

Summary Data Sheet

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The County of Solano is the applicant and will, through its Office of Family Violence Prevention (OFVP), implement the project, and should an award be made, will be responsible for all statutory, fiscal and programmatic requirements as well as all project deliverables. It is anticipated that the County will enter into a contractual arrangement with Child Haven, Inc. who will be responsible for recruiting, training and supervising the visitation monitors; and with LIFT3 Support Group and Domestic Violence Shelter who will provide training and technical assistance to staff assigned to the Safe Harbor for Kids Supervised Visitation Program and will provide advocacy and crisis services to victims of domestic violence, sexual assault, dating violence and stalking and who are clients of the Safe Harbor for Kids Supervised Visitation Program. Additionally, OFVP will take the lead and staff from both Child Haven, Inc. and LIFT3 Support Group and Domestic Violence Shelter will assist in developing and presenting training events as outlined in the expansion narrative of this application and will implement an outreach program to ensure immigrant victims have safe access to appropriate services for domestic violence, sexual assault, dating violence, child sexual assault and stalking. Additional

details pertaining to what will be accomplished can be found in the attached Memorandum of Understanding.

Solano County has not expended \$500,000 in Federal funds in the past fiscal year which ended June 30, 2013.

The County of Solano Currently receives funding under the Fiscal Year 2010 Safe Havens: Supervised Visitation and Safe Exchange Grant Program. Although the County is the recipient of other federal grants, there are no other grants received to do similar work.

The County of Solano is a unit of local government and is not a 501 (c) 3 organization and holds no money in offshore accounts.

The County of Solano proposes to submit a Continuation and Expansion application for funding. The application will address the continuation of the current project to plan and implement a supervised visitation and exchange program, as well as purpose area 3. Should this application be funded, the project will address domestic violence (60%), sexual assault (25%), dating/teen dating violence (10%), and stalking (5%).

Summary of current and recent OVW projects

Safe Haven: Supervised Visitation and Safe Exchange Grant, award number 2010-CW-AX-K011, project period is October 1, 2010 to September 30, 2014. The total award is \$400,000 and the remaining balance as of December 27, 2013 is \$222,293.55. Funds remaining by budget category include: Personnel \$73,232.03, Fringe \$38,373.60, Travel \$7,560.52, Equipment \$179.03, Supplies, \$0, Contracts, \$102,948.37, and Other \$0. These fund balances remain because the grant will not end until September 30, 2014, which is 9 months from the writing and submission of this application for funding and these balances are intended to continue to fund the program until the end of the current grant period. It is anticipated that all

grant funds will be expended. This grant funds the following positions: 1 FTE Program Coordinator; .5 FTE Monitor Supervisor, 4 - .30 Supervision Monitors, .20 Confidential Advocate.

Grants to Encourage Arrest Policies and Enforcement of Protection Orders

Program, award number 2010-WE-AX-0022, project period October 1, 2012 to September 30, 2014. Total award, \$300,000, and the remaining balance as of December 27, 2013 is \$225,043.32. Funds remaining by budget category include: Personnel \$143,035.73, Fringe \$70,059.71, Travel \$1164.94, Equipment \$0, Supplies, \$686.94, Contracts, \$10,096.00, and Other \$0. These fund balances remain because the grant will not end until September 30, 2014, which is 9 months from the writing and submission of this application for funding and these balances are intended to continue to fund the program until the end of the grant period. It is anticipated that all grant funds will be expended. Positions funded from this award include 1 FTE Program Coordinator, 1 FTE Victim Resource Specialist, and .16 Confidential Victim Advocate.

What Will be Done

The Office of Family Violence Prevention (OFVP), on behalf of the County of Solano, received the 2010 Safe Haven: Supervised Visitation and Safe Exchange Grant award to plan and implement a supervised visitation and exchange program in Solano County. At the time the grant award was received, Solano County did not have a supervised visitation center as the county's only center, the Rainbow Children's Center, was closed in October 2009 due to budget constraints. Upon receipt of the award, the Director of the Solano County Office of Family Violence Prevention brought together the planning group that began meeting when the Rainbow Children's Center closed. This group included the Executive Directors of LIFT3 Support Group and Domestic Violence Shelter (LIFT3) and of Child Haven, Inc.; an agency that provides counseling and therapy to children who have experienced trauma and to adults trying to parent traumatized children. The group also included a judge from the Family Law Bench, the Court Services Manager and representatives of several community based victim services agencies. This group served as the Advisory Committee that assisted in grant funded planning activities for the Safe Harbor for Kids Supervised Visitation Program.

The Advisory Committee met at least monthly and participated in regular conference calls with the Safe Haven technical assistance provider from VERA Institute, who guided the planning process. During the first year of planning, the Director of the OFVP, staff and members of the Advisory Committee, participated in several OVW sponsored trainings and conferences. Also within the first year, a Mission Statement was developed and the Program Manager was hired to facilitate meetings of the Advisory Committee and to work with VERA to draft policies and procedures, safety protocols, intake forms, parent handbook and other implementation documents. The Program Manager sent all draft documents to the Advisory

Committee for review before sending them to VERA for final review. The first year of the project period was spent gaining a greater understanding of what is necessary to implement a supervised visitation and exchange center that considers the unique safety needs of domestic violence survivors and their children. At the end of the first year, it was evident that planning would continue into the second year so as to continue development activities and to locate a building that could safely house the program. In the second year, the Program Manager worked with our court partners to develop an appropriate court referral and order form and with the Director of the OFVP to locate an appropriate space for the program. The final implementation documents were submitted to the Safe Haven Grant Manager in late 2012.

In July 2012, the Director of the OFVP began working with the County to determine if an identified county-owned building might be available for use as a supervised visitation and exchange center and with VERA to determine if the site would be appropriate for this use. Concurrently, the OFVP was also in the planning stages for a family justice center; a single location where staff from many different agencies that serve victims and survivors of domestic violence, sexual assault, dating violence and stalking, can receive services. The Solano Family Justice Center Implementation Committee was also trying to locate an appropriate building for providing services. The county proposed using the same site for both programs. The site included entry doors at each end of the building, separate parking lots near each door, a secure reception area, a large area that could be used for conducting the visits, and several private office spaces. The building also had several restrooms and was recently upgraded to accommodate physically disabled client access.

On September 26, 2012, the OVW Grant Manager for this project conducted a site visit to Solano County and met with the Director of the OFVP, the Program Manager, Advisory

Committee and with other key stakeholders on the project. The Grant Manager was able to tour the proposed space to determine suitability for use as a supervised visitation and exchange center. The Grant Manager reviewed the safety measures inherent in the building as well as planned safety measures that would be installed or implemented should the building be approved for this use. The Director of the OFVP met extensively with representatives of the Sheriff's Office and Fairfield Police Department prior to the Grant Manager's visit in order to predetermine what safety issues are posed in trying to co-locate the Family Justice Center and Safe Harbor program. The Grant Manager offered several suggestions for improving safety and security of the building; all of the suggestions were implemented. The Grant Manager also recommended that in the initial phase of implementation the program only offer supervised visitation services and to consider adding supervised exchanges in any subsequent phases of implementation of the program. In December 2012, the Director of the OFVP was given permission from the County to utilize the county owned building.

Between December 2012 and March 2013, staff and volunteers prepared the building for its intended use, including adding additional security measures such as installing an alarm and security cameras. Several groups stepped forward to donate books, toys, and furniture. Volunteers were rallied to help with painting the interior of the building to make it more "family friendly" and to instill a sense of "home" in the visitation space. On April 1, 2013, the Safe Harbor for Kids Supervised Visitation Center opened its doors! To date, the program has served approximately 126 families and provided about 333 supervised visits. The majority of referrals are received from the Domestic Violence Court although our secondary referral source is the Family Court. The primary reason for about 78% of the referrals is domestic violence related with about 20% being sexual assault or stalking as the primary referral reason.

Currently, our primary gaps in service include lack of supervised exchanges. As noted previously, our Grant Manager suggested that our program concentrate on providing supervised visitation services as an initial step. There have been no security issues to date and the safety measures that have been implemented appear to be sufficient. Program staff and our partners continue to request that supervised exchanges be added and that they take place at the Safe Harbor Center. Clearly, there is a need to provide this service as families are reluctant to use other family members as exchange supervisors when domestic violence, sexual assault, child sexual assault, dating violence and stalking have occurred. By providing the services with additional safety measures and highly trained staff available, we can expand our ability to keep victims safe and hold offenders accountable for their behavior.

This application proposes to use continuation funding to add supervised exchanges to our program. It is the intent of the Safe Haven Advisory Committee to plan, develop and implement an exchange program that integrates with the existing supervised visitation program and is consistent with the Guiding Principles. Staff and the Safe Haven Advisory Committee will work closely with the assigned technical assistance provider and OVW Grant Manager to accomplish this task. We anticipate utilizing existing staff to provide this service but will use grant funding to increase their hours to accommodate supervised exchanges. We will again confer with our partners to review our proposal and suggest any additional safety measures that may be needed. Funding will be used to develop updated forms, protocols and policies and for additional staff and partner training.

Staff and project partners are keenly aware of the unique safety needs of victims and understand the dynamics of victimization, post separation violence, childhood trauma as a result of exposure to violence and the special vulnerability that is the result of relationship violence.

