LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-5-016

APPLICANT: Southeast Spouse Abuse Program

PROJECT TITLE: Domestic Violence Program

PROJECT FUNDS :

FUND:	$ 49,500	80.00%	
MATCH:	$ 12,375	20.00%	
TOTAL:	$ 61,875	100.00%	

PROJECT DURATION: 12 months

START DATE: 12/01/2010

END DATE: 11/30/2011

Continuation of C88-5-003

PROJECT SUMMARY:

SSAP provides 24-hour crisis intervention in the 4 parishes served to include Tangipahoa, Washington, Livingston and St. Helena Parishes. SSAP offers advocacy and referral services as self-reported needs from these individuals; provide paralegal services and collaboration with court, legal and law enforcement partners on these persons behalf; temporary lodging, emergency food, transportation and other financial assistance is provided as applicable; offers up to 24 month transitional housing to survivors with or without children. All services offered by SSAP are confidential and at no charge to the victims.

RECOMMENDATION : **FUND** X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. 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: C10-5-016 CVA Purpose Area: 2

1. TITLE OF PROJECT
Domestic Violence Program

2. ☐ NEW PROJECT
☒ CONTINUATION PROJECT OF: C09-5-014

3. PROJECT DURATION
Total Length: 12 Months (*Not to exceed 12 Months*)
Desired Start Date: 12/1/2010
Desired End Date: 11/30/2011

4. PROJECT FUNDS

Federal Funds:	49277
Cash Match	$12,375
In-Kind Match:	
Total Project:	$61,652.00

5A. APPLICANT AGENCY INFORMATION
Agency Name: Southeast Spouse Abuse Program
Physical Address: P. O. Box 1946
City: Hammond, LA Zip: 70404-1946
Mailing Address: Same
City: Hammond, LA Zip: 70404-1946
Phone: (985) 542-8384 FAX: (985) 429-1288
Email: exdirssap82@gmail.com

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY
Authorized Official: Pamela Hutcheson
Title: Executive Director
Agency Name: Southeast Spouse Abuse Program
Address: P. O. Box 1946
City: Hammond, LA Zip: 70404-1946
Phone: (985) 542-8384 FAX: (985) 429-1288
Email: exdirssap82@gmail.com

Fed Employer Tax Id: 52 - 1243258 DUNS: 122615677 - CCR CAGE/NCAGE: 527W3 CCR Expiration Date: 3/26/2011

6. IMPLEMENTING AGENCY
Name: Pamela Hutcheson
Title: Executive Director
Agency: Southeast Spouse Abuse Program
Address: P. O. Box 1946
City: Hammond, LA Zip: 70404-1946
Phone: (985) 542-8384 FAX: (985) 429-1288
Email: exdirssap82@gmail.com

7. PROJECT DIRECTOR
Name: Pamela Hutcheson
Title: Executive Director
Agency: Southeast Spouse Abuse Program
Address: P. O. Box 1946
City: Hammond, LA Zip: 70404-1946
Phone: (985) 542-8384 FAX: (985) 429-1288
Email: exdirssap82@gmail.com

8. FINANCIAL OFFICER
Name: Michelle O'Dell
Title: Financial Officer
Agency: Southeast Spouse Abuse Program
Address: P. O. Box 1946
City: Hammond, LA Zip: 70404-1946
Phone: (985) 542-8384 FAX: (985) 429-1288
Email: modell@gmail.com

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

SSAP provides 24 hour crisis intervention in the four (4) Parishes that we serve, to include Tangipahoa, Washington, Livingston and St Helena. SSAP offers advocacy and referral services to survivors who self identify as being victims of Domestic Violence. We also provide legal advocacy, collaboration with the local court systems, law enforcement, and other social service organizations. SSAP provides victims with temporary lodging, emergency food, transportation, clothing, and a 24 month transitional and/or expanded housing program to survivors and with or without children. All of the services offered by SSAP are confidential and at no charge to the victim.

VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):

☐	Sexual Assault
☒	Domestic Abuse
☐	Child Abuse
☐	Previously Underserved

State Type of Previously Underserved: Domestic Violence Victims

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, check the type of victimization types that this project will address.

CHECKLIST:

	YES:	NO:
Are all budgeted items allowable per Program Guidelines?	☒	☐
Were instructions followed to determine allowable personnel/contractual costs?	☒	☐
Are all line item computations correct?	☒	☐
Do line items add to category totals?	☒	☐
Have category totals been rounded to nearest dollar?	☒	☐

Each category amount listed in the table below must equal category totals shown on Pages 3 through 11.

