

## Budget Detail Worksheet

### A. Personnel

Name/Position	Computation	Cost
Program Coordinator	\$60,442 x 3 years	\$ 181,326

The SFJC Program Coordinator will work at the direction of and report to the Director to ensure that the main tasks outlined in this proposal. This position will work to guarantee increasingly higher levels of collaboration between partners and the continued development of comprehensive services and support for victims, as well as improved offender accountability efforts. Additionally, this position will be responsible for working with the SFJC partners, the Courts, police, parole and probation, to develop and implement training about sexual assault, domestic violence, dating violence and stalking and improve judicial handling of such cases.

**TOTAL PERSONNEL: \$181,326**

### B. Fringe Benefits

Benefits include FICA, Retirement Medical, Dental, Vision, Life, Disability Insurance, and bilingual pay. Various benefit rates are paid either on a percentage of an employee's total compensation or as a flat dollar amount. Some are paid all at once at the beginning of the fiscal year and some are paid monthly or quarterly.

Name/Position	Computation	Cost
Program Coordinator		
FICA/Medicare	\$181,326 x 7.65%	\$ 13,871
Vision	\$181,326 x 0.234%	\$ 424
Medical	\$181,326 x 22.7%	\$ 41,161
CA PERS	\$181,326 x 13.14%	\$ 23,826
Disability	\$181,326 x 0.50%	\$ 907
Life Ins.	\$181,326 x 0.24%	\$ 435
Dental	\$181,326 x 2.05%	\$ 3,717
Other (OPEB, POBS, etc.)	\$181,326 x 6.043%	\$ 10,958

**Subtotal Program Coordinator Benefits: \$95,299**

**TOTAL SALARY AND BENEFITS: \$276,625**

### C. Travel

Purpose of Travel	Location	Item	Computation	Cost
OVW Training/technical assistance	TBD	Airfare	\$900 x 1 person x 2 events	\$1800

OVW Training/technical assistance	TBD	Hotel	\$189 x 1 person x 3 nights x 2 events	\$1134
OVW Training/technical assistance	TBD	Per diem, parking, shuttle	\$75 x 1 person x 3 days x 2 events	\$450

**TOTAL TRAVEL: \$ 3,384**

The \$5,000 in OVW mandated technical assistance and training funds has been allocated between the OFVP and the contractor in accordance with program guidelines. The sites of the training sessions are currently unknown. The SFJC will follow the approved Federal Travel Policy, including costs for per diem.

**D. Equipment**

None

**TOTAL EQUIPMENT: \$ 0**

**E. Supplies**

None, all supplies will be provided by the OFVP through their administrative budget as an in-kind contribution to the program.

**TOTAL SUPPLIES: \$ 0**

**F. Construction**

None

**TOTAL CONSTRUCTION: \$ 0**

**G. Consultants/Contracts**

<u>Name of Contractor</u>	<u>Computation</u>	<u>Cost</u>
LIFT3 Confidential Advocate	16.25/hour x 1,122 hours	\$ 18,233

The Solano County Office of Family Violence Prevention will partner with LIFT3 (Lifting Individuals Forward Through Tough Times), a non-profit domestic violence victim services agency providing domestic violence crisis shelter, advocacy, empowerment and transition skills, and mentoring, and transitional housing.

LIFT3 will provide a Domestic Violence Advocate for an estimated 1,230 hours per year over the 36 month grant period to work onsite at the Solano Family Justice Center, providing comprehensive and quality advocacy services to victims of domestic violence; foster and maintain positive relationships with other service providers, community

members, and business partners; and ensure that client records and paperwork are complete and accurate. LIFT3 will also receive funding from the County's collection of Battered Women's Shelter Fees and Marriage License Surcharge Fees to fund additional advocate hours so that at least one advocate is available at the SFJC on a full-time basis.

**Subtotal Consultant/Contractor: \$ 18,233**

**Consultant Travel:**

Reflected below are the estimated expenses for travel expenses for one LIFT3 staff to attend OVW mandated training and technical assistance events.

Purpose of Travel	Location	Item	Computation	Cost
OVW Technical Assistance Conference/Training	TBD	Airfare	\$900 x 1 person	\$900
OVW Technical Assistance Conference/Training	TBD	Hotel	\$189 x 3 days	\$567
OVW Technical Assistance Conference/Training	TBD	Per diem, parking, shuttle	\$75 x 3 days	\$225
OVW Technical Assistance Conference/Training	TBD	Mileage	116 miles x .565 per mile	\$66

**Subtotal Consultant/contractor travel: \$ 1,758**

**TOTAL CONSULTANT/CONTRACT: \$ 19,991**

**H. Other Costs**

None

**I. Indirect Costs**

None

**TOTAL PROJECT COSTS: \$ 300,000**

## BUDGET SUMMARY

Budget Category	Amount
A. Personnel	\$ 181,326
B. Fringe Benefits	\$ 95,299
C. Travel	\$ 3,384
D. Equipment	\$ 0
E. Supplies	\$ 0
F. Construction	\$ 0
G. Consultants/Contracts	\$ 19,991
H. Other Costs	\$ 0
I. Indirect Costs	\$ 0
TOTAL PROJECT COSTS	\$ 300,000
Federal Share Requested	\$ 300,000
Non-Federal (Match) Amount	\$ 0



**Project Narrative**

**1. PURPOSE OF APPLICATION:**

**A. Service Area and Target Population**

Solano County is located in Northern California, approximately 45 miles northeast of San Francisco and 45 miles southwest of Sacramento. Vallejo is the largest of the county's seven cities, with the City of Fairfield serving as the County Seat. Other cities in the county include Benicia, Dixon, Rio Vista, Suisun City, and Vacaville. Bordered by Napa, Yolo, Sacramento, and Contra Costa Counties, Solano County is geographically dispersed and covers 909.4 square miles, including 84.4 square miles of water area and 675.4 square miles of rural land. Solano County's population is 413,786<sup>1</sup> and according to the 2010 U.S. Census Data, the population of Solano County is 51% White, 24% Hispanic, 14.7% Black, 14.6% Asian, 7.6% multiracial, .8% American Indian, and .9% Pacific Islander. The median age is 36.9 years. Of Solano County's residents, 29.4% speak a language other than English; of those not born in the United States and living in Solano County, 50.2% are not U.S. Citizens.<sup>2</sup> According to the Bureau of Labor Statistics, unemployment in Solano County was at 10.5% in December 2011. Between 2005 and 2010, there was a reduction of 7.5% in Private Sector Employment and a 4.7% reduction in government employment<sup>3</sup>. As of March 3, 2012, more than half of mortgaged Solano homes were reported to be worth less than what was owed on them, about twice the national average and Solano County's foreclosure rate is the highest in the nation among metropolitan areas<sup>4</sup>.

Solano County is home to Travis Air Force Base (TAFB), the home of the 60th Air Mobility Wing, the largest air mobility organization in the Air Force. The Base has limited housing, resulting in a majority of enlisted personnel and their families residing off base. Many

<sup>1</sup> Solanocounty.com, viewed 2/2/14.

<sup>2</sup> U.S. Census Bureau, 2010.

<sup>3</sup> Solano County Index of Economic and Community Progress, February 2012

<sup>4</sup> Residential Evaluation Report and January Home Price Index, CoreLogic, March 8, 2012

of these families experience domestic violence and rely on non-military resources for services. The California State Prison at Vacaville and the California Medical Facility are also located in Solano County. As military personnel deploy to and from the base and prisoners move into and out of the local prison facilities, Solano County experiences a high degree of transience among many of its families. Additionally, California's recent Criminal Justice Realignment means that thousands of offenders who were incarcerated in the State's prison system are now being released to our communities to serve out their time on "Post Community Release Supervision". Victims of their past crimes and criminal justice professionals are concerned about the impact these newly released prisoners are having on our communities and on already strained victim resources. Solano Health and Social Services indicates that one out of every 13 county residents is currently dependent on food stamps.<sup>5</sup> The pressures resulting from high unemployment, changing demographics and the presence of institutions with highly mobile personnel experiencing elevated rates of domestic violence requires strong collaboration from service providers and one-stop access to services and supports through a Family Justice Center. The Solano Family Justice Center (SFJC) will continue to serve all domestic violence victims, but our target population for this proposed project will focus on the unique needs of immigrant victims of sexual assault, domestic violence, dating violence, and stalking, particularly those victims who are mono-lingual Spanish speaking, undocumented and low-income.

#### **B. Problem to be Addressed**

Domestic violence<sup>6</sup> in Solano County appears to be positively impacted by new and emerging collaborative efforts by service providers, county departments, and law enforcement. Sexual assault or forced sex occurs in approximately 40-45% of battering relationships, and 81%

<sup>5</sup> Solano County Health and Social Services Indicators, Winter 2010, the most recent available.

<sup>6</sup> The term "domestic violence" will be utilized throughout this narrative to refer to domestic violence, sexual assault, dating violence, and stalking.

of women stalked by a current or former intimate partner are also physically assaulted by that partner.<sup>7</sup> However, since domestic violence is the presenting issue, sexual assault is rarely addressed in the same manner as a “stand alone” sexual assault but as part of the entire assaultive behavior or as part of the assaultive relationship. This appears to be particularly true of immigrant victims of domestic violence who have sought assistance at the Solano Family Justice Center. Staff has reported that the questions of sexual assault, or being forced to have sex, is not reported unless staff specifically ask the question. In asking the question, we also learn of past sexual assaults outside of domestic violence that victims experience prior to entering into relationships that ultimately involve domestic violence.

Data indicates that despite increased collaboration efforts between law enforcement and community agencies, and the introduction of a number of groundbreaking strategies designed to improve service delivery and protection to victims of domestic violence and their families, the immigrant population in Solano County continues to be marginalized, particularly immigrant women who are being battered. In calendar year 2012, thirty-six percent<sup>8</sup> of immigrant women who sought services for domestic violence at a local domestic violence shelter reported that they had been sexually assaulted prior to marriage either by the person they ultimately married or by a family member or someone known to the victim and/or victim’s family. Rarely did immigrant victims report “stranger rape”. Almost all of the immigrant victims reported that they had been forced to have unwanted sex in their marriage and the act was usually accompanied by physical violence, death threats or threats against the victim’s children and/or family members.

Many of the immigrant victims who sought either shelter services or services at the

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<sup>7</sup>NCADV.org, viewed February 2, 2014

<sup>8</sup> LIFT3 Support Group and Domestic Violence Shelter reporting, March 2013.

Solano Family Justice Center were very cautious about what steps staff would take to ensure their safety. These women, by and large, were concerned about court intervention beyond obtaining a protective order for fear that their abuser would use the court to gain custody of children born in the United States, and the victims feared being deported to their home country, leaving their children in the hands of their abuser. Another identified fear expressed by immigrant victims of domestic violence is that they would not be believed. This is primarily rooted in their lack of support systems, language skills, access to resources and, in some cases, cultural norms and pressures around traditional women's roles. In calendar year 2013, twenty-three percent of the victims served at the Family Justice Center were immigrant women and twenty-one percent of victims reported limited English proficiency.<sup>9</sup>

Additionally, although we work closely with all 9 of our law enforcement jurisdictions, we've learned that there is inconsistent training and knowledge of enforcement of protection orders from out of state agencies. In one particular incident, a victim left Texas and came to California to be nearer to the safety of her family. Unfortunately, her abuser followed her to California and attempted to assault her in a local department store. When law enforcement officers arrived, she produced a copy of her protection order but the officer told her it was only valid in Texas. The victim contacted the Solano Family Justice Center where staff provided services and followed up with the law enforcement agency to ensure they were aware that the protection order is valid. What we learned is that many of our officers from various jurisdictions are unaware of state and federal laws that protect victims with protection orders regardless of where the order was signed. The closer we looked into this issue, we discovered that our law enforcement agencies, District Attorney Investigators and the courts had misperceptions about

<sup>9</sup> 2013 GTEAP semi-annual reports to OVW.



enforcement of protection orders granted outside of Solano County and the need for a common understanding of the laws that guide us on this issue. Since law enforcement agencies were not enforcing out of state protection orders, victim safety and offender accountability was not being supported. We also learned from our victim services partners that many victims seeking assistance with restraining orders already had orders from outside of Solano County but were told that they would not be valid here so victims were directed to get an order signed in Solano County. It is clear that training and coordination with, between and among, our law enforcement agencies, investigators and the courts, is critical in our goals to increase victim safety and offender accountability.