We also understand that perpetrators of violence often use institutions to continue or increase their power and control over the victim and that children are often used as a tool to continue to batter their victims and attempt to do so by aligning themselves with staff, by trying to pass messages or gifts to the victim through their children and by acting as the “good” parent while undermining the victim parent. We regularly consult with survivors to review our policies, procedures and practices to ensure they are designed with the safety needs of victims in mind. With the help of VERA and our Grant Manager, we have demonstrated a commitment to meeting the safety needs of clients by designing our space to include outdoor security cameras, secure client service area and security buttons throughout the building.

Our greatest barrier to accessing services is in serving immigrant victims of domestic violence, sexual assault, child sexual assault, dating violence and stalking. The Solano Family Justice Center serves a number of immigrant victims and makes referrals to the Safe Harbor for Kids Supervised Visitation Program but very few request that the court order these services. Immigrant survivors report there is a fear that court involvement may result in deportation and/or losing custody of their children to the batterer. Staff will develop and deliver an outreach program specifically targeted to immigrant victims.

Goal: Plan, implement and evaluate a comprehensive supervised visitation and exchange program that is part of an expansion of services that considers the unique safety needs of victims.	Objectives: Develop a comprehensive plan to implement and integrate exchange services that considers equal regard for the safety of children and victims; values multiculturalism and diversity and is respectful and fair.	Activities: 1) Convene the Advisory Committee and consult technical assistance providers. 2) Expand and develop policies to integrate supervised visitation into existing services. 3) Develop and implement additional security measures and confidentiality protocols that meet the safety needs of victim parents and their children.	Timeline Months: 3, 9 12, 18 & 24
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Goal: Evaluate supervised visitation and exchange program in the context of meeting the needs of all victims of domestic violence, sexual assault, dating violence and stalking, including the needs of immigrant women and their children.	Objectives: 1) Reduce barriers to services for immigrant victims and their children. 2) Identify and implement an evaluation process to ensure compliance with Guiding Principles and best practices.	Activities: 1) Engage immigrant women and women of color in reviewing and evaluating existing and planned services. 2) Identify available multicultural and immigration resources. 3) Implement evaluation tool. 4) Train staff and partners in Cultural Competency.	Timeline Months: 3, 6, 9, 12, 18, 24
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Who Will Implement the Project

Partner expertise, agency qualification and history of collaborative partnership

The lead applicant, [REDACTED], Director of the Solano County Office of Family Violence Prevention (OFVP), has over 15 years experience managing domestic violence programs and initiatives. [REDACTED] has been instrumental in advocating for important domestic violence legislation on behalf of Solano County, is a frequent speaker on domestic violence and child abuse issues at local and statewide conferences and trainings, is a visiting lecturer at a local colleges, is a member of the California Leadership Group on Domestic Violence and Child Well-being and developed a workshop and training curriculum on reducing children's exposure to violence that was named a model program by the California Attorney General.

[REDACTED], Executive Director of LIFT3, has been working with the domestic violence and sexual assault victim population for nine years, is a founding member of LIFT3 and operates a confidential DV Crisis Shelter and a separate Transitional Shelter. [REDACTED] provides training to criminal justice partners, court advocates, Family Resource Center staff, corporations and small businesses, social services, health care professionals and the faith community. [REDACTED] is seen as a leader in the victim advocacy community and is active

in recruiting women of color as advocates and staff to LIFT3. The Court Services Manager and the Executive Director of Child Haven have a combined 28 years experience working with children and families affected by domestic violence, dating violence, sexual assault, child sexual assault, stalking, child abuse and neglect. LIFT3 is a nonprofit agency and partner to OFVP since 2004; has been providing confidential advocacy and shelter services to victims of domestic violence, sexual assault, dating violence and stalking for 9 years; LIFT3 is the "go to" agency in Solano County for confidential victim services.

██████████ Executive Director of Child Haven, Inc. has been working with the domestic violence population for about 5 years. Child Haven is a nonprofit agency that has been providing therapeutic and mental health services to children and families in Solano County since 1983. Child Haven has been a partner to OFVP for over 16 years and with LIFT3 for 7 years. Child Haven staff assigned to the project receives domestic violence training from LIFT3 before they can monitor supervised visits. The courts implemented the Domestic Violence Court Project in 2010; OFVP, LIFT3 and Child Haven are partners on this project. ██████████ regularly meets with judicial officers and court staff to discuss programs and services for victims of domestic violence, sexual assault, dating violence and stalking, and acts in an advisory capacity, along with ██████████, on their domestic violence court grant program.

Roles and responsibilities

All partners have been involved in planning and preparing this proposal and are committed to continued involvement in development and continued implementation of the project. The Director of the Solano County Office of Family Violence Prevention will serve as the coordinator for the project. As evidenced by the attached MOU, roles, responsibilities and commitments of the partner agencies include:

The **Office of Family Violence Prevention** will be responsible for:

- Contributing the time and expertise of the Director of the Office of Family Violence Prevention, and employ/supervise a Program Coordinator to manage operations.
- Overseeing all grant-related activities, grant reporting and grant fiscal responsibilities.
- Coordinating and facilitating planning meetings.
- Participating in mandatory OVW meetings and trainings.
- Providing meeting space and materials for the advisory committee meetings.
- Providing a site for the Safe Harbor for Kids Supervised Visitation and Exchange Program
- Working with OVW, the advisory committee and collaborative partners to develop policies and procedures to expand existing services to include supervised visitation and to better serve the immigrant population
- Ensuring that the project is developed and implemented in compliance with the statutory and minimum requirements of the Justice for Families Grant Program.

LIFT3 Support Group will be responsible for:

- Contributing the time and expertise of the Executive Director of LIFT3 Support Group to the advisory committee;
- Advising collaborative partners and project staff on issues related to sexual assault, domestic violence, dating violence and stalking, and how victim safety can be supported in the context of visitation and exchange of children;
- Provide meaningful and appropriate data for the completion of grant reports;
- Providing advocacy, crisis, counseling, and referral services to victims utilizing visitation and exchange services; and providing training and technical assistance to project staff;

- Ensuring that staff and partners are not engaging in activities that compromise victim safety;
- Participate in evaluating the Safe Harbor for Kids program.

The **Child Haven, Inc.** will be responsible for:

- Contributing time and expertise of the Executive Director to the advisory committee;
- Providing meaningful and appropriate data for the completion of grant reports;
- Recruiting, training and supervising visitation monitors and Monitor Supervisor;
- Helping to keep children and adult victims of domestic violence safe during exchanges and visitation and holding batterers accountable for their violence and abuse;
- Provide access to meaningful referrals to LIFT3 and other agencies;
- Participate in evaluating Safe Harbor for Kids program.

The **Solano Superior Court** will be responsible for:

- Designating a judicial officer to serve on the advisory committee;
- Contributing time and expertise of the Court Services Program Manager to the advisory committee;
- Provide meaningful and appropriate data for the completion of grant reports;
- Provide referrals to the Safe Harbor for Kids Supervised Visitation and Exchange program;
- Participate in evaluating the Safe Harbor for Kids program.

Key Personnel

██████████, Director, Solano County Office of Family Violence Prevention; ██████████

██████████, Executive Director, LIFT3 Support Group and DV Shelter; ██████████, Court

Services Program Manager, Superior Court of California, Solano County; [REDACTED]
Executive Director, Child Haven. Please refer to the Attachment B for copies of all position
descriptions of key personnel.

[REDACTED] attended the Grantee Meeting in December 2010 in Dallas, Texas; in
February 2011, representatives of the OFVP, LIFT3 and a judge from the Solano Superior Court
attended the Envisioning Solutions training in St. Petersburg, Florida. In May 2011, Project staff
from OFVP, LIFT3 and project partners attended the Safe Haven Conference/Training in Rhode
Island; in December 2011, project staff attended a follow up training to the Rhode Island training
in San Jose, California. In May 2012, project staff from OFVP, attended Safe Haven Immersion
Training in South Lake Tahoe, California and then in October 2012, project staff from the
OFVP, LIFT3, Child Haven and a judicial officer, attended the Envisioning Solutions training in
Reno, Nevada. In June 2013, [REDACTED] was invited to be a faculty member at the
Envisioning Solutions training held in Reno, Nevada and in January 2013, the Program Manager
from OFVP, Monitor Supervisor from Child Haven, and LIFT3 DV Advocate will attend the
Safe Haven Immersion Training in San Diego, California. Remaining technical assistance needs
revolve around incorporating supervised exchanges into existing programming and taking into
account additional safety and security needs. Technical assistance in developing outreach and
services to the immigrant population is needed as well.

Solano County
OVW Justice for Families Grant Program
Attachment A: Additional Project Narrative: Purpose Area 3

Statement of Need

The County of Solano, Office of Family Violence Prevention proposes an expansion project under Additional Purpose Area 3: Educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se.

In Solano County in the period of January 1, 2009 to December 31, 2013, thirty-nine women were killed by their current or former intimate partner¹. In eleven of these homicides, the perpetrator also committed suicide. Many of these women had previous contact with the courts, court-affiliated agencies, or child welfare, as a result of their relationship with their abuser. Unfortunately, only a few of these women had contact with domestic violence advocates or advocacy agencies.

