LOUISIANA COMMISSION ON LAW ENFORCEMENT AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW SUMMARY

APPLICATION NUMBER: C10-9-003

APPLICANT: Catholic Charities Archdiocese Of N. O.

PROJECT TITLE: Domestic Violence Legal Assistance

PROJECT FUNDS :

FUND:	$ 170,000	80.00%	PROJECT DURATION:	12 months
MATCH:	$ 42,500	20.00%	START DATE:	10/01/2010
TOTAL:	$ 212,500	100.00%	END DATE:	09/30/2011

Continuation of C88-9-001

PROJECT SUMMARY:

Project SAVE (Stopping Abuse Through Victim Empowerment) operates a non-profit law firm within Catholic Charities providing free emergency legal assistance to adult and children victims of domestic violence in Orleans Parish. These legal services include initial evaluation and consultation with the client, preparing and filing Petitions for Protection from Abuse, and trial preparation and representation at Civil District Court. Attorneys assist survivors in obtaining temporary restraining orders and Protective Orders that may include the following temporary relief; child custody, visitation, child support, use of community property, use of the home, and temporary spousal support.

RECOMMENDATION : FUND X **DENY** ___

SPECIAL CONDITIONS :

1. NO RELEASE OF 10% TOTAL FEDERAL FUNDS BY LCLE UNTIL MONITORING REVIEW IS RECEIVED BY LCLE.
2. NO DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.

LOUISIANA COMMISSION ON LAW ENFORCEMENT AND THE ADMINISTRATION OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY: **Project ID:** C10-9-003 **CVA Purpose Area:** 2

1. TITLE OF PROJECT

Project SAVE (Domestic Violence Legal Assistance)

2. ☐ **NEW PROJECT**

☒ **CONTINUATION PROJECT OF: C09-9-003**

3. PROJECT DURATION

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

Desired Start Date: 10/1/2010

Desired End Date: 9/30/2011

4. PROJECT FUNDS

Federal Funds:	$170,000
Cash Match	$32,000
In-Kind Match:	$10,500
Total Project:	**$212,500**

5A. APPLICANT AGENCY INFORMATION

Agency Name: Catholic Charities, Archdiocese of N.O.
Physical Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Mailing Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Phone: (504) 523-3755 FAX: (504) 523-2129
Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: James R. Kelly and Gordon Wadge
Title: Co-Presidents
Agency Name: Catholic Charities, Archdiocese of N.O.
Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Phone: (504) 592-5683 FAX: (504) 523-2789
Email: jkelly@archdiocese-no.org

Fed Employer Tax Id: 72 - 0408911 DUNS: 79517 - 1297 CCR CAGE/NCAGE: 1L6S9 CCR Expiration Date: 1/13/2011

6. IMPLEMENTING AGENCY

Name: James Kelly and Gordon Wadge
Title: Co-CEO and Presidents
Agency: Catholic Charities, Arch. of N.O
Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Phone: (504) 592-5683 FAX: (504) 523-2789
Email: jkelly@archdiocese-no.org

7. PROJECT DIRECTOR

Name: Allyson Tuttle, JD
Title: Director
Agency: Project SAVE
Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Phone: (504) 310-6871 FAX: (504) 310-6877
Email: atuttle@archdiocese-no.org

8. FINANCIAL OFFICER

Name: Cheryl LaBorde, CPA
Title: CFO
Agency: Catholic Charities,Arch. of N.O.
Address: 1000 Howard Avenue
City: New Orleans Zip: 70113-1916
Phone: (504) 310-8720 FAX: (504) 523-2789
Email: cdlaborde@archdiocese-no.org

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

Project SAVE (Stopping Abuse Through Victim Empowerment) operates a non-profit law firm within Catholic Charities providing free emergency legal assistance to adult and children victims of domestic violence in Orleans Parish. These legal services include initial evaluation and consultation with the client, preparing and filing Petitions for Protection from Abuse, and trial preparation and representation at Civil District Court. Attorneys assist survivors in obtaining temporary restraining orders and Protective Orders that may include the following temporary relief: child custody, child visitation, child support, use of community property, use of the home, and temporary spousal support.

