

File No. 131213

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 22, 2014

Board of Supervisors Meeting

Date _____

Cmte Board

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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

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Completed by: Linda Wong Date January 17, 2014
 Completed by: _____ Date _____

1 [Accept and Expend Grant - Safe Havens: Supervised Visitation and Safe Exchange Grant
2 Program - \$133,333]

3 **Resolution retroactively authorizing the Department of Public Health to retroactively**
4 **accept and expend a grant in the amount of \$133,333 from Department of Justice,**
5 **Office of Violence Against Women, to participate in a program entitled, "Safe Havens:**
6 **Supervised Visitation and Safe Exchange Grant Program," for the period of October 1,**
7 **2013, through September 30, 2014; and waiving indirect costs.**

8
9 WHEREAS, Department of Justice, Office of Violence Against Women has agreed to
10 fund Department of Public Health (DPH) in the amount of \$133,333 for the period of October
11 1, 2013, through September 30, 2014; and

12 WHEREAS, The full project period of the grant starts on October 1, 2013, and ends on
13 September 30, 2016, with years two and three subject to availability of funds and satisfactory
14 progress of the project; and

15 WHEREAS, As a condition of receiving the grant funds, Department of Justice, Office
16 of Violence Against Women requires the City to enter into an agreement (Agreement), a copy
17 of which is on file with the Clerk of the Board of Supervisors in File No. 131213; which is
18 hereby declared to be a part of this Resolution as if set forth fully herein; and

19 WHEREAS, The purpose of this project will continue to provide supervised visitation
20 and exchange service to families in which domestic violence, child abuse, sexual assault or
21 stalking is present with a focus on serving low income, ethnically diverse and underserved
22 communities; and

23 WHEREAS, DPH will subcontract with Saint Francis Memorial Hospital, Rally Family
24 Visitation Services in the total amount of \$115,252; for the period of October 1, 2013, through
25 September 30, 2014; and

1 WHEREAS, An Annual Salary Ordinance amendment is not required as the grant
2 partially reimburses DPH for one existing position, one Assistant Health Educator (Job Class
3 No. 2819) at .15 FTE for the period of October 1, 2013, through September 30, 2014; and

4 WHEREAS, A request for retroactive approval is being sought because DPH did not
5 receive notification of an approved budget until October 28, 2013, for a project start date of
6 October 1, 2013; and

7 WHEREAS, Safe Havens: Supervised Visitation and Safe Exchange Grant Program
8 does not allow for indirect costs to maximize use of grant funds on direct services; and

9 WHEREAS, The grant terms prohibit including indirect costs in the grant budget; now,
10 therefore, be it

11 RESOLVED, That DPH is hereby authorized to retroactively accept and expend a grant
12 in the amount of \$133,333 from Department of Justice, Office of Violence Against Women;
13 and

14 FURTHER RESOLVED, That DPH is hereby authorized to enter retroactively into a
15 subcontract agreement in the amount of \$115,252 with Saint Francis Memorial Hospital, Rally
16 Family Visitation Services for services under the grant entitled Safe Havens: Supervised
17 Visitation and Safe Exchange Grant Program; for the period of October 1, 2013, through
18 September 30, 2014; and, be it

19 FURTHER RESOLVED, That the Board of Supervisors hereby waives inclusion of
20 indirect costs in the grant budget; and, be it

21 FURTHER RESOLVED, That DPH is hereby authorized to retroactively accept and
22 expend the grant funds pursuant to San Francisco Administrative Code section 10.170-1; and,
23 be it

24 FURTHER RESOLVED, That the Director of Health is authorized to enter into the
25 agreement on behalf of the City.

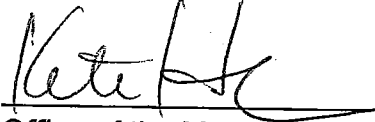
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RECOMMENDED:



Barbara A. Garcia, MPA
Director of Health

APPROVED:



Office of the Mayor



Office of the Controller



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Barbara A. Garcia, MPA
Director of Health *BAG*

DATE: November 20, 2013

SUBJECT: Grant Accept and Expend

GRANT TITLE: Safe Havens: Supervised Visitation and Safe Exchange
Grant Program - \$133,333

Attached please find the original and 4 copies of each of the following:

- Proposed grant resolution, original signed by Department
- Grant information form, including disability checklist -
- Budget and Budget Justification
- Grant application
- Agreement / Award Letter
- Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Richelle-Lynn Mojica

Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for
Community Programs, 1380 Howard St.

Certified copy required Yes

No



Edwin M. Lee
Mayor

Barbara A. Garcia, MPA
Director of Health

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Barbara A. Garcia, MPA
Director of Health *[Signature]*
DATE: November 20, 2013
SUBJECT: Grant Accept and Expend
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Grant Program - \$133,333

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Phone: 255-3555

Interoffice Mail Address: Dept. of Public Health, Grants Administration for
Community Programs, 1380 Howard St.

Certified copy required Yes

No

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **Safe Havens: Supervised Visitation and Safe Exchange Grant Program**

2. Department: **Department of Public Health, Community Behavioral Health Services**

3. Contact Person: **Alice Gleghorn, Ph.D.**

Telephone: **415-255-3722**

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$133,333 Year 1***

\$133,333 Year 2

\$133,333 Year 3

\$400,000 TOTAL for project

**DPH, CBHS is seeking accept and expend approval for Year 1 only. The funder will approve subsequent years upon successful completion of the prior year. DPH, CBHS will include these years in the DPH budget.*

6a. Matching Funds Required: **No**

b. Source(s) of matching funds (if applicable): **N/A**

7a. Grant Source Agency: **Department of Justice, Office of Violence Against Women**

b. Grant Pass-Through Agency (if applicable): **N/A**

8. Proposed Grant Project Summary:

The Safe Havens Supervised Visitation and Safe Exchange Program will continue to provide supervised visitation and exchange service to families in which domestic violence, child abuse, sexual assault or stalking is present with a focus on serving low income, ethnically diverse and underserved communities. The goals of this project are as follows: 1) Increase supervised visitation and monitored exchange services in cases of domestic violence, sexual assault, child abuse, dating violence or stalking in two counties through three facilities; 2) Fully implement services and safety measures at all centers; 3) Continue on-going review of safety policies and protocols at all facilities to ensure the safety of children and at risk parents; 4) Provide supervised visitation and monitored exchange services to 100 unduplicated families or 2600 hours of services per year to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking; 5) Ensure the long term viability of the services and their integration into the City's domestic violence continuum of services.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: October 1, 2013	End-Date: September 30, 2014	Year 1
Start-Date: October 1, 2014	End-Date: September 30, 2015	Year 2
Start-Date: October 1, 2015	End-Date: September 30, 2016	Year 3

10a. Amount budgeted for contractual services: **\$115,252 Year 1***

\$115,252 Year 2; \$115,252 Year 3

\$345,756 TOTAL for project

**DPH, CBHS is seeking accept and expend approval for Year 1 only. The funder will approve subsequent years upon successful completion of the prior year. DPH, CBHS will include these years in the DPH budget.*

b. Will contractual services be put out to bid? **No**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **N/A**

d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? **N/A**

b2. How was the amount calculated? **N/A**

c1. If no, why are indirect costs not included?

Not allowed by granting agency

To maximize use of grant funds on direct services

Other (please explain):

c2. If no indirect costs are included, what would have been the indirect costs? **25.20% of salaries**

12. Any other significant grant requirements or comments:

We respectfully request for approval to accept and expend these funds retroactive to October 1, 2013. The Department received the original notice of award on 9/17/2013, but did not receive notification of an approved budget until 10/28/2013.

GRANT CODE (Please include Grant Code and Detail in FAMIS): HCSA04, 1400

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

<input checked="" type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:


Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Ron Weigelt
(Name)

Director of Human Resources and Interim Director, EEO, and Cultural Competency Programs
(Title)

Date Reviewed: 11-25-2013


(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Barbara A. Garcia, MPA
(Name)

Director of Health
(Title)

Date Reviewed: 11/25/13



(Signature Required)

BUDGET
Safe Havens Renewal: 2013-2016

Budget Item	Amount	Year 1	Year 2	Year 3
Total Personnel	\$ 51,744	\$ 17,248	\$ 17,248	\$ 17,248
Total Personnel Travel 3 years	\$ 2,500	\$ 833	\$ 833	\$ 833
Total Consultant Salary & Fringe 3 years	\$ 235,140	\$ 78,380	\$ 78,380	\$ 78,380
Total Consultant Travel 3 years	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500
Total Consultant Other Costs	\$ 103,116	\$ 34,372	\$ 34,372	\$ 34,372
Total Budget 3 Years:	\$ 400,000	\$ 133,333	\$ 133,333	\$ 133,333
Total Award 3 years:	\$ 400,000	\$ 133,333	\$ 133,333	\$ 133,333
Variance	\$ 0			

A. Personnel

Name	Position	Computation	Cost
K. Minioza	Project Coordinator	\$72,592 x 0.15 FTE x 3	\$ 32,666

B. Fringe Benefits - K. Minioza

Fringe	Computation	Cost
Unemployment	0.22% \$32,666 x 0.22% Unemployment	\$ 72
FICA	5.42% \$32,666 x 5.42% FICA	\$ 1,771
Medicare	1.27% \$32,666 x 1.27% Medicare	\$ 415
Health Insurance	28.82% \$32,666 x 28.82% Health Insurance	\$ 9,414
Dental Insurance	3.98% \$32,666 x 3.98% Dental Insurance	\$ 1,300
Retirement	18.21% \$32,666 x 18.21% Retirement	\$ 5,949
Long Term Disability	0.48% \$32,666 x 0.48% Long Term Disability	\$ 157
	Subtotal Fringe Benefits	\$ 19,077
	Subtotal Salary & Fringe	\$ 51,744

C. Travel

Purpose of Travel	Item	Cost
OWW Training and Travel (location TBD)	Airfare	\$1,100
	Hotel	\$600
	Meals	\$450
	Ground Transportation	\$200
	Miscellaneous (i.e. Conference registration fees)	\$150
	Subtotal Travel	\$2,500

BUDGET
Safe Havens Renewal: 2013-2016

D. Equipment	Cost
Funded through other sources	
Subtotal Equipment	\$ -

E. Supplies	Cost
Funded through other sources	
Subtotal Supplies	\$ -

F. Construction	Cost
Funded through other sources	
Subtotal Construction	\$ -

G. Consultants/Contracts-Sub contracted grant personnel

Name of Personnel/Consultant (Through Rally)	Service Provided	Computation	Cost
Sonia Melara	Executive Director	\$115,000 x 0.16 FTE x 3	\$56,908
David Duffey	Program Manager	\$80,000 x 0.18 FTE x 3	\$43,200
Bertha Osorno (SF)	Case Coordinator	\$50,000 x 0.20 FTE x 3	\$30,000
		Subtotal Rally Fully Benefitted Staff:	\$130,108
Visitation Specialists	Direct supervision	\$20/hour x 1000 hrs x 3	\$60,000
		Subtotal Rally Hourly Staff:	\$60,000

