

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C12-7-023

APPLICANT: Metropolitan Center for Women and Children, Inc.

PROJECT TITLE: Rape Counseling Program

PROJECT FUNDS :

FUND: \$ 26,000 80.00%

MATCH: \$ 6,500 20.00%

TOTAL: \$ 32,500 100.00%

PROJECT DURATION: 12 months

START DATE: 01/01/2013

END DATE: 12/31/2013

Continuation of C05-7-029

PROJECT SUMMARY:

Metropolitan Center for Women and Children will provide victim assistance in the form of individual therapy, group support, crisis intervention, information and referrals to victims of sexual assault and sexual abuse. Through supervision of direct services delivery of direct services, advocates, volunteers, and staff will be supported, encouraged, and inspired.

RECOMMENDATION : FUND  DENY

SPECIAL CONDITIONS :

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



LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE  
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: **C12-7-023**

CVA Purpose Area: **1**

**1. TITLE OF PROJECT**

Rape Counseling

2.  NEW PROJECT

CONTINUATION PROJECT OF: C11-7-023

**3. PROJECT DURATION**

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

Desired Start Date: 1/1/2013

Desired End Date: 12/31/2013

**4. PROJECT FUNDS**

Federal Funds: \$26,000

Cash Match: \$6,500

In-Kind Match:

Total Project: **\$32,500**

**5A. APPLICANT AGENCY INFORMATION**

Agency Name: Metropolitan Center for Women & Children

Physical Address: 3929 Jefferson Highway

City: Jefferson

Zip: 70121-1627

Mailing Address: P.O. Box 10775

City: Jefferson

Zip: 70181-0775

Phone: (504) 837-5400

FAX: (504) 828-2893

Email: metro@mcwcgno.org

**5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY**

Authorized Official: Dale E. Standifer

Title: Executive Director

Agency Name: Metropolitan Center for Women & Children

Address: P.O. Box 10775

City: Jefferson

Zip: 70181-0775

Phone: (504) 837-5400

FAX: (504) 828-2893

Email: metro@mcwcgno.org

Fed Employer Tax Id: 72 - 1062244

DUNS: 932694417 -

CCR CAGE/NCAGE: 5DG31

CCR Expiration Date: 1/2/2013

**6. IMPLEMENTING AGENCY**

Name: Dale Standifer

Title: Executive Director

Agency: Metropolitan Center for Women an

Address: P.O. Box 10775

City: Jefferson

Zip: 70181-0775

Phone: (504) 837-5400

FAX: (504) 828-2893

Email: metro@mcwcgno.org

**7. PROJECT DIRECTOR**

Name: Dale Standifer

Title: Executive Director

Agency: Metropolitan Center for Women an

Address: P.O. Box 10775

City: Jefferson

Zip: 70181-0775

Phone: (504) 837-5400

FAX: (504) 828-2893

Email: metro@mcwcgno.org

**8. FINANCIAL OFFICER**

Name: William Anderson

Title: Accountant

Agency: Metropolitan Center for Women an

Address: P.O. Box 10775

City: Jefferson

Zip: 70181-0775

Phone: (504) 837-5400

FAX: (504) 828-2893

Email: metro@mcwcgno.org

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

Metropolitan Center for Women and Children will provide victim assistance in the form of individual counseling, group support, crisis intervention, information and referrals to victims of sexual assault and sexual abuse. Through supervision of direct services delivery of direct services, advocates, volunteers, and staff will be supported, encouraged, and inspired.

2012 DEC 14 AM 9:30  
LA COMMISSION  
ON LAW ENFORCEMENT

CVA - 1

Revised JULY 2010



**SECTION 100. PERSONNEL**

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

**FULL-TIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH	
							F	C
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$0.00	F = Fed Funds C = Cash Match	

**PART-TIME OR OVERTIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$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
Provide crisis line counseling, provide assistance in group counseling	650.00	\$10.00	\$6,500.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$6,500.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
IN-KIND MATCH	\$6,500
<b>PERSONNEL TOTAL</b>	<b>\$6,500</b>

**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: Julie Plustache Title: Contract Social Worker Agency:	Provide individual and group counseling to sexual assault victims in St. Tammany Parish	658.67	\$30.00	\$19,760.10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Jane Brewer Title: Contract Social Worker Agency:	Clinical supervision of direct service staff and MSW students; clinical assistance with cases	208.00	\$30.00	\$6,240.00	<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				\$26,000.10	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 COST:										\$0.00	F = Federal Funds C = Cash Match	

**BRIEFLY EXPLAIN:**

A) Purpose of each consultant or other contractual service requested:  
 It is vital that all advocates receive clinical supervision if they are already on staff as well as supervision and training for new MSW students who are interning at Metro, many of whom remain in the service field, sometimes at Metro itself. Because the numbers of sexual assault victims seeking counseling services continues to increase, Metro needs to provide additional services to these victims through a contract LCSW..

B) Why the service requested is necessary and cost effective:  
 Clinical supervision and direct services to sexual assault victims are necessary to ensure that victims are receiving the best services. 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. Contract licensed social workers provide the most cost effective method to provide quality services.

C) Method of procurement and basis for determining rate of pay:  
 The contract social workers were chosen by online advertisement through NASW, interviews, and recommendations from individual Board members. The LCSW licensing Board was also checked to verify good standing. The rates of pay are below the rate identified by state guidelines.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	\$26,000
CASH MATCH	
<b>CONTRACTUAL TOTAL</b>	<b>\$26,000</b>

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

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

Metropolitan Center for Women and Children (Metro), established in 1986, is an independent, non-profit 501(c)(3) social service agency serving victims of domestic violence, sexual assault, stalking and human trafficking. Metro's mission is to break the cycle of violence and aid survivors of sexual assault and domestic violence through advocacy, intervention, empowerment and transformation. Metro services include a 24-hour, 7-day Crisis Line that provides counseling and/or referrals for victims.

With sexual assault statistics across the country are on the rise, Metro needs funds to address the needs of victims, women, men, and children. The following statements clarify the importance for providing services:

- Sexual violence affects women, children and men, of all ages, races, income levels, lifestyles and geographic areas.
- The right of freedom from sexual violence must be impacted through social change and education efforts.
- Sexual assault is a societal issue and not a concern only of individual survivors and their families. We disagree with many segments of our society that continue to see sexual violence as something that victims somehow cause or bring on themselves. As long as this view is held, sexual violence will continue to be seen as acceptable under certain circumstances.
- No one asks or deserves to be sexually assaulted and those victims of this crime deserve nonjudgmental, unbiased support as they make the decisions they need to make to regain control of their lives.

Statistics in our area and in nation indicate that domestic and sexual violence against children is increasing. U.S. government statistics reveal one in six women will experience an attempted or completed rape at some time in her life, and it is estimated that a majority of female rape victims are younger than 18. More than 300,000 women are estimated to be victims of sexual assault each year in the U.S. There is a pressing need to address the national prevalence of sexual assault, lack of available direct intervention and related assistance services, and the unique aspects of sexual assault trauma from which victims must heal.

During calendar year 2011, Metro provided sexual assault counseling to 229 new primary victims and 38 new secondary victims.

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

Metro is the only agency certified by the Louisiana Foundation Against Sexual Assault to provide services to sexual assault victims in St. Tammany Parish. Metro owns a sexual assault counseling center in Slidell where social workers, (staff and contract) provide services.

Because Metro has a wide continuum of services that must be appropriate for the victims served, it is vital that all advocates receive clinical supervision if they are already on staff, as well as supervision for new MSW students who are interning at Metro, many of whom remain in the service field, sometimes at Metro itself. The addition of the contract Licensed Clinical Social Worker will provide clinical staff with consultation services when needed. Metro believes that this supervision of both current staff and new staff is a direct investment in the longevity of present staff and to the future with a commitment to helping, supervising, and consulting those who are coming into the direct service profession.

## B. GOALS

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

GOAL 1: The contract LCSW will assist primary and secondary victims of sexual trauma in the recovery process by providing group support and individual counseling.

GOAL 2: The contract LCSW will assist Metro's advocates and student interns through clinical supervision in providing direct services to victims.

## 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: The contract LCSW will assist primary and secondary victims of sexual trauma in the recovery process by providing group support and individual counseling.

Objective 1: Provide 50 victims who are residents of St. Tammany Parish with sexual assault counseling.

Objective 2: Provide 10 units of group support per quarter.

Objective 3: Provide 80 units of individual and play therapy per quarter.

Objective 4: Establish a contract with an LCSW.

GOAL 2: The contract worker (LCSW) will assist Metro's advocates and student interns through clinical supervision in providing direct services to victims.

Objective 1: Establish a contract with an LCSW.

Objective 2: Provide 3 MSW students with supervision during this project year.

Objective 3: Provide 8 staff members with clinical supervision through the assistance of the contract LCSW.

## 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: The contract LCSW will assist primary and secondary victims of sexual trauma in the recovery process by providing group support and individual counseling.

Objective 1: Provide 50 victims who are residents of St. Tammany Parish with sexual assault counseling.

Objective 2: Provide 10 units of group support per quarter.

Objective 3: Provide 80 units of individual and play therapy per quarter.

Objective 4: Establish a contract with an LCSW.

### Activities:

1. Provide individual and group counseling for sexual assault survivors in St. Tammany Parish.
2. Contract with an LCSW to provide these services.

### Timetable:

January 1 - December 31, 2013

GOAL 2: The contract worker (LCSW) will assist Metro's advocates and student interns through clinical supervision in providing direct services to victims.

Objective 1: Establish a contract with an LCSW.

Objective 2: Provide 3 MSW students with supervision during this project year.

Objective 3: Provide 8 staff members with clinical supervision through the assistance of the contract LCSW.

### Activities:

1. Contract with the LCSW.
2. The contractor will hold weekly clinical supervision sessions with MSW students.
3. The contractor will meet monthly with clinical staff to discuss current cases.

### Timeline:

January 1 - December 31, 2013



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

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

The following objectives are in the current subgrant:

Goal 1:

Objective 1: Provide 120 victims who are residents of St. Tammany Parish with sexual assault counseling.

During the three quarters of 2012, 90 victims received services.

Objective 2: The Sexual Assault Advocate will provide 240 units of group support per quarter.

During the three quarters of 2012, 360 units of group support were provided.

Objective 3: The Sexual Assault Advocate will provide 240 units of individual and play therapy per quarter.

During the three quarters of 2012, 324 units of individual and play therapy were provided.

Objective 4: Establish a contract with an LCSW.

A contract LCSW was hired.

GOAL 2:

Objective 1: Establish a contract with an LCSW.

A contract LCSW was hired to provide clinical supervision.

Objective 2: Provide 3 MSW students with supervision during this project year.

Clinical supervision was provided to 5 MSW student interns.

Objective 3: Provide 10 staff members with clinical supervision through the assistance of the contract LCSW.

Clinical supervision was provided to 10 staff members.

2. Did the project work as expected? Explain.

The project was successful in that it allowed Metro to continue to operate offer free and confidential counseling services for victims in St. Tammany Parish. Without these funds, free and confidential services for sexual assault survivors in St. Tammany Parish would not be available.

3. Have the original goals and objectives been revised?  Yes  No

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

**I. EVALUATION AND DISSEMINATION OF REPORTING**

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

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

Survivors who receive services through Metro are given Satisfaction Surveys to be completed.

2. When will the data be collected?

The data is collected monthly and reported quarterly.

3. Who will collect and analyze the data?

Marilee Waguespack, Grants Manager

4. Who will be responsible for submitting the data for the Quarterly Progress Reports: 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?

The status of the project is reported monthly to Metro's administration. Metro's Grants Manager, Marilee Waguespack, 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.

# SURVEY QUESTIONNAIRE SURVIVOR

OFFICE USE ONLY

DV

SA

RESIDENT

STAFF

If you have received services from Metropolitan Center for Women and Children (Metro) in the past, please answer the following questions:

1. What service(s) did you receive? (Check all that apply.)

Counseling                       Legal assistance                       Shelter  
 Children's counseling                       Group counseling  
 Other (Please specify) \_\_\_\_\_

2. How did you find out about Metro's services?

3. Have you referred others to Metro?

Yes                                       No

4. Please select one of the following responses to rate your overall experience with Metro.

Excellent     Very good                       Good                       Bad

5. In your opinion, what was the best part of your experience with Metro?

6. In your opinion, how can Metro improve its services?

Please go to Page 2 if you have a child or children who received services at Metropolitan Center for Women and Children.

If possible, please assist your child or children in completing the following questions.

What do you like about staying at the shelter? (Check all that apply.)

	Child 1	Child 2	Child 3	Child 4
Room	_____	_____	_____	_____
Toys	_____	_____	_____	_____
Food	_____	_____	_____	_____
Clothes	_____	_____	_____	_____
Counselor	_____	_____	_____	_____
Activities	_____	_____	_____	_____
School	_____	_____	_____	_____
Grandma	_____	_____	_____	_____
Daycare	_____	_____	_____	_____

What do you dislike about staying at the shelter? (Check all that apply.)

	Child 1	Child 2	Child 3	Child 4
Room	_____	_____	_____	_____
Toys	_____	_____	_____	_____
Food	_____	_____	_____	_____
Clothes	_____	_____	_____	_____
Counselor	_____	_____	_____	_____
Activities	_____	_____	_____	_____
School	_____	_____	_____	_____
Grandma	_____	_____	_____	_____
Daycare	_____	_____	_____	_____

**J. CONTINUATION**

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

Metro will continue to seek funds to support sexual assault counseling in St. Tammany Parish.

**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 two contract LCSW's.

**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, 2011
- 2. Dates covered by last audit: July 1, 2010 - June 30, 2011
- 3. Date of next audit: November, 2012
- 4. Dates to be covered by next audit: July 1, 2011 - June 30, 2012
- 5. Date next audit will be forwarded to LCLE: November, 2012

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

**M. VOLUNTEERS**

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

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

The volunteers, including Master of Social Work students, provide counseling to both adults and children. The volunteers answer the Crisis Line, assist residents in shelters, and provide information on getting help and/or safety in the form of shelter or other victim services.

All employees and volunteers who work with children have a local criminal background check (through the State Police), and their fingerprints are kept on file. This is per the guidelines outlined in LARS 15:587.1.

## N. REQUIRED COMPONENTS

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

Assistance is provided through distribution of compensation brochures, making direct referrals to the compensation program through the sheriff's claims investigator, and assisting with applications, forms and procedures. All eligible clients are urged to seek this assistance. Transportation, if needed, is provided.

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

Metro interacts with other criminal justice system/private service providers through the following:

- Membership and attendance at the Jefferson Stalking Committee
- Regular contact with all local police and the Sheriff's departments (attending meetings and providing training and information)
- Contact with the D.A.'s Office in St. Tammany Parish (providing information, providing expert witnesses)
- Contact with other service providers in St. Tammany Parish

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

All victims are encouraged to report to law enforcement and to cooperate with them. The benefits of this are reviewed carefully at the time of intake and during the course of their involvement with Metro.

4. State that the applicant will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate. The Louisiana Child Protection Act refers to screening prospective employees, **NOT** reporting instances of child abuse.

All employees and volunteers who work with children have a local criminal background check (through the State Police), and their fingerprints are kept on file. This is per the guidelines outlined in LARS 15:587.1.