

LOUISIANA COMMISSION ON LAW ENFORCEMENT

LCLE USE ONLY

Applicant Hereby Applies to the LCLE for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
3/8/2013		-- 1138

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Family and Youth Counseling Agency, Inc.		
	Federal I.D: 720688561	Parish: Calcasieu	
	Street Address Line 1: 220 Louie Street		
	Address Line 2:	Address Line 3:	
	City: Lake Charles	State: LA	Zip: 70601-7250
3. Recipient Agencies	Family and Youth Counseling Agency, Inc.		
4. Project Director	Name: Mr. David Duplechian		Title: Vice President Advocacy
	Agency: Family & Youth Counseling Agency		
	Street Address Line 1: 220 Louie St		
	Address Line 2:	Address Line 3:	
	City: Lake Charles	State: LA	Zip: 70601-7250
5. Financial Officer	Name: Ms. Deborah Bauman		Title: Vice President Finance
	Agency: Family & Youth Counseling Agency, Inc.		
	Street Address Line 1: 220 Louie St		
	Address Line 2:	Address Line 3:	
	City: Lake Charles	State: LA	Zip: 70601-7250
6. Contact	Name: Mr. David Duplechian		Title: Vice President Advocacy
	Agency: Family & Youth Counseling Agency		
	Street Address Line 1: 220 Louie St		
	Address Line 2:	Address Line 3:	
	City: Lake Charles	State: LA	Zip: 70601-7250
7. Brief Summary of Project <small>(Do Not Exceed Space Provided)</small>	Short Title (May not exceed 50 characters) Child Abuse Counseling		
	Child Abuse Counseling Program will provide victims of child abuse and their families with counseling, education, and community resources to reduce the risk of recurring abuse.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	31,623.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	31,623.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	25,298.00	80%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	6,325.00	20%
PROJECT INCOME MATCH	0.00	
TOTAL	31,623.00	100%

10. Project Start Date: 7/1/2013

Project End Date: 6/30/2014

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Family and Youth Counseling Agency, Inc.

NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

NOTE: The original copy must be signed in blue ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this application, LCLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Family and Youth Counseling Agency, Inc.	31,623.00	31,623.00
Total:	31,623.00	31,623.00

Applicant Agency: Family and Youth Counseling Agency, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	31,623.00	31,623.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	31,623.00	31,623.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	25,298.00	25,298.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	6,325.00	6,325.00
PROJECT INCOME MATCH	0.00	0.00
Total:	31,623.00	31,623.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Family and Youth Counseling Agency, Inc.

YEAR 1**PERSONNEL**

		<u>COST</u>
Position:	Counselor	
Name:	Sara McDonald	
Computation:	78.56% time devoted of \$2,683.53 mthly salary X 12 months	25,298.00
Position:	Volunteer	
Name:	Medical Doctor	
Computation:	24 hours @ \$100 per hour	2,400.00
Position:	Volunteers	
Name:	Various Volunteers	
Computation:	392.50 hours @ \$10 per hour	3,925.00
Personnel - Year 1 Total:		31,623.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:		
Name:		
Computation:		0.00
Employee Benefits - Year 1 Total:		0.00

TRAVEL (INCLUDING TRAINING)

		<u>COST</u>
Purpose of Travel:		
Location:		
Item:		
Computation:		0.00
Travel (Including Training) - Year 1 Total:		0.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Family and Youth Counseling Agency, Inc.

EQUIPMENT

	<u>COST</u>
Item:	
Item:	
Quantity:	0.00
<hr/>	
Equipment - Year 1 Total:	0.00

SUPPLIES & OPERATING EXPENSES

	<u>COST</u>
Supply Item:	
Computation:	0.00
<hr/>	
Supplies & Operating Expenses - Year 1 Total:	0.00

CONSULTANTS - CONSULTANT

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

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Travel - Year 1 Total:	0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	
Computation:	0.00
<hr/>	
Consultants - Product/Service - Year 1 Total:	0.00

YEAR 1 TOTAL: 31,623.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family and Youth Counseling Agency, Inc.

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

I. Please itemize the Budget Category expenditures.

(Please verify that the Total Amount equals the Calculated Paid Amount.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	31,623	25,298	0	6,325	31,623
Total: Σ		31,623	25,298	0	6,325	31,623

13. SECTIONS:**B. LCLE Budget - Personnel****PERSONNEL BUDGET JUSTIFICATION**

1. Are personnel costs requested?

Yes

2. Are employees screened and in compliance with the Louisiana Child Protection Act (LA RS 15:5871.1)?

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

5. Explain the need for each position and justify the need for any overtime if requested.

Counselor is needed to provide victims of child abuse and their families with counseling, education and community referrals.

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

Pay rate used for counselor is in conformity with the salary administration plan approved by the FYCA Board of Directors and in accordance with Family Service America Standards.

7. Explain the project duties for each position.

Counselor duties include rendering direct casework assistance, counseling, guidance and education to victims of child abuse and their families.

8. Indicate if personnel will be new or existing personnel. If existing, indicate if the position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee is moved must be filled. If employee is the same from the previous grant, indicate if the employee was originally hired for that position.]

Counselor was hired for this position, was a new hire in previous program.

9. Are volunteers used in this project?

Yes

9.1. Is this a VOCA-funded project?

Yes

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

Medical Doctor volunteer - case consultations and medical case management. Volunteers - voice for abused child in court, attend to special needs of child, and consultation in an advisory capacity.

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

Yes

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

Yes

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

Yes

9.5. Briefly describe the duties and functions of the volunteers. Indicate the number of hours per duty-function for this project. Duties must directly relate to the focus of this project.

Medical Doctors provide case consultations for victims and also provide medical reviews on child for case management. Volunteers render services to victims through court representation for abused child, attend to the special needs of child and as a consultation representative in an advisory capacity.