#### **C. SERVICES CURRENTLY OFFERED**

The Family Justice Center opened its doors in a stand-alone building on April 1, 2013. The Office of Family Violence Prevention is the lead agency at the Family Justice Center and other on-site partners include the Sheriff's Office, LIFT3 Support Group and Domestic Violence Shelter, Child Haven, Inc., a volunteer Chaplaincy program, a pro-bono civil attorney, and the Family Violence Intervention Team from the Office of Family Violence Prevention. Additional partners have access to shared space at the Family Justice Center either through "office days" or on an as-needed basis. These include Catholic Social Services, Probation, District Attorney Prosecutors, Victim Witness Advocates, law enforcement agencies, Health and Social Services and Older and Disabled Adult Services, and Solano County Office of Education. Services provided at the Family Justice Center include assistance with filling out and filing restraining order applications, confidential advocacy services, danger assessments and safety planning, assistance with applying for various public benefits, counseling, empowerment services (repairing and/or building credit, resume workshops, job search assistance, access to English as A Second Language classes, assistance in registering for adult school and community college,

etc.), a Career Clothes Closet, assistance with applying for a U-Visa, court accompaniment, employment and housing advocacy, civil legal advocacy and assistance, and assistance with applying for victim compensation.

#### **D. Gaps and Barriers in Services**

As outlined above, our current gaps and barriers to providing services to the target population includes identifying and appropriately responding to immigrant victims of domestic violence, particularly when they disclose sexual assault. Barriers include lack of knowledge and outreach to the immigrant population around awareness of services provided, victims' rights and that services can be provided in their native language. We also have a lot of work to do to bolster confidence in our legal and law enforcement system as it pertains to responding to immigrant victims of domestic violence, sexual assault, dating violence and stalking. When victims fear that our system will not believe them, will minimize their experience or will take punitive actions toward them, they are less likely to reach out for the critical assistance they need. Our staff and partners need to plan and implement an outreach initiative to inform immigrant women who are experiencing domestic violence, sexual assault, dating violence and stalking, that appropriate services are available and that our staff and partners will engage in a thoughtful, intentional way so that immigrant victims no longer fear reporting abuse. An additional barrier to serving not only this population but all victims of domestic violence, sexual assault, dating violence and stalking is a stronger commitment to enforcement of protection orders, particularly orders from other jurisdictions, states and tribal agencies.

And finally, the Solano Superior Court and each law enforcement agency in Solano County are important partners in supporting victim safety and offender accountability. Due to resource reductions, agency furloughs, staff layoffs, and assignment rotations at both the Court and police agencies, handling of domestic violence, sexual assault, dating violence and stalking



is inconsistent. The need to improve judicial handling of these cases is significant as is the need to develop and implement policies and training for police, prosecutors, probation, parole and judicial officers in recognizing, investigating and prosecuting these crimes so that investigation and responses to such crimes are institutionalized regardless of staff assigned to them. It is through development and implementation of policies and training for professionals that victims, especially immigrant victims, in Solano County will find safety and offenders will be held accountable.

#### **E. How Proposed Project Complements the State's STOP Violence Against Women Implementation Plan**

The primary goal of California's STOP Implementation Plan is to "promote collaboration among police, prosecutors, the judiciary, victim service agencies, and service providers in an effort to better serve victims of sexual assault, domestic violence, and dating violence, and to hold offenders accountable."<sup>10</sup> Table 1, below, identifies the correlation between this proposal to and the State's priorities.

<b>Table 1: SJC Furtherance of California's STOP Violence Against Women Implementation Plan</b>	
<b>California's STOP Violence Against Women Implementation Plan</b>	<b>How the Solano Family Justice Center Services Complement State Priorities</b>
Client-centered and personal approaches, culturally competent practices, and case management that emphasizes individualized approaches with a focus on safety.	<ul style="list-style-type: none"> <li>• Provides easily accessible, comprehensive services for all domestic violence, sexual assault, dating violence, and stalking victims, including immigrant victims.</li> <li>• Partner collaboration enables provision of culturally competent, multilingual services.</li> </ul>
Quality of staff, collaboration, training, and technical assistance are important in providing services for victims.	<ul style="list-style-type: none"> <li>• Enhances collaboration through co-location of domestic violence, sexual assault, dating violence, and stalking victims' services.</li> <li>• Systematic partner cross-training.</li> </ul>
Capacity building is necessary and is facilitated through technical assistance.	<ul style="list-style-type: none"> <li>• Professional development, cross-training, and focused technical assistance.</li> </ul>
Victims need more support and assistance in	<ul style="list-style-type: none"> <li>• Co-located advocates, legal services, law</li> </ul>

<sup>10</sup> California Governor's Office of Emergency Services: Services\*Training\*Officers\*Prosecutors (STOP) Implementation Plan 2007-2009 Violence Against Women Act.

<b>Table 1: SJC Furtherance of California's STOP Violence Against Women Implementation Plan</b>	
<b>California STOP Violence Against Women Implementation Plan</b>	<b>How the Solano Family Justice Center Services Complement State Priorities</b>
navigating and accessing the legal and service systems.	enforcement, prosecution, and county/non-profit services.
Outreach to the identified underserved population through effective community-based programs and collaboration among agencies is needed.	<ul style="list-style-type: none"> <li>• Provide culturally appropriate outreach materials for the target population.</li> <li>• Ensure staffing at the SFJC is reflective of the target population.</li> <li>• Enhance partnerships with key community-based agencies that are representative of the target population.</li> </ul>
Collective planning and coordinated approaches on the part of providers should be taken into consideration when providing services for victims.	<ul style="list-style-type: none"> <li>• System-wide practices to ensure client confidentiality and client case management.</li> <li>• System-wide outcomes tracking and use of outcomes tracking software to facilitate cross-referral.</li> <li>• A common understanding of enforcement of out of state protection orders.</li> </ul>

#### **F. Other OVW Grants**

Solano County is currently being awarded under the Fiscal Year 2012 Grants to Encourage Arrests and Enforcement of Protection Orders Program (GTEAP) and the Fiscal Year 2010 Safe Haven: Supervised Visitation and Safe Exchange Grant Program. Funding from the Arrest Grant Program allows Solano County to continue to expand and strengthen the collaboration between criminal justice agencies, advocates, and service providers in an effort to respond to the growing number of victims seeking services. The current GTEAP grant provided much needed resources to facilitate planning and initial implementation of the Solano Family Justice Center project, a collaborative effort between the OFVP and 27 partner agencies. Arrest Grant funds will provide for further implementation of the project by expanding the capacity to include services specific to the target population as well as training to law enforcement, Probation and the courts on enforcement of out of state protection orders and development of policies and protocols that will outline enforcement policies and strengthen our collective response to immigrant victims of domestic violence, sexual assault, dating violence and stalking.



Solano County was also successful in receiving funding under the Safe Haven: Supervised Visitation and Safe Exchange Program. The Safe Haven project provides yet another resource for victims accessing services at the Solano Family Justice Center. One identified barrier for victims in reaching out for services is the fear of losing custody of their children. This is particularly true of immigrant women whose children are born in the United States. Custody is one of the primary areas where women have increased anxiety and fear and the area most misunderstood by victims. The Safe Haven funded project provides supervised visits between children and non-custodial parents when domestic violence, sexual assault or child abuse is suspected. Unfortunately, the victim parent is sometimes the visiting parent because our courts at times determine that active substance abuse or mental health issues experienced by victim parents outweigh violence in the home and custody is awarded to the parent who uses violence. This is one of the key reasons that victims fear reaching out for help. Our Safe Haven funded project considers the unique safety needs of victims, regardless of whether they are the custodial parent or the visiting parent, and provides another entry point for victims to access critical services provided at the Solano Family Justice Center. Through collaboration between the two projects, victims and survivors of abuse are provided a “warm handoff” when clients accessing either program are in need of services by the other program.

#### **G. Impact of Current Efforts**

Current efforts to prevent and reduce, domestic violence, sexual assault, dating violence, and stalking have been significant. With the implementation of the Solano Family Justice Center project, SFJC partners have experienced an increase in victim referrals from the Solano Legal Access Center, Catholic Social Services, local police agencies, and other County departments. Project partners are reporting an increase in referrals, inquiries, and information assistance from non-victims seeking to assist co-workers, family members and neighbors in need of services.

Additionally, Child Welfare Services has increased their identification of cases with elements of domestic violence thus increasing their referrals for assistance, as well as requests for training and technical support. In calendar year 2013 we saw a 22% increase in referrals for victim services as compared to calendar year 2012<sup>11</sup>. Collaborative relationships have also been strengthened and the number of “warm handoffs” to partner agencies, particularly for victims in our target populations, has successfully increased. As a direct result of collaborative efforts to prevent and reduce domestic violence, sexual assault, dating violence and stalking, project partners worked with State Legislators to pass a bill that would provide limited funding for continued coordinated, multidisciplinary responses that support victim safety and offender accountability<sup>12</sup>. The Solano Family Justice Center project has garnered local and state-wide recognition which has led to a strong partnership with the National Family Justice Center Alliance and the California Family Justice Initiative allowing Solano Family Justice Center partners to receive additional technical assistance with best practice models for serving victims. Solano County typically has 6 to 7 women die each year as a result of domestic violence. In calendar year 2013, the first year that the Solano Family Justice Center was fully operational in its stand alone building, Solano County experienced one domestic violence homicide. While our goal is to have no victim of domestic violence, sexual assault, dating violence or stalking die at the hands of their abuser, we are pleased that we are seeing a significant decrease in these homicides. Although we cannot specifically point to the Solano Family Justice Center and our increased collaboration and coordination among agencies as the specific reason for this decrease; our reduction in domestic violence homicides is consistent with what other communities

<sup>11</sup> 2012 and 2013 OFVP data files

<sup>12</sup> California Senate Bill 154 (Wolk) allows Solano County to collect an additional \$2 in Vital Records Fees to fund administration of multidisciplinary approaches to domestic violence and sexual assault.



experienced when implementing a Family Justice Center model.

#### **H. Continued Need for the Project**

The 2007 Solano Family Justice Center Feasibility Study indicated that victims had to navigate, on average, 23 different agencies in order to get their needs met. With the implementation of Phase I of the project, the Office of Family Violence Prevention's (OFVP) Family Violence Intervention Team and advocates from LIFT3 Support Group and Domestic Violence Shelter began collocation in temporary space as the first of three phases of fully implementing the Solano Family Justice Center project. In Phase II, the OFVP and LIFT3 moved into temporary larger space to include the Victim Witness Unit and Deputy District Attorneys from the Major Crimes Unit which handles domestic violence and sexual assault cases. In Phase III of the project, the OFVP, LIFT3 Support Group and Domestic Violence Agency, and other key partners, moved into a stand-alone county owned building just one block from the Sheriff's Office, the court and the county Government Center. Continuation of funding under the Grants to Encourage Arrests Program will facilitate the OFVP's ability to fund key OFVP and LIFT3 staff and will allow us to increase our reach to immigrant victims of domestic violence, sexual assault, dating violence and stalking. Funding will assist us in facilitating updates to the county's Domestic Violence Law Enforcement Response Protocol to include policies and procedures for handling out-of-state protection orders, identifying sexual assault crimes and prosecution charging enhancements that may be applied when these crimes are identified. GTEAP funding will provide much needed resources to develop training, policies and protocols for our judicial, prosecution and law enforcement partners to better recognize and respond to victims of sexual assault, domestic violence, dating violence and stalking and improve judicial handling of such cases and to institutionalize best practices. Also, continued funding will provide opportunities for project staff and partners to take advantage of nationally

recognized experts in the field of domestic violence, sexual assault, dating violence and stalking; how these crimes affect immigrant women, and best practices for supporting victims safety and offender accountability. Staff would have access to technical assistance providers who can provide expertise to the process of updating and developing best practice protocols for law enforcement and judicial response to these crimes. With funding from the GTEAP Program, the OFVP will retain the core personnel needed to expand its services under a “one-stop” port of entry for victims of domestic violence, sexual assault, dating violence, and stalking.