Person Completing Budget Section: Pamela Hutcheson Title: Executive Director
Phone: (985) 542-8384 Fax: (985) 429-1288 E-Mail: exdirssap82@gmail.com

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$34,800.00	$12,375.00	0	$47,175.00
SECTION 200. FRINGE BENEFITS	$7,103.00	0	N/A	$7,103.00
SECTION 300. TRAVEL	3598	0	0	3598
SECTION 400. EQUIPMENT	500	0	0	500
SECTION 500. SUPPLIES	$400.00	0	0	$400.00
SECTION 600. CONTRACTUAL	0	0	N/A	0
SECTION 700. RENOVATION COSTS	0	0	0	0
SECTION 800. OTHER DIRECT COSTS	2876	0	0	2876
TOTAL:	$49,277.00	$12,375.00	0	$61,652.00

Provide Source of *Cash* Match: Partial salary of Direct Service Supervisor from DCFS $12,375 (12/09/10 to 11/30/11)

Provide Source of *In-Kind* Match: N/A

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	PAID WITH C
Outreach Adult Advocate	Katina Smith	FT	$2,100.00	100.00%	12.00	$25,200.00	☒	☐
Adult Advocate	Angela Mondelo	FT	$800.00	100.00%	12.00	$9,600.00	☒	☐
Direct Service Supervisor	Angela Frasier	FT	$1,031.25	100.00%	12.00	$12,375.00	☐	☒
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
		FT				$0.00	☐	☐
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$47,175.00	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	PAID WITH C
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
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	$34,800
CASH MATCH	$12,375
IN-KIND MATCH	
PERSONNEL TOTAL	$47,175

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:

SSAP covers a large area in southeast Louisiana (Tangipahoa, Livingston, Washington, and St. Helena parishes), much of which is remote, smaller towns and villages. The agency's services are needed in these areas on a regular basis for individuals and communities. Without SSAP services, which are supportive, unintrusive, free and confidential, being provided in these areas on a regular basis to individuals and communities, violence would continue to perpetuate in the environment where the abused are ill aware of choices and available services. For these reasons, as well as the high volume and severity of domestic violence cases in our service area, we need staff to cover the expressed needs and to be present in the community to increase awareness and provide services where the victims live. There are no opportunities for overtime in the positions proposed. These are carryover positions from the last grant. No new positions are proposed.

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

Salaries are reviewed annually by the Board of Directors and every effort is made to keep ranges within the range of similar job descriptions in the State in an effort to attract and retain individuals with the highest degree of knowledge and skills and ethics.

C) Project duties of each position requested:

Both advocates are responsible to provide direct services either in person, by phone, in court, in the main office or in other outreach settings to survivors of domestic violence and their dependent children within SSAP's four parish service area, consisting of Tangipahoa, Livingston, Washington and St. Helena parishes. Services include, but are not limited to, crisis intervention, safety planning, victim empowerment, education on domestic violence, individual and group counseling, assistance with transportation, assistance with protective orders, including technical assistance, escort to court, and advocacy, CVR referral and assistance with application, LAVNS referral, as well as information and referral to other specific identified needs. In an effort to expand services and provide greater accessibility to victims and their dependent children, both advocates will spend a substantial part of their time in outreach parishes.

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

Personnel are existing and the positions have not been backfilled. Katina Smith was moved into the full-time position on August 9, 2010. She was previously in another position with the agency. Angela Mondello is a continuing employee under this grant.

SECTION 200. FRINGE BENEFITS (Employer's Share Only)

Enter the Individual Name(s) of the employees receiving fringe benefits for each position funded through this grant. There are two sets of each benefit below to allow budgeting for eight employees. For further information and direction, please refer to the application instructions.

Check: ☐ **All Fringe Benefits Will Be Paid by Applicant Agency** ☒ **Additional Fringe Benefits Will Be Paid by Applicant Agency**