9.6. Are job descriptions for volunteers attached?

Yes

9.7. Are timesheets kept on volunteers?

Yes

LCLE BUDGET - PERSONNEL related attachments:

File Name:

- ✂ JobSummary-MD.doc
- ✂ JobSummary-Volunteer.doc
- ✂ JobDescpCounselor.pdf
- ✂ ResumeSaraMcDonald.pdf

File Description:

- Job Description
- Job Description of Volunteer
- Job Description of Counselor
- Resume of Sara McDonald

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

All fringe benefits will be paid by the Applicant Agency

13. SECTIONS:

D. VOCA Budget Travel

TRAVEL

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

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

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

2.1. State who will travel and the purpose for local travel

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

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

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

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

13. SECTIONS:

E. LCLE Budget - Equipment

EQUIPMENT JUSTIFICATION

1. Is equipment requested for this project?

No

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

1.2. Explain the procurement procedures.

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

2. Is this a request for sole source?

No

2.1. If yes, explain why sole source is needed. Also, refer to instructions on requesting sole source.

NOTE: Sole Source request must be attached to this application.

13. SECTIONS:

F. LCLE Budget - Supplies & Operating Expenses

SUPPLIES & OPERATING EXPENSES JUSTIFICATION

1. Are supplies requested for this project?

No

1.1. If yes, explain the need and use of each major supply type requested.

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

2. Are operating expenses requested for this project?

No

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

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

13. SECTIONS:

G. LCLE Budget - Consultant

CONSULTANTS JUSTIFICATION

Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. Travel, lodging, and meals, if applicable, should be figured in addition to compensation. All expenses must be included in the **LCLE approved contract**.

1. Are consultants requested for this project?

No

2. Explain the purpose of each consultant or other contractual services requested.

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

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

5. Is this request for sole source?

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

5.1. If yes, explain why sole source is needed. Also refer to instructions on requesting sole source.

NOTE: You must attach the sole source request to this application.

13. SECTIONS:

H. VOCA Purpose Areas

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

Child Abuse

13. SECTIONS:

I. VOCA Federal Funds

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

1. Child Abuse

25,298.00

2. Domestic Violence

0.00

3. Sexual Assault

0.00

4. Underserved - DUI/DWI Crashes

0.00

5. Underserved - Survivors of Homicide Victims

0.00

6. Underserved - Assault

0.00

7. Underserved - Adults Molested as Children

0.00

8. Underserved - Elder Abuse

0.00

9. Underserved - Robbery

0.00

10. Underserved - Other Violent Crimes

0.00

11. Total of Federal Funds

25,298.00

13. SECTIONS:

J. VOCA Funding Sources

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

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

0.00

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

25,298.00

3. Funding Sources - State funds.

0.00

4. Funding Sources - Local funds.

0.00

5. Funding Sources - Other funds.

0.00

6. Total of all funding sources.

25,298.00

13. SECTIONS:**K. LCLE Program Narrative****PROBLEM DEFINITION**

1. Are you a Law Enforcement agency?

No

1.1. If Yes, was the previous calendar year's (January-December) Uniform Crime Report data submitted?

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

1.2. If not submitted, please state the date when the UCR data will be submitted.

2. Identify the nature and magnitude of the specific problem existing in your particular community that needs to be addressed through this proposed project. **Document the need, not the symptoms or solutions.** Be sure to include current **valid local data or state data, if local data is not available**, to support the justification. Give the source and date of your information. State the needs of your agency and the needs of the victims in your area as related to this problem and justify the need for the proposed project.

Victims of child abuse need counseling. No other agency in this parish provides forensic interviews and counseling to abused children. Abused children need court representation, counselors which can address the special needs for abused children and consolation for abuse children and their families. In 2011, local Children's Advocacy Center performed 529 forensic interviews of children alleged to have been sexually or severely physically abused (Family and Youth Children's Advocacy Center 2011 in house data). The number is up from 494 interviews in 2010 (Family and Youth Children's Advocacy Center 2010 in house data). From January 1, 2012 through June 30, 2012, 252 sexually abused children were interviewed (LCLE Grant C11-6-010). The current program (LCLE Grant C11-6-009) has provided services to 53 families and 42 children from July 1, 2012 through December 31, 2012. Further, 53 children seen by the Children's Advocacy Center in 2011 were witnesses to violence, up from 16 in 2010. Seven of these children actually witnessed a parent being shot or killed in a domestic violence dispute (Family and Youth Children's Advocacy Center 2011 in house data). As of April 3, 2012, there were 296 children from Calcasieu Parish in foster care (Regional Department of Children and Family Services Office). Sexually abused children are more likely than other children to experience physical health problems, PTSD, major depressive disorders, eating disorders, and drug and alcohol abuse. When sexually abused boys are not treated, society must later deal the resulting problems, including crime, suicide, drug use and more sexual abuse according to Dr. William C. Holmes of the University of Pennsylvania School of Medicine (Baley, 1992 Prevent Child Abuse Now website: www.prevent-abuse-now.com/stats.htm).

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

At a recent Child in Need of Care (CINC) Task Force meeting, Department of Children and Family Services supervisors, as well as attorneys, and Family and Juvenile Court Judges, all identified a lack of counselors both trained and experienced in dealing with child victims of sexual and severe physical abuse and accessible to victims of limited resources as an issue in Lake Charles/Calcasieu Parish. This means many child victims of sexual and severe physical abuse are not getting the interventions they need.

13. SECTIONS:

L. LCLE Goals

GOALS

I. The primary mission of all projects is to have a positive impact on the victims, not just to accumulate statistics on how many are served. Based on the problem identified, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

To assist victims of child abuse in coping with psychological trauma that may result from sexual abuse.

13. SECTIONS:**M. LCLE Objectives****OBJECTIVES**

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

Objective 1: Receive 40 request for services. From 40 received, counselor will facilitate community resource referrals on behalf of 30 client/family that will increase family stability and reduce the risk of recurring abuse.

Objective 2: 30 Child victims and/or their families will be provided therapy by the counselor. 15 of these clients will demonstrate improvement as demonstrated as the "Client Report of Progress" and the "Client Treatment Plan".

Objective 3: Counselor will provide crisis intervention services to 60 families whose child has been a victim of sexual abuse. Of the 60 families provided services, 40 of the families will display family change to avoid future sexual abuse victimization.

