

LOUISIANA COMMISSION ON LAW ENFORCEMENT  
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW  
SUMMARY

APPLICATION NUMBER: M11-8-018

APPLICANT: Southeast Spouse Abuse Program

PROJECT TITLE: Domestic Violence Program

PROJECT FUNDS :

FUND: \$ 15,231 100.00%

PROJECT DURATION: 12 months

MATCH: \$ 0 0.00%

START DATE: 03/01/2012

TOTAL: \$ 15,231 100.00%

END DATE: 02/28/2013

Continuation of M95-8-019

PROJECT SUMMARY:

SSAP provides direct and referral services to survivors who self identify as being victims of domestic violence and their dependent children in four parishes - Tangipahoa, Livingston, Washington and St. Helena. Specific services include 24-hour crisis intervention and safety planning, technical assistance with protective orders, court preparation and escort for survivors, legal advocacy and referral, supportive counseling (individual / group), emergency lodging and transitional housing. SSAP staff also provide educational and information presentations in the communities we serve and collaboration with the local court systems, law enforcement and other social service agencies. SSAP's services are provided in all four parishes. SSAP services are confidential and at no charge to the victim.

RECOMMENDATION: FUND X DENY    

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 01/05/12 IS REVIEWED AND APPROVED BY LCLE STAFF.



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

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

CFDA #16.588

FOR LCLE USE ONLY:

Project ID: M10-8-018 VAWA Purpose Area: 5

<b>1. TITLE OF PROJECT</b> Domestic Violence Program	<b>2. <input type="checkbox"/> NEW PROJECT</b> <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: <u>M10-8-018</u>
<b>3. PROJECT DURATION</b> Total Length: <u>12</u> Months (Not to exceed 12 Months) Desired Start Date: <u>3/1/2012</u> Desired End Date: <u>2/28/2013</u>	<b>4. PROJECT FUNDS</b> Federal Funds: <u>\$15,231</u> Cash Match In-Kind Match: Total Project: <u>\$15,231</u>
<b>5A. APPLICANT AGENCY INFORMATION</b> Agency Name: Southeast Spouse Abuse Program 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	<b>5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY</b> Authorized Official: Pamela Hutcheson Title: Executive Director Agency Name: 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
Fed Employer Tax Id: <u>52-1243258</u> DUNS: <u>122615677</u> - CCR CAGE/NCAGE: <u>527W3</u> CCR Expiration Date: <u>9/19/2012</u>	

<b>6. IMPLEMENTING AGENCY</b> Name: Pamela Hutcheson 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	<b>7. PROJECT DIRECTOR</b> Name: Pamela Hutcheson 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	<b>8. FINANCIAL OFFICER</b> Name: Michelle O'Dell Title: Admin Asst/Financial Officer Agency: Southeast Spouse Abuse Program Address: P. O. Box 1946 City: Hammond Zip: 70404-1946 Phone: (985) 542-8384 FAX: (985) 429-1288 Email: modelssap82@gmail.com
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**9. BRIEF PROJECT DESCRIPTION:** (Please do not exceed space provided below.)  
SSAP provides direct and referral services to survivors who self identify as being victims of domestic violence and their dependent children in four parishes (Tangipahoa, Livingston, Washington and St. Helena). Specific services include 24-hour crisis intervention and safety planning, technical assistance with protective orders, court preparation and escort for survivors, legal advocacy and referral, supportive counseling (individual/group), emergency lodging and transitional housing. SSAP staff also provide educational and information presentations in the communities we serve and collaboration with the local court systems, law enforcement and other social service agencies. SSAP's services are provided in all four parishes. The agency's main office is located in Hammond, Louisiana and SSAP maintains outreach offices in the other three parishes in which weekly outreach and legal advocacy are provided. All SSAP services are confidential and at no charge to the victim. This project will support a portion of salary for two staff positions who provide direct and referral services to victims of domestic violence and their dependent children with one portion being slightly over 50% and the other being slightly over 15%.

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LAW ENFORCEMENT  
LA COMMISSION

VAWA - 1

Revised JULY 2010

**VAWA PURPOSE AREAS**

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

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

VAWA - 2

Revised JULY 2010

**PROJECT BUDGET SUMMARY**

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

**CHECKLIST:**

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

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

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

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	\$15,231	\$0	\$0	\$15,231
SECTION 200 FRINGE BENEFITS	\$0	\$0	N/A	\$0
SECTION 300 TRAVEL	\$0	\$0	\$0	\$0
SECTION 400 EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500 SUPPLIES	\$0	\$0	\$0	\$0
SECTION 600 CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 800 OTHER DIRECT COSTS	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$15,231</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,231</b>

