

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

**APPLICATION AND REVIEW  
SUMMARY**

APPLICATION NUMBER: M10-8-012

APPLICANT: Natchitoches Domestic Violence Education & Support Grp

PROJECT TITLE: Domestic Violence Program

**PROJECT FUNDS :**

FUND: \$ 15,117 100.00%  
MATCH: \$ 0 0.00%  
TOTAL: \$ 15,117 100.00%

PROJECT DURATION: 12 months

START DATE: 12/01/2010

END DATE: 11/30/2011

Continuation of M06-8-024

**PROJECT SUMMARY:**

To partly fund the full time program coordinator to manage DOVES' shelter that serves Natchitoches & Red River Parishes' domestic violence survivors. Program coordinator is responsible for coordinating, supervising, managing and developing DOVES' various programs and their related projects.--specifically the family violence/legal advocacy program, the child/outreach advocacy program, the systems advocacy and shelter aide programs, the volunteer/intern program, and the cooperative service partner 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**

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

CFDA #16.588

**FOR LCLE USE ONLY:** Project ID: M10-8-012 VAWA Purpose Area: 5

<b>1. TITLE OF PROJECT</b> Family Violence Program Coordinator Project		<b>2. <input type="checkbox"/> NEW PROJECT</b> <input checked="" type="checkbox"/> <b>CONTINUATION PROJECT OF: M09 - 8 - 012</b>	
<b>3. PROJECT DURATION</b> Total Length: <u>12</u> Months (Not to exceed 12 Months) Desired Start Date: 12/01/10 Desired End Date: 11/30/11		<b>4. PROJECT FUNDS</b> Federal Funds: 15,117 Cash Match: 0 In-Kind Match: 0 Total Project: 15,117	
<b>5A. APPLICANT AGENCY INFORMATION</b> Agency Name: D.O.V.E.S., Inc. Physical Address: 830 Fourth Street City: Natchitoches Zip: 71457- Mailing Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com		<b>5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY</b> Authorized Official: Melody Minnum Title: Executive Director Agency Name: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com	
Fed Employer Tax Id: 72 - 1426406 DUNS: 14599 - 2587		CCR CAGE/NCAGE: 14599258 CCR Expiration Date: 3/4/2011	

<b>6. IMPLEMENTING AGENCY</b> Name: Melody Minnum Title: Executive Director Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1200 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com	<b>7. PROJECT DIRECTOR</b> Name: Hylan Wells Title: Office Manager Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com	<b>8. FINANCIAL OFFICER</b> Name: Patrick Jones Title: Board Treasurer Agency: D.O.V.E.S., Inc. Address: P.O. Box #1277 City: Natchitoches Zip: 71457-1277 Phone: (318) 352-9394 FAX: (318) 238-3239 Email: dovesprogram@yahoo.com
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**9. BRIEF PROJECT DESCRIPTION:** (Please do not exceed space provided below.)  
Partial funding for a full time program coordinator is needed to adequately supervise D.O.V.E.S. 24 hour residential domestic violence shelter in Natchitoches Parish. The position is responsible for coordinating, developing & managing D.O.V.E.S. various programs & their related projects to meet victim needs: the family violence advocacy program, the child advocacy program, the shelter aide program, & the community outreach program. The coordinator supervises staff's daily activities, coordinates the general safe & healthful maintenance of the facility, & oversees appropriate implementation of D.O.V.E.S. philosophy, goals, & objectives in accordance with its grants, policies, & state quality assurance standards. This is accomplished via regular staff training, development, management, & reporting.

**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)

2010 DEC 16 P 2:21  
LAW ENFORCEMENT  
COMMISSION

**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 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: Melody Minnum Title: Executive Director  
 Phone: (318) 352-9394 Fax: (318) 238-3239 E-Mail: dovesprogram@yahoo.com

**PROJECT BUDGET SUMMARY**

BUDGET CATEGORY	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100 PERSONNEL	13961	0	0	13961
SECTION 200 FRINGE BENEFITS	1156	0	N/A	1156
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>15117</b>	<b>0</b>	<b>0</b>	<b>15117</b>

Provide Source of Cash Match: /A

Provide Source of In-Kind Match: N/A

**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
Program Coordinator	Caroline Abreu	FT	1164	100	12	1396800	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
		FT				0	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						1396800	F	C

**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	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
							0	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							0	F	C

**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
N/A			0
			0
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			0

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	13961
CASH MATCH	0
IN-KIND MATCH	0
<b>PERSONNEL TOTAL</b>	<b>13961</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:

A program coordinator is needed for staff oversight to ensure proper provision of services to victims & domestic violence education to the community. This pivotal role must guide 'in-the-trenches' work for the appropriate implementation of grant goals & objectives and accurate compliance with program policy. The coordinator guides & develops staff by supervising them: two paid advocates & three paid shelter aides, plus volunteers. In order to support victims & create social change, a full time leadership position must manage each of the programs with their various related projects: the Family Violence Advocacy Program (with its Clothing Donation Drop Box Project & Goodwill Voucher Project), the Child Advocacy Program (with its Hands Are Not For Hitting Project & Adopt an Angel Project), the Shelter Aide Program (with its Cell Phone Project & Feather the Nest Project), & the Community Outreach Program (with its XMas Festival Project & its Counter-Topper Project). For the agency to operate efficiently & effectively, the coordinator must coordinate the advocates/aides shift schedules, ensure state standards based services are provided to victims, that documentation & service work logs/reports are performed accurately/timely & all projects help to meet victim needs. Eight full time paid employees are required to keep the shelter open 24/7 year round; three are leadership staff.

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

Qualifications such as education, experience, continuing education/training, & skills helped to determine the pay rate; plus, salary was based upon comparable positions at other similar domestic violence programs nationwide, several local non-profit human services industry salaries, & the program's currently available resources.

C) Project duties of each position requested:

Coordinate & manage the overall daily activities of the staff, their particular programs/projects & documentation of such: @ child advocacy program, family violence advocacy program, shelter aides program, community outreach program. Maintain all paperwork & data input as required for service reporting to ensure proper documentation/filing/ processing. Recruit, screen, train & evaluate volunteer/interns. Help train, manage, & develop staff. Manage scheduling & do staff performance reports. Assist staff in performing duties as needed &/or secure volunteer help. Perform regular file checks to review case files. Hold staff accountable for supporting, educating & serving survivor clientele according to quality assurance standards & program policy. Ensure progress reports for services are correctly prepared, funder-compliant & timely. Provide staff planning sessions & staff meetings to develop them professionally as well as develop their programs & projects. Provide follow-up on staff tasks for guidance & accountability. Perform weekly log collections to ensure use & accuracy of all proper forms. Ensure outreach development for social change via regular staff In-Services, training, public awareness, & support groups.

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

This is a continuation application for existing personnel.

**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	Caroline Abreu	062		15117	937,254	5		062			0.0
2		062			0.0	6		062			0.0
3		062			0.0	7		062			0.0
4		062			0.0	8		062			0.0
MEDICARE		RATE		SALARY	TOTAL	MEDICARE		RATE		SALARY	TOTAL
1	Caroline Abreu	0145		15117	219,1965	5		0145			0.0
2		0145			0.0	6		0145			0.0
3		0145			0.0	7		0145			0.0
4		0145			0.0	8		0145			0.0
HEALTH/LIFE INSURANCE Provide family insurance plan		RATE	MONTHS	TIME DEPOSITED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance plan		RATE	MONTHS	TIME DEPOSITED 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 Based on the \$7,000 of Law		RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on the \$7,000 of Law		RATE	TYPE	SALARY	TOTAL
1			CHECK TYPE		0	5			CHECK TYPE		0
2					0	6					0
3			<input type="checkbox"/> FLTA		0	7			<input type="checkbox"/> FLTA		0
4			<input type="checkbox"/> SLTA		0	8			<input type="checkbox"/> SLTA		0
PUBLIC/PRIVATE RETIREMENT		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):					1156.4505	FRINGE BENEFITS TOTAL (B):					0.0

PLEASE NOTE: IF MORE THAN EIGHT EMPLOYEES CHARGED TO THIS PROJECT, PLEASE COMPLETE AN ADDENDUM PAGE.

FRINGE BENEFITS TOTAL (A+B): 1156.4505

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	1156
CASH MATCH	0
<b>TOTAL FRINGE BENEFITS</b>	<b>1156</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 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.