Objective 4: Counselor will provide sexual abuse education to 100 families whose child has been a victim of sexual abuse. Of the 100 families, 80 of the families will display family change to avoid future sexual abuse victimization.

13. SECTIONS:

N. VOCA Activities

ACTIVITIES

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

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

Daily, weekly and monthly as needed and requested by child victims.

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

Victims are referred to the program by the Children's Advocacy Center.

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

Length of counseling will be determined after first sessions of counseling with the family and upon consultation with counselor's supervisor.

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

This program overall project format is developed through a cooperative team approach to the investigations of child sexual abuse from CAC of Family and Youth along with the District Attorney's Office of Calcasieu Parish, Department of Children and Family Services Region V and the 14th Judicial District Court.

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

Yes

5.1. Explain.

This program incooperations evidence- based initiatives and practices based on InterPersonal Therapy Modality Counseling (IPT Counseling). Practices and initiatives offered address the issues associated with traumatic events such as child abuse. Outcomes are rated using ORS (Outcome Research Scale), a research based professionally.

13. SECTIONS:**O. LCLE Prior Results**

PRIOR RESULTS
(For Continuation Projects Only)

1. Is this a continuation project?

Yes

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

Objective data collected from July 1, 2012 through December 31, 2012.

Objective 1: The counselor has facilitated community resource referrals on behalf of 53 families.

Objective 2: The Child Abuse Counseling program provided therapy to 42 child victims and/or their families. 100% of these clients demonstrated improvement according to the "Client Report of Progress" and the "Client Treatment Plan".

Objective 3: The counselor provided crisis intervention services to 53 families whose child was a victim of sexual abuse.

Objective 4: The counselor provided sexual abuse education information to 53 families whose child as a victim of sexual abuse.

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

Yes, the project worked as expected. Counseling was provided to 42 children victims and their families, all demonstrating improvements. Further, 53 families have received crisis intervention services and sexual abuse education for victims having 100% demonstrating improvements and family plan changes in which victimization no longer occurred.

4. Have the original goals and objectives been revised?

No

4.1. If Yes, explain what changes will be made in the continuation of this project and why?

13. SECTIONS:

P. VOCA Demographics

DEMOGRAPHICS

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

3

2. Type of Organization

Non-Profit

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

Mental Health

4. Is this a faith-based organization?

No

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

No

13. SECTIONS:

Q. LCLE Evaluation

EVALUATION AND DISSEMINATION OF REPORTING

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

Yes

1.1. If no, explain why.

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

Collected from referral source and will show how many were provided therapy. Counselor will track the progress of each client through case notes, reports and computer software. Clients will also be administered a pre and post evaluation for self-reporting on a regular basis throughout therapy.

3. When will the data be collected?

Data will be collected for each referral and at each session throughout the grant period; daily, monthly and quarterly.

4. Who will collect and analyze the data?

Counselor will collect data and it will be analyzed by the counselor and President/CEO of Family and Youth Counseling Agency.

5. Who will be responsible for submitting the data for the Quarterly and Annual Progress/Monitoring reports? Please state their name and contact information below.

ID	Name	Phone Number	Email Address
5.1	David Duplechian	(337) 436-9533	david@fyca.org

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

Data will be compiled and presented to the President/CEO, the Counseling Center Advisory Council and FYCA Board of Directors to decide whether updating/revising the project's strategy is warranted. If warranted, it will be incorporated into the program.

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

LCLE will receive quarterly progress/monitoring reports and expenditure reports on a month and/or quarterly basis, and within the required time period, pursuant to requirements mandated within program application and awards document. Project Direct and Financial Officer will insure reporting of such documents electronically through Egrants system. Southwest District will monitor program activities and print documents needed to maintain within agency.

LCLE EVALUATION related attachments:

File Name:

- ✂ Evaluation.pdf
- ✂ OrgChart.pdf

File Description:

- Evaluation
- OrgChart

13. SECTIONS:

R. LCLE Resources

RESOURCES

I. Describe the facilities and additional resources available to this project. Include the physical facility where services are provided. If applicable, list other resources available to this project, i.e. equipment, supplies, staff, etc.

Family and Youth Counseling Agency occupies 9000 square foot facility located at 220 Louie Street, Lake Charles, LA 70601-7250. The Children's Advocacy Center facilities are housed within the agency's building but have their own entrance and parking area in order to provide privacy to the clients. The CAC facilities include a reception area, a conference room and offices for the President/CEO and Counselor. Each office contains a desk, chairs, filing cabinets, telephones and computer equipment. Other amenities include two interview rooms and a surveillance room for law enforcement and other agencies to observe interviews via camera and monitors.

13. SECTIONS:

S. LCLE Collaboration/Consultation

COLLABORATION/CONSULTATION
Law enforcement, prosecution, the courts, probation and parole agencies, and community providers must consult with each other.

1. Describe the process used to consult, coordinate, and collaborate with each agency.

Consultation, coordination and collaboration between Family and Youth Counseling Agency, Calcasieu Parish Sheriff's Office, Office of Community Services, Lake Charles Police Department, representation from medical staff, and registered nursing staff has been established with recognition of child abuse victims and/or their families needs for improved justice system response; team approach regarding resolution of problems of such incidents, including excessive interviews of victims, development of physical evidence and lack of communication among agencies charged with responding to such reports. Established members meet routinely throughout the year to enhance and improve program operations for victims of child abuse and their families.

2. The following support documents are attached.

- Three current letters of support.
- Cooperative Agreement/Memorandum of Understanding

LCLE COLLABORATION/CONSULTATION related attachments:

<u>File Name:</u>	<u>File Description:</u>
✂ InteragencyAgreeFax.pdf	Interagency Agreement
✂ Signed EEOP.pdf	Signed EEOP
✂ Letters of Support.pdf	Letters of Support

13. SECTIONS:

T. LCLE Audit Requirements

AUDIT REQUIREMENTS

1. Does your organization/agency expend \$500,000 or more in Federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)?

