LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-6-010

APPLICANT: Family And Youth Counseling Agency

PROJECT TITLE: CASA Program

PROJECT FUNDS :

FUND:	$ 28,051	80.00%	PROJECT DURATION: 12 months
MATCH:	$ 7,013	20.00%	START DATE: 01/01/2011
TOTAL:	$ 35,064	100.00%	END DATE: 12/31/2011

Continuation of C99-6-007

PROJECT SUMMARY:

Court Appointed Special Advocates (CASA) are volunteers who are trained to represent children who have been adjudicated to be in need of care due to familial abuse and/or neglect dependency reasons. The misstion of CASA is to ensure that every neglected and/or abused child has a competent, caring volunteer advocate to represent his or her best interests to the court in all judicial proceedings.

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. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.
4. NO RELEASE OF FUNDS BY LCLE UNTIL PRIOR PROJECT XXX-X-XXX 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:** C10-6-010 **CVA Purpose Area:** 3

1. TITLE OF PROJECT
CASA Program

2. ☐ **NEW PROJECT**
☒ **CONTINUATION PROJECT OF: C09-6-008**

3. PROJECT DURATION
Total Length: **12** Months *(Not to exceed 12 Months)*
Desired Start Date: 1/1/2011
Desired End Date: 12/31/2011

4. PROJECT FUNDS

Federal Funds:	$28,051
Cash Match	$0
In-Kind Match:	$7,013
Total Project:	**$35,064**

5A. APPLICANT AGENCY INFORMATION
Agency Name: Family and Youth Counseling Agency
Physical Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Mailing Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Phone: (337) 436-9533 FAX: (337) 439-9941
Email: julio@fyca.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Julio R. Galan
Title: Executive Assistant
Agency Name: Family and Youth Counseling Agency
Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Phone: (337) 436-9533 FAX: (337) 439-9941
Email: julio@fyca.org

Fed Employer Tax Id: 72 - 0688561 DUNS: 786877720 - CCR CAGE/NCAGE: 52TY5 CCR Expiration Date: 11/6/2010

6. IMPLEMENTING AGENCY
Name: Julio R. Galan
Title: Executive Director
Agency: Family and Youth Counseling Agen
Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Phone: (337) 436-9533 FAX: (337) 439-9941
Email: julio@fyca.org

7. PROJECT DIRECTOR
Name: David Duplechian
Title: Associate Executive Director
Agency: Family and Youth Counseling Agen
Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Phone: (337) 436-6533 FAX: (337) 439-9941
Email: david@fyca.org

8. FINANCIAL OFFICER
Name: Deborah Bauman
Title: Associate Executive Director
Agency: Family and Youth Counseling Agen
Address: 220 Louie Street
City: Lake Charles Zip: 70601-7250
Phone: (337) 436-9533 FAX: (337) 439-9941
Email: deborahb@fyca.org

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

Court Appointed Special Advocates (CASA) are volunteers who are trained to represent children who have been adjudicated to be in need of care due to familial abuse and/or neglect dependency reasons. The mission of CASA is to ensure that every neglected and/or abused child has a competent, caring volunteer advocate to represent his or her best interests to the court in all judicial proceedings.

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: Deborah Bauman Title: Associate Executive Director of Fin
Phone: (337) 436-9533 Fax: (337) 439-9941 E-Mail: deborahb@fyca.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$24,243	$0	$7,013	**$31,256**
SECTION 200. FRINGE BENEFITS	$3,808	$0	N/A	**$3,808**
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:	**$28,051**	**$0**	**$7,013**	**$35,064**

Provide Source of *Cash* Match:

Provide Source of *In-Kind* Match: Volunteers project 701.3 hours of services @ $10 per hour = $7013.00

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 Senior Coordinator	Erica Lewis	FT	$2,020.27	100.00%	12.00	$24,243.24	☒	☐
		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:						$24,243.24	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
CASA Volunteers advocate for victims by attending meetings, interviewing appropriate parties, attending court hearings, preparing court reports, decumenting/maintaining case files	701.30	$10.00	$7,013.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$7,013.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$24,243
CASH MATCH	
IN-KIND MATCH	$7,013
PERSONNEL TOTAL	**$31,256**

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:

CASA Senior Coordinator is needed to provide professional staff support to CASA Volunteers ensuring that children involved with the CASA Program receive sound advocacy and early permanency planning. Coordinator will also provide volunteer supervision and coordination of cases.

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

Pay rate used for this position is in conformity with salary administration plan approved by Board of Directors and in accordance with National CASA standards.

C) Project duties of each position requested:

Senior Coordinator is responsible for the following: volunteer training, case management, volunteer supervision, and program activities.

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.]