### **I. The Community to be Served**

The Solano Family Justice Center (SFJC) will continue to serve all of the growing population of domestic violence victims, but will focus on mono-lingual and bi-lingual Spanish-speaking, immigrant and undocumented, and low-income victims of domestic violence, sexual assault, dating violence and stalking. The SFJC’s collaborative efforts with our service providers and community partners has created an opportunity to expand our expertise, resource coordination and victim services to complex, multi-faceted domestic violence cases that were previously receiving less than comprehensive services from small or single jurisdictional agencies. The proposed project will meet the needs of the target population by providing targeted outreach and a coordinated response through the co-location of multiple service providers. Staff funded from this project will conduct outreach to traditionally underserved women residing in the unincorporated areas of the county as well as mono-lingual and bilingual Spanish-speaking communities. Project staff and partners will provide resources such as written materials, presentations and individual assistance to immigrant and non-English speaking victims; these resources will be developed in the primary language of the victims we seek to serve. A specific effort will be made to better serve victims of sexual assault and victims with out-of-state protection orders.



## **2. What Will be Done**

### **A. Goals and Objectives**

With the continued funding from the OVW's GTEAP Program, the SFJC will:

1. Expand and enhance the services provided at the Solano Family Justice Center (SFJC), specifically to immigrant victims and victims with out of state protection orders. In order to accomplish these goals, this application proposes to continue to fund key project staff.
2. Revise existing and implement updated policies and training for police, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals<sup>13</sup> and include language that supports enforcement of out of state protection orders.
3. Educate judges in criminal and civil courts, including juvenile courts, about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases.

### **B. Specific Tasks and Activities**

Specific tasks and activities that will be accomplished are outlined in table 2 below.

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<sup>13</sup> This includes updating Solano County's Sexual Assault Response Team (SART) protocols and training.

**Grants to Encourage Arrest Policies and Enforcement of Protection Order Program**  
**Solano Family Justice Center**

**Table 2: Project Goals, Objectives, Activities, and Timeframe**

Goals	Objectives	Activities	Timeframe (Month)
<p>1. Expand and enhance the services provided at the Solano Family Justice Center (SFJC), specifically to immigrant victims and victims with out of state protection orders. In order to accomplish these goals, this application proposes to continue to fund key project staff.</p> <p><b>OUTCOME:</b> Full implementation and collocation of SFJC partners; centralized provision of services; increased successful prosecution of cases; higher success of victims accessing and engaging in services; greater number of immigrant victims receiving appropriate services.</p>	<p>Create an accessible, appropriate environment for immigrant and other victims of domestic violence, sexual assault, dating violence and stalking to receive a myriad of culturally and linguistically appropriate services.</p>	Review intake process, policies, procedures, forms to ensure they are in multiple languages	3
		Ensure physical site is designed to ensure immigrant victims feel safe and respected.	3
		Provide training to onsite staff on cultural competency in service provision.	6, 12, 18
		Bring together a team of partners who will develop the components of the outreach initiative; meet regularly.	3, then meet at least monthly
	<p>Develop an outreach initiative to immigrant victims to ensure they are aware of their rights as victims and to provide advocacy and services designed to increase victim safety and offender accountability.</p>	Develop exit survey for immigrant victims following provision of services	6
		Review non-identifying data and report out to partners.	12, 24, 36
		Bring together a team of FJC staff and partners, law enforcement, prosecutors and court staff to review existing policies and protocols.	6
		Develop recommendations for changes to protocols.	18
	<p>In collaboration with our project partners, expand and update existing protocols to include handling of out-of-state orders for protection.</p>	Finalize update protocols; have key partners sign off on the protocols.	24
		Facilitate monthly stakeholder meetings	3 and monthly
	Implement communication strategies among and between affected agencies to ensure victims receive appropriate services.	Develop data sets that outline	6



Table 2: Project Goals, Objectives, Activities, and Timeframe

Goals	Objectives	Activities	Timeframe (Month)
2. Revise existing and implement updated policies and training for police, prosecutors, probation and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals <sup>14</sup> and include language that supports enforcement of out-of-state protection orders.	Provide training and technical assistance to Solano Family Justice Center partners, law enforcement, prosecutors and court staff on Full Faith and Credit and best practices in recognizing, investigating and prosecuting sexual assault, domestic violence, dating violence and stalking cases.	<p>challenges faced by immigrant victims and their families</p> <p>Develop direct contact list of agency partners working with immigrant victims.</p> <p>Conduct meetings of partners and law enforcement to review and revise existing protocols and newly established laws and statutes governing the handling of victim services.</p> <p>Strategize the manner in which established laws and statutes are be implemented by partner agencies, partners will make recommendations on revisions to existing policies and protocols, and will develop training on Full Faith and Credit and handling of sexual assault cases. Present at least one training to stakeholders per year and finalize and recommend to the Solano County Law Enforcement Administrator's Association the adoption of the revised Policies and Procedures. Evaluate training outcomes and effectiveness of</p>	<p>6, revised as needed thereafter</p> <p>6 and monthly thereafter</p> <p>6, 9, 15, 24, 30, 36</p>

<sup>14</sup> This includes updating Solano County's Sexual Assault Response Team (SART) protocols and training.

# Grants to Encourage Arrest Policies and Enforcement of Protection Order Program

Solano Family Justice Center

Table 2: Project Goals, Objectives, Activities, and Timeframe

Goals	Objectives	Activities	Timeframe (Month)
<p><b>OUTCOMES:</b> Policies adopted by Police, DA, and Probation; improved handling of sexual assault cases and out-of-state protection orders. Improved outcomes for victims.</p>		revised policies.	
<p>3. Educate judges in criminal and civil courts about full faith and credit, sexual assault, domestic violence, dating violence and stalking and improve judicial handling of such cases.</p> <p><b>OUTCOMES:</b> Policies adopted by judicial bench; improved case outcomes; improved outcomes for victims.</p>	<p>Develop policies and procedures to improve judicial handling of such cases.</p> <p>Provide training and technical assistance to judicial officers and appropriate court staff regarding the theory of domestic violence, sexual assault, dating violence, and stalking, relational and victimization dynamics, victim identification and presentation, the intersect of domestic violence and child maltreatment, mutual combat, and immigrant victimization.</p>	<p>In partnership with the Family Law bench, co-facilitate meetings to draft new domestic violence, sexual assault, dating violence and stalking policies and procedures.</p>	4-12
		<p>Provide the draft document to SFJC and court partners for comment.</p>	12
		<p>Finalize and recommend to the courts the adoption of the policies and procedures.</p>	16
		<p>Develop training materials with SFJC and court partners.</p>	12
		<p>Create a bench book of resources for judicial officers.</p>	12
		<p>Hold regular Brown Bag lunch meetings with judges to provide training and to facilitate a transfer of learning.</p>	Bi-monthly beginning in month 2
		<p>Continue to update resources contained in the bench book.</p>	6, 12, 18, 24, 30, 36



### C. Expected Outcomes and Timeline

Please see outcomes and timeline as outlined in Table 2 above. Documented outcomes of Family Justice Centers (FJCs) across the country show that providing one-stop comprehensive services include: reduced homicides; increased autonomy and empowerment for victims; improved offender prosecution outcomes; reduced fear and anxiety for victims and their children; reduced recantation and minimization by victims when wrapped in services and support; and increased efficacy among service providers through the provision of collaborative services for victims.<sup>15</sup> Funding for this project will improve victim safety and offender accountability for all victims, with special focus on immigrant victims, improve law enforcement, prosecution and judicial response to incidents of domestic violence, sexual assault, dating violence, and stalking; and strengthen enforcement of protection orders from jurisdictions other than Solano County.

### D. How Funding will Address the Identified Need

With continued funding, expanded services to be offered include: housing assistance, victim financial empowerment, access to public assistance, employment and housing advocacy assistance with U-Visa applications, and other necessary services, with particular focus on serving immigrant victims as outlined above. Continued funding will facilitate development of tools to educate judges in the criminal and civil courts about sexual assault, domestic violence, dating violence and stalking in order to improve judicial handling of these cases; and funding will be used to develop and strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault and domestic violence, particularly for our target population; and will develop and implement policies and

<sup>15</sup> Casey Gwinn and Gael Strack, *Hope for Hurting Families: Creating Family Justice Centers Across America*, Volcano Press, 2006.

collaborate with our law enforcement partners to develop training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals and enforcement of protection orders from other jurisdictions and states.

#### **E. Tangible Products to be Developed**

Due to the reduced funding available through this solicitation and in order to maximize limited resources, the OFVP administrative budget will fund any tangible products developed, including brochures and outreach materials in Spanish and training and reference materials for law enforcement and judicial trainings and policy/protocol revisions.

#### **F. Victim Safety and Autonomy: Current and Planned**

The SFJC only provides services to victims of domestic violence, sexual assault, stalking and dating violence. All individuals requesting services are screened at the time of intake to determine whether the individual is a victim or a batterer attempting to gain access to the Center. The SFJC has developed a safety protocol and confidentiality policy and regular meetings with co-located service providers include safety discussions and debriefings. Danger assessment and safety planning is conducted with clients at the time of intake. The SFJC and its partners recognize that victims of domestic violence have the right to accept or refuse any and all services and resource referrals. There is an equal commitment to sharing all options for services, safety planning, and available resources that may be of assistance to the client. This commitment includes discussion of the pros and cons of each option with the client in an effort to provide clear and unbiased information for the victim to make an informed decision. This process is intended to meet the client where she or he is at and to enhance safety through transparent communication. The SFJC intends to maintain the same level of diligent commitment to victim safety and autonomy it has in the past and is noted above. All new providers are trained on the



SFJC's safety protocols; and victim safety will be imbedded into new training modules, policies, procedures and practices to ensure all victims, including immigrant victims, are made safer through contact with project staff and partners.

### 3 Who Will Implement the Project

#### A. Experience and Expertise of the Organization Responsible for Implementation

The Solano County Office of Family Violence Prevention (OFVP) is the lead agency responsible for implementation of the project. The OFVP has been providing services to victims of domestic violence, sexual assault, stalking and dating violence since 2001. The OFVP works collaboratively with Federal, State, county, city and community based agencies and staff to support seamless service delivery that ensures victim safety and offender accountability. As the lead applicant for this proposal Solano County's OFVP will provide as in-kind support to the project, the services and expertise of [REDACTED] Director of the OFVP. [REDACTED] has held her current position for over 14 years and has expertise in project management, resource and human management, organizational development, budgeting, policy development and legislative analysis. [REDACTED] will ensure full grant and programmatic compliance and implementation of the proposed project. Additionally, this application proposes to continue to employ one grant funded staff members assigned to the project and a part-time confidential advocate from LIFT3. Key agencies, staff and responsibilities are listed below in Table 3.

Table 3: Key Staff and Responsibilities	
Key Staff	Responsibilities
Program Coordinator- [REDACTED] [REDACTED], Office of Family Violence Prevention	Provide key oversight for activities outlined in the Goals and Objectives. Work to guarantee increasingly higher levels of collaboration between partners and the continued development of comprehensive services and supports for victims, as well as improved offender accountability efforts. [REDACTED] has an extensive background and expertise in working with victims of domestic violence. He is an experienced facilitator, is well-respected in the field and can bring diverse stakeholders together to strategize solutions to identified issues. Kevin is also an experienced training facilitator having developed and presented training workshops to diverse groups of practioners.
Executive	[REDACTED] is a key partner in this project and as Director of LIFT3 Support

Table 3: Key Staff and Responsibilities	
Key Staff	Responsibilities
Director, [REDACTED], LIFT3	Group and DV shelter, will be responsible for hiring, training and supervising a bi-lingual advocate to be part of the proposed project. LIFT3 is the onsite confidential advocacy partner co-located at the FJC. [REDACTED] has been the Director of LIFT3 since its inception in 2005 and has been working with victims and survivors of domestic violence and sexual assault for over 15 years. Additional responsibilities and commitments are outlined in the attached MOU.
Executive Director, [REDACTED], Catholic Social Services	[REDACTED] is also a key partner in this project and as Director of Catholic Social Services will be responsible for supervising a bi-lingual advocate, provided as an in-kind contribution to the project. Catholic Social Services is the only non-profit agency in Solano County that provides assistance with U-Visa application to mono-lingual Spanish speaking victims of domestic violence, sexual assault, dating violence and stalking. [REDACTED] has been supervising the unit that provides this service for over 20 years and is an outspoken advocate for services for immigrant victims.