Subtotal Consultant Salaries: \$190,108

Fringe (Rally Fully Benefitted Staff)	Cost
FICA	\$9,395
Unemployment	\$117
Health Benefits	\$23,419
Pension	\$1,145
Workers Comp	\$2,615
Other Benefits	\$2,342
30.00% Subtotal Rally Fully Benefitted Staff Fringe:	\$39,032

Fringe (Rally Hourly Staff)	Cost
FICA	\$4,332
Workers Comp	\$1,206
Other Benefits	\$462
Subtotal Rally Hourly Staff Fringe:	\$6,000

Subtotal Sub-Contractor Fringe: \$45,032

Total Consultant Salary & Fringe: \$235,140

BUDGET
Safe Havens Renewal: 2013-2016

Consultant Travel:

Purpose of Travel	Item	Computation	Cost
OVW Training and Travel (location TBD)	Airfare	\$550 x 3 people x 2 trips	\$3,300
	Hotel	\$150/night x 3 people x 2 nights x 2 trips	\$1,800
	Meals	\$75/day x 3 people x 3 days x 2 trips	\$1,350
	Ground Transportation	\$100 x 3 people x 2 trips	\$600
	Miscellaneous (i.e. Conference registration fees)		\$450
Subtotal Travel			\$7,500

Consultant Other:

Consultant	Item	Computation	Cost
La Casa de Las Madres	Domestic Violence Services to domestic violence survivors seeking assistance with visitation related concerns in San Francisco. Will also provide training to Rally staff as needed.	\$23/hour x 7 hours/week x 52 weeks x 3 years	\$ 25,116
Per diem Security Staff	Provide security and escort to DV victims/children at all centers every service day/week.	\$20/hour x 25 hours/week x 52 weeks x 3 year	\$ 78,000
Subtotal Consultant Other:			\$ 103,116

Budget Detail & Narrative

A. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Alice Gleghorn, Program Supervisor	in-kind	\$ 0
Kathleen Minioza, Project Coordinator	\$72,592 x 0.15 FTE x 3	\$ 32,666

The Program Supervisor is responsible for overall coordination of the project, including 1) being the point of contact with OVW and technical assistance providers; 2) convening consulting committee meetings; 3) coordinating site visits and on-site technical assistance; 4) participating in OVW meetings and trainings; 5) ensuring that the project is in compliance with the statutory minimum requirements of the Supervised Visitation Grant Program; and 6) completing any other tasks needed to ensure the success of the continuation project.

The Project Coordinator will organize correspondence between the Safe Havens Consulting Committee and the Department; Upload Semi-Annual Progress Reports on the grants management system; Create agendas and meeting minutes for the Consulting Committee; Participate in Committee meetings; Assist in planning and coordinating of training events.

B. Fringe Benefits

<u>Fringe</u>	<u>Computation</u>	<u>Cost</u>
Unemployment	0.22%	\$ 72
FICA	5.42%	\$ 1,771
Medicare	1.27%	\$ 415
Health Insurance	28.82%	\$ 9,414
Dental Insurance	3.98%	\$ 1,300
Retirement	18.21%	\$ 5,949
Long Term Disability	.48%	\$ 157
	58.40%	\$ 19,077

Subtotal Salary \$ 51,744

C. Travel: Travel and technical assistance expenses will be allocated over three years for the Grant coordinator. Computation is based on City and subcontractor allowable reimbursement rates.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW Training	TBD	Airfare	(\$550 x 1 people x 2 trips)	\$ 1,100
And Travel		Hotel	(\$150/night x 1 people x 2 nights x 2 trips)	\$ 600
		Meals	(\$75/day x 1 people x 3 days x 2 trips)	\$ 450

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 Safe Havens: Supervised Visitation and Safe Exchange Continuation Project
OVW 2013

	Ground Transportation (\$100 x 1 people x 2 trips)	\$ 200
	Miscellaneous (i.e. Conference registration fees)	\$ 150
	Subtotal Travel	\$ 2,500
D. Equipment Funded through other sources.		
	Subtotal Equipment:	\$ 0
E. Supplies: Funded through other sources		
	Subtotal Supplies	\$ 0
F. Construction Funded through other sources		
	Subtotal Construction	\$ 0
G. Consultants/Contracts-Sub contracted grant personnel		

<u>Name of Personnel/ Consultant (Through Rally)</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Sonia Melara	Executive Director	\$115,000 x 0.16 FTE x 3	\$ 56,908
David Duffey	Program Manager	\$80,000 x 0.18 FTE x 3	\$ 43,200
Bertha Osorno (SF)	Case Coordinator	\$50,000 x 0.20 FTE x 3	\$ 30,000
Visitation Specialists	Direct supervision	\$20/hour x 1,000/hrs x 3	\$ 60,000

Subtotal Consultant Salaries: \$ 190,108

The Executive Director (ED) will oversee the programmatic implementation of the continuation grant at all sites. She will be responsible for the submission of financial and program reports to the Health Department and be the primary contact with the partners and consulting committee. She is on-call during visitation hours.

The Program Manager (PM) will oversee all supervised visitation agency and satellite center(s) activities, staff supervision, training and education as well as data collection. The PM is also responsible for protocols and coordination with SFUFC and community partners regarding client-specific matters. He covers for the ED in her absence. He is responsible to be on-call during direct visitation hours.

The Case Coordinators are responsible for scheduling clients for services, handling clients concerns, preparing case reports and other customer service activities. One case coordinator is

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assigned to San Francisco clients and the second to San Mateo County clients. They also cover for the PM in his absence.

Supervised Visitation Specialists provide direct supervision to families. The estimate is based on an average hourly rate of \$20/hour and about 2600 hours of direct service to clients during the year. These hours do not include intake/orientation to parents or their children. These are regular hourly employees (W-2 are issued) who do not receive full benefits. Their benefits are calculated at 10% which includes contributions to FICA, Workers Compensation and locally required benefits.

<u>Fringe</u>	<u>Computation</u>	<u>Cost</u>
FICA	7.22%	\$ 9,395
Unemployment	0.09%	\$ 117
Health Benefits	18.00%	\$ 23,419
Pension	0.88%	\$ 1,145
Workers Comp	2.01%	\$ 2,615
Other Benefits	1.8%	\$ 2,342
Total	30.00%	\$ 39,032

*Fringe Benefits – Rally hourly staff

<u>Fringe</u>	<u>Computation</u>	<u>Cost</u>
FICA	7.22%	\$ 4,332
Workers Comp	2.01%	\$ 1,206
Other	.77%	\$ 462
\$120,000	10.00%	\$ 6,000

Subtotal Sub-Contractor Fringe Benefits \$ 45,032

Contractor Travel:

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW Training	TBD	Airfare	(\$550 x 3 people x 2 trips)	\$ 3,300
And Travel		Hotel	(\$150/night x 3 people x 2 nights x 2 trips)	\$ 1,800
		Meals	(\$75/day x 3 people x 3 days x 2 trips)	\$ 1,350
		Ground Transportation	(\$100 x 3 people x 2 trips)	\$ 600
		Miscellaneous (i.e. Conference registration fees)		\$ 450

Subtotal Sub-Contractor Travel \$ 7,500

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OVW 2013

La Casa de Las Madres	Domestic Violence Services to domestic Violence survivors seeking assistance with Visitation related concerns in San Francisco. Will also provide training to Rally staff as needed; \$23/hr x 7 hrs x 52 wks x 3 years	\$ 25,116
Per diem Security Staff	Provide security and escort to DV victims/children at all centers every service day/week. Approx. 25 hrs/wk x 52wks x 3 x \$20/hour	\$ 78,000
	Subtotal Consultant Other	\$ 103,116
	Subtotal Consultant	\$ 345,756
H. Other Costs		
I. Indirect		
No indirect cost is requested		
	Subtotal Indirect	\$ 0
	TOTAL BUDGET	\$ 400,000

San Francisco Safe Havens-Budget Summary

	Total Budget
A. Personnel	\$32,666
B. Fringe	\$19,077
C. Travel	\$ 2,500
D. Equipment	\$ 0
E. Supplies	\$ 0
F. Construction	\$ 0
G. Consultants/Contracts	\$345,756
H. Other: Occupancy	\$0
Total Direct Costs	\$ 400,000
I. Indirect Costs	\$ 0
TOTAL PROJECT COSTS	\$ 400,000
Federal Request	\$ 400,000
Non-Federal Amount	\$ 0

PROJECT NARRATIVE

Purpose of Application

Demographics, Target Communities and Population: The Association of Bay Area Governments (ABAG) reports that the Bay Area is the home of approximately 7 million people who live in nine counties and 101 cities. The Bay Area is also the home of one of the most diverse regions in the country. This grant proposal covers services to be delivered in San Francisco and San Mateo counties. These counties are next to each other. While both of these communities are somewhat different geographically, they both share similar needs related to their diverse population, income, language disparities, and the need for supervised visitation services in cases of domestic violence, sexual assault, dating violence and stalking.

San Francisco is a densely populated city. The 2010 census shows that San Francisco in an area of only 49 square miles had a population of 805,235 residents. Of this population, the ethnic breakdown included 41.8% Caucasian (non-Hispanic) 267,915 (33.9%) Asian, 121,744 (15.4%) Hispanic/Latino, 48,870 (6.3) African American, 4.0% more than one race, .09% Alaskan/American Indian and 05% Native Hawaiian and other Pacific Islanders. Although San Francisco, in 2010, reported a median family income of \$88,266 for Caucasians, it reported a median income of \$57,113 for Asians, \$53,998 for Hispanics and \$31,000 for African Americans. The low-income population faces housing and living costs that are among the highest in the country, second only to New York City. While only 7.6% of the individual population lives below the federal poverty level, 12.7% of families and 32% of single women with children under 18 in San Francisco live below the federal poverty level. ABAG also reports

that 30% of the Bay Area residents are foreign born. The census data reveals that in San Francisco 38.2% of the total population's primary language is other than English; Chinese (26.6%) and Spanish (11.6%). These families are considered "linguistically isolated".

San Mateo County on the other hand, is a suburban community covering a total 741.01 square miles. San Mateo county census information in 2010 reported a total population of 718,451. Of this population the ethnic breakdown included 41.9% Caucasian (non-Hispanic), 182,502 (25.4) Hispanic/Latino, 178,118 (24.8%) Asian and 24,840 (3.2%) African American, 4.1 more than one race, 1.6 Native Hawaiian and other Pacific Islanders and .09 Alaskan/American Indian. Although San Mateo County data reported a median income for Caucasian of \$93,000, Asians in the county had a higher income than whites with a median income of \$98,150. However Hispanics reported a median income of \$57,144 and African Americans \$51,907. Language disparities are comparable to San Francisco, where 36% of the total population reported speaking other than English as their primary language; Spanish (19%) and Chinese (17%).