Senior Coordinator is existing personnel originally hired in this position.

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

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

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

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Erica Lewis	.062		$24,243	$1,503	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. Erica Lewis	.0145		$24,243	$351	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. Erica Lewis	162.90	12.00	100.00%	$1,954	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):	$3,808				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): $3,808

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$3,808
CASH MATCH	
TOTAL FRINGE BENEFITS	$3,808

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.

Abused/neglected children that appear before 14th Judicial District Family Court are not receiving adequate attention from state and parish agencies as a result of the large volume of cases and insufficient staffing. These cases are designated "Child In Need of Care" cases. Prevent Child Abuse LA reported that Calcasieu/Cameron Parishes had 1571 reports of child abuse with 567 valid abuse and neglect cases from July 2007 - June 2008.

It is important that these Children In Need of Care have a representative who is appointed by a court judge to speak exclusively for the child's best interests. The CASA Volunteer serves as a fact-finder for the judge by thoroughly researching the background of each assigned case, speaks for the child in the courtroom representing their best interest, and acts as an advocate for the child during the life of the case, ensuring that it is brought to a swift and appropirate conclusion. The CASA Volunteer advocates for permanent placement of the child in a secure, loving home. CASA Volunteers receive intense training before taking a case, and attend regular updates that provide information on how to best help the children they serve. The CASA Program in Calcasieu Parish served 233 children in 2009 (Grant C08-6-004) and have served 140 children in the first half of 2010 (Grant C09-6-008). There continues to be a need for more trained CASA Volunteers to expand services to provide assistance to more abused children.

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

Over 400 children in Southwest Louisiana are in foster care, removed from their homes due to abuse and neglect by their parents or caregivers. These children are frightened, confused, and the consequences can be severe. Their wish is for a safe, permanent, loving home, but many become victims a second time to an overburdened child welfare system, a complex legal network of lawyers, social workers, and judges who, due to the sheer number of cases, often cannot give thorough, detailed attention to each child who comes before them. That's where the CASA Program steps in, working with one child or family at a time, serving as the eyes and ears of the court and gathering information about the child that might otherwise be unavailable. CASA's report that information, along with fact based recommendations, to the court, allowing for the best possible decisions to be made in each case, always with the best interest of the child in mind. CASA's also act as a safety net, ensuring that children do not fall through the cracks of the system, and that their wishes become reality. Children with CASA's generally spend less time in foster care and have a better chance of finding a safe, secure, loving home. Children with CASA's have a better chance of having a childhood.

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 expand the services of the CASA Program to serve more child victims of abuse.

Goal 2: Educate Southwest Louisiana about the CASA Program, child abuse and volunteer opportunities.

C. OBJECTIVES

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

Goal 1:
Objective 1: Increase the number of CASA Volunteers by 10.

Objective 2: Provide 2 trainings per year for new and current volunteers. (Training consists of nine sessions).

Goal 2
Objective 1: Perform 10 public or media presentations during the year.

Objective 2: Provide approximately 1000 informational materials to educate the public and encourage volunteerism on behalf of abused 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.

Goal 1:

Obj 1: Recruit 10 new volunteers. Recruiting opportunites will be held monthly during grant period. The volunteers who complete 40 hours of training, successfully comply with the program standards, and meet all requirements shall be sworn in by court judge as Court Appointed Special Advocates.

Obj 2: Train 10 new volunteers. 2 trainings will be conducted by Senior Coordinator and/or Director, one held in the spring and fall of grant year.

Goal 2:

Obj 1: 10 public or medial presentations will be performed by this agency during the year. They will be advertised through public service announcements provided to various forms of media including newspapers, radio and television concerning the presentations.

Obj 2: Brochures and other program materials will be distributed to members of community organizations during public speaking events such as United Way Agency functions, conferences, health fairs and civic group meetings throughout the year.

All goals and objectives will be achieved during grant period.

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	☐ Prosecution
☐ Court	☒ Sexual Assault Program
☐ Domestic Violence Program	☐ Sexual Assault State Coalition
☐ Domestic Violence State Coalition	☐ Tribal Coalition
☐ Dual Program (Sexual Assault and Domestic Violence)	☐ Tribal Government
☐ Dual State Coalition (Sexual Assault and Domestic Violence)	☐ Tribal Sexual Assault and/or Domestic Violence Program
☐ Government Agency (Department of Human Services, Bureau of Health)	☐ Unit of Local Government
☐ Law Enforcement	☐ University/School
☐ Probation, Parole, or Other Correctional Agency	☐ 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: Erica Lewis PHONE: (337) 436-9533 EMAIL: erica@fyca.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: 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.)

Goal 1
Objective 1: In 2010, CASA trained 22 new volunteers.