The community of Natchitoches Parish is rural & underserved so domestic violence survivors are marginalized in many ways by simply living here. The Center for Disease Control estimates roughly 1,200 women are killed & 2 million injured by domestic violence annually in the United States; they also stated that "high levels of rurality, frequently in conjunction with poverty, have been associated with higher rates of homicide throughout the United States" (Greenburg, Carey & Popper study, 1997). The 1994 National Institute of Justice indicated that crimes such as homicide, rape & assault are more likely to occur among acquaintances in rural areas than urban; plus they quote an Ohio study that found "the least populated jurisdictions had the highest rates for domestic violence." These are pertinent & pressing truths in Natchitoches. Natchitoches Parish is one of the geographically largest parishes in LA; consisting of 40,000 people living in a 1,264 square mile area. There is no public transportation system & no other non-profit program whose sole mission is domestic violence. DOVES trained 37 volunteers last year & has 52 cooperative service partnerships via good faith contracts among local community systems in order to meet victim needs. Approximately 30% of protective orders served in the 10th Judicial District Attorney's Office from Jan-Dec 2010 were done by DOVES (Supreme Court State of LA Office of the Judicial Administrator & L.P.O.R.). Although DOVES can only house up to 9 people free of charge, program statistics for FY 2009-10 shows 42.6 survivors were served monthly: 512 non-resident & 63 resident.

From July 2009-July 2010, DOVES served 192 child victims of domestic violence, 317 women & 3 men; victims whose needs cannot practically be met outside this area because they belong to vulnerable families with rural underserved issues. Those issues are now compounded by statewide budget cuts & the economic ripple affect of the gulf coast oil crisis. It requires enormous ingenuity, hard work, resourcefulness & teamwork for a small non-profit program in a rural underserved area to meet basic survivor needs. Such quantity & quality of work is especially noteworthy when put into context. Natchitoches is a city where 26.5% of residents live below poverty level, 17.7% of homes are female head of household, 42.1% are of ethnic/racial minority, 11,009 are disabled, only 32.1% of citizens ages 25 & up graduated from high school, & 69.1% of grandparents raise their grandchildren (2002 US Census Bureau). D.O.V.E.S. clientele from July 2009-April 2010 were 42% African American, 54% single/divorced, 51% had 1-2 dependents, 67% were not employed, & 93% had only a secondary education. Due to this demographic, survivors cannot travel elsewhere for help because they have inadequate income for fuel or childcare, are unable to coordinate their commute due to school/work time conflicts or no support network. Successful continuation demands good management. A skilled, experienced & trained program coordinator is needed to efficiently & effectively supervise shelter activities & manage personnel: 2 victim advocates (child & family violence) & 3 shelter aides (for evening, nites, weekends & relief-work). A program coordinator is critical to guide staff toward resourceful, economical, safe & effective solutions; such as the development & management of various advocacy projects to meet survivor needs.

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

DOVES identified needs via program statistics, cooperative service partner surveys, networking, referral records, & its steering committee. Services are also tracked & entered into an ACCESS database to measure needs, services provided, & resulting affects. DOVES program of work is designed from these & other similar sources. All consistently demonstrate need for DOVES free domestic violence shelter services. The following gaps were also identified via the Natchitoches Times Newspaper 2009-10 circulation, citizen reports, & staff In-Services:

- 1- there is no dv shelter in this geographical location
- 2- there is no public transportation or taxi service here
- 3- the police jury cut back work days due to reduced budget so many pertinent services are no longer readily available (@ no court)
- 4- the university here reduced its budget by one third; increasing unemployment, reducing student as well as general population & leaving a gap in campus security, counseling, infirmary & other services used by victims
- 5- child protective services here reduced its number of staff
- 6- the local population here has dwindled due to statewide budget cuts & the gulf coast oil crisis; @ oil field workers that travelled south to work (@ 30 days on / 30 days off) are unemployed now & are migrating their families (employed spouses) out-of-state.
- 7- several local businesses that partnered with DOVES to provide victim's cell phones & public awareness went out of business (@ Monsour Communications)

Fewer community resources mean that victims require additional advocacy & program project development to meet food, housing, transportation, employment, counseling, criminal justice system support, child protection, continuing education, & safety measure needs. The program coordinator stands in this gap; coordinating DOVES staff with survivor-pertinent projects to meet their needs.

### B. GOALS

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

#### GOAL #1:

Ensure implementation of the organization's philosophy, goals & objectives per DOVES policies & state standards by providing staff professional training, development, supervision & evaluation so that their individual programs & related projects - with forms, documentation, reports & services - are successfully maintained via a safe, healthful, & supportive survivor centered environment.

### C. OBJECTIVES

**OBJECTIVES:** Provide at least TWO (2) measurable objectives for EACH goal. Objectives need to be measurable, observable aspects of the program. Identify who, what will change and by how much. Use absolute numbers, not percentages and be sure to include a baseline number

#### GOAL #1 -

Objective #1: the Program Coordinator will ensure that staff develop crisis intervention competencies by receiving five (5) trainings.

Objective #2: the Program Coordinator will ensure that each staff person develops, updates, and maintains their program & its various projects by giving individual planning sessions bi-annually (2).

