

APPLICATION NUMBER: C11-3-003

APPLICANT: CASA of West Central Louisiana, Inc.

PROJECT TITLE: CASA Program

**PROJECT FUNDS :**

FUND: \$ 24,873 80.00%  
MATCH: \$ 6,218 20.00%  
TOTAL: \$ 31,091 100.00%

PROJECT DURATION: 12 months

START DATE: 06/01/2012

END DATE: 05/31/2013

Continuation of C04-3-003

**PROJECT SUMMARY:**

Court Appointed Special Advocates (CASA) Program works to ensure that every child in Vernon Parish has an advocate who is a sworn officer of the court to speak for the child in the court, school, mental health, DCFS, and legal systems as well as with other community providers. The advocate promotes the best interest of the child. The agency's mission is to make sure children are in safe, permanent, and nurturing homes without further child abuse and neglect. The advocate supervisor will supervise the advocates as they advocate for children who are deemed by the court as "a child in need of care" and placed in foster care. The advocate supervisor ensures the advocates provide the judge with a court report with recommendations based on the advocates findings.

RECOMMENDATION : FUND X DENY    

**SPECIAL CONDITIONS :**

1. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE  
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C11-3-003

CVA Purpose Area: 3

1. TITLE OF PROJECT

CASA Program

2.  NEW PROJECT

CONTINUATION PROJECT OF: C10-3-004

3. PROJECT DURATION

Total Length: 12 Months (Not to exceed 12 Months)

Desired Start Date: 6/1/2012

Desired End Date: 5/31/2013

4. PROJECT FUNDS

Federal Funds: \$24,873

Cash Match: 0

In-Kind Match: \$6,218

Total Project: \$31,091

5A. APPLICANT AGENCY INFORMATION

Agency Name: CASA West CenLA, Inc.

Physical Address: 1118 N. Pine Street Suite G

City: DeRidder

Zip: 70634-2830

Mailing Address: P.O. Box 146

City: DeRidder

Zip: 70634-2834

Phone: (337) 462-4667

FAX: (337) 462-1554

Email: ghodnett@casawestcenla.org

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Gayle Hodnett

Title: Executive Director

Agency Name: CASA West CenLA, Inc.

Address: 1118 N. Pine Street

City: DeRidder

Zip: 70634-2830

Phone: (337) 462-4667

FAX: (337) 462-1554

Email: ghodnett@casawestcenla.org

7/1/12

Fed Employer Tax Id: 82 - 0554504

DUNS: 121 - 4661

CCR CAGE/NCAGE: 60Y06

CCR Expiration Date: 6/8/2012

6. IMPLEMENTING AGENCY

Name: Gayle Hodnett

Title: Executive Director

Agency: CASA West CenLA, Inc.

Address: 1118 N. Pine Street Suite G

City: DeRidder

Zip: 70634-2830

Phone: (337) 462-4667 FAX: (337) 462-1554

Email: ghodnett@casawestcenla.org

7. PROJECT DIRECTOR

Name: Gayle Hodnett

Title: Executive Director

Agency: CASA West CenLA, Inc.

Address: 1118 N. Pine Street Suite G

City: DeRidder

Zip: 70634-2830

Phone: (337) 462-4667 FAX: (337) 462-1554

Email: ghodnett@casawestcenla.org

8. FINANCIAL OFFICER

Name: Kay Wilbanks

Title: Chair of Treasury Committee

Agency: Merchants and Farmers Bank

Address: 501 S. 5<sup>th</sup> Street

City: Leesville

Zip: 71496-1151

Phone: (337) 238-6216 FAX: (337) 462-1554

Email: kay@merchantsandfarmers.com

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

Court Appointed Special Advocates (CASA) Program, CASA West CenLA, Inc., works to ensure that every child in Vernon Parish has an advocate who is a sworn officer of the court to speak for the child in the court, school, mental health, DCFS, and legal systems as well as with other community providers. The advocate promotes the best interest of the child. The agency's mission is to make sure children are in safe, permanent, and nurturing homes without further child abuse and neglect. The advocate supervisor will supervise the advocate as they advocate for children who are deemed by the court as a "child in need of care" and placed in foster care. The advocate supervisor ensures the advocates provide the judge with a court report with recommendations based on the advocates findings.

