

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: C12-5-016

APPLICANT: Southeast Spouse Abuse Program-dba SAFE

PROJECT TITLE: Domestic Violence Program

PROJECT FUNDS :

FUND: \$ 44,469 80.00%

MATCH: \$ 11,117 20.00%

TOTAL: \$ 55,586 100.00%

PROJECT DURATION: 12 months

START DATE: 12/01/2012

END DATE: 11/30/2013

Continuation of C88-5-003

PROJECT SUMMARY:

Southeast Spouse Abuse Program/dba/Southeast Advocates for Family Empowerment (SAFE) provides 24-hour crisis intervention in the four (4) parishes that include Tangipahoa, Washington, Livingston and St. Helena. SAFE offers advocacy and referral services to adults who self-identify as victims of domestic violence and their dependent children. The agency provides an array of services which include crisis intervention, safety planning, individual/group counseling, emergency food, clothing, temporary lodging, transportation, legal advocacy/support, court technical assistance, and court preparation. In addition, the agency provides two units as emergency shelter for forty-five (45) days and twelve (12) month transitional housing program.

RECOMMENDATION: FUND X DENY    

SPECIAL CONDITIONS :

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



LOUISIANA COMMISSION  
ON LAW ENFORCEMENT  
AND THE ADMINISTRATION  
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE  
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C12-5-016

CVA Purpose Area: 2

1. TITLE OF PROJECT

Domestic Violence Program

2.  NEW PROJECT

CONTINUATION PROJECT OF: C11-5-016

3. PROJECT DURATION

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

Desired Start Date: 12/1/2012

Desired End Date: 11/30/2013

4. PROJECT FUNDS

Federal Funds: \$57,398

Cash Match: \$12,619

In-Kind Match:

Total Project: \$70,017

5A. APPLICANT AGENCY INFORMATION

Agency Name: Southeast Spouse Abuse Program/dba/SAFE

Physical Address: P.O. Box 1946

City: Hammond

Zip: 70404-1946

Mailing Address: P.O. Box 1946

City: Hammond

Zip: 70404-1946

Phone: (985) 542-8384

FAX: (985) 429-1288

Email: exdirssap82@gmail.com

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Mary Corban

Title: Executive Director

Agency Name: Southeast Spouse Abuse Program/dba/SAFE

Address: P.O. Box 1946

City: Hammond

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: 10/18/2013

6. IMPLEMENTING AGENCY

Name: Mary Corban

Title: Executive Director

Agency: Southeast Spouse Abuse Program

Address: P.O. Box 1946

City: Hammond

Zip: 70404-1946

Phone: (985) 542-8384 FAX: (985) 429-1288

Email: exdirssap82@gmail.com

7. PROJECT DIRECTOR

Name: Mary Corban

Title: Executive Director

Agency: Southeast Spouse Abuse Program

Address: P.O. Box 1946

City: Hammond

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/Admin Asst.

Agency: Southeast Spouse Abuse Program

Address: P.O. Box 1946

City: Hammond

Zip: 70404-1946

Phone: (985) 542-8384 FAX: (985) 429-1288

Email: modellssap82@gmail.com

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

Southeast Spouse Abuse Program/dba/Southeast Advocates for Family Empowerment (SAFE) provides 24 hour crisis intervention in four (4) parishes that include Tangipahoa, Washington, Livingston, and St. Helena. SAFE offers advocacy and referral services to adults who self-identify as victims of domestic violence and their dependent children. The agency provides an array of services which include crisis intervention, safety planning, individual/group counseling, emergency food, clothing, temporary lodging, transportation, legal advocacy/support, court technical assistance, and court preparation. In addition, the agency provides two units as emergency shelter for forty five (45) days and a twelve (12) month transitional housing program. All services at SAFE are confidential and are at no charge to the victim. The agency employs a staff of 14 consisting of an Executive Director, one (1) Direct Service Supervisor, one (1) Financial Officer/Administrative Assistant, one (1) Community Liaison, one (1) Youth Prevention Educator, one (1) Child Advocate, one (1) Receptionist, two (2) HUD Case Managers, four (4) full-time Adult/Outreach Advocates, one (1) part-time Legal Advocate.