VOCA PURPOSE AREAS

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

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

State Type of Previously Underserved:

PROJECT BUDGET SUMMARY

INSTRUCTIONS: The Checklist is self-explanatory. In Project Summary, applicable budget category totals will be automatically entered from each of the Detailed Project Budget Summaries. Provide source of Cash and/or In-Kind Match. In last table, check the type of victimization types that this project will address.

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

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

Person Completing Budget Section: Allyson Tuttle Title: Director

Phone: (504) 310-6871 Fax: (504) 310-6877 E-Mail: atuttle@archdiocese-no.org

PROJECT BUDGET SUMMARY

BUDGET CATEGORIES	FEDERAL FUNDS	CASH MATCH	IN-KIND MATCH	SECTION TOTAL
SECTION 100. PERSONNEL	$128,381	$19,690	$14,500	**$162,571**
SECTION 200. FRINGE BENEFITS	$26,886	$4,911	N/A	**$31,797**
SECTION 300. TRAVEL	$900	$150	$0	**$1,050**
SECTION 400. EQUIPMENT	$0	$0	$0	**$0**
SECTION 500. SUPPLIES	$1,957	$345	$0	**$2,302**
SECTION 600. CONTRACTUAL	$0	$0	N/A	**$0**
SECTION 700. RENOVATION COSTS	$0	$0	$0	**$0**
SECTION 800. OTHER DIRECT COSTS	$11,876	$2,904	$0	**$14,780**
TOTAL:	**$170,000**	**$28,000**	**$14,500**	**$212,500**

Provide Source of *Cash* Match: IOLTA grant funds, United Way and cash donations

Provide Source of *In-Kind* Match: Volunteer law students.

SECTION 100. PERSONNEL

Enter Position Titles and Names of the employees for each position funded through this grant. For further information and direction, please refer to the application instructions.

FULL-TIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	FT	ACTUAL MONTHLY SALARY	TIME DEVOTED TO PROJECT	NUMBER OF MONTHS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Domestic Abuse Advocate I	Joan Miller, JD	FT	$3,877.00	100.00%	4.00	$15,508.00	☒	☒
Domestic Abuse Advocate I	Joan Miller, JD	FT	$3,994.00	100.00%	8.00	$31,952.00	☒	☒
Domestic Abuse Advocate III	Allyson Tuttle, JD	FT	$4,397.00	100.00%	4.00	$17,588.00	☒	☒
Domestic Abuse Advocate I	Allyson Tuttle, JD	FT	$4,529.00	100.00%	8.00	$36,232.00	☒	☒
Office Manager	Vicki Gordy	FT	$2,449.00	100.00%	4.00	$9,796.00	☒	☒
Office Manager	Vicki Gordy	FT	$2,523.00	100.00%	8.00	$20,184.00	☒	☒
Director	Mary Claire Landry	FT	$6,159.00	8.00%	4.00	$1,970.88	☒	☒
Director	Mary Claire Landry	FT	$6,343.00	8.00%	8.00	$4,059.52	☒	☒
SUBTOTAL AMOUNT OF FULL-TIME EMPLOYEES SALARIES:						$137,290.40	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH F	PAID WITH C
Domestic Abuse Advocate II	Mark Vicknair, JD	PT	$20.31	10.00	100.00%	16.00	$3,249.60	☒	☐
Domestic Abuse Advocate II	Mark Vicknair, JD	PT	$20.92	10.00	100.00%	36.00	$7,531.20	☒	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
							$0.00	☐	☐
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							$10,780.80	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
Law students assist attorneys with filijng pleadings with court, assist with clerical work, and assist clients with paperwork and filing petitions. Law student interns typically earn at least $25 per hour for their services as they are considered skilled and having specialized expertise in the field of law.	580.00	$25.00	$14,500.00
			$0.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			$14,500.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	$128,381
CASH MATCH	$19,690
IN-KIND MATCH	$14,500
PERSONNEL TOTAL	$162,571

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:

Domestic Abuse Advocate I- The attorneys have scheduled over 250 appointments with victims of domestic violence during the previous grant period. Project SAVE continues to increase the number of services provided since we are now an on-site partner with the New Orleans Family Justice Center.
Domestic Abuse Advocate II- The attorneys have provided representation and consultation for over 400 primary and secondary victims of domestic violence in Orleans Parish during the previous grant period.
Domestic Abuse Advocate III- The attorneys have obtained over 300 restraining orders and protective orders from abuse for adults and children who live in violence and fear for their safety. The attorneys have also provided legal representation for victims at more than 250 hearings at Civil District Court in Orleans Parish over the past grant period.
Law Clerk- The law clerk has assisted attorneys in filing over 800 pleadings in cases seeking protection from abuse.
Director- The director provides input and direction in maintaining focus and stability for the entire staff on a regular basis.

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

Domestic Abuse Advocate I- Salary $47,460. Salary is based upon legal experience and experience handling domestic abuse cases.
Domestic Abuse Advocate II- Salary $10,781. Salary based upon legal experience and time litigating domestic violence cases.
Domestic Abuse Advocate III- Salary $53,820. Salary based upon legal experience, supervisory experience, and experience litigating domestic violence cases.
Law Clerk- Salary $ 29,980. Salary based upon experience and expertise in legal support services and office management.
Director Salary $6,030. Salary is based upon experience and time spent on directing program per grant proposal.
The salaries are computed at the current rate for four months and include a 3% increase for the remaining eight months. The salaries are an hourly rate, so it is difficult to round the figures when computing salaries.

C) Project duties of each position requested:

Domestic Abuse Advocate I- Duties include initial legal consultation, evaluation of domestic violence legal issues and civil legal representation for victims of domestic violence in Orleans Parish.
Domestic Abuse Advocate II-Duties include legal consultation, evaluation of domestic violence legal issues, and legal representation for protective order hearing.
Domestic Abuse Advocate III- Duties include legal consultation, evaluation of domestic abuse legal issues, and supervision of Domestic Abuse Advocates I and II and Law Clerk.
Law Clerk-Duties include processing pleadings, filing pleadings, preparing and mailing correspondence to clients and opposing counsel, maintaining flow of paperwork, screeening/scheduling appointments, compiling and organizing statistical data.
Director-Duties include meeting with staff and administration to advise, direct, and oversee operations and services provided for under the grant.

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.]

All positions are filled by 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. Joan Miller, JD	.062		$47,460	$2,942	5. Mark Vicknair, JD	.062		$10,781	$668
2. Allyson Tuttle, JD	.062		$53,920	$3,343	6.	.062			$0
3. Vicki Gordy	.062		$29,980	$1,858	7.	.062			$0
4. Mary Claire Landry,	.062		$6,030	$373	8.	.062			$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Joan Miller, JD	.0145		$47,460	$688	5. Mark Vicknair, JD	.0145		$10,781	$156
2. Allyson Tuttle, JD	.0145		$53,920	$781	6.	.0145			$0
3. Vicki Gordy	.0145		$29,980	$434	7.	.0145			$0
4. Mary Claire Landry	.0145		$6,030	$87	8.	.0145			$0
HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL	HEALTH/LIFE INSURANCE Provide monthly insurance rates	RATE	MONTHS	TIME DEVOTED TO PROJECT	TOTAL
1. Joan Miller, JD	335.00	12.00	100.00%	$4,020	5. Mark Vicknair, JD	75.00	12.00	100.00%	$900
2. Allyson Tuttle, JD	335.00	12.00	100.00%	$4,020	6.				$0
3. Vicki Gordy	335.00	12.00	100.00%	$4,020	7.				$0
4. Mary Claire Landry,	335.00	12.00	8.00%	$321	8.				$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Joan Miller, JD	0.016		$47,460	$759	5. Mark Vicknair, JD	0.016		$10781	$172
2. Allyson Tuttle, JD	0.016		$53,920	$862	6.				$0
3. Vicki Gordy	0.016		$29,980	$479	7.				$0
4. Mary Claire Landry	0.016		$6,030	$96	8.				$0
UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first $7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Joan Miller, JD	0.011	CHECK TYPE:	$7,000	$77	5. Mark Vicknair, JD	0.011	CHECK TYPE:	$7,000	$77
2. Allyson Tuttle, JD	0.011		$7,000	$77	6.				$0
3. Vicki Gordy	0.011	☒ FUTA	$7,000	$77	7.		☒ FUTA		$0
4. Mary Claire Landry	0.011	☒ SUTA	$6,188	$68	8.		☒ SUTA		$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				$0	5.				$0
2.				$0	6.				$0
3.				$0	7.				$0
4.				$0	8.				$0
OTHER: ST, LT, Life Insurance	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1. Jaon Miller	0.03		$47,460	$1,423	5. Mark Vicknair	0.03		$10,781	$323
2. Allyson Tuttle	0.03		$53,920	$1,617	6.				$0
3. Vicki Gordy	0.03		$29,980	$899	7.				$0
4. Mary Claire Landry	0.03		$6,030	$180	8.				$0
FRINGE BENEFITS TOTAL (A):				$29,501	FRINGE BENEFITS TOTAL (B):				$2,296