### Demonstration of Partnerships

As outlined in the attached Memorandum of Understanding (MOU), the OFVP has established and strengthened collaborative partnerships in order to plan and implement the proposed project. LIFT3 continues to be our most important partner as evidenced by our many partnership agreements and MOU's for several different projects including the project proposed, and Catholic Social Services has worked with immigrant victims since 2000. Additionally, OFVP, LIFT3, Catholic Social Services, Child Haven, DA's Office, Sheriff's Office, Health and Social Services, Solano Partnership Against Violence, the Office of Education, court staff, Probation, and Kaiser, are all part of the formal Coordinated Community Response committee in Solano County and have been meeting at least every other month since 2005. These partnerships were strengthened by their shared goal of planning and implementing the Solano Family Justice Center project and initiatives under the project. The attached MOU includes only the primary and key partners on the project as there are a total of 27 agencies as well as local, state and federal elected officials who are partners of the project.



## Proposal Abstract

The Solano County Office of Family Violence Prevention, the lead agency for this project, submits this application in partnership with LIFT3, a community based domestic violence services agency. Additional project partners include Child Haven, Solano Partnership Against Violence, Kaiser Permanente, Catholic Social Services, Solano County Office of Education, the District Attorney, Sheriff, Probation, Health and Social Services, the Superior Court, and Faith Partners Against Violence.

This application proposes to educate judges in criminal and civil courts, including juvenile courts, about sexual assault, domestic violence, dating violence, and stalking and improve judicial handling of such cases; to revise existing policies and protocols as well as training for police, prosecutors, probation and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals; proposes to revise policies and protocols to increase enforcement of out of state protection orders; and proposes to increase our capacity to serve immigrant victims of domestic violence, sexual assault, dating violence and stalking. Products that are produced will be paid for under the OFVP administrative budget. These products include policies, protocols, brochures, outreach materials, training materials and resource books for judicial officers and others.

The service area served by this project is all of Solano County including both incorporated and unincorporated areas of the county. Those impacted by this project include all victims of domestic violence, sexual assault, dating violence and stalking with particular emphasis on immigrant victims. Police, prosecutors, judges and probation officers will be impacted by implementation of revised policies and training, by improving their response to victims; victims will benefit by better handling by police, judges and other professionals.

**Introduction:**

**WHEREAS**, the County of Solano, through its Office of Family Violence Prevention and in collaboration and coordination with Thirteen (13) county and city agencies, community partners, and victim service providers, has entered into a Memorandum of Understanding (MOU) for the Office On Violence Against Women's Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program in order to create and implement the Solano Family Justice Center (SFJC); and

**WHEREAS**, the Solano County Board of Supervisors recognizes that it is essential for the criminal justice system to hold offenders accountable for their actions, and to provide comprehensive and integrated services to victims of domestic violence<sup>1</sup> in order to ensure their safety. The Board of Supervisors approved the initial Solano Family Justice Center Feasibility Study and authorized a comprehensive, intensive strategic planning process in order to establish the Solano Family Justice Center. The Board of Supervisors formed the Solano Family Justice Center Facilities Ad Hoc Committee to identify and secure a permanent site location for the Center. The committee was co-chaired by two members of the Board of Supervisors and is further comprised of County staff and community leaders; and

**WHEREAS**, as the result of the initial funding award under the Office On Violence Against Women's Community Defined Solutions to Violence Against Women Program, Solano County was successful in completing the Solano Family Justice Center strategic implementation plan, in co-locating the initial service providers including LIFT3 Support Group and Shelter Services agency, the Solano County Family Violence Intervention Team, the Office of Family Violence Prevention, a Pro Bono Attorney Sheriff's Detective, and the District Attorney's Crime Victims' Assistance Program, and in identifying temporary space to house the Solano Family Justice Center; and

**WHEREAS**, to guarantee the delivery of an integrated and comprehensive victim services program and ensure continued offender accountability, the County of Solano will implement the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program with the following collaborative community partners: LIFT3 Domestic Violence Shelter Agency, Child Haven, Inc., Solano Partnership Against Violence (SPAV), Kaiser Permanente, Catholic Social Services, Faith Partners Against Violence, Solano County Office of Education; and

**WHEREAS**, the County of Solano will further enhance integration of victim services with the following County agencies: District Attorney, Sheriff's Department, Department of Health and Social Services, the Department of Probation, the Office of Family Violence Prevention, and the Superior Court of California, County of Solano; and

**WHEREAS**, all of the above listed agencies have come together to create this application in an effort to provide, strengthen and enhance co-located, integrated, and comprehensive services at

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<sup>1</sup> The term "domestic violence" will be utilized throughout this MOU to refer to domestic violence, sexual assault, dating violence, and stalking.

the newly established Solano Family Justice Center, which is located within the City of Fairfield in Solano County. While each organization will retain their individual autonomy in decisions related to personnel, budgeting, etc., each contributes their unique resources to form a powerful collaborative thus creating better outcomes for domestic violence victims; and

**WHEREAS**, all of the partners listed above have agreed to enter into a collaborative agreement wherein the County of Solano, Office of Family Violence Prevention is the lead administering agency and the above listed agencies have agreed to partner in this application; and

**WHEREAS**, this grant proposal was developed with input from all collaborative partners as to the overall project design, program budget, and scope of partner services, building upon the initial in-depth feasibility study conducted by partners, subsequent intensive strategic planning work, and continued partnership and co-located service provider meetings; and

**WHEREAS**, collaborative partners have been working together to build the foundation for the Solano Family Justice Center in Solano County since 2007. The Solano Family Justice Center began providing co-location of service providers in its temporary space on February 2, 2011 and in a stand-alone building on April 1, 2013; and

**WHEREAS**, the application prepared and approved by the collaborative through its partners is to be submitted to the Office On Violence Against Women on or before February 19, 2014.

#### **I. Partner Agencies and History of Collaborative Relationships**

**WHEREAS**, the partners involved in the development of this application represent the complete set of skills, experience, and resources necessary to improve offender accountability and provide victims with comprehensive and integrated services through the SFJC (see Table 1). All partners listed below have participated actively in the initial intensive feasibility study, subsequent strategic planning process, and the on-going partnership and co-located service provider meetings following the launch of the Solano Family Justice Center.

**WHEREAS**, the core partnerships involving signatories to this MOU extend back to 1999, when representatives of the Office of Family Violence Prevention, the Sheriff's Office, District Attorney, Probation, the Solano Partnership Against Violence, and other county and community-based agencies came together to determine how they would collaborate and coordinate services and resources in order to support victim safety and offender accountability. This collaboration includes many other partners including Child Welfare Services, First 5 Solano Children and Families Commission, the Superintendent of Schools, other law enforcement agencies, the courts, and local community-based victim services agencies. The agencies with *core* responsibilities in the project detailed by this application to the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program have been included in this MOU; and

**WHEREAS**, the collaborative relationships between the partners listed in the MOU have been strengthened through frequent communication, common goals, and shared resources. All partners share a common vision of strengthening victim safety and offender accountability. This enduring partnership has evolved in scope so that critical gaps in services for victims of domestic violence have been and continue to be identified, while innovative solutions are strategized. The

partnership has been strengthened by the completion of the Safety and Accountability Audit, the development of Domestic Violence Law Enforcement Protocols, and through frequent formal and informal communication between agencies. A strong network of service providers, coupled with the commitment of government agencies, continues to strengthen the collaborative and ensure victim safety and offender accountability.

### **Intensive Collaborative Study and Preparation for a Family Justice Center**

**WHEREAS**, inspired by the dramatic impact being demonstrated by emerging model Family Justice Centers around the country, a coalition of county and community-based agencies in Solano County conducted an in-depth Feasibility Study in 2007-2008 to evaluate whether the creation of a Family Justice Center would be a viable strategy to adopt in combating domestic violence in Solano County. The Feasibility Study sought to ascertain whether or not a Family Justice Center (FJC) would yield significant outcomes with a satisfactory return on investment for key stakeholders by conducting a preliminary analysis of the extent of domestic violence in the county, the current service delivery system, and specific outcomes that could potentially be delivered by an FJC in the County of Solano, given Solano County's systems, agencies, and resources. The Feasibility Study represents one of the most systematic efforts conducted to date in the nation to study the viability of a Family Justice Center as an integrated systems change approach to improving health and psychosocial outcomes for domestic violence survivors. Over 32 stakeholders participated in coordinating the study, in interviews, surveys, and in analyzing the results; and

**WHEREAS**, despite the many years of county and community efforts aimed at improving services for victims of domestic violence in Solano County described above, stakeholders interviewed and surveyed for the Feasibility Study confirmed that service delivery is hampered in part by the dramatic geographic dispersion of services and providers. As a large county comprised of a mix of urban, suburban, and rural regions, the physical dispersion of the population and services can make it extremely difficult for victims to quickly and efficiently access the scope of services they desperately need, which can result in the unintended consequence of keeping them in prolonged jeopardy; and

**WHEREAS**, the Feasibility Study shed light on system-based opportunities for improvement, and demonstrated that not only is there broad inter-agency and community support for the creation of a Family Justice Center, but that such a center could yield significantly improved victim health and safety outcomes, service improvements, and offender prosecution outcomes; and

**WHEREAS**, the Solano Family Justice Center Feasibility Study concluded that implementation of a Family Justice Center in Solano County holds great promise in addressing the most critical improvement opportunities revealed through the Feasibility Study, including improved inter-agency coordination and development of a clear referral path between agencies, which would be resolved through the co-location of essential services at a single site; and

**WHEREAS**, on June 10, 2008, representatives of the OFVP and other stakeholders presented the Feasibility Study to the County Board of Supervisors who unanimously endorsed moving forward with the necessary strategic planning to make the Family Justice Center a reality; and



**WHEREAS**, on October 20, 2009, over 60 representatives of county, community, shelter, victim service, and law enforcement organizations, together with representatives of local, state, and federally elected officials, gathered to launch strategic planning for the Solano Family Justice Center. Over the next sixteen months the Strategic Planning Implementation general partnership committee, including dozens of community organizations and county departments along with their staff and leadership met monthly to develop the Strategic Implementation Plan for the creation of the Solano Family Justice Center.

**WHEREAS**, the Strategic Implementation Plan defines a collective vision, mission and established a core set of values that will guide the Solano Family Justice Center. It details our goals and objectives and how we will know whether we have achieved them. The plan represents a directional guide for a multi-phase implementation of the Center.

**WHEREAS**, on February 2, 2011 the Solano Family Justice Center began providing colocated services in a temporary location and on April 1, 2013, the Family Justice Center officially opened its doors in its new stand-alone county-owned building with co-located service providers. A list of partners along with a brief history of the collaborative relationship, the circumstances of the relationship and when the relationships were established is outlined in table 1 below.