2012 FEB 22 PM 1:34  
LA COMMISSION  
LAW ENFORCEMENT



**SECTION 100. PERSONNEL**

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

**FULL-TIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$0.00	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	C
Advocate Supervisor	Erica Lee	PT	\$14.40	25.50	100.00%	52.00	\$19,094.40	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$19,094.40	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
The volunteer, Lue Kennedy, is appointed by the judge to gather information regarding best interest for the child/ren. They give the judge a court report on information discovered and gives recommendations to the judge based on this information. They are supervised by the advocate supervisor.	120.00	\$10.00	\$1,200.00
The volunteer, Carol Feldpaush is appointed by the judge to gather information regarding best interest for the child/ren. They give the judge a court report on information discovered and gives recommendations to the judge based on this information. They are supervised by the advocate supervisor.	120.00	\$10.00	\$1,200.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$2,400.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$19,094
CASH MATCH	\$0
IN-KIND MATCH	\$2,400
<b>PERSONNEL TOTAL</b>	<b>\$21,494</b>

**SECTION 100. PERSONNEL (Continued) – BRIEFLY EXPLAIN**

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

*see attachment #1-A & 1-B*

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

*see attachment #2*

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

According to National CASA Standards, the agency cannot serve children without a CASA Advocate Supervisor supervising CASA Advocates who advocate for the child's best interest. Therefore, to serve the remaining children who are in foster care with CASA advocates, we must meet these requirements.

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

A thorough review of the National CASA Programs was completed in 2010 to ensure the salary range for the Advocate Supervisor is within is in the correct salary range. The part-time position is paid per hour based on the full time position's hourly pay.

C) Project duties of each position requested:

- Review new children appointments to assigned Advocate
2. Develop initial advocate case plan and on-going strategies for advocacy.
  3. Attend Court hearings with advocate
  4. Attend all DCFS meetings with advocate
  5. Provide assistance and consultation for advocates as needed and requested
  6. Assist Advocate with court reports and distribute to court
  7. Maintain updated case documents in children and advocate files.
  8. Assist in Advocate recruitment as needed.
  9. Assist in Advocate monthly/quarterly in-service training

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.]

Erica Lee is an existing employee in this position funded through this grant.

**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 lee	.062		\$19,094	\$1,183	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 Lee	.0145		\$19,094	\$276	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 Lee	200.00	12.00	100.00%	\$2,400	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. Erica Lee	0.004		\$19,094	\$76	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. Erica Lee	0.016	CHECK TYPE:	\$7,000	\$112	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input checked="" type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> 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: 403b	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1. Erica Lee	0.08		\$19,094	\$1,527	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$5,574	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): \$5,574**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$5,574
CASH MATCH	\$0
<b>TOTAL FRINGE BENEFITS</b>	<b>\$5,574</b>

**SECTION 300. TRAVEL**

Itemize travel expenses of project personnel. Mileage is unallowable in agency owned vehicles. Charges are not to exceed established agency travel rates, but in no case can this exceed current Louisiana Travel Guideline rates. *Only 50% of out-of-state travel reimbursement and requires prior approval from LCLE.*

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH		
				F	C	IK
NAME: Erica Lee TITLE: Advocate Supervisor PURPOSE: Supervision of advocates serving children, home visits	\$0.51	401.00	\$204.51	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL:			\$204.51	F = Federal Funds C = Cash Match IK = In-Kind Match		

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH		
		FROM	TO	F	C	IK
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH		
											F	C	IK
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$0.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$205
CASH MATCH	\$0
IN-KIND MATCH	\$0
<b>TRAVEL TOTAL</b>	<b>\$205</b>

**SECTION 800. OTHER DIRECT COSTS**

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

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
Rent	Partial use of donated space.	12.00	\$318.15	\$3,817.80	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$3,817.80	F = Federal Funds C = Cash Match IK = In-Kind Match		

**BRIEFLY EXPLAIN:**

A) Need for each type listed; and

The rent is to have office space in Vernon Parish for Advocate Supervisors to meet with CASA Advocates, provide inservice training hours; housing of volunteer and children files.

B) Its relationship to project.