The Need for Supervised Visitation: A continuation grant will assist the partners to expand and increase services to the most underserved sections of San Francisco and San Mateo Counties. These counties are next to each other and many families live on the border of both.

According to the California Partnership To End Domestic Violence, approximately 40% of California women experience intimate partner violence in their lifetime. Of those experiencing physical violence, 75% of the victims had children under 18 living at home.

Rally Family Visitation Services (Rally) is the only program of its kind delivering visitation services in three Bay Area counties (Marin, San Francisco and San Mateo). Often, women who

Safe Havens: Supervised Visitation and Safe Exchange Grant Program
City and County of San Francisco, Department of Public Health
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live in one county are forced, either due to their income or safety concerns, to move to another county while their services and/or court proceedings continue in their home county.

According to the figures released by the San Francisco Family Violence Council latest report (2011), domestic violence cases were on the rise. The Police Department received 7,510 domestic violence calls; an increase of 13% over the past three years. In addition, the District Attorney's Office saw a 10% increase in the number of domestic violence cases, Adult Probation saw a 17% increase in its general supervision cases, the domestic violence crisis lines fielded 47% more calls, and the domestic violence shelters provided 29% more bed nights to survivors. Most significant, was the 202% increase in the number of child support cases flagged with family violence.

On January 13, 2012, Ross Mirkarimi, newly elected Sheriff in San Francisco was charged with domestic violence battery and child endangerment (his son witnessed the abuse). This was a highly publicized case primarily because he initially denied the abuse and provided a statement where he indicated that "this was a private family matter". From January to June of 2012 La Casa de las Madres raised funds to launch a public service campaign through billboards to counteract any misconception that domestic violence is a "private matter". Following the release of the billboards, La Casa experienced an increase in calls to its emergency hotline. While the preceding October-December 2011, the hotline received a total of 1062 calls, between January and March 2012 there were 1346 calls and between April and June 2012 1402 calls. During fiscal year 2011-2012 La Casa experienced a 12% increase in the number of shelter beds and nights used. The Mirkarimi case also brought about several important issues for the court, among those issues was the focus this case had on the child who was present and the effects of violence on children.

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San Mateo County reports approximately 10,000 domestic violence cases per year. Community Overcoming Relationship Abuse (CORA) receives over 8000 crisis calls annually on the 24-hour hotline and through law enforcement referrals. An additional 800 calls are received annually through the Legal Line. Approximately 250 survivors of domestic violence take part in CORA's bilingual support groups per year, the majority of which have children in supervised visitation.

Current Services and Gaps: Overall, the families currently being served by Rally are representative of the Safe Havens target population. They represent a predominately diverse and underserved population. The client population, to be served by this grant, reflects a higher percentage of the low income, underserved, and limited English speaking families, than those reported by the census information. For instance, between 2011-2012, of all the families served by Rally in San Francisco 85% were due to domestic violence, 61% had income under \$20,000, 43% were Hispanic/Latino, 22% Caucasian, 15% Asian, 14% African American and 6% multi-racial. In addition, 49% reported speaking another language other than English as their primary language.

Rally San Mateo service data reflects a similar disconnect from the census data provided above. Ninety percent of the cases served in visitation services are due to domestic violence, 50% of the families have an annual income under \$20,000. Thirty percent are Caucasian, 30% Hispanics, 16% are Asian, 2% African American and 22% report being multi racial.

This data exemplifies that most families who call the police with domestic violence claims in San Francisco, press criminal charges, seek protective orders, go to family court on custody/visitation matters, and/or seek supervised visitation/ monitored exchange services are more likely to come from specific isolated diverse and low- income neighborhoods. Available

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local statistics do not reflect domestic violence statistics related to separated families, or the risks to women leaving their abusive partners, especially when there are children involved. The San Francisco Unified Family Court receives approximately 500 new domestic violence cases per year. San Mateo County on the other hand, reports receiving 602 new domestic violence family law cases in 2012 alone. The number of families referred to visitation and exchange services is about 20%. Anecdotal data from advocates and attorneys indicate that judges are often reluctant to order supervised visitation and exchange services even when the victim or her attorneys asks for it. In addition, for a variety of reasons (including not increasing conflict with the visiting parent), victims choose or are ordered by the court to use traditional exchanges and visitation arrangements, such as in person or at a relative's home, police stations, restaurants or other "public" places. In these instances, the abuser retains a captive audience with the ex-partner and the child(ren). Supervised Visitation and monitored exchanges provide families with a safe environment for contact, while protecting all family members from exposure to conflict and abuse, especially for the at risk parent. Many of those who try traditional arrangements return to court and request supervised visitation or monitored exchanges.

Founded in 1991, Rally Family Visitation services is the only organization that provides safe visitation and exchange services in Marin, San Francisco and San Mateo counties with an extended collaborative that includes adult victims and children services. In 2010-2013 OVW provided funding for Rally to conduct services in San Francisco, at its main location and at two part-time satellite centers. While the number of families served has stayed at about 150 per year (for all funding sources including OVW), the number of visits per family and length of each visit have increased. Rally presently has a waiting list of about 20 families for all of its locations. California Courts have faced major budget cuts in the last two years. Some courts such

as San Francisco and San Mateo counties provide small grants to Rally. However, due to budget cuts, these grants have not increased with the demand in services.

In 2012, Peninsula Family Services of San Mateo that originally started visitation services in San Mateo County decided to discontinue delivering these services. This program was one of the first demonstration grants under the OVW grant program in 2002. Their decision to close services was directly related to lack of funds. The San Mateo Court put out a Request for Proposals for the grant they provide. Rally applied and was given the contract with the expectation that Rally would seek other funding to fully fund program needs. The court grant and other in-kind assistance from various sources, including Rally's parent organization Saint Francis Memorial Hospital, has made it possible to begin services with basic resources. The number of families receiving and in need of services is comparable to San Francisco. The site however, lacks security systems presently available at other Rally facilities. This grant would provide additional resources and provide for a more secure environment, including security staff.

B. What Will Be Done

Integration of Guiding Principles: Rally policies and procedures clearly address the needs of families in cases of sexual assault, domestic violence, dating violence, stalking and child abuse.

Principle I: Equal Regard for the Safety of Children and Adult Victims: Rally's Mission, Goals and Objectives went through a thoughtful process to ensure it is clear that the safety of children and adult victims is a priority for the program. It outlines that the safety of everyone in the program is the most important aspect of the services. The policies and procedures clarify the program's purpose to its staff and define terms to ensure its practices are within the spirit of Rally's mission.

Rally staggered arrival and departure time traditionally have been applied based on whether parents are visiting or custodial. However, the policies have been reversed for families where safety requires a different approach and/or where parents have not followed the protocol and placed others at risk. Rally provides different entrances and waiting areas for parents. The staff calls the visiting parent if he or she is running late after 5 minutes to ensure the custodial parent can be called and asked to wait before arriving to ensure both parents will not come in contact with one another. Custodial parents can request to arrive early and or stay late if they think that the wait time would allow for more safety. Some parents who are ordered to monitor exchanges request and are allowed to stay onsite if they wish.

Rally's works with local police departments in order to familiarize them with Rally services and understand when and how they may be needed. Understanding that Rally is the only program of its kind, Rally very seldom rejects cases. However, if a case becomes too difficult to handle due to safety concerns, Rally will refuse to provide services. Staff is also authorized to end visits if the safety of the child and/or adult victim is compromised. Ongoing violation of security guidelines are grounds for termination. The program policies and procedures outline and parents are informed of the protocols related to confidentiality, especially as it relates to personal information gathered by the program.

Principle II: Value Multiculturalism and Diversity: Rally's cultural competency policy outlines clear understanding for the respect for individual and cultural diversity. It provides an understanding for the diversity of our client population including race, ethnicity, sexual orientation, gender, language, age, socio-economic status, disability, immigration status, or religious affiliation factors. Rally's administrative and direct service staff, as well as interns, reflects this diversity and languages spoken. Presently, the breakdown for staff is: 45% Latino,

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20% Chinese, 14% bi-racial, 7% Caucasian, 7% African American and 7% African native. The breakdown for interns is 28% African American, 28% Latino, 28% Asian and 16% Caucasian. Staff is usually recruited from the intern pool. Languages spoken at Rally are: Spanish, Chinese (Cantonese and Mandarin), Vietnamese, Burmese, Arabic and Tigrinya (language of Eritrea, Africa). In addition, 3 members of the staff identify as gay. The policies reflect a flexibility that ensures parents can communicate in the language of their choice as long as there is staff that understands such language to ensure everyone's safety. Parents are encouraged to include other cultural practices as food, music and religious traditions as part of their visits.

Rally provides ongoing training on cultural competence and all second language staff is required to be tested every three years to ensure proficiency in the language they have indicated to be proficient in. Rally's affiliation with Saint Francis Hospital provides for interpretation resources for all other languages that may not be available through the program. Rally's policy however, is to have enough staff in needed language to ensure they can communicate directly with parents.

The center visitation hours and sites account for parent's transportation, work schedules, cultural activities (such as religious practices) and children's activities. Therefore, while there are set time for visitation services, Rally staff will work with parents to accommodate visits and exchanges outside the regular visitation times.

Principle III: Incorporating and Understanding of Domestic Violence into Center Services: The safety and security guidelines include a focus on the dynamics of domestic violence and child abuse and the consideration of the welfare of everyone at all stages in the visitation process. Further, it outlines how risk assessment becomes an ongoing process throughout the entire time services are being provided, not just during visits. The policies emphasize the importance of

checking in with adult victims and children regarding their safety, in between visits. It further directs the staff to understand the difference between “high conflict” and “domestic violence” cases. Further, specific to domestic violence, the policy focuses on the importance of understanding the link between domestic violence and visitation services, as well as how it may impact the safety of adult victims and children and providing referrals when requested. In addition, Rally changed its policy to no longer limit the amount of time a family can receive services. The length of time for services is based on the safety needs of each family.

Rally believes that context is everything. Staff training focuses on how battering behavior may be evident during visits and how victims may continue to experience violence through the batterer’s communication with the children. Service guidelines are very specific about conversations that may require children to provide information about the other parent and or to speak negatively about the other parent. Victims are encouraged to let the staff know when they may feel unsafe due to the other parent not following safety guidelines. Security escorts are available to walk parents to their car or bus stop.

Documentation practices are primarily based on the reason the case was referred for visitation. Therefore, with the domestic violence focus, documentation will ensure that staff documents those behaviors that are related to the history of violence. The documentation only includes fact-based observations during the visits. All critical incidents are documented and Rally does not provide any recommendations in its documentations. Documentation is reviewed by a lead staff member before being sent to the court to ensure staff follows protocols during the visits and only documents observable behavior during the visits.