The agency's main office is located in Hammond, Louisiana with outreach locations in the other three parishes in the service area. SAFE also collaborates with and offers domestic violence training to law enforcement, local court systems and other social service agencies to ensure that quality services are being provided to victims of domestic violence and their dependent children.

## VOCA PURPOSE AREAS

Please Check Type of Victimization Served (Check all that apply):	
<input type="checkbox"/>	Sexual Assault
<input checked="" type="checkbox"/>	Domestic Abuse
<input type="checkbox"/>	Child Abuse
<input type="checkbox"/>	Previously Underserved
State Type of Previously Underserved:	

### 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?	<input checked="" type="checkbox"/>	<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 shown on Pages 3 through 11.

Person Completing Budget Section: Mary Corban

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
<b>SECTION 100. PERSONNEL</b>	\$36,666	\$12,619	\$0	<b>\$49,285</b>
<b>SECTION 200. FRINGE BENEFITS</b>	\$7,077	\$0	N/A	<b>\$7,077</b>
<b>SECTION 300. TRAVEL</b>	\$3,905	\$0	\$0	<b>\$3,905</b>
<b>SECTION 400. EQUIPMENT</b>	\$0	\$0	\$0	<b>\$0</b>
<b>SECTION 500. SUPPLIES</b>	\$600	\$0	\$0	<b>\$600</b>
<b>SECTION 600. CONTRACTUAL</b>	\$7,060	\$0	N/A	<b>\$7,060</b>
<b>SECTION 700. RENOVATION COSTS</b>	\$0	\$0	\$0	<b>\$0</b>
<b>SECTION 800. OTHER DIRECT COSTS</b>	\$2,090	\$0	\$0	<b>\$2,090</b>
<b>TOTAL:</b>	<b>\$57,398</b>	<b>\$12,619</b>	<b>\$0</b>	<b>\$70,017</b>

**Provide Source of Cash Match:** Partial salary of Direct Service Supervisor from DCFS \$12,619 (12/1/2012 to 11/30/2013)

**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	C
Adult/Outreach Advocate	Angela Mondello	FT	\$2,100.00	100.00%	12.00	\$25,200.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adult/Outreach Advocate	Kaitlin Tregle	FT	\$2,100.00	45.50%	12.00	\$11,466.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Direct Service Supervisor	Katina Smith	FT	\$2,858.33	36.79%	12.00	\$12,618.95	<input type="checkbox"/>	<input checked="" 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:						\$49,284.95	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	\$36,666
CASH MATCH	\$12,619
IN-KIND MATCH	
<b>PERSONNEL TOTAL</b>	<b>\$49,285</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:

SAFE covers a large geographic area, 2,517 square miles, in Southeast Louisiana including Tangipahoa, Livingston, Washington, and St. Helena Parishes; which are rural, small towns and villages with very few resources. The agency's services are needed in these areas on a consistent basis for domestic violence victims and their children. Without SAFE's supportive, unintrusive, free and confidential services in these rural areas, domestic violence and its far reaching effects would continue to intensify in these communities where victims are unaware of available services. It is vital for staff to be present in these communities to educate, increase awareness and provide services where the victims live. The high volume and severity of domestic violence in our service area necessitates our presence and services. SAFE staff do not have opportunities to work overtime through this grant funding. The funded positions are a carry over from the previous grant, no new positions are funded in this grant.

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

In an effort to attract and retain individuals with the highest degree of knowledge, skills and ethics, salaries are offered within the range of similar job descriptions in the State of Louisiana. Salaries are reviewed and approved annually by the SAFE Board of Directors.