The office space is directly related to the service provide for the children. The local office space is to ensure timely courts are given to the court; phone calls made to appropriate agencies; and the presence in the community is vital for continued volunteer recruitment and appointment of children by the judges to the agency.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$0
CASH MATCH	\$0
IN-KIND MATCH	\$3,818
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$3,818</b>

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

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

The project need is to move children from foster care to safe, permanent, and nurturing homes as quickly as possible. In order to meet this need, the agency has to provide a part-time CASA Advocate Supervisor with assigned CASA Advocates serving the children who are in foster care in Vernon Parish without a CASA Advocate. In order to meet the need, a part-time CASA Advocate Supervisor will supervise 18 advocates to serve the 18 children in Vernon Parish who do not have a voice in court. The part-time CASA Advocate Supervisor will assist, supervise, and train the CASA Advocates to speak for the children in court to ensure the children move from foster care into a safe, permanent, and nurturing homes as quickly as possible.

The agency is currently at maximum advocates serving 32 of the 50 children. To serve more children, the agency has to meet National CASA Standards which limits the number of CASA Advocates per CASA Advocate Supervisor. With the addition of the part-time Advocate Supervisor, the agency will have the capacity to supervise 18 advocates to speak in court for each of the remaining 18 children who are in foster care. According to National CASA Association's 2009 statistics a child is "two times more likely to spend less time in the foster care system with a CASA Advocate". With that said, children will be placed in a permanent, nurturing, and safe homes free from future child abuse and neglect more quickly than a child without an advocate. A permanent placement gives the children the opportunity to dream dreams for their tomorrows while with their "forever families" where they are free to live without the fear of more abuse or neglect.

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

The National CASA Association began 34 years ago in Seattle, Washington by a judge who found he did not have enough information to make a forever decision about where children who had been abused and neglected would be placed. Approximately three years ago, Judge Vernon Clark, 30th Judicial District Court, expressed the identification of the gap of services when he stated, "We (judges and lawyers in the court) did not know we didn't know. We found the CASA Advocate Court Report brought to the court gives more current information than what we realized was available to the court for the decisions regarding services these children in foster care needed and about placement. We (judges and lawyers) read the CASA Advocate Court Report before we read information given to us by the Department of Children and Families because it is more up to date and filled with pertinent information for making the decisions we as judges must make for these children". He continues today to make this same statement to the CASA Advocates he swears-in as officers of the court to encourage them in their work for the court. Prior to CASA Advocates being the voice in court for the children and bringing the information of what is in the best interest of the child based on the facts to the court, there was only one view point given to the judge. CASA Advocates bring recommendations based in facts of what is needed for the child. The CASA Advocates are the eyes and ears for the judges in the community as they investigate what is in the best interest of the child.

## B. GOALS

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

Goal #1: Provide a part-time advocate supervisor to supervise 15 CASA advocates

Goal #2: Provide 15 CASA Advocates to provide advocacy for the children to inform the court.

Goal #3: Provide 18 children in the foster care system with 15 CASA Advocates to be the voice of the child in court for determining a safe, permanent, nurturing home.

## 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: Train one part-time Advocate supervisor for Vernon Parish to meet grant requirements by June 15, 2011.

Objective #2: Part-time Advocate Supervisor will work with the 30th JDC and the Leesville City Court to identify 15 children to appoint to the CASA Program during the project period of June 1, 2012- May 30, 2013

Goal #2:

Objective #1: Recruit 15 CASA Advocates during the project period of June 1, 2012- May 30, 2013.

Objective #2: Train and Swear-in 15 CASA Advocate that are assigned a child's case. June 1, 2012- May 30, 2013

Goal #3:

Objective #1: Advocate for 15 appointed children by being their voice in court for the child's best interest during the project period of May 1, 2012- May 30, 2013.

Objective #2: Give court report to the judges for 15 children at each hearing through project period June 1, 2012-May 30, 2013.

## D. ACTIVITIES / METHODS

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

### Goal #1;

#### Objective #1:

Activities: Assess current need for advocates with Erica Lee, Advocate Supervisor by June 15, 2012.

#### Objective #2:

Activities: Schedule meetings at a minimum of quarterly with judges in the 30th JDC and Leesville City Court and child's lawyer to encourage appointment of 18 children to CASA Program from June 1, 2012-May 30, 2013.