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

Fringe Benefits Total (A+B): $31,797

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	$26,886
CASH MATCH	$4,911
TOTAL FRINGE BENEFITS	$31,797

SECTION 300. TRAVEL

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

LOCAL TRAVEL: NAME/POSITION TITLE/PURPOSE OF TRAVEL	MILEAGE RATE	TOTAL MILES	TOTAL COST	PAID WITH F	C	IK
NAME: Joan Miller, JD TITLE: Domestic Advocate I PURPOSE: Parking for Court	$6.00	70.00	$420.00	☒	☐	☐
NAME: Allyson Tuttle, JD TITLE: Domestic Advocate III PURPOSE: Parking for Court	$6.00	45.00	$270.00	☒	☐	☐
NAME: Mark Vicknair, JD TITLE: Domestic Advocate II PURPOSE: Parking for Court	$6.00	35.00	$210.00	☒	☐	☐
NAME: Allyson Tuttle, JD TITLE: Domestic Violence Advocate III PURPOSE: Parking for court	$6.00	25.00	$150.00	☐	☒	☐
SUBTOTAL FOR LOCAL TRAVEL:			$1,050.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

NON-LOCAL IN-STATE/OUT-OF-STATE TRAVEL (OUT-OF-STATE TRAVEL REQUIRES PRIOR APPROVAL FROM LCLE) NAME/POSITION TITLE/PURPOSE OF TRAVEL	TRAVEL DESTINATION	TRAVEL DATES: FROM	TO	PAID WITH F	C	IK
NAME: TITLE: PURPOSE:				☐	☐	☐
NAME: TITLE: PURPOSE:				☐	☐	☐
NAME: TITLE: PURPOSE:				☐	☐	☐

CONTINUED FROM ABOVE TABLE	MILEAGE RATE	TOTAL MILES	MILES COST	NO. OF DAYS	NO. OF MEALS	MEAL COSTS	AIRFARE COSTS	LODGING COSTS (Include Tax)	OTHER TRAVEL COSTS	TOTAL COSTS	PAID WITH F	C	IK
NAME:			$0.00							$0.00	☐	☐	☐
NAME:			$0.00							$0.00	☐	☐	☐
NAME:			$0.00							$0.00	☐	☐	☐
SUBTOTAL FOR NON LOCAL IN-STATE AND OUT-OF-STATE TRAVEL COST:										$0.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

