

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)
3/11/2013		-- 1151

1. Type of Funds for which you are applying	Sexual Assault Services Program (Federal 16.017 SASP)		
2. Applicant	Name Of Applicant: Adapt, Inc.		
	Federal I.D: 721274844	Parish: Washington	
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
3. Recipient Agencies	Adapt, Inc.		
4. Project Director	Name: Mrs. Charlette Fornea		Title: Executive Director
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
	Phone: 985-735-0160	Fax: 985-735-0970 x735	Email: cfornea_lpc@yahoo.com
5. Financial Officer	Name: Mrs. Melissa Creel		Title: Case Manager
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
	Phone: 985-735-0160	Fax: 985-735-0970 x735	Email: mcreel69@yahoo.com
6. Contact	Name: Mrs. Charlette Fornea		Title: Executive Director
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
	Phone: 985-735-0160	Fax: 985-735-0970 x735	Email: cfornea_lpc@yahoo.com
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Sexual Assault Services Program		
(Do Not Exceed Space Provided)	ADAPT/Washington Parish Sexual Assault Center will expand services to 30 new sexual assault victims and their loved ones by helping to diminish the negative impact of this traumatic, violent, humiliating crime by providing a Victim Services Coordinator who will provide intervention and advocacy services, and coordinate		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	13,260.00
EMPLOYEE BENEFITS	1,401.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	1,449.00
CONSULTANTS	320.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	16,430.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	16,430.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	16,430.00	100%

10. Project Start Date: 4/1/2013

Project End Date: 3/31/2014

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

Adapt, Inc.
NAME OF APPLICANT AGENCY

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

Louisiana Commission on Law Enforcement

DATE

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

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Adapt, Inc.	16,430.00	16,430.00
Total:	16,430.00	16,430.00

Applicant Agency: Adapt, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	13,260.00	13,260.00
EMPLOYEE BENEFITS	1,401.00	1,401.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	1,449.00	1,449.00
CONSULTANTS	320.00	320.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	16,430.00	16,430.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	16,430.00	16,430.00
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	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	16,430.00	16,430.00

12. BUDGET DETAILS**A. MASTER**

Line Item Details for: Adapt, Inc.

YEAR 1**PERSONNEL**

		<u>COST</u>
Position:	Victim Services Coordinator	
Name:	Pam Helton	
Computation:	Mrs. Helton's salary is \$1,473/month of which 75% of her time will be devoted to this project for 12 months.	13,260.00
Personnel - Year 1 Total:		13,260.00

EMPLOYEE BENEFITS

		<u>COST</u>
Position:	Victim Services Coordinator	
Name:	Pam Helton	
Computation:	Social Security at .062% x \$13,260 = \$822.12; Medicare at .0145% = \$192.27; Workman's Compensation at .24% = \$318.24; SUTA @ .013 x pro-rata \$5,250 = \$68.25.	1,401.00
Employee Benefits - Year 1 Total:		1,401.00

SUPPLIES & OPERATING EXPENSES

		<u>COST</u>
Supply Item:	Basic office supplies	
Computation:	Basic office supplies, such as printer ink, toner, copy paper are needed to expand direct services through coordinating victim services, correspondence, preparing materials and tracking outcomes.	297.00
Supply Item:	Operating Services	
Computation:	Telephone, fax, internet, cable at 6% of \$6,000 total cost = \$360; Office space rent at 6% of \$13,200 = \$792 needed to provide safe, confidential environment conducive to providing victim services.	1,152.00
Supplies & Operating Expenses - Year 1 Total:		1,449.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Adapt, Inc.

CONSULTANTS - CONSULTANT

		<u>COST</u>
Name / Position:	Crisis Line/Escort Advocate	
Service Provided:	Mans crisis line & hospital/law enforcement escort	
Computation:	Advocate will man the crisis hotline and/or provide hospital/law enforcement escort for 40 hours at \$8/hour during hard to fill scheduling such as holidays and weekends.	320.00
Consultants - Consultant - Year 1 Total:		320.00

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: 16,430.00

13. SECTIONS:

A. LCLE Budget Summary No 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	Calculated Paid Amounts
1.1	Personnel	13,260	13,260	13,260
1.2	Employee Benefits	1,401	1,401	1,401
1.3	Supplies & Operating Expenses	1,449	1,449	1,449
1.4	Consultants	320	320	320
Total: Σ		16,430	16,430	16,430

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.

The Victim Services Coordinator is needed to strengthen victim direct services by responding directly and immediately to the emotional and physical needs of sexual assault victims, to mobilize inter-agency collaboration on their behalf, to assess their needs and connect them to services within our agency and outside agencies, and to assist both primary and secondary victims to stabilize their lives after victimization.

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

The salary is consistent with similar positions at organizations of a similar size, as determined by LaFASA's own Salary and Benefit Survey as well as that of the Louisiana Association of Non-Profit Organizations (LANO). This salary is comparable with the rate of pay for similar positions in our area and in the state. Minimum qualifications required is a high school diploma with at least two years experience working in a social services, medical or law enforcement related field.

7. Explain the project duties for each position.

The project duties of the Victim Services Coordinator include manning the crisis hotline during business hours; processing and documenting all calls; making appropriate referrals to agency services or services outside our agency; scheduling counseling sessions; maintaining the 24/7 crisis hotline and hospital escort calendar, scheduling telephone advocates and escorts; making follow-up contacts with victims and families; making follow-up contacts with law enforcement, hospital and judicial agencies; providing information; and coordinating support services. See Attached Job Description.

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.]

This personnel is existing. Pam Helton was hired for this position in January, 2011. This is a continuation grant, and her original status is the same, Victim Services Coordinator. There is no change in status.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

No

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

No

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.

Not Applicable.

9.6. Are job descriptions for volunteers attached?

No

9.7. Are timesheets kept on volunteers?

No

LCLE BUDGET - PERSONNEL related attachments:

File Name:

✦ Job Description & Resume.pdf

File Description:

Resume & Job Description

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.

No additional fringe benefits will be provided.

13. SECTIONS:

D. SASP Budget Travel

TRAVEL

Travel is allowed for personnel listed in the Personnel Section of application that provides direct services. 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 is not allowed.**

1. Is travel expenses being requested

No

2. Are requested travel expenses for local travel?

Yes

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

Travel expenses are not being requested in this application.

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?

Yes

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

General office supplies are needed to coordinate victim services in this project, including copy/printer paper, printer and copier ink and toner, envelopes, postage, pens, and the like.

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

Basic office supplies are needed to enhance and expand direct victim services through tracking outcomes for the project, correspondence, coordinating services, and preparing materials.

2. Are operating expenses requested for this project?

Yes

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

The pro-rata share based on space and time of operating services for this project is more than 6% of the total estimated yearly expense. However, due to budget constraints we are asking 6% of the following other direct costs. Telephone/fax/internet services is estimated at 6% of the total usage cost of \$6,000/year in order to maintain crisis line and assist victims for a pro-rata share of \$360 (\$30/month). Rent (\$13,200) is needed to provide a safe environment conducive to providing services to victims of sexual assault at a 6% pro-rata share of \$792 (\$66/month).

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

Costs relate directly and are necessary in order to fulfill this project's goals and objectives. They ensure sexual assault victims a confidential, emotionally supportive environment in which they are most likely to benefit from coordination of services and to return to their former level of functioning before the crime was committed. Victims are more likely to report to law enforcement if they know that someone is available to guide them through the process, either on the telephone or in a secured office setting.

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?

Yes

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

We will contract with trained victim advocates for up to 40 hours at \$8/hour to man crisis line and victim escorts when volunteers are not scheduled. This will not be part of any in-kind match. Time and attendance records will be maintained. The purpose of Crisis Line Advocates and/or Hospital/Law Enforcement Escorts is to help answer the crisis line and to assist victims throughout the rape kit examination and law enforcement reporting when a volunteer or regular staff member is not available. The Crisis Line Advocates and/or Hospital/Law Enforcement Escorts are much needed to enhance victim services. We provide over 8,760 hours of time on the crisis line each year.

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

Crisis Line Advocates and/or Hospital/Law Enforcement Escorts are needed to man 24/7 crisis telephone line and assist the victim through the examination process and law enforcement reporting. This rate of compensation is reasonable and consistent with that paid for similar services. This small stipend is necessary and cost effective to ensure that services are provided during hard to fill times, such as on weekends and holidays when no staff or volunteer time is scheduled.

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

The basis for determining the rate of pay is based on availability and qualifications. The \$8/hour contract fee for a trained advocate to man the crisis line and provide hospital escorts is merely an incentive and is below the national average of \$10/hour for this type of service. We will procure from our list of trained volunteers.

5. Is this request for sole source?

No

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. 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.

Washington Parish is comprised of two small towns and a number of small communities with a total population of approximately 44,000 residents (2010 census). Due to the high risk make-ups of the parish, rural, high unemployment (10%), single-parent families, economically deprived (94% of children eat free or reduced lunches as identified by the local school system), this area suffers a large number of citizens who experience major crisis in their lives. The teen pregnancy rate is 16.6%; and 42% of all births in Washington Parish are to teen mothers. The lack of available services produces people who contemplate suicides, running away, substance abuse, and breaking the law. Sometimes frustration and anger cause people to commit sexual acts of violence. Often times, sexual assault causes running away, suicide, or substance abuse in the lives of the victims. The Adverse Childhood Experiences (ACE) study found that 1 in 4 girls and 1 in 6 boys are sexually abused before the age of 18 in the U. S. In Louisiana forcible rape is 6% higher than the national average according to the Uniform Crime Report data released by the FBI in 2010.

Washington Parish Sexual Assault Center/ADAPT, Inc. provided direct services to over 147 victims of sexual assault and their loved ones in 2012. We answered 1,156 hotline calls and provided over 852 hours of counseling and group support. We assisted 20 victims with rape kit examinations, and 56 through the criminal justice system. The need is great.

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

There is no other agency in Washington Parish that specifically responds to victims of sexual assault or attempted sexual assault. These victims need advocacy at the hospital and throughout law enforcement procedures and ensuing court. They need inter-agency coordination. They need a watchdog to make agencies accountable to their victim's rights and to ensure timeliness. Before ADAPT/Washington Parish Sexual Assault Center was formed, sexual assault victims were reluctant to report because of lack of services in our parish and because of lack of victim sensitivity on behalf of both law enforcement and medical service providers. Furthermore, these victims then had no follow-up services that would help restore them to their previous levels of functioning. There were no counseling services available, nor crisis hot-line, nor hospital/law enforcement advocate escorts. The Washington Parish Sexual Assault Center has tried to help fill these gaps in services through this very much needed funding.

13. SECTIONS:

I. 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.

ADAPT/ Washington Parish Sexual Assault Center Sexual Assault Services Program will maintain or expand services available to sexual assault victims and their loved ones by helping to diminish the negative impact of this traumatic, violent, humiliating crime by providing a Victim Services Coordinator who will provide intervention and advocacy services, and coordinate services within and without this agency on behalf of the victim and his or her loved ones. All services will be performed in a manner appropriate to the language and culture of the survivor.

13. SECTIONS:

J. LCLE Objectives

<u>OBJECTIVES</u>

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: The Victim Services Coordinator will coordinate services for 30 victims of sexual assault and/or their loved ones who are in immediate need via 24-hour, 7 days a week crisis hotline. This number (30) will comprise a combination of adult, youth, and child victims; family and household members of victims; and other non-offending individuals affected by victimization. This will be measured by calling logs and Crisis Hotline Calendar.

Objective 2: The Victim Services Coordinator will coordinate medical and/or criminal justice system advocacy to 8 sexual assault victims during this project period as evidenced by Victim Service Logs.

Objective 3: The Victim Services Coordinator will offer information, referrals, and/or schedule follow-up services for 30 sexual assault victims and/or their loved ones as evidenced by Victim Service Logs.

13. SECTIONS:**K. LCLE Activities****ACTIVITIES**

I. 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 the entire grant period. This must relate back to the Goals and Objectives described earlier for your project. If this is a training project, please state below that you are completing the Training Program information.

ACTIVITIES AND TIMELINE:

April 1, 2013 Project started for new Fund Year

April – May, 2013 Contract with trained crisis line advocates/hospital and law enforcement escorts to provide services.

Obtain background checks.

Participate in Sexual Assault Awareness Month activities and log victim services.

October 2013 Prepare educational outreach materials for distribution to victims at Washington Parish Free Fair and for Red Ribbon Week

January 2014 Prepare and send Annual Report to LCLE

Monthly Prepare and post Crisis Hotline Calendar.

Man crisis hotline during office hours.