### Goal #2:

#### Objective #1:

##### Activities:

1. Advertise the need for CASA Advocates in Leesville Leader and the Guardian (Ft. Polk Paper) newspapers 2 to 4 times a month beginning June 1, 2012-May 30, 2013.
2. Live weekly interview on KJAE 93.5 on the "Swap Shop" and 300 PSA spots monthly.
3. Live monthly interview on KVVP 105 on the "Diner"
4. Post 50 training fliers for upcoming training in community businesses per quarter.

#### Objectivew #2:

Activities: Hold quarterly trainings for 5 CASA Advocates that includes 30 + hours of training by National CASA Standardized training manual and local court attendance for juvenile cases. Hold quarterly swearing-in by a judge for 5 CASA Advocates at the completion of each training class.

### Goal #3:

#### Objective #1:

Activities: Advocate for 15 children appointed by the court by interviewing all parties involved in the child's case. Review all DCFS Documents; ensure child's case plan is being met by DCFS; attend all Family Team Conferences as scheduled; vist child in foster care home and/or parents home if in trial placement; attend all hearing to be the voice for the child in court June 1, 2012- May 30, 2013.

#### Objective #2:

Activities: Assemble all finding in the court report that gives up to date information for 15 appointed children to the court at each hearing every six months or more if determined by the judge. Make recommendations to the courtat each hearing for the child's best interest with the goal of placement in a safe, permanant, nurturing home at each hearing for each of the 15 children from June 1, 2012-May 30, 2013.



## 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.)

There were 14 successful placements in safe, permanent, and nurturing homes during the previous project of those 3 were adopted. The agency trained and sworn-in 14 advocates with three ready to be assigned and 7 in current training class giving us 24 total as of 2/12/2012. We are confident that we will continue to exceed our goal at the end of the current grant period.

2. Did the project work as expected? Explain.

Yes. The Advocates were able to make recommendation to the judges in the 30<sup>th</sup> JDC and Leesville City Court.

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.**

*See attachment  
# 3-A-F*

1. From who will the data be collected – what is the source?

Advocates working for the children and the staff as they recruit new volunteers.

2. When will the data be collected?

Advocates will submit their data monthly and the Advocate Supervisor will report an average of the advocates stats to the ED for compilation for the Performance indicators form submitted by the 8<sup>th</sup> of each month to the Louisiana Supreme Court-CASA-AP

3. Who will collect and analyze the data?

Advocate Supervisors and Executive Director

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

Name: Gayle Hodnett

Phone: (337) 462-4667

Email: ghodnett@casawestcenla.org

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

The Ed will meet with the Advocate Supervisor, Erica Lee, to assess the progress on the goals and objectives. Should adjustments be needed, the agency will implement those immediately.

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.

Louisiana Commission on Law Enforcement, Executive Director, board of directors finance committee, and board as needed.

**J. CONTINUATION**

Yes  No Do you plan to continue this project at the conclusion of federal support?  
Since continued VOCA funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

The Louisiana Supreme Court CASA Assistance 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.

The agency has a office located across the street from the 30<sup>th</sup> JDC Court House. All the operating expenses are payed through another grant. Erica has use of all office equipment (printers faxes, Laptop computer, etc), telephone, and office space.

**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?

The volunteers used in this project are called CASA Advocate. They provide approximately ten hours per month advocating for their assigned children. They provide court reports to the judges, lawyers, and the Department of Children and Families based on the investigative work/advocacy for their assigned child/ren.They visit the children in the foster homes and schools; talk with teachers, mental health professionals, school counselors, doctors, child's lawyer, and any one involved with the children; attend all court hearings, school meetings, Family Team Confernces at the Department of Children and Families Services. The CASA Advocates make recommendations to the judges on the needs of the child and placement.

## N. REQUIRED COMPONENTS

1. Subgrantees are required to help victims apply for victim compensation. Describe a specific plan on how applicant has or will interface with the Louisiana Crime Victims Reparations Program.

The children served are in state's custody when appointed to the CASA program and the CASA Advocates work directly with the Foster Care Worker to ensure the children apply for victim compensation. The CASA Advocate discusses with the Foster Care Worker when they are initially appointed.