C) Project duties of each position requested:

The Adult/Outreach Advocate positions in this grant will provide the necessary funding for direct services either face to face or by phone in the main office, court, or other outreach settings to victims of domestic violence and their dependent children within the four parish service area indicated above. Services include, but are not limited to crisis intervention, safety planning, advocacy, victim empowerment, domestic violence education, individual/group counseling, transportation assistance, technical assistance with protective orders, escort to court, legal advocacy, CVR referral and application assistance, LAVNS referral, and referrals to specific identified needs. In an effort to provide greater accessibility and expanded services, advocates regularly provide direct services and outreach in Livingston, Washington, and St. Helena 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 staff members. On October 22, 2012, Kaitlin Tregle, was hired part-time until December 10, 2012 at which time she will be full-time.

**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. Angela Mondello	.062		\$25,200	\$1,562	5.	.062			\$0
2. Kaitlin Tregle	.062		\$11,466	\$710	6.	.062			\$0
3.	.062			\$0	7.	.062			\$0
4.	.062			\$0	8.	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Angela Mondello	.0145		\$25,200	\$365	5.	.0145			\$0
2. Kaitlin Tregle	.0145		\$11,466	\$166	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. Angela Mondello	200.00	12.00	100.00%	\$2,400	5.				\$0
2. Kaitlin Tregle	200.00	12.00	45.50%	\$1,092	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Angela Mondello	0.016		\$25,200	\$403	5.				\$0
2. Kaitlin Tregle	0.016		\$11,466	\$183	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. Angela Mondello	0.014	CHECK	\$7,000	\$98	5.		CHECK		\$0
2. Kaitlin Tregle	0.014	TYPE:	\$7,000	\$98	6.		TYPE:		\$0
3.		<input type="checkbox"/> FUTA		\$0	7.		<input type="checkbox"/> FUTA		\$0
4.		<input type="checkbox"/> SUTA		\$0	8.		<input type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER:	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):				\$7,077	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): \$7,077**

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$7,077
CASH MATCH	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$7,077</b>

**SECTION 300. TRAVEL**

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

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH		
				F	C	IK
NAME: Angela Mondello TITLE: Adult/Outreach Advocate PURPOSE: Travel to court/outreach, etc...in service area	\$0.51	4,477.00	\$2,283.27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Kaitlin Tregle TITLE: Adult/Outreach Advocate PURPOSE: Travel to court/outreach, etc...in service area	\$0.51	3,000.00	\$1,530.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR LOCAL TRAVEL:			\$3,813.27	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES:		PAID WITH		
		FROM	TO	F	C	IK
NAME: Angela Mondello TITLE: Adult/Outreach Advocate PURPOSE: Training on current victim/advocacy issues	Louisiana Coalition Against Domestic Violence Quarterly Training, Baton Rouge, LA	4/1/2013	4/1/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Kaitlin Tregle TITLE: Adult/Outreach Advocate PURPOSE: Training on current victim/advocacy issues	Louisiana Coalition Against Domestic Violence Quarterly Training, Baton Rouge, LA	4/1/2013	4/1/2013	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: TITLE: PURPOSE:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH		
											F	C	IK
NAME: Angela Mondello	\$0.51	90.00	\$45.90	1	1					\$45.90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME: Kaitlin Tregle	\$0.51	90.00	\$45.90	1	1					\$45.90	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NAME:			\$0.00							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										\$91.80	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	\$3,905
CASH MATCH	
IN-KIND MATCH	
<b>TRAVEL TOTAL</b>	<b>\$3,905</b>

**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	\$600.00	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION A SUPPLIES:			\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 maintains basic office supplies in order to conduct day to day operations (pens, copy paper, ink cartridges, etc...)

B) Its relationship to this project.