Since the planning and implementation of the Safe Harbor for Kids Supervised Visitation Program began in August 2010, the Office of Family Violence Prevention staff has become acutely aware of the number of victims who navigate through the court and child welfare system and do so at greater risk of harm to themselves and their children. Judges, custody evaluators, mediators, and other court-appointed personnel, receive only brief training on the dynamics of domestic violence, dating violence, sexual assault and stalking. Sexual assault and stalking are often viewed as part of the domestic or dating violence incident and is easily discounted or dismissed altogether without an understanding of the dangerousness of these crimes in combination with, and as part of, the domestic or dating violence relationship. Very few

¹ Solano County Office of Family Violence Prevention county-wide DV Homicide Statistics

referrals from Child Welfare Services and the courts reflect anything more complex than “Domestic Violence suspected or alleged”. Some victims in Solano County are losing custody of their children and, as noncustodial parents, are ordered to visit with their children at the Safe Harbor for Kids Visitation Center. Often, the offending parent makes accusations that the victim parent is abusing drugs or alcohol, is harming the children or has mental health problems. Our courts, without a thorough understanding of perpetrator behavior and the dynamics of domestic violence, sexual assault, dating violence and stalking, are making orders that not only cause victim parents to lose custody, but also put victims at increased danger. Victims lose faith and trust in our “system” and ultimately stop seeking help from a system that does not work for them, makes them less safe and often punishes them for being in a domestic violence relationship.

It is the intent of the County of Solano’s Office of Family Violence Prevention (OFVP) and partners, to implement a comprehensive customized training program to educate court-based and court-related personnel and court-appointed personnel (including custody evaluators and guardians ad litem) and child protective services workers on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se. The OFVP will work closely with OVW Training and Technical Assistance providers and consultants, including the National Council of Juvenile and Family Court Judges, to develop training tools, reference materials and bench cards that enhance the ability of our courts and court-affiliated personnel, to better understand victim dynamics and perpetrator behaviors and make recommendations and/or orders based on increased knowledge. Additionally, project staff will develop group and team training for Child Welfare staff to assist

them in making appropriate recommendations to the court, with developing case plans that support victim safety and to provide tools and resources that reduce removal of children from victims of domestic violence, sexual assault, dating violence and stalking. Child Welfare staff will also receive training tools and reference materials that enable them to make appropriate referrals to victim services agencies. As noted above, there is currently very little appropriate training given to Child Welfare staff or to the courts, court appointed or court affiliated personnel on the issues outlined above so developing and delivering a local training and technical assistance and referral program will not duplicate any existing efforts and will compliment current efforts to strengthen collaborative partnerships between the County of Solano's OFVP, the Safe Harbor for Kids Supervised Visitation Program and the courts and Child Welfare.

Statement of Capacity to Implement the Additional Purpose Areas

Staff and project partners are keenly aware of the unique safety needs of victims and understand the dynamics of victimization, post separation violence, and the special vulnerability that is the result of relationship violence. We also understand that perpetrators of violence often use institutions to continue or increase their power and control over the victim and often do so by aligning themselves with program staff and by asserting that victims are not capable of parenting. Additionally, perpetrators will often use the courts and our civil legal justice system to continue to exert power and control or as part of their post-separation violence tactics. Perpetrators often request a protective order if they think the victim is likely to do so with the hope that if they receive an order before the victim does, then they present themselves as the more credible party and the "victim" in the relationship. We have seen perpetrators of violence successfully assert that the only reason their partner is "claiming" domestic violence in court is so that the victim can stay in the country, gain custody of the children, prevent the perpetrator

from seeing the children, force the perpetrator to pay more money, and to assert that they are the injured party. All of these actions are part of the ongoing use of manipulative and coercive tactics. We understand that these tactics are designed to force the victim to return to the relationship and/or to punish the victim. Unfortunately, these tactics are often successful and puts victims at great risk of continuing violence and potentially, death. It is our intent to develop and provide education, training and resources to the courts, court appointed and affiliated personnel and Child Welfare staff, in order to diminish the ability of perpetrators of domestic violence, sexual assault, dating violence and stalking, to develop institutional alliances that reinforce their power and control tactics. Additionally, it is our intent to help our partners understand the risk, complexity and potential lethality of relationships that include sexual assault and stalking behaviors so that we can reduce or eliminate domestic and dating violence homicides in Solano County.

The OFVP is uniquely situated and, with additional funding, has the capacity to expand this Justice for Families project to address the training and technical assistance plan outlined in this application. The OFVP will continue to expand its partnership with LIFT3 Support Group and Domestic Violence Shelter in order to use their expertise in post separation violence, power and control tactics, perpetrator behavior, the needs of victims and resources available. The OFVP staff has been using the Jacqueline Campbell Danger Assessment Tool for several years and staff is certified in its appropriate use. The Danger Assessment Tool and outcomes from the Domestic Violence High Risk Team at the Jeanne Geiger Crisis Center will be used to develop the educational components of the training. Additionally, project staff will utilize OVW training and technical assistance funds to participate in training in identifying additional evidence based risk factors so that this information can be included in training tools and materials.

Both the OFVP and LIFT3 staff have the capacity and experience to develop and present this training as evidenced by past similar work. In 2003, the Director of the OFVP developed a training curriculum on reducing children's exposure to domestic violence that was presented to Child Welfare staff, judicial officers and court staff, medical personnel, day care providers, teachers and other professionals who regularly work with or interact on behalf of children. The training project was named a model for the State of California by the California Attorney General. The OFVP and LIFT3 worked together to develop the Domestic Violence Advocate 40-Hour Training Curriculum which has been used to train over 200 domestic violence advocates in the past five years in Solano County. The training has been shared with domestic violence and sexual assault agencies in 4 other communities to support their efforts to develop and train advocates. The Director of LIFT3 developed a training workshop for working with domestic violence victims who are women of color and regularly presents the workshop to agencies throughout California who work with families of color. The Director of the OFVP is a member of the California Leadership Group on Domestic Violence and Child Well-Being and participated in developing a statewide report and recommendations on appropriately responding to domestic violence in child welfare agencies². The OFVP Director is a Visiting Professor to Touro University and regularly lectures at Solano Community College on issues such as post separation violence, victim dynamics, domestic violence lethality, children's exposure, appropriate responses and available resources. Both the Director of OFVP and LIFT3 have excellent working relationships with the Courts and Child Welfare Services and consider them strong partners in responding to domestic violence, sexual assault, dating violence and stalking.

Goals and Activities under Additional Purpose Area

Goal: Educate the	Objectives: Create a	Activities:	Timeline:
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² *Addressing Domestic Violence, Child Safety and Well-Being: Collaborative Strategies for California Families, 2010*

<p>court and court affiliated personnel and Child Welfare Services on the dynamics of domestic violence, dating violence, sexual assault, and stalking, including information on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy, and confidentiality, including cases in which the victim proceeds pro se.</p>	<p>training and technical assistance program customized for judicial officers, court staff and court-appointed personnel and Child Welfare Staff that includes tools and resources so that they better understand the dynamics of domestic violence, perpetrator behavior, post separation violence and power and control tactics that are commonly used by perpetrators. The program will focus on the safety, security, privacy and confidentiality needs of victims.</p>	<ol style="list-style-type: none"> 1. Convene an advisory committee to review and research best practices in educating court and child welfare partners on domestic violence, sexual assault, dating violence and stalking; including evidence based practices, and how best to present the information to the targeted audiences. 2. Compile pertinent information and develop training tools and materials for presentations. 3. Gain support from the Presiding Judge and Director of Child Welfare Services and work collaboratively to develop a training and implementation schedule that ensures the most exposure to the materials presented. 	<p>3, 9, 12, 18, 24</p>
<p>Goal: Provide training to each targeted group that results in better outcomes for victims of domestic violence, sexual assault, dating violence and stalking.</p>	<p>Objective: Evaluate the effectiveness of the training and education presented to the targeted group to ensure a transfer of knowledge and implementation of best practices.</p>	<p>Activities:</p> <ol style="list-style-type: none"> 1. Develop a pre and post-test to measure learning. 2. Develop and implement an outcome evaluation tool that will measure effectiveness and use of new knowledge. 3. Confidentially track referrals from the court, court affiliated staff and agencies, and Child Welfare Services to domestic violence service providers and programs to determine increases in referrals. 	<p>12, 18, 24 and ongoing</p>

The OFVP and partners will convene an advisory committee comprised of staff from OFVP, LIFT3 advocates, Court staff, Child Welfare Services, pro bono family law attorney, and Safe Harbor for Kids Program Coordinator, to research and review best and evidence based practices for collaborative work with families experiencing domestic violence, sexual assault, dating violence and stalking. The Collaborative will also research best practices for court and child welfare services roles in ensuring victims safety, security, privacy and confidentiality needs are met, in enhancing safety for victims and holding offenders accountable. The advisory committee meetings will be facilitated by the OFVP Program Coordinator who will also provide administrative support to the effort. The OFVP and LIFT3 will utilize existing relationships with the courts and Child Welfare Services to gain buy-in and participation in the process and to help develop a training schedule. Training materials and tools will be developed and to evaluate the success of the project, pre and post tests will be developed and used in all training sessions. Additionally, a confidential, non-identifying referral tracking system will be developed to determine if there is an increase in referrals to OFVP and LIFT3 victim service programs and to the Safe Harbor for Kids program as a result of training and technical assistance received. As outlined in the chart above, all activities will be accomplished within a 24-month time period.