No

Please provide the following information if your organization/agency expends \$500,000 or more in Federal funds for the fiscal year being audited:

1.1. Date of last audit

1.1.1. audit period beginning:

1.1.2. audit period ending:

1.2. Date of next audit

1.2.1. audit period beginning:

1.2.2. audit period ending:

1.3. Date next audit will be forwarded to LCLE

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

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

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

Sara McDonald, (337) 436-9533, sara@fyca.org

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

Yes

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

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

No

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

Yes

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

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

Yes

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

Yes

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

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

Yes

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

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

Yes

13. SECTIONS:

V. LCLE Civil Rights

CIVIL RIGHTS

Congress links federal financial assistance with federal civil rights laws. Your agency must ensure protections and guarantees of nondiscrimination. This information is required for the agency receiving a grant from the Louisiana Commission on Law Enforcement and Administration of Criminal Justice (LCLE). You may be asked to provide copies of documentation during a site visit or desk audit.

1. CIVIL RIGHTS CONTACT PERSON - Identify the designated individual who has lead responsibility in insuring that all applicable civil rights requirements are met.

David Duplechian

1.1. Civil Rights Contact Person's Email

david@fyca.org

1.2. Civil Rights Contact Person's Telephone Number

337-436-9533

2. TRAINING - The Office for Civil Rights online training has been completed. The online training can be obtained at www.ojp.usdoj.gov/about/ocr/assistance.htm.

No

3. EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP) - Is the agency required to submit an EEOP short form to the U.S. Department of Justice?

No

3.1. If YES, please identify the date the plan was prepared and the physical location of the plan.

3.2. If NO, you must complete, sign, and attach the Equal Employment Opportunity Plan (EEOP) Certification.

Form will attached in Collaboration Summary Section, not allowed to be attached here. Also original will be mailed to Egrants with required signature pages.

4. NOTICE - Describe how the agency provides notification that the agency does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, disability, and age in the delivery of services and employment practices. Check all boxes that apply. You may be asked to provide copies of written policies or procedures.

4.1. Program Participants and Beneficiaries (posters, brochures, program materials, etc.)

Posters

Verbal Orientation

Other

4.1.1. Describe Other

Per agency policy.

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

Position Announcements

Other: Describe

4.2.1. Describe Other

Grievance Policy, written and reviewed with employees.

5. COMPLAINTS - Describe how the agency informs program beneficiaries how to file complaints alleging discrimination. Check all boxes that apply.

Verbal Orientation

Policies

5.1. Describe Other

N/A

6. RESOLUTION - Describe the agency's grievance procedures that incorporate due process standards for prompt and equitable resolution of complaints alleging discrimination in employment practices and delivery of services. Check all boxes that apply.

6.1. Employment

Other

6.1.1. Describe Other

Grievance Policy procedures provide filing of such issues and reviewed by President and CEO.

6.1.2. Describe Procedure

Employee report compliant to their supervisor. If compliant is about supervisor, then referred to human resources representative. Reviewed by CEO.

6.2. Delivery of Services

Program Manual

Agency Policies

6.2.1. Describe Other

N/A

6.2.2. Describe Procedure

Reviewed and disbured to staff members through monthly meetings.

7. LIMITED ENGLISH PROFICIENCY (LEP) - Describe steps to provide meaningful access to programs who have LEP.

Consider these factors to determine the appropriate level of *reasonable* steps:

- a. The *number or proportion* of LEP persons served or encountered in the eligible service population.
- b. The *frequency* with which LEP individuals come in contact with the program.
- c. The *nature and importance* of the program, activity, or service provdied by the program.
- d. The *resources* available to the recipient.

7.1. Does the four factors analysis warrant LEP services?

No

7.1.1. If YES, check all boxes that apply

A response to this question is optional and no answers were selected.

7.1.2. Describe Other

N/A

8. RELIGIOUS ACTIVITIES - Describe whether the agency conducts religious activities as part of programs or services. If so, please address the following and attach written policies or procedures.

8.1. Do you conduct religious activities as part of the program?

No

8.1.1. If YES, please certify:

A response to this question is optional and no answers were selected.

SUBSTANTIAL FINDINGS OF DISCRIMINATION - In the event a Federal or State court or Federal or State Administrative Agency (LCLE) makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origina, sex, sexual orientation, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Louisiana Commission on Law Enforcement and the Office for Civil Rights, Office of Justice Programs. Submit any adverse findings within the past three (3) years of the project adward date to the Office for Civil Rights.

9. TECHNICAL ASSISTANCE - Would you like technical assistance with any of these areas?

Equal Employment Opportunity Plan (EEOPlan)

13. SECTIONS:**W. LCLE EEOP****EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEOP)**

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete **Section A** of the attached form. Recipients that claim the limited exemption from the submission requirement must complete **Section B** of the attached form. **A recipient should complete either Section A or Section B, not both.** If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

1. SECTION A - Declaration Claiming Complete Exemption from the EEOP Requirement.

1.1. This agency claims a complete exemption from the EEOP requirement.

Yes

1.1.1. This agency (check all the boxes that apply)

Is a non-profit organization

1.2. The EEOP Certification Form for this project has been submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531.

No

1.2.1. Date submitted

1.2.2. If NO, please state when the EEOP will be submitted. LCLE must be notified when the EEOP is submitted.

Not required to be submitted to Washington. Originally signed form will be mailed to Egrant system, while a copy will be attached to the cooperation summary page of this application.

2. SECTION B - Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP is on File for Review.

2.1. This agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, have formulated an EEOP in accordance with 28 C.F.R. 42:301, et seq., subpart E. The EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office for review by the public and employee or for review or audit by officials of LCLE or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

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

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

13. SECTIONS:

X. LCLE FFATA

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) COMPENSATION QUESTIONNAIRE

If there are any changes to this questionnaire, you must notify LCLE in writing.

1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive

(1) 80 percent or more your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements;

AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

If the answer to Question #1 is **NO**, **STOP** you are not required to provide the data requested below.

2. If the answer to Question #1 is **YES**, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m (a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?