Principle IV: Respectful Fair Interaction: Rally’s policy for this principle is rooted in Principle II above of treating everyone with respect. It further outlines that everyone should be treated

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respectfully and equally (not the same), ensuring that neutrality is not perceived as being neutral to violence and providing services in an unbiased manner while respecting individual and cultural differences. Rally staff receives training in understanding of the many concerns and difficulties that parents bring to the visitation center. This begins during intake, when parents are given the time and space to talk about the challenges they face in their lives. Based on the population served through Rally, parents are often unemployed, homeless, trying to overcome substance abuse; and other issues that may affect their behavior while using the visitation center.

Principle V: Community Collaboration: Rally would not have been able to operate its services, if it wasn't for the numerous collaborations in the community. The center's collaboration with partners offering services that are needed by the families being served is necessary to ensure the success of visitation services. In addition to the partners under this grant, the visitation staff maintains a referral service directory, compiled by Rally based on the needs of parents who receive services. Referrals are made after a parent has been asked to sign a release form to ensure that the parent authorizes the center for the referral and/or sharing of information. Parents are also given information of other services that they can contact when they are ready to do so.

Principle VI: Advocacy for Children and Adult Victims: Rally's primary goal around community collaborations has been to ensure that visitation services are integrated into the continuum of services in the field of domestic violence. Rally staff participates in the San Francisco Domestic Violence Council meetings. The Council's main focus is to provide awareness to City officials about Child abuse, domestic violence and Elder abuse. Its membership includes non-profit and governmental agencies focusing on these three areas. Rally is a member and active participant of the State Partnership to End Domestic Violence's Bay Area Public Policy and Judicial Committees. Both committees include domestic violence advocates and legal experts in family

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law. At the present, the committee is working on a review of court practices related to domestic violence. This is also the best place to identify community resources, especially as it relates to legal advocacy and assistance. These collaborations have also enhanced Rally's ability to share information on the role of visitation services and gather feed-back from others regarding how services could best help survivors and their children.

This Continuation grant will assist to continue to meet the gaps outlined above. The proposal is to help two communities in the San Francisco Bay Area: San Francisco and San Mateo counties to continue to provide and expand visitation and safe exchange options to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking by providing the additional the necessary resources to run three centers at a minimum of 20 hours each.

San Francisco County – Rally will continue to provide services throughout its present primary location and one satellite facility. Rally-San Francisco is open for business Tuesday-Sunday. Both locations will be open for services Thursdays 5-8 p.m., Friday 5-8 p.m., Saturday 8:30-5 p.m., and Sunday 10:30-7 p.m. for a total of a minimum of 22 hours during the week. Under this grant the San Francisco sites will serve approximately 50-60 unduplicated families with a history of domestic violence per year or about 1300 hours of services per year. This translates to approximately 50-60% of the total number of families served by the San Francisco facilities.

San Mateo County – This facility is presently open Monday-Friday 12-8 p.m. Saturday 8:30-5 p.m. and Sunday 10:30-7 p.m. The grant will provide additional direct service staffing needed as well as add security systems and staff. Rally will provide supervised visitation and exchange services to about 50-60 unduplicated families per year or approximately 1300 hours of

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services under the grant. This translates to about 50-60% of the total number of families served at this facility.

A total of 2600 hours of services per year will be delivered under the grant; serving between 100-120 unduplicated families per year. The number of families served will depend on the number of hours provided to each family.

Minimum Standards: Rally Family visitation services staff is required to receive training in domestic violence, cultural competence, child abuse and other related subjects. The majority of the staff has attended the 40-hours state requirement for advocates. Rally has developed additional guidelines with a focus on the dynamics of domestic violence. Staff is trained on how domestic violence behaviors may be demonstrated during visits, including awareness of the significance of a non-custodial parent's requests for information from children about the other parent's whereabouts or contact information.

Rally fees to parents are based on a sliding scale based on the income of each family member and it is assigned according to the court order. Rally works with these parents to ensure that the fee will not become an obstacle to receive services. **No fees will be charged to families for services covered under this grant.**

Rally provides enough staff for services to ensure that security is provided for everyone. The procedures are outlined in program guidelines and its policies and procedures. The centers' design ensure that entrances and exits, as well as proximity provide enough privacy for parents to have enough distance to ensure physical, auditory and visual separation.

The standards by which supervised and safe visitation exchange occurs at Rally are primarily based on ensuring safety for everyone. The organizational purpose states: "The welfare of everyone participating in our program is the primary consideration at all stages of the

visitation and exchange process.” This means that every part of the delivery service process ensures an environment where children, parents and staff are free of threats of violence and harm.

The court asks parents to prepare a domestic violence screening form. This allows Rally to determine an initial level of security needed by the family. With the focus on children’s safety, an orientation to supervised visits is conducted for children over 4 years of age to ensure rapport building, child-mastery of the environment and interactions that focus on decreasing or minimizing fears and anxieties. Children are given the opportunity to ask questions and receive developmentally age-appropriate explanations. Children and staff may mutually agree upon a non-verbal sign (e.g., tug on the ear) or verbal statement (e.g., "I need to use the restroom.") to communicate discomfort during visitation. Children participating in monitored exchange services are encouraged to attend a similar orientation, but custodial parents may decline if there is no reported concern for the children’s welfare. While these orientations are primarily required for children over 4 years of age, orientations are strongly encouraged for toddlers, preschoolers, and early school age children who may exhibit anxiety without their primary caregiver’s presence.

In addition to staggered arrival/departure times for parents and separate entrances, all parents are informed that security escorts are available at all Rally facilities and within a 5-block radius for any client who perceives a personal risk or risk to children or when a critical incident occurs. At the main hospital facility, parents or Rally staff may call for a security escort.

The security policies and procedures give specific directives on what constitutes a critical incident, as well as when internal security must be called and/or when police intervention is required. For instance, if a parent reports an altercation with the other parent outside the facility during service hours, Rally will notify security personnel and assist a parent in contacting the

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police to file a report for violation of a protective order, if appropriate. Parents are warned that their services may be terminated if their adverse behavior continues to jeopardize the safety of children and/or the other parent.

Gaps in Services: The OVW grant has been a great source of financial support for supervised visitation services in San Francisco. These funds do not exist in San Mateo County at this time. Without the OVW funds, Rally would not be able to deliver the services it delivers today. This grant will cover approximately 50-60 percent of the domestic violence cases at three different sites. Most of these families, as outlined above, will be ethnically diverse and low income. For most of these families, if these visitation services are not available, they will opt for less secure environments to conduct visits and/or exchanges.

Under this grant, Rally will serve 100-120 unduplicated families per year and/or provide 2600 hours of services per year to these families at **three** separate sites in San Francisco and San Mateo Counties. Each operated for a minimum of 20 hours. The number of families served will depend on the number of hours of services provided to each family.

In addition, La Casa and CORA, our domestic violence partners will work closely with the visitation center in both counties to provide specific tailored services that will address supervised visitation concerns. Rally has found that women with a history of domestic violence already in visitation services could be served well by discussing and or seeking help around their visitation services from a domestic violence advocate. Specifically tailored visitation services will be available at La Casa and Cora if victims wish to participate.

Safety Needs of Victims of Domestic Violence: Supervised visitation is probably the most secure service for visitation in domestic violence cases. Many victims, primarily women, exhibit trauma while participating in these services. Most of the time, they are afraid of what could

happen if they would run into the other parent, they are afraid that the service may switch to exchanges or unsupervised visitation as they know how the children feel about the other parent, as well as how they would react to an unsupervised environment with a person they fear. They are mostly afraid of losing their children in custody cases. So, they do everything possible to comply with the visitation order to ensure that will work in their favor. In the process, they may act out their fear and anger toward the other parent.

Courts continue to order exchanges in these cases primarily based on evidence presented in court indicating that the children were not abused by the batterer. However, once referred to visitation, both children and victims expressed their misgiving about unsupervised visits (exchanges) because they fear that the visiting parent's previous behavior may be repeated outside the center. Rally's experience is that often children come back from an exchange telling stories of parents leaving them alone, using drugs, witnessing violence of another spouse/partners and/or experiencing excessive discipline from that parent.

Barriers to Accessing Visitation Services: Most of the families served by Rally are low income, not represented by attorneys and are linguistically isolated. These families have to overcome many personal and institutional obstacles before they reach Rally services. Rally services are tailored to serve the most marginalized population in visitation services. The funds under this grant will target this population and no fees will be charged for services provided to families served under this grant. In addition, Rally insures that programs in the community serving families who may not have gone or want to go to court understand that the services are available to them without a court order.

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2013-1016 Goals Objectives and Activities: The continuation grant will allow the partners to continue to provide safety to domestic violence survivors and their children by providing these services at three sites in two counties. The parents are committed to the following goals:

Goal 1- Increase supervised visitation and monitored exchange services in cases of domestic violence, sexual assault, child abuse, dating violence or stalking in two counties. **Goal 2 -** Fully implement services and safety measures at all centers. **Goal 3 –** Continue on-going review of safety policies and protocols at all facilities to ensure the safety of children and at risk parents. **Goal 4-** Provide supervised visitation and monitored exchange services to 100 unduplicated families or 2600 hours of services per year to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking. **Goal 5-** Ensure the long-term viability of the services and their integration into the Bay Area domestic violence continuum of services.

2013-1016 Timeline and Measurable Objectives:

Year One -1) Fully establish the expansion of services in both counties; 2) Fully establish standard protocols for centers follow the OVW principles. 3) Establish security systems and hire security staff for the San Mateo County facility; 4) Train staff as needed; 3) Start development of a sustainability plan. **Year Two** - 1) As appropriate, monitor and revise policies and procedures to ensure maximum safety for parents at risk and their children; 2) Develop strong community relationships to integrate visitation services in the domestic violence continuum of services in both communities. 3) Complete a sustainability plan. **Year Three**- 1) All facilities are fully operational and providing all services; 2) Monitor effectiveness and adjust strategy as necessary; 3) Continue to develop community partnerships; 4) Sustainability plan is implemented.

Tasks and Activities of each Collaborating Partner: Under the oversight and coordination of the San Francisco Department of Public Health, the partners will work together to ensure all

goals are met to deliver safe visitation services and monitored exchanges to the target population. The courts and other service providers will make referrals to the visitation centers. Some of these sources send the referrals directly to the center and the center will call parents to set-up intake/orientation appointments. Other sources will provide the parents with the court order and the contact information to the center and have the parents contact the center directly to set up an appointment for an intake/orientation. La Casa de Las Madres and Community Overcoming Relationship Abuse (CORA) will develop and begin to provide specific services and groups for children and mothers who want to and/or are receiving supervised visitation services. This has never been provided before. La Casa will provide training to Rally staff as needed. Rally will provide supervised visitation and monitored exchange services to the families. The Child Abuse Prevention Center, SafeStart Initiative, will accept referrals for parents (visiting or custodial) and for children exposed to violence and will provide training to Rally staff as needed. All partners will also refer Families to Rally in need of Supervised Visitation who may not have a court order.