Who Will Implement the Additional Purpose Area

The lead applicant who will oversee the project is [REDACTED], Director of the Solano County Office of Family Violence Prevention (OFVP), who has over 15 years experience managing domestic violence programs and initiatives. [REDACTED] has been instrumental in advocating for important domestic violence legislation on behalf of Solano County, is a frequent speaker on domestic violence and child abuse issues at local and statewide conferences and trainings, is a visiting lecturer at a local colleges, is a member of the California Leadership

Group on Domestic Violence and Child Well-Being and developed a workshop and training curriculum on reducing children's exposure to violence that was named a model program by the California Attorney General. [REDACTED] convened a large collaborative body to plan and implement the Solano Family Justice Center, a one-stop center where victims of domestic violence, sexual assault, dating violence and stalking can receive confidential, wraparound, victim-centered services designed to support victim safety. This was a huge undertaking that involved representatives from 23 different agencies in Solano County including judges, attorneys and child welfare managers. The Solano Family Justice Center opened in April 2013 and has served over 200 victims to date.

[REDACTED], OFVP Program Coordinator for the Safe Harbor for Kids Visitation Program, has been affiliated with supervised visitation and exchange programs for 12 years and is a past member of the Board of Directors of a nonprofit supervised visitation and exchange program. [REDACTED] most recently worked as an Aide to an elected Solano County Supervisor and was assigned to domestic violence, sexual assault, dating violence, stalking, child abuse, elder abuse and human trafficking issues on behalf of the Supervisor. [REDACTED] participated for 12 years as a member of the Solano Partnership Against Violence, the Child Abuse Prevention Council, and other advisory boards related to violence prevention work, and represented the Supervisor at many violence prevention events and meetings.

[REDACTED], Executive Director of LIFT3, is a survivor of domestic violence and has been working with the domestic violence and sexual assault victim population for nine years, is a founding member of LIFT3 and operates a confidential DV Crisis Shelter and a separate Transitional Shelter. LIFT3 is the primary on-site partner of the Solano Family Justice Center. [REDACTED] provides training to criminal justice partners, court advocates, Family Resource

Center staff, corporations and small businesses, social services, health care professionals and the faith community. [REDACTED] is seen as a leader in the victim advocacy community and is active in recruiting women of color as advocates and staff to LIFT3. LIFT3 is a nonprofit agency and partner of OFVP since 2004; has been providing confidential advocacy and shelter services to victims of domestic violence, sexual assault, dating violence and stalking for 9 years. LIFT3 has placed advocates in the courts to assist victims of domestic violence, dating violence, sexual assault and stalking since its inception. The reputation of LIFT3 is reinforced by the many recognitions and awards they've received since they opened their doors. The courts implemented the Domestic Violence Court Project in 2010, OFVP and LIFT3 are partners on this project. [REDACTED] regularly meets with judicial officers and court staff to discuss programs and services for victims of domestic violence, sexual assault, dating violence and stalking, and acts in an advisory capacity, along with [REDACTED] on their domestic violence court grant program.

Key Personnel, Roles and Responsibilities

[REDACTED], Director of the Solano County Office of Family Violence Prevention will serve as the coordinator for the project. Carmen Ward, OFVP Program Coordinator for Safe Harbor for Kids Supervised Visitation Program, will be the training facilitator and will assist in developing the training and evaluation tools, scheduling training, coordinating training and resources with the court and child welfare, and evaluating the program. [REDACTED], Director of LIFT3, will assist in developing the training and evaluation tools and ensure that safety needs of victims are accounted for throughout the project.

The Office of Family Violence Prevention will be responsible for:

- Contributing the time and expertise of the Director of the Office of Family Violence Prevention as an in-kind contribution to the project;
- Overseeing all grant-related activities, grant reporting and grant fiscal responsibilities.
- Coordinating and facilitating planning meetings;
- Participating in OVW meetings and trainings and ensuring partners have access to trainings and technical assistance opportunities;
- Providing meeting space and materials for the advisory committee meetings;
- Supervising and directing the Program Coordinator who will coordinate training for the targeted agencies and will assist in developing training and evaluation tools;
- Ensuring that the project is developed and implemented in compliance with the statutory and minimum requirements of the Justice for Families Grant Program;
- Facilitating the development of training materials, evaluation tools and data tracking;

LIFT3 Support Group will be responsible for:

- Contributing the time and expertise of the Executive Director of LIFT3 Support Group to the advisory committee;
- Lending expertise on issues related to sexual assault, domestic violence, dating violence and stalking, and the safety, security, privacy and confidentiality needs of victims;
- Provide meaningful and appropriate data for the completion of grant reports;
- Providing advocacy, crisis, counseling, and referral services to victims referred by the courts, court affiliated personnel and Child Welfare Services;
- Providing training and technical assistance to project staff;
- Ensuring that staff and partners are not engaging in activities that compromise victim safety.

Proposal Abstract

The Solano Justice for Families project will seek to continue implementation of the Safe Harbor for Kids Supervised Visitation program by expanding to include supervised exchanges and to improve services to immigrant women who are victims of domestic violence, sexual assault, dating violence and stalking. The applicant further seeks to expand the project to include educating the court, court appointed and court affiliated personnel and Child Welfare Services staff on the dynamics of domestic violence, perpetrator behavior and the unique safety and confidentiality needs of victims. The County of Solano's Office of Family Violence Prevention, in partnership with the Superior Court of California, County of Solano; LIFT3 Support Group, the County's only dual domestic violence crisis and transitional shelter services agency, and Child Haven, will implement the continuation and expansion of the project. Advisory Group members include the Executive Directors of Child Haven, and LIFT3, the Court Services Manager and the Director of the Office of Family Violence Prevention, which is the lead agency for this project. OFVP Staff will develop training and resource materials and tools for use in training and technical assistance events as part of this project. Those affected by this project include victims of domestic violence, sexual assault, child sexual assault, dating violence and stalking who utilize the Safe Harbor for Kids Supervised Visitation Center for supervised visits and exchanges of custody; court staff, court appointed personnel and social workers and managers from Solano Child Welfare Services department through training and technical assistance events designed to educate them on the dynamics of victimization, perpetrator behavior, evidence based risk factors for domestic and dating violence homicides, and issues relating to the needs of victims including safety, security, privacy and confidentiality, including cases where the victim proceeds pro se. The service area of this project is Solano County.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project.

Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position Computation Cost

Name/Position	Computation	Cost
Program Coordinator	\$58,560 X 100% X 2 years	\$117,120

The Program Coordinator will be a full time employee dedicated to the Justice for Kids continuation and expansion project and who will be responsible for coordinating activities of the grant program and will report to the OFVP Director. This person will coordinate with the Monitor Supervisor (contractor) to facilitate the day to day operations of the visitation center including, but not limited to, scheduling visitations and exchanges, scheduling visitation monitors, ensuring staff receive appropriate training and technical assistance, reviewing and coordinating reports, coordinating appropriate services for and between clients and project partner service agencies, acting as a liaison between the program and other agencies and programs, collecting OVW required program data, working directly with the Director of the Office of Family Violence Prevention (OFVP, in-kind contribution) on grant reporting, budgeting, and revisions or modifications to the policies and procedures. The Program Coordinator will assist the Director of OFVP and the Advisory Committee to research, develop, schedule and present training, education and technical assistance to the court, court affiliated staff and Child Welfare Services staff as outlined in the expansion narrative attached. This position will also be responsible for coordinating and facilitating meetings between project partners to ensure project goals and objectives are met. Program Director will be responsible for meeting with Visitation Monitor Supervisor to ensure consistency in carrying out the goals and objectives of the project consistent with the application narrative and the Guiding Principles.

TOTAL PERSONNEL: \$117,120

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment compensation.

Name/Position	Computation	Cost
Program Coordinator		
Medical, dental, vision, hospitalization, disability	\$1,726.75 per month X 24 months	\$41,442
Life Insurance, retirement, misc. retirement costs, long-term disability	\$1,196.33 per month x 24 months	\$28,712
TOTAL FRINGE BENEFITS:		<u>\$70,154</u>

TOTAL PERSONNEL AND FRINGE BENEFITS: \$187,274

Fringe benefits are calculated on an actual cost basis and anticipate modest cost increases over the course of the grant period.

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied.

Purpose of Travel /Location/ Item /Computation	Cost
OVW training and technical assistance	
Airfare 2 trips X \$500 X 2 staff	\$2,000
Hotel \$150/night X 3 nights X 2 trips x 2 staff	\$1,800
Per diem, shuttle, parking \$110/day X 4 days X2 trips x 2 staff	\$1,760
TOTAL TRAVEL:	<u>\$5,560</u>

This budget includes \$5,560 of the required \$10,000 in travel costs, the balance of which will be allocated to partner travel and can be located in section G of this form. These funds have been allocated to cover the cost of travel for the Program Coordinator and Director of OFVP. Cost estimates are based upon the County of Solano written travel policy. These costs are an estimate only as actual travel is not yet known.

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items

should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
TOTAL EQUIPMENT:		<u>\$ 0</u>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
General office supplies (Paper clips, pens, etc.)	\$120.50 per year X 2 years	\$241

Supplies are calculated at \$120.50 per year. Should the project's need for office supplies exceed this amount, the OFVP administrative budget will pay for anything additional. All supplies purchased with program funds will be kept in a separate, locked cabinet to ensure they are used only for the purposes of this grant project.

TOTAL SUPPLIES: **\$241**

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose Description of Work Cost

No Construction is being requested under this proposal.