Advocates utilize these supplies when 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION B SUPPLIES:				\$0.00	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

**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.:

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$600
CASH MATCH	
IN-KIND MATCH	
<b>SUPPLIES TOTAL</b>	<b>\$600</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: Catherine Lucas Title: LPC Agency: Private Practice	Professional counseling services for victims of domestic violence	40.00	\$40.00	\$1,600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Dr. David Adkins Title: LPC, LMFT, Ph.D. Agency: Private Practice	Professional counseling services for victims of domestic violence	36.00	\$60.00	\$2,160.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Cheryl Beaver Title: LCSW Agency: Private Practice	Professional counseling services for victims of domestic violence	30.00	\$50.00	\$1,500.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name: Monique Thornton Title: LCSW Agency: Private Practice	Professional counseling services for victims of domestic violence	36.00	\$50.00	\$1,800.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF CONTRACTUAL COSTS				\$7,060.00	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 COST:										\$0.00	F = Federal Funds C = Cash Match	

**BRIEFLY EXPLAIN:**

A) Purpose of each consultant or other contractual service requested:

The purpose of the contractual services is to provide uninsured victims of domestic violence with individual mental health counseling services to stabilize their lives after victimization. The services provided will include necessary evaluations of mental health needs and delivery of psychotherapy. Trained SAFE Advocates will utilize Trauma Informed Care assessments at intake to assess the need for mental health services for victims of domestic violence.

B) Why the service requested is necessary and cost effective:

Victims of domestic violence suffer an array of mental health symptoms including anxiety, depression, post-traumatic stress, helplessness, and low self-esteem because of the abuse. Not all victims will be ready for or desire counseling services so it will be more cost effective to contract those services on an "as needed" basis rather than to hire a full-time or part-time staff person.

C) Method of procurement and basis for determining rate of pay:

SAFE will contract with licensed professional counselors to provide mental health services. According to the Bureau of Labor Statistics, the average salary for a licensed master's degree counselor is \$38,000 to \$45,000 and the average salary of a psychologist is \$70,000. These salaries also compare to the current salaries for the same professions in the State of Louisiana.

SECTION 600. CONTRACTUAL SUMMARY	
FEDERAL FUNDS	\$7,060
CASH MATCH	
<b>CONTRACTUAL TOTAL</b>	<b>\$7,060</b>

**SECTION 800. OTHER DIRECT COSTS**

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

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
Hotel Stays	8 nights at \$70 per night	8.00	\$70.00	\$560.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	12 Trips/Avg. cost \$50/Trip	12.00	\$50.00	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and Clothing	24 Gift Cards at \$25/per card	24.00	\$25.00	\$600.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility/Rental Assistance	Portion of utility/rental expense	1.00	\$330.00	\$330.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUBTOTAL OF OTHER DIRECT COSTS:</b>				<b>\$2,090.00</b>	F = Federal Funds C = Cash Match IK = In-Kind Match		

**BRIEFLY EXPLAIN:**

A) Need for each type listed; and  
 SAFE is in need of funding to provide for emergency needs of domestic violence victims and their dependent children. Nearly all victims of domestic violence have very limited resources and often need emergency services (food, clothing, and shelter, etc...) to meet their basic needs when leaving a domestic violence situation.

B) Its relationship to project.  
 SAFE will use the funding the meeting the emergency needs of victims of domestic violence and their children in order to ensure their safety.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$2,090
CASH MATCH	
IN-KIND MATCH	
<b>OTHER DIRECT COSTS TOTAL</b>	<b>\$2,090</b>

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

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

The National Coalition Against Domestic Violence states that 1 in 4 women in Louisiana will be survivors of domestic violence at some point in their lifetime ([www.ncadv.org](http://www.ncadv.org), May 16, 2009). According to the 2012 Violence Policy Center (VPC) annual report, Louisiana ranks number four (4) in the nation in the rate of female homicides involving one female murder victim and one male offender with a rate of 1.86 per 100,000. In cases where the victim offender relationship could be identified, 94% were murdered by someone they knew. Of these, 65% were wives or intimate acquaintances of their killers. Nationally, the rate of women killed by men in a single victim/single offender instances was 1.22 per 100,000. The startling statistics validate that domestic violence is a prevailing social, health, and economic problem in Louisiana and it is vital that we continue the effort to end domestic violence.