EMPLOYEES' NAMES:					EMPLOYEES' NAMES: (Continued)				
SOCIAL SECURITY	RATE		SALARY	TOTAL	SOCIAL SECURITY	RATE		SALARY	TOTAL
1. Katina Smith	.062		$25,200	$1,562	5.	.062			$0
2. Angela Mondelo	.062		$9,600	$595	6.	.062			$0
3.	.062			$0	7.	.062			$0
4.	.062			$0	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Katina Smith	.0145		$25,200	$365	5.	.0145			$0
2. Angela Mondelo	.0145		$9,600	$139	6.	.0145			$0
3.	.0145			$0	7.	.0145			$0
4.	.0145			$0	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Katina Smith	200.00	12.00	100.00%	$2,400	5.				$0
2. Angela Mondelo	200.00	5.00	100.00%	$1,000	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Katina Smith	0.016		$25,200	$403	5.				$0
2. Angela Mondelo	0.016		$9,600	$153	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Katina Smith	0.014	CHECK TYPE:	$25,200	$352	5.		CHECK TYPE:		$0
2. Angela Mondelo	0.014		$9,600	$134	6.				$0
3.		☐ FUTA		$0	7.		☐ FUTA		$0
4.		☐ SUTA		$0	8.		☐ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
OTHER	RATE		SALARY	TOTAL	OTHER	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
			FRINGE BENEFITS TOTAL (A):	$7,103				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): $7,103

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$7,103
CASH MATCH	
TOTAL FRINGE BENEFITS	$7,103

SECTION 300. TRAVEL

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

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH F	C	IK
NAME: Katina Smith TITLE: Outreach Adult Advocate PURPOSE: Travel for court in Parish service area, outreach, etc.	$0.48	3630	$1742.40	☐	☐	☐
NAME: Angela Mondelo TITLE: Adult Advocate PURPOSE: Travel for court in Parish service area, outreach, etc.	$0.48	2640	$1267.20	☐	☐	☐
NAME: TITLE: PURPOSE:			0	☐	☐	☐
NAME: TITLE: PURPOSE:			0	☐	☐	☐
		SUBTOTAL FOR LOCAL TRAVEL:	$3009.60	F = Federal Funds C = Cash Match IK = In-Kind Match		

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES: FROM	TO	PAID WITH F	C	IK
NAME: Angela Mondello TITLE: Adult Advocate PURPOSE: Training on current victim & advocacy issues	"Kids Are Worth It" Conference New Orleans, Louisiana	01/19/11	01/21/11	☒	☐	☐
NAME: Katina Smith TITLE: Outreach Adult Advocate PURPOSE: Training on current victim & advocacy issues	Louisiana Coalition Against Domestic Violence Quarterly Training Lafayette, Louisiana	April 2011	April 2011	☒	☐	☐
NAME: TITLE: PURPOSE:				☐	☐	☐

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH F	C	IK
NAME: Angela Mondello	0		0	2	4	76		218		294	☐	☐	☐
NAME: Katina Smith			0	2	4	76		218		294	☐	☐	☐
NAME:			0							0	☐	☐	☐
									SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:	588	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	3598
CASH MATCH	
IN-KIND MATCH	
TRAVEL TOTAL	3598

SECTION 500. SUPPLIES

SECTION A: List items within this category by major type; e.g., office supplies (pens, pencils, paper, etc.), postage, blank cassette tapes, etc. Include tax and shipping costs in Unit Price. If office supplies average $50 per month or less, i.e., $600 for a 12-month grant period, do not itemize items. List as "Basic Supply Allowance" under "Type" and the dollar amount under "Total Cost". Please refer to application instructions for direction.

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Office Supplies- Basic Supply Allowance	1.00	$400.00	$400.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
		SUBTOTAL OF SECTION A SUPPLIES:	$400.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

A) Need for and use of each major supply type requested:

The agency needs basic office supplies in order to conduct day to day operations (pens, paper, ink, etc.)

B) Its relationship to this project.

Advocates will utilize these supplies in working with survivors and their dependent children.

SECTION 500. SUPPLIES (Continued)

SECTION B: Use this section only for Publications, workbooks, curriculum guides, videotapes, etc. Under type choose: **P** – Publications; **W** – Workbooks; **CG** – Curriculum Guides; **V** – Videotapes; **O** – Other. Itemize each item separately. Include tax and shipping costs in Unit Price, when applicable.

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
			SUBTOTAL OF SECTION B SUPPLIES:	$0.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

A) The use of each request and its relationship to the project. Also explain the choice of materials, e.g. based on previous experiences or research showing its effectiveness, etc.:

N/A

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	$400
CASH MATCH	
IN-KIND MATCH	
SUPPLIES TOTAL	$400

SECTION 800. OTHER DIRECT COSTS

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

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Office Mortgage (Portion)	Monthly Mortgage Payment x 3 Month	3	562	1686	☒	☐	☐
Community Workshops	Facility Rental for 35 people	2	175	350	☒	☐	☐
Community Workshops	$9.00 x 35 people	2	315	630	☐	☐	☐
Community Workshops	Materials $3.00 x 35 people	2	105	210	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
				0	☐	☐	☐
			SUBTOTAL OF OTHER DIRECT COSTS:	2876			

F = Federal Funds
C = Cash Match
IK = In-Kind Match

BRIEFLY EXPLAIN:

A) Need for each type listed; and

SSAP needs to maintain a main office to provide direct services and needs assistance with a portion of the mortgage liability- for a period of three months. Other resources will be pursued to pay for the remainder of mortgage payments.

