

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C11-9-009

APPLICANT: Kingsley House & N.O.. Day Nursery Association

PROJECT TITLE: Child Abuse Counseling Program

PROJECT FUNDS :

FUND: \$ 40,000 80.00%

PROJECT DURATION: 12 months

MATCH: \$ 10,000 20.00%

START DATE: 04/01/2012

TOTAL: \$ 50,000 100.00%

END DATE: 03/31/2013

Continuation of C88-9-002

PROJECT SUMMARY:

This project will continue to provide child abuse therapeutic services such as education and counseling for 200 participants (25 survivors of child abuse and 175 previously underserved) between the ages of 5 - 17 years of age.

RECOMMENDATION : FUND X DENY ___

SPECIAL CONDITIONS :

1. NO DRAWDOWN OF FUNDS (AWARD) BY LCLE UNTIL APPLICANT RESPONSE TO LCLE LETTER OF 12/29/11 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: C11-9-009 CVA Purpose Area: 3A

1. TITLE OF PROJECT Child Abuse Counseling Program	2. <input type="checkbox"/> NEW PROJECT <input checked="" type="checkbox"/> CONTINUATION PROJECT OF: C10-9-010
3. PROJECT DURATION Total Length: 12 Months (<i>Not to exceed 12 Months</i>) Desired Start Date: 4/1/2012 Desired End Date: 3/31/2013	4. PROJECT FUNDS Federal Funds: \$40,000 Cash Match In-Kind Match: \$10,000 Total Project: \$50,000
5A. APPLICANT AGENCY INFORMATION Agency Name: Kingsley House, Inc. Physical Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Mailing Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Phone: (504) 523-6221 FAX: (504) 523-4450 Email: kliederman@kingsleyhouse.org	5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY Authorized Official: Keith Liederman, PhD Title: Executive Director Agency Name: Kingsley House, Inc. Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Phone: (504) 523-6221 FAX: (504) 523-4450 Email: kliederman@kingsleyhouse.org

Fed Employer Tax Id: 72 - 0408940 DUNS: - CCR CAGE/NCAGE: CCR Expiration Date:		
6. IMPLEMENTING AGENCY Name: Kingsley House, Inc. Title: Youth Services Department Agency: Kingsley House, Inc. Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Phone: (504) 523-6221 FAX: (504) 523-4450 Email: kliederman@kingsleyhouse.org	7. PROJECT DIRECTOR Name: Adrian Todd, LCSW Title: Associate Director of Programs Agency: Kingsley House, Inc. Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Phone: (504) 523-6221 FAX: (504) 523-4550 Email: atodd@kingsleyhouse.org	8. FINANCIAL OFFICER Name: Jim Brignac Title: Controller Agency: Kingsley House, Inc. Address: 1600 Constance Street City: New Orleans Zip: 70130-4641 Phone: (504) 523-6221 FAX: (504) 523-4450 Email: jbrignac@kingsleyhouse.org

9. BRIEF PROJECT DESCRIPTION: (*Please do not exceed space provided below.*)
This project will continue to provide child abuse and anti-violence education and outreach for 200 participants between the ages of 4-17 years. Community education and outreach services are designed to educate participants on child abuse prevention and keeping them safe from harm, build self-esteem and healthy decision making skills, and decrease the occurrences of aggressive behaviors among participants. A Master's Level Counselor/Social Worker facilitates these groups with the participants.
Services will be provided to youth participating in Kingsley House's After School, Teen, and Summer Programs.

CVA - 1

Revised JULY 2010

VOCA PURPOSE AREAS

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

<input type="checkbox"/> Sexual Assault
<input type="checkbox"/> Domestic Abuse
<input checked="" type="checkbox"/> Child Abuse
<input checked="" type="checkbox"/> Previously Underserved

State Type of Previously Underserved: Youth new to the program

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: Jahanna Cannon-Brightman Title: Program Manager
Phone: Fax: E-Mail: jbrightman@kingsleyhouse.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	\$34,348	\$0	\$2,000	\$36,348
SECTION 200. FRINGE BENEFITS	\$5,502	\$0	N/A	\$5,502
SECTION 300. TRAVEL	\$0	\$0	\$0	\$0
SECTION 400. EQUIPMENT	\$0	\$0	\$0	\$0
SECTION 500. SUPPLIES	\$150	\$0	\$0	\$150
SECTION 600. CONTRACTUAL	\$0	\$0	N/A	\$0
SECTION 700. RENOVATION COSTS	\$0	\$0	\$0	\$0
SECTION 800. OTHER DIRECT COSTS	\$0	\$0	\$8,000	\$8,000
TOTAL:	\$40,000	\$0	\$10,000	\$50,000