TOTAL \$0

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.
Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Child Haven	1 part-time monitor supervisor	\$17,100/yr. X 2 years	\$34,200
Child Haven	4 part-time monitors	\$ 57,629/yr. X 2 years	\$115,258
LIFT3 Support Group	1 part-time advocate	\$ 3,600/yr. X 2 years	\$ 7,200
LIFT3 Support Group	consulting	\$ 2,880/yr X 2 years	\$ 5,760

The Consultant fees include 4 part-time monitors who will work a combined total of 55 hours per week at a rate of \$20.15 per hour; and 1 part-time monitor supervisor who will be .3 FTE at a rate of \$27.40 per hour, to monitor supervised visits and exchanges and to schedule orientation and intake with new clients of the Safe Harbor for Kids Supervised Visitation and Exchange program. The advocate will work 20 hours per month at \$15 per hour and will provide training to monitors and other Safe Harbor for Kids staff and will provide advocacy services to victims referred from the Safe Harbor for Kids program. The LIFT3 Executive Director will provide consulting and assist with developing and providing the training program in partnership with OFVP staff as outlined in the narrative of the application. The consulting rate is based on 6 hours per month at \$40 per hour.

SUBTOTAL CONSULTANTS: \$162,419

FRINGE BENEFITS: CONSULTANTS

Name/Position	Computation	Cost
Monitor Supervisor		
Medical, dental, vision, hospitalization, disability	18.1% of total cost	\$6,190
Employment taxes	10.6% of total cost	\$3,625
Visitation Monitors		
Employment taxes	10.6% of total cost	\$12,218

Benefits are computed based on a percentage of salary and actual costs of Child Haven staff.

TOTAL FRINGE BENEFITS: \$22,033

Consultant travel: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

Purpose of Travel	Location	Item	Computation	Cost
OVW-mandated Training	TBD	Air	\$500 (ave.) X 2 people X 2 trips	\$2000
		Hotel	\$150/night X 3 nights X 2 people X 2 trips	\$1,800
		Per Diem	\$35/day X 3 days X 2 people X 2 trips	\$420
		Mileage	250 miles/year X 2 years X .565 per mile	\$283
		Parking	\$9/day X 3 days X 2 people X 2 trips	\$108
SUBTOTAL OVW MANDATED TRAINING				<u>\$4,611</u>

Child Haven, Inc. will recruit, train and supervise the Monitor Supervisor and Monitors who will supervise visits and exchanges between children and non-custodial parents. Child Haven Monitors will assess safety needs of victim parents utilizing supervised visitation and exchange services and make appropriate referrals to LIFT3 Support

Group and Domestic Violence Shelter services. LIFT3 Support Group Advocate will provide confidential advocacy services to victim parents who are referred by Safe Harbor for Kids Monitors and Monitor Supervisor. LIFT3 Executive Director will consult with the Safe Harbor for Kids Advisory Committee to develop and implement a training and technical assistance program to educate the court, court appointed and affiliated personnel and Child Welfare Services staff as outlined in the attached application.

CONTRACTS: CONSULTANT

Child Haven

Service and repair printer, intercoms	\$25 per month X 24 Months	\$600
Telephone/internet service	\$25 per month X 24 months	\$600
Supplies (office supplies, postage)	\$25 per month X 24 months	\$600
Administrative support, bookkeeping	\$669.3 per month X 24 months	\$16,063

Services and supplies are based on estimated costs for consultant's participation in grant funded activities. The contractor is using their own printers, intercom devices and telephones. The costs outlined above reflect a prorated cost for equipment, repairs and maintenance. Administrative support and bookkeeping is also prorated to reflect actual costs incurred by the contractor to gather program data, to complete payroll and to create invoices and billing to OFVP for payment for grant funded work.

SUBTOTAL CONSULTANTS/CONTRACTS: \$17,863

TOTAL CONSULTANT/CONTRACTS: \$206,976

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description Computation Cost

TOTAL \$0

I. Indirect Costs - Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description Computation Cost

There are no Indirect Costs being requested as part of this proposal.

TOTAL \$0

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$117,120
B. Fringe Benefits	\$70,154
C. Travel	\$5,560
D. Equipment	\$0
E. Supplies	\$241
G. Consultants/Contracts	\$206,925
H. Other	\$0
Total Direct Costs:	\$400,000
I. Indirect Costs	\$0
TOTAL PROJECT COSTS	\$400,000
Federal Request	\$400,000
Non-Federal Amount	

SOLANO COUNTY
2014 JUSTICE FOR FAMILIES
GRANT APPLICATION

ATTACHMENT B

JOB DESCRIPTIONS

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.



Director of Human Resources

Established Date: February 2001
Revised Date: February 2003
BOS Date: June 30, 2003

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COUNTY OF SOLANO
OFFICE OF FAMILY VIOLENCE PREVENTION
PROGRAM COORDINATOR

DEFINITION

Under supervision, assists with planning, organizing and coordinating the County's Family Violence Prevention Program, assists in coordinating activities in the community for family violence prevention, identification, education and support.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for assisting the Family Violence Prevention Officer (Director, Office of Family Violence Prevention) in the research and coordination of the family violence prevention program in the County. The incumbent is expected to function as the assistant of all aspects of the program and develop county strategies to assist in raising awareness and reducing family violence incidents; performs related duties as required.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Assists in planning, coordinates, schedules and participating in activities within the community to increase awareness of the prevalence of violent incidents in families, with the elderly, children, spouses and those in dating relationships or were in dating relationships; violence to include verbal, emotional, sexual, and power and control dynamics.
2. Works with other agencies, organizations, councils and groups as an advocate for family violence prevention; meets with businesses and corporations and advocates for cooperation and assistance.
3. Assists in researching grant opportunities at the state and federal levels for family violence assistance; prepares grant applications and applies for grant funding for prevention and support activities; reviews and analyzes studies on current trends and best practices in family violence prevention and assists in developing strategies and approaches for impacting change.
4. Assists in facilitating 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, dating and elderly abuse.
5. Acts as a liaison with state and federal agencies on activities on family violence, including domestic violence, sexual assault, dating violence, stalking, child and elder abuse. 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 victims.
6. Assists in conducting 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.
 7. Assists in coordinating with internal County departments on methods of identifying, tracking and serving victims of domestic violence, sexual assault, dating violence, stalking, child and elder abuse. Evaluates the results of educational and prosecutorial actions on the reduction of incidents; develops recommendations for improvements; assists in serving as key advisor to County officials on progressive actions.
 8. Compiles and maintains a resource library of materials pertinent to family violence prevention.
 9. Performs other related and support duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Qualifying education and experience would be:

Bachelor's degree preferably in the Social Sciences, Psychology, Sociology, Human Relations, Criminal Justice or other related field.

And

Two years of professional level experience coordinating, facilitating or researching community social service program, health activities and/or collaborative. The experience must have included report writing, and grant writing or facilitation of grants. A Masters Degree may be substituted for one year of experience.

Knowledge/Abilities

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 domestic violence, sexual assault, dating violence, stalking, child abuse and elder abuse, and the types of behaviors that serve as patterns in these incidents, including offender behavior. Knowledge of state and federal legislative processes; techniques of strategic planning, program evaluation and implementation; comprehensive systems that offer a continuum of social and psychological services; of all County human services agencies and their role in various segments of service delivery.

Ability to organize, develop and implement new programs and initiatives, develop collaborative approaches to prevention of domestic violence, sexual assault, dating violence, stalking, child abuse and elder abuse, 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 local, state and federal level, with community groups, various agencies, the public, and the media.

SPECIAL REQUIREMENTS

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

SUPPLEMENTAL INFORMATION

N/A

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 administrating fundraising records and documentation

Leading Individuals Forward Through Tough Times: LIFT3

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. Advocate is bound by confidentiality policy and requirements.

CHILD HAVEN JOB DESCRIPTION

Position Title: Executive Director
Job Status: Exempt
Reports To: Board of Directors
Revised: 11/30/04

Position Purpose:

To assume responsibility for the successful operations of Child Haven, Inc. and related programs.

Essential Duties and Responsibilities:

- Oversees the day-to-day functions of CHI which include Client Services, Finance, Human Resources and Management Information Services.
- Serves as a liaison with the Board of Directors on all policy matters of the organization, with all government agencies, and with community groups and partner agencies as appropriate.
- Establishes long range, strategic direction of the organization and ensures program goals and objectives support that direction. Motivates staff for successful achievement of the goals and objectives.
- Interviews and selects qualified candidates for supervisory positions, monitors and evaluates performance of direct reports, and provides professional development opportunities.
- Responsible for financial results of the organization.
- Develops positive relationships with agencies and staff.

Hiring Criteria:

Education and Experience	Master's degree in Health Care Administration or graduate degree in Child Development, Psychology, or Early Childhood Education; minimum 6 years experience administering service delivery systems in a responsible position; or equivalent combination of education and experience.
Special Skills, Licenses and Certifications	Knowledge of infant mental health including promotion, prevention and intervention services to promote healthy development and prevent child abuse. Familiarity with child welfare resources and systems preferred. Working knowledge of

IMPORTANT NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.

	child and family development, home and center-based services. Valid California driver's license.
Performance Based Competencies	Excellent leadership skills to provide strategic direction to the organization and to establish short and long range goals. Excellent written and oral communications skills. Excellent inter-personal skills to develop and maintain critical internal and external relationships and motivate staff to achieve goals and objectives. Ability to handle varying situations with tact and diplomacy.
Work Environment and Physical Demands	Must be able to operate a vehicle used on company business.

All Child Haven, Inc. employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the Child Haven policies and procedures as they may from time to time be updated.

IMPORTANT NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.



JOB DESCRIPTION

POSITION TITLE: Safe Harbor Monitor Supervisor

ORGANIZATION RELATIONSHIP and PURPOSE:

The Safe Harbor Monitor Supervisor reports directly to the Clinical Director.

