

LOUISIANA COMMISSION ON LAW ENFORCEMENT
AND ADMINISTRATION OF CRIMINAL JUSTICE

APPLICATION AND REVIEW
SUMMARY

APPLICATION NUMBER: C12-9-002

APPLICANT: Catholic Charities Archdiocese Of New Orleans

PROJECT TITLE: Domestic Violence Legal Assistance

PROJECT FUNDS :

FUND: \$ 146,369 80.00%

MATCH: \$ 36,592 20.00%

TOTAL: \$ 182,961 100.00%

PROJECT DURATION: 12 months

START DATE: 10/01/2012

END DATE: 09/30/2013

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 DRAWDOWN OF FUNDS (AWARD) UNTIL APPLICATION IS REVIEWED AND APPROVED BY LCLE STAFF.



LOUISIANA COMMISSION
ON LAW ENFORCEMENT
AND THE ADMINISTRATION
OF CRIMINAL JUSTICE

CRIME VICTIM ASSISTANCE
FORMULA GRANT PROGRAM

CFDA #16.575

FOR LCLE USE ONLY:

Project ID: C12-9-002 CVA Purpose Area: 2

1. TITLE OF PROJECT

-Project-SAVE (Domestic Violence Legal Assistance)

2. NEW PROJECT

CONTINUATION PROJECT OF: C11-9-003

3. PROJECT DURATION

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

Desired Start Date: 10/1/2012

Desired End Date: 9/30/2013

4. PROJECT FUNDS

Federal Funds: \$146,369

Cash Match \$22,218

In-Kind Match: \$14,375

Total Project: **\$182,962**

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) 310-6877

Email:

5B. AUTHORIZED OFFICIAL OF APPLICANT AGENCY

Authorized Official: Gordon Wadge

Title: President and CEO

Agency Name: Catholic Charities, Archdiocese of N.O.

Address: 1000 Howard Avenue

City: New Orleans

Zip: 70113-1916

Phone: (504) 596-3099

FAX: (504) 523-2789

Email: gwadge@ccano.org

Fed Employer Tax Id: 72 - 0408911

DUNS: 79517 - 1297

CCR CAGE/NCAGE: 1L6S9

CCR Expiration Date: 1/4/2013

6. IMPLEMENTING AGENCY

Name: Gordon Wadge

Title: President and CEO

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: gwadge@ccano.org

7. PROJECT DIRECTOR

Name: Allyson Tuttle, JD

Title: Director

Agency: Project SAVE

Address: 710 Loyola Avenue

City: New Orleans

Zip: 70113-1916

Phone: (504) 310-6871 FAX: (504) 310-6877

Email: atuttle@ccano.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@ccano.org

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

Project SAVE (Stopping Abuse Through Victim Empowerment) an agency of Catholic Charities Archdiocese of New Orleans provides 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.

2012 AUG -3 PM 2:02
LA COMMISSION
LAW ENFORCEMENT

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
Domestic Abuse Advocate I	Joan Miller, JD	FT	\$3,955.00	100.00%	12.00	\$47,460.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office Manager	Vicki Gordy	FT	\$2,498.00	75.00%	12.00	\$22,482.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Domestic Abuse Advocate II	Allyson Tuttle, JD	FT	\$4,485.00	100.00%	12.00	\$53,820.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director	Martin Gutierrez	FT	\$7,741.00	5.00%	12.00	\$4,644.60	<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:						\$128,406.60	F = Fed Funds C = Cash Match	

PART-TIME OR OVERTIME EMPLOYEES:

POSITION TITLE	EMPLOYEE NAME	PT OT	ACTUAL EMPLOYEE HOURLY SALARY RATE	NUMBER OF HOURS	TIME DEVOTED TO PROJECT	NUMBER OF WEEKS	TOTAL SALARY PAID BY GRANT	PAID WITH	
								F	C
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
							\$0.00	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL AMOUNT OF PART-TIME AND/OR OVERTIME EMPLOYEES SALARIES:							\$0.00	F = Fed Funds C = Cash Match	

VOLUNTEERS:

DUTIES: List ONLY volunteers used as In-Kind Match. Duties must directly relate to the focus of this project. For further information and direction, please refer to the application instructions.	NO. OF HOURS	VALUED RATE OF HOURLY PAY	IN-KIND TOTAL
Law students assist attorneys with filing 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.	375.00	\$25.00	\$9,375.00
Volunteers to assist with child care for victims attending appointments with attorneys, support for court hearings, assistance with research projects and coordination of civil legal services.	500.00	\$10.00	\$5,000.00
SUBTOTAL AMOUNT OF VOLUNTEERS IN-KIND SALARIES:			\$14,375.00

SECTION 100. PERSONNEL SUMMARY	
FEDERAL FUNDS	\$115,000
CASH MATCH	\$13,406
IN-KIND MATCH	\$14,375
PERSONNEL TOTAL	\$142,781

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 280 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 550 primary and secondary victims of domestic violence in Orleans Parish during the previous grant period.