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

3. If the answer to Question #2 is **YES**, provide link to SEC: <http://www.sec.gov/>

4. If the answer to Question #2 is **NO**, please provide the name and amount of the top 5 highly compensated officials of the sub-awardee organization. This will be the same compensation information that appears in sub-awardee's Central Contractor Registration (CCR) profile, as applicable.

ID	Name	Annual Income
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13. SECTIONS:

Y. LCLE Non Profit

PRIVATE NON-PROFIT AGENCY CHECKLIST

The following items must be included with submission of this application for direct funding of private non-profit agencies. This information does not have to be submitted to LCLE for governmental applicants proposing to pass through some or all of the funds to a non-profit agency.

1. ATTACHMENT 1 - A copy of the most recent audited financial report, which must not be more than one year old; or a letter stating that the most report is on filed with LCLE.

Yes

2. ATTACHMENT 2 - A list of the members of the Board of Directors, stating each member's position.

Yes

3. ATTACHMENT 3 - A copy of the Louisiana Secretary of State Commerical Division stating that the organization is active and in good standing.

Yes

4. ATTACHMENT 4 - A copy of the by-laws of the organization, clearly defining the line of authority and responsibility moving between the Board and staff, outlining the hiring practices of the organization, and demonstrating the management and controls maintained by the Board; or for continuation subgrants, a letter from the Board Secretary certifying that the by-laws previously submitted are still in effect or copies of the latest amendments and changes.

Yes

5. ATTACHMENT 5 - Evidence that the Project Director, Financial Officer, and Board Officers and any employee that is responsible for the receipt and expenditure of funds are included in an employee dishonesty insurance policy for 30% of the funds requested or 10% of the organization's budget, whichever is greater.

No

6. ATTACHMENT 6 - A written statement that a checking account for subgrant funds will be arranged so that at least two (2) signatures are required for issuance of checks, and a list of those individuals who have such authority.

Yes

LCLE NON PROFIT related attachments:

File Name:

- ✂ 2011Audit.pdf
- ✂ 2013FYCABoardofDirectors.docx
- ✂ SecretaryofState.pdf
- ✂ FYCABYLAWS.doc
- ✂ attachment6.doc
- ✂ decape12-13proj and finan.pdf

File Description:

- 2011 Audit
- Board of Directors
- Sec of State
- Bylaws
- CheckingAcctStatement
- Declaration for Project and Finance

13. SECTIONS:

Z. VOCA Certified Assurances

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

Abbreviations:

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

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

1. **ALLOWABLE COSTS.** The applicant certifies that any allowable costs incurred under any subgrant shall be determined in accordance with the general principles of allowable costs and standards for selected cost items set forth in 2 CFR Part 225 – “Cost Principals for State, Local, and Indian Tribal Governments” (formerly OMB Circular A-87) or 2 CFR Part 230 – “Cost Principals for Non-Profit Organizations” (formerly OMB Circular A-122), as well as the current edition of the OJP Financial Guide, and LCLE Policies.

2. **ASSOCIATION OF COMMUNITY ORGANIZATIONS FOR REFORM NOW (ACORN).** The applicant understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without prior written approval of OJP. (Federal Memorandum M-10-02 dated October 7, 2009, issued pursuant to Section 163 of the Continuing Appropriations Resolution, 2010, Division B of PL. # 111-68 (CR), as well as State of Louisiana Executive Order BJ 09-16 dated September 17, 2009.)

3. **AUDIT CONTRACTS.** The applicant understands and agrees that every contract, agreement or understanding to make a study or prepare a report on behalf of a state agency official, by a private firm, consultant or individual who receives compensation thereof from state, federal, local or other public funds from whatever source, shall contain or be deemed to contain an authorization for the legislative auditor to audit the records of such firm, consultant or individual pertaining to such study or report.

4. **AUDIT AND INSPECTION.** The applicant understands and agrees that the Office of Justice Program (OJP), Office for Victims of Crime (OVC), Louisiana Commission on Law Enforcement (LCLE), or any of their duly authorized representatives shall have access, for purposes of audit and examination, to any books, documents, papers, computer software, or records of the subgrantee, and to relevant books and records of contractors.

5. **AUDIT REQUIREMENTS.** The Applicant agrees to abide by the requirements of the OMB Circular A-133 entitled “Audits of States, Local Governments, and Non-Profit Organizations.” The effective date of the new OMB Circular A-133 is July 1, 1996, and shall apply to audits for fiscal years beginning after June 30, 1996. The audit reports for June 1997 are the first to come under this Circular. The threshold for the single audit requirement is as follows:

If you have expended \$300,000 (\$500,000 for fiscal years ending after December 31, 2003) or more in a year in Federal awards, you are required to have a single or program specific (if certain criteria are met) audit conducted for that year in accordance with the provisions of the OMB Circular A-133.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the following:

- b) The name and telephone number of the contact person responsible for the corrective action plan.

- c) Specific steps taken to comply with the recommendations.
- d) Timetable for performance and/or implementation dates for each recommendation.
- e) Descriptions of monitoring to be conducted to ensure implementation.

A copy of the resultant audit report, if applicable, management letter issued by the auditor, corrective action plan and any written responses to the aforementioned should be forwarded to the Louisiana Commission on Law Enforcement. The audit report with attachments should be sent within 30 days after the completion of the audit, but no later than 9 months after the end of the audited period.

6. **CENTRAL CONTRACTOR REGISTRATION (CCR).** The applicant understands and agrees that it has and will maintain the Central Contractor Registration (CCR) registration. This is mandated by the Federal Funds Accountability and Transparency Act of 2006. Information can be obtained at www.sam.gov.

7. **CIVIL RIGHTS REQUIREMENTS.** Recipients of funds must comply with any applicable nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968; the Victims of Crime Act of 1984; the Juvenile Justice and Delinquency Prevention Act of 1974; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Department of Justice Non-Discrimination Regulations at 28 C.F.R. Part 42, Subparts C, D, G, and I; 28 C.F.R. Part 35; and 28 C.F.R. Part 54.