Provide Source of Cash Match: N/A

Provide Source of In-Kind Match: Volunteer Hours and Donated Program Space

CVA - 2

Revised JULY 2010

LOUISIANA COMMISSION
ON LAW ENFORCEMENT
DEC - 2 PM 1:21

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
Youth Services Manager	Jahanna Cannon-Brightman	FT	\$3,937.50	50.00%	12.00	\$23,625.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Facilitator	Michele Beloney	FT	\$2,378.00	100.00%	2.00	\$4,756.00	<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"/>
		FT				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						\$28,381.00		

F = Fed Funds
C = Cash Match

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
Group Facilitator	Michele Beloney	PT	\$17.00	9.00	100.00%	39.00	\$5,967.00	<input checked="" 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:							\$5,967.00		

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.

DUTIES	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
To assist with supervising the children participating in the services .	200.00	\$10.00	\$2,000.00
			\$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$2,000.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$34,348
CASH MATCH	
IN-KIND MATCH	\$2,000
PERSONNEL TOTAL	\$36,348

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:

The Program Manager oversees operations and the fiscal management of the program, develops and implements services, provides program supervision, and informs the community about services available to youth in the area.

The Group Facilitator conducts the community education groups with the children.

These positions are needed to ensure successful implementation of the project

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

It is Kingsley House's policy to review annually and maintain salary ranges that are competitive on a national, regional and local level with other local non-profit agencies. Each position is assigned to a level based upon the requirements and responsibilities of the job.

C) Project duties of each position requested:

The Program Manager oversees operations and the fiscal management of the program, develops and implements services, provides program supervision, and informs the community about services available to youth in the area. The Group Facilitator conducts the community education groups with the children.

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.]

Jahanna Cannon-Brightman is existing staff, hired as the Program Manager to oversee the daily operations and implementation of the services in the Youth Services Department. Her resume is attached. The Group Facilitator, Michele Beloney, is existing personnel that was originally hired to conduct group facilitation. Her resume is attached as well.

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.

In 2009, the U.S. Department of Health and Human Services, Administration for Children and Families, 2010 (www.acf.hhs.gov/programs/cb/pubs/cm09/index.htm), indicated that there were 22,804 referrals for child abuse and neglect reports investigated. Of this, reports indicated that there were 5,909 children abused or neglected in the state of Louisiana, representing a 6% increase from 2006. These children experienced various forms of maltreatment; 83% were neglected, 28% were physically abused, and 7.8% were sexually abused. These statistics indicate a pressing need for child abuse and violence outreach and education for youth in Louisiana.

Statistics from the Department of Education, Spring 2009, indicates that 85% of students received free or reduced lunch in Orleans Parish, indicating a majority of students in the public school system are still living in poverty (www.gnocdc.org/NewOrleansIndex/index.html). Poverty is one of the greatest risk factors for children falling victim to abuse and/or neglect. Orleans Parish, with its disproportionately large population of children living in poverty, provides a large number of potential survivors who are at risk of being abused and/or neglected.

Kingsley House's Youth Services Department incorporates child abuse and anti-violence outreach and education into each of its programs. The After School, Teen, and Summer Camp Programs are designed to engage the participants in creative, educational, social, and recreational activities as a deterrent to negative behavior. These programs are equipped to serve child abuse survivors so that they can continue to receive therapeutic interventions, education, and supportive services. In particular, services will assist child abuse survivors with the development of coping skills to resolve issues related to the negative impact of past abuse, and seek to decrease the risk of these children becoming abusers.

The program will focus on substance abuse, violence and child abuse education, as well as character development and self esteem building.

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

As indicated by the statistics, there is a need to educate the community and the youth of Louisiana regarding child abuse and anti-violence outreach and education. Resources available in the area are limited, therefore children remain at risk due to the lack of structured activities.

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: Increase participants' awareness, understanding, and sensitivity to abusive and violent situations. The project will begin on April 1, 2012 and end on March 31, 2013.

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:

Participants will demonstrate an increase in knowledge from pre to post testing on identifying signs of abuse and identify safety plans and identification of resources for assistance in potentially abusive situations.

Objective #2

Participants will demonstrate an increase in knowledge from pre to post testing on identifying anger triggers and alternatives to violent behaviors.

Objective #3: Participants will learn non-violent mediation skills.

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.

The primary technique used to achieve the project objectives are groups focusing on child abuse outreach and education, and individual counseling sessions, as needed. The secondary technique is the implementation of an evidence-based curriculum that focuses on substance abuse and child abuse. The third technique used is engaging program participants in educational, creative, recreational, and social activities in order to deter defiant/delinquent behavior. These services will be provided for participants ages 4-17 years old residing in the Greater New Orleans area. The project will operate year round within the Youth Services Department, which is comprised of the After School, Teen, and Summer Camp Programs. All three programs will incorporate the child abuse outreach and education groups and individual counseling as needed.