Office Manager- The law clerk has assisted attorneys in filing over 600 pleadings in cases seeking protection from abuse.

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 \$53,820. Salary based upon legal experience, supervisory experience, and experience litigating domestic violence cases.

Office Manager- Salary \$ 29,976. Salary based upon experience and expertise in legal support services and office management.

Director Salary-5% of the Director's time is spent working with Project SAVE.

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 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, screening/scheduling appointments, compiling and organizing statistical data.

Director-Duties include supervising the Project SAVE staff, meeting with them on a regular basis, and monitoring Project SAVE's grants.

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.	.062			\$0
2. Allyson Tuttle, JD	.062		\$53,820	\$3,336	6.	.062			\$0
3. Vicki Gordy	.062		\$22,482	\$1,393	7.	.062			\$0
4. Martin Gutierrez	.062		\$4,645	\$287	8. 1950	.062			\$0
MEDICARE	RATE		SALARY	TOTAL	MEDICARE	RATE		SALARY	TOTAL
1. Joan Miller, JD	.0145		\$47,460	\$688	5.	.0145			\$0
2. Allyson Tuttle, JD	.0145		\$53,820	\$780	6.	.0145			\$0
3. Vicki Gordy	.0145		\$22,482	\$325	7.	.0145			\$0
4. Martin Gutierrez	.0145		\$4,645	\$67	8. 1360	.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.				\$0
2. Allyson Tuttle, JD	335.00	12.00	100.00%	\$4,020	6.				\$0
3. Vicki Gordy	335.00	12.00	75.00%	\$3,015	7.				\$0
4. Martin Gutierrez	335.00	12.00	5.00%	\$201	8. 11250				\$0
WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL	WORKMAN'S COMPENSATION	RATE		SALARY	TOTAL
1. Joan Miller, JD	0.016		\$47,460	\$759	5.				\$0
2. Allyson Tuttle, JD	0.016		\$53,820	\$861	6.				\$0
3. Vicki Gordy	0.016		\$22,482	\$359	7. 1919				\$0
4.				\$0	8.				\$0
UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL	UNEMPLOYMENT TAX Based on first \$7,000 or Less	RATE	TYPE	SALARY	TOTAL
1. Joan Miller, JD	0.011	CHECK	\$7,000	\$77	5.		CHECK		\$0
2. Allyson Tuttle, JD	0.011	TYPE:	\$7,000	\$77	6.		TYPE:		\$0
3. Vicki Gordy	0.011	<input checked="" type="checkbox"/> FUTA	\$7,000	\$77	7.		<input checked="" type="checkbox"/> FUTA		\$0
4. Martin Gutierrez	0.011	<input checked="" type="checkbox"/> SUTA	\$4,645	\$51	8. 106		<input checked="" type="checkbox"/> SUTA		\$0
PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL	PUBLIC/PRIVATE RETIREMENT	RATE		SALARY	TOTAL
1.				\$0	5.				\$0
2.				\$0	6.				\$0
3.				\$0	7.				\$0
4.				\$0	8.				\$0
OTHER: ST, LT, Life Insurance	RATE		SALARY	TOTAL	OTHER:	RATE		SALARY	TOTAL
1. Jaon Miller	0.03		\$47,460	\$1,423	5.				\$0
2. Allyson Tuttle	0.03		\$53,820	\$1,614	6.				\$0
3. Vicki Gordy	0.03		\$22,482	\$674	7.				\$0
4. Martin Gutierrez	0.03		\$4,645	\$139	8. 3850				\$0
FRINGE BENEFITS TOTAL (A):				\$27,185	FRINGE BENEFITS TOTAL (B):				\$0

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

Fringe Benefits Total (A+B): \$27,185

JM - 9289 < 14238
 AT - 10628 < 16140
 VG - 5184 < 6744
 MG - 745 < 1353

SECTION 200. FRINGE BENEFITS SUMMARY	
FEDERAL FUNDS	\$20,808
CASH MATCH	\$6,377
TOTAL FRINGE BENEFITS	\$27,185

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
Pens	4.00	\$20.00	\$80.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paperclips	4.00	\$5.00	\$20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Postage	250.00	\$1.00	\$250.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copier Toner	4.00	\$30.00	\$120.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer/fax toner	5.00	\$64.00	\$320.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Folders	5.00	\$30.00	\$150.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Pads	10.00	\$5.00	\$50.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy paper Legal/letter size	5.00	\$41.00	\$205.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy paper Legal/Letter size	5.00	\$43.00	\$215.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
White out	7.00	\$4.00	\$28.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendars	3.00	\$20.00	\$60.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tape	10.00	\$4.00	\$40.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION A SUPPLIES:			\$1,538.00			

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

BRIEFLY EXPLAIN:

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

- Pens-Attorneys and staff require writing utensils to take notes and perform work.
- Paperclips-Necessary for attaching multiple pieces of paper.
- Postage- Necessary for mailing legal documents and correspondence to the client.
- 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.
- Folders-Necessary to organize and secure Client's paperwork and Court documents.
- 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.
- White out-Necessary to correct mistakes.
- Calendars-Necessary to keep track of appointments and Court hearings.
- Tape-Necessary to seal envelopes, etc.

SECTION 500. SUPPLIES (Continued)

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

TYPE	TITLE OF PUBLICATIONS/FILMS	QUANTITY	UNIT PRICE	TOTAL COST	PAID WITH		
					F	C	IK
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF SECTION B SUPPLIES:				\$0.00	<small>F = Federal Funds C = Cash Match IK = In-Kind Match</small>		

BRIEFLY EXPLAIN:

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

SECTION 500. SUPPLIES SUMMARY	
FEDERAL FUNDS	\$0
CASH MATCH	\$1,538
IN-KIND MATCH	\$0
SUPPLIES TOTAL	\$1,538

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	\$2,550.00	\$5,100.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.T. Administration	Annual Cost	0.50	\$2,130.00	\$1,065.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Dues	Annual fees per employee	2.00	\$435.00	\$870.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Telephone	Monthly Cost	12.00	\$108.00	\$1,296.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		0.00	\$0.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Fees	Annual for staff	3.00	\$660.00	\$1,980.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	Annual Cost	1.00	\$600.00	\$600.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Payable	Annual Cost	1.00	\$472.00	\$472.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounts Receivable	Annual Cost	1.00	\$75.00	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUBTOTAL OF OTHER DIRECT COSTS:				\$11,458.00	F = Federal Funds C = Cash Match IK = In-Kind Match		

BRIEFLY EXPLAIN:

A) Need for each type listed; and

Malpractice and liability insurance- Each attorney must have malpractice insurance paid annually.

I.T. Administration- The I.T. Department assists our program with our computers.

Professional Dues/Fees- Each attorney must have membership to the Louisiana 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.

CONTINUED BELOW

B) Its relationship to project.

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

Parking fees- Fees for parking for staff

Payroll- The department that processes our paychecks.

Accounts Payable- The department that processes our invoices.

Accounts Receivable- The department that receives funds from our grants and donations.

SECTION 800. OTHER DIRECT COSTS SUMMARY	
FEDERAL FUNDS	\$10,561
CASH MATCH	\$897
IN-KIND MATCH	\$0
OTHER DIRECT COSTS TOTAL	\$11,458

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 often intimidated by the prospect of having to face their abuser in court. The importance of having legal representation 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 October through June of 2012 Project SAVE had a 97% 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 Project SAVE's statistics and record keeping, during the 2011-2012 grant period Project SAVE attorneys filed over 600 pleadings on behalf of victims of domestic violence at Civil District Court. We obtained over 250 orders of protection and attended more than 250 hearings. These attorneys provided legal assistance to more than 450 primary and secondary victims of domestic violence. The attorneys also gave over 400 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 from Civil District Court to determine the obstacles in obtaining an attorney. Based on Project SAVE statistics, attorneys from Project SAVE currently have a 97% rate of success in obtaining protection from the Court for their clients. Based on Civil Court statistics, the success rate in obtaining protection 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 450 (primary and secondary) victims of domestic violence in Orleans Parish

GOAL 2: Assess and identify legal remedies and other resources available to 400 (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 250 appointment slots for clients during the grant period.

Objective 2: Attorneys will prepare or amend 500 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 250 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.

Timetable: Every week, attorneys will schedule time to see clients. This will be from October 1, 2012 through September 30, 2013.

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.

Timetable: Attorneys will perform these activities every week from October 1, 2012 through September 30, 2013.

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.

Timetable: The law clerk will perform these tasks every day from October 1, 2012 through September 30, 2013.

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.

Timetable: The staff will collaborate with other agencies on a weekly basis from October 1, 2012 through September 30, 2013.

D-2. TRAINING PROJECTS

Complete this page in lieu of Section D – Activities/Methods. This page is to be completed only if this application is for the training of individuals involved in the criminal justice system. DO NOT use this for in-house training.

1. Training Curriculum (topics to be included):

2. Type of personnel to be trained:

3. Number of personnel to be trained:

4. Geographical locations of trainees (who will be invited):

5. Dates and hours of training:

6. Location of training:

7. Explanation supporting the effectiveness of the training program including how the program will meet the identified need.

E. DEMOGRAPHICS

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

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

2. Type of Organizations:

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

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

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

Yes No Is this a faith-based organization?

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

F. LOUISIANA AUTOMATED VICTIM NOTIFICATION SYSTEM (LAVNS)

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

NAME: Allyson Tuttle

PHONE: (504) 310-6871

EMAIL: atuttle@ccano.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 volunteers utilized, and the number of appointment slots offered. Project SAVE has also tracked how many appointment 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.

GOAL 1:

Objective 1 was exceeded because Project SAVE offered more than 300 appointment slots during the grant period and the objective called for 300 appointment slots to be offered.

Objective 2 was not fully met because Project SAVE prepared or amended approximately (the statistics for the grant period are not complete) 600 pleadings during the grant period and the objective was to prepare or amend 700 pleadings during the grant period.

GOAL 2:

Objective 1 was met and exceeded because Project SAVE attorneys met with over 200 new clients during the grant period and the objective was to meet with 200 survivors.

Objective 2 was met and exceeded since Project SAVE gave 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 and the objective was to give at least one outgoing referral to each client.

2. Did the project work as expected? Explain.

Yes, based on Project SAVE's statistics, Project SAVE has met or exceeded all but one of the measurable outcomes as outlined as objectives in the previous grant application. We will look at the number of pleadings produced and see if there is any room for improvement. The project worked as expected because we successfully met our objectives and were able to provide quality legal services to victims of domestic violence.

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 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?

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@ccano.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' VP of Community Services, 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 prepared by our office manager, Vicki Gordy. The quarterly reports are distributed to staff, Catholic Charities' VP of Community Services, and LCLE. LCLE also receives Project SAVE's quarterly expenditure reports. The yearly report is distributed to staff and Catholic Charities' VP of Community 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 701 Loyola Avenue, New Orleans, LA , the site of the New Orleans Family Justice Center (NOFJC). The NOFJC houses Project SAVE, New Orleans Police Department domestic violence detectives, District Attorney's Office advocates, counselors, and an attorney from Southeast Louisiana Legal Services. The office has a waiting room which clients must be buzzed into and then a receptionist greets the client. Each attorney and the office manager has a private office with a computer, printer, and telephone. There is a shared copy machine, fax machine, and shredder located in the office manager's office. The office has paper, pens, folders, and other necessary office supplies available. There is a kitchen, restrooms, and a conference room on the floor, as well as a playroom for children.

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 | 6/30/11 |
| 2. Dates covered by last audit: | 7/1/10-6/30/11 |
| 3. Date of next audit: | 6/30/12 |
| 4. Dates to be covered by next audit: | 7/1/11-6/30/12 |
| 5. Date next audit will be forwarded to LCLE: | 12/31/12 |
- This organization/agency expends less than \$500,000 in federal funds from all sources during the fiscal year of the organization/agency.

M. VOLUNTEERS

- Yes No Are you using volunteers as match?
If yes, describe the duties and functions performed by the volunteers. Indicate the number of volunteer hours per duty-function for this application (this can be an estimate). Volunteers' duties must directly relate to the focus of this project and information stated in Section 100 Personnel.
- Yes No Are volunteers screened in compliance with the Louisiana Child Protection Act (LRS 15:587.1) as appropriate?

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 representative, 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 from 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 speak to each client about reporting crimes to law enforcement and the importance 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 who 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.