<b>Table 1</b>	
<b>Partner</b>	<b>History of Collaborative Relationship</b>
LIFT3 (Leading Individuals Forward Through Tough Times) Support Group and Domestic Violence Shelter	<ul style="list-style-type: none"> <li>• The Office of Family Violence Prevention (OFVP) entered into a collaborative relationship with LIFT3 in 2003 to support LIFT3's development of crisis and transitional shelter services.</li> <li>• LIFT3 is a non-profit, community based domestic violence shelter and victim services organization dedicated to helping survivors of domestic violence, dating violence, sexual assault, and stalking become self-sufficient by providing short- and long-term support and assistance.</li> <li>• Provider of crisis and transitional shelter, victim advocacy, counseling, and referral services.</li> <li>• OFVP is the current fiscal agent for distribution of Battered Women's Shelter Fees to LIFT3 for their provision of direct services.</li> <li>• LIFT3 is the primary partner in the Solano Family Justice Center project and is co-located at the center.</li> </ul>
Child Haven	<ul style="list-style-type: none"> <li>• Founded in 1983, Child Haven is a non-profit, community-based organization that works to prevent the incidence of child abuse and neglect in Solano County and works with victims through a Parenting After Violence program.</li> <li>• Child Haven provides home visiting services and offers counseling for children and families; it has a strong track record working with families who have experienced domestic violence.</li> <li>• Child Haven and the Office of Family Violence Prevention (OFVP)</li> </ul>

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Table 1 Partner	History of Collaborative Relationship
	<p>entered into a collaborative relationship in 1998 when the OFVP was developing a training curriculum to address children's exposure to violence; Child Haven was an original partner in the development of OFVP's strategic plan and the Solano Family Justice Center project.</p> <ul style="list-style-type: none"> <li>• Child Haven collaborated with the OFVP and LIFT3 under the OVW's Safe Havens Supervised Visitation and Safe Exchange Program to plan and implement the Solano Safe Harbor for Kids Supervised Visitation Program; Child Haven is the contracted agency for providing monitors and a monitor supervisor to supervise visits between non-custodial parents and their children when domestic violence, sexual assault, dating violence, stalking and/or child abuse are suspected. OFVP is the lead agency on the Safe Havens project for Solano County.</li> </ul>
Solano Partnership Against Violence (SPAV)	<ul style="list-style-type: none"> <li>• Founded in 1999, SPAV is the County's Domestic Violence Coordinating Council and consists of a partnership of violence prevention specialists, including advocates and representatives from community-based organizations, and health and social services agencies.</li> <li>• As its primary mission, SPAV develops a comprehensive, inclusive, and collaborative approach to preventing domestic violence in Solano County.</li> <li>• SPAV engages in raising public awareness about domestic violence and available resources, and it makes recommendations about policies related to domestic violence prevention and intervention to the Board of Supervisors.</li> <li>• The Office of Family Violence Prevention (OFVP) has been providing staff support and leadership through its partnership with SPAV since its inception in 1999.</li> <li>• SPAV members actively participated in the development of the Solano Family Justice Center Strategic Implementation Plan.</li> </ul>
Kaiser Permanente	<ul style="list-style-type: none"> <li>• In Solano County, Kaiser Permanente's Departments of Community Benefit and Community Health have been actively engaged in raising community awareness and building integrated systems to prevent domestic violence and provide victims with comprehensive health services.</li> <li>• In Solano County, Kaiser Permanente facilitates the Family Violence Task Force and is an integral partner in the on-going development of an on-site medical clinic to provide services to</li> </ul>

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Table 1 Partner	History of Collaborative Relationship
Catholic Social Services	<p>victims and their children.</p> <ul style="list-style-type: none"> <li>• The Office of Family Violence Prevention (OFVP) was invited to participate as a member of Kaiser Permanente's Domestic Violence Prevention Task Force in 2005. OFVP continues to be an active and vocal member of the Task Force associated with both the Vallejo and Vacaville Kaiser Permanente Medical Facilities.</li> <li>• Kaiser Permanente is an active partner in ensuring victims served at the Family Justice Center receives appropriate medical care.</li> </ul> <ul style="list-style-type: none"> <li>• Catholic Social Services has been providing services in Solano County since 1942. Their Mission is to provide services to poor and disadvantaged citizens in the Solano County community.</li> <li>• Catholic Social Services specializes in providing assistance to immigrant victims of domestic violence with completing U-Visa applications.</li> <li>• The OFVP has been partnering with Catholic Social Services since 2003 as part of the OFVP's Family Violence Intervention Team's work to provide services to immigrant victims of domestic violence.</li> <li>• Catholic Social Services was a key partner in developing the FJC Feasibility Study and Strategic Implementation Plan and continues to partner with Center staff in providing services to immigrant victims of domestic violence.</li> </ul>
Solano County Office of Education	<ul style="list-style-type: none"> <li>• The Solano County Office of Education (SCOE) provides effective leadership and services that support the community in its effort to provide equal access to the highest quality education and ensure a positive outcome for every Solano County student.</li> <li>• The SCOE provides support services for families that qualify for homeless education services through the McKinney-Vento Federal Education Act</li> <li>• The Office of Family Violence Prevention entered into a collaborative relationship with SCOE in 2005 as part of OFVP's efforts to complete the FJC Feasibility Study. SCOE has provided assistance with the development of both the Solano FJC Feasibility study as well as the Strategic Implementation Plan.</li> </ul>
Solano County District Attorney	<ul style="list-style-type: none"> <li>• The mission of the Solano County District Attorney's Office is to seek and do justice by assisting law enforcement and other public agencies in the investigation of crimes, prosecuting only those crimes which can be proved beyond a reasonable doubt, ensuring a fair trial for those accused of crime as well as for victims and</li> </ul>

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Table 1 Partner	History of Collaborative Relationship
	<p>witnesses of crimes, advocating to the public and to the Board of Supervisors necessary improvements to the criminal justice system, and educating the public by providing prompt and accurate information regarding the activities of the office and the administration of criminal justice.</p> <ul style="list-style-type: none"> <li>• The District Attorney oversees the Crime Victim Assistance Unit which provides advocacy and access to critical Victims of Crime funding for victims of domestic violence and other crimes, and is a long-time partner with the Office of Family Violence Prevention.</li> <li>• In 1997, the District Attorney's office, working closely with the Solano County Board of Supervisors, was instrumental in the formation of the Office of Family Violence Prevention. Additionally, the District Attorney's Office partnered with the OFVP to develop the OFVP's original Strategic Plan that would become the blueprint for how the OFVP would operate in Solano County.</li> <li>• The District Attorney again partnered with the OFVP in 2006 to develop the County's first Domestic Violence Response Protocols for Solano County Law Enforcement, which was adopted and signed by every law enforcement administrator in Solano County in 2007.</li> <li>• The OFVP worked closely with the District Attorney's Office to develop the Multi Disciplinary Interview Center and assisted in recruiting and training child forensic interviewers; OFVP staff are also trained interviewers and continue to work with the DA's Office when necessary to interview children who have been suspected to have been sexually assaulted.</li> <li>• The Office of Family Violence Prevention was moved under the District Attorney's Office in 2011 to better integrate victim services and to provide significant opportunities for the District Attorney to support the development and implementation of the Solano Family Justice Center.</li> <li>• The District Attorney has acted in an advocacy role for the continued support of the Solano Family Justice Center by speaking before the Board of Supervisors, with his law enforcement colleagues and with the public.</li> </ul>
Faith Partners Against Violence	<ul style="list-style-type: none"> <li>• A faith-based entity with a 40 year history of community outreach and faith leadership, Faith Partners Against Violence seeks to empower the faith-based community to play a dynamic role in helping to end the cycle of domestic violence within Solano County.</li> </ul>

Table 1 Partner	History of Collaborative Relationship
County of Solano Sheriff's Department	<ul style="list-style-type: none"> <li>• Faith Partners Against Violence builds capacity of the County's faith community, especially clergy, to recognize victims of domestic violence and serve them effectively through awareness-raising, workshops, and professional development activities.</li> <li>• In 2007, the Office of Family Violence Prevention (OFVP) began a collaborative partnership when Faith Partners Against Violence pastoral board asked to provide Chaplaincy services at the proposed Solano Family Justice Center.</li> <li>• Faith Partners Against Violence is provided space at the Family Justice Center to provide faith counseling, chaplaincy services and support to families upon request.</li> </ul> <ul style="list-style-type: none"> <li>• The Sheriff's Department is the local jurisdictional law enforcement agency within Solano County.</li> <li>• In 1997, the Sheriff's Office, working closely with the Solano County Board of Supervisors, was instrumental in the formation of the Office of Family Violence Prevention.</li> <li>• The Sheriff's Department has been an active partner with Solano County's Office of Family Violence Prevention (OFVP) since its inception in 1998. Between 2003 and 2010, the Sheriff's Office co-located a dedicated Domestic Violence detective at the OFVP.</li> <li>• In 2010, the Sheriff's Office and OFVP partnered to conduct a Safety and Accountability Assessment of the Sheriff's dispatch, patrol and jail operations with a specific focus on how the Sheriff's Office handled domestic violence and sexual assault cases that came to their attention.</li> <li>• The Sheriff's Office participated in the FJC Feasibility Study and the Strategic Implementation plan; and a Sheriff's Detective is currently co-located on site at the Family Justice Center.</li> <li>• The Sheriff has been a long-time supporter of both the OFVP and the Solano Family Justice Center and has provided staff and law enforcement expertise to develop the Site Security Protocols at the Family Justice Center.</li> </ul>
County of Solano Probation Department	<ul style="list-style-type: none"> <li>• The Probation Department enforces court orders, pursues victim restoration and advocacy, and works with offenders to ensure compliance with court orders and treatment mandates.</li> <li>• The Domestic Violence Unit supervises offenders convicted of crimes of domestic violence, and oversees local court-mandated 52-week batterer intervention programs and regularly refers victims of offenders under their supervision to the Family Justice Center for</li> </ul>



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<b>Table 1 Partner</b>	<b>History of Collaborative Relationship</b>
	<p>additional Services.</p> <ul style="list-style-type: none"> <li>• The Office of Family Violence Prevention and the Probation Department have been in partnership since 1998 when the Chief Probation Officer assisted the OFVP in developing their strategic plan.</li> <li>• The Probation Department was an active partner in developing the FJC Feasibility Study, the Strategic Implementation Plan and is a partner, along with the OFVP in assisting the Courts in developing and implementing a Domestic Violence Integrated Court.</li> </ul>
Solano County Health and Social Services	<ul style="list-style-type: none"> <li>• The Mission of Solano County Health and Social Services Department (H&amp;SS) is to promote cost-effective services which safeguard the physical, emotional, and social well-being of the people of Solano County.</li> <li>• As the largest provider and funder of health and social services in Solano County, the department is well-positioned to support the work of the Family Justice Center through its extensive data systems, linkages to funding sources, and the work/services provided through its divisions including: Employment, Elderly and Disabled Adults, Child Welfare, Medical/Health Insurance Coverage, Mental Health, Public Health, and Substance Abuse.</li> <li>• The Office of Family Violence Prevention (OFVP) entered into a collaborative relationship with H&amp;SS in 1998. The Solano County Department of Health and Social Services was an initial partner in the development of OFVP's strategic plan and was an active in helping to develop the FJC Feasibility Study and Strategic Implementation Plan.</li> <li>• The Health and Social Services Department and OFVP staff have conducted cross-training on issues of domestic violence, child abuse, sexual assault, dating violence and stalking and the services each agency provides. The agencies regularly consult on cases as appropriate and refer clients to one another for services.</li> </ul>
County of Solano Superior Court	<ul style="list-style-type: none"> <li>• The Superior Court of California, County of Solano (Superior Court) has engaged in a number of innovative, collaborative activities designed to facilitate improved conditions for victims. These include providing assistance with the completion of Domestic Violence Temporary Restraining Orders available from the Solano Legal Access Center located at the Solano County Courthouse.</li> <li>• In 2005, the Superior Court collaborated with the Office of Family Violence Prevention to improve services to victims by examining</li> </ul>

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Table 1	
Partner	History of Collaborative Relationship
	<p>and modifying the delivery of restraining orders. This resulted in victims being notified of when a restraining order was expected to be served so that the victim could work with OFVP to ensure safety and this critical time.</p> <ul style="list-style-type: none"> <li>• In 2003, the Superior Court and the OFVP entered into a collaborative partnership to develop a Court Appointed Special Advocate program to ensure children in foster care had a voice in court proceedings.</li> <li>• In 2011, the Superior Court, the District Attorney and the OFVP worked collaboratively to develop a first-ever Truancy Court with the OFVP's role to provide services to families in which domestic violence was a factor in the minor not attending school.</li> <li>• In 2010, OFVP and the Superior Court worked together to create a plan for implementing supervised visitation services for families experiencing domestic violence, sexual assault and/or child abuse. The partnership resulted in the development of the Safe Harbor for Kids program.</li> <li>• Also in 2010, the OFVP partnered with the Superior Court to develop the Domestic Violence Court Docket Project which also included a partnership with Probation and several community based victim services agencies.</li> </ul>
Solano County Office of Family Violence Prevention	<ul style="list-style-type: none"> <li>• The County of Solano's OFVP is the only office of its kind in California. OFVP was developed and launched by the Solano County Board of Supervisors in 1998 to address domestic violence issues countywide, to encourage and facilitate coordination and collaboration between community and faith-based domestic violence organizations and county functions, to provide the Board of Supervisors with recommendations on policy, funding and legislation, and to develop a Coordinated Community Response to domestic violence.</li> <li>• The OFVP conducted one of the nation's most detailed feasibility studies in preparation for launching the Solano Family Justice Center (SFJC) and convened an extensive array of partners to implement an intensive strategic planning process for the new SFJC.</li> <li>• The OFVP has facilitated, implemented and partnered on a number of initiatives that required close collaborative relationships with many partners. These initiatives include the development and implementation of the Court Appointed Special Advocates program, facilitating the Safety and Accountability Audit of the</li> </ul>

Table 1	
Partner	History of Collaborative Relationship
	<p>Sheriff's Office dispatch, patrol and corrections functions, bringing the Solano Partnership Against Violence under the auspices of the County Board of Supervisors as the County's domestic violence coordinating council.</p> <ul style="list-style-type: none"> <li>• The OFVP worked with the Courts and Probation to develop the Domestic Violence Court Docket Project, with LIFT3 Support Group and DV Shelter to develop public awareness activities including Telling Amy's Story and the Day of Remembrance and Survivor Spa Day; with Child Haven on Camp Hope where children from homes with domestic violence spent a week at camp and the victim parents received intensive services at the FJC.</li> <li>• The OFVP has collaborative working partnerships with Health and Social Services, the Solano County Office of Education, Catholic Social Services, Faith Partners Against Violence, Kaiser Permanente, and many other partners not listed in this MOU.</li> <li>• The OFVP is the lead agency in this project and is responsible for not only the activities associated with this proposal, but also all activities related to the operations of the Solano Family Justice Center.</li> </ul>

## II. Roles , Responsibilities and Resources

**WHEREAS**, with the creation of the Office of Family Violence Prevention (OFVP) in 1998, Solano County confirmed its commitment to creating a collaborative approach to responding to and preventing all forms of domestic violence including dating violence, stalking, and sexual assault. The mission of the Office of Family Violence Prevention is to further the success of domestic violence prevention and intervention efforts in Solano County, and to reduce the incidence of abuse and neglect in families through education, intervention, and collaboration with public and private organizations throughout Solano County.