To promote a cooperative and collaborative response to domestic violence within our service area, workshops between community partners are needed. Two workshops will be provided in the two parishes (Tangipahoa and Livingston) with the highest number of protective orders. The workshops will be an important effort in coordinating services for victims.

B) Its relationship to project.

Maintaining a main office provides a safe place for victims and their dependent children as well as conducting the agency's business.

A coordinated effort among all community providers is essential to meeting the needs of domestic violence victims.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	2876
CASH MATCH	
IN-KIND MATCH	
OTHER DIRECT COSTS TOTAL	2876

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.

According to the 2009 Violence Policy Center (VPC) annual report Louisiana ranks number one (#1) in the nation in the rate of women killed by men, with a rate of 2.53 per 100,000. In the cases where the victim offender relationship could be identified, 91% were murdered by someone they knew. Of these, 62% were wives or intimate acquaintances of their killers.

Nationally, the rate of women killed by men in single victim/single offender instances was 1.30 per 100,000. Thus, Louisiana's rate of homicides in these incidents is almost double that of the national rate. These alarming statistics validate that domestic violence is a prevailing social, health, and economic problem in Louisiana and it is of paramount importance to stop domestic violence.

On a local level, the frequency and severity of incidents of domestic violence are increasing as evidenced by the increase in the number of requests for assistance with protective orders, as well as reports of the types of domestic violence increasing from verbal and emotional abuse to acts of physical violence. For instance, within our service area as recently as the past week a woman was killed by her male partner due to domestic violence. Two other incidents occurring in the agency's service area within the last six months include: one involving a man beating his wife to death with a blunt object; the other involved a woman shooting her husband.

These statistics document the tremendous need for services provided to domestic violence victims by the agency: to respond to their emotional and physical needs; to assist victims with stabilizing their lives after victimization; to assist victims with understanding and participating in the criminal justice system; and to provide victims with a measure of safety and security.

In order to fulfill our mission and bring about this social change, it is essential that the agency retain the two current advocates.

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

According to the U.S, Census Bureau the percentage of families living below the poverty level is approximately two times greater than the national average in three of the four parishes SSAP serves (Livingston parish being the exception). In addition to the poverty status our entire service area is rural. Services are extremely limited, specifically transportation and affordable housing.

In addition to the mentioned statistical data, an inability to access SSAP services has also been identified by current/past SSAP survivors. To address this need, providing outreach services in all four parishes is essential to ensure accessibility to victims where they live.

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.

The mission of the Southeast Spouse Abuse Program is to promote social change by providing services which empower battered and abused individuals and their dependent children to achieve safe, violence-free lives; to partner with the community by providing information and education geared toward the elimination of domestic violence, the achievement of peace in relationships and the establishment of a system to hold perpetrators accountable.

Goal 1: To empower victims and their dependent children through services to achieve safe, violence-free lives.

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.**

Objective 1:
To assist 40 unduplicated adult survivors of domestic violence per quarter develop a viable safety plan and plan of action geared toward establishing themselves and their dependent children in a violence-free environment.

Objective 2:
To assist 20 adult survivors of domestic violence per quarter to secure housing and establish a safe, independent, and violence free life for themselves and their dependent children.

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.

Activities/Methods for Objective 1:
1. Trained paid staff will provide crisis intervention via 24 hour weekend, night and holiday on-call coverage offering safety planning and assistance in developing a plan of action inclusive of emergency lodging, transportation assistance and use of 911. Other supportive services will include individual and group supportive and informational counseling.
2. Paid staff will make referrals to the Crime Victim Reparations Program and assist with the application process. Referrals will be made to other programs offering services not provided by SSAP and will provide technical assistance with preparation of protective orders and court escort.
3. SSAP will provide vouchers and gas cards for transportation to survivors seeking activities to promote self-sufficiency, including efforts to support the criminal prosecution process.
4. SSAP will provide hotel lodging to those in need of an immediate safety avenue with a working plan to enter a shelter or transfer to another location within a defined time frame. The agency will work with law enforcement and local taxi services where no other resources are available.
5. It is anticipated that 95% of all callers will receive safety planning and 65% will actually apply that plan this increasing their safety.