**Provide Source of Cash Match:** Match is not required. SSAP is a victim service provider

**Provide Source of In-Kind Match:** Match is not required

**USE OF STOP FUNDS IN PERCENTAGES**

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

**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	Markeshia Desselles	FT	\$1,989.00	56.00%	12.00	\$13,366.08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adult Legal Advocate	Nydia Holley	FT	\$959.00	16.20%	12.00	\$1,864.29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$15,230.37		

F = Fed Funds  
C = Cash Match

**PART-TIME OR OVERTIME EMPLOYEES:**

POSITION TITLE	EMPLOYEE NAME	FT 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"/>
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	\$15,231
CASH MATCH	
IN-KIND MATCH	
<b>PERSONNEL TOTAL</b>	<b>\$15,231</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:

SSAP covers a large geographic 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 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 and referral services to survivors of domestic violence and their dependent children either in person or by phone in the following settings: the main office, court, or in outreach locations 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. Advocates assigned to this project also provide educational and information presentations in the communities we serve and collaborate on an ongoing basis with the local court systems, law enforcement and other social service agencies to promote safety and enhance services.

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

Nydia Holley, is a continuing employee from the previous grant. Markeshia Deselles is a new employee hired in June 2011 to fill an Advocate position as the previous employee assigned to the grant transitioned into another position within the agency.

**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.	.062			\$0	5.	.062			\$0		
2.	.062			\$0	6.	.062			\$0		
3.	.062			\$0	7.	.062			\$0		
4.	.062			\$0	8.	.062			\$0		
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL		
1.	.0145			\$0	5.	.0145			\$0		
2.	.0145			\$0	6.	.0145			\$0		
3.	.0145			\$0	7.	.0145			\$0		
4.	.0145			\$0	8.	.0145			\$0		
HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL		
1.				\$0	5.				\$0		
2.				\$0	6.				\$0		
3.				\$0	7.				\$0		
4.				\$0	8.				\$0		
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL		
1.				\$0	5.				\$0		
2.				\$0	6.				\$0		
3.				\$0	7.				\$0		
4.				\$0	8.				\$0		
UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX	RATE	TYPE	SALARY	TOTAL		
1.		CHECK TYPE		\$0	5.		CHECK TYPE		\$0		
2.				\$0	6.				\$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):					\$0	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): \$0

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	
CASH MATCH	
TOTAL FRINGE BENEFITS	\$0

## PROGRAM NARRATIVE

### A. PROBLEM DEFINITION

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

According to the 2011 Violence Policy Center (VPC) annual report released September 2011, Louisiana ranks number three (#3) in the nation in the rate of female homicides involving one female murder victim and one male offender with a rate of 1.99 per 100,000. In the cases where the victim offender relationship could be identified, 93% were murdered by someone they knew. Of these, 63% were wives or intimate acquaintances of their killers. Nationally, the rate of women killed by men in single victim/single offender instances was 1.25 per 100,000. Thus, Louisiana's rate of homicides in these incidents is approximately 60% higher than 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, within SSAP service area- Tangipahoa, Livingston, Washington and St. Helena Parishes- during the last year, September 2010 to September 2011, there were five (5) intimate partner homicides with two (2) in Tangipahoa, two (2) in Livingston and one (1) in Washington Parishes. Additional SSAP statistics substantiate the problem of domestic violence in our four (4) parish service area. From the period of July 1, 2010 through June 30, 2011 SSAP Advocates answered 2,437 crisis/hotline calls; provided 3,274 shelter/lodging nights to domestic violence victims and their dependent children; provided assistance with 397 protective orders and provided community education and public awareness to 883 participants.

Circumstances of all survivors vary. Some are fleeing violent situations; some are looking for ways to escape their situation, 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 of battered individuals vary in degree also. Some come to the agency seeking, first and foremost, safety and shelter from the abuse; while 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 basic necessities such as food, clothing and shelter, as well as assistance needed to pay rent and utility bills. The agency has also noted that 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.

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 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 2010 US Census significant demographic changes have occurred in the agencies service area and highlight the need for increased services to underserved populations as evidenced by an increase in the Hispanic and Two or More Races populations in all four (4) parishes in our service area, as well as increase in the Black populations in two parishes (Tangipahoa and St Helena). Moreover, three (3) of the four (4) parishes (Livingston being 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 the poverty status the majority of our service area is rural. Services are extremely limited, specifically transportation and affordable housing. Also, current/past SSAP survivors have identified an inability to access services due to a lack of transportation.

These statistics and information document 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 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, BRIEFLY state what the project hopes to accomplish. Do this by providing a clear statement of the effect this project will have on the problem.

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 domestic violence survivors 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 205 unduplicated adult survivors of domestic violence served, 195 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 50 adult survivors of domestic violence served, 45 will 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. SSAP Advocates will provide crisis intervention via 24 hours per day every day of the year offering safety planning and assistance in developing a plan of action for a safe, violence-free living environment. Other supportive services will include individual, group supportive and informational counseling as well as advocacy services.
2. SSAP Advocates 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. Advocates will provide technical assistance with preparation of protective orders, court preparation 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 assistance with developing a plan for a safe, violence-free living environment.

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

1. Advocates will provide a minimum of weekly group and up to four (4) hours of individual sessions with extensions as requested by victim.
2. Each quarter a minimum 48 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. SSAP Advocates will provide assistance with locating safe housing by providing survivors seeking housing with 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.
2. SSAP will provide information and assistance with application to survivors seeking housing through SSAP's Emergency Housing and Transitional Housing programs to include: eligibility requirements, application process, program components, duration of program, etc.
3. The agency will identify properties throughout the four parish area developing a solid base of housing possibilities for lease and referral to survivors to secure either independently or through SSAP's Transitional Housing program.
4. SSAP will assist each survivor with acquiring self-sufficiency by visiting each survivor in the SSAP's housing program in her unit at least monthly, providing domestic violence education, supportive counseling, budgeting and career counseling and assisting with securing permanent housing.
5. The agency 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. 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.
7. The agency will receive feedback on exit forms provided to all housing participants. Follow-up contacts will be made with survivors after 90 days, six months and one year of exiting the program. Financial records are kept on those survivors receiving assistance in housing when 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 11 adult survivors with securing a safe, violence-free living environment.

#### E. DEMOGRAPHICS

1. This project serves the following Congressional District(s)

1  2  3  4  5  6  7  All (Statewide Project)

2. Type of Organizations:

Applicant Agency:  Law Enforcement  Prosecution  Court  Non-Profit Organization  Tribal Government

Check the one answer that best describes the organization receiving VOCA Formula Grant Program funds.

- |   |   |
|---|---|
| <input type="checkbox"/> Community-Based Organization                                       | <input type="checkbox"/> Prosecution  |
| <input type="checkbox"/> Court  | <input type="checkbox"/> Sexual Assault Program                                 |
| <input checked="" type="checkbox"/> Domestic Violence Program                               | <input type="checkbox"/> Sexual Assault State Coalition                         |
| <input type="checkbox"/> Domestic Violence State Coalition                                  | <input type="checkbox"/> Tribal Coalition                                       |
| <input type="checkbox"/> Dual Program (Sexual Assault and Domestic Violence)                | <input type="checkbox"/> Tribal Government                                      |
| <input type="checkbox"/> Dual State Coalition (Sexual Assault and Domestic Violence)        | <input type="checkbox"/> Tribal Sexual Assault and/or Domestic Violence Program |
| <input type="checkbox"/> Government Agency (Department of Human Services, Bureau of Health) | <input type="checkbox"/> Unit of Local Government                               |
| <input type="checkbox"/> Law Enforcement  | <input type="checkbox"/> University/School                                      |
| <input type="checkbox"/> Probation, Parole, or Other Correctional Agency                    | <input type="checkbox"/> Other (Specify):                                       |

Yes  No Is this a faith-based organization?

Yes  No Is this a culturally specific community-based organization?

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

1. Name of the individual responsible for assisting victims in regard to accessing and using the LAVNS system:

NAME: Katina Smith PHONE: (985) 542-8384 EMAIL: ksmithssap82@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](http://lcle.la.gov/lavns).

#### G. CRIME VICTIMS REPARATIONS (CVR)

Yes  No 1. Is same individual responsible for assisting victims in regard to services available through the CVR program? If not, please provide name and contact information:

NAME: PHONE: ( ) - - EMAIL:

Yes  No 2. Does the agency know who the Crime Victims Reparations (CVR) Claims Investigator is at the Parish Sheriff's Office?

Yes  No 3. Does the agency have posters displayed for promoting CVR and brochures readily available to victims? If no, please fax a written request (contact person, agency name, mailing address) for free CVR posters and brochures to 225-925-6159. NOTE: More information regarding the CVR program, including applications and other forms, can be found at: <http://lcle.la.gov/programs/cvr.asp>

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

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

SSAP has exceeded the outcomes set in the previous application in regard to Objective 1- to assist 80 unduplicated adult survivors develop a safety plan and a plan of action for establishing a violence-free living environment. Thusfar, during the grant period from March 1, 2011 through September 2011 Advocates assigned to this grant provided services to a total of 542 victims, 296 new and 246 carry over.

SSAP has exceeded the outcomes set in the previous application in regard to Objective 2- to assist 20 unduplicated adult survivors to secure housing and establish a safe, independent and violence-free life for themselves and their dependent children. SSAP staff assisted a total of 21 unduplicated survivors secure housing during the grant period- 16 through SSAP's Transitional Housing program, 2 through SSAP's Emergency Shelter Housing program, and 3 through public housing authorities.