**NOW, THEREFORE**, it is hereby agreed by and between the parties as follows: The Memorandum of Understanding details the roles and responsibilities for the lead administering agency and each collaborative partner in implementing the proposed Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.

The signatories to this Memorandum of Understanding (MOU) manifest their strong support for the plan of action described by the application being submitted by Solano County to the Office on Violence Against Women under the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program.



Developed on the basis of analyzing key trends in the growing problem of domestic violence in our county and the assets we have at our disposal to fight domestic violence, our proposal represents a significant effort to leverage an investment by the Office On Violence Against Women to mobilize government and community resources in new and creative ways. The net result will be a high-impact response to domestic violence in Solano County, strengthening efforts to ensure victim safety by providing them with rapid and efficient access to a range of necessary resources. Partners pledge to utilize evaluation results to further strengthen this effort. Solano Family Justice Center (SFJC) partners are confident that these results will be helpful and inspirational to neighboring jurisdictions, and partners will disseminate them and provide assistance to others seeking to establish more effective mechanisms and programs to serve victims of domestic violence.

With key leadership provided by the Solano County Office of Family Violence Prevention, the SFJC continues to build upon the innovative collaborative partnerships that Solano County public and private agencies have already established to serve victims of domestic violence. The SFJC remains committed to advancing these efforts by creating additional partnerships, and by locating all of the services required by victims of domestic violence under one roof. Victims will benefit from the co-location of professional services, easily accessing the scope of assistance they require in a "one-stop" location. Providers of services will benefit from an increased ability to collaborate and serve domestic violence victims with a seamless array of programs, all provided out of a single location.

Through the execution of this MOU, the undersigned partners propose to take a major step forward in their capacity to rapidly and compassionately serve victims of domestic violence and their families. Together, the partners seek to continue to aid in the development of the Solano Family Justice Center and to carry out the goals and objectives of the attached proposal.

In furtherance of this effort, this MOU establishes the framework for a formal working relationship between the parties to this agreement and specifies the services and resources that each party commits to this program. Unless otherwise indicated, all services and resources will be provided from a single location, the Solano Family Justice Center.

All signatories to this MOU make their commitments based on current funding conditions within their departments and organizations. As some commitments are dependent on funding from other sources, the parties reserve the right to revise their contributions and responsibilities if funding from other sources is reduced or modified.

Each signatory to this MOU commits to specific responsibilities and contributions as detailed below:

Specifically, by signing this Memorandum of Understanding, we affirm that:

- ✓ We have participated in the development of this proposal and are committed to the successful implementation of the plan of action it describes;
- ✓ We are committed to actively engaging in the short- and long-term planning necessary to develop the sustainability systems that the Family Justice Center will require to guarantee its continued operation and vitality;

- ✓ We will participate in necessary program development and evaluation activities in order to test the effectiveness of the intervention and treatment services offered through the Family Justice Center; and
- ✓ We will endeavor to provide personnel and services at or to the Family Justice Center that are culturally and linguistically appropriate.

#### **LIFT3 Support Group & Shelter Services**

Resources contributed by the LIFT3 Support Group will include:

- ✓ Personnel providing advocacy and counseling services to domestic violence victims, specifically immigrant victims, in their primary language.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.
- ✓ Support for planning, evaluation, and SFJC sustainability activities.

LIFT3 Support Group agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Provide professional development training for all partnership staff and volunteers working with victims of domestic violence;
- ✓ Provide victim advocacy, assistance with orders for protection, court accompaniment, and resource referrals for housing, food, jobs, child care, and legal services to victims of domestic violence, dating violence, sexual assault, and stalking.
- ✓ Assess the status of crises and provide necessary intervention.
- ✓ Provide transportation assistance and safety planning.
- ✓ Provide customized, nontraditional support groups for victims experiencing domestic violence.
- ✓ Provide empowerment services to victims and survivors who endeavor to be independent of abusive relationships.

#### **Child Haven, Inc.**

Resources contributed by Child Haven will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.

Child Haven agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Provide access to experienced, culturally competent, bilingual clinicians and developmental specialists who can diagnose and treat mental health disorders and developmental delays in children ages birth to 18 who have been subjected to domestic violence.
- ✓ Connect SFJC clients to cost-free therapy services to CHAT eligible children ages 0 to 18 who are victims of violence.
- ✓ Provide access to experienced bilingual clinicians who can conduct mental health evaluations for the purpose of VAWA applications.
- ✓ Provide access to solid community ties and outreach to serve the underserved within their community.

### **Solano Partnership Against Violence (SPAV)**

**Resources** contributed by the Solano Partnership Against Violence will include:

- ✓ Communication capacity and ability to mobilize members to create cooperative, coordinated, and community response to end domestic violence.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.

The Solano Partnership Against Violence agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Participate in reviewing the collaborative team's progress on meeting project goals and objectives.
- ✓ Create ongoing venues to promote effective prevention, intervention, and treatment techniques for addressing domestic violence issues in the community.
- ✓ Examine and recommend policies and protocols for the handling of domestic violence issues and cases, especially uniform countywide enforcement protocols.
- ✓ Facilitate the development of policy and funding recommendations to the Board of Supervisors that support project activities and sustainability.

### **Kaiser Permanente**

**Resources** contributed by Kaiser Permanente will include:

- ✓ Support for planning and developing an on-site medical clinic through the continued involvement of Kaiser Permanente's Departments of Community Benefit and Community Health.
- ✓ Continued support for the Sexual Assault Response Team.

Kaiser Permanente agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Participate in all planning, development, and evaluation initiatives convened by the SFJC.
- ✓ Link the SFJC to Kaiser Permanente resources and services.
- ✓ Assist with the development of sustainability activities for the SFJC.
- ✓ Outreach and referrals for Kaiser patients to the SFJC for appropriate services.

### **Catholic Social Service**

**Resources** contributed by Catholic Social Services will include:

- ✓ Training and technical assistance to SFJC staff and partners in providing culturally appropriate services to immigrant victims of domestic violence, sexual assault, dating violence and stalking.
- ✓ Placing, on a part-time basis, a bi-lingual advocate at the FJC who will provide services to immigrant victims of domestic violence, including assistance with U-Visa applications.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.



- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- Catholic Social Services agrees to execute the following **responsibilities** in implementation of the proposed program:
- ✓ Working with the Office of Family Violence Prevention, develop and implement a staff training program that informs partners on best practices in working with immigrant victims of domestic violence and sexual assault with a goal of reducing unintended consequences for immigrant victims seeking services.
  - ✓ Through the Catholic Social Services Certified U-Visa Advocate, develop a confidential referral process so that immigrant victims are more likely to seek assistance.
  - ✓ Work closely with all partners to ensure immigrant victims are supported and aware of their rights as victims and receive culturally appropriate services
  - ✓ Participate in developing and implementing an evaluation process for ensuring that program goals are met.

#### **Solano County Office of Education**

**Resources** contributed by the Solano County Office of Education will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- The Solano County Office of Education agrees to execute the following **responsibilities** in implementation of the proposed program:
- ✓ Provide assistance in identifying families that qualify for McKinney-Vento educational services.
  - ✓ Connect eligible students with their district educational liaison to receive homeless youth services for assistance with educational support.
  - ✓ Provide educational support, when indicated for eligible youth at the SFJC to facilitate the coordination of services.

#### **District Attorney, County of Solano**

**Resources** contributed by the District Attorney's Office will include:

- ✓ Co-location of prosecutors, investigators, and Crime Victim Assistance staff including Victim Advocates and Claims Specialists at the Family Justice Center.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.
- ✓ Ensuring prosecutors attend training developed as part of this project.
- ✓ Support for planning, evaluation, and SFJC sustainability activities.

The District Attorney's Office agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Take a lead role in adopting and encouraging law enforcement agencies to adopt policies, procedures and practices as outlined in this proposal.
- ✓ Through the Crime Victim Assistance program, place personnel on-site at the Family Justice Center who will be responsible for establishing and operating the SFJC's central intake activities, providing court advocacy, referral services, and claims for victims, and follow-up to ensure that victims needs are being met.

- ✓ Through the Crime Victim Assistance program, provide criminal court advocacy for victims of domestic violence and assistance with filing for victims of crime compensation.

#### **Faith Partners Against Violence**

**Resources** contributed by Faith Partners Against Violence will include:

- ✓ Development and coordination of on-site voluntary chaplaincy services.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.
- ✓ Support for planning, evaluation, and SFJC sustainability activities.

Faith Partners Against Violence agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Implement the FJC Chaplaincy Program through the involvement of multidenominational faith leaders.
- ✓ Recruit and train chaplains from various faith organizations to serve within the FJC Chaplaincy Program.
- ✓ Evaluate the FJC Chaplaincy Program.
- ✓ Provide the Domestic Violence Chaplaincy Workshop to volunteer Chaplains.

#### **Solano County Sheriff's Office**

**Resources** contributed by the Sheriff's Office will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- ✓ Participate in developing training and technical assistance to police, prosecutors, judges, and others as outlined in the attached proposal.

The Sheriff's Office agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Attempt to identify funding for and to co-locate a domestic violence investigator at the SFJC.
- ✓ Collaborate with Victim Advocates and Prosecutors at the SFJC.
- ✓ Continue development and integration of domestic violence protocols and services in conjunction with other law enforcement agencies, government, and community-based organizations located at the SFJC.

#### **Probation Department, County of Solano**

**Resources** contributed by the Probation Department will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.

The Probation Department agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Assign a Probation Officer (PO) to serve as liaison with the SFJC to ensure and enhance accurate victim impact information in pre-sentence investigation reports and assist in communicating victims' rights at sentencing hearings.
- ✓ Provide information to victims through the Center regarding a batterer's compliance with the required 52-week treatment protocol for batterers who are on formal probation. At no point will a PO see batterers on-site at the SFJC.

**Health and Social Services Department, County of Solano**

**Resources** contributed by the Health and Social Services Department will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- ✓ A visiting Child Welfare Services Worker III, as needed, at the Family Justice Center who will also provide home visits.

The Health and Social Services Department agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Assessment of Child Safety, case management services, and immediate response services for children, including provision of emergency foster care when deemed appropriate.
- ✓ Participate in the development of a system coordinating referrals to services through the SFJC by linking victims to emergency services and available benefits as applicable.
- ✓ Provide training and technical assistance to the SFJC staff to enable staff to link clients to systems to apply at the SFJC for benefits including Medi-Cal / Food Stamps / CalWORKs Benefit Action Center, Mental Health Mobile Crisis, Mental Health Managed Care Access, and other necessary services provided by H&SS.
- ✓ Improve access to resources by linking clients to eligibility for cash aid, medical/health care and employment services and Coordinate access to mental health and substance abuse services.

**Solano County Superior Court**

**Resources** contributed by the Solano County Superior Court will include:

- ✓ Support for planning, evaluation, and SFJC sustainability activities.
- ✓ Personnel and systems to plan and develop telephonic and electronic processing of Temporary Restraining Orders and Emergency Protection Orders.