POSITION SUMMARY:

Oversee agency's participation in the supervised visitation program. Work in cooperation with staff and partnering organizations meet grant objectives and to grow and improve the programs. Promote and model ethical sound professional judgment in working with clients, staff, and community. Participate and contribute to a positive and supportive work environment. Share in the upkeep and care of facilities. Participate in community events and presentations. Participate in special time studies and information required for grant reports

DUTIES AND RESPONSIBILITIES OF POSITION:

1. Safe Harbor Coordinator (30% time)

- ♦ Oversee agency's participation and role in supervised visitation program.
- ♦ Train and supervise part-time para-professional staff.
- ♦ Maintain communication, network and promote program with courts, local attorneys, and community groups.
- ♦ Attend local, regional and/or national trainings to ensure grant compliance and best practice standards.
- ♦ Ensure proper safety protocols are practiced by staff and clients.
- ♦ Facilitate accurate documentation and reporting for courts and grant reviews.
- ♦ Provide referrals and advocacy to other community services.

2. Other Responsibilities

- ♦ Attend and participate in team meetings, staff meetings and required trainings.
- ♦ Community Liaison/Outreach.
- ♦ Attend agency meetings, as needed.
- ♦ Participate in agency committees, as needed.
- ♦ Comply with confidentiality policies/HIPAA.
- ♦ Continue to grow and expand educational knowledge and professional skills.
- ♦ Provide the highest possible level of service to clients.
- ♦ Promote teamwork and cooperative effort among employees.
- ♦ Maintain safe practices.
- ♦ Abide by the Child Haven policies and procedures as they may from time to time be updated.

MINIMUM REQUIREMENTS:

1. Education and Experience

- ♦ Licensed or Licensed eligible MFT or LCSW or related field or related work experience with children and families.

2. Special Skills, Licenses and Certifications

- ♦ Bilingual in Spanish preferred
- ♦ Excellent written and oral communications skills.
- ♦ Excellent inter-personal skills to develop and maintain critical internal and external relationships.
- ♦ Ability to work with individuals of diverse backgrounds.
- ♦ Ability to handle varying situations with tact and diplomacy.
- ♦ Ability to work both independently and in a team setting.

- ♦ Computer literate.
- ♦ Valid California driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- ♦ Close contact with clients.
- ♦ Must be able to operate a vehicle on company business.

EMPLOYER RIGHTS

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JOB DESCRIPTION

POSITION TITLE: Visitation Monitor

ORGANIZATION RELATIONSHIP:

The Visitation Monitor reports to Child Haven's Safe Harbor Monitor Supervisor.

EMPLOYMENT STATUS AND SALARY:

Part-time Employee (approximately 8-16 hours per week.); \$18.00 per hour

POSITION SUMMARY:

The purpose of the Safe Harbor Supervised Visitation is to provide families in Solano County impacted by domestic violence, sexual assault, stalking, dating violence, and child abuse a safe and secure environment to conduct supervised visitation and exchanges. Safe Harbor's highest priority is the safety of both children and the adult victims of domestic violence. In addition, Safe Harbor is dedicated to meeting individual needs of each family, providing respectful and fair services, engaging in community collaboration to support victims safety and offender accountability. Safe Harbor strives to provide a safe and comfortable place for parents and children to build and maintain relationships.

The Safe Harbor Center addresses the needs of each participant with the Six Guiding Principles of the Safe Havens: Supervised Visitation and Safe Exchange Program (part of the United States Department of Justice, Office on Violence Against Women (OVW)).

- I. Equal Regard for Safety of Child(ren) and Adult Victim
- II. Valuing Multiculturalism and Diversity
- III. Incorporating and Understanding of Domestic Violence Into Center Services
- IV. Respectful and Fair Interaction
- V. Community Collaboration
- VI. Advocacy for Child(ren) and Adult Victims

DUTIES AND RESPONSIBILITIES OF POSITION:

1. Services
 - ♦ Supervise interaction with parents and children
 - ♦ Ensure practice utilizing high degree of safety protocols
 - ♦ Accurate and appropriate documentation methods
 - ♦ Comply with confidentiality policies/HIPAA
2. Other Responsibilities
 - ♦ Attend and participate in team meetings, staff meetings and required trainings.
 - ♦ Provide the highest possible level of service to clients.
 - ♦ Promote teamwork and cooperative effort among employees.
 - ♦ Maintain safe practices.
 - ♦ Abide by the Child Haven and Safe Haven's policies and procedures.

MINIMUM REQUIREMENTS:

1. Education and Experience
 - ♦ B.A./B.S. in Social Work, Psychology, Child Development or related field or related work experience with children and families.
2. Special Skills, Licenses and Certifications
 - ♦ Good written and oral communications skills.

- ♦ Good inter-personal skills to develop and maintain critical internal and external relationships.
- ♦ Ability to work with individuals of diverse backgrounds.
- ♦ Ability to handle varying situations with tact and diplomacy.
- ♦ Ability to work both independently and in a team setting.
- ♦ Bilingual in Spanish.
- ♦ Computer literate.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- ♦ Close contact with clients.

EMPLOYER RIGHTS

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, funding considerations, or work environment change.

Proposal Abstract

The Solano Justice for Families project will seek to continue implementation of the Safe Harbor for Kids Supervised Visitation program by expanding to include supervised exchanges and to improve services to immigrant women who are victims of domestic violence, sexual assault, dating violence and stalking. The applicant further seeks to expand the project to include educating the court, court appointed and court affiliated personnel and Child Welfare Services staff on the dynamics of domestic violence, perpetrator behavior and the unique safety and confidentiality needs of victims. The County of Solano's Office of Family Violence Prevention, in partnership with the Superior Court of California, County of Solano; LIFT3 Support Group, the County's only dual domestic violence crisis and transitional shelter services agency, and Child Haven, will implement the continuation and expansion of the project. Advisory Group members include the Executive Directors of Child Haven, and LIFT3, the Court Services Manager and the Director of the Office of Family Violence Prevention, which is the lead agency for this project. OFVP Staff will develop training and resource materials and tools for use in training and technical assistance events as part of this project. Those affected by this project include victims of domestic violence, sexual assault, child sexual assault, dating violence and stalking who utilize the Safe Harbor for Kids Supervised Visitation Center for supervised visits and exchanges of custody; court staff, court appointed personnel and social workers and managers from Solano Child Welfare Services department through training and technical assistance events designed to educate them on the dynamics of victimization, perpetrator behavior, evidence based risk factors for domestic and dating violence homicides, and issues relating to the needs of victims including safety, security, privacy and confidentiality, including cases where the victim proceeds pro se. The service area of this project is Solano County.



County of Solano
675 Texas Street, Fairfield, California 94533
www.solanocounty.com

MEMORANDUM OF UNDERSTANDING

WHEREAS, Solano County, Office of Family Violence Prevention, Superior Court of California, County of Solano (hereafter Solano Superior Court), LIFT3 Support Group and Domestic Violence Shelter, and Child Haven, have come together to collaborate and to make an application for **Justice for Families Grant Program**; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which **Solano County Office of Family Violence Prevention** will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; 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 January 23, 2014;

1) Description of Partner Agencies

WHEREAS, the Solano County Office of Family Violence Prevention was created by the Solano County Board of Supervisors in 1998 to reduce incidents of family violence in Solano County by encouraging and facilitating coordination and collaboration between and among the county, cities, faith and community based agencies. Additionally, the Office of Family Violence Prevention coordinates with State and Federal agencies in prevention efforts, makes recommendations to the Board of Supervisors on domestic violence, sexual assault, dating violence and stalking policy and funding issues, coordinates county-wide public awareness activities, coordinates with State elected representatives to sponsor legislation, and supports countywide efforts to keep victims safe and hold offenders accountable, and provides direct services to victims of domestic violence, sexual assault, dating violence and stalking; and

WHEREAS, the Solano Superior Court is the unified trial court for both general and limited jurisdiction in the county. Comprised of 24 judicial officers (20 judges, 3 commissioners, and 1 judge pro tem) with staff of 266, the court has jurisdiction over all cases arising within the county. This includes felony and misdemeanor criminal cases, traffic, civil and small claims, family law, probate, and juvenile cases. The Solano Superior Court operates the Solano Legal Access Center and Family Law Facilitator's

Office that provides citizens with free help with family law legal issues including child support, custody and domestic violence restraining orders; and

WHEREAS, LIFT3 Support Group and Domestic Violence Shelter, a 501 (c) 3 non-profit organization since 2004, operates a domestic violence crisis shelter and domestic violence transitional shelter in Solano County for victims of domestic violence, sexual assault, dating violence and stalking. LIFT3 is an acronym for *Leading Individuals Forward Through Tough Times*. LIFT3 provides the only safe shelter model that includes crisis, transitional and permanent housing for battered women and children. Staff Certified Advocates provide a range of confidential support services to help victims begin the process of healing, transitioning to independence, and living violence-free lives. Support Services include peer counseling, 24-hour crisis line, case management, legal advocacy, referrals and support for family law matters, court accompaniment, transportation assistance, access to food and clothing, personalized safety planning, job training and employment services, and mental health referrals. LIFT3 is recognized locally, nationally and internationally for its innovative programs and public awareness campaigns; and

WHEREAS, Child Haven is a non-profit community based agency founded in 1983 to prevent child abuse and neglect and to help children recover from trauma. Child haven is the only community based agency in Solano County that provides treatment and services to children exposed to domestic violence. Furthermore, Child Haven offers a range of services to parents that are designed to assist and coach parents in effective parenting. Child Haven provides counseling and therapeutic services to children and adults in order to strengthen the entire family and specializes in parenting after violence.