SECTION 300. TRAVEL SUMMARY	
FEDERAL FUNDS	$900
CASH MATCH	$150
IN-KIND MATCH	$0
TRAVEL TOTAL	$1,050

SECTION 500. SUPPLIES

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

TYPE OF SUPPLIES	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Basic Supply Allowance	1.00	$400.00	$400.00	☒	☐	☐
TIME software	1.00	$375.00	$375.00	☒	☐	☐
Postage	100.00	$1.00	$100.00	☒	☐	☐
Copier Toner	4.00	$30.00	$120.00	☒	☐	☐
Printer/fax toner	7.00	$73.00	$511.00	☒	☐	☐
Folders	5.00	$30.00	$150.00	☒	☐	☐
Legal Pads	72.00	$3.00	$216.00	☒	☐	☐
Copy paper Legal/letter size	2.00	$43.00	$86.00	☒	☐	☐
Copy paper Legal/Letter size	8.00	$43.00	$344.00	☐	☒	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
			$0.00	☐	☐	☐
SUBTOTAL OF SECTION A SUPPLIES:			$2,302.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

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

TIME software- Software to check whether a conflict exists which would preclude legal representation.
Postage- Necessary for mailing legal documents and correspondence to the cient.
Copier Toner- Necessary for copying legal documents and printing correspondence.
Printer toner- Necessary for printing documents from the computer for clients.
Fax toner- Necessary to print and send faxes for clients' cases.
Legal Pads- Used to take notes during interviews with clients. CONTINUED BELOW

B) Its relationship to this project.

Copy paper legal size- Used to copy pleadings.
Copy paper letter size- Used for correspondence with clients, opposing counsel, and the Court.
Folders- Used as file folders for all clients of our office.

SECTION 500. SUPPLIES (Continued)

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

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

BRIEFLY EXPLAIN:

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

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	$1,957
CASH MATCH	$345
IN-KIND MATCH	$0
SUPPLIES TOTAL	$2,302

SECTION 800. OTHER DIRECT COSTS

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

TYPE OF OTHER DIRECT COST	METHOD OF DETERMINING COST	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH F	C	IK
Malpractice/ liability insur.	Annual cost expended per attorney	2.00	$1,138.00	$2,276.00	☒	☐	☐
Rent/Occupancy	Monthly cost for each employee	4.00	$2,400.00	$9,600.00	☒	☐	☐
Copier Maintenance	Annual fee for maintenance	1.00	$970.00	$970.00	☐	☒	☐
Professional Dues	Annual fees per employee	2.00	$535.00	$1,070.00	☐	☒	☐
Telephone	Monthly Cost	12.00	$32.50	$390.00	☐	☒	☐
Malpractice/Liability Insuranc	For part time employee	1.00	$474.00	$474.00	☐	☒	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
				$0.00	☐	☐	☐
SUBTOTAL OF OTHER DIRECT COSTS:				$14,780.00			

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

BRIEFLY EXPLAIN:

A) Need for each type listed; and

Malpractice and liability insurance- Each domestic abuse advocate (attorney) must have malpractice insurance paid annually to practice law in the state of Louisiana.

Rent/Occupancy- Each staff person needs an office in order to provide services.

Copier maintenance-Annual fee to repair and maintain the copier to ensure that it is working properly.

CONTINUED BELOW

B) Its relationship to project.

Professional Dues/Fees- Each attorney must have membership to the Louisisana State Bar Association in order to practice law in Louisiana. Annual fees must be paid in order to remain in good standing with the Bar and to continue to provide legal services to victims of domestic violence.

Telephone- Needed to call clients, opposing attorneys, and the courts.

Telephone (long distance)- Needed to call long distance cell phone numbers and other long distance numbers.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	$11,876
CASH MATCH	$2,904
IN-KIND MATCH	$0
OTHER DIRECT COSTS TOTAL	$14,780

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.

Domestic violence affects not only individual families, but the community as a whole. Fortunately, Louisiana's domestic violence laws are strong and protect victims when those victims can access our court systems. Many victims, however, are unable to navigate the court system and are ofetn intimitated by the prospect of having to face their abuser in court. The importance of having legal represetation for Protective Order hearings is critical. Project SAVE gives victims of domestic violence access to legal protection and helps to empower those who would otherwise not have a voice. Project SAVE has a proven track record in their success of obtaining protection from the court for their clients. Project SAVE's statistics show that a client is more likely to obtain protection from the court when they are represented by an attorney. In fact, from January 2010 through June, 2010, Project SAVE had a 94% success rate in obtaining protection for their clients.

