

DOMESTIC VIOLENCE GRANT OPERATIONAL AGREEMENT

This Operational Agreement ("Agreement") is entered into and becomes effective on July 1, 2014 (Effective Date) by and between the CITY OF MORGAN HILL, a municipal corporation ("City"), and Community Solutions, a non-profit corporation ("Community Solutions"), hereinafter referred to collectively as "Parties."

RECITALS

- A. On or about July 30, 2014, Community Solutions obtained that certain grant from the State of California's Governor's Office of Emergency Services ("CalOES") entitled "Domestic Violence Response Team" ("Grant") in the amount of one hundred twenty five thousand dollars (\$125,000.00), attached hereto as Exhibit A and incorporated herein by this reference.
- B. As part of the Grant, Community Solutions desires to provide sixty two thousand five hundred dollars (\$62,500.00) to City for the salary, payroll taxes and fringe benefits for twenty five percent (25%) of the yearly salary of a Domestic Violence Detective employed by City's Police Department for the next three years.
- C. Pursuant to the CalOES' Recipient Handbook, the Parties must enter into an operational agreement in order to transfer grant funds from the grant recipient to a participating agency.

Therefore, the Parties agree as follows:

1. Services. City and Community Solutions intend to work together toward the mutual goal of providing maximum available assistance for domestic violence victims residing in the City of Morgan Hill. City agrees that City's Domestic Violence Detective ("Detective") will be the primary liaison between the City's Police Department and Community Solutions and that approximately twenty five percent (25%) of the Detective's time shall be dedicated to working with domestic violence victims. The Detective will be responsible for investigating all domestic violence related crimes and will address the safety needs of victims of domestic violence, dating violence or stalking using the training in the *Lethality Assessment for First Responders*. The Detective will also a) follow up with victims, letting them know the status of the investigation, b) work closely with Victim Advocates to ensure that victims receive the services that they need, c) present domestic violence cases to the District Attorney's Office, and, d) in partnership with Community Solutions, provide relevant project training to law enforcement, human service providers and other community groups.
2. Conditions for Failure to Perform. At the end of each fiscal year, CalOES will review the performance of the Detective to make sure that he or she has been performing the services specified in Section 1 of this Agreement. City understands that additional years of funding are not guaranteed and are contingent on the performance of such services.
3. Termination. Community Solutions may terminate this Agreement and withhold payment of the funding for the second and third years if City does not perform the services of this Agreement as more particularly described in Section 1 of this Agreement.

4. Compensation. For the next three years, Community Solutions agrees to give City sixty two thousand five hundred dollars (\$62,500.00) representing twenty five percent (25%) of a Domestic Violence Detective in the City's Police Department's salary per year. The parties acknowledge that although the Grant term provides for funding for three years, the funding in the second and third years are dependent upon performance by City of the services described in this Agreement.

5. Responsibility for Facilities and Transportation. City agrees that it is solely responsible for its own facilities and transportation.

6. Compliance with Law. The Parties, including their respective officers, employees, agents, and subcontractors, shall comply with all applicable laws, ordinances, administrative regulations, and permitting requirements in carrying out their obligations under this Agreement. The Parties, including their respective its officers, employees, agents, and subcontractors, covenant there shall be no discrimination based upon race, color, creed, religion, gender, marital status, age, sexual orientation, national origin, mental disability, physical disability, medical condition, or ancestry, in any activity pursuant to this Agreement.

7. Independent Contractor Status. City is an independent contractor and not an agent or employee of Community Solutions.

8. Confidentiality. All data, documents, or other information received by City or Community Solutions from the other Party or prepared in connection with the services under this Agreement are deemed confidential and shall not be disclosed to any third party by City or Community Solutions without prior written consent by the other Party.

9. Conflict of Interest and Reporting. The Parties shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement.

10. Notices. All notices shall be personally delivered or mailed, via first class mail to the below listed address. These addresses shall be used for delivery of service of process. Notices shall be effective five (5) days after date of mailing, or upon date of personal delivery.

Address of Community Solutions is as follows: Address of CITY is as follows:

Community Solutions
9015 Murray Avenue, #100
Gilroy, CA 95020

City of Morgan Hill
17575 Peak Avenue
Morgan Hill, CA 95037

11. Non-Assignment. Neither this Agreement nor any portion shall be assigned by either Party, without prior written consent from the other Party.

12. Governing Law and Venue. This Agreement shall be construed in accordance with the laws of the State of California. This Agreement was entered into and is to be performed in the County of Santa Clara. Any action or dispute arising out of this Agreement shall be brought in the Santa Clara County Superior Court.

13. Insurance Requirements. Each Party shall, at its sole cost, insure its activities in connection with this Agreement from its inception and shall keep in full force and maintain insurance or self-insurance as follows: general liability, business automobile liability, and workers' compensation and such other insurance as may be necessary to provide coverage under this Agreement.

14. Right to Monitor. City shall prepare, maintain, and preserve all reports and records related to services provided under this Agreement. Community Solutions shall have the right to examine, monitor and audit records, documents, conditions, and activities of City related to services under this Agreement

15. Term. The term of this Agreement shall be from July 1, 2014 until June 30, 2015 or until the Grant funds have been depleted, whichever comes first. This Agreement may also be terminated earlier in accordance with Section 2 of this Agreement.

16. Extension for Additional Fiscal Years. The City Manager is authorized to extend the term of this Agreement for a maximum period of two fiscal years, or until June 30, 2017, if additional Grant funds will be provided to the City. Any such extension shall be in writing and signed by both Parties to this Agreement.


IN WITNESS WHEREOF, these parties have executed this Agreement on the day and year shown below.

City of Morgan Hill

By: 
Steve Rymer
City Manager

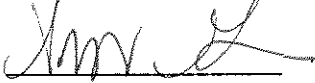
Date: 10/9/14

Approved as to Form:

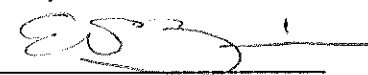
for 
Renee Gurza
City Attorney

Council Approval: 10/01/14

ATTEST:


Michelle Wilson
Deputy City Clerk

Community Solutions

By: 
Erin O'Brien
President/CEO

Date: 9/24/14

Date: 10/07/14

Date: 10/9/14

Exhibit A to Domestic Violence Grant Operational
Agreement

EDMUND G. BROWN JR.
GOVERNOR



Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

MARK S. GHILARDUCCI
DIRECTOR

July 30, 2014

Perla Flores, Director, Solutions to Violence Program
Community Solutions For Children Families and Individuals, Inc.
Community Solutions, 9015 Murry Avenue, Suite 100
Gilroy, CA 95020-3617

Subject: **NOTIFICATION OF APPLICATION APPROVAL**
Domestic Violence Response Team
Award #: VA14 01 1043, Cal OES ID: 069-90500

Dear Ms. Flores:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$125,000, subject to Budget approval. A copy of your approved subgrant is enclosed for your records.

Cal OES will make every effort to process payment requests within 60 days of receipt.

This subgrant is subject to the Cal OES Recipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Recipient Handbook, which can be viewed on Cal OES website at www.caloes.ca.gov.

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subgrant, please contact your Program Specialist.

PSVS Grant Processing

Enclosure

c: Recipient's file

Cal OES# 069-90500-00 FIPS# 069-90500 VS _____ CFDA# _____ Grant# VA14011043

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT AWARD FACE SHEET (Cal OES 2-101)**

RECEIVED
JUL 23 2014
595431

The California Governor's Office of Emergency Services hereafter designated Cal OES, hereby makes a Grant Award of funds to the following:

1. Grant Recipient: Community Solutions for Children Families and Individuals 1a. DUNS# 081265670

In the amount and for the purpose and duration set forth in this Grant Award.

2. Implementing Agency: Community Solutions for Children Families and Individuals 2a. DUNS# 081265670

3. Implementing Agency Address: 9015 Murray Avenue, #100 Gilroy, CA 95020-3617
Street City Zip+4

4. Location of Project: Morgan Hill, CA Santa Clara County 95037-7130
City County Zip+4

5. Disaster/Program Title: Domestic Violence Response Team Program 6. Performance Period: 07/01/14 to 08/30/14

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2013	7. VAWA		\$70,677		\$0	\$0	\$0	\$70,677
2014	8. VAWA		\$54,323				\$0	\$54,323
Select	9. Select						\$0	\$0
Select	10. Select						\$0	\$0
Select	11. Select						\$0	\$0
	12. TOTALS	\$0	\$125,000	\$125,000	\$0	\$0	\$0	\$125,000

13. This Grant Award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Award Agreement, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Grant Recipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Award. The Grant Recipient accepts this Grant Award and agrees to administer the grant project in accordance with the Grant Award as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Grant Recipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. Official Authorized to Sign for Applicant/Grant Recipient: 15. Federal Employer ID Number: 237351215

Name: Erin O'Brien Title: President/CEO

Telephone: (408) 497-5056 FAX: (408) 842-0838 Email: erin.obrien@communitysolutions.org
(area code) (area code)

Payment Mailing Address: 9015 Murray Avenue, #100 City: Gilroy, CA Zip+4: 95020-3617

Signature: [Signature] Date: 7-21-14

[FOR Cal OES USE ONLY]

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Sara Stillwell 7/28/14 Nancy Ward 7/30/14
Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2014-15 / Chapter: /25/ PCA No: 18013
Item: 0690-101-0890 Fed Cat. #: 16.588
Component: 40.20.161
Program: Domestic Violence Response Team
Fund: Federal Trust
Match Req.: 25% C/K based on TPC-Match met by General Fund-DV
Project No.: 13VAWA Amount: \$ 70,677

Yr: 2014-15 / Chapter: /25/ PCA No: 18214
Item: 0690-101-0890 Fed Cat. #: 16.588
Component: 40.20.161
Program: Domestic Violence Response Team
Fund: Federal Trust
Match Req.: 25% C/K based on TPC-Match met by General Fund-DV
Project No.: 14VAWA Amount: \$ 54,323

SPECIAL CONDITION

Grant Award Agreement No. VA14011043 is hereby approved with the following conditions:

- All 2013 VAWA Funds, in the amount of 70,677, must be expended by April 30, 2015 and all 2-201s for these funds must be received by Cal OES by May 31, 2015, reducing the liquidation period for these funds to 30 days.
- The 2014 VAWA Funds in the amount of 54,323 cannot be expended until the FY 2014/2015 Federal VAWA Award.
- Should the 2014 Federal VAWA Award be reduced, you will be notified and required to amend the Grant Award Agreement.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the grant award and/or the denial of future grant funds.

PROJECT CONTACT INFORMATION

Recipient Community Solutions for Children Families and Individuals Grant Number VA14 01 1043

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.

1. The Project Director for the project:

Name: Perla Flores Title: Director, Solutions to Violence Program
Telephone #: 408-776-6294 Fax#: 408-778-9672 Email Address: Perla.Flores@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

2. The Financial Officer for the project:

Name: George Archambeau Title: Chief Financial Officer
Telephone #: 408-846-4777 Fax#: 408-842-0838 Email Address: George.Archambeau@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

3. The person having Routine Programmatic responsibility for the project:

Name: Perla Flores Title: Director, Solutions to Violence Program
Telephone #: 408-776-6294 Fax#: 408-778-9672 Email Address: Perla.Flores@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

4. The person having Routine Fiscal Responsibility for the project:

Name: Jan Pham Title: Controller
Telephone #: 408-846-4744 Fax#: 408-842-0838 Email Address: Jan.Pham@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

5. The Executive Director of a nonprofit organization or the Chief Executive Officer (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Erin O'Brien Title: President/CEO
Telephone #: 408-497-5056 Fax#: 408-842-0838 Email Address: Erin.Obrien@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

6. The Official Designated by the Governing Board to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in Block 14 of the Grant Award Face Sheet:

Name: Erin O'Brien Title: President/CEO
Telephone #: 408-497-5056 Fax#: 408-842-0838 Email Address: Erin.Obrien@communitysolutions.org
Address/City/Zip: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020-3617

7. The chair of the Governing Body of the recipient:

Name: Greg Sellers Title: Board Chairperson
Telephone #: 800-407-7990 Fax#: None Email Address: gsellers@cleanpowerfinance.com
Address/City/Zip: 4 North Second Street, Ste. 625, San Jose, CA 95113

SIGNATURE AUTHORIZATION

Grant Award #: VA14 01 1043

Grant Recipient: Community Solutions for Children Families and Individuals

Implementing Agency: Community Solutions for Children Families and Individuals

***The Project Director and Financial Officer are *REQUIRED* to sign this form.**

***Project Director:** Perla Flores

Signature: 


Date: _____

***Financial Officer:** George Archambeau

Signature: 

Date: 4/9/14

The following persons are authorized to sign for the
Project Director


Signature

Erin O'Brien, President/CEO

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

The following persons are authorized to sign for the
Financial Officer


Signature

Jan Pham, Controller

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE
With Statutory Requirements of the Violence Against Women Act (VAWA) As Amended,
Services*Training*Officers*Prosecutors (STOP) Formula Grant Program

I, Erin O'Brien hereby certify that
(official authorized to sign grant award; same person as Section 14 on Grant Award Face Sheet)

RECIPIENT: Community Solutions for Children Families and Individuals
IMPLEMENTING AGENCY: Community Solutions for Children Families and Individuals
PROJECT TITLE: Domestic Violence Response Team Program

is responsible for reviewing the *Grant Recipient Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

I. Federal Grant Funds

Recipients expending \$500,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Circular A-133 and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Recipient Handbook for more detail.

- ☐ The above named recipient receives \$500,000 or more in federal grant funds annually.
- ☒ The above named recipient does not receive \$500,000 or more in federal grant funds annually.

II. Equal Employment Opportunity – (Recipient Handbook Section 2151)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Equal Employment Opportunity Officer: George Archambeau
Title: Chief Financial Officer
Address: Community Solutions, 9015 Murray Avenue, #100, Gilroy, CA 95020
Phone: 408-846-4777
Email: George.Archambeau@communitysolutions.org

III. Drug-Free Workplace Act of 1990 – (Recipient Handbook, Section 2152)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

IV. California Environmental Quality Act (CEQA) – (Recipient Handbook, Section 2153)

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

V. Lobbying – (Recipient Handbook Section 2154)

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

VI. Debarment and Suspension – (Recipient Handbook Section 2155)

(This applies to federally funded grants only.)

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VII. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

VIII. Special Condition for Violence Against Women Act (VAWA)

- **Filing Costs for Criminal Charges and Protection**

Its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration, or service of a protection order, or a petition for a protection order, to protect a victim of

domestic violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction.

- **Forensic Medical Examination Payment Requirement for Victims of Sexual Assault**

The state or territory, Indian tribal government, unit of local government, or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault. The state or territory, Indian tribal government, unit of local government, or another governmental entity does not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, or to be reimbursed for charges incurred on account of such an exam.

- **Judicial Notification**

The state's judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of title 18, United States Code, and any applicable related Federal, State, or local laws.

- **Polygraph Testing Prohibition**

The state or local unit of government's laws, policies, or practices ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of an alleged sex offense as defined under Federal, tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense.

- Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state, Indian tribal government, territorial government, or unit of local government.

- **Nondisclosure of Confidential or Private Information Regarding Services for Victims**

Recipients and subrecipients may not disclose personally identifying information about victims served with Violence Against Women funds without a written release, unless the disclosure of the information is required by a statute or court order. "Personally identifying information" means individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking. Releases must be written, informed and reasonably time-limited and signed by the victim unless the victim is an un-emancipated minor or a person with disabilities.

- **Consultation and Documentation with Local Victim Services Programs**
(Applies only to law enforcement, prosecution and the courts)

Tribal, territorial, State, or local prosecution, law enforcement, and courts must consult with tribal, territorial, State or local victim service programs during the course of developing their grant applications. This will ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Recipient may be ineligible for award of any future grants if the Cal OES determines that any of the following has occurred:

(1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [Section 14 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____



Authorized Official's Typed Name: Erin O'Brien

Authorized Official's Title: President/CEO

Date Executed: 4-17-14

Federal Employer ID #: 23-7351215 ✓ Federal DUNS # 081265670 ✓

Current Central Contractor Registration Expiration Date: 03/06/2015 ✓

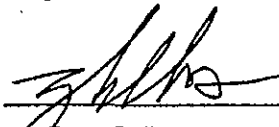
Executed in the City/County of: City of Gilroy, County of Santa Clara

AUTHORIZED BY: (not applicable to State agencies)

- ☐ City Financial Officer
☐ City Manager
☒ Governing Board Chair

- ☐ County Financial Officer
☐ County Manager

Signature: _____



Typed Name: Greg Sellers

Title: Board Chairperson

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: Community Solutions for Children Families and Individuals ✓		Grant Number: VA14011043		
A. Personal Services – Salaries/Employee Benefits		VAWA 2013 \$70,677	VAWA 2014 \$54,323	COST
10% FTE				
Program Manager Annual Salary: $\$56,100.10 \times 10\% = \$5,610$ Manages day-to-day operations working to ensure that program goals and objectives are met; provides direct services to clients as needed; assists with administrative responsibilities including hiring and training staff; scheduling, performance evaluations, monitoring program effectiveness, and financial and statistical duties; collaborates with public and community-based agencies as needed to ensure quality service delivery.		\$5,610		\$5,610
50% FTE				
Victim Advocate/Case Manager Annual Salary: $\$46,781.28 \times 50\% = \$23,391$ Second Language Pay $\$1,200/\text{yr.} \times 50\% \text{ time} = \600 $\$46,781.29 + \$1,200 = \$47,981.29$ Total Annual Pay		\$23,391 \$600		\$23,391 \$600
Provides crisis intervention, peer counseling, case management, legal advocacy and accompaniment, safety planning and resource/referrals for DV victims. Provides follow-up to law enforcement referrals, and in-person response to local police departments. Provides training to law enforcement and 9-1-1- dispatchers.				
Payroll Taxes				
Program Manager $\$56,100.10 \times .0765 = \$4,291.66 \times 10\% = \$429.17$ Victim Advocate/Case Manager $\$47,981.29 \times .0765 = \$3,670.57 \times 50\% = \$1,835.29$ Calculated at 7.65% of total salary plus bilingual pay, these include the employer's contribution to Social Security and Medicare.		\$429 \$1,835		\$429 \$1,835
Fringe Benefits				
Program Manager $\$34,329.20 \times 10\% = \$3,432.92$ Victim Advocate/Case Manager $\$28,743.04 \times 50\% = \$14,371.52$ Fringe benefits are granted in accordance with organization policies and the Collective Bargaining Agreement. They include regular compensation paid to employees during periods of authorized absence from the job (vacation, sick leave, military leave, holidays); and employer contributions/expenses for unemployment insurance; health insurance (medical, dental, vision, core life/AD&D), Worker's Compensation insurance and retirement. The cost for each employee varies depending on age, choice of insurance carrier, number of dependents, and amount contributed to retirement.		\$3,433 \$14,372		\$3,433 \$14,372
		\$49,670.00	0	
PERSONAL SECTION TOTAL				\$49,670

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: Community Solutions for Children Families and Individuals		Grant Number: VA14011043		
B. Operating Expenses		VAWA 2013 \$70,677	VAWA 2014 \$54,323	COST
Professional Fees - Subcontract	Salary, payroll taxes and fringe benefits for a 0.25 FTE Domestic Violence Detective employed by the Morgan Hill Police Department.	\$21,007	\$41,493	\$62,500
Professional Fees - Accounting	Cost of accounting and auditing services		\$120	\$120
Professional Fees - Other	Janitorial services; cost of temporary clerical services		\$19	\$19
Share of Office Furnishings/Equip.	Cost of office furniture, office equipment and supplies to maintain them		\$114	\$114
Office Supplies	Paper, tape, scissors, staplers, ink cartridge, binder clips, file folders,		\$169	\$169
Program Supplies	Copies, videos, handouts		\$77	\$77
Telephone	Cellphone, landline		\$278	\$278
Postage / Shipping	Postage for reports		\$10	\$10
Occupancy	Costs of occupying space including signage, tenant improvement costs, infrastructure costs, cost of financial transactions related to		\$138	\$138
Office Rent	125 sq.ft/employee @ \$1.75 sq.ft. = \$218.75 mo. x 12 mo. = \$2,625/yr. per FTE x 0.6 FTEs = \$1,575		\$1,575	\$1,575
Shelter Expense	\$80/night/person x 87 nights = \$5,220 (3 clients x 29 days average		\$5,220	\$5,220
General Insurance	Cost of insurance for property, liability, directors & officers, employee dishonesty		\$199	\$199
Utilities	Cost of water, gas, electricity and garbage hauling		\$464	\$464
Printing/Publications	Cost of printed materials for public education and program operations		\$1	\$1
Mileage Reimbursement	Calculated at the rate of \$0.56/mile, this reimburses staff when they transport clients and attend meetings related to the project		\$2,318	\$2,318
Training - CalOES Sacramento	Cost of sending 2 people for 2 nights to training(s) in Sacramento. 278 mi. RT x \$0.56/mile = \$155.68. Hotel 2 nights x 2 people @ \$90/night = \$360. Per diem \$46/day x 2 days x 2 people = \$184. \$155.68+\$360+\$184 = \$699.68		\$700	\$700
Staff meeting expense	Chart paper, markers		\$6	\$6
MIS Computer Charges	Share of expenses for computer servers, software, licenses, and		\$1,422	\$1,422
		\$21,007	\$54,323	
OPERATING SECTION TOTAL				\$75,330

100 (2)

BUDGET CATEGORY AND LINE ITEM DETAIL

Grant Recipient: Community Solutions for Children Families and Individuals ✓		Grant Number: VA14011043 ✓	
C. Equipment	VAWA 2013 \$70,677	VAWA 2014 \$54,323	COST
EQUIPMENT SECTION TOTAL			\$0.00
<div style="display: flex; justify-content: space-between;"> 19500/15 175330 \$0.00 </div>			
Total Project Cost*		<div style="display: flex; justify-content: space-between;"> \$70,677 \$54,323 </div>	<div style="display: flex; justify-content: space-between;"> \$125,000 ✓ </div>
*Same as Block 10G on the Grant Award Face Sheet.			

LEVS Budget Summary Report

VA14 Domestic Violence Response Team

Community Solutions For Children Families and Individuals, Inc.

Domestic Violence Response Team Program

Award #: VA14 01 1043

Award Period: 07/01/14 - 06/30/15

Latest Request: , Not Final 201

A. Personal Services - Salaries/Employee Benefits

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	13VAWA	49,670	0	49,670	0	49,670
F	14VAWA	0	0	0	0	0
Total A. Personal Services - Salaries/Employee Benefits:		49,670	0	49,670	0	49,670

B. Operating Expenses

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	13VAWA	21,007	0	21,007	0	21,007
F	14VAWA	54,323	0	54,323	0	54,323
Total B. Operating Expenses:		75,330	0	75,330	0	75,330

C. Equipment

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
F	13VAWA	0	0	0	0	0
F	14VAWA	0	0	0	0	0
Total C. Equipment:		0	0	0	0	0

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
Total Local Match:	0	0	0	0	0
Total Funded:	125,000	0	125,000	0	125,000
Total Project Cost:	125,000	0	125,000	0	125,000

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

07/30/14

C. PROJECT BUDGET

1. Budget Narrative

a. *Describe how the project's proposed budget supports the Program's objectives and activities.*

The purpose of this program is to build protocols and practices for responding to domestic violence emergencies; contract for a law enforcement position to act as a liaison between the domestic violence services provider and law enforcement; provide training to law enforcement officers and 9-1-1- dispatchers on assisting victims; and establish and implement protocols that put victims in fact-to-face contact with a domestic violence advocate as soon as possible following a crime.

Eighty-two percent of the budget supports personnel who have extensive experience providing direct services to victims of domestic violence. The Morgan Hill Police Department's (MHPD) Domestic Violence Detective, Mindy Zen, will be responsible for investigating all domestic violence-related crimes. When there is MHPD response to an incident of domestic violence, dating violence or stalking, she will address the safety needs of the victim using her training in the *Lethality Assessment for First Responders*. She has worked in law enforcement since 1997 and has experience and expertise in training first responders on domestic violence issues related to the arrest and prosecution of perpetrators and on supporting and referring victims. Detective Zen is a member of the Domestic Violence Death Review Board and the Police Victim Advocacy Coalition.

Community Solutions' Victim Advocate/Case Manager, Anita Wilson, has more than 25 years of domestic violence experience. Notably she served as a presenter at California's first domestic violence training for the State Judicial Council / Family Violence and the Courts in 1994. She managed the Legal Department for a domestic violence agency whose primary service population is low-income Latina women. Along with all staff working in the Solutions to Violence (STV) division at Community Solutions, she is cross-trained to provide services to victims of domestic violence, sexual assault and human trafficking. Ms. Wilson and other STV

staff members are trainers for the 40-hour Sexual Assault State-Certified training supplemented by 15 hours of domestic violence-specific coursework. Community Solutions' Program conforms to domestic violence training mandates of the U.S. Violence Against Women Act and Victims of Crime Act and also California Sexual Assault Training Standards for rape crisis centers. All trainings cover gender-based violence, intimate partner abuse/domestic violence dynamics, power and control tactics, statistics, warning signs, safety planning, myths and facts and services available to clients. Community Solutions' Victim Advocates have also been trained in evidence-based practices including Cognitive Behavioral Treatment, Motivational Interviewing, Seeking Safety and Trauma-Informed Services, to better support clients who suffer from Post-Traumatic Stress Disorder. STV Advocates have been trained and are certified in Dr. Jacquelyn Campbell's Danger Assessment tool which helps to determine the level of danger an abused woman has of being killed by her intimate partner.

The budget also includes 10% of Community Solutions' Domestic Violence Program Manager's time. She will join Detective Zen and our Victim Advocate to work on creating and implementing protocols and practices that improve services to victims of intimate partner abuse.

Describe how funds are allocated to minimize administrative costs and support direct services.

Expenses for personnel who will carry out direct services for the project represent 90% of the total project budget: Program Manager 7.6%; Victim Advocate/Case Manager 32.2% and Domestic Violence Detective 50%. Seven-hundred dollars is budgeted to send project personnel to CalOES training; direct services to clients include \$5,220 for bed nights in our confidential shelter and \$2,318 staff reimbursement for mileage to transport clients and attend project activities. The balance, \$4,592, or 3.7% of the total budget, supports agency expenses that are allocated based on staff time spent on this project.

How the amount of funds allocated to contract with law enforcement is reasonable based on their level of involvement with the project.

Community Solutions will contract to pay the Morgan Hill Police Department (MHPD) \$62,500 / year for approximately 25% of the Domestic Violence (DV) Detective's time. MHPD costs are:

- \$144,084 Salary that includes pay for educational incentives, special duty, and bilingual qualification
- \$109,936 that includes payroll taxes, health care, unemployment insurance, retirement, income protection insurance, Worker's Compensation, group insurance and the cost of a uniform.

The DV Detective will be extensively involved in the project as the MHPD's primary liaison to Community Solutions' domestic violence program. She will bring knowledge of MHPD procedures and investigative processes to the project. As the officer assigned to DV cases, she will be the primary MHPD contact for victims, following up to let them know the status of the investigation. She will work closely with Victim Advocates to ensure victims receive the services they need. The Detective will present DV cases to the District Attorney's Office. In partnership with Community Solutions' staff, the Detective will provide relevant project trainings to law enforcement, human service providers and other community groups.

Sadly, there were 11 domestic violence-related deaths in Santa Clara County in 2013. Two of the 11 cases included a domestic violence suspect who committed suicide. Ten minor children lost their mothers in three separate incidents last year. The number of deaths in 2013 is an increase from the nine domestic violence related deaths in 2012. There were 17 domestic violence-related deaths in 2011, which was the largest number of deaths in Santa Clara County since 2003. From 2000-2013, there were 157 domestic violence related deaths in the County.

Although the number of domestic violence calls to local law enforcement in Santa Clara County has shown a decline over the last 9 years, from 6,124 calls in 2003 to 4,192 calls in

2012, Community Solutions has seen a relatively steady volume of requests for services. In 2013, there were 1,143 calls to Community Solutions' crisis line; 121 walk-in requests for services at our business offices, and 26 calls for in-person response. Based on the relatively small size of our population in Southern Santa Clara County, this represents a significant need for victim services. The MHPD's willingness to dedicate a detective to victims of domestic violence demonstrates a substantial commitment to this issue.

Describe how project-funded staff duties and time commitments support the proposed objectives and activities.

The Domestic Violence Program Manager oversees the day-to-day operations of both shelter and non-shelter domestic violence services including staff development and training, creation/implementation of policies and procedures, facilities conservation, quality assurance, creation/updating of materials (in English and Spanish), and design and implementation of presentations in Spanish. She collects and analyzes data; documents project activities and authorizes expenditures when appropriate. Ten percent of her time is allocated to this project primarily for work on protocols and improved practices.

The Legal Advocate/Case Manager informs victims of their rights and provides case management and advocacy. She supports victims and their families during prosecution of domestic violence cases, explaining arrests and criminal court procedures. The Advocate's focus is solely on the well-being of victims. She accompanies victims during interviews with law enforcement and prosecutors and attends court proceedings if the clients wish. She ensures that victims receive the necessary court documents and assists victims in completing paperwork for protective orders. The Advocate works with clients on their safety plans and helps clients complete a Danger Assessment. Fifty percent of the Legal Advocate/Case Manager's time is allocated to all aspects of this project. She will provide face-to-face services to victims;

participate in training law enforcement officers and 9-1-1- dispatchers, and work with the project partners on protocols and strategies to improve services.

The Domestic Violence Detective will bring law enforcement's perspective to the development of project protocols. She will be the Morgan Hill Police Department's liaison providing face-to-face response to victims of domestic violence and working with Community Solutions' staff to obtain services the victim needs. One day per week, the Detective will staff the Family Justice Center at Community Solutions' Morgan Hill office. She will partner with project staff to train law enforcement officers, 9-1-1- dispatchers, other human service providers and community groups on assisting victims of domestic violence. Approximately 25% of her time will be dedicated to this project.

Describe proposed staff commitment/percentage of time to other efforts, in addition to time allocated to this project.

Community Solutions' Program Manager for Domestic Violence and its Legal Advocate/Case Manager will spend the balance of their time beyond this project serving victims of domestic violence and human trafficking. Most of the Program Manager's time is administrative; the Legal Advocate/Case Manager provides direct services to victims.

Morgan Hill Police Department's Detective is in the Special Operations Division. Her time outside of this project will be spent investigating and following up on crimes as assigned, assisting in the preparation of cases for court, maintaining care and control of evidence and property seized, and other duties as assigned.

Describe the necessity for subcontracts and unusual expenditures.

As required by CalOES for this program, we will contract with Morgan Hill Police Department for approximately 25% of the Domestic Violence Detective's salary and fringe benefits.

Describe mid-year salary range adjustments.

The salary of Community Solutions' Legal Advocate/Case Manager is set by a Collective Bargaining Agreement with SEIU Local 521 and will increase by 2% in October 2014. The salary of the Domestic Violence Program Manager is expected to increase by 2% in October 2014, but that has not yet been approved. The salary of the Domestic Violence Detective will increase by 2% on July 1, 2015.

B. PROJECT NARRATIVE

1. Problem Statement

a. Describe the history of your agency' involvement with law enforcement organizations within your service area.

Community Solutions is the most comprehensive human services agency serving Southern Santa Clara County and the surrounding area, with a specialty in meeting the needs of low-income, Latino, and other under-served populations. Since we opened the doors to our confidential shelter in 1978, we have partnered with the Morgan Hill Police Department to respond to the growing and changing needs of victims of intimate partner abuse, sexual assault and human trafficking.

In the late 1990s, Community Solutions, Morgan Hill Police Department, Gilroy Police Department, the District Attorney's Office, Santa Clara County Department of Family and Children Services (DFCS), Santa Clara County Probation Department, Santa Clara County Public Health Department and Waves (a local batterers intervention program), collaborated to form the South County Domestic Violence Committee. The Committee was co-chaired by Perla Flores, Community Solutions' Domestic Violence Program Director, and the current Morgan Hill Chief of Police, David Swing. The Committee was dedicated to fostering and maintaining relationships among local service providers to ensure the provision of consistent, comprehensive, non-oppressive and respectful services for victims and survivors of domestic violence residing in Southern Santa Clara County. Additionally, the Committee provided quarterly trainings on various domestic violence topics for its membership. For over a decade, the Committee served as a standing committee under the Santa Clara County Domestic Violence Council. The Domestic Violence Council's mission is "to act in an advisory capacity to the Board of Supervisors to assure safety and restoration for victims of domestic violence, cessation of the violence, and accountability for batterers." Due to lack of resources, the South

County Domestic Violence Committee was forced to withdraw from the Council in 2010. As a result, significant coordination efforts were lost.

In 2003, Community Solutions, the Morgan Hill Police Dept., and the County Dept. of Family and Children's Services joined forces to form the South County Domestic Violence Response Team (DVRT). The goal of DVRT is to provide support, information and resources to victims of domestic violence and their families, including helping to ensure that victims and their children are safe. The ultimate goal of the DVRT is to link victims and their children to resources and to divert them from the child welfare system whenever possible. DVRT was a community collaborative partnership between the Santa Clara County Sheriff's Office, Morgan Hill and Gilroy Police Departments, Community Solutions and the County Department of Family and Children's Services (DFCS). Under DVRT, funding was identified to designate a full time domestic violence law enforcement liaison/advocate to work specifically with referrals from DFCS and law enforcement. A Joint Response Protocol was written to explain how law enforcement, social workers, and the law enforcement liaison would work together towards providing comprehensive support to intimate partner abuse survivors and their children. Unfortunately, the DVRT group was forced to disband due to funding cuts.

Community Solutions and Morgan Hill Police Dept. (MHPD) have collaborated through Santa Clara County's Domestic Violence Advocacy Consortium for more than a decade. We have partnered together on OVW's Grant to Encourage Arrest to provide legal advocacy to victims of domestic violence. MHPD's Chief of Police, David Swing, previously served on Community Solutions' Board of Directors and Captain Shane Palsgrove currently holds a seat.

Community Solutions actively collaborates in the care of vulnerable populations through more than 25 annual contracts with Santa Clara County. Through our Court & Community Services Program, we have extensive experience working with Jail, Parole, Probation and Mental Health Treatment Court staff and judges, as well as other service providers. Our agency

subcontracts with the Gilroy and Morgan Hill Police Departments for gang prevention and intervention services as well.

b. Describe the current need for cooperation and coordination between your agency and local law enforcement in addressing the needs of victims.

As a result of the South County Domestic Violence Committee and Domestic Violence Response Team coming to an end, we lost significant traction and coordination among service providers. Additionally, we lost the victim-centered and trauma-informed perspective that the Committee worked for years to establish. Due to lack of resources, Community Solutions no longer has a dedicated law enforcement liaison. As a result, we are not able to provide routine trainings for law enforcement during roll call meetings, or ensure an advocate is present during every secondary/follow up interview between law enforcement and domestic violence survivors.

Community Solutions' domestic violence advocates provide in-person response to the police department within one hour of the request. For several years now, advocates have been picking up domestic violence police reports from the three local law enforcement agencies (Morgan Hill Police Dept., Gilroy Police Dept, and Santa Clara County Sheriff) on a weekly basis. Because we do not have a designated advocate/law enforcement liaison, shelter staff have assumed the responsibility of following up with victims identified on police reports and entering data regarding the follow up into a spreadsheet. We do not have the capacity to conduct any in-depth analysis regarding the trends or gaps identified through this process. In the past, we were able to review information from prior reports to determine if the victim had a history of domestic violence or in some cases if the person identified as a perpetrator had in fact been screened as a victim in the past. Trends or gaps identified by advocates during the police report follow-up and data entry process were previously discussed with our law enforcement and other DVRT partners. More importantly, the advocate/law enforcement liaison picked up

police reports twice or three times per week and was able to provide prompt follow up to victims. This service was particularly helpful for victims who required shelter, prompt support with restraining orders and/or court accompaniment. If awarded this grant, the partners will revise and implement the Advocate/Law Enforcement Liaison Protocol to ensure police reports are picked up at least twice a week.

There is also need to collaborate on protocols in order to reduce barriers that victims face in accessing services. Candace Kruttschnitt and Kristln Carbone-Lopez who were principal investigators on the *Women's Experience of Violence Study* found that only 26 percent of victims sought help of some kind; of those who did, 18 percent called the police. The most common complaint was the "police didn't do enough or follow through." Of even more concern are the three-quarters of women who had been victimized and failed to call the police. The most common reason they gave for not calling was that they did not feel they needed help (57 percent). In Dr. Jacquelyn Campbell's 2003 femicide risk study, she found that 54% of the victims who were killed did not accurately perceive their risk. Strategies that encourage victims to call the police, protocols to increase tracking and sharing of police and victim advocate follow through, and increased use of Danger Assessments are needed.

Frequently, people in the lives of survivors of domestic violence who should have protected them have let them down or were abusive. Sometimes service providers were ineffective or systems were unresponsive, thus adding to their pain. Victim advocates and law enforcement personnel who work together to understand trauma and possible mental health conditions caused by it can greatly improve outcomes for victims and help them avert additional gender-based violence.

c. Describe how the need for cooperation and coordination between your agency and local law enforcement has impacted your community.

Opportunities for networking and service coordination were decimated when we lost the South County Domestic Violence Committee and Domestic Violence Response Team. At one point, the South County Domestic Violence Committee included membership from several key stakeholders including:

- Gilroy Police Department
- Morgan Hill Police Department
- Sheriff's Office
- Department of Family and Children Services
- Victim Witness
- Public Health Department
- Probation
- Waves Batterer's Intervention Program
- CalWORKS
- Domestic Violence Advocacy Consortium
- District Attorney's Office
- Community Solutions Domestic Violence Program
- Community Solutions Sexual Assault Services

As a result of regular meetings and the positive relationships we formed, we were able to coordinate services, identify trends and gaps, and provide a platform for ongoing trainings and dialogue.

We are in need of a law enforcement officer and a domestic violence advocate specifically dedicated to developing and implementing policies and trainings for domestic violence service providers. Trainings and policies would focus on providing a victim-centered, trauma-informed response; increasing victim safety; enhancing collaboration among providers; and holding batterers accountable.

d. Describe the need for Interagency accountability between your agency and local law enforcement organizations.

Our County's Domestic Violence Law Enforcement protocol is revised annually. The process to update the protocol involves two meetings between government agencies and community-based organizations to evaluate gaps or possible enhancements to the existing protocol. Once the protocol is approved by the Santa Clara County Chiefs of Police Association, officers receive a brief training on changes to the protocol. Unfortunately, due to lack of resources and capacity, changes to the protocol may not be fully implemented until years after they were adopted. For example, a few years ago the protocol was revised to include a provision requiring law enforcement officers to contact the on-call judge to request an Emergency Protective Order (EPRO) for victims when there were serious threats by the batterer. Prior to this change, officers would only request an EPRO when there was physical evidence of violence. Although this change has been in effect for at least two years, victims are still being told there is not enough evidence to warrant contacting a judge to request an EPRO when no physical signs of abuse are present. Advocates, however, inform victims of the EPRO option and advocate that the investigating law enforcement agency request an EPRO for the client. It is equally important that law enforcement officers express their concerns regarding victim safety and work closely with advocates to develop realistic safety plans in high lethality cases.

With increased accountability, each partner will clearly understand the responsibility for service response to victims of intimate partner abuse. Creation and enforcement of protocols will also lead to identification of areas that need improvement.

e. Identify the need for training opportunities for your agency to provide to law enforcement officers.

Ongoing training needs for local law enforcement include: domestic violence dynamics, the role of the advocate, crisis de-escalation, signs of a batterer, coercive control tactics, strangulation, U-Visa provisions, dominant aggressor, barriers victims face when leaving an abusive relationship, services available to survivors, and the *Lethality Assessment for First Responders*. The *Lethality Assessment Program for First Responders* (LAP), developed by the Maryland Network Against Domestic Violence, is a lethality screening tool used by law enforcement to assess high risk victims of domestic violence and connect them to a domestic violence program. The goal of the LAP is to prevent domestic violence homicides, serious injury, and re-assault by encouraging more victims to utilize the support and services of domestic violence programs. The training equips police officers to assess the victim's situation at the scene and determine the risk of lethality a victim may be facing. Community Solutions and Morgan Hill Police Dept. are currently piloting the use of the LAP in Southern Santa Clara County. Our hope is to formalize and expand this protocol across the entire County.

Intimate partner abuse often causes trauma and other mental health issues that interfere with a victim's ability to describe her experience to law enforcement. She may not tell her story in a linear manner; her body language, tone of voice and emotions may be flat; and her memory of details may be poor. Training in victim-centered interviewing skills could lead to much stronger police reports, better prosecutions of batterers, less harm and more safety for victims. Training on availability of local resources such as emergency shelter, transportation, medical care, mental health care, childcare etc. will assist law enforcement in making appropriate referrals and will help victims stabilize so they are able to assist in investigations and prosecutions.

f. Describe the need to improve effective communications between your agency and law enforcement.

Community Solutions' geographic service area is policed by three law enforcement agencies: Gilroy Police Department, Morgan Hill Police Department, and the Santa Clara County Sheriff's Office. In late 2013, Detective Mindy Zen, of MHPD and Perla Flores of Community Solutions reconvened the South County Domestic Violence Committee. Although the membership is not as robust as the original Committee, we are hopeful that with additional resources we can revive its mission. One area of focus for the Committee is increasing effective communication between law enforcement and Community Solutions' Domestic Violence Program. We know that good communication among law enforcement and advocates is essential to provide effective services and reduce barriers for victims. For instance, domestic violence survivors have the right to have an advocate present during any secondary or follow-up interviews with law enforcement. However, this information is not always communicated to the survivor by law enforcement. Frequently, survivors have general questions regarding the investigation process, or specific questions pertaining to their case. Ongoing and effective communication between advocates and officers is vital in keeping survivors informed and safe. One example would be repeated violations of a protective order. Often times survivors' daily activities transcend law enforcement jurisdictions (e.g. a survivor may live in Morgan Hill, work in Gilroy, and go to school in San Jose). It is important that the advocate work closely with law enforcement to ensure a complete understanding and response to the situation.

Protocols for improved communications between law enforcement and advocates will ensure that advocate response does not interfere with police response; and that confidentiality and legal requirements are maintained. Protocols will also ensure faster and more appropriate response to victims of domestic violence. For example, victims may require an immediate response from an advocate, but not a police officer, if they experience a crisis due to a traumatic

event such as a memory of abuse, or a reaction to a recent legal proceeding. There is a need to explore issues related to crisis response for victims of intimate partner abuse.

g. Identify the need for new or revised protocols and policies that clearly define your agency's response and responsibilities to calls from law enforcements.

Community Solutions has developed various protocols defining advocate response to calls from law enforcement, including: Protocol for Information Exchange between Community Solutions & Law Enforcement, Advocate In-Person Response Protocol, and Joint Response Pilot Protocol. The Protocol for Information Exchange was developed as part of on-going efforts to improve communication and coordination of services between law enforcement and advocates. The protocol specifies what information will be shared and how it will be shared pursuant to internal confidentiality policies. The Advocate In-Person Response Protocol outlines the role of the advocate when responding to calls from law enforcement or medical providers. The Joint Response Pilot Protocol was created to outline the roles and responsibilities of DVRT partners providing joint in person response. These protocols were written several years ago and require revisions to reflect changes in local and state policies. Additionally, we are in need of new protocols to address:

- Release of domestic violence police reports to advocates for follow-up
- Lethality Assessment for First Responders. The protocol would include law enforcement's completion of the Lethality Assessment at the scene; law enforcement connecting the survivor with the domestic violence hotline at the scene; advocates working with law enforcement to get survivors into a shelter or hotel when needed; and advocate follow-up to the Lethality Assessment.
- Advocate support during the follow-up law enforcement interview
- Joint safety planning (survivor, advocate and law enforcement) in high lethality cases.

We are working towards a Santa Clara County protocol addressing implementation of the *Lethality Assessment Program for First Responders* (LAP). The goal of the LAP, which is used in counties nationwide, is to prevent domestic violence homicides, serious injury, and re-assault by encouraging more victims to utilize the support and services of domestic violence programs. The five Santa Clara County Law Enforcement agencies currently using the tool adhere to the following process:

- The police officer will assess the victim's situation at the scene and if there is any doubt about the risk of lethality a victim may be facing, the officer will ask the victim an evidence-based series of 12 questions known as the *Lethality Assessment for First Responders*, which reliably predicts a victim's risk of death.
- If a victim screening indicates a high risk of being seriously injured or killed, a phone call is immediately made to the local 24-hour domestic violence hotline at the scene by the police officer. The victim is encouraged to speak on the phone.
- Hotline workers use the LAP guidelines to offer immediate safety planning and shelter if needed, and encourage victims to come in for services.

Our goal is to formalize this process and implement it with all law enforcement agencies in Santa Clara County.

2. Plan

a. Describe the willingness of local law enforcement organizations to work with your agency to meet the objectives of this Program.

The Morgan Hill Police Department (MHPD) is strongly committed to eliminating domestic violence, dating violence and stalking in its service area. Community Solutions and the Morgan Hill Police Department have collaborated on these issues for decades. Chief Swing, Morgan Hill Police Department (MHPD), and Perla Flores, the Solutions to Violence Division Director, co-chaired the South County Domestic Violence Committee for years. We have successfully partnered on the Office of Violence Against Women's Grants to Encourage Arrest project for two funding cycles. The Arrest Grant funding allowed MHPD to establish an effective working relationship with the District Attorney's Office that increased the filing rate from 55% to 78% in domestic violence cases.

Recently, the Morgan Hill Police Department, Gilroy Police Department, Santa Clara County Sheriff's Office, Santa Clara County Department of Family and Children Services, Probation Department, District Attorney's Office, Step Forward Foundation and Community Solutions partnered to roll out the South County Family Justice Center Pilot. Under this project, all these providers will be co-located at Community Solutions' Morgan Hill office in order to provide comprehensive, victim-centered support to survivors in South Santa Clara County. Our core concept is to provide a one-stop location where victims can meet with an advocate, plan for their safety, interview with a police officer, meet with a prosecutor, receive medical assistance, obtain information on shelter, and get help with transportation.

b. Describe your agency's ability to provide relevant training to law enforcement officers that is specific to the roles and duties they perform in meeting the needs of victims.

Community Solutions employs a Clinical Training Director who previously served as Director of Justice Empowerment Services at Catholic Charities of Santa Clara County. She

oversees training requirements, researches available training opportunities and schedules trainings throughout the year for Community Solutions' 188 employees. She also oversees trainings open to other providers and members of the community. Based on the needs of law enforcement for this project, she will schedule trainings on intimate partner abuse where the training content is consistent with program goals. Trainings will be reviewed at least annually to assure they incorporate new information and continue to support the project.

The Solutions to Violence (STV) staff at Community Solutions is cross trained to provide services to victims of domestic violence, sexual assault and human trafficking. STV operates both a confidential shelter and a rape crisis center. Community Solutions combines sexual assault and domestic violence advocate trainings into an annual 65-hr. certification course. STV staff are trainers for the 40-hour Sexual Assault State Certified training supplemented by 15 hours of domestic violence-specific coursework. Community Solutions' Program conforms to domestic violence training mandates of the U.S. Violence Against Women Act and Victims of Crime Act and also California Sexual Assault Training Standards for rape crisis centers. All trainings cover gender-based violence, intimate partner abuse/domestic violence dynamics, power and control tactics, statistics, warning signs, safety planning, myths and facts and services available to clients. Victim Advocates have also been trained in evidence-based practices including Cognitive Behavioral Treatment, Motivational Interviewing, Seeking Safety and Trauma Informed Services, to better support clients who suffer from Post-Traumatic Stress Disorder. Advocates have been trained and certified in Dr. Jacquelyn Campbell's Danger Assessment tool which helps to determine the level of danger an abused woman has of being killed by her intimate partner.

Community Solutions' Division Director, Perla Flores, and Training Manager, Melissa Santos, will meet with the Morgan Hill Police Chief (or his designee) to discuss relevant trainings and create a schedule. Each training session will be documented with an agenda,

sign-in sheet, and handouts. Depending on the subject matter, there may be pre- and post-tests of knowledge on the topic.

c. Describe your agency's plan for creating protocols that will establish inter-agency accountability in dealing with problems, conflicts and concerns between your agency and the law enforcement organization your agency partners with.

Personnel from both agencies will promote mutual respect, public confidence, and a desire to improve services. There will be a regular agenda item for partner meetings to address problems, conflicts and concerns that are within the scope of the project. Each partner will learn about the organizational structure of the other, including reporting relationships related to the project, in order to understand authority for decision-making. Protocols will be designed to resolve problems at the lowest level as soon as possible after they occur. There may be an informal or formal process depending on the nature and complexity of the issue. There may be a need to obtain more information prior to recommending action. The interest of the victim is a primary concern of all project personnel; the impact of decisions or proposed actions on the victim will always be included in the discussion. Remedies such as training or adjustments to the program will be documented and will specify who is responsible for implementation.

d. Describe your agency's plan for responding as soon as possible to calls from law enforcement.

Community Solutions maintains a 24-hour, bilingual (Spanish/English) crisis line (1-877-363-7238) that provides crisis intervention and assistance to victims of intimate partner abuse and their children. Certified staff responds to calls from local police and sheriff's departments 24-hours a day, 365 days per year. Individuals who require immediate assistance during business hours (Monday - Friday, 9am to 5pm) can walk into Community Solutions' business offices in Morgan Hill or Gilroy. After hours and during weekends, law enforcement can request a Community Solutions advocate to respond to the police department, hospital, or other public

place to meet with a victim. The responding advocate provides the victim support, advocacy, safety planning, resources, and information on follow up services. Staff and volunteers who answer the crisis line have all completed the 65-hour Domestic Violence/Sexual Assault certification course.

Once a week, Community Solutions' advocates pick up police reports from the local law enforcement departments and follow up with victims of intimate partner abuse. We meet at least quarterly with local law enforcement agencies, the District Attorney, Victim Witness Assistance Centers, hospitals, colleges, public schools and others to collaborate on services to survivors.

Our services are publicized through websites and resource cards, including the County of Santa Clara website which lists our 24-hour hotline, the County's 2-11 phone resource and referral system. We promote our services with community partners and provide them with our program brochures to be disseminated amongst their clients. Additionally, our crisis contact information is included on our website and in resource cards distributed by law enforcement to domestic violence victims.

e. Describe your agency's ability to collaboratively create administrative tools and resources that will be useful to law enforcement officers in assisting victims.

Community Solutions enjoys a strong reputation for being actively involved in the creation of many collaborative efforts over the years in response to emerging and critical issues in our region. We are members of numerous collaborations, and are often asked to take the Lead Agency role, which includes planning meetings, generating minutes, reports, and other documents, and researching evidence-based tools. In addition to partnering with law enforcement, we have extensive experience working in close collaboration with Santa Clara County Jail, Parole, Probation, and Mental Health Treatment Court staff and judges, as well as other providers. We hold leadership positions in County human services including the

Behavioral Health Contract Agencies, Reentry Network, Juvenile Justice Coordinating Council, Domestic Violence Council, Commercially Sexually Exploited Children Committee, Sexual Assault Committee and others. As a result, we have had the opportunity and responsibility to develop administrative tools and resources for law enforcement officers who assist victims. Community Solutions has access to numerous administrative tools that we can use as models and has developed several joint protocols for law enforcement and advocates in response to domestic violence issues and gaps.

f. Describe your agency's ability to collaboratively create outreach materials that will be distributed by law enforcement to victims.

Community Solutions has developed an array of outreach materials specifically designed to reach survivors from unserved or under-served communities, such as LGBTQ, monolingual Spanish-speaking, field workers, and teens. We have created domestic violence brochures in English and Spanish, sexual assault brochures in English and Spanish, sexual assault victim's rights tent cards, and wallet cards for advocacy services (distributed to law enforcement). All of the domestic violence brochures, FAQs, program flyers, and wallet cards are available to victims in the lobbies of the law enforcement agencies within our service area. Once a year, Community Solutions works closely with other service providers to review the Santa Clara County's Victim Resource card distributed to victims by law enforcement at the scene. We also helped create the domestic violence resource card for law enforcement in San Benito County.

We have developed train-the-trainer materials for faith based leaders, educators and medical providers as well as presentations specifically for law enforcement responding to domestic violence calls. The presentations include information on root causes of gender-based violence, the dynamics of intimate partner abuse, the advocate's role, danger assessment, safety planning, and services available for victims.

Community Solutions' Development Department manages the organization's communications and outreach efforts and creates outreach materials. Communications efforts include the agency website and social media profiles, program flyers and brochures, videos and mailers sharing client stories (with permission), donor updates, email and written communications materials sent on behalf of the agency, and fundraising events. Outreach efforts include tabling at resource and health fairs as well as community presentations.

g. Describe your agency's ability to contract with a local law enforcement organization for a portion of a position of a law enforcement officer to act as a liaison between your agency and a law enforcement officer position.

Community Solutions and the Morgan Hill Police Department have signed an MOU (ATTACHED) to collaborate on the Domestic Violence Response Team. Community Solutions is lead agency for this project. If funded, we will develop a formal contract with Morgan Hill Police Department that outlines payment procedures and timelines.

h. Describe the terms and conditions of the proposed contract with a law enforcement organization for the portion of a law enforcement officer position.

Each partner will receive 50% of the available annual funding (\$62,500/partner if the full amount of \$125,000/year is awarded). This will fund salaries, payroll taxes and benefits for the following positions:

- 0.25 FTE Domestic Violence Detective at the Morgan Hill Police Department (MHPD)
- 0.1 FTE Domestic Violence Program Manager at Community Solutions
- 0.5 FTE Victim Advocate at Community Solutions

The partners will execute a contract that sets forth services; amount of compensation; MHPD responsibility for its own facilities and transportation; partner's rights to terminate the contract; insurance requirements; compliance with the law; status of MHPD as an independent

contractor; requirements for confidentiality, conflict of interest, notices, and right to monitor;
conditions for failure to perform; non-assignment of the contract, and governing law and venue.

1. How will the contract with the law enforcement organization support the purpose of the program

The purpose of the program is to build protocols and practices for responding to domestic violence emergencies and build the capacity for greater collaboration and coordination between the partners. Community Solutions plans to contract with the Morgan Hill Police Department (MHPD) for a portion of the Domestic Violence Detective position for the purposes of training law enforcement and 9-1-1 dispatchers on how to most effectively assist victims of intimate partner abuse and connect them with domestic violence services. The training curriculums and tools will be created jointly by the MHPD Domestic Violence Detective and Community Solutions' Domestic Violence Program Manager. All trainings provided to law enforcement and 9-1-1 dispatchers will include information on root causes of violence against women, domestic violence dynamics, impact of trauma, lethality assessment, role of the advocate, confidentiality, crisis de-escalation at the scene, and services available to victims. Community Solutions has extensive experience in providing collaborative trainings. For example, the South County DVRT provides quarterly trainings to law enforcement and service providers on different topics pertaining to domestic violence. During the second quarter of FY2014, we provided a training on restraining orders that was well received and well attended. Our next training will be on the domestic violence investigation process.

We will continue to provide trainings to law enforcement officers and dispatchers using a panel format that will include a representative from the District Attorney's office, the Morgan Hill Police Dept.'s Detective and Community Solutions' DV Advocate/Law Enforcement Liaison. Panel-style presentations are an effective way of strengthening relationships among partners and highlight the importance of collaboration to attendees.

Community Solutions will coordinate the design and production of domestic violence materials that law enforcement can distribute to victims they encounter. If awarded this grant, we will update and develop brochures and materials in English and Spanish for farm workers for teens, migrant workers, and the LGBTQ community. These materials will be distributed to all of our community partners including law enforcement, Department of Family and Children Services, Probation, Victim Witness, the Public Defender's Office, office of the District Attorney, and Family Court.

The Morgan Hill Police Department is one of the few law enforcement agencies in Santa Clara County currently using the *Lethality Assessment for First Responders*. If awarded this grant, Community Solutions will work with the MHPD to establish a protocol for officers in the field to connect a victim with an advocate either over the phone or in-person depending on the severity of the situation.

In Santa Clara County, domestic violence victims have a right to have an advocate present during any secondary or follow up interview with law enforcement. The Morgan Hill Police Department and Community Solutions have an informal agreement that, whenever possible, the detective will request a domestic violence advocate ahead of time to ensure the victim has access to this support. If awarded this grant, Community Solutions would work with the MHPD to develop internal protocols that ensure an advocate is called out to respond for every follow up interview.

Domestic violence represents a crime that devastates its victims; and it also places law enforcement in potentially deadly situations. A study by Cho and Wilke (2010) using data from the National Crime Victimization Survey clearly showed that arrest of perpetrators was effective in reducing re-victimization. The *Women's Experience of Violence Study* (Kruttschnitt & Carbone-Lopez) found that only 26 percent of victims sought help of some kind; of those who did, only 18 percent called the police. Dedicating a detective's time sends residents the message that police view domestic violence as a serious problem. By adding a 25% Domestic

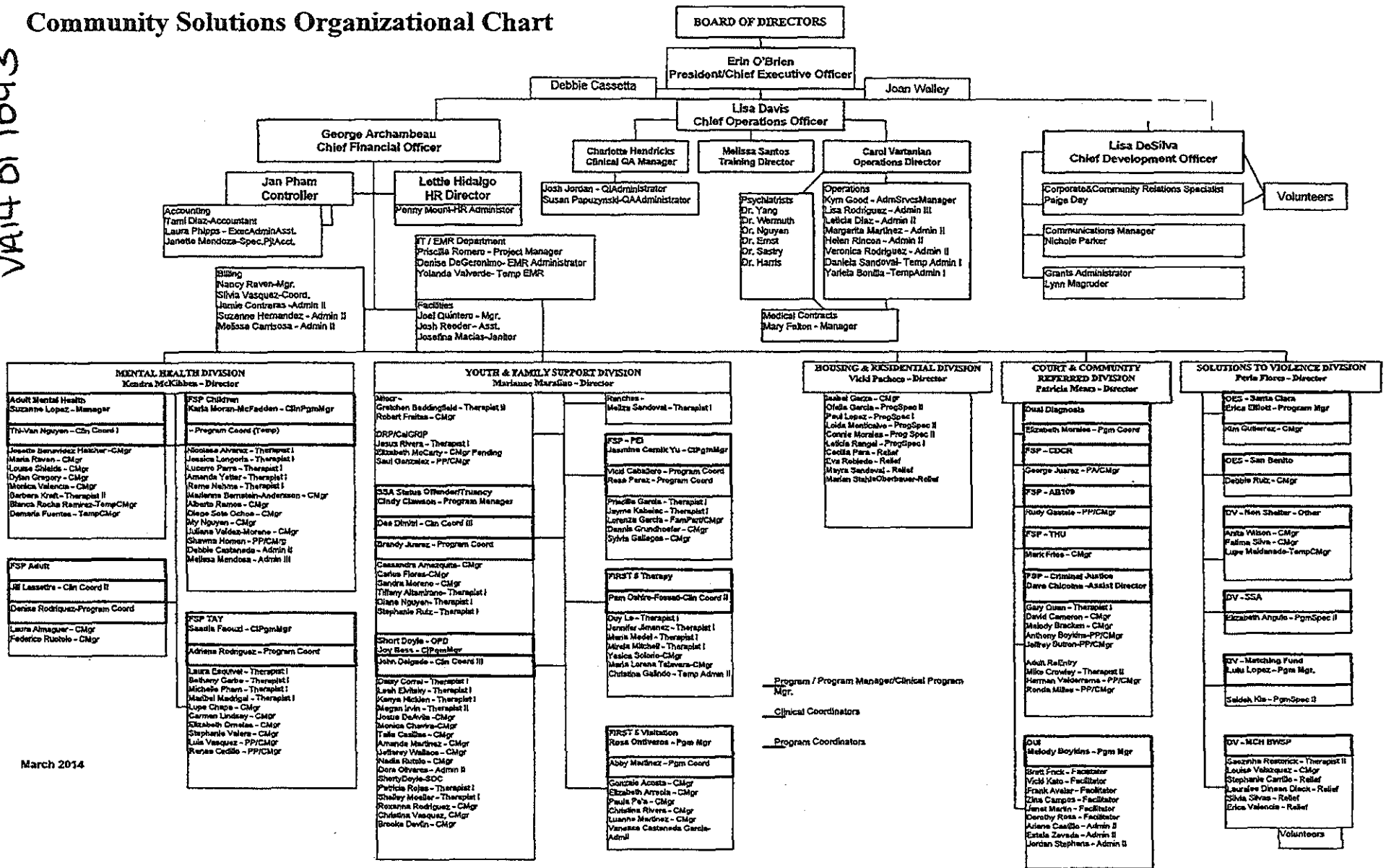
Applicant: Community Solutions for Children Families and Individuals
Domestic Violence Response Team FY 2014-2015

Grant No. _____

Violence Detective, a full time victim advocate, and improved coordination of services, this program will lead to improved response to victims by both police and victim advocates. More victims will be willing to call police; more perpetrators will be arrested, and domestic violence will decrease in our community.

VA14 01 1043

Community Solutions Organizational Chart



March 2014

VA14 011043
Community Solutions
Children Families
+ Individuals

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

*Santa Clara County

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

19

*20

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

29

*30

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

15

*17

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

39,420 Morgan Hill

7,027 San Martin

50,660 Gilroy

62,228 Southern San Jose (95123)

159,335 TOTAL