II) History of Relationship

WHEREAS, Beginning on August 31, 2009, initial collaborative members consisted of the Solano County Office of Family Violence Prevention, Solano Superior Court, LIFT3 Support Group and Domestic Violence Shelter, Child Haven, and other agencies interested in developing, planning and implementing a supervised visitation program that considered the unique safety needs of domestic violence survivors and their children; and

WHEREAS, this same core group also came together in 2010 to work with the Solano Superior Court to develop a concurrent plan for implementing the Court's Domestic Violence Court Docket program and to submit a grant application to the US Department of Justice, Office on Violence Against Women; and

WHEREAS, the Office of Family Violence Prevention, Child Haven, the Solano Superior Court and LIFT3 have been partners in a number of projects designed to address the needs of victims of domestic violence, sexual assault, dating violence and stalking, including participating in strategic implementation planning for a Solano Family Justice Center and a Domestic Violence Court Docket project; and

WHEREAS, the collaborative has been meeting regularly since August 31, 2009 to plan and implement the Safe Harbor for Kids Supervised Visitation Center program, which began providing services on April 1, 2013, and attending Solano Superior Court Domestic Violence Docket meetings; and

WHEREAS, the collaborative continued to meet on a regular basis in order to continue the ongoing implementation of the Safe Harbor for Kids Supervised Visitation project under the Safe Haven: Supervised Visitation and Safe Exchange Grant program, and to expand the project to include training and technical assistance to the courts and appropriate court staff, court appointed personnel, and Child Welfare Services, on the dynamics of domestic violence, dating violence, sexual assault and stalking. The project will be expanded to include training on perpetrator behavior, evidence-based risk factors for domestic and dating violence homicide, and on issues relating to the needs of victims, including safety, security, privacy and confidentiality, including cases in which the victim proceeds pro se; and

WHEREAS, the Office of Family Violence Prevention has been a partner to LIFT3 Support Group and Domestic Violence Shelter since 2004 and was key in LIFT3's acquisition of a shelter facility to operate crisis shelter services and is an on-site partner of the Solano Family Justice Center, a project of the Office of Family Violence Prevention; and

WHEREAS, the Office of Family Violence Prevention has been a partner to Child Haven, Inc. since 1998 and Child Haven is an on-site partner of the Solano Family Justice Center; and

WHEREAS, all partners continue to meet and collaborate to develop and enhance services to better serve victims and survivors of domestic violence, sexual assault, dating violence and stalking. This strong collaboration is evidenced by all partners participating in developing the Solano Family Justice Center, the Safe Harbor for Kids Supervised Visitation Center, Superior Court Domestic Violence Court Docket program, Camp Hope for Kids, Empowerment for Survivors program and Domestic Violence Day of Remembrance activities; and

WHEREAS, the Directors of Child Haven, LIFT3 Support Group, the Office of Family Violence Prevention and their staff, began meeting and collaborating on the Justice for Families Grant Program on December 12, 2013. Another meeting was held on December 30, 2013 which included not only the directors listed above, but also court program managers; this group continued to meet regularly at the Solano Family Justice Center where the collaborative partners developed the grant application; and

III) Development of the Application

WHEREAS, In August 2009, the Office of Family Violence Prevention received notice that the county's only visitation and exchange program would be closing effective October 2009; and

WHEREAS, a Solano Superior Court Judge met with the Director of the Office of Family Violence Prevention to seek to establish a collaborative partnership and explore options for reestablishing visitation and exchange services; and

WHEREAS, on August 31, 2009, the initial collaborative partners began a series of meetings to determine feasibility, cost, location, and potential service providers for reestablishing visitation and exchange services; and

WHEREAS, the Office of Family Violence Prevention, LIFT3 Support Group and Domestic Violence Shelter, Child Haven, the Solano Superior Court, the Solano

Partnership Against Violence, and several other community based agencies, came together to form a collaborative and agreed to seek funding to support reestablishing a visitation and exchange program in Solano County; and

WHEREAS, the Office of Family Violence Prevention was responsible for submitting an application for funding under the 2010 Safe Havens: Supervised Visitation and Safe Exchange Grant Program; and

WHEREAS, the Office of Family Violence Prevention was notified in October 2010 of its successful application for funding. Upon notification, the collaborative partners participated in monthly conference calls with the technical assistance staff to develop and implement the Safe Harbor for Kids Supervised Visitation Center which opened on April 1, 2013; and

WHEREAS, the Office of Family Violence Prevention, on behalf of the County of Solano, received an invitation to apply for funding under the 2014 Justice for Families Grant Program; and

WHEREAS, the collaborative partners met and continued to meet to develop each component of the funding application to ensure that each of the Guiding Principles were incorporated into the Justice for Families Grant Program proposal, specifically:

- The Office of Family Violence Prevention acted at the convener and facilitator of all meetings of the collaborative, drafted the grant proposal, budget and budget narrative with input from collaborative partners, acquired appropriate signatures and submitted the application.
- LIFT3 Support Group and Domestic Violence Shelter Director ensured that we took into consideration the special needs of victims and survivors of domestic violence, sexual assault, dating violence and stalking and offered the services of her staff to provide training, technical assistance and advocacy services to the project. The Director provided information on expertise available from LIFT3 staff, training subjects and timelines, and appropriate costs associated with the services they propose to provide
- The Director of Child Haven assisted in developing the proposal as the primary contractor for recruiting, training and supervising staff who will monitor supervised visits and exchanges and who will assist in providing training and technical assistance to court staff, court appointed staff and child welfare services staff. The Director provided input into how the work will be done, who will do the work and appropriate costs necessary for the budget and budget narrative.

IV) Roles and Responsibilities

NOW, THEREFORE, IT IS HEREBY AGREED by and between the partners as follows:

That the County of Solano authorizes the Office of Family Violence Prevention to be the lead agency on the Justice for Families Grant Program; and

The **Office of Family Violence Prevention** will be responsible for:

- Contributing the time and expertise of the Director of the Office of Family Violence Prevention, as well as meeting space and administrative staff to record meeting minutes and to develop agendas.
- Overseeing all grant-related activities, grant reporting and grant fiscal responsibilities.
- Supervising the coordination and facilitation of planning meetings, and trainings.
- Providing materials for the collaborative and advisory committee meetings
- Coordinating OVW approved training and technical assistance opportunities for project partners to attend.
- Working with OVW, the advisory committee, and project partners to expand the Safe Harbor for Kids Supervised Visitation program and to develop and present appropriate training and technical assistance events for the courts, court appointed personnel and Child Welfare Services staff.
- Providing a safe, secure space, at no cost to the program, for children to visit with non-custodial parent(s) and that takes the safety of victim parents into consideration.
- Ensuring a grant-funded Program Coordinator is assigned who will provide oversight for Safe Harbor for Kids Supervised Visitation and Exchange Program to ensure the Guiding Principles are understood, followed and fully implemented by all practitioners providing services under the Justice for Kids Grant Program. The Program Coordinator will also take the lead in working with the collaborative to develop training and technical assistance and program evaluation tools.
- Collection and compiling data necessary for semi-annual grant reports; submitting semiannual grant reports and submitting the final grant report.
- Acting as the liaison between the project, project partners, the County of Solano and OVW.
- Providing office space to Safe Harbor for Kids project staff from Child Haven, Inc. and LIFT3 Support Group and Domestic Violence Shelter, without any charge to either agency.
- Providing free confidential counseling space to LIFT3 Support Group and Domestic Violence Shelter to provide advocacy, counseling and support services to victim parents.

The **Solano Superior Court** will be responsible for:

- Contributing time and expertise of the Court Services Program Manager of the Solano Superior Court, Family Law Division to the collaborative and advisory committee.
- Participating on the advisory committee for the Justice for Families Grant Program and Safe Harbor for Kids Supervised Visitation Program.
- Provide meaningful and appropriate data for the completion of grant reports.
- Create, through Safe Harbor for Kids Supervised Visitation Program, the opportunity for parents to interact with their children in a safe, secure, supervised and culturally-sensitive environment.
- Provide appropriate referrals from the Family Law Bench to the Safe Harbor for Kids Supervised Visitation Program
- Provide opportunities for court staff and court appointed personnel to received training from collaborative staff in compliance with the Justice for Kids Grant Program.

- Work as part of the collaborative and provide supervised visitation court-ordered service to qualifying families in Solano County.

LIFT3 Support Group and Domestic Violence Shelter will be responsible for:

- Contributing the time and expertise of the Executive Director of LIFT3 Support Group and Domestic Violence Shelter to the collaborative and advisory committee.
- Advising the collaborative and project staff on issues related to domestic violence, sexual assault, dating violence and stalking, and how victim safety can be maximized in the context of visitation and exchange services.
- Assisting in developing training and technical assistance tools and presenting training and technical assistance to the Superior Court, court appointed personnel and Child Welfare Services staff.
- Participating on the advisory committee for the Safe Harbor for Kids Supervised Visitation Program.
- Providing meaningful and appropriate data for the completion of grant reports.
- Providing advocacy, crisis counseling, and referral services to victims utilizing Safe Harbor for Kids Supervised Visitation Program
- Providing training and technical assistance to Safe Harbor for Kids Supervised Visitation Program staff.
- Providing invoices in a timely manner to the Solano County Office of Family Violence Prevention for payment for services as outlined in the Justice for Kids Grant Program budget.

