

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: M10-8-032

APPLICANT: Metropolitan Center for Women and Children, Inc.

PROJECT TITLE: Immigration Assistance Program

PROJECT FUNDS :

FUND: \$ 55,934 100.00%  
MATCH: \$ 0 0.00%  
TOTAL: \$ 55,934 100.00%

PROJECT DURATION: 12 months

START DATE: 09/01/2011

END DATE: 08/31/2012

Continuation of M09-8-032

PROJECT SUMMARY:

Metro has conducted extensive outreach to underserved populations, has two Spanish speaking staff members, and recognizes that many of the Hispanic victims who contact Metro for assistance are victims of domestic violence and/or sexual assault and are not human-trafficking victims. These victims are also often undocumented. The requests for assistance from these victims have created a gap in services that Metro currently provides to culturally-specific groups who are seeking help with immigration issues, specifically the U-visa process. Metro has also identified a need for finding more resources and for concentrating on medical, mental health, housing, food, etc. for victims with immigration issues.

RECOMMENDATION : FUND X DENY    

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 08/16/11 IS REVIEWED AND APPROVED BY LCLE STAFF.
2. NO DRAWDOWN (AWARD) OF FUTURE V.A.W.A. FUNDING UNTIL THE V.A.W.A. PREVIOUSLY REQUIRED FEDERAL ANNUAL REPORT IS SUBMITTED AND APPROVED BY LCLE.



**LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE**

**S.T.O.P. VIOLENCE AGAINST  
WOMEN FORMULA GRANT  
PROGRAM**

CFDA #16.588

FOR LCLE USE ONLY:

Project ID: M108032

VAWA Purpose Area: 11

<b>1. TITLE OF PROJECT</b> Culturally Specific - Immigration Assistance Progr		<b>2. <input type="checkbox"/> NEW PROJECT</b> <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: M09 - 8 - 032	
<b>3. PROJECT DURATION</b> Total Length: <u>12</u> Months (Not to exceed 12 Months) Desired Start Date: <u>5/1/2011</u> Desired End Date: <u>4/30/2012</u>		<b>4. PROJECT FUNDS</b> Federal Funds: \$55,934 Cash Match In-Kind Match: Total Project: \$55,934	
<b>5A. APPLICANT AGENCY INFORMATION</b> Agency Name: Metropolitan Center for Women and Children Physical Address: City: Zip: - Mailing Address: P.O. Box 10775 City: Jefferson Zip: 70181-0775 Phone: (504) 837-5400 FAX: (504) 837-2893 Email: metro@mcwcgno.org		<b>5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY</b> Authorized Official: Dale E. Standifer Title: Executive Director Agency Name: Metropolitan Center for Women and Children Address: P.O. Box 10775 City: Jefferson Zip: 70181-0775 Phone: (504) 837-5400 FAX: (504) 828-2893 Email: metro@mcwcgno.org <u>01/14/2012</u>	
Fed Employer Tax Id: <u>72 - 1062244</u> DUNS: <u>932694417 - 0000</u> CCR CAGBN/CAGE: <u>5DG31</u> CCR Expiration Date: <u>1/29/2012</u>			
<b>6. IMPLEMENTING AGENCY</b> Name: Dale E. Standifer Title: Executive Director Agency: Metropolitan Ctr for Women & Chil Address: P.O. Box 10775 City: Jefferson Zip: 70181-0775 Phone: (504) 837-5400 FAX: (504) 828-2893 Email: metro@mcwcgno.org		<b>7. PROJECT DIRECTOR</b> Name: Dale E. Standifer Title: Executive Director Agency: Metropolitan Ctr for Women & C Address: P.O. Box 10775 City: Jefferson Zip: 70181-0775 Phone: (504) 837-5400 FAX: (504) 828-2893 Email: metro@mcwcgno.org	
		<b>8. FINANCIAL OFFICER</b> Name: William Anderson Title: Accountant Agency: Metropolitan Ctr for Women & Chil Address: P.O. Box 10775 City: Jefferson Zip: 70181-0775 Phone: (504) 828-2893 FAX: (504) 828-2893 Email: metro@mcwcgno.org	