Attorneys represent adults and children who are victims of domestic violence in obtaining temporary restraining orders and orders of protection which include temporary relief with child support, custody, and use of property. Although Project SAVE does not have an income eligibility requirement, over 95% of our clients are at or below the poverty level. Without Project SAVE, these individuals could not afford to hire an attorney to represent them .

According to Projcet SAVE's statistics and record keeping, during the 2009-2010 grant period Project SAVE attorneys filed over 800 pleadings on behalf of victims of domestic violence at Civil District Court. We obtained 314 orders of protection and attended 225 hearings. These attorneys provided legal assistance to 380 primary and secondary victims of domestic violence. The attorneys also gave over 1000 referrals and information to clients to other social service agencies so that the clients will have the legal help as well as the assistance of social service agencies to escape the cycle of violence.

Project SAVE provides quality legal representation and is successful in obtaining relief for their clients. Many victims of domestic violence try to represent themselves in civil court, but there is clearly a benefit in having attorney representation. Without LCLE funding, Project SAVE will cease to exist and hundreds of victims of domestic violence will no longer have representation in court.

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

There is a lack of resources to provide legal representation to victims of domestic violence in Civil District Court in Orleans Parish. According to Civil Court statistics, only 30% of Petitioners are represented by counsel in cases involving domestic violence restraining order cases. We are currently studying statistics and outcomes form Civil District Court to determine the obstacles in obtaining an attorney. Based on Projcet SAVE statistics, attorneys from Project SAVE have a 94% rate of success in obtaining protection from the Court for their clients. Based on Civil Court statistics, the success rate is drastically lower for litigants representing themselves in Court.

B. GOALS

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

GOAL 1: Offer free emergency civil legal services to 400 (primary and secondary) victims of domestic violence in Orleans Parish

GOAL 2: Assess and identify legal remedies and other resources available to 300 (primary and secondary) domestic violence victims.

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: Attorneys will offer 350 appointment slots for clients during the grant period.

Objective 2: Attorneys will prepare or amend 850 pleadings and file them with Civil District Court. These pleadings will include, but will not be limited to, Petitions, temporary restraining orders, motions to re-set, and motions to withdraw.

GOAL 2
Objective 1:Attorneys will meet with 200 survivors and provide a legal consultation.

Objective 2: Attorneys will give each client at least one referral to a legal service organization, social service agency, or some other agency providing services to victims of domestic violence.

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.

Goal 1
Objective 1
Method: Attorneys will block out time each week for appointments with domestic violence victims.

Objective 2
Method: Attorneys will prepare/amend petitions for temporary restraining orders; paralegal/law clerk will file the pleadings. Trained volunteers will assist in the process.

Goal 2:
Objective 1
Method: Paralegal/Law Clerk will schedule client appointments. Attorneys will screen for jurisdiction, domestic violence related issues and other legal issues that the client may be facing.

Objective 2
Method: Staff/survivor will continue to collaborate with other agencies that specialize in various services which meet the needs of victims of domestic violence.

E. DEMOGRAPHICS

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

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

2. Type of Organizations:

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

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

- ☐ Community-Based Organization
- ☐ Court
- ☒ Domestic Violence Program
- ☐ Domestic Violence State Coalition
- ☐ Dual Program (Sexual Assault and Domestic Violence)
- ☐ Dual State Coalition (Sexual Assault and Domestic Violence)
- ☐ Government Agency (Department of Human Services, Bureau of Health)
- ☐ Law Enforcement
- ☐ Probation, Parole, or Other Correctional Agency
- ☐ Prosecution
- ☐ Sexual Assault Program
- ☐ Sexual Assault State Coalition
- ☐ Tribal Coalition
- ☐ Tribal Government
- ☐ Tribal Sexual Assault and/or Domestic Violence Program
- ☐ Unit of Local Government
- ☐ University/School
- ☐ Other (Specify):

☒ Yes ☐ No Is this a faith-based organization?

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

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Allyson Tuttle PHONE: (504) 310-6871 EMAIL: atuttle@archdiocese-no.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://lcle.la.gov/programs/lavns.asp.