C. Who will Implement the Continuation Project:

The City and County of San Francisco Department of Public Health (DPH) is the largest department in the City and County of San Francisco with the largest City department. DPH's mission is to ensure the health and well being for all San Franciscans. In this role, DPH works with other city departments and community partners to ensure it addresses the public health needs in the entire county. Domestic Violence has been identified as a public health problem in San Francisco. A recent citywide strategic plan includes violence prevention as one of three goals to be addressed during the next five years. The department has assigned a program supervisor, Alice Gleghorn, who is experienced in program planning and coordination and who

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will be responsible for the overall coordination of the project, including, 1) Being the point of contact with OVW and technical assistance providers; 2) Convening consulting committee meetings; 3) Coordinating site visits and on-site technical assistance; 4) Participating in OVW meetings and trainings; 5) Ensuring that the project is in compliance with the statutory minimum requirements of the Supervised Visitation Grant Program; and 6) Completing any other tasks needed to ensure the success of the continuation project.

La Casa de las Madres is San Francisco's oldest and largest anti-domestic violence service provider. Founded in 1976 as California's first shelter dedicated to women and children escaping domestic violence, today La Casa remains a community leader. Through emergency residential and community-based support services, from crime scene response to ongoing counseling, legal assistance, and strength-based case management, La Casa serves more than 2,000 survivors and their children and siblings each year. La Casa responds to 5,000 24-hour hotline calls and provides issue education and training to an additional 10,000 community members. Their services, delivered through strength-based, client-driven empowerment models, prioritize victim safety and give survivors the tools to transform their lives. La Casa will assign a staff to provide specialized services to women ordered to visitation services in San Francisco.

Community Overcoming Relationship Abuse (CORA) started in 1977 as Casa de San Mateo with the county's only emergency shelter and transitional house for battered women & their children. In its 35th year as the only agency in San Mateo County solely dedicated to helping those in the community affected by domestic violence. Today, CORA serves more than 10,000 individuals each year using trauma-informed practices. Programs and services include: housing and shelter; 24-hour bilingual hotline; mental health and social support services; systems

advocacy and case management. CORA will assign a staff member who will provide specialized services to women ordered to visitation services in San Mateo County.

Rally Family Visitation Services of Saint Francis Memorial Hospital has been providing supervised visitation and monitored exchange services to families in San Francisco since 1991. In 1997, Rally became a community program of Saint Francis Memorial Hospital. This relationship has provided the program with the capacity to continue to provide supervised visitation services for over 20 years. Each year, the program provides over 3000 hours of visitation and exchange service to families in the San Francisco Bay Area. Rally's staff will be responsible for coordination and delivery of services supervised visitation and exchange program operations throughout all facilities.

San Francisco and San Mateo Family Courts (SFUFC) - The Family Courts determine and make referrals on cases with domestic violence history to visitation services. Referrals to Rally can be made by the court following mediation or by court order at a hearing. The court forwards the referral to Rally outlining as much information available to the court to ensure that the program conducts the necessary risk assessment.

San Francisco Child Abuse Prevention Center - SafeStart Initiative. The SafeStart Initiative (SafeStart) is a collaboration convened in 1999 to plan what has become a public/private partnership effort to reduce the incidence and impact of violence on San Francisco's children, from birth to six years old. The SafeStart Initiative will provide expert input regarding the effects of violence on young children from birth to age six and will accept direct referrals to provide services to families with young children exposed to domestic violence.



Department of Justice

Office on Violence Against Women

September 17, 2013

Washington, D.C. 20531

Dr. Barbara A. Garcia
City and County of San Francisco
1 Dr. Carlton B Goodlet Place
San Francisco, CA 94102

Dear Dr. Garcia:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office on Violence Against Women has approved your application for funding under the Safe Havens: Supervised Visitation and Safe Exchange Grant Program in the amount of \$400,000 for City and County of San Francisco. This award provides the opportunity for recipients to develop and strengthen effective responses to violence against women. This cooperative agreement supports supervised visitation and safe exchange options for families with a history of domestic violence, dating violence, sexual assault, child abuse and stalking.

Enclosed you will find the award package. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact Michelle Dodge at (202) 353-7345. For financial grants management questions, contact the OVW Grants Financial Management Division at (202) 514-8556, or by e-mail at ovw.gfmd@usdoj.gov. For payment questions, contact the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or by email at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Bea Hanson", is written over a horizontal line.

Bea Hanson
Acting Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 17, 2013

Dr. Barbara A. Garcia
City and County of San Francisco
1 Dr. Carlton B Goodlet Place
San Francisco, CA 94102

Dear Dr. Garcia:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(e), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

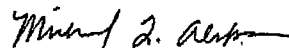
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office on Violence Against Women

Cooperative Agreement

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1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City and County of San Francisco 1 Dr. Carlton B Goodlet Place San Francisco, CA 94102		4. AWARD NUMBER: 2013-FL-AX-K018	
		5. PROJECT PERIOD: FROM 10/01/2013 TO 09/30/2016 BUDGET PERIOD: FROM 10/01/2013 TO 09/30/2016	
1A. GRANTEE IRS/VENDOR NO. 946000479		6. AWARD DATE 09/17/2013	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Safe Havens: Supervised Visitation and Safe Exchange Grant Program		10. AMOUNT OF THIS AWARD \$ 400,000	
		11. TOTAL AWARD \$ 400,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTHON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10420 (OVW - Supervised Visitation)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Bea Hanson Acting Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Barbara A. Garcia Director of Health	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/24/13
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCALYFUND C BUD.A ORC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. X A FL 29 00 00 400000		21. FLCW13D003	

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



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SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of DOJ grant funds) are not satisfactorily and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.



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7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OVW). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office on Violence Against Women web site at <http://www.ovw.usdoj.gov/docs/sam-award-term.pdf> (Award condition: Registration with the System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>.
11. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
12. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
13. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (which is defined to include meetings, retreats, seminars, symposiums, trainings, and other events), including the provision of food and/ or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.
14. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
15. The grantee must be in compliance with specifications outlined in the solicitation under which the approved application was submitted. The program solicitation is hereby incorporated by reference into this award.



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16. The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
17. The recipient understands and agrees that grant funds may be frozen if the recipient does not respond in a timely fashion to requests to address OIG audit findings and financial or programmatic monitoring findings.
18. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OVW grant funds, without prior written approval from OVW.
19. The Director of OVW, upon a finding that there has been substantial failure by the recipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the award, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
20. The grantee agrees that if they receive any funding that is duplicative of funding received under this grant, they will notify their OVW grant manager as soon as possible and a Grant Adjustment Notice (GAN) will be issued changing the budget to eliminate the duplication, and the grantee agrees and understands that any duplicative funding will be deobligated from its award and returned to OVW.
21. The grantee agrees to submit semiannual progress reports that describe project activities during the reporting period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 - June 30 and July 1 - December 31 for the duration of the award. Future awards may be withheld if progress reports are delinquent. Grantees are required to submit this information online, through the Grants Management System (GMS), on the semi-annual progress report for the relevant OVW grant programs.
22. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) number of supervised visitation and exchange centers supported by the program; 4) number of supervised visits between parents and children; and 5) number of supervised exchanges between parents and children.
23. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end of the award. The Final Progress Report should be submitted to the Office on Violence Against Women through the Grants Management System with the Report Type indicated as "Final".
24. The recipient agrees that it will submit quarterly financial status reports to OVW on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.



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25. Funds allocated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval by OVW. To request approval, grantees must submit a Program Office Approval Grant Adjustment Notice (GAN) via the Grants Management System (GMS). The grantee must include a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs should be attached to the GAN. The GAN request must be submitted to OVW at least 20 days prior to registering for the event. Approval to attend non-OVW sponsored events will be considered on a case-by-case basis. This prior approval process also applies to requests for the use of OVW-designated technical assistance funds to pay an outside consultant or contractor to develop training.
26. First-time grantees must agree to send key staff members to the OVW grantee orientation seminar. Additionally, if there is a change in the project director/coordinator during the grant period, the grantee agrees, at the earliest opportunity, to send the new project director/coordinator, regardless of prior experience with this or any other federal award, to an OVW grantee orientation seminar.
27. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day or \$81.25 per hour. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds. Although prior approval is not required for consultant rates below these specified amounts, grantees are required to maintain documentation to support all daily or hourly rates.
28. The recipient agrees to submit one copy of all required reports and any other written materials or products that are funded under this project not less than twenty (20) days prior to public release for OVW review and approval. Prior review and approval of all such material is required if project funds are to be used to publish or distribute any written material developed under this award.
29. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. _____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.
30. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.
31. The grantee agrees that grant funds will not support activities that compromise victim safety and recovery, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; pre-trial diversion programs not approved by OVW or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); the placement of perpetrators in anger management programs; or any other activities outlined in the solicitation under which the approved application was submitted.



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32. The grantee agrees to submit for OVW review and approval any anticipated addition of, removal of, or change in collaborating partner agencies or individuals who are signatories of the Memorandum of Understanding, and if applicable, the Internal Memorandum of Agreement.
33. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

(a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and

(b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

34. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office on Violence Against Women web site at: <http://www.ovw.usdoj.gov/docs/ffata-award-term.pdf> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own and/or operate in his or her name).
35. The cost allowed for logistical conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside conference planner) is limited to \$50 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold), not to exceed a cumulative total of \$8,750. For example, if the number of attendees at a conference is 100, the cost allowed for a logistical planner is \$5,000 (\$50 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If it is expected that the conference planning will meet these limitations, no further justification is required. If these limitations are expected to be exceeded, the recipient must justify the costs in writing and those costs must be approved by the Office on Violence Against Women before the recipient proceeds with the logistical planning.



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36. The cost allowed for programmatic conference planning (this is applicable regardless of whether the recipient is planning in-house or is contracting with an outside programmatic conference planner) is limited to \$200 for each attendee (costs of trainers, instructors, presenters and facilitators are to be included as attendees when calculating the planning threshold) not to exceed a cumulative cost total of \$35,000. For example, if the number of attendees at the conference is 100, the cost allowed for a programmatic planner is \$20,000 (\$200 X 100 attendees). Indirect cost rates must be applied to conference planning costs in accordance with negotiated agreements and must be included when calculating the planning thresholds. If these limitations are met, no further justification or approval is required. If it is expected that these limitations will be exceeded, the costs must be justified in writing and approved by the Office on Violence Against Women before the recipient proceeds with the programmatic planning.
37. Recipients must limit the cost of conference space and audio-visual equipment to \$25 per day per attendee, not to exceed a total of \$20,000 for the conference. Indirect cost rates must be applied to conference space and audio-visual equipment costs in accordance with negotiated agreements, and must be included when calculating this threshold. If these limitations are going to be exceeded the recipient must submit a justification, in writing to the Office on Violence Against Women for approval before the recipient enters into any contract for the use of conference space and audio-visual equipment.
38. Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, etc., regardless of whether they include the conference name or logo) must not be purchased with funds made available under this agreement. Basic supplies that are necessary for use during the conference (e.g., pens, paper, name tags) may be purchased.
39. Funds made available under this agreement may not be used for costs of entertainment, including amusement, diversion, social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities).
40. Subject to OVW prior approval, and under limited circumstances, OVW funds may be used to purchase food and/or beverages for meals served during a meeting, conference or training and under very specific circumstances, during refreshment breaks. Refreshment breaks will only be considered where there are unique and extenuating circumstances and require significant justification. OVW may approve the use of funds to purchase food and/or beverages served at a working meal if the recipient can justify that provision of the meal is necessary to accomplish official business and enhance the cost effectiveness of the conference. For example, a meal may be permissible where the conference would need to be extended if the working meal is not provided.