8. **COMMINGLING OF FUNDS.** The applicant certifies and agrees there will be no commingling of funds on either a program-by-program basis or a project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another.

9. **COMPETITIVE PROCUREMENT.** The applicant certifies that procurement of contract services and equipment shall be on a competitive basis in accordance with applicable federal, state, or local procurement regulations, and consistent with policies established by LCLE. Non-competitive procurement (sole source) must receive prior approval from LCLE. Contractors that develop or draft specifications, requirements, statements of work, and/or Request for Proposals (RFPs) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. An exemption to this regulation requires the prior approval of LCLE and is only given in unusual circumstances, such as when a non-profit organization is acting as the agent of the state or local unit of government. Any request for exemption must be submitted in writing to LCLE.

Any state agency or agency of a political subdivision of the state which is using appropriated federal funds must comply with Section 6002 of RCRA. Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by the Environmental Protection Agency (EPA).

10. **COMPLIANCE WITH OTHER STATUTORY REQUIREMENTS.** The applicant certifies that it will comply with all lawful requirements imposed by the awarding Federal agency, specifically including any applicable regulations such as 28 C.F.R. Part 18 – Office of Justice Programs Hearing and Appeal Procedures; 28 C.F.R. Part 22 Confidentiality of Identifiable Research and Statistical Information; 28 C.F.R. Part 23 Criminal Intelligence Systems Operating Policies; 28 C.F.R. Part 30 Intergovernmental Review of Department of Justice Programs and Activities; 28 C.F.R. Part 35 Nondiscrimination on the Basis of Disabilities in State and Local Government Services; 28 C.F.R. Part 42 Non Discrimination; Equal Employment Opportunity; Policies and Procedures; 28 C.F.R. Part 61 Procedures for Implementing the National Environmental Policy Act; 28 C.F.R. Part 63 Flood Plan Management and Wetland Protection Procedures, and the Award Term for Trafficking Persons in 2 C.F.R. § 175.15(b).

11. **COMPLIANCE WITH POLICY.** The applicant certifies that this subgrant shall be subject to the policies and regulations established by the Office of Justice Programs (OJP), the Office for Victims of Crime (OVC), the Louisiana Commission on Law Enforcement (LCLE), and the Victim Services Advisory Board.

The applicant assures compliance with the applicable guidelines, provisions, policies and requirements authorized by the Victim of Crime Act of 1984, section 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required.

12. **CONFIDENTIALITY REQUIREMENTS.** The applicant agrees to comply with all confidentiality requirements of 42 U.S.C. Section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Applicant further agrees, as a condition of subgrant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
13. **CRIME REPORTING.** The law enforcement applicant agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE.
14. **CRIME VICTIMS REPARATIONS PROGRAM.** The applicant certifies that it will be responsible for providing assistance to victims in regard to services available through the Crime Victims Reparations Program as appropriate.
15. **DATA UNIVERSAL NUMBERING SYSTEM (DUNS NUMBER).** All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.
16. **DISCRIMINATION FINDING.** The applicant assures that in the event that any federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, age, or disability against a recipient of funds, the recipient will forward a copy of such findings to the Louisiana Commission on Law Enforcement, PO Box 3133, Baton Rouge, LA 70821-3133 and Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th St., N.W., Washington, D.C. 20531. The State of Louisiana also includes any discrimination on the grounds of sexual orientation.
17. **DUAL COMPENSATION.** The applicant assures that no contractor will receive dual compensation from his regular employer and the applicant for work performed during a single period of time and that adequate documentation will be maintained to verify such.
18. **ELIGIBILITY FOR FUNDING.** The applicant certifies it has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
19. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM.** The applicant assures that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. 42.302 et seq., compliance with the requirement will follow, and a current EEOP will be maintained on file or submitted to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice according to applicable requirements. If claiming a partial or complete exemption from the EEOP requirements, the applicant will submit a copy of the enclosed EEOP Certification Form to the Office for Civil Rights.
20. **EQUIPMENT AND OTHER CAPITAL EXPENDITURES.** The applicant certifies that a) no other equipment owned by the subgrantee is available for the project; b) subgrant funds will not be used to provide reimbursement for the purchase price or equipment already owned by the subgrantee except through permissible depreciation or use allowance actually charged to the subgrantee; c) if equipment is for purposes other than this project, the appropriate proration of costs to each activity involved will be effected; d) the amount of Federal funds applicable to the purchase or rent of equipment shall be reduced by any amount received or credited toward the trade in or sale of older existing equipment which is being replaced as a result of this subgrant; e) funds provided by this subgrant will not be used to replace items of equipment purchased with LCLE subgrant funds, and f) an equipment inventory listing must be included with each expenditure report in which charges are being reported.
21. **EQUIPMENT INVENTORY CONTROL.** The applicant certifies that any equipment purchased through the subgrant will be tagged, put in an inventory control system, and identified or distinguished as OJP purchased equipment. When equipment is willfully or negligently lost, stolen, damaged, or destroyed, the subgrantee is responsible for replacing or repairing the equipment. Stolen equipment must be reported to local police, and all resulting reports must be submitted to LCLE.
22. **EQUITABLE TREATMENT.** Pursuant to Section 223(a)(15) of the JJDP Act, the applicant assures that youth in the juvenile justice system are treated

equitably on the basis of gender, race, family income, and mentally, emotionally, or physically handicapping conditions.

23. **FAITH-BASED EQUAL TREATMENT REGULATIONS.** The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Information can be obtained at www.ojp.gov/about/ocr/equal_fbo.htm.

Faith-based organizations should also note that the Safe Street Acts, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended contain prohibition against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees. For more information on this regulation, please see OCR website at www.ojp.usdoj.gov/ocr/etfbo.htm.

24. **FALSE CLAIMS ACT.** The applicant must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Potential fraud, waste, abuse, or misconduct should be reported to the Office of the Inspector General by: a) Mail: Office of the Inspector General, US Department of Justice, Investigations Division, 950 Pennsylvania Ave., N.W., Room 476, Washington, DC 20530; b) Email: oig_hotline@usdoj.gov; c) Hotline: 1-800-869-4499 (Phone), 1-202-616-9881 (Fax), or d) Website: www.usdoj.gov/oig (Additional information is available from the DOJ OIG website.).