2. Describe how applicant has/will coordinate activities with other criminal justice system/private service providers in the community. If you have obtained cooperative agreements, a copy may be attached to the application in addition to the brief description.

The volunteers used in this project are called CASA Advocate. They provide approximately ten hours per month advocating for their assigned children. They provide court reports to the judges, lawyers, and the Department of Children and Families based on the investigative work/advocacy for their assigned child/ren. They visit the children in the foster homes and schools; talk with teachers, mental health professionals, school counselors, doctors, child's lawyer, and any one involved with the children; attend all court hearings, school meetings, Family Team Conferences at the Department of Children and Families Services. The CASA Advocates make recommendations to the judges on the needs of the child and placement.

3. Indicate how the applicant will address the issue of encouraging the victims to report to law enforcement. Policies and procedures may be attached to the application in addition to the brief description.

The children served are in state's custody and at the point of removal by the state and placement in foster care, the state is required to report to law enforcement. Should the CASA Advocate learn of any further victimization not originally reported, the CASA Advocate and the Advocate Supervisor will inform the Department of Children and Families of the new disclosure immediately and they will launch an investigation and make reports to law enforcement.

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.

Each staff member and CASA Advocate of the agency is screened in three ways.

1. A set of finger prints are sent to the FBI for approval to work with children.
2. A check of the Department of Children and Families Services data base is conducted to determine if the staff/CASA Advocate has a history of child abuse and if the staff or CASA Advocate has lived in another state within the last five years a check is completed in the state of last residence to determine if there is a history of child abuse.
3. A check is completed through the Sheriff's Department for criminal history and sexual predator in the state and also in other states in the system.

Once all areas are cleared, the person can be hired or complete the CASA Advocate training.

## Kathy Guidry

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**From:** Kathy Guidry  
**Sent:** Wednesday, April 18, 2012 6:26 AM  
**To:** Ken Walker; Sybil Richards; Jeremy Edwards  
**Subject:** C11-3-003, CASA West Central Louisiana, Inc., CASA Program

Ms. Gayle Hodenett  
CASA West Central Louisiana, Inc.  
c/o Red River Delta LEPD, Inc.  
615 Main St.  
Pineville, LA 71360-6935

RE: C11-3-003, CASA Program

Dear Ms. Hodenett:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for May 23<sup>rd</sup> and May 24<sup>th</sup>, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this is a continuation project, you will be required to attend only the Victim Services Advisory Board meeting unless there are issues that arise during the Victim Services Advisory Board meeting.

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved. Additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1. Pg. 1, According to the CCR website, the DUNS Number is 121466101 and the CCR expires on 07/11/2012. Since the CCR expires in July of this year, do not forget to renew the CCR.
2. Pg. 13, Section 800 Other Direct Costs – Please provide the calculation used to determine the pro-rated share.
3. Pg. 14, A Problem Definition #1 – Please provide current local statistics that supports the problem stated.
4. Pg. 15, B. Goals – The statements provided appears to be objectives and/or activities. What is the overall mission that this project wants to accomplish? A goal should be a brief concise statement of the overall accomplishment.
5. Pg. 15, C. Objectives – It appears that Goal #1 Objective #1 has been accomplishment. Also, if you recruit 15 advocates, wouldn't you be able to serve more than 15 children as stated in Goal 3 Objective 1?
6. Pg. 19, H. Prior Results
  - a. #1 – Please refer to the previous project, C10-3-004 and list each objective with the data.
  - b. #3 – If the goals and objectives were adjusted on page 15, please complete.
7. Pg. 20, I. Evaluation and Dissemination of Reporting
  - a. Do you have an evaluation that the victim and/or the parent/guardian completes after receiving services? If so, please provide a copy.
  - b. #6 – You must state that LCLE will receive quarterly progress reports and expenditure reports as required.
8. Subgrant Award Report
  - a. #4C & #4D – Need to insert the project period.

b. #10B – This amount should state the federal amount allocated to this project.

9. Need to supply Organization Chart.

10. Need to supply three (3) letters of support on agency's letterhead.

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

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE **by Monday, April 30, 2012**. Please contact the District Office if you have any questions pertaining to this letter.

Sincerely,

*Katherine C. Guidry*

Federal Programs Section Manager  
LA Commission on Law Enforcement  
602 N. 5th St., 1st Floor

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