Furthermore, if a meal is approved by OVW, the cost of any individual meal, plus taxes and any hotel service costs (e.g., labor cost for room setup), must not exceed 150 percent of the General Services Administration (GSA) Meals and Incidental Expenses (M&IE) rate for that meal in that locality per attendee. OVW strongly encourages costs to stay at or below 100% of the applicable per diem rate for any meal provided, including any service costs. The current GSA M&IE rate breakdown by meal and by locality can be found at <http://www.gsa.gov/portal/content/101518>. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organizations travel policy.
41. The recipient must complete and submit the Conference and Events Approval Form to OVW for review and approval prior to entering into any contract (with the exception of logistical or programmatic planning contracts) or expending any funds for any meeting, conference, training, or other event.
42. Within 30 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with a completed Conference and Events Reporting Form found at <http://www.ovw.usdoj.gov/receive-grant.html>.



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43. TERMS OF COOPERATIVE AGREEMENT

The Office on Violence Against Women (OVW) has elected to enter into a Cooperative Agreement with the City and County of San Francisco and its project partners to increase available supervised visitation and safe exchange services for victims of domestic violence, child abuse, sexual assault, teen dating violence, and stalking. This decision reflects a strong mutual interest in increasing the safety and well-being of victims and their children during supervised visitations and safe exchanges. The award recipient acknowledges that OVW will play a substantial role in shaping and monitoring the project.

STATEMENT OF FEDERAL INVOLVEMENT

The Office on Violence Against Women (OVW) will:

1. Provide the services of a Federal Program Specialist as a single point of contact for the administration of this cooperative agreement.
2. Monitor program development and implementation, and fulfill an oversight function regarding the project.
3. Review and approve content and format of the materials produced in conjunction with this project.
4. Provide input, re-direct the project as needed, and actively monitor the project by methods including, but not limited to, ongoing contact with the recipient.
5. Approve sites and dates of all project related activities.



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44. TERMS OF COOPERATIVE AGREEMENT

STATEMENT OF RECIPIENT RESPONSIBILITIES

The City and County of San Francisco will work collaboratively, in each step of the planning and implementation phases of the project, with the Rally Family Visitation Services, Las Casas de Las Madres, and the San Francisco Family Courts.

The recipient and its project partners will:

1. Work closely with OVW in the development and implementation of this project.
2. Ensure that a multi-disciplinary team participates in project development and implementation. The multi-disciplinary team should include representatives from the grantee agency, the state or local court, and the domestic violence/sexual assault agency. Representatives will participate in the consulting committee, attend meetings and institutes as designated by OVW, and substantially participate in the planning and implementation of visitation and exchange services as outlined by the grant program.
3. Identify a representative of the grantee agency to serve as project coordinator. This representative will substantially participate in all aspects of the grant project, coordinate development and implementation activities, and attend meetings and institutes as designated by OVW.
4. Work cooperatively and collaboratively with OVW's technical assistance provider(s) for the Supervised Visitation Grant Program, throughout the term of this agreement.
5. Participate in all required programmatic and financial grant management training offered by OVW and/or an OVW-designated technical assistance provider. Training may be conducted in person or by webinar, conference call, or web-based tutorial.
6. Participate in all OVW-funded technical assistance opportunities related to the Supervised Visitation Grant Program, including but not limited to: grantee meetings, on-site technical assistance, and site visits.
7. Ensure that grant funds will be used to support supervised visitation and safe exchange of children by and between parents in situations involving domestic violence, child abuse, sexual assault, or stalking. The grantee may not use grant funds to support individual counseling, family counseling, parent education, support groups or therapeutic supervision. The grantee may not require victims to attend or use parent education or other program services.
8. Ensure that grant funds will not be used to provide offsite or overnight visitation services. Offsite visitation includes, but is not limited to: any monitored visit between a child and a non-custodial parent that occurs outside the premises of the visitation center. Overnight visitation includes, but is not limited to: any monitored visit between a child and a non-custodial parent that occurs outside of the normal operating hours of the visitation center.



Department of Justice
Office on Violence Against Women

**AWARD
CONTINUATIONSHEET
Cooperative Agreement**

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PROJECT NUMBER 2013-FL-AX-K018

AWARD DATE 09/17/2013

SPECIAL CONDITIONS

45. TERMS OF COOPERATIVE AGREEMENT

STATEMENT OF RECIPIENT RESPONSIBILITIES (continued)

9. Develop formal affiliations with organizations that will be able to provide services and consultation to the programs in their work with children and parents. Accordingly, grantees must establish a consulting committee that includes experts in the following fields: child abuse and neglect, mental health, batterer's intervention, law enforcement, child protection services, and advocacy for victims of domestic violence, dating violence, stalking and sexual assault.
10. Develop and implement adequate security measures, including but not limited to: adequate facilities, procedures, and personnel capable of preventing violence, for the operation of supervised visitation programs or safe exchange. Any substantial change or revision to center facilities (including location) and/or policies and protocols must be submitted to OVW for review and approval.
11. Ensure that no fees associated with supervised visitation and safe exchange are charged to families whose receipt of services (including parent and child orientations, supervised visits, and monitored exchanges) is funded by this cooperative agreement.
12. Ensure that the grant project is developed and implemented in a manner that is consistent with the Guiding Principles of the Supervised Visitation Program. The Guiding Principles embody the statutory requirements and objectives of the Supervised Visitation Program. They are intended to guide practice for OVW grantees. The standards and practices included within the Guiding Principles are considered to be good practice when addressing the needs of victims and their children.
13. Agree not to engage in activities which compromise victim safety, including but not limited to: a) Requiring adult victims to participate in mediation or family counseling; b) providing visitation or exchange services which do not account for the safety of adult victims; c) requiring a court order in order to access visitation and/or exchange services; and d) providing custody evaluations or court reports based on subjective information and opinions of center staff and volunteers.
14. Demonstrate that each visitation/exchange center involved in a multi-jurisdictional project meets the statutory and minimum requirements of the Supervised Visitation Program. In addition, each center must operate as a separate facility for a minimum of 20 hours per week.
15. Obtain approval from OVW before implementing any substantial changes to the project, including but not limited to adding or removing a core project partner or changing the location where services are provided.
46. The recipient's budget is pending review and approval. The recipient may obligate, expend and draw down funds for travel related expenses to attend OVW-sponsored technical assistance events up to \$10,000. Remaining funds will not be available for draw down until the Office on Violence Against Women, Grants Financial Management Division has approved the budget and budget narrative, and a Grant Adjustment Notice has been issued removing this special condition. Any obligations or expenditures incurred by the recipient prior to the budget being approved are made at the recipient's own risk.
47. The recipient may not obligate, expend, or draw down any award funds until: (1) the recipient obtains active registration with the System for Award Management (SAM) database, (2) the recipient notifies the program office in writing of its registration, and (3) a Grant Adjustment Notice (GAN) is issued removing this special condition.



Department of Justice

Office on Violence Against Women

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Marnie Shields, Attorney Advisor

Subject: Categorical Exclusion for City and County of San Francisco

The Consolidated and Further Continuing Appropriations Act of 2013 designated funds for a grant program to support families in the justice system, to include purposes described in the Safe Havens: Supervised Visitation and Safe Exchange Program, as authorized by section 1301 of VAWA 2000; and the Courts Training and Improvements Program, as authorized by section 41002 of VAWA 1994. In fiscal year 2013, a portion of funds appropriated for the grant program to support families in the justice system are awarded to state, local, and tribal governments to provide visitation and safe exchange options that account for domestic violence. Those FY 2013 awards will be administered according to the statutory and programmatic requirements of the previously authorized Safe Havens: Supervised Visitation and Safe Exchange Grant Program.

None of the following activities will be conducted under the OVW federal action:

1. New construction.
2. Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain.
3. A renovation which will change the basic prior use of a facility or significantly change its size.
4. Research and technology whose anticipated and future application could be expected to have an effect on the environment.
5. Implementation of a program involving the use of chemicals. Consequently, the subject federal action meets the criteria for a categorical exclusion as contained in paragraph 4.(b) of Appendix D to Part 61 of the Code of Federal Regulations (adopted by OVW at 28 CFR § 0.122(b)).



Department of Justice
Office on Violence Against Women

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Cooperative Agreement

PROJECT NUMBER

2013-FL-AX-K018

PAGE 1 OF 1

This project is supported under 42 U.S.C. 10420 (OVW - Supervised Visitation)

1. STAFF CONTACT (Name & telephone number)

Michelle Dodge
(202) 353-7345

2. PROJECT DIRECTOR (Name, address & telephone number)

Alice Gleghorn
Director
1380 Howard Street
4th Floor
San Francisco, CA 94103
(415) 255-3722

3a. TITLE OF THE PROGRAM

OVW FY 2013 Safe Havens: Supervised Visitation and Safe Exchange Grant Program

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Safe Havens: Supervised Visitation and Safe Exchange Grant Program

5. NAME & ADDRESS OF GRANTEE

City and County of San Francisco
1 Dr. Carlton B Goodlet Place
San Francisco, CA 94102

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2013 TO: 09/30/2016

8. BUDGET PERIOD

FROM: 10/01/2013 TO: 09/30/2016

9. AMOUNT OF AWARD

\$ 400,000

10. DATE OF AWARD

09/17/2013

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Consolidated and Further Continuing Appropriations Act of 2013 designated funds for a grant program to support families in the justice system, to include purposes described in the Safe Havens: Supervised Visitation and Safe Exchange Program, as authorized by section 1301 of VAWA 2000; and the Courts Training and Improvements Program, as authorized by section 41002 of VAWA 1994. In fiscal year 2013, a portion of funds appropriated for the grant program to support families in the justice system are awarded to state, local, and tribal governments to provide visitation and safe exchange options that account for domestic violence. Those FY 2013 awards will be administered according to the statutory and programmatic requirements of the previously authorized Safe Havens: Supervised Visitation and Safe Exchange Grant Program.

City and County of San Francisco and its collaborative partners, Rally Family Visitation Services, Las Casas de Las Madres, and the San Francisco Family Courts will use this 36-month award to strengthen and enhance existing services in San Francisco, California. Funding from this FY 2013 cooperative agreement will

OJP FORM 4000/2 (REV. 4-88)

enable the collaborative to: 1) increase available hours for supervised visitation and monitored exchange services; 2) maintain existing safety features; and 3) provide supervised visitation and monitored exchange services to 100 families each year. The City and County of San Francisco will serve as the fiscal and implementing agency for this project.

CA/NCF

PROJECT NARRATIVE

Purpose of Application

Demographics, Target Communities and Population: The Association of Bay Area Governments (ABAG) reports that the Bay Area is the home of approximately 7 million people who live in nine counties and 101 cities. The Bay Area is also the home of one of the most diverse regions in the country. This grant proposal covers services to be delivered in San Francisco and San Mateo counties. These counties are next to each other. While both of these communities are somewhat different geographically, they both share similar needs related to their diverse population, income, language disparities, and the need for supervised visitation services in cases of domestic violence, sexual assault, dating violence and stalking.

San Francisco is a densely populated city. The 2010 census shows that San Francisco in an area of only 49 square miles had a population of 805,235 residents. Of this population, the ethnic breakdown included 41.8% Caucasian (non-Hispanic) 267,915 (33.9%) Asian, 121,744 (15.4%) Hispanic/Latino, 48,870 (6.3) African American, 4.0% more than one race, .09% Alaskan/American Indian and 05% Native Hawaiian and other Pacific Islanders. Although San Francisco, in 2010, reported a median family income of \$88,266 for Caucasians, it reported a median income of \$57,113 for Asians, \$53,998 for Hispanics and \$31,000 for African Americans. The low-income population faces housing and living costs that are among the highest in the country, second only to New York City. While only 7.6% of the individual population lives below the federal poverty level, 12.7% of families and 32% of single women with children under 18 in San Francisco live below the federal poverty level. ABAG also reports

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that 30% of the Bay Area residents are foreign born. The census data reveals that in San Francisco 38.2% of the total population's primary language is other than English; Chinese (26.6%) and Spanish (11.6%). These families are considered "linguistically isolated".

San Mateo County on the other hand, is a suburban community covering a total 741.01 square miles. San Mateo county census information in 2010 reported a total population of 718,451. Of this population the ethnic breakdown included 41.9% Caucasian (non-Hispanic), 182,502 (25.4) Hispanic/Latino, 178,118 (24.8%) Asian and 24,840 (3.2%) African American, 4.1 more than one race, 1.6 Native Hawaiian and other Pacific Islanders and .09 Alaskan/American Indian. Although San Mateo County data reported a median income for Caucasian of \$93,000, Asians in the county had a higher income than whites with a median income of \$98,150. However Hispanics reported a median income of \$57,144 and African Americans \$51,907. Language disparities are comparable to San Francisco, where 36% of the total population reported speaking other than English as their primary language; Spanish (19%) and Chinese (17%).

The Need for Supervised Visitation: A continuation grant will assist the partners to expand and increase services to the most underserved sections of San Francisco and San Mateo Counties. These counties are next to each other and many families live on the border of both.

According to the California Partnership To End Domestic Violence, approximately 40% of California women experience intimate partner violence in their lifetime. Of those experiencing physical violence, 75% of the victims had children under 18 living at home.

Rally Family Visitation Services (Rally) is the only program of its kind delivering visitation services in three Bay Area counties (Marin, San Francisco and San Mateo). Often, women who

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live in one county are forced, either due to their income or safety concerns, to move to another county while their services and/or court proceedings continue in their home county.

According to the figures released by the San Francisco Family Violence Council latest report (2011), domestic violence cases were on the rise. The Police Department received 7,510 domestic violence calls; an increase of 13% over the past three years. In addition, the District Attorney's Office saw a 10% increase in the number of domestic violence cases, Adult Probation saw a 17% increase in its general supervision cases, the domestic violence crisis lines fielded 47% more calls, and the domestic violence shelters provided 29% more bed nights to survivors. Most significant, was the 202% increase in the number of child support cases flagged with family violence.

On January 13, 2012, Ross Mirkarimi, newly elected Sheriff in San Francisco was charged with domestic violence battery and child endangerment (his son witnessed the abuse). This was a highly publicized case primarily because he initially denied the abuse and provided a statement where he indicated that "this was a private family matter". From January to June of 2012 La Casa de las Madres raised funds to launch a public service campaign through billboards to counteract any misconception that domestic violence is a "private matter". Following the release of the billboards, La Casa experienced an increase in calls to its emergency hotline. While the preceding October-December 2011, the hotline received a total of 1062 calls, between January and March 2012 there were 1346 calls and between April and June 2012 1402 calls. During fiscal year 2011-2012 La Casa experienced a 12% increase in the number of shelter beds and nights used. The Mirkarimi case also brought about several important issues for the court, among those issues was the focus this case had on the child who was present and the effects of violence on children.

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San Mateo County reports approximately 10,000 domestic violence cases per year. Community Overcoming Relationship Abuse (CORA) receives over 8000 crisis calls annually on the 24-hour hotline and through law enforcement referrals. An additional 800 calls are received annually through the Legal Line. Approximately 250 survivors of domestic violence take part in CORA's bilingual support groups per year, the majority of which have children in supervised visitation.

Current Services and Gaps: Overall, the families currently being served by Rally are representative of the Safe Havens target population. They represent a predominately diverse and underserved population. The client population, to be served by this grant, reflects a higher percentage of the low income, underserved, and limited English speaking families, than those reported by the census information. For instance, between 2011-2012, of all the families served by Rally in San Francisco 85% were due to domestic violence, 61% had income under \$20,000, 43% were Hispanic/Latino, 22% Caucasian, 15% Asian, 14% African American and 6% multi-racial. In addition, 49% reported speaking another language other than English as their primary language.

Rally San Mateo service data reflects a similar disconnect from the census data provided above. Ninety percent of the cases served in visitation services are due to domestic violence, 50% of the families have an annual income under \$20,000. Thirty percent are Caucasian, 30% Hispanics, 16% are Asian, 2% African American and 22% report being multi racial.

This data exemplifies that most families who call the police with domestic violence claims in San Francisco, press criminal charges, seek protective orders, go to family court on custody/visitation matters, and/or seek supervised visitation/ monitored exchange services are more likely to come from specific isolated diverse and low- income neighborhoods. Available

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local statistics do not reflect domestic violence statistics related to separated families, or the risks to women leaving their abusive partners, especially when there are children involved. The San Francisco Unified Family Court receives approximately 500 new domestic violence cases per year. San Mateo County on the other hand, reports receiving 602 new domestic violence family law cases in 2012 alone. The number of families referred to visitation and exchange services is about 20%. Anecdotal data from advocates and attorneys indicate that judges are often reluctant to order supervised visitation and exchange services even when the victim or her attorneys asks for it. In addition, for a variety of reasons (including not increasing conflict with the visiting parent), victims choose or are ordered by the court to use traditional exchanges and visitation arrangements, such as in person or at a relative's home, police stations, restaurants or other "public" places. In these instances, the abuser retains a captive audience with the ex-partner and the child(ren). Supervised Visitation and monitored exchanges provide families with a safe environment for contact, while protecting all family members from exposure to conflict and abuse, especially for the at risk parent. Many of those who try traditional arrangements return to court and request supervised visitation or monitored exchanges.

Founded in 1991, Rally Family Visitation services is the only organization that provides safe visitation and exchange services in Marin, San Francisco and San Mateo counties with an extended collaborative that includes adult victims and children services. In 2010-2013 OVW provided funding for Rally to conduct services in San Francisco, at its main location and at two part-time satellite centers. While the number of families served has stayed at about 150 per year (for all funding sources including OVW), the number of visits per family and length of each visit have increased. Rally presently has a waiting list of about 20 families for all of its locations. California Courts have faced major budget cuts in the last two years. Some courts such

as San Francisco and San Mateo counties provide small grants to Rally. However, due to budget cuts, these grants have not increased with the demand in services.

In 2012, Peninsula Family Services of San Mateo that originally started visitation services in San Mateo County decided to discontinue delivering these services. This program was one of the first demonstration grants under the OVW grant program in 2002. Their decision to close services was directly related to lack of funds. The San Mateo Court put out a Request for Proposals for the grant they provide. Rally applied and was given the contract with the expectation that Rally would seek other funding to fully fund program needs. The court grant and other in-kind assistance from various sources, including Rally's parent organization Saint Francis Memorial Hospital, has made it possible to begin services with basic resources. The number of families receiving and in need of services is comparable to San Francisco. The site however, lacks security systems presently available at other Rally facilities. This grant would provide additional resources and provide for a more secure environment, including security staff.

B. What Will Be Done

Integration of Guiding Principles: Rally policies and procedures clearly address the needs of families in cases of sexual assault, domestic violence, dating violence, stalking and child abuse.

Principle I: Equal Regard for the Safety of Children and Adult Victims: Rally's Mission, Goals and Objectives went through a thoughtful process to ensure it is clear that the safety of children and adult victims is a priority for the program. It outlines that the safety of everyone in the program is the most important aspect of the services. The policies and procedures clarify the program's purpose to its staff and define terms to ensure its practices are within the spirit of Rally's mission.

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Rally staggered arrival and departure time traditionally have been applied based on whether parents are visiting or custodial. However, the policies have been reversed for families where safety requires a different approach and/or where parents have not followed the protocol and placed others at risk. Rally provides different entrances and waiting areas for parents. The staff calls the visiting parent if he or she is running late after 5 minutes to ensure the custodial parent can be called and asked to wait before arriving to ensure both parents will not come in contact with one another. Custodial parents can request to arrive early and or stay late if they think that the wait time would allow for more safety. Some parents who are ordered to monitor exchanges request and are allowed to stay onsite if they wish.

Rally's works with local police departments in order to familiarize them with Rally services and understand when and how they may be needed. Understanding that Rally is the only program of its kind, Rally very seldom rejects cases. However, if a case becomes too difficult to handle due to safety concerns, Rally will refuse to provide services. Staff is also authorized to end visits if the safety of the child and/or adult victim is compromised. Ongoing violation of security guidelines are grounds for termination. The program policies and procedures outline and parents are informed of the protocols related to confidentiality, especially as it relates to personal information gathered by the program.