25. **FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006 (FFATA).** The applicant agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP website at www.ojp.gov/funding/ffata.htm.

26. **FISCAL REGULATIONS.** Applicant certifies and agrees that fiscal administration of subgrants shall be subject to such further rules, regulations, and policies concerning accounting and records, payment of funds, cost allowance, submittal of financial reports, and any other applicable required documentation which may be prescribed by the organizations and/or publications listed within these Certified Assurances.

27. **FLOOD DISASTER PROTECTION ACT OF 1973.** The applicant certifies that flood insurance will be purchased in communities where such insurance is available as a condition for the construction or acquisition purpose for use. {Flood Disaster Protection Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 87 Stat. 975, approved December 31, 1976)}

28. **FORENSIC MEDICAL EXAMS.** The applicant assures that grant funds will not be used to pay for the cost of the forensic medical examination or any additional procedure for victims of sexual assault. No State, Indian tribal government, or territorial government may require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

29. **FUTURE SUPPORT.** The applicant understands that the awarding of future funding is contingent upon the availability of future federal appropriations.

30. **HATCH ACT.** The applicant, if a governmental entity, assures it will comply with requirements of 5 U.S.C. § 1501-8 and § 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
31. **IMMIGRATION AND NATURALIZATION SERVICES EMPLOYMENT ELIGIBILITY VERIFICATION.** The applicant agrees to comply with, and keep on file as appropriate, the Immigration and Naturalization Services Employment Eligibility Verification form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
32. **INTEREST INCOME.** Applicant assures that all interest earned on advances will be accountable. Interest Income is not considered Program Income. Subgrant agencies should only request federal funds for immediate needs. Interest earned on federal funds up to a maximum of \$250 a year for all federal programs may be kept by the subgrantee. Amounts over \$250 must be submitted annually to the United States Department of Health and Human Services, Division of Payment Management Services, P. O. Box 6021, Rockville, MD 20852. A copy of any pertinent correspondence must be submitted to LCLE. Interest on Program Income may be used as match with prior approval from LCLE.
33. **LANGUAGE PROFICIENCY (LIMITED ENGLISH PROFICIENCY).** In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.
34. **LOUISIANA AUTOMATED VICTIMS NOTIFICATION SYSTEM (LAVNS).** The applicant certifies that it will be responsible for providing assistance to victims in regard to accessing and using the Louisiana Automated Victims Notification System (LAVNS) as appropriate.
35. **MANDATORY REPORTING.** The applicant assures compliance with the provisions of Article 609 of the Louisiana Children's Code, which, in part, states that all suspected, or known instances of child abuse and/or neglect shall be reported. Reports can be made to the Office of Community Services (OCS), the Child Abuse Hot Line, or local law enforcement.
36. **MATCH.** Applicant certifies that the required match is available and dedicated to this project and is not derived from other Federal funds. Current employee positions transferred to the subgrant shall be replaced or backfilled with new employees. The applicant assures that funds required to pay the non-federal portion (cash match) of the cost of each project for which a subgrant is made shall be in addition to funds that would otherwise be made available for law enforcement, or other criminal justice efforts by the recipients of the grant funds. Recipients and their subrecipients must maintain records which clearly show the source, the amount, and the timing of all matching contribution.
37. **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA).** The applicant agrees to aid LCLE in support of Department of Justice's compliance with the Federal regulations in regards to the National Environmental Policy Act (NEPA) of 1969 (41 U.S.C. § 4321 et seq.)
38. **NATIONAL HISTORIC PRESERVATION.** The applicant will comply with the Federal regulations regarding any minor renovations or remodeling of a property or structure fifty years or older: Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
39. **NEW PROGRAM RESOURCES.** The applicant, if it is a new program that has not yet demonstrated a record of providing services, certifies that at least 25% of its financial support is from non-federal sources.
40. **NON-DISCRIMINATION.** The applicant assures that it, and all its contractors, will comply with any applicable federal nondiscrimination requirements,

ENFORCEMENT

Applicant Hereby Applies to the LCLE for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
3/8/2013		-- 1138

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Family and Youth Counseling Agency, Inc.		
	Federal I.D: 720688561	Parish: Calcasieu	
	Street Address Line 1: 220 Louie Street		
	Address Line 2:	Address Line 3:	
	City: Lake Charles	State: LA	Zip: 70601-7250
3. Recipient Agencies	Family and Youth Counseling Agency, Inc.		
4. Project Director	Name: Mr. David Duplechian		Title: Vice President Advocacy Agency: Family & Youth Counseling Agency
	Street Address Line 1: 220 Louie St		
	Address Line 2:		Address Line 3:
	City: Lake Charles	State: LA	Zip: 70601-7250
	Phone: 337-436-6533	Fax: 337-439-9941	Email: david@fyca.org
5. Financial Officer	Name: Ms. Deborah Bauman		Title: Vice President Finance Agency: Family & Youth Counseling Agency, Inc.
	Street Address Line 1: 220 Louie St		
	Address Line 2:		Address Line 3:
	City: Lake Charles	State: LA	Zip: 70601-7250
	Phone: 337-436-9533	Fax: 337-439-9941	Email: deborahb@fyca.org
6. Contact	Name: Mr. David Duplechian		Title: Vice President Advocacy Agency: Family & Youth Counseling Agency
	Street Address Line 1: 220 Louie St		
	Address Line 2:		Address Line 3:
	City: Lake Charles	State: LA	Zip: 70601-7250
	Phone: 337-436-6533	Fax: 337-439-9941	Email: david@fyca.org
7. Brief Summary of Project <small>(Do Not Exceed Space Provided)</small>	Short Title (May not exceed 50 characters) Child Abuse Counseling Child Abuse Counseling Program will provide victims of child abuse and their families with counseling, education, and community resources to reduce the risk of recurring abuse.		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	31,623.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	31,623.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	25,298.00	80%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	6,325.00	20%
PROJECT INCOME MATCH	0.00	
TOTAL	31,623.00	100%

10. Project Start Date: 7/1/2013 Project End Date: 6/30/2014

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

Family and Youth Counseling Agency, Inc.
NAME OF APPLICANT AGENCY

NOTE: The original copy must be signed in blue ink.
Titles of all signatories must be inserted.