In addition, SSAP has made a substantial effort during this grant year by providing 36 presentations/trainings designed to educate the community about the prevalence of domestic violence, to train other professionals in responding appropriately to victims of domestic violence and to collaborate with community providers to promote the safety of domestic victims and to hold offenders accountable

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 also remain the same with the exception of an increase in the number from the last grant of survivors who will receive SSAP services.

#### 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 survivors through phone calls for a request of services, face to face contact to complete protective orders, 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 the data to improve service delivery.

4. Who will be responsible for submitting the data for the VAWA Annual Report: 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 forms utilized by SSAP are 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 Louisiana 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 STOP funding is limited and not assured, alternate funding sources should be sought. Name the sources and potential sources of continued funding for this project at the conclusion of Federal support.

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/businesses, 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 likely 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 utilized 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                         | 12/20/2010               |
| 2. Dates covered by last audit:               | 07/01/2009 to 06/30/2010 |
| 3. Date of next audit                         | 12/20/2011               |
| 4. Dates to be covered by next audit:         | 07/01/2010 to 06/30/2011 |
| 5. Date next audit will be forwarded to LCLE: | 01/30/2012               |

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

### M. VOLUNTEERS

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

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

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. 60 hours)

Crisis Intervention/Safety: Southeastern Louisiana University Interns provide crisis intervention/safety planning under the supervision of the Direct Service Supervisor and the Executive Director- (avg. 360 hours per semester)

Governance-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. CONSULTATION

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

Adult/Outreach staff attend court weekly within SSAP's service area to provide immediate assistance and access to services. Agency staff regularly attends community coalition and other scheduled meetings within our service area to collaborate with other community providers, raise awareness of the prevalence of domestic violence, and inform the community about the agency's services. In addition, agency staff coordinate with law enforcement, court personnel, etc., hospital personnel on an ongoing basis to provide services when victims of domestic violence are in need of the agency's services. During the grant period agency Advocates have begun traveling to area hospitals and local law enforcement agencies 24 hours per day, as requested, to provide immediate assistance to victims of domestic violence.

During this past grant year SSAP revived the Coordinated Community Response Team (CCRT)- a coordinated community response comprised of community providers collaborating services to enhance victim safety and hold offenders accountable. SSAP hosted four (4)- one in each parish in the agency's service area- CCRT kickoff meetings with other criminal justice system/public and private providers in the community. SSAP will continue to work toward fulfilling the agency's mission of social change by assuming the lead role in coordinating this community effort by holding quarterly CCRT meetings in each parish in our four (4) parish service area.

**Kathy Guidry**

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**From:** Kathy Guidry  
**Sent:** Thursday, January 05, 2012 5:07 PM  
**To:** 'Pamela Hutcheson'  
**Cc:** 'Beth Meeks'  
**Subject:** M11-8-018, Southeast Spouse Abuse Program, Domestic Violence Program

Ms. Pamela Hutcheson  
Southeast Spouse Abuse Program  
PO 1946  
Hammond, LA 70404-1946

RE: M11-8-018; "Domestic Violence Program"

Dear Ms. Hutcheson:

This office has received the above application. This application will be presented at the Victim Services Advisory Board and the Commission meetings, which are scheduled for February 29 and March 1, 2012, respectively. The information regarding the location of the meetings is yet to be determined. Since this application request is to continue the above project and is under \$20,000, you are only required to attend the Victim Services Advisory Board meeting.

Based on the preliminary review of the referenced application, the following issues must be addressed and resolved. Additional issues may arise between the agency review process and the Advisory Board/Commission meetings. If so, you will be given every opportunity and assistance to address and/or resolve any additional issues to avoid delaying the application to be presented.

1. Pg. 1,
  - a. Provide documentation for CCR and Duns Information
  - b. #5A Applicant Agency Information – What is the physical address?
2. Pg. 20, I. Evaluation and Dissemination of Reporting – Do you have an evaluation form that victims/clients complete after receiving services? If so, please provide a copy. This form can be very useful in determining if the project is meeting their needs and if the goals and objectives are being met.
3. Pg. 21, L. Audit Requirements – Remember a copy of your most current audit must be submitted to LCLE.
4. Pg. 22, N. Consultation – At least three current letters of support is required.

Please email or mail ONLY the changes as directed on the appropriate application pages and return only those pages for which changes or additional information that was requested to LCLE. Please do not fax replies, as they are not always legible.

All pages resubmitted must be complete in all aspects, including signatures, initials, dates, and responses. This information is due to LCLE by **Monday, January 16, 2012**. Please contact Beth Meeks or me if you have any questions pertaining to this letter.

Sincerely,

*Katherine C. Guidry*  
Federal Programs Section Manager  
LA Commission on Law Enforcement