Domestic violence is a pattern of assaultive and coercive behaviors that adults or adolescents use against their current or former intimate partners. Domestic violence occurs in intimate relationships where the perpetrator and the victim are currently or previously have been dating, living together, married or divorced ([www.mocadv.org/Resources/PDFs/dv101.pdf](http://www.mocadv.org/Resources/PDFs/dv101.pdf)). Domestic violence is an epidemic that shows no prejudices; individuals, regardless of race, nationality, age, education level, income level, abilities, etc... Approximately 85% of the victims of domestic violence are women ([www.peaceathome.org](http://www.peaceathome.org)).

SAFE's statistics validate the problem of domestic violence in our four (4) parish service area. From the period of July 1, 2011 through June 30, 2012 SAFE advocates answered 3,178 crisis/hotline calls; provided 3023 shelter/lodging nights to victims and their children; provided assistance with 426 protective orders and provided community education and public awareness to 869 participants.

The circumstances and needs of survivors vary. Some are fleeing violent situations; some are looking for ways to escape their situations, some have been gone from the violence for many years, while others are coming to us only for support and do not want to leave the abuser for one reason or the other. The needs can vary also for each battered individual; some are seeking safety and shelter from the abuser; others are looking for supportive individual and group sessions, technical assistance with protective orders, transportation, emergency or transitional housing, advocacy, referrals, education, safety planning, emergency financial assistance, and services for their children. Needs of the target population have increased dramatically primarily due to the economic downturn necessitating greater need for emergency financial assistance to help with the basic necessities such as food, clothing, shelter, and assistance paying rent and utilities. The agency has also noted that the frequency and severity of incidents of domestic violence are increasing as evidence by the increase in the number of requests for assistance with protective orders and reports of the types of domestic violence escalating from verbal and emotional abuse to acts of physical violence.

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 2010 US Census significant demographic changes have occurred in the agency's service area and highlight the need for increased services to underserved populations as evidenced in the increase in the Hispanic and Two or More Races populations in all four (4) parishes in our service area, in addition to the increase of the African American population in two parishes (Tangipahoa and St. Helena). Moreover, three (3) of the four (4) parishes (Livingston is the exception) report the percentage of persons below the poverty level is higher than the State of Louisiana and United States as a whole. In addition to excessive poverty, the majority of our service is rural. Availability of services are extremely limited specifically transportation and affordable housing. SAFE survivors have indicated that lack of transportation is a significant barrier to accessing needed services.

These statistics and information demonstrate the gap in and 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. To bridge this gap, providing outreach services in all four parishes is essential to ensure accessibility to victims where they reside.

Due to severe cuts to behavioral health services at the local level, with closure of a local mental hospital and cut backs in state programs we are seeking additional funding to provide contracted mental health services to victims of domestic violence to end the victimization cycle. The majority of SAFE's adult survivors do not have access to health insurance through their employers nor qualify for state health insurance programs like Medicaid. By providing access to mental health services we hope to ensure a brighter and healthier future for domestic violence victims and their children.

## **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 Southeast Advocates for Family Empowerment (SAFE) 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:

Of 500 unduplicated adult survivors of domestic violence served, 475 will develop a viable safety plan and plan of action geared toward establishing themselves and their dependent children in a violence-free environment.

Objective 2:

Of 105 adult survivors of domestic violence served, 100 will secure housing and establish a safe, independent, and violence-free life for themselves and their dependent children.

Objective 3:

Of 25 adult survivors of domestic violence served, a minimum of 12 will have the opportunity to receive individual mental health counseling. Accessing these services will help victims of domestic violence recover and move on from the victimization role to stabilize their lives, develop healthy relationships, and achieve safe, violence-free lives for them 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 Victims Reparations Program and assist with the application process. Referrals will be made to other programs offering services not provided by SAFE and will provide technical assistance with preparation of protective orders and court escort.
3. SAFE 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. SAFE 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 when no other resources are available.
5. It is anticipated that 95% of all callers will receive safety planning.