During the school year, the After School Program operates until 6 pm each school day and the Teen Program operates 5 - 7 pm Monday through Thursday and Fridays 5 - 8 pm. During the summer months, the Teen Program operates Monday through Friday, 5-8 pm. Summer Camp runs for 8 weeks, Monday through Friday, 7:30 am - 5 pm.

The groups are both therapeutic and psycho-educational (skills building). The groups allow individuals to receive the attention necessary to deal with identified past abusive situations and its impact on current behaviors. They focus on teaching the children communication skills including the identification and expression of feelings. Participants will learn to express anger and frustration and to identify potentially explosive situations and options for responding to them. The Group Facilitator uses a variety of books, pamphlets, games, and audio visual materials that are appropriate to the participant's age, culture, and gender in order to enhance their learning.

The evidenced-based curricula "Red Flag Green Flag," "Million Dollar Machine," and "Life Skills Training" (for the adolescents) will be offered year-round. The Group Facilitator implements the curricula as well as additional age-appropriate activities and materials. The Group Facilitator conducts pre and post-testing to determine knowledge gained on drug and violence knowledge.

In addition to the child abuse, violence, and substance abuse education and outreach groups, the Youth Services Department continues to offer a variety of alternative activities in each program in order to fully engage each participant in positive activities and experiences. The After School and Teen Programs offer individual and small group tutoring, homework assistance, recreational activities, creative arts activities, and field trips. Summer Camp offers the following classes: Character Counts, Junior Achievement, creative arts, dance, math, drama, English/language arts, computer, anger management, recreational activities, and field trips. Through these activities, program participants are less likely to engage in negative or delinquent behavior during the critical hours when children and youth are out of school, (3:00 pm -- 7:00 pm during the school year and 8:00am-3:00 pm during the summer months).

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 checked="" 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 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: Adrian Todd, LCSW PHONE: (504) 523-6221 EMAIL: atodd@kingsleyhouse.org

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://lele.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.lele.la.gov/lavns](http://lele.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: Jahanna Cannon-Brightman PHONE: (504) 523-6221 EMAIL: jbrightman@kingsleyhouse.org

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://lele.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.)

The group facilitator conducted groups within the Teen and Summer Camp. Discussion topics included exploring one's anger style and problem solving skills, personal safety, self-esteem building, violence prevention, assertiveness, identifying bullying behaviors and how to respond, identifying physical and sexual abuse, the negative impact of advertisements and media, stress, communication skills, social skills, goal setting and how decisions today directly affect any plans for their future, and how to respond safety pre-test, post-test, etc.

Staff continue to work on engaging the participants and implementing creative arts, fun, and thought provoking activities as a supplement to the existing curriculum. Summer Camp and Teen programs ended at the end of July at which time the participants were posttested. 79% of participants improved or maintained a score of 75% or higher from pre to post-test for abuse prevention / educations. 75% of participants improved or maintained a score of 75% or higher from pre to post-test for anti - violence education

2. Did the project work as expected? Explain.

The program continues to operate as expected providing services the youth enrolled in the after school, teen and summer camp programs

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

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

I. EVALUATION AND DISSEMINATION OF RESULTS

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?

Pre and Post tests will be collected from the group facilitator for the summer camp, afterschool and teen programs.

2. When will the data be collected?

Data will be collected at the beginning and end of each program.

3. Who will collect and analyze the data?

The group facilitator will collect and analyze the data and the Program Manager will analyze the data.

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

Name: Jahanna Cannon-Brightman

Phone: (504) 523-6221

Email: jbrightman@kingsleyhouse.org

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

On a quarterly basis, the Program Manager and the group facilitator reviews the service delivery for continual quality assurance and strategize accordingly to accomplish the identified goals and needs for the program.

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

The Louisiana Commission on Law Enforcement will receive quarterly Progress Reports and monthly financial reports. Within the agency monthly updates are provided to the board in addition to quarterly reports that are submitted to the Associate Director for Programs

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.

The Program Manager continues to seek funding for program services delivery on a "on-going" basis. The agency receives alternative funding for this project from sources including United Way and private foundations .

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.