Solano County Superior Court agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Provide a courtroom and judges to handle domestic violence cases.
- ✓ Develop a streamlined system for processing restraining and protective orders emanating from the SFJC.

**Office of Family Violence Prevention, County of Solano**

**Resources** contributed by the Office of Family Violence Prevention will include:

- ✓ Personnel required for facilitating development, adoption and implementation of revised policies and protocols as outlined in the attached proposal.
- ✓ Personnel required for planning, evaluation, implementation of outreach activities to immigrant victims.
- ✓ Placement of a coordinator, social workers and receptionist at the SFJC.
- ✓ Provide in-kind, office and common spaces for on-site and visiting partner agency staff to provide direct services to victims.
- ✓ Provide in-kind, meeting and training space at the SFJC for partner agencies to use for training, collaborative meetings, special events and public awareness events.
- ✓ Provide the administrative and overhead costs of maintaining the SFJC facility including janitorial, utilities, maintenance and repair.



- ✓ Provide grant funds, to LIFT3 Support Group to off-set the cost of a confidential advocate.
- ✓ Provide, through grant funds, access to OVW sponsored training and technical assistance to SFJC partners.

The Office of Family Violence Prevention agrees to execute the following **responsibilities** in implementation of the proposed program:

- ✓ Provide overall leadership for the continued development of the Solano Family Justice Center and, in partnership with other involved agencies, develop a plan to coordinate and evaluate its operations.
- ✓ Provide overall leadership for ensuring all proposed grant activities are carried out successfully.
- ✓ Responsible for use, safety, security, maintenance, repair and improvements of the SFJC facility.
- ✓ Through co-located staff, collaborate in developing and implementing comprehensive victim services and improved prosecution and offender accountability systems with a focus on better serving immigrant victims.
- ✓ Provide fiscal and programmatic oversight to the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program award.
- ✓ Facilitate ongoing relationships with existing and emerging partners to continually improve accessibility of services to all victims of domestic violence, sexual assault, dating violence and stalking and continue to research best practices in the field of prevention and intervention.

### **III. Development of Application**

WHEREAS, the staff of the Solano Family Justice Center (SFJC), the Office of Family Violence Prevention (OFVP), and each co-located service partner and core representatives of SFJC partnership agencies outlined in this MOU have continued to meet regularly to discuss the progress of the Center utilizing the strategic implementation plan as our guide to develop the basis for this application and all partners have contributed to and reviewed this application; and

WHEREAS, each partner listed in this Memorandum of Understanding (MOU) has reviewed and approved the roles, responsibilities and resources they are contributing to this project and understand that their commitment to contributing time and resources is contingent upon their individual agencies continued ability to make their commitments based on current funding conditions within their departments and organizations. As some commitments are dependent on funding from other sources, the parties reserve the right to revise their contributions and responsibilities if funding from other sources is reduced or modified; and

### **IV. Partner Commitment and Approval of Proposed Project Budget**

WHEREAS, the partners agree to collaborate and provide **response, investigation, assessment, and resources** to victims of **domestic violence, dating violence, stalking, and sexual assault**, pursuant to the program narrative of the grant application attached to this agreement; and

WHEREAS, compensation for non-lead partners' contribution to this project will be provided as outlined in the attached OVW budget detail worksheet; and

WHEREAS, we, the undersigned, have read and agree with this MOU and are committed to working together to achieve our stated project goals. Further, we have reviewed the proposed project and approve it.

#### **V. Project Planning and Development Team**

There are several representatives of the planning and development team who will be responsible for developing and implementing project activities. This team will consist of representatives of LIFT3 Support Group and Domestic Violence Shelter, Child Haven, Catholic Social Services, the District Attorney's Office and Health and Social Services, and facilitated by the OFVP. Other partners will be included when it is necessary to include their expertise in planning, developing and implementing activities outlined in this proposal.

The Director of the Office of Family Violence Prevention will oversee this project and will facilitate planning meetings with the Planning and Development Team. The OFVP's Program Coordinator will provide staff support to the team, will prepare and distribute agendas, minutes, supporting documents and will coordinate meeting space. Training, technical assistance and outreach will be done by project partners depending on their expertise, resources and ability to perform the designated function. The Program Coordinator will collect and analyze data provided by partner agencies and the Victim Resource Specialist, related to work performed under this proposal. All data collected will be non-identifying and confidential to support victim safety.


The Project Planning and Development Team will communicate directly with the Director of the Office of Family Violence Prevention and Program Coordinator on all project activities and will meet at least monthly to plan, implement, evaluate and sustain project activities. Activities that impact victims directly will be vetted through the confidential advocate to ensure we are supporting victim safety, maintaining appropriate confidentiality boundaries and eliminating unintended consequences for victims.

The Director of the Office of Family Violence Prevention will meet with the Project Planning and Development Team at the beginning of the month in which progress reports are due to the OVW to ensure their input, review and approval of data and information provided in the semi-annual reports. Project Staff, includes the Director of the Office of Family Violence Prevention, Program Coordinator and Victim Resource Specialist, who are all staff of the Office of Family Violence Prevention, and the confidential advocate from LIFT3 Support Group.

#### **VI. Timeline**


The roles and responsibilities described above are contingent on the **Solano County Office of Family Violence Prevention** receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **October 1, 2014 through September 30, 2017**.

**Partner Agency Signatures**  
**February 13, 2014**

  
Claudia Humphrey, Executive Director, LIFT Support Group and DV Shelter

  
Jane Johnson, Executive Director, Child Haven, Inc.

  
Cynthia Williams, Chairperson, Solano Partnership Against Violence

  
Steven Smucker, MD, Physician-in-Chief, Napa Solano Service Area, Kaiser Permanente

  
Kurt Chismark, Executive Director, Catholic Social Services

  
Jay Smock, Superintendent of Schools

  
Donald du Bain, Solano County District Attorney




Solano Family Justice Center  
Office On Violence Against Women  
Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program  
Memorandum Of Understanding

Partner Agency Signatures Continued—  
February 13, 2014



Rev. Robert Wilse, Faith Leaders Against Violence



Thomas A. Ferrara, Solano County Sheriff-Coroner



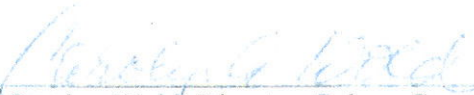
Christopher Hansen, Solano County Chief Probation Officer



Ann Edwards, Director of Solano County Health and Social Services



Hon. E. Bradley Nelson, Presiding Judge, Superior Court of California, Solano County



Carolyn Wold, Director, Solano County Office of Family Violence Prevention

## UNITED STATES REPRESENTATIVES

(Elected by District)  
**OFFICE DISTRICT**  
3RD DISTRICT

**OFFICE HOLDER**

**TERM**

**CONTACT**

JOHN GARAMENDI  
(DEM)

2012-2014

Antioch Office  
420 West 3rd Street  
Antioch, CA 94509  
Phone: (925) 757-7187  
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Fax: (202) 225-5914  
: <http://garamendi.house.gov/>

5TH DISTRICT

MIKE THOMPSON  
(DEM)

2012-2014

DISTRICT  
1040 Main Street, Suite 101  
Napa, CA 94559 Phone: (707)  
226-9898 Fax: (707) 251-9800  
WASHINGTON 231 Cannon  
Office Building Washington,  
DC 20515 Phone: (202) 225-  
3311 Fax: (202) 225-

3. Summary Data Sheet

1. Authorized Representative: Birgitta E. Corsello, County Administrator, Solano County, 675 Texas Street, Ste. 6500, Fairfield, CA 94533, Phone: (707) 784-6800, E-mail: [BCorsello@solanocounty.com](mailto:BCorsello@solanocounty.com)
2. Point of Contact: Carolyn Wold, Director, Solano County Office of Family Violence Prevention, 675 Texas Street, Suite 4500, Fairfield, CA 94533, Phone: (707) 784-7071, E-mail: [CAWold@solanocounty.com](mailto:CAWold@solanocounty.com)
3. The Solano County Office of Family Violence Prevention (OFVP) has not expended \$500,000 in Federal funds in the past fiscal year. The County fiscal year ends on June 30<sup>th</sup> of each year.
4. In addition to this application being submitted to the Office on Violence Against Women (OVW), the OFVP is currently receiving funding under the OVW Safe Havens Grant. Other pertinent grants received and/or being applied for by the County include: Edward Byrne Memorial Discretionary Grants Program; Edward Byrne Memorial Justice Assistance Grant Program; HealthCare for the Homeless; Drug Free Community Grant; Supportive Housing Grant; and COPS Technology Grant. A complete list of federal grants received by Solano County is available on request. No other grant proposes to do work similar to that proposed under the Grants to Encourage Arrests and Enforcement of Protection Orders Program.
5. The County of Solano is a unit of local government and is not a non-profit organization and does not hold money in offshore accounts for the purpose of avoiding paying the tax described in section 511 (a) of the Internal Revenue Code.
6. The County of Solano is a unit of local government.
7. The Solano County OFVP will be collaborating with Lifting Individuals Forward Through Tough Times (LIFT3), a 501 (c) (3) non-profit DV victim services agency providing



domestic violence crisis shelter, advocacy, transition skills/mentoring, and transitional housing.

8. The County of Solano intends to collaborate with Catholic Social Services, a 501 (c) (3) non-profit agency that serves the Spanish-speaking immigrant population and provides assistance to victims of domestic violence, sexual assault, dating violence and stalking, with assistance with U-Visa applications, protective order assistance and advocacy.
9. The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be implemented in the County of Solano, California.
10. The regional areas where this project will be implemented include the unincorporated areas of the County of Solano as well as providing services to victims living in the incorporated cities of Rio Vista, Dixon, Vacaville, Fairfield, Suisun, Vallejo and Benicia, California.
11. The beginning and end date of the State of California's next legislative session are January 5, 2015 to August 31, 2015.
12. The Statutory Purpose Areas to be addressed include:
  - Implement pro-arrest programs and policies in police departments, including policies for protection order violations and enforcement of protection orders across state and tribal lines.
  - Centralize and coordinate police enforcement, prosecution, or judicial responsibility for sexual assault, domestic violence, dating violence, and stalking cases in teams or units of police officers, prosecutors, parole and probation officers, or judges.
  - Develop or strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, domestic

violence, dating violence, and stalking against older individuals and individuals with disabilities.

- Develop and implement policies and training for police, prosecutors, probation, and parole officers, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat crime perpetration by such individuals.

13. The Statutory Priority and/or OVW Priority Areas to be addressed include:

- Centralize handling of cases involving sexual assault, domestic violence, dating violence, and stalking by police, prosecutors, and courts;
- Demonstrating a commitment to strong enforcement of laws, and prosecution of cases involving sexual assault, domestic violence, dating violence, or stalking including the enforcement of protection orders from other states and jurisdictions, including tribal jurisdictions.

14. Should this application be funded, the project will address the following percentage of grant activities:

- Sexual assault, 15%
- Domestic violence, 70%
- Dating/teen dating violence, 5%
- Stalking, 10%

15. Summary of Current and Recent OVW Projects:

Community Defined Solutions to Violence Against Women Program/Grants to Encourage Arrests and Enforcement of Protection Orders Program, 2010-WE-AX-0022

Award Period: October 1, 2010 to September 30, 2014, \$700,000

Total funds remaining as of the date of this application: \$223,624.95, total funds remaining in Personnel: \$143,035.73, total funds remaining in Benefits: \$68,594.44, total funds remaining in Travel: \$1,211.84, total funds remaining in Equipment is zero, total funds remaining in supplies and postage: \$686.94, total funds remaining in Contracts/Consultants: \$10,096.00, total funds remaining in Other is zero.

Positions funded include 1 Full Time Equivalent (FTE) Program Coordinator, one .5 FTE Victim Resource Specialist and .09 FTE Confidential Victim Advocate employed by LIFT3 Support Group and Domestic Violence Shelter Agency.

These fund balances will support the remaining 7 months in the grant periods and it is anticipated that all grant funds will be expended by the end of the grant periods.