Child Haven, Inc. will be responsible for:

- Contributing the time and expertise of the Executive Director of Child Haven, Inc. as in-kind contribution to the collaborative and advisory board.
- Providing meaningful and appropriate data for the completion of grant reports.
- Utilizing grant funds for recruiting, training and supervising staff to monitor visits and exchanges between children and non-custodial parents while keeping safety for victim parents a priority and ensuring the Guiding Principles are reinforced by all staff assigned to the Safe Harbor for Kids Supervised Visitation Program.
- Holding batterers accountable for their violence and abuse during visitations and exchanges.
- Taking an active role in the expansion of services to support children and adult victims; and providing access to meaningful referrals.
- Assisting in developing training and technical assistance tools and presenting training and technical assistance to the Superior Court, court appointed personnel and Child Welfare Services staff.
- Providing training and technical assistance to Safe Harbor for Kids Supervised Visitation Program staff.
- Providing invoices in a timely manner to the Solano County Office of Family Violence Prevention for payment for services as outlined in the Justice for Kids Grant Program budget.

The following Collaborative team members who will be responsible for developing and implementing the project activities are:

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

- Claudia Humphrey, Executive Director, LIFT3 Support Group and Domestic Violence Shelter
- Sara Jones, Court Services Program Manager, Superior Court of California, Solano County
- Jane Johnson, Executive Director, Child Haven, Inc.

These core members will be joined by the following project staff:

- Carmen Ward, Program Coordinator, Safe Harbor for Kids Supervised Visitation Program
- Angel Aguilar, Monitor Supervisor, Safe Harbor for Kids Supervised Visitation Program

Additional partners may be identified through ongoing planning and implementation activities. The Collaborative team will meet monthly, or more often if necessary, to expand and enhance the Safe Harbor for Kids Supervised Visitation Program, to develop an evaluation tool to ensure the program and program staff are adhering to the Guiding Principles and are supporting safety for victim parents, and to develop and implement a training and technical assistance curriculum and schedule to be provided to court staff, court appointed personnel and Child Welfare Services staff. The collaborative will develop learning objectives, goals and measurement tools to ensure that training is effective and appropriate. The core Collaborative team will meet with project staff monthly, or more often if necessary, to review program goals, Guiding Principles, review evaluation tools and outcomes and to determine if adjustments need to be made to the Safe Harbor for Kids Supervised Visitation Program to better serve the safety needs of victim parents and their children.

All project partners are committed to working together to achieve the goals and objectives outlined in the project proposal and to sustaining the project beyond the term of this grant project. In addition to the duties listed above:

The **Solano County Office of Family Violence Prevention** agrees to provide the following services as an in-kind contribution to the project:

- Provide advocacy and referral services to victims of domestic violence, dating violence sexual assault and stalking
- Provide referrals to emergency shelter and transitional housing facilities
- Access to the Solano Family Justice Center and its services
- Provide referrals to counseling services
- Provide assistance in obtaining protective orders and with Victims of Crime applications
- Provide referrals to immigration services
- Assistance in obtaining legal services
- Providing court accompaniment and referrals to housing, employment, substance abuse counseling, and parenting support services.

LIFT3 Support Group and Domestic Violence Shelter agrees to provide the following in-kind services to the project:

- Access to emergency shelter and transitional housing services
- Access to the Boutique at the Solano Family Justice Center for appropriate clothing for court appearances, job interviews, and other appointments

- Training and technical assistance provided to Safe Harbor for Kids Supervised Visitation staff, court staff, court appointed personnel and Child Welfare staff

LIFT3 Support Group and Domestic Violence Shelter will provide a grant-funded advocate who will:

- Provide confidential advocacy and referral services to victims of domestic violence, sexual assault, dating violence and stalking
- Access to counseling services
- Assistance in obtaining protective orders and with Victims of Crime applications
- Assistance in accessing immigration services
- Assistance in obtaining legal services
- Advocacy, court support and transportation services

Child Haven, Inc. agrees to provide the following in-kind services to the project:

- Provide advocacy and referral services to victims of domestic violence, dating violence sexual assault and stalking
- Provide referrals to emergency shelter and transitional housing facilities
- Provide referrals to counseling services
- Provide referrals for assistance in obtaining protective orders and with Victims of Crime applications
- Provide referrals to immigration services
- Provide referrals for obtaining legal services
- Provide referrals for court accompaniment and referrals to housing, employment, substance abuse counseling, and parenting assistance services.

Child Haven, Inc. agrees to provide the following grant-funded services to the project:

- Recruit, train and supervise an appropriate number of monitors to provide supervision of visits and exchanges between children and non-custodial parents in cases of domestic violence, sexual assault, dating violence and stalking.
- Recruit, train and supervise a Monitor Supervisor to provide oversight, direction and assistance to program monitors and work closely with the Program Coordinator to ensure best practices are reinforced, appropriate referrals are made, and the Guiding Principles are adhered to. The Monitor Supervisor will coordinate with the Program Coordinator on data collection, program evaluation, and ongoing monitor training.

The Solano County Office of Family Violence Prevention; Superior Court of California, County of Solano; LIFT3 Support Group and Domestic Violence Shelter, and Child Haven, Inc. will collaborate in the following manner:

- Participate as members of the advisory committee
- Agree to meet monthly or as needed and appropriate
- Work together to develop and present training and technical assistance tools
- Incorporate an understanding of domestic violence into visitation center practices, and include in training and technical assistance to enhance our partners understanding.
- Develop and implement a plan for outreach to immigrant victims of domestic violence, sexual assault, dating violence and stalking.
- Develop a sustainability plan that supports on-going community collaboration

- Keep children and adult victims of domestic violence, sexual assault, dating violence and stalking, safe during supervised visits;
- Hold batterers accountable for their violence and abuse
- Provide access to meaningful referrals.

VII) Meaningful collaboration and coordination with the Superior Court

The Solano County Office of Family Violence Prevention and the Superior Court of California, Solano County, has collaborated on several projects including:

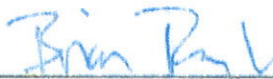
- 2009, the Solano County Office of Family Violence Prevention utilized funding from the Grants to Encourage Arrest Policies (GTEAP) to attend the Domestic Violence Court Open House held in New York City and provided funding to the incoming Presiding Judge of the Superior Court to attend as well. This was in an effort to encourage the Superior Court to consider developing a Domestic Violence Court project in Solano County.
- In 2010, the Family Violence Prevention Officer with the Solano County Office of Family Violence Prevention assisted Superior Court Staff in developing their application to the OVV to implement the Domestic Violence Court Docket Project.
- Also in 2009/2010, staff from the Solano Superior Court and the Office of Family Violence Prevention collaborated on reestablishing supervised visitation services in Solano County, which resulted in the successful grant application under the OVV's Safe Haven: Supervised Visitation and Safe Exchange Grant Program.
- The Superior Court was a key participant in developing and implementing the Solano Family Justice Center, a project of the Office of Family Violence Prevention. The Superior Court assigned court staff to attend monthly strategic implementation planning meetings from October 2009 to February 2011.
- Staff from the Solano County Office of Family Violence Prevention attended Domestic Violence Court Docket meetings facilitated by the Superior Court.
- In June 2013, the Superior Court invited the Family Violence Prevention Officer to accompany a Family Law Judge hearing cases under the Domestic Violence Court Docket project, the Executive Officer of the Courts, a Court Advocate and the Chief Probation Officer, to Ann Arbor, Michigan for a Domestic Violence Court Open House. The visit was funded from OVV grant funds from the Court's successful Domestic Violence Court grant program.
- The Family Law Judge hearing cases under the Domestic Violence Court Docket project attended, as a partner of the Safe Harbor for Kids Supervised Visitation Program, the Envisioning Solutions for Collaborative Practice training in Reno, Nevada in February 2012. His participation resulted in a better understanding, by the court, of the unique safety and confidentiality needs of victims and how the Safe Harbor program was designed to enhance these safety needs.
- Following the Envisioning Solutions for Collaborative Practice training, the attending Judge met with other judges on the Family Law bench to provide insight, information and training on the Safe Harbor for Kids Supervised Visitation Program, on Safe Haven grant guidelines and on the unique safety and confidentiality needs of victims.
- The Safe Harbor for Kids Supervised Visitation Program receives the majority of referrals from the Family Law Judicial Officers.

VIII) Approval of grant budget


The Solano County Office of Family Violence Prevention; Superior Court of California, County of Solano; LIFT3 Support Group and Domestic Violence Shelter, and Child Haven, Inc. participated in developing the grant budget that is incorporated as part of this application and approve of the budget and budget narrative as evidenced by our signature on this Memorandum of Understanding. Furthermore, our signature indicates our desire to enter into this Memorandum of Understanding.

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

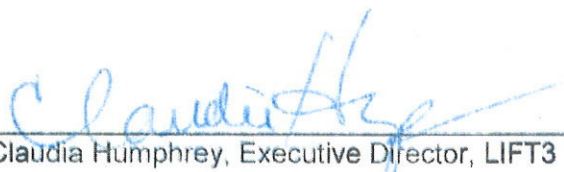
Date: January 9, 2014

By: 
Brian Taylor, Court Executive Officer, Solano Superior Court

Date: 01/09/14

By: 
Jane Johnson, Executive Director, Child Haven, Inc.

Date: 1/9/13

By: 
Claudia Humphrey, Executive Director, LIFT3 Support Group and DV Shelter

Date: 1/8/2014