Schedule victims for follow up services: medical, legal, counseling, referrals

Provide emotional support and inter-agency coordination

Collaborate with other agencies regarding victim services

Assist victims with LAVNS and Crime Victim's Notifications

Assist victims with Protection Orders

Assist in preparation and implementation of unsolicited contacts

Assist in preparation of programmatic and expenditure reports, with documentation, to be turned in monthly to LaFASA, and quarterly to LCLE on forms provided by LCLE.

13. SECTIONS:**L. 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.)

During the previous project period, the number of services provided far exceeded the amounts originally projected.

Number of victims served: 20 projected; 44 primary and 35 secondary

Hotline calls: 100 projected; 461 answered

Criminal Justice advocacy: 35

Hospital Accompaniment: 21 provided

Victims assisted with followup services: 20 projected; 27 provided

Information and referral: 20 projected; 87 provided

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

Yes. We have a comprehensive victim services program because we work effectively with law enforcement, hospitals, and the community in providing services to victims of sexual assault and their families. It takes a team of specially trained, dedicated individuals to make a rape crisis center an accepted part of the community. The Victim Services Coordinator has helped to accomplish that. Not only are we a viable part of law enforcement protocol and hospital policy, but also a respected counseling center that receives many hotline calls and referrals from schools, doctors, former victims, and other social service providers. This project encourages many victims to seek and receive assistance to help them overcome the trauma of sexual assault.

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:

M. 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?

Demographic data will be collected by the Victim Services Coordinator from information provided by sexual assault victims and their loved ones who request services. All the services which are provided in this project to each primary and secondary victims are tracked on a Victim Service Log which is collected by the Victim Services Coordinator from crisis line volunteers, hospital escorts, counselors, and other staff members. This is compiled on a monthly basis from the services provided through this project.

3. When will the data be collected?

Initial demographic data is collected primarily at the time of first response. This may be from a crisis line call, hospital or law enforcement advocate response, or from the initial visit for follow-up services. All services are tracked on an Excell spreadsheet as they occur and are compiled monthly. This date is compared monthly to our total annual projected numbers, with benchmarks being assessed on a quarterly basis.

4. Who will collect and analyze the data?

The Victim Services Coordinator will collect the data which this project has generated and submit it to the Executive Director each month for compilation and analysis. The Executive Director will initiate any necessary changes to project strategies that the information may indicate.

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	Charlette Fornea	985-735-0160	cfornea_lpc@yahoo.com

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

Following the evaluation, the Executive Director will update or revise the project's strategy if indicated. All revisions are data driven.

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.

The Louisiana Commission on Law Enforcement will receive on the prescribed forms Quarterly Progress/Monitoring Reports and expenditure reports either quarterly or monthly as specified at award time. LaFASA will receive monthly statistical reports and a copy of the Quarterly Progress/Monitoring Report. ADAPT Board of Directors will receive Quarterly Progress/Monitoring Reports and a financial status report.

LCLE EVALUATION related attachments:

File Name:

- ✘ ADAPT SAC Monthly Report Blank.xls
- ✘ Evaluation Log & Summary.pdf

File Description:

- LaFASA stat log
- Evaluation Log Summary

13. SECTIONS:

N. 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.

Office space for the purpose of coordination, training and implementation of services to victims of rape or attempted rape is leased by ADAPT, Inc./Washington Parish Sexual Assault Center is located at 216 Memphis Street, Bogalusa, Louisiana, approximately 1 block from the Washington Parish Sheriff's Office substation and across the street from Bogalusa City Court. The suite consists of three offices, a large group therapy room, a play therapy room, a bathroom, and a storage room. The total amount of space allotted to the Sexual Assault Center is approximately 2,145 square feet. All client services are provided in an office that is safe for both client and staff, is private and confidential, and appropriate for the sensitive nature of the services.

13. SECTIONS:

O. 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.

rape evidence coWe will coordinate our services with the criminal justice system, law enforcement, child's advocacy center, and other social service providers, public and private, through monthly Multidisciplinary Team meetings. We also provide information and referral to other agencies as needed. We staff and provide technical support to hospital, law enforcement, and other first responder personnel on a 24-hour availability. We work with the school-based health centers to assist and advise them on sexual assault cases as needed. The Washington Parish Sexual Assault Crisis Center will work with all five law enforcement agencies and the two hospitals within Washington Parish by providing each agency with an escort duty calendar and trained escorts/counselors who will respond immediately upon notification of rape, attempted rape, or if a victim presents herself to us first and wished to report. We will make available evidence collection training and victim sensitivity training to both volunteers and law enforcement officials. We will make referrals to other social service agencies, and network so that no duplication of services will exist. Letters of support and cooperation are attached.

2. The following support documents are attached.

Three current letters of support.

LCLE COLLABORATION/CONSULTATION related attachments:

File Name:

✦ 3 Letters of Support.pdf

File Description:

3 Letters of Support

13. SECTIONS:

P. 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:**Q. 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.

Charlette Fornea is the individual who has the lead responsibility in insuring that all applicable civil rights requirements are met.

1.1. Civil Rights Contact Person's Email

cfornea_lpc@yahoo.com

1.2. Civil Rights Contact Person's Telephone Number

(985)735-0160

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.

Yes

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.

EEOP Certification has been signed and mailed directly to Egrants Section of the LCLE.

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.)

Verbal Orientation

Written Orientation / Program Manual

4.1.1. Describe Other

Verbal and written orientation and program policies and procedures dictate that ADAPT does not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, disability, and age in the delivery of services and employment practices.

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

Human Resource Policy

4.2.1. Describe Other

The Human Resource Policy states that ADAPT does not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, disability, and age in the delivery of services and employment practices.

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

Program Handbook

Verbal Orientation

Policies

5.1. Describe Other

The Program Handbook, Verbal and Written Orientation, and Policy Manual (on file) all describe how ADAPT informs program beneficiaries how to file complaints alleging discrimination.

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**

Human Resource Policies

6.1.1. Describe Other

The Human Resource Policy Manual (on file) describes 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.

6.1.2. Describe Procedure

Any employee is entitled at any time to discuss any job-related problem with the Executive Director. Should a conference with the Director fail to resolve the problem, the employee may arrange a conference with the ADAPT Executive Board of Directors within 10 working days. The Board will resolve the problem to the best of its ability and indicate its solution to the employee within 15 working days.

6.2. Delivery of Services

Agency Policies

6.2.1. Describe Other

The delivery of all services is described in ADAPT's Policy and Procedure Manual (on file).

6.2.2. Describe Procedure

See Policy and Procedure Manual on file at the ADAPT office.

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 provided by the program.
- d. The *resources* available to the recipient.

7.1. Does the four factors analysis warrant LEP services?

Yes

7.1.1. If YES, check all boxes that apply

Interpreter services contracted as needed.

7.1.2. Describe Other

A Spanish speaking interpreter is available as needed for contractual services.

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?

Complaints

13. SECTIONS:**R. 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)

Has less than 50 employees.

Is a non-profit organization

Is receiving an award less than \$25,000.

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

3/7/2013

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

ADAPT claims a complete exemption from the EEOP requirement.

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.

No

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

N/A

13. SECTIONS:

S. 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:

T. 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.

Yes

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:

- ✂ Audited Financial Rpt.pdf
- ✂ ADAPT Board of Directors.pdf
- ✂ Sec State Letter of Good Standing.pdf
- ✂ Corp and ByLaws.pdf
- ✂ Insurance Binder.pdf
- ✂ Check Signature List.pdf

File Description:

- Audit
- Board of Directors
- Sec of State Letter
- Corp. and By Laws
- Insurance Binder
- Check Signatures

13. SECTIONS:

U. SASP Certified Assurances

SEXUAL ASSAULT SERVICES PROGRAM (SASP) FORMULA GRANT PROGRAM
CERTIFIED ASSURANCES

Abbreviations:

CFR Code of Federal Regulations	OMB Federal Office of Management and Budget
LCLE Louisiana Commission on Law Enforcement	USC United States Code
PL Public Law	VAWA Violence Against Women Act
OJP Office of Justice Programs	VAWO Violence Against Women Office

THE APPLICANT UNDERSTANDS, AND AGREES, THAT RECEIPT OF A SUBGRANT AS A RESULT OF THIS APPLICATION SUBJECTS THE APPLICANT TO THE FOLLOWING CERTIFIED ASSURANCES 1 THROUGH 77:

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 Federal OMB Circular A-87 or 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 Office of Justice Programs, Violence Against Women Office, Louisiana Commission on Law Enforcement, 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:
 A. The name and telephone number of the contact person responsible for the corrective action plan.
 B. Specific steps taken to comply with the recommendations.

- C. Timetable for performance and /or implementation dates for each recommendation.
- D. 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 Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162; 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 FUND.** 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 of Violence Against Women (OVW), 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 Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 2711 et seq.

P.L. 103-222, the Violence Against Women Act of 2000, P.L. 100-500, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 5111 et. seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, OVW's implementing regulations at 28 CFR Part 90, the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide, (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 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.

14. **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.

15. **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, sexual orientation, or disability against a recipient of funds, the recipient will forward a copy of the findings to the Office of Civil Rights Compliance (OCRC), of the Office of Justice Programs.

16. **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.

17. **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.

18. **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.

19. **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.

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 of 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 affected; 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 except as provided for in current VAWA guidance.

21. **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.

22. **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 Violence Against Women 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 statues 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.

23. **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.)

24. **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.

25. **FILING COSTS FOR CIVIL OR CRIMINAL CHARGES.** The applicant certifies that, in connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim will not bear the cost associated with the filing of civil or criminal charges against the domestic violence offender, or the costs associated with the issuance or service of a warrant, protection order, and witness subpoena (arising from the incident that is the subject of the arrest or criminal prosecution).

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 named in #1 and #3.

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. The State, Indian tribal government, or territorial government does not 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, reimbursement for charges incurred on account of such an exam, or both.
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. **INDIGENT DEFENDERS**. The applicant certifies that no subgrant funds will be expended for any federal litigation by any indigent defender or any expenses including travel relate thereto.
33. **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, PO 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.
34. **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>.
35. **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.
36. **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.

37. **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.

38. **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.)

39. **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).

40. **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.

41. **NON-DISCRIMINATION.** The applicant assures that it, and all its contractors, will comply with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3789d(c); the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, and the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162; the Juvenile Justice and Delinquency Prevention Act of 1974, 42 U.S.C. § 5672(b); Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681; the Age Discrimination Act of 1975, 42 U.S.C. § 6102; Department of Justice Non-Discrimination Regulation 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.

42. **NON-PROFIT ORGANIZATIONS.** The nonprofit organization applicant agrees to maintain its nonprofit status in "Good Standing" with the Louisiana Secretary of State's Commercial Division for the duration of the project period.

43. **OBLIGATION OF SUBGRANT FUNDS.** The applicant certifies that subgrant funds may not, without advance written approval by LCLE, be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Obligations outstanding as of the termination date shall be liquidated within 90 days. Such obligation must be related to goods or services provided and utilized within the grant period. No additional obligations can be incurred after the end of the grant.

44. **PATENTS.** The applicant assures that if any subgrant produces patents, patent rights, processes or inventions, a report will be made to LCLE from which a determination will be made as to whether protection of such invention or discovery is necessary in accordance with President's Memorandum of August 23, 1971 (36 P.R. 16889).

45. **PERPETRATOR DEFENSE.** The applicant assures that grant funds will not be used for legal or defense services for perpetrators of violence against women.
46. **PERSONNEL.** The applicant certifies that specific detailed time and attendance records, to include overtime, will be maintained on all grant personnel. Salaries and wages of employees chargeable to more than one grant program must be supported by appropriate time distribution records, which show equitable distribution of time and effort. The applicant further certifies that appropriate screening will be conducted, as well as background checks, for grant personnel who have contact with, or access to juveniles associated with the applicant's subgrant in accordance with the most current Louisiana Child Protection Act.
47. **PERSONNEL – BACKGROUND CHECKS.** The applicant certifies that appropriate screenings will be conducted as well as background checks, for grant personnel who have contact with or access to juveniles associated with the subgrant in accordance with the most current Louisiana Child Protection Act.
48. **PERSONNEL – EXECUTIVE OVERTIME.** The applicant assures that executives, such as President or Executive Director of an organization, will not be reimbursed for overtime or compensatory time under the grant or a respective cooperative agreement.
49. **PERSONNEL – OFF-DUTY.** The applicant assures that off-duty personnel who work on this project must work hours which do not conflict with their regular job work hours.
50. **PERSONNEL – OVERTIME.** The applicant certifies that all personnel must work hours which does not conflict or overlap with the regular work hours of the employee. Payment will be on a overtime, hourly basis at a rate not to exceed 1 and ½ times the employee's regular, hourly rate of pay.
51. **POLYGRAPH TESTING PROHIBITION.** The applicant certifies that their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for the proceeding with the investigation of such an offense; or under 42 U.S.C. 379gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a State, Indian tribal government, territorial government, or unit of local government.
52. **PRESS RELEASES.** The applicant certifies that any statements or press releases describing projects, activities, or results shall name LCLE as the agency responsible for making federal funds available for such activity.
53. **PROGRAM INCOME.** The applicant certifies that all income earned, as a direct result of grant-funded activity (sale of publications, registration fees, asset forfeitures, and/or any other activities that generate program income), will be accounted for and utilized in accordance with the LCLE and the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Program income must be reported on the Subgrant Expenditure Report.
54. **PUBLIC AVAILABILITY OF INFORMATION.** The applicant agrees to comply with all applicable federal regulations and state policies relating to the public availability of identifiable records or other documents that are pertinent to the receipt and expenditure of subgrant funds.
55. **PUBLICATION.** Applicants are encouraged to make the results and accomplishments of their activities available to the public. The applicant assures that where activities supported in whole, or in part, by this subgrant produce books, manuals, films, videos, plans or other publications, the applicant will comply with guidelines listed in Chapter 7 of the current OJP Financial Guide as follows: a) Inclusion of the statement, "*The opinions, findings, and conclusions or recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily*

recommendations expressed in this book/manual/film/video/plan/publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice or LCLE"; b) An acknowledgment of support shall be made through use of the following, or comparable, footnote: "This project was supported by Subgrant Number _ awarded by the Louisiana Commission on Law Enforcement through the Office on Violence Against Women, Office of Justice Programs"; c) Submittal of a copy of any book/manual/film/video/plan/publication/computer software to LCLE, as well as a publication and distribution plan twenty (20) days prior to publishing or distributing any of the aforementioned items developed under this subgrant.

56. **RECORDING AND DOCUMENTATION OF RECEIPTS AND EXPENDITURES.** The applicant certifies that it will give LCLE or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance. The applicant certifies that accounting procedures will provide for accurate and timely recording of receipt of funds to include the source, expenditures made from such funds, and the unexpended balance. Controls must be established which are adequate to insure that expenditures charged to project activities are for allowable purposes and that documentation is readily available to verify that such charges are accurate.

57. **RECORDS MAINTENANCE.** The applicant certifies that all required records, with the exception of non-expendable property inventory records, shall be maintained in accordance with requirements set forth in 28 CFR Ch.1 § 66.3 – “Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” (also known as the Grants Management Common Rule for State and Local Units of Government) and 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education

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)
3/11/2013		-- 1151

1. Type of Funds for which you are applying	Sexual Assault Services Program (Federal 16.017 SASP)		
2. Applicant	Name Of Applicant: Adapt, Inc.		
	Federal I.D: 721274844	Parish: Washington	
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
3. Recipient Agencies	Adapt, Inc.		
4. Project Director	Name: Mrs. Charlette Fornea		Title: Executive Director
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
5. Financial Officer	Name: Mrs. Melissa Creel		Title: Case Manager
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844
6. Contact	Name: Mrs. Charlette Fornea		Title: Executive Director
	Agency:		
	Street Address Line 1: 216 Memphis Street		
	Address Line 2:	Address Line 3:	
	City: Bogalusa	State: LA	Zip: 70427-3844

Phone: 985-735-0160 Fax: 985-735-0970 x735 Email: cfornea_lpc@yahoo.com

7. Brief Summary of Project	Short Title (May not exceed 50 characters) Sexual Assault Services Program
(Do Not Exceed Space Provided)	ADAPT/Washington Parish Sexual Assault Center will expand services to 30 new sexual assault victims and their loved ones by helping to diminish the negative impact of this traumatic, violent, humiliating crime by providing a Victim Services Coordinator who will provide intervention and advocacy services, and coordinate

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	13,260.00
EMPLOYEE BENEFITS	1,401.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	1,449.00
CONSULTANTS	320.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	16,430.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	16,430.00	100%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	0.00	
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	16,430.00	100%

10. Project Start Date: 4/1/2013 Project End Date: 3/31/2014

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

Adapt, Inc.

NAME OF APPLICANT AGENCY

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

Louisiana Commission on Law Enforcement

DATE

12. BUDGET DETAILS

A. MASTER BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Adapt, Inc.	16,430.00	16,430.00
Total:	16,430.00	16,430.00

Applicant Agency: Adapt, Inc.

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	13,260.00	13,260.00
EMPLOYEE BENEFITS	1,401.00	1,401.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	1,449.00	1,449.00
CONSULTANTS	320.00	320.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	16,430.00	16,430.00

BY SOURCE	YEAR 1	TOTAL
FEDERAL	16,430.00	16,430.00
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	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	16,430.00	16,430.00

12. BUDGET DETAILS

A. MASTER

Line Item Details for: Adapt, Inc.

YEAR 1

PERSONNEL

	<u>COST</u>
Position: Victim Services Coordinator	
Name: Pam Helton	
Computation: Mrs. Helton's salary is \$1,473/month of which 75% of her time will be devoted to this project for 12 months.	13,260.00

Personnel - Year 1 Total: 13,260.00

EMPLOYEE BENEFITS

	<u>COST</u>
Position: Victim Services Coordinator	
Name: Pam Helton	
Computation: Social Security at .062% x \$13,260 = \$822.12; Medicare at .0145% = \$192.27; Workman's Compensation at .24% = \$318.24; SUTA @ .013 x pro-rata \$5,250 = \$68.25.	1,401.00

Employee Benefits - Year 1 Total: 1,401.00

SUPPLIES & OPERATING EXPENSES

COST

Supply Item:

Basic office supplies

Computation:

Basic office supplies, such as printer ink, toner, copy paper are needed to expand direct services through coordinating victim services, correspondence, preparing materials and tracking outcomes.

297.00

Supply Item:

Operating Services

SUBGRANT: 1151

Short Title: Sexual Assault Services Program

Telephone, fax, internet, cable at 6% of \$6,000 total cost = \$360;

Office space rent at 6% of \$13,200 = \$792 needed to provide

safe, confidential environment conducive to providing victim services.

Computation:

1,152.00

Supplies & Operating Expenses - Year 1 Total:

1,449.00

CONSULTANTS - CONSULTANT

Name / Position:

Crisis Line/Escort Advocate

COST

SUBGRANT: 1151

Short Title: Sexual Assault Services Program

Service Provided:

Mans crisis line & hospital/law enforcement escort

Computation:

Advocate will man the crisis hotine and/or provide hospital/law enforcement escort for 40 hours at \$8/hour during hard to fill scheduling such as holidays and weekends.

320.00

Consultants - Consultant - Year 1 Total: 320.00

CONSULTANTS - TRAVEL

COST

Consultant:

Location:

Item:

Computation:

0.00

Consultants - Travel - Year 1 Total: 0.00

CONSULTANTS - PRODUCT/SERVICE

COST

Consultant:

Item:

Computation:

0.00

Consultants - Product/Service - Year 1 Total: 0.00

YEAR 1 TOTAL: 16,430.00

13. SECTIONS:

A. LCLE Budget Summary No 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	Calculated Paid Amounts
1.1	Personnel	13,260	13,260	13,260
1.2	Employee Benefits	1,401	1,401	1,401
1.3	Supplies & Operating Expenses	1,449	1,449	1,449
1.4	Consultants	320	320	320
Total: Σ		16,430	16,430	16,430

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.

The Victim Services Coordinator is needed to strengthen victim direct services by responding directly and immediately to the emotional and physical needs of sexual assault victims, to mobilize inter-agency collaboration on their behalf, to assess their needs and connect them to services within our agency and outside agencies, and to assist both primary and secondary victims to stabilize their lives after victimization.

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

The salary is consistent with similar positions at organizations of a similar size, as determined by LaFASA's own Salary and Benefit Survey as well as that of the Louisiana Association of Non-Profit Organizations (LANO). This salary is comparable with the rate of pay for similar positions in our area and in the state. Minimum qualifications required is a high school diploma with at least two years experience working in a social services, medical or law enforcement related field.

7. Explain the project duties for each position.

The project duties of the Victim Services Coordinator include manning the crisis hotline during business hours; processing and documenting all calls; making appropriate referrals to agency services or services outside our agency; scheduling counseling sessions; maintaining the 24/7 crisis hotline and

hospital escort calendar, scheduling telephone advocates and escorts; making follow-up contacts with victims and families; making follow-up contacts with law enforcement, hospital and judicial agencies; providing information; and coordinating support services. See Attached Job Description.

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.]

This personnel is existing. Pam Helton was hired for this position in January, 2011. This is a continuation grant, and her original status is the same, Victim Services Coordinator. There is no change in status.

9. Are volunteers used in this project?

No

9.1. Is this a VOCA-funded project?

No

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

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

No

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

No