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

Metro has conducted extensive outreach to underserved populations and has two Spanish speaking staff members and recognizes that many of the Hispanic victims who contact Metro for assistance are victims of domestic violence and/or sexual assault and not human trafficking victims. These domestic violence and/or sexual assault victims are often undocumented. The requests for assistance from these victims who are not human trafficked have created a gap in services that Metro currently provides to culturally-specific groups who are seeking help with immigration issues, specifically the U-visa process. Many of the Hispanic victims are still in the process of attaining U-visas. Because of the length of and time consuming nature of the U-visa process, funding is necessary to provide a contract immigration liaison to assist in completing the U-visa application and other legal forms and direct legal assistance from a contract immigration attorney who is well-versed in immigration matters to complete the legal process of obtaining a U-visa. Advocates, then, could spend their time in counseling and assisting victims to attain financial, emotional and physical empowerment.

VAWA - 1

Revised JULY 2010

**VAWA PURPOSE AREAS**

Check the VAWA Purpose Area(s) that this project will address. You will be required to report performance on each chosen purpose area.

- 1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence.
- 3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including the crimes against women, including sexual assault and domestic violence.
- 4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutions, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence, including the reporting of such information to the National Instant Criminal Background Check System.
- 5. Developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault and domestic violence.
- 6. Developing, enlarging, or strengthening programs addressing stalking.
- 7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- 8. Supporting formal and informal statewide, multi-disciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- 9. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- 10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence of assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- 11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
- 12. Maintaining core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.
- 13. Provide for special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders. (Jessica Gonzales Victim Assistants)
- 14. Improving responses to police-perpetrated domestic violence. (Crystal Judson Domestic Violence Protocol Program)

VAWA - 2

Revised JULY 2010

**PROJECT BUDGET SUMMARY**

**INSTRUCTIONS:** The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, enter the percentage of STOP funds directed to each area that this project will address.

**CHECKLIST:**

Are all budgeted items allowable per Program Guidelines?	YES: <input checked="" type="checkbox"/>	NO: <input type="checkbox"/>
Were instructions followed to determine allowable personnel/contractual costs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all line item computations correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do line items add to category totals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have category totals been rounded to nearest dollar?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Each category amount listed in the table below must equal category totals in each budget section.

Person Completing Budget Section: Marilee Waguespack Title: Office/Grants Manager

Phone: (504) 837-5400 Fax: (504) 828-2893

E-Mail: metro@mcwcn.org

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	\$10,000	\$0	\$0	\$10,000
SECTION 200 FRINGE BENEFITS	\$955	\$0	N/A	\$955
SECTION 300 TRAVEL	\$0	\$0	\$0	\$0
SECTION 400 EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500 SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600 CONTRACTUAL	\$44,979	\$0	N/A	\$44,979
SECTION 800 OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$55,934</b>	<b>\$0</b>	<b>\$0</b>	<b>\$55,934</b>

Provide Source of Cash Match:

Provide Source of In-Kind Match:

**USE OF STOP FUNDS IN PERCENTAGES**

Type of Victimization Served:	Percentage of STOP Funds Used:
Sexual Assault	
Domestic Violence/Dating Violence	
Stalking	
Total (must equal 100 percent)	0%

**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	
Asst Director/Interpreter	Darlene Santana	FT	\$4,200.00	19.847 1/2	12.00	\$10,000.00	<input checked="" 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:							\$10,000		

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	
								\$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"/>	
								\$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:									\$0.00		

F = Fed Funds  
C = Cash Match

**VOLUNTEERS:**

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.

	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
			\$0.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$0.00

**SECTION 100. PERSONNEL SUMMARY**

FEDERAL FUNDS	\$10,000
CASH MATCH	
IN-KIND MATCH	
<b>PERSONNEL TOTAL</b>	<b>\$10,000</b>

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

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

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

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

Ms. Santana, Metro's Assistant Director, provides direct services to Hispanic clients as an in-house interpreter. Her interpretation skills are used to provide phone counseling, residential client counseling, translation of documents, etc. to undocumented Hispanic victims of domestic violence and/or sexual assault.

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

The advocate's salary falls in the accepted range of salaries.

C) Project duties of each position requested:

A job description is attached.

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 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 position is new to the subgrant. The position has not been backfilled.

**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

EMPLOYEE'S NAME(S)					EMPLOYEE'S NAME(S) (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Darlene Santana	.062		\$10,000	\$620	5.	.062			\$0
2.	.062			\$0	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE					MEDICARE				
	RATE		SALARY	TOTAL		RATE		SALARY	TOTAL
1. Darlene Santana	.0145		\$10,000	\$145	5.	.0145			\$0
2.	.0145			\$0	6.	.0145			\$0
3.	.0145			\$0	7.	.0145			\$0
4.	.0145			\$0	8.	.0145			\$0
HEALTH LIFE INSURANCE					HEALTH LIFE INSURANCE				
Provide monthly insurance rates					Provide monthly insurance rates				
	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL		RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Darlene Santana				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION					WORKMAN'S COMPENSATION				
	RATE		SALARY	TOTAL		RATE		SALARY	TOTAL
1. Paid through other funds				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX					UNEMPLOYMENT TAX				
Based on less \$7,000 or Less					Based on less \$7,000 or Less				
	RATE	TYPE	SALARY	TOTAL		RATE	TYPE	SALARY	TOTAL
1. Darlene Santana	0.019	CHECK TYPE:	\$10,000	\$190	5.		CHECK TYPE:		\$0
2.				\$0	6.				\$0
3.		<input type="checkbox"/> FLTA		\$0	7.		<input type="checkbox"/> FLTA		\$0
4.		<input type="checkbox"/> SLTA		\$0	8.		<input type="checkbox"/> SLTA		\$0
PUBLIC PRIVATE RETIREMENT					PUBLIC PRIVATE RETIREMENT				
	RATE		SALARY	TOTAL		RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:					OTHER:				
	RATE		SALARY	TOTAL		RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
FRINGE BENEFITS TOTAL (A):				\$955	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): \$955

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$955
CASH MATCH	
TOTAL FRINGE BENEFITS	\$955

**SECTION 600. CONTRACTUAL**

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

INDIVIDUAL CONSULTANT	TYPE OF SERVICE OR TASK	HOURS DEVOTED	RATE PER HOUR	TOTAL COST	PAID WITH	
					F	C
Name: Miguel Elias Title: Attorney Agency: Miguel Elias Law Corp.	Legal assistance with U-visas	500.70	\$50.00	\$25,010.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Berenice Gravolet Title: Immigration Liaison Agency:	Victim assistance in obtaining U-visas	798.76	\$25.00	\$19,969.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
Name: Title: Agency:				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

SUBTOTAL OF CONTRACTUAL COSTS: \$44,979.00 F = Federal Funds  
C = Cash Match

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
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>

SUBTOTAL FOR NON-LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COSTS: \$0.00 F = Federal Funds  
C = Cash Match

**BRIEFLY EXPLAIN:**

A) Purpose of each consultant or other contractual service requested:  
The immigration liaison will assist in completing the U-visa application and other legal forms for undocumented victims of domestic violence and/or sexual assault. The immigrant attorney will then complete the legal process of obtaining the U-visa for the victim.

B) Why the service requested is necessary and cost effective:  
There is a gap in the services that Metro can provide to undocumented victims of domestic violence and/or sexual assault who are not trafficking victims. This gap is the application for a U-visa which is time consuming and lengthy. The hiring of contract workers is cost effective because it allows Metro to pay only for the services it needs, with no employee benefits and other costs.

C) Method of procurement and basis for determining rate of pay:  
The contract immigration attorney will be paid \$50 an hour; the contract immigration liaison will be paid \$25 an hour. These figures are below the rate identified by state guidelines. The contractors will sign contracts and will be paid as invoiced during the life of the grant.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	\$44,979
CASH MATCH	
CONTRACTUAL TOTAL	\$44,979

**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 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.

Metropolitan Center for Women and Children's mission statement is to break the cycle of domestic violence and aid survivors of sexual assault through advocacy, intervention, empowerment, and transformation. The issue of dealing with undocumented victims of crime, however, poses a unique set of challenges to any agency. Metro is currently funded through the US Department of Justice to provide direct victim services to human trafficking victims, many of whom are Hispanic. Metro has conducted extensive outreach to underserved populations and has two Spanish speaking staff members and recognizes that many of the Hispanic victims who contact Metro for assistance are victims of domestic violence and/or sexual assault and not human trafficking victims. These domestic violence and/or sexual assault victims are often undocumented. The requests for assistance from these victims who are not human trafficked have created a gap in services that Metro currently provides to culturally-specific groups who are seeking help with immigration issues. Immigrant victims of domestic violence and/or sexual assault are particularly vulnerable to further abuse because they are reluctant to seek help from authorities for fear of deportation. Although Metro has developed a rapport with the local Hispanic community, immigration assistance continues to be an issue. While the Spanish-speaking staff at Metro is able to provide counseling and advocacy for these victims, additional legal assistance is needed.

The 2010 Census showed that the overall population in Jefferson Parish, the City of Kenner and Orleans Parish showed a decline except in the Hispanic population. Jefferson Parish saw an increase of 5%, the City of Kenner an increase of 8%, and Orleans Parish, an increase of 2%. These increases, mainly due to undocumented residents, have increase the number of Hispanic domestic violence and/or sexual assault victims seeking services.

Federal legal assistance is available through the Victims of Trafficking and Violence Protection Act (VTVPA) of 2000 created the U-visa to encourage undocumented crime victims to come forward and cooperate with law enforcement. The process of obtaining a U-visa is detailed, however, and daunting to the victims as well as time consuming. The U visa application does not grant citizenship or residence to those victims but simply informs law enforcement that the victim is collaborating with them and assisting in the investigation. Metro staff currently assists these victims by screening them to ensure that their claims are legitimate and that there is no fraud. Additionally, victims are informed that they may be required to speak to law enforcement in case the crime has not been reported or is a crime Metro is mandated to report. Metro's staff educates those victims that law enforcement is there to investigate the crime and make sure those individuals that committed the crime are brought to justice. In 2010 Metro assisted 101 Hispanic domestic violence victims, an increase of 45% from 2009.

Many of the Hispanic victims are still in the process of attaining U-visas. Because of the length of and time consuming nature of the U-visa process, funding is necessary to provide a contract immigration liaison and a contract immigration attorney as well an in-house interpreter.

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

Since Katrina and now with the Gulf spill, it has been difficult to identify community resources which are still open, still operating with reduced or no fees, and with multi-language capability to provide the comprehensive services needed by victims with immigration issues. This gap has been identified by Metro's staff as they seek help through referrals for victims and resulted in an on-going effort to find those community resources. Metro staff have translated its in-house resources guide into Spanish. Staff identified resources where both English and Spanish are spoken.

Immigration victims of domestic violence and/or sexual assault are particularly vulnerable to further abuse because they are reluctant to seek help from authorities for fear of deportation. Although Metro has developed a rapport with the local Hispanic community, immigration assistance continues to an issue. While the Spanish-speaking staff at Metro is able to provide counseling, advocacy, and interpretation for these victims, additional legal assistance is needed.

The Spanish speaking advocate at Metro and the in-house interpreter will provide the counseling and assistance, the immigration liaison will assist in completion of the U-visa applications, and the immigration attorney will help with the legal issues.

### 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: Undocumented victims of domestic violence and/or sexual assault will receive counseling, interpretation, and assistance from Metro to attain U-visas and assistance in immigration matters.

Goal 2: A contract immigration attorney will be hired to assist undocumented victims attain U-visas.

### 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: Undocumented victims of domestic violence and/or sexual assault will receive counseling, interpretation, and assistance from Metro to attain U-visas and assistance in immigration matters.

Objective 1: An in-house interpreter will provide assistance to at least 20 undocumented domestic violence and/or sexual assault victims in obtaining U-visas.

Objective 2: An immigration liaison will be hired to assist at least 20 undocumented victims in completing the U-visa applications and other legal forms.

Goal 2: A contract attorney will be hired to assist undocumented victims obtain U-visas.

Objective 1: A contract attorney who is familiar with immigration laws will be hired.

Objective 2: At least 20 victims will be assisted by the contract attorney in obtaining U-visas.

### 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: Undocumented victims of domestic violence and/or sexual assault will receive assistance from Metro to attain U-visas and assistance in immigration matters.

Objective 1: An in-house interpreter will provide assistance to at least 20 undocumented domestic violence and/or sexual assault victims.

Objective 2: An immigration liaison will be hired to assist at least 20 undocumented victims in completing the U-visa applications and other legal forms.

#### **METHODS:**

1. An immigration liaison will be rehired to provide services to undocumented victims of domestic violence and/or sexual assault.
2. Possible U-visa recipients will be referred by advocates to the immigration liaison.
3. The in-house interpreter will provide services to Metro's advocates, if needed, when counseling Hispanic victims.
3. The immigration liaison will screen potential U-visa applicants.
4. The immigration liaison will work directly with the victim, advocates, the legal system and the immigration attorney to ensure that the U-visa process is timely.
5. The immigration liaison will provide services for at least 20 undocumented victims of domestic violence and/or sexual assault.

#### **TIMELINE:**

September 2011: Rehire Immigration Liaison

September 2011 – August 2012: Provide services for U-visa applications.

Goal 2: A contract attorney will be hired to assist undocumented victims attain U-visas.

Objective 1: A contract attorney who is familiar with immigration laws will be hired.

Objective 2: At least 20 victims will be assisted by the contract attorney in obtaining U-visas.

#### **METHODS:**

1. An immigration attorney will be hired to provide legal assistance to U-visa applicants who are victims of domestic violence and/or sexual assault.
2. Referrals to the immigration attorney will be made after the victims have met with both an advocate and the immigration liaison.
2. The immigration attorney will provide legal immigration services for at least 20 undocumented victims who are U-visa applicants.

#### **TIMELINE:**

September 2011: Hire contract immigration liaison and immigration attorney.

September 2011 – August 2012: Provide legal assistance to at least 20 U-visa applicants.

### E. DEMOGRAPHICS

1. This project serves the following Congressional District(s)  
 1  2  3  4  5  6  7  All (Statewide Project)
2. Type of Organizations:  
Applicant Agency:  Law Enforcement  Prosecution  Court  Non-Profit Organization  Tribal Government
- Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.
- |   |   |
|---|---|
| <input type="checkbox"/> Community-Based Organization                                       | <input type="checkbox"/> Prosecution  |
| <input type="checkbox"/> Court  | <input type="checkbox"/> Sexual Assault Program                                 |
| <input type="checkbox"/> Domestic Violence Program  | <input type="checkbox"/> Sexual Assault State Coalition                         |
| <input type="checkbox"/> Domestic Violence State Coalition                                  | <input type="checkbox"/> Tribal Coalition                                       |
| <input checked="" type="checkbox"/> Dual Program (Sexual Assault and Domestic Violence)     | <input type="checkbox"/> Tribal Government                                      |
| <input type="checkbox"/> Dual State Coalition (Sexual Assault and Domestic Violence)        | <input type="checkbox"/> Tribal Sexual Assault and/or Domestic Violence Program |
| <input type="checkbox"/> Government Agency (Department of Human Services, Bureau of Health) | <input type="checkbox"/> Unit of Local Government                               |
| <input type="checkbox"/> Law Enforcement  | <input type="checkbox"/> University/School                                      |
| <input type="checkbox"/> Probation, Parole, or Other Correctional Agency                    | <input type="checkbox"/> Other (Specify):                                       |
- Yes  No Is this a faith-based organization?  
 Yes  No Is this a culturally specific community-based organization?

### F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:  
NAME: Darlene Santana PHONE: (504) 837-5400 EMAIL: metro@mcwegno.org
- Yes  No 2. Does this individual also serve as agency's point of contact for LAVNS? If not, please provide name and contact information:  
NAME: ( ) - EMAIL:
- Yes  No 3. Has this individual attended trainings provided by LCLE to learn how victims are served by LAVNS? If no, agency will request LAVNS training from LCLE within 30 days of award. NOTE: More information regarding the LAVNS program, including training information, can be found at: <http://lcle.la.gov/programs/lavns.asp>
- Yes  No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: [www.lcle.la.gov/lavns](http://lcle.la.gov/lavns)

### G. CRIME VICTIMS REPARATIONS (CVR)

- Yes  No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:  
NAME: PHONE: ( ) - EMAIL:
- Yes  No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?
- Yes  No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: <http://lcle.la.gov/programs/cvr.asp>

### H. PRIOR RESULTS (For Continuation Projects Only)

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

The following activities were conducted in the previous application:

1. Contractors were hired in September 2010.
2. A total of 45 undocumented victims of domestic violence and/or sexual assault received services. These services included assistance with completing the U-visa application.
3. Of the 45 victims assisted, 100% received U-visas.

2. Did the project work as expected? Explain.

The process for obtaining the U-visas as outlined in the grant proved to be successful. Metro's advocate established protocols for working with undocumented victims in obtaining U-visas. Victims were screened to determine their qualifications for obtaining U-visas. A major requirement is the willingness of the victims to work with law enforcement in reporting their abusers. The working relationship of Metro's advocate, the immigration liaison and the immigration attorney enabled the victims to receive optimum services. The immigration liaison and the immigration attorney were able to follow the protocol and ensure a successful application for U-visas for victims. 100% of the victims who were served during the life of the subgrant received U-visas.

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?

Two changes in this application from the previous one are as follows:

1. This application has the replacement of the advocate with an in-house interpreter. Metro's Spanish-speaking advocate, although paid through other funds, still provides counseling and advocacy to the victims receiving services through this grant.
2. The Resources Advocate is no longer included in this application. All tasks, i.e., development of a Spanish language resources guide, were completed in the previous application.

### I. EVALUATION AND DISSEMINATION OF REPORTING

#### **A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.**

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

Data will be provided by the advocate, the immigration liaison and the immigration attorney. Data is collected on Metro's Daily Stats Log form.

2. When will the data be collected?

Data will be collected monthly and compiled for the Quarterly Progress Report.

3. Who will collect and analyze the data?

Metro's Grants Manager will collect and analyze the data.

4. Who will be responsible for submitting the data for the VAWA Annual Report: State name and contact information.

Name: Marilee Waguespack

Phone: (504) 837-5400

Email: metro@mcwcgno.org

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

Metro's Grants Manager will update or revise the project's strategy by ensuring that the measurable outcomes are met.

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.

The Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. The project's results will also be shared with Metro's Board of Directors.

### J. CONTINUATION

Yes  No Do you plan to continue this project at the conclusion of federal support?  
Since continued STOP 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.

Metro will continue to seek funds to support this project after it has ended. Funding from private foundations such as Baptist Community Ministries and the Brown Foundation will be sought.

### 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.

Metro will provide adequate office space, office supplies, telephone access, and computer usage for the in-house interpreter and the immigration liaison.

### 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:                        | November 2010                |
| 2. Dates covered by last audit:               | July 1, 2009 - June 30, 2010 |
| 3. Date of next audit:                        | July 1, 2010                 |
| 4. Dates to be covered by next audit:         | July 1, 2010 - June 30, 2011 |
| 5. Date next audit will be forwarded to LCLE: | November 2011                |

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

#### M. VOLUNTEERS

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

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

N/A

#### N. CONSULTATION

Law enforcement, prosecution, the courts, probation and parole agencies and victim services providers must consult with each other. Briefly describe the process used to consult, coordinate, and collaborate with each agency. Attach original current letters of support and/or written cooperative agreements indicating awareness and cooperation/role with this project.

MCWC interacts with other criminal justice systems and the private/public service providers through the following:

1. Membership and attendance at interagency collaborative meetings with criminal justice and private/public service providers such as the St. John Interagency Council and St. Charles Coordinating Council of Service Organizations.
2. Regular contact with all local police and sheriff's departments (attending meetings and providing training).
3. Regular contact with the District Attorney and DA Victim Advocates in all four (4) parishes (provide expert witness on DV, attending meetings, etc.)

Rutha Chatwood

From: Rutha Chatwood  
Sent: Tuesday, August 16, 2011 1:03 PM  
To: Metropolitan Center for Women and Children  
Subject: M10-8-032; "Culturally Specific - Immigration Assistance Program"

Importance: High

August 16, 2011

Ms. Dale E. Standifer  
Metropolitan Center for Women and Children  
PO Box 10775  
Jefferson, LA 70181-0775

RE: M10-8-032; "Culturally Specific - Immigration Assistance Program"

Dear Ms. Standifer:

This office has received the above referenced application. The application will be presented at the Victim Services Advisory Board and the Commission meetings scheduled for September 14, and 15, 2011, respectively. Since this application request is to continue this project and is over \$20,000, you or your chosen representative will be required to attend both meetings. Information regarding the location of the September 2011 meetings will be provided at a later date.

Based on my review of the application, the following issues must be addressed and resolved. Additional issues may arise between the review process and the Victim Services Advisory Board and LCLE 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) Section 600. Contractual: The basis for determining the rate of pay was provided; however the method of procurement was not provided. In Section C, please add information that explains your agency's method of procurement procedures used to ensure that the purchased item(s) specified is/are the best choice to be proposed for purchase. For example: does the agency follow Public Bid Law, Louisiana Procurement Code, etc? Please cite specific procedures, regulations, etc., to show compliance with OJP procurement requirements, such as requests for proposals, invitations for bids, independent cost estimates, quotes, state contract, or sole source, etc. In addition, the Subgrant Number, M10-8-022, must be included in the contract for Miguel Elias in Sections 9 and 13.
- 2) Page 16; D. Activities/Methods: Please correct project period dates in this section.
- 3) Page 22; N. Consultation: Please provide letters of support and/or written cooperative agreements indicating awareness and cooperation and/or roles of all agencies involved with this project.

Please email or mail the changes as directed on the appropriate application pages and return only those pages for which changes or additional information was requested to the LCLE by **Friday, August 26, 2011**. 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. Please contact me if you have any questions or concerns regarding this letter.

Sincerely,

*Rutha Chatwood*

Victim Services Program Manager  
LA Commission on Law Enforcement

Mailing Address:

P. O. Box 3133  
Baton Rouge, LA 70821-3133

Physical Address:

602 North Fifth Street  
Baton Rouge, LA 70802

Phone: 1-225-342-1625

Fax: 1-225-342-1846

Email: [rutha.chatwood@lcle.la.gov](mailto:rutha.chatwood@lcle.la.gov)

Hours: Tuesday - Friday, 7:00 a.m. - 6:00 p.m.