Objective #3: the Program Coordinator will ensure that staff properly render & report services by performing bi-annual (2) checks of clientele files/logs/surveys.

Objective #4: the Program Coordinator will ensure that program policy & state standards are taught & upheld by preparing annual (1) staff performance assessments.

#### 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.

**METHOD for Objective #1:** the Program Coordinator will ensure that staff develop crisis intervention competencies by receiving five (5) trainings. This will be assured by scheduling, & facilitating &/or overseeing the facilitation of weekly support/youth groups for program clientele; maintaining its proper documentation, confidentiality & safety.

**METHOD for Objective #2:** the Program Coordinator will ensure that each staff person develops their program & projects by receiving individual planning sessions bi-annually (2). This will be assured by coordinating 12 staff provided In-Services to educate & engage community & meet victim needs; by developing one (1) new cooperative service partner relationships, & promoting social change via one (1) Cooperative Service Partnership Training.

**METHOD for Objective #3:** the Program Coordinator will ensure that staff properly render & report services by performing bi-annual (2) clientele file/log-in checks. This will be assured by performing weekly log collections & preparing statistics & documentation for grant reports (4 quarterly & 12 monthly); & by regularly managing the shelter facility, grounds, & staff via the "DOVES Weekly House-Keeping Schedule" to ensure safety & a proper workplace/living environment.

**METHOD for Objective #4:** the Program Coordinator will ensure that policy & standards are taught & upheld by preparing annual (1) staff performance assessments. This will be assured by providing experienced paid &/or unpaid staff 20 hours & new paid &/or unpaid staff 40 hours required crisis worker & continuing education trainings.

#### E. DEMOGRAPHICS

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

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

2. Type of Organizations:

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

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

- |   |   |
|---|---|
| <input type="checkbox"/> Community-Based Organization                                       | <input type="checkbox"/> Prosecution  |
| <input type="checkbox"/> Court  | <input type="checkbox"/> Sexual Assault Program                                 |
| <input type="checkbox"/> Domestic Violence Program  | <input type="checkbox"/> Sexual Assault State Coalition                         |
| <input checked="" 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: Caroline Abreu PHONE: (318) 352-9394 EMAIL: dovesprogram@yahoo.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: Dodie Knight PHONE: (318) 352-9394 EMAIL: dovesprogram@yahoo.com

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.)

GOAL #1: the Program Coordinator ensured staff implement DOVES policies & quality assurance standards by providing training, development, supervision & coordination of their individual programs & projects so that victim needs were met & the shelter ran in a safe, healthy, supportive, efficient & effective manner.

Objective #1: 12 trainings were provided to staff for skills & competency development; staff were supervised & assisted with & guided in crisis, dv education, & In-Services work as well as program policy, protocols & reporting; weekly staff meetings were held & an annual planning session were given to maintain implementation of programs & projects in compliance with standards & program policy.

Objective #2: annual individual staff development sessions were provided.

GOAL #2: Paperwork & oversight appropriate to daily staff management was maintained; proper program forms & methods were used for files, grant documentation & reports.

Objective #1: Bi-annual (2) clientele file checks were performed to ensure services were properly rendered & documented.

Objective #2: Bi-annual (2) staff performance reports were provided.

2 Did the project work as expected? Explain

Yes. The Department of Children and Family Services (Family Violence Intervention and Prevention) re-funded the program at 45% of its projected annual budget based upon approved compliance with the state standards for quality assurance. DOVES shelter is in compliance with the State Office of Public Health and the State Fire Marshall Office as well as compliant with the standards for quality assurance with the Department of Children & Family Services. DOVES also received a successful annual financial audit and and 95% satisfaction rate by survivors with DOVES program services. The 2009-10 DOVES Action Plan was submitted to and approved by DCFS. All of this would not have been possible without effective leadership; and the Program Coordinator position that this grant funds is a significant component of the management team that makes this program work. All goals and objectives of this grant were fulfilled.

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?

N/A

**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?

DOVES clientele.

2 When will the data be collected?

Quarterly.

3. Who will collect and analyze the data?

Caroline Abreu will collect the data; Hylan Wells will analyze it.

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

Name Melody Minburn

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

DOVES executive director determines the Family Violence Program needs by evaluating records of the project's activities.

If the project does not meet it's goals or the LCLE evaluation indicates need for improvement, the director utilizes one or more of the following tools for revision &/or updates of the project's strategy: the project's past progress reports, DOVES staff evaluations, program funding trends, surveys from the community &/or clientele, DOVES steering committee &/or board committee recommendation.