Safe Haven: Supervised Visitation and Safe Exchange Program. 2010-CW-AX-K011

Award Period: October 1, 2010 to September 30, 2014, \$400,000

Total funds remaining as of the date of this application: \$222,293.55, total funds remaining in Personnel: \$73,232.03, total funds remaining in Benefits: \$38,373.60, total funds remaining in Travel: \$ 7,560.52, total funds remaining in Equipment: 179.03, total funds in Supplies is zero, total funds remaining in Contracts/Consultants: \$102,948.37, total funds in Other is zero. Positions funded include 1 FTE Program Coordinator, one .5 FTE Monitor Supervisor, 4-.30 visitation monitors, .20 confidential advocate from our local DV shelter.

These fund balances will support the remaining 7 months in the grant periods and it is anticipated that all grant funds will be expended by the end of the grant periods.



# LIFT3 Support Group



1115 Concord Street  
Suite 100  
Concord, CA 94520

Phone: 925-299-8885  
Fax: 925-299-8885  
Email: lift3@lift3supportgroup.com

*"Leading Individuals Forward Through Tough Times"*

## **Job Description for DV Advocate**

### **Position Summary:**

Provide in-person advocacy and follow-up services for individuals/families who are victims of domestic violence. Also provide crisis intervention and resource/referral services both in person and by phone to individuals seeking shelter, legal assistance, counseling, and other various supports related to domestic violence. Establish and maintain relationships with complementary organizations in order to build capacity in the community and expedite better results for domestic violence victims. DV Advocate is bound by and held to the highest level of confidentiality policy and requirements.

### **Qualifications:**

English/Spanish fluency required. High school diploma required; college degree or relative course work desirable. Must have 2-3 years work experience in social services environment and demonstrated experience handling crisis situations. Need strong computer skills and experience with data management and record keeping. Must have valid California drivers license and clean driving record. Certification in CPR/first aid desirable. Must have or be willing to obtain certification as a 40-hour trained California State Domestic Violence Counselor.

**Requirements:** Knowledge of and sensitivity to domestic violence issues. Sensitivity to monolingual Spanish-speaking clients and demonstrated ability to work with culturally and economically diverse populations. Must have excellent communication skills and ability to exhibit warmth and empathy. Ability to handle conflict resolution and ability to

### **Essential Job Functions:**

1. Advocacy Services: Provide comprehensive and quality advocacy services to victims of domestic violence.

Advocate on behalf of victims of domestic violence within various systems to include social service, housing, finance, legal, health care, and education.

Provide crisis intervention and referral services to domestic violence victims in-person and on the phone.

Organize and prioritize daily services and responsibilities to ensure that clients' needs are met.

Ensure that all families and individuals have a safety plan and a full family assessment in accordance to LIFT3 guidelines.

Ensure professional relationships with clients to create an atmosphere of empathy, safety, and support.

Work to eliminate barriers to service, particularly for survivors from historically oppressed communities. Document work efforts to develop more effective ways to reach and serve minority/underserved populations who are at risk for family violence.

2. Community Relations: Foster and maintain positive relationships with other service providers, community members, and business partners.

- Educate community members, professionals, and other organizations about domestic violence and LIFT3 services.

- Actively participate in monthly multidisciplinary team meetings and collaborative meetings as scheduled and assigned by the Executive Director.

- Maintain a working knowledge of Northern California domestic violence providers.

Foster and maintain constructive working relationships with law enforcement, Child Welfare Services, and other community organizations.

3. Administrative Responsibilities: Ensure that client records and paperwork are complete and accurate.

- Ensure that all clients have their confidentiality protected and consents are signed when coordinating services for families with other entities.

- Update and maintain the agency's resource and referral guide.

- Ensure that all client files and documentation are accurate, complete, and up-to-date.

- Update client case notes, service logs, and client database in a timely and accurate manner.

- Carry out other duties as assigned.

Work without direct supervision required. Shelter Advocate is bound by confidentiality policy and requirements; must be able to lift up to 25 lbs.



## Solano County

### Family Justice Center Program Coordinator Position Description

**Division: Office of Family Violence Prevention**

#### INTRODUCTION

The Program Coordinator position within the Office of Family Violence Prevention will work collaboratively with county departments, law enforcement agencies, community and faith based agencies in a multidisciplinary modality to coordinate activities, programming, and evaluation of the Solano Family Justice Center and to coordinate day to day operations of the center.

#### POSITION INFORMATION

The Office of Family Violence Prevention, in conjunction with law enforcement, community based organizations, and other County departments, is seeking to establish a Family Justice Center in Solano County. The Solano Family Justice Center will promote multidisciplinary collaboration to best serve victims of domestic violence, sexual assault, elder abuse, stalking and child abuse. The Family Justice Center (FJC) model is a "wrap-around" approach to providing comprehensive services to family violence survivors by co-locating service providers. The U.S. Department of Justice's Office on Violence Against Women has identified the FJC model as a best practice in domestic violence intervention and prevention services.

The FJC Program Coordinator will be an integral player in establishing the newly created Solano Family Justice Center, in conjunction with the various partners. The FJC Project Manager will work at the direction of and report to the Executive team of the Solano Family Justice Center, providing key oversight of the four strategic planning task forces (Sustainability, Governance, Program and Site), in order to ensure that the main tasks are completed for the initial opening and operation of the FJC.

The FJC Program Coordinator will have experience working with victims of domestic violence, sexual assault, elder abuse, sexual assault and/or child abuse, or working with agencies that provide services to those individuals and their families. The Program Coordinator will also be familiar with or have experience with prosecutions, or law enforcement objectives. Experience in developing a major program or project is highly desired.

#### KNOWLEDGE, SKILLS, AND ABILITIES

**Working knowledge of:** principles and practices of business and public administration as pertinent to area of assignment; principles, practices and political implications of



decisions regarding budgeting, fiscal management, human resources and contract management; principles and methods of work planning, staffing analysis and project management; techniques and practices of research methodology, data collection, and analysis; report writing; application and use of basic statistics; the use of electronic information equipment and specific systems as used within the department.

**Knowledge of:** operations and functions of county government and the structure and function of the assigned department; modern supervisory management and human resources practice; modern office methods and procedures.



**Ability to:** plan, organize, and conduct research, analysis and statistical studies related to the various aspects of administration, budget and general management matters; collect, compile and analyze qualitative and quantitative data; review and implement changes in work methods, systems and procedures; understand, interpret and explain laws, regulations and policies governing program operations; prepare budgets, grant applications, service contracts and complex narrative and statistical reports; communicate effectively orally and in writing, and present conclusions and recommendations before advisory and policy bodies; establish and maintain effective working relationships with management, employees, clients, and the public in carrying out sound management policies; understand program objectives in relation to departmental goals and procedures; organize and prioritize work assignments; persuade, examine, and project consequences of decisions and/or recommendations; analyze administrative problems and budget requests; use of electronic information equipment and specific systems as used within the department; effectively supervise the work of technical and office support staff.

#### MINIMUM QUALIFICATIONS

**Education:** Any combination of course work and training which would provide an opportunity to acquire the knowledge and abilities listed. Normally, academic course work in public administration, business administration, management, accounting, political science, economics, statistics, English composition, psychology or closely related courses would provide such an opportunity.

**Experience:** Work experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, one year of full-time professional level staff experience related to general administration, accounting, budgetary analysis, or human resources work including research, analysis, and preparation of written reports and recommendations would provide such an opportunity.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.



## **COUNTY OF SOLANO**

### **FAMILY VIOLENCE PREVENTION OFFICER**

#### **DEFINITION**

Administers, plans and coordinates the County's Family Violence Prevention Program; coordinates activities in the community for family violence prevention, identification, education and support.

#### **CLASS CHARACTERISTICS**

This is a single position class responsible for coordination of the family violence prevention program in the County. The incumbent is expected to function as the coordinator of all aspects of the program and develop County strategies to assist in raising awareness and reducing family violence incidents. The position is expected to perform as an expert in the area and provide advice and consultative service to the County Administrator and the Board of Supervisors.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant County Administrator.

Exercises supervision over technical and clerical staff.

#### **EXAMPLES OF DUTIES** *-Duties may include but are not limited to the following:*

Plans, coordinates, schedules and participates in activities within the community to increase awareness of the prevalence of violent incidents in families with the elderly, children and spouses; works with other councils and groups as an advocate for family violence prevention; meets with businesses and corporations, and advocates for cooperation and assistance.

Researches grant opportunities at the state and federal levels for family violence assistance; prepares grant applications and applies for grant funding for prevention and support services; reviews and analyzes studies on current trends in family violence and develops strategies and approaches for impacting change.

Facilitates the establishment, collaboration and operation of public and private partnerships to address integrated and comprehensive strategies that reach larger segments of the population; participates with various community groups and organizations setting policy for programs related to child, spousal and elderly abuse.

Provides staff support services to the Solano Partnership Against Violence; acts as a liaison with state and federal agencies on activities on family violence; attends County and state meetings; represents the County's program in presenting program goals and activities to the media, the public and other interested groups and agencies; monitors and analyzes legislation to determine

implications for County family violence victims.

Conducts studies and analyzes existing systems of service delivery, and identifies and determines mechanisms and realignment of resources that can serve to maximize service delivery to larger groups; develops and prepares reports and information that profiles the County's status with family violence incidents.

Coordinates with internal County departments on methods of identifying and tracking incidents of family violence and evaluates the results of educational and prosecutorial actions on the reduction of incidents; develops recommendations for improvements; serves as the key advisor to County officials on progressive actions.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of grant writing and research techniques.

Principles, theories and practices of social and psychological interaction in families.

The dynamics of family violence and the types of behaviors that serve as patterns in family violence cases.

Local, state and federal legislative processes.

Techniques of strategic planning, program evaluation and implementation.

Comprehensive systems that offer a continuum of social and psychological services.

County human services agencies and their role in various segments of service delivery.

#### **Skill to:**

Operate office equipment including a personal computer, copy and fax machines and printers.

#### **Ability to:**

Organize, develop and implement new programs, and develop collaborative approaches to community issues.



Develop proposals for grants and financial assistance.

Establish and maintain cooperative working relationships.

Collect and analyze data and evaluate program effectiveness.

Develop goals and objectives and methods for evaluating results.

Communicate effectively in writing and orally.

Effectively represent the program at the state level, with community groups, various agencies, the public, and the media.

### **EXPERIENCE AND EDUCATION/TRAINING**

#### **Experience:**

Five (5) years of professional level experience in program development, research, administration counseling, grant writing in an area of children, adult, or elderly services. Experience may be in any one area or any combination of related areas.

#### **Education/Training:**

A Bachelor's degree is required from an accredited college or university, preferably in the social sciences, psychology, sociology, human relations, criminal justice or other related field. A Master's Degree may be substituted for two years of the experience.

### **SPECIAL REQUIREMENTS**

Possession of, or the ability, to obtain a valid Class C California driver's license may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

**Environmental Factors:** Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

  
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Director of Human Resources

**Established Date:** February 2001

**Revised Date:** February 2003

**BOS Date:** June 30, 2003

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## **LIFT3 SUPPORT GROUP**

### *Position Description*

**Position:** Executive Director/Program Director  
**Status:** Full Time, Benefits, Non-exempt  
**Reports To:** Board of Directors

#### **AGENCY DESCRIPTION**

Since 2004, LIFT3 Support Group has provided services to women and children escaping the terror of family violence. As Solano County's primary Domestic Violence Program, LIFT3 provides comprehensive emergency services including a confidential 24-hour shelter, triage and crisis intervention, a crisis line with 24-hour emergency response services for hospitals and law enforcement, support groups, legal advocacy, and housing advocacy with case management. For more information, contact Claudia Jones, Board Chair.

*Function:*

- Implement the strategic goals and objectives of LIFT3 Support Group
- With the board chair, enable the Board to fulfill its governance function
- Give direction and leadership toward the achievement of LIFT3's philosophy, mission, strategy, and its annual goals and objectives.

*Reports to:* Board of Directors

*Major Functions/Accountabilities:*

1. Board Administration and Support -- Supports operations and Administration of Board by advising and informing Board members, interfacing between Board and staff, and supporting Board's evaluation of chief executive officer.
2. Program, Product and Service Delivery -- Oversees design, marketing, promotion, delivery and quality of programs, products and services
3. Financial, Tax, Risk and Facilities Management -- Recommends yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations
4. Human Resource Management -- Effectively manages the human resources of the organization according to authorized personnel policies



and procedures that fully conform to current laws and regulations

5. Community and Public Relations -- Assures the organization and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders

6. Fundraising -- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation