to better track and measure outcomes.

Objective 3: The VYJ CASA program will train 100 new advocates by conducting a series of eight CASA training classes annually.

Objective 4: The VYJ CASA program will provide 10 in-service training events and the CASA volunteers will be informed of at least four other training opportunities to increase the quality of advocacy provided to the children.

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.

Activity 1:
CASA Supervisors will match volunteers carefully to the specific needs of the case/child and provide support and assistance to the volunteers with their case by attending meetings/court hearings and assistance with report writing
Timeframe: This activity will begin immediatley upon the start of the grant and continue throughout the grant period.

Activity 2:
Case Supervisors will file monthly case/activity reports detailing and documenting the needs and successes in meeting or addressing those needs. Case information will be imputed into the COMET database to monitor and track each case.
Timeframe: This activity will begin immediatley upon the start of the grant and continue thoughout the grant period.

Activity 3:
CASA staff will recruit CASA volunteers through the use of advertisements with bus benches, newpapers, news/radio shows, speaking engagements, and brochure distribution in all five parishes. CASA staff will then provide eight training classes during the year to those who meet the eligibility requirements.
Timeframe: Recruitment is an ongoing throughout the period of the grant. Training will be scheduled at a minumim of every-other-month throughout the grant period.

Activity 4:
CASA staff will plan and implement monthly in-service trainings to further improve advocacy skills and increase the knowledge of the CASA volunteers. Other training events will be posted in the monthly CASA newsletter, including time/date and topic. Attendance will be monitored and recorded in the COMET database.
Timeframe: The inservice training sessions are generally scheduled each month from 11:30a-1p. Inservice is scheduled throughout the 12 month period of the grant.

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: Nancy Howard PHONE: (318) 425-4413 EMAIL: nancy.howard@vyjla.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: Eileen Czerwinski PHONE: (318) 425-4413 EMAIL: eileen.czerwinski@vyjla.org

☐ 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

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.)

1. The CASA program was able to serve 677 children throughout Northwest Louisiana.

2. The CASA program utilized 154 active volunteers to work the cases assigned and trained and recruited 51 new volunteers.

3. There were 302 children assigned to the CASA program that were able to obtain permanency.

2. Did the project work as expected? Explain.

Yes, the CASA program did work as expected. The primary mission of the CASA program is to seek safe and permenant homes for the children involved in the program. Each year the Volunteers for Youth Justice CASA Program has been able to serve more children, ultimately allowing more children to live in a safe and nurturing environment.

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?

Nancy Howard, CASA Supervisor

2. When will the data be collected?

Data is collected, analyzed and reported monthly

3. Who will collect and analyze the data?

Eileen Czerwinski, CASA Program Director

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

Name: Eileen Czerwinski Phone: (318) 425-4413 Email: eileen.czerwinski@vyjla.org

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

The CASA program is closely monitored by both the LACASA (Louisiana CASA) and National CASA organizations and is held to the standards set forth in the National CASA standards. Performance indicators are documented and submitted to the state CASA Assistance Program Office each month. These indicators use a mathematical analysis of the rate of recruitment and training of volunteers, by the frequency of court appointments and number of children served, by the frequency of volunteer activity on each case, and by the time required in achieving permanency for each child. A specialized database (COMET) is used to compile the performance information. The data will be collected relative to the number of public relations opportunities utilized, the number of volunteers recruited, the frequency of trainings, the number of children served, the frequency of volunteer activity on each case, and most importantly, by the time required in achieving permanency for each child. VYJ CASA volunteers will provide the Advocate Supervisor with a monthly report detailing the activities and number of contacts with each child and collateral individuals of each case, as well as progress made toward permanency. The Advocate Supervisor will file monthly case activity reports detailing and documenting each child's case activity. The Comet database will be utilized to monitor the total number of appointments and children served, and to monitor and track the progress and volunteer activity of each child/case.

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

Monthly performance indicator reports are submitted to the Louisiana CASA Assistance Program and quarterly reports are submitted to the LA Commission on Law Enforcement Program.

The Executive Director reports to the Volunteers for Youth Justice Board of Directors at each monthly meeting. The National CASA Association and the Louisiana CASA Association both receive annual program evaluations/assessments. The CASA Program follows recommended practices and adheres to the National CASA program standards. The VYJ Executive Director writes an Annual Report which is distributed to the Board of Directors, donors and potential donors.

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 VYJ CASA Program actively researches opportunities for new and innovative funding sources. Continuous efforts are made by both the executive director, development director and the board of directors to ensure a stable funding model for the CASA program as we are well aware of the dangers of relying predominantly on government funding. Additionally, we have placed greater emphasis on increasing community awareness of both our organization's mission and the need for financial support.

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 VYJ CASA Program has been quite fortunate to have available approximately 2250 square feet of office space as well as meeting, dining, and kitchen facilities in the First Presbyterian Church. They have graciously and generously provided this to the Volunteers for Youth Justice Agency free of charge since the inception of the program.

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	1/01/2010
2.	Dates covered by last audit:	07/01/08-06/30/09
3.	Date of next audit:	01/01/2011
4.	Dates to be covered by next audit:	07/01/09-06/30/10
5.	Date next audit will be forwarded to LCLE:	February 1, 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 VYJ CASA program will continue to work closely with the LCVR to determine the eligibility for services or compensation. We will refer the child, assist with appointments and application process when needed. We continue to work with the Victim's Assistance Program at the Caddo District Attorney's Office and invite their staff and that of LCVR to participate in training of new CASAs.

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.

CASA volunteers work very closely with the child's attorneys, OCS workers and other agencies that provide services for the child. Staff members serve on the Domestic Violence Taskforce and collaborate with many agencies including Prevent Child Abuse Louisiana, Gingerbread House, Cara Center, Community Support Services, Rutherford House, Methodist Children's Home, and others. Collaborative teamwork is a priority for CASA operations, insuring attention to all needs of the child.

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.

CASA volunteers are appointed after the investigation and determination of abuse has occurred. However, CASA volunteers and staff are mandated reporters of any allegations of abuse that come to their knowledge.

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.

Volunteers for Youth Justice is in compliance with the Louisiana Child Protection Act as an integral part of our staff and volunteer screening procedure. Names of prospective staff and volunteers are provided to the Juvenile Court for Caddo Parish and the Office of Community Service for criminal background checks. VYJ also utlizes an independent background screening agency to provide NCIC checks on all prospective volunteers and staff. Information obtained is kept securely on file in the office of Volunteers for Youth Justice.