Kingsley House occupies 3.2 acres of land in the Lower Garden District in New Orleans with majestic buildings surrounding an enclosed courtyard including two jungle gyms, swing sets and a wading pool. The buildings which house the Youth Services Department include a full court, air conditioned gymnasium, covered pavilion, several classrooms including a creative arts classroom. Furthermore, Kingsley House operates the Magic Johnson Technology Center. The lab consists of 24 HP computers with Windows XP and Microsoft Office Suite, Internet access, and a color laser printer. The campus is gated and monitored by a security guard and NOPD officers who work a detail during morning and evening hours due to increased crime in the area, thus providing a safe environment for staff, participants, and visitors on campus. These facilities are used for the Teen and Summer Camp Programs. The After School operates @ B. Franklin Elementary accessing classrooms, playground and cafeteria.

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: 12-21-10
- 2. Dates covered by last audit: 7-1-2009 – 6-30-2010
- 3. Date of next audit: October 2011
- 4. Dates to be covered by next audit: 7-1-2010– 6-30-2011
- 5. Date next audit will be forwarded to LCLE: January 2012

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

M. VOLUNTEERS

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

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

The Youth Services Department has several student and community volunteers that assist with day to day programming as well as the education groups. Several of the student volunteers are M.S.W. students who are gaining experience in child abuse outreach and education by assisting in these activities. Kingsley House has existing relationships with local universities which house schools of social work and/or counseling in order to assign students to the agency. The students will provide a minimum of 200 hours of services to the project. All volunteers are under the supervision of the Group Facilitator or Program Manager.

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.

The Program Manager will contact the Victims Assistance Program at Orleans Parish Sheriff's Office to inform them of the availability of this project. The need of participants requiring victims' compensation will be assessed and maintained by the Group Facilitator and other direct care staff. The Facilitator will provide all referrals for 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.

The agency has an ongoing working relationship with local criminal justice agencies, social service providers, state and local government agencies, etc. These external resources, as well as existing Kingsley House services will be available to participants, as needed.

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.

During the intake process, the participants and their parents will be informed by the personnel in this project of the agency's responsibility and requirements to report abuse and neglect. All staff are reminded during their employee orientation of their status as mandated reporters.

During the intervention, staff will discuss with participants the names, telephone number, and reporting procedures of the Office of Community Services. The importance of reporting abuse and neglect will be discussed. Participants will also be encouraged to seek assistance from project personnel if they feel reluctant about making a report.

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

All Kingsley House employees and volunteers are required to have a criminal background check, including a sex offender check, prior to being hired. The Department of Public Safety and Corrections conducts background checks to determine if the potential employee has any convictions enumerated under LRS: 15:587. This project will comply with the Louisiana Child Protection Act (LRS: 15:587.1).

Kathy Guidry

From: Kathy Guidry
Sent: Thursday, December 29, 2011 8:20 AM
To: George Lawrence; Maria-Kay Chetta
Cc: James Carter
Subject: C11-9-009, Kingsley House, Inc., Child Abuse Counseling Program

Mr. Keith Liederman
Kingsley House, Inc.
c/o City of New Orleans, Office of Criminal Coordination
1300 Perdido St., Room 8E15
New Orleans, LA 70112-2125

RE: C11-9-009; Child Abuse Counseling Program

Dear Mr. Liederman:

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 this project and is over \$20,000, you will be required to attend both meetings

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, Need to complete:
 - a. "DUNS" number
 - b. "CCR CAGE/NCAGE" number
 - c. "CCR Expiration Date"
 - d. #6 Implementing Agency - "Name" should read "Keith Liederman".
2. Pg. 3, Section 100 Personnel –
 - a. Please explain why Michele Beloney, Group Facilitator, is paid full time for only 2 months and then paid part time for 39 weeks on this project.
 - b. Both job descriptions need the salary range.
3. Pg. 5, Section 200 Fringe Benefits – SUTA needs to be calculated on first \$7700. The totals in both tables must match.
4. Pg. 13, Section 800 Other Direct Costs – Please expand on the space usage and its relationship to the project.
5. Pg. 15, C. Objectives – The objectives must include a baseline and be measurable. Identify who, what will change and by how much. Use absolute numbers, not percentages.
6. Pg. 16, D. Activities/Methods – Need to state the timetable when activities will occur.
7. Pg. 19, H. Prior Results #1 – Please provide actual data to coincide with the stated results of the previous subgrant. Remember all objectives from the previous subgrant must be included.

8. Pg. 20, I. Evaluation and Dissemination of Reporting – A copy of your pre- and post-tests were not included.
9. Pg. 21, L. Audit Requirements – A copy of your most recent audit must be submitted to LCLE.
10. Pg. 22, N. Required Components #2 – At least three current letters of support are required.
11. Subgrant Award Report #4 – Need to complete 4c and 4d.

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 was requested to the District Office. 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 the District Office if you have any questions pertaining to this letter.

Sincerely,

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