LACLE USE ONLY

In response to this application, LACLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

Louisiana Commission on Law Enforcement

DATE

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Family and Youth Counseling Agency, Inc.	31,623.00	31,623.00
Total:	31,623.00	31,623.00

Applicant Agency: Family and Youth Counseling Agency, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	31,623.00	31,623.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	31,623.00	31,623.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	25,298.00	25,298.00
STATE	0.00	0.00

PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	0.00	0.00
IN-KIND MATCH	6,325.00	6,325.00
PROJECT INCOME MATCH	0.00	0.00
Total:	31,623.00	31,623.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Family and Youth Counseling Agency, Inc.

YEAR 1

PERSONNEL

	<u>COST</u>
Position: Counselor	
Name: Sara McDonald	
Computation: 78.56% time devoted of \$2,683.53 mthly salary X 12 months	25,298.00
Position: Volunteer	
Name: Medical Doctor	
Computation: 24 hours @ \$100 per hour	2,400.00
Position: Volunteers	
Name: Various Volunteers	
Computation: 392.50 hours @ \$10 per hour	3,925.00
<div style="text-align: right;">Personnel - Year 1 Total: 31,623.00</div>	

EMPLOYEE BENEFITS

	<u>COST</u>
Position:	
Name:	
Computation:	0.00
<div style="text-align: right;">Employee Benefits - Year 1 Total: 0.00</div>	

TRAVEL (INCLUDING TRAINING)

	<u>COST</u>
Purpose of Travel:	
Location:	
Item:	
Computation:	0.00
<div style="text-align: right;">Travel (Including Training) - Year 1 Total: 0.00</div>	

EQUIPMENT

	<u>COST</u>
Item:	
Item:	
Quantity:	0.00

Equipment - Year 1 Total: 0.00

SUPPLIES & OPERATING EXPENSES

	<u>COST</u>
Supply Item:	
Computation:	0.00

Supplies & Operating Expenses - Year 1 Total: 0.00

CONSULTANTS - CONSULTANT

	<u>COST</u>
Name / Position:	
Service Provided:	
Computation:	0.00

Consultants - Consultant - Year 1 Total: 0.00

CONSULTANTS - TRAVEL

	<u>COST</u>
Consultant:	
Location:	
Item:	
Computation:	0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

	<u>COST</u>
Consultant:	
Item:	
Computation:	0.00

Consultants - Product/Service - Year 1 Total: 0.00

YEAR 1 TOTAL: 31,623.00

13. SECTIONS:

A. LCLE Budget Summary With Cash & InKind Match

1. Please itemize the Budget Category expenditures.

(Please verify that the Total Amount equals the Calculated Paid Amount.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	31,623	25,298	0	6,325	31,623
Total: Σ		31,623	25,298	0	6,325	31,623

13 SECTIONS

19. SECTIONS.

B. LCLE Budget - Personnel

PERSONNEL BUDGET JUSTIFICATION

1. Are personnel costs requested?

Yes

2. Are employees screened and in compliance with the Louisiana Child Protection Act (LA RS 15:5871.1)?

Yes

3. Are job descriptions for each position attached?

Yes

4. Are resumes for each position attached?

Yes

4.1. If no, explain why.

5. Explain the need for each position and justify the need for any overtime if requested.

Counselor is needed to provide victims of child abuse and their families with counseling, education and community referrals.

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

Pay rate used for counselor is in conformity with the salary administration plan approved by the FYCA Board of Directors and in accordance with Family Service America Standards.

7. Explain the project duties for each position.

Counselor duties include rendering direct casework assistance, counseling, guidance and education to victims of child abuse and their families.

8. Indicate if personnel will be new or existing personnel. If existing, indicate if the position has been backfilled. If this is a continuation application, indicate the personnel's original status. [Existing personnel is an employee that currently works for the agency, but will now be working on grant activities. If so, the position from which the employee is moved must be filled. If employee is the same from the previous grant, indicate if the employee was originally hired for that position.]

Counselor was hired for this position, was a new hire in previous program.

9. Are volunteers used in this project?

Yes

9.1. Is this a VOCA-funded project?

Yes

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

Medical Doctor volunteer - case consultations and medical case management. Volunteers - voice for abused child in court, attend to special needs of child, and consultation in an advisory capacity.

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

Yes

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

Yes

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

Yes

9.5. Briefly describe the duties and functions of the volunteers. Indicate the number of hours per duty-function for this project. Duties must directly relate to the focus of this project.

Medical Doctors provide case consultations for victims and also provide medical reviews on child for case management. Volunteers render

services to victims through court representation for abused child, attend to the special needs of child and as a consultation representative in an advisory capacity.

9.6. Are job descriptions for volunteers attached?

Yes

9.7. Are timesheets kept on volunteers?

Yes

LCLE BUDGET - PERSONNEL related attachments:

File Name:

File Description:

✂ JobSummary-MD.doc

Job Description

✂ JobSummary-Volunteer.doc

Job Description of Volunteer

✂ JobDescpCounselor.pdf

Job Description of Counselor

✂ ResumeSaraMcDonald.pdf

Resume of Sara McDonald

13. SECTIONS:

C. LCLE Budget - Fringe Benefits

FRINGE BENEFITS JUSTIFICATION

1. Is personnel costs requested?

Yes

2. Please check the appropriate response regarding fringe benefits.

All fringe benefits will be paid by the Applicant Agency

13. SECTIONS:

D. VOCA Budget Travel

TRAVEL

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

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

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

2.1. State who will travel and the purpose for local travel

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

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

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

NOTE: Out-of-state travel requires prior approval from LCLE. Only 50% of the out-of-state travel costs are allowed. This is