Goal 1
Objective 2: In 2010, we provided 3 training for new volunteers and 9 trainings for current volunteers.

Goal 2
Objective 1: In 2010,we provided 11 public/media presentations along with 8 CASA billboards.

Goal 2
Objective 2: In 2010, we distributed 1000 informational materials at 11 public presentations.

2. Did the project work as expected? Explain.

Yes the project worked as expected. We had an increase in volunteers which allowed us to serve 233 victims of crime. This number is up from 180 in 2009.

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?

Data will be collected from CASA Volunteers attending training sessions through sign-in sheets, meeting/speaking engagement report, pre and post tests, and volunteer training evalution forms for each chapter.

2. When will the data be collected?

Data will be collected at each of the nine training sessions throught the grant period.

3. Who will collect and analyze the data?

CASA Senior Coordinator will collect the data and Project Director will analyze the data.

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

Name: David Duplechian Phone: (337) 436-9533 Email: david@fyca.org

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

Data will be compiled and presented to the Executive Director, CASA Advisory Council and FYCA Board of Directors to decide whether updating/revising the project's strategy is warranted. If warranted, will be incorporated in the program.

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.

Reports are provided to the following agencies according to their requirements and guidelines: LA Commission on Law Enforcement - CVA Quarterly Progress Reports and Quarterly/Monthly Expenditure Reports, National CASA Association - statistical data upon request; LA CASA Association - statistical data upon request; Calcasieu CASA Advisory Council - quarterly reports; and FYCA Board of Directors - Annual Report and Quarterly reporting.

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.

This program currently recieves funding from the Children's Trust Fund, TANF, Dinner at Mi CASA (fundraiser) and court fines.

Funding will continue to be sought from the following: Children's Miracle Network, Children's Justice Act, private foundation funding and fundraisers to continue the program.

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.

Family and Youth occupies a 9000 square foot facility locate at 220 Louie Street, Lake Charles, LA. The CASA Program is housed within the agency's facility and occupies 350 square feet. The Director, Senior Coordinator and CASA Volunteer Coordinators utilize three offices, which contain desks, files and computer equipment. A storage closet is utilized for supplies.

L. AUDIT REQUIREMENTS

All applications **must** check one:

☐ This organization/agency expends $500,000 or more in federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application) **AND MUST SUBMIT THE FOLLOWING INFORMATION:**

1. Date of last audit
2. Dates covered by last audit:
3. Date of next audit:
4. Dates to be covered by next audit:
5. Date next audit will be forwarded to LCLE:

☒ This organization/agency expends less than $500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

☒ Yes ☐ No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.

☒ Yes ☐ No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

CASA Volunteers make contact with all parties, including caseworker, parents/guardians, teachers, foster caregivers, therapists, physicians as well as the children being served, schedule visits, interviews, meetings as often as necessary. 10-15 hours per month. They appear in court at each hearing involving their charge in order to promote the best interest of the child and to provide pertinent information to the court. 35 hours per month. They write reports providing findings and recommendations for the court. 4 hours per month. The monitor the case by visiting the child as needed to ascertain the child's needs are being met and if court orders are being carried out by all parties. 2-5 hours per month. Document contacts made with any parties. 2 hours per month. Meet regularly with Volunteer Coordinator to discuss case. 1-2 hours per month. Total Volunteer hours average 60-65 per month per volunteer.

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.

Director, Senior Coordinator, and CASA Volunteer Coordinators will supply information about the LA Crime Victims Reparations Program when appropriate through flyers. Follow-ups will be performed to insure that proper delivery of services have been provided.

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 Program of Family and Youth, along with 14th Judicial District Court, Calcasieu Parish District Attorney's Office, and Office of Community Services, Region V have developed a cooperative agreement. CASA Program will make contact with OCS Caseworker, Parents/Guardians, School Teachers, Foster Caregivers, Mental Health Therapists, District Attorney, Medical Physicians as well as the children being served to schedule visits, interviews and meeetings as often as necessary. CASA Program will appear in court at each hearing to promote the best interest of the child and to provide pertinent information to the court.

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.

Under the provisions of Title VI of the LA Children's Code, OCS receives requests for the protective services and conducts investigations to determine the validity of the complaints. If court intervention is warranted, OCS forwards the case to the Calcasieu Parish District Attorney's Office where the case is made part of the state's petition to the 14th Judicial District Court. The judge may appoint the CASA at any stage of the court proceeding. CASA Volunteers are required to inform the court of any new or additional offenses they become aware of, once they have become involved in the case.

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.

Family and Youth will comply with the LA Child Protection Act LA R. S. 15:587.1 as appropriate. The agency screens prospective employees and volunteers as required by the act.