☒ Yes ☐ No 4. Does the agency have posters displayed for promoting LAVNS and brochures readily available to victims? If no, please go to the LCLE website to request free LAVNS materials at: www.lcle.la.gov/lavns.

G. CRIME VICTIMS REPARATIONS (CVR)

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

NAME: PHONE: ( ) - EMAIL:

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

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

H. PRIOR RESULTS (For Continuation Projects Only)

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

The measurable outcomes included the number of primary and secondary victims served, the number and type of services provided, the number of volunteer utilized, and the number of conferences and trainings attended by staff. Project SAVE has also tracked how many appointement slots have been offered, how many pleadings have been prepared and filed, how many survivors attorneys have met with, and how many outgoing referrals were made.

2. Did the project work as expected? Explain.

Yes, based on Project SAVE's statistics, Project SAVE has met or exceeded all of the measurable outcomes as outlined as objectives in the previous grant application.

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. EV JATION AND DISSEMINATION OF REI .TING

A COPY OF YOUR EVALUATION FORMS USED FOR THIS PROJECT MUST BE INCLUDED.

1. From who will the data be collected – what is the source?

The data will be collected from the attorneys. Some data is also collected from the clients.

2. When will the data be collected?

The data is collected on a daily basis and collated for monthly and quarterly reports.

3. Who will collect and analyze the data?

Project SAVE's office manager, Vicki Gordy, will collect the data and will analyze it with Allyson Tuttle, director of Project SAVE.

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

Name: Allyson Tuttle Phone: (504) 310-6871 Email: atuttle@archdiocese-no.org

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

Following evaluation of the data, Allyson Tuttle will meet the staff to evaluate the goals and identify ways in which to improve our services and possibly revise our strategies.

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 monthly reports are distributed to Project SAVE staff , our Catholic Charities' Domestic Violence Services Director, and LCLE. The monthly reports include: the activity report, the client profile report, the referral report, the outcomes report, and the police report. These reports are all prepeared by our office manager, Vicki Gordy. The quarterly reports are distributed to staff, Catholic Charities Domestic Violence Services Director, and LCLE. LCLE also receives Project SAVE's quarterly expenditure reports. The yearly report is distributed to staff, Catholic Charities' Director of Domestic Violence Services.

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.

Project SAVE will apply for funding from private foundations and the Louisiana Bar Foundation.

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.

Our offices are located at 1000 Howard Avenue, New Orleans, LA .

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 6/09
2. Dates covered by last audit: 7/08-6/09
3. Date of next audit: 6/10
4. Dates to be covered by next audit: 7/09-6/10
5. Date next audit will be forwarded to LCLE: 9/10

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

M. VOLUNTEERS

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

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

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.

Applicant will attend LCLE training to further expand knowledge of CVR program and will disseminate the information to the other employees. Each client is given a CVR brochure and each attorney will speak to the client about the program and how to apply. The Project SAVE representative is familiar with the Orleans Parish CVR represenative, but will reach out to the CVR representative in an effort to become reacquainted.

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.

Project SAVE is an on-site partner of the New Orleans Family Justice Center which provides comprehensive services to victims of domestic violence. Other FJC partners include the New Orleans Police Department, the Orleans Parish District Attorney's Office, Southeast Louisiana Legal Services, Tulane University Law School, and Crescent House. Project SAVE is in communication with these organizations on a regular basis to coordinate our activities in an effort to improve service delivery to victims of domestic violence. Meetings between these partners are scheduled and attended on a regular basis and Project SAVE attorneys interact with associates form these agencies on a daily basis in an effort to provide wrap-around services to our clients.

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.

Project SAVE has a good working relationship with the New Orleans Police Department and works closely with the domestic violence detectives. The Project SAVE attorneys speaks to each client about reporting crimes to law enforcement and the imporatance of doing so. The attorneys explain to the client how this process will work and the benefit of doing so. The attorneys are also able to connect the victim directly to a domestic violence detective whi is specially trained in this field.

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.

Project SAVE will comply with the Louisiana Child Protection Act in screening prospective employees.