DOVES regularly staffs in order to keep abreast of each project's progress, update pertinent forms, strategize ways to best meet needs & goals.

6 Name the recipients who will receive the project's results and the schedule of reporting (i.e. monthly, quarterly, yearly). Recipients MUST state the Louisiana Commission on Law Enforcement will receive Quarterly Progress Reports and expenditure reports quarterly/monthly as specified at award time. Recipients should also include, if applicable, board of directors, applicant agency (if different from implementing agency), courts with jurisdiction, etc

The project results will be reported to the Louisiana Commission on Law Enforcement in the form of Quarterly Progress Reports & to DOVES, INC. Board of Directors in the form of monthly Directors Reports.

### 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.

The following are targeted sources of funding that DOVES is in the process of receiving or requesting funding from. Continued funding will be developed through -

A- Local, regional & state grant sources: @ MaryKay Foundation, Natchitoches Regional Medical Center Foundation, Alliance Compressors, Weyerhaeuser, WalMart Foundation, Rapides Foundation, Willis Knighton Foundation, International Paper, Louisiana Coalition Against Domestic Violence, DCFS/TANF, et cetera.

B- Agency fundraising efforts of at least 1 large event & several varied small endeavors per year: the "Cochon de Lait" event garnered \$47,000 last year (2009) & \$54,000 this year (2010). Small fundraisers are held over various holidays such as Valentines, Fathers Day, Back to School, & Christmas that bring in approximately \$2,000 but are mostly about meeting survivor needs.

C- Earned income strategies that bring DOVES about \$5,000 annually.

### 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.

DOVES is located on 830 Fourth Street in Natchitoches, LA; one block from city police, parish housing, counseling center, 2 blocks from the sheriff department & court house, & 3 blocks from legal services, the public defender, the post office, banks, shopping, & eateries. The facility is a 2,200 square foot living area, wood frame house sitting on a large fenced city lot with a wrap around front porch. Offices are in the front (a front reception office for the program coordinator & volunteers, a staff meeting room, a family violence/child advocate room, an executive director/office manager room, a supply closet & a staff bathroom; the shelter -which has 2 bedrooms, 2 bathrooms, a linen closet, a residential family room, & kitchen/laundry/breakfast nook room - is in the back part of the house. Offices have desks, chairs, file cabinets, & computers that are networked. Survivor & personnel records are in locked fire safe filing cabinets. There is a secure key control system. The front door has an intercom system. The back kitchen has a glass security door. The shelter has a fully engaged security alarm system, is in ADA compliance, has a fire sprinkler/fire alarm system with emergency lighted exit signs at points of entry/exit as well as exterior motion sensor security lights. There are also panic alarms for victims in their bedrooms.

### 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
  2. Dates covered by last audit:
  3. Date of next audit:
  4. Dates to be covered by next audit:
  5. Date next audit will be forwarded to LCLE:
- 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?

Volunteers who work with child survivors receive 40 hours initial training & 30 hours annually thereafter based on DCFS Core Standards for quality assurance; this includes a background check & drug screening. DOVES will comply with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate.

### 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.

DOVES interfaces with the local CVR program via the local Sheriff's Office & Sandra Williams to garner up-to-date forms, information, & assistance. We provide them any pertinent police reports &/or descriptions of last incident of abuse on our letterhead, a description of their needs due to the crime, & an estimate of costs to repair damages on their CVR form. After submittal, the CVR representative determines eligibility; if approved, she then works out a payment plan with the vendor. DOVES staff has a close working relationship with the District Attorney Van Kyzar, Sheriff, Victor Jones, Chief of Police Mickey Dove, Chief of Corrections Calvin McFerrin, the Honorable Judges Eric Harrington & Dee Hawthorn, & many others within the criminal justice system in Natchitoches Parish. DOVES coordinates with them as well as approximately 50 more partners to give & receive information, education, materials, training, services, & other helps related to the provision of domestic violence services to victims.

For instance, DOVES participates in Mr. JD Thornton's Round Table Meetings with the Office of Juvenile Justice, the City Police Department, Probation & Parole, the Coroners Office, Child Protection & others within or connected to the CJ field in order to collaboratively brainstorm solutions to pertinent needs & share resources. DOVES also provides DV reference pads for patrol cars, DV In-Services, & Cooperative Service Partner trainings to its partners in order to raise awareness, end domestic violence, & meet victim needs. Victims are asked if they would like to report their abuse to law enforcement by DOVES staff. They are provided with pertinent resource/referrals & informed about the benefits of such help, if accessed.