### **Timetable for Activities/Methods for Objective 1:**

1. Advocates will provide a minimum of one (1) weekly group and up to four (4) hours of individual sessions with extensions as requested by the victim.
2. Each quarter a minimum of 65 unduplicated victims 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. SAFE will provide housing orientation sessions making available 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. Safe 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. SAFE 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. SAFE will provide written and verbal advocacy to other housing avenues, such as shelters, as applicable and will provide information that empowers the individual to self-advocate.
6. SAFE maintains statistics on each call from survivors which are 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 in each contact note. Survivors are counseled to encourage internalization of this plan to increase personal and family safety.
7. SAFE 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:**

1. Advocates will conduct home visits at least monthly to assist survivors with developing and implementing a plan for self-sufficiency.
2. Each quarter advocates will assist a minimum of 25 adult survivors with securing a safe, violence-free living environment.

### **Activities/Methods for Objective 3:**

1. Advocates will complete the Trauma Informed Care assessments with a minimum of 25 adult survivors to determine the need for individual mental health counseling services and refer to counselors who have agreed to contract with SAFE.

### **Timetable for Activities/Methods for Objective 3:**

1. Therapists will provide a minimum of 12 hours of individual therapy for 12 victims with the possibility of extensions if needed to overcome the victimization role and live a violence-free, safe life for them and their dependent children.



## **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.)

SAFE has exceeded the objectives 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 period from December 1, 2011 to September 30, 2012 SAFE provided services to 709 unduplicated domestic violence victims. Only two months before of the end of the grant period the measurable outcomes have far exceeded the proposed 260. In addition, 100% of victims were provided safety planning.

SAFE has also exceeded the objectives set in the previous application in regard to assisting domestic violence victims and their dependent children secure housing and establish a safe, independent, and violence-free life. During the period from December 1, 2011 through September 30, 2012 SAFE provided housing assistance either through SAFE's transitional housing or emergency shelters or referrals to other housing alternatives, such as other domestic violence shelters, family and friends etc.. to 1,033 adults. Two months before the end of the grant period the measurable outcomes have far exceeded the proposed 100.

2. Did the project work as expected? Explain.

The project did work as expected, actually better than expected, as evidenced by the number of direct services provided to victims of domestic violence and their 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 has remained the same but we have added a new objective to include contracted mental health services to victims to strengthen our existing services so victims of domestic violence will attain an even higher level of stability, safety, and violence-free lives for themselves and their dependent children.

## 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 collected from victims of domestic violence through phone calls requesting services, face to face contact to complete intake forms, requests for housing assistance and emergency shelters, referrals to other services, etc... Data will also be collected, as needed, from other community providers.

2. When will the data be collected?

Data is collected on a daily basis and submitted weekly. Reports are prepared weekly reflecting direct and indirect services provided to survivors and their dependent children. Community outreach activities and volunteer hours are also reported on a weekly basis.

3. Who will collect and analyze the data?

Designated staff will compile data into a report reflecting the week's activities. The Executive Director and Direct Service Supervisor reviews and analyzes the reports in order to improve service delivery.

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

Name: **Mary Corban**

Phone: (985) 542-8384

Email: [exdirssap82@gmail.com](mailto: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 as needed in the service delivery policies and procedures to ensure quality services are provided at all times.

In the event of unforeseen situations or need for additional direction to ensure compliance with grant requirements, the SAFE Board of Directors will be consulted.

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, monthly expenditure reports and a final report on the subgrant project will be submitted to the Louisiana Commission on Law Enforcement as required by the grant. Reports will also be made available to SAFE's Board of Directors, United Way, HUD, the LA Department 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 who work in collaboration to improve services to victims of domestic violence.