Timetable for Activities/Methods for Objective 1: The above activities will be provided on an ongoing basis throughout the grant period as per the need for services and as requested by victims of domestic violence. At a minimum 40 unduplicated victims per quarter will be provided safety planning and assistance with a plan of action for establishing a violence-free living environment.

Activities/Methods for Objective 2:
1. Advocates will provide housing lists of all housing authorities in the four parish area in conjunction with a list of required documentation for consideration and the application process to all survivors seeking housing.
2. SSAP will provide housing orientation sessions providing information on housing requirements, review of needs assessment, and clarification of expectations and explanation of roles of the agency in the housing program. All survivors on the housing list will be encouraged to attend these sessions in order to remain eligible for housing.
3. The agency will identify and view properties throughout the four parish area developing a solid base of housing possibilities for lease and referral to survivors able to afford on their own.
4. SSAP will monitor progress of each participant in the housing program by conducting a visit to each unit at least monthly and will staff weekly and update a plan of habitation as needed.
5. The agency will provide written and verbal advocacy to other housing avenues, as applicable, and will provide information that empowers the individual to self-advocate.
6. Statistics are kept on each call from survivors and is tallied at the end of each month for cumulative monthly and annual reporting. All referrals are listed per survivor file and the cumulative number is kept for statistical purposes; safety plans are revisited at each contact and revised as situations change. This is documented in each contact note. Survivors are counseled to encourage internalization of this plan to increase personal and family safety.
7. The agency will receive feedback on exit forms provided to all housing participants and to other (when possible) not using services after six months. Financial records are kept on those survivors receiving assistance in housing whether in agency housing or other community housing. The agency also keeps records of those receiving assistance in transferring to another location for housing or shelter.

Timetable for Activities/Methods for Objective 2: The above activities will be provided on an ongoing basis throughout the grant period as per the need for services and as requested by vicims of domestic violence. SSAP will assist a minimum 20 adult survivors per quarter with securing a safe, violence-free living environment.

Program will begin on (2)1/10 - 11/30/10

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.

- ☐ Community-Based Organization
- ☐ Court
- ☒ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☐ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☐ 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: Angela Frasier PHONE: (985) 542-8384 EMAIL: apfrasierssap82@gmail.com

☒ 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: PHONE: ( ) - 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.

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.)

SSAP has exceeded the outcomes set in the previous application in regard to unduplicated adult survivors receiving immediate safety planning and planning for establishing a violence-free environment for themselves and their dependent children. During the grant period 850 women and 145 childen received SSAP services from December 2009 through June 2010.

SSAP provided housing assistance either through our services or referrals to other housing alternatives.

2. Did the project work as expected? Explain.

The project did work as expected as evidenced by the number of direct services provided to victims of domestic violence and their dependent children.

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?

The goal to empower victims of domestic violence and their dependent children remain the same.

The objectives for this grant period are to increase accessibility to services in the individual parishes we serve. SSAP staff will spend more time in the outlying parishes providing services to promote a violence-free living environment.
Due to a high rate of poverty and a lack of transportation it is more feasible for SSAP to bring services to victims of domestic violence where they live.
In addition, affordable housing is also a scarce resource in the entire service area. SSAP will assist victims in securing housing by either providing safe housing through our services or referral to other housing alternatives.

I. EVA ATION AND DISSEMINATION OF REP TING

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 collected from battered and abused individuals through phone calls for a request of services, face to face contact to complete intake forms, requests for housing assistance, referrals to other services, etc. Data will also be collected, as needed, from other community providers.

2. When will the data be collected?

Data will be collected by staff on an ongoing basis and submitted weekly. A report will be prepared weekly reflecting collective direct and indirect services provided to survivors and their dependent children, as well as community and outreach activities conducted.

3. Who will collect and analyze the data?

The designated staff member will compile data into a report reflecting the week's activities. The Executive Director and Direct Service Supervisor will review and analyze to improve service delivery.

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

Name: Pamela Hutcheson Phone: (985) 542-8384 Email: exdirssap82@gmail.com

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

After evaluating weekly reports, the Executive Director and Direct Service Supervisor will determine compliance with stated goals and objectives. Revisions will be made in office and service delivery policies and procedures, as deemed necessary, to ensure quality services are provided in an optimal manner.

In the event of unforeseen situations or needed additional direction to ensure compliance with grant requirements, the Board of Directors and/or District Director will be consulted.