## 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.

SAFE employs a full-time Community Liaison/Resource Developer who's time is dedicated to recruiting and training volunteers, building community support and collaboration, and fundraising activities. When federal support concludes, SAFE 's Board of Directors and staff remain committed to the ongoing efforts to assist victims of domestic violence and their children. The agency will continue to pursue other resources through grants, fundraising, charitable contributions from organizations, institutions, and businesses. Housing and Urban Development continues to provide funding for housing domestic violence victims and their children in order to keep them from being homeless due to the domestic violence. The agency's goal is to become self-sustaining, however, due to the current economic conditions on the federal, state and local levels there is an increased need for the agency's services as funding decreases.

## 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.

SAFE employs 14 staff who have designated offices at the main office in Hammond. In addition, SAFE has secured an office at the Denham Spring Police Department. The outreach office provides all services to ensure victims of domestic violence can access services in the parishes in which they live. In St. Helena and Washington Parishes our community partners will offer our staff confidential office space on an "as needed basis" to meet with victims of domestic violence. All Adult/Outreach Advocates provide services in all four (4) outreach parishes weekly, which is in addition to the time they spend in court every week assisting victims of domestic violence. Both advocate positions funded in this grant will travel to all four parishes in the agency's service area.

## 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                         | 12/16/2011            |
| 2. Dates covered by last audit:               | 7/1/2010 to 6/30/2011 |
| 3. Date of next audit:                        | 12/15/2012            |
| 4. Dates to be covered by next audit:         | 7/1/2011 to 6/30/2012 |
| 5. Date next audit will be forwarded to LCLE: | 12/31/12              |

- 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?

SAFE 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 the subgrant period - 520 (avg. 10 hours per week)

**Fundraising/Community Support:** Volunteers assist with fundraising events and special projects, such as Domestic Violence Awareness Month, assist during the holidays, provide tutoring for children and assist with support groups. They conduct client follow-up surveys and may also assist in community presentations. Anticipated hours during the subgrant period - (avg. 50 hours)

**Board of Directors:** SAFE's Board of Directors is voluntary and receive no compensation, including mileage reimbursement.

Anticipated hours during the subgrant period - (avg. 30 hours)

## **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.

SAFE staff will maintain current information on the Crime Victims Reparations Program, contact information and application process, in the agency's service area. Upon initial contact with a victim during the intake process staff will provide information and explain the Crime Victims Reparations Program to the victim, if applicable. SAFE staff will offer/provide assistance with completing the application process and advocating on the behalf of the victim as requested by the victim. SAFE staff will coordinate with Crime Victim Reparations Program staff to facilitate domestic violence victims accessing CVR services.

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.

Advocates have and will continue to attend court weekly in all four parishes in SAFE's service area to provide immediate access to services. The agency held six (6) Coordinated Community Response Team (CCRT) meetings during the grant year. The CCRT has proven to be a valuable, integral part of accomplishing SAFE's mission. The CCRT is coordinated by SAFE and is comprised of community law enforcement, prosecuting attorney/victim assistance staff, court personnel, and other community agencies which provide services to victims of domestic violence and their dependent children. Meetings are held and will continue to be held at least quarterly to discuss issues/concerns related to safety, service delivery, and accountability of perpetrators. Local law enforcement and other social service agencies support SAFE and collaborate with the agency ensuring safety and excellence in delivery of our services. In addition, the agency has partnered with the Department of Children and Family Services (DCFS) to assist domestic violence victims and their children in applying for food stamps, kinship care, childcare assistance, welfare and other financial assistance. See attached contract with DCFS.

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.

SAFE 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, in addition to assistance and advocacy offered to the victims. LAVNS information and referral will also be provided to victims of domestic violence. Additionally, other services needed to enable the victim to report domestic violence and cooperate with authorities will also be provided, including to but not limited to safety planning, providing transportation 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.

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