Evaluation form utilized by SSAP is attached.

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.

Quarterly progress reports, quarterly/monthly expenditure reports and a final report on the subgrant project will be submitted to the Lousiana Commission on Law Enforcement as required by the grant. Reports will also be made available to SSAP's Board of Directors, United Way, HUD, the Division of Children and Family Services and other agencies that work cooperatively with the agency. Information is shared during quality assurance visits and during quarterly meetings with other domestic violence programs seeking to improve services to victims of domestic violence and/or replicate similar practices.

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.

SSAP's full-time Resource Developer and Community Liaison dedicates her time to recruiting and training volunteers, building community support and pursuing fundraising efforts. When federal support concludes, the agency hopes its fundraising efforts will increase charitable donations from organizations, institutions and individuals and provides monies lessening the need for increased support from its current funding sources. We are hopeful HUD will continue to provide funds to address the housing needs that are increasingly being identified by survivors. Domestic violence program directors meet throughout the year in an effort to strategize and explore multiple avenues of funding sources. Though it is a desire and a goal to be self-sustaining, the agency recognizes this is not a matter that will be achieved within the next few years.

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.

All SSAP staff have a designated office space in the main office in Hammond. In addition, outreach offices have been secured by through local agencies/entities: the Bogalusa YWCA, Denham Springs Police Department, and Greensburg Court House. Other outreach offices, comparable to the main office, such as local health departments, police/sherrif's offices, etc. are utilizied to provide all services in an effort to ensure that victims of domestic violence can access services in the parish in which they live. Presently an Outreach/Adult Advocate provides services in outreach parishes weekly, spending a full workday in each parish, as well as additional time being spent in court attendance to assist victims of domestic violence. Both Advocates designated to the grant will increase travel to and within all four parishes in our service area to provide greater accessibility for services and to increase domestic violence awareness within the communities we serve.

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	09/22/09
2.	Dates covered by last audit:	07/01/08 to 06/30/09
3.	Date of next audit:	09/22/10
4.	Dates to be covered by next audit:	07/01/09 to 06/30/10
5.	Date next audit will be forwarded to LCLE:	12/01/10

☐ 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?

SSAP volunteers provide the following services for the agency:
Clerical and General Office: Volunteers provide clerical support, including answering phones, typing, copying, collating materials, and filing. Anticipated hours during subgrant period – 260 (avg. 5 hrs per week)
Fundraising/Community Support: Volunteers assist with fundraising events and special projects, such as Domestic Violence Month and assistance to families during holidays. They conduct client follow-up surveys and may also assist in community presentations. Anticipated hours during subgrant period- (avg. 50 hours)
Board of Directors: Members of the Board of Directors volunteer their time and are not compensated in any way, including mileage to and from meetings. Anticipated hours during subgrant period- (avg. 30)

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.

Upon initial contact with a victim during the intake process staff will provide information and explain the Crime Victims Reparations Program to the victim. SSAP Staff will offer assistanc with completing the application and advocating on the behalf of the victim. Upon request of the victim, SSAP will obtain information to answer victims or take other actions necessary to ensure the victim is able to avail him/herself of the services provided by the Crime Victim Reparation Program. Applications and information about the Crime Victim Reparations Program will be available at the SSAP office for the general public.

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.

Adult/Outreach staff attend court weekly within all four parishes SSAP serves to provide immediate access to our services. The agency attends scheduled meetings of community providers within our service area. During the grant period SSAP will host at least two meetings with other criminal justice system/public and private providers in the community. One of the meetings will be focused on SSAP's mission to eliminate domestic violence, providing information on services. Another meeting will be held to evaluate the agency's efforts in coordinating with the criminal justice system/public and private community providers to identify any gaps and develop a plan of action to eliminate gaps and enhance domestic violence services to victims within our service area.

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.

SSAP staff will provide information/education to victims regarding the cycle of abuse which includes the essential element of holding the perpetrator accountable by reporting incidents of abuse to law enforcement as part of the process to end the cycle of domestic violence. Information and referral to the Crime Victims Reparation Program will be given to victims of domestic violence and assistance and advocacy will be offered to the victims. LAVNS information and referral will also be provided to victims of domestic violence. In addition, other services needed to enable the victim to report domestic violence and cooperate with authorities will also be provided, including but not limited to, safety planning, providing gas cards to attend meetings with law enforcement, attendance at court, as well as advocating for the victim.

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.

SSAP complies with the Lousiana Child Protection Act by performing background checks on all employees who provide direct services to children.