Principle II: Value Multiculturalism and Diversity: Rally's cultural competency policy outlines clear understanding for the respect for individual and cultural diversity. It provides an understanding for the diversity of our client population including race, ethnicity, sexual orientation, gender, language, age, socio-economic status, disability, immigration status, or religious affiliation factors. Rally's administrative and direct service staff, as well as interns, reflects this diversity and languages spoken. Presently, the breakdown for staff is: 45% Latino,

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20% Chinese, 14% bi-racial, 7% Caucasian, 7% African American and 7% African native. The breakdown for interns is 28% African American, 28% Latino, 28% Asian and 16% Caucasian. Staff is usually recruited from the intern pool. Languages spoken at Rally are: Spanish, Chinese (Cantonese and Mandarin), Vietnamese, Burmese, Arabic and Tigrinya (language of Eritrea, Africa). In addition, 3 members of the staff identify as gay. The policies reflect a flexibility that ensures parents can communicate in the language of their choice as long as there is staff that understands such language to ensure everyone's safety. Parents are encouraged to include other cultural practices as food, music and religious traditions as part of their visits.

Rally provides ongoing training on cultural competence and all second language staff is required to be tested every three years to ensure proficiency in the language they have indicated to be proficient in. Rally's affiliation with Saint Francis Hospital provides for interpretation resources for all other languages that may not be available through the program. Rally's policy however, is to have enough staff in needed language to ensure they can communicate directly with parents.

The center visitation hours and sites account for parent's transportation, work schedules, cultural activities (such as religious practices) and children's activities. Therefore, while there are set time for visitation services, Rally staff will work with parents to accommodate visits and exchanges outside the regular visitation times.

Principle III: Incorporating and Understanding of Domestic Violence into Center Services: The safety and security guidelines include a focus on the dynamics of domestic violence and child abuse and the consideration of the welfare of everyone at all stages in the visitation process. Further, it outlines how risk assessment becomes an ongoing process throughout the entire time services are being provided, not just during visits. The policies emphasize the importance of

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checking in with adult victims and children regarding their safety, in between visits. It further directs the staff to understand the difference between “high conflict” and “domestic violence” cases. Further, specific to domestic violence, the policy focuses on the importance of understanding the link between domestic violence and visitation services, as well as how it may impact the safety of adult victims and children and providing referrals when requested. In addition, Rally changed its policy to no longer limit the amount of time a family can receive services. The length of time for services is based on the safety needs of each family.

Rally believes that context is everything. Staff training focuses on how battering behavior may be evident during visits and how victims may continue to experience violence through the batterer’s communication with the children. Service guidelines are very specific about conversations that may require children to provide information about the other parent and or to speak negatively about the other parent. Victims are encouraged to let the staff know when they may feel unsafe due to the other parent not following safety guidelines. Security escorts are available to walk parents to their car or bus stop.

Documentation practices are primarily based on the reason the case was referred for visitation. Therefore, with the domestic violence focus, documentation will ensure that staff documents those behaviors that are related to the history of violence. The documentation only includes fact-based observations during the visits. All critical incidents are documented and Rally does not provide any recommendations in its documentations. Documentation is reviewed by a lead staff member before being sent to the court to ensure staff follows protocols during the visits and only documents observable behavior during the visits.

Principle IV: Respectful Fair Interaction: Rally’s policy for this principle is rooted in Principle II above of treating everyone with respect. It further outlines that everyone should be treated

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respectfully and equally (not the same), ensuring that neutrality is not perceived as being neutral to violence and providing services in an unbiased manner while respecting individual and cultural differences. Rally staff receives training in understanding of the many concerns and difficulties that parents bring to the visitation center. This begins during intake, when parents are given the time and space to talk about the challenges they face in their lives. Based on the population served through Rally, parents are often unemployed, homeless, trying to overcome substance abuse; and other issues that may affect their behavior while using the visitation center.

Principle V: Community Collaboration: Rally would not have been able to operate its services, if it wasn't for the numerous collaborations in the community. The center's collaboration with partners offering services that are needed by the families being served is necessary to ensure the success of visitation services. In addition to the partners under this grant, the visitation staff maintains a referral service directory, compiled by Rally based on the needs of parents who receive services. Referrals are made after a parent has been asked to sign a release form to ensure that the parent authorizes the center for the referral and/or sharing of information. Parents are also given information of other services that they can contact when they are ready to do so.

Principle VI: Advocacy for Children and Adult Victims: Rally's primary goal around community collaborations has been to ensure that visitation services are integrated into the continuum of services in the field of domestic violence. Rally staff participates in the San Francisco Domestic Violence Council meetings. The Council's main focus is to provide awareness to City officials about Child abuse, domestic violence and Elder abuse. Its membership includes non-profit and governmental agencies focusing on these three areas. Rally is a member and active participant of the State Partnership to End Domestic Violence's Bay Area Public Policy and Judicial Committees. Both committees include domestic violence advocates and legal experts in family

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law. At the present, the committee is working on a review of court practices related to domestic violence. This is also the best place to identify community resources, especially as it relates to legal advocacy and assistance. These collaborations have also enhanced Rally's ability to share information on the role of visitation services and gather feed-back from others regarding how services could best help survivors and their children.

This Continuation grant will assist to continue to meet the gaps outlined above. The proposal is to help two communities in the San Francisco Bay Area: San Francisco and San Mateo counties to continue to provide and expand visitation and safe exchange options to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking by providing the additional the necessary resources to run three centers at a minimum of 20 hours each.

San Francisco County – Rally will continue to provide services throughout its present primary location and one satellite facility. Rally-San Francisco is open for business Tuesday-Sunday. Both locations will be open for services Thursdays 5-8 p.m., Friday 5-8 p.m., Saturday 8:30-5 p.m., and Sunday 10:30-7 p.m. for a total of a minimum of 22 hours during the week. Under this grant the San Francisco sites will serve approximately 50-60 unduplicated families with a history of domestic violence per year or about 1300 hours of services per year. This translates to approximately 50-60% of the total number of families served by the San Francisco facilities.

San Mateo County – This facility is presently open Monday-Friday 12-8 p.m. Saturday 8:30-5 p.m. and Sunday 10:30-7 p.m. The grant will provide additional direct service staffing needed as well as add security systems and staff. Rally will provide supervised visitation and exchange services to about 50-60 unduplicated families per year or approximately 1300 hours of

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services under the grant. This translates to about 50-60% of the total number of families served at this facility.

A total of 2600 hours of services per year will be delivered under the grant; serving between 100-120 unduplicated families per year. The number of families served will depend on the number of hours provided to each family.

Minimum Standards: Rally Family visitation services staff is required to receive training in domestic violence, cultural competence, child abuse and other related subjects. The majority of the staff has attended the 40-hours state requirement for advocates. Rally has developed additional guidelines with a focus on the dynamics of domestic violence. Staff is trained is trained on how domestic violence behaviors may be demonstrated during visits, including awareness of the significance of a non-custodial parent's requests for information from children about the other parent's whereabouts or contact information.

Rally fees to parents are based on a sliding scale based on the income of each family member and it is assigned according to the court order. Rally works with these parents to ensure that the fee will not become an obstacle to receive services. **No fees will be charged to families for services covered under this grant.**

Rally provides enough staff for services to ensure that security is provided for everyone. The procedures are outlined in program guidelines and its policies and procedures. The centers' design ensure that entrances and exits, as well as proximity provide enough privacy for parents to have enough distance to ensure physical, auditory and visual separation.

The standards by which supervised and safe visitation exchange occurs at Rally are primarily based on ensuring safety for everyone. The organizational purpose states: "The welfare of everyone participating in our program is the primary consideration at all stages of the

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visitation and exchange process.” This means that every part of the delivery service process ensures an environment where children, parents and staff are free of threats of violence and harm.

The court asks parents to prepare a domestic violence screening form. This allows Rally to determine an initial level of security needed by the family. With the focus on children’s safety, an orientation to supervised visits is conducted for children over 4 years of age to ensure rapport building, child-mastery of the environment and interactions that focus on decreasing or minimizing fears and anxieties. Children are given the opportunity to ask questions and receive developmentally age-appropriate explanations. Children and staff may mutually agree upon a non-verbal sign (e.g., tug on the ear) or verbal statement (e.g., "I need to use the restroom.") to communicate discomfort during visitation. Children participating in monitored exchange services are encouraged to attend a similar orientation, but custodial parents may decline if there is no reported concern for the children’s welfare. While these orientations are primarily required for children over 4 years of age, orientations are strongly encouraged for toddlers, preschoolers, and early school age children who may exhibit anxiety without their primary caregiver’s presence.

In addition to staggered arrival/departure times for parents and separate entrances, all parents are informed that security escorts are available at all Rally facilities and within a 5-block radius for any client who perceives a personal risk or risk to children or when a critical incident occurs. At the main hospital facility, parents or Rally staff may call for a security escort.

The security policies and procedures give specific directives on what constitutes a critical incident, as well as when internal security must be called and/or when police intervention is required. For instance, if a parent reports an altercation with the other parent outside the facility during service hours, Rally will notify security personnel and assist a parent in contacting the

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police to file a report for violation of a protective order, if appropriate. Parents are warned that their services may be terminated if their adverse behavior continues to jeopardize the safety of children and/or the other parent.

Gaps in Services: The OVW grant has been a great source of financial support for supervised visitation services in San Francisco. These funds do not exist in San Mateo County at this time. Without the OVW funds, Rally would not be able to deliver the services it delivers today. This grant will cover approximately 50-60 percent of the domestic violence cases at three different sites. Most of these families, as outlined above, will be ethnically diverse and low income. For most of these families, if these visitation services are not available, they will opt for less secure environments to conduct visits and/or exchanges.

Under this grant, Rally will serve 100-120 unduplicated families per year and/or provide 2600 hours of services per year to these families at **three** separate sites in San Francisco and San Mateo Counties. Each operated for a minimum of 20 hours. The number of families served will depend on the number of hours of services provided to each family.

In addition, La Casa and CORA, our domestic violence partners will work closely with the visitation center in both counties to provide specific tailored services that will address supervised visitation concerns. Rally has found that women with a history of domestic violence already in visitation services could be served well by discussing and or seeking help around their visitation services from a domestic violence advocate. Specifically tailored visitation services will be available at La Casa and Cora if victims wish to participate.

Safety Needs of Victims of Domestic Violence: Supervised visitation is probably the most secure service for visitation in domestic violence cases. Many victims, primarily women, exhibit trauma while participating in these services. Most of the time, they are afraid of what could

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happen if they would run into the other parent, they are afraid that the service may switch to exchanges or unsupervised visitation as they know how the children feel about the other parent, as well as how they would react to an unsupervised environment with a person they fear. They are mostly afraid of losing their children in custody cases. So, they do everything possible to comply with the visitation order to ensure that will work in their favor. In the process, they may act out their fear and anger toward the other parent.

Courts continue to order exchanges in these cases primarily based on evidence presented in court indicating that the children were not abused by the batterer. However, once referred to visitation, both children and victims expressed their misgiving about unsupervised visits (exchanges) because they fear that the visiting parent's previous behavior may be repeated outside the center. Rally's experience is that often children come back from an exchange telling stories of parents leaving them alone, using drugs, witnessing violence of another spouse/partners and/or experiencing excessive discipline from that parent.

Barriers to Accessing Visitation Services: Most of the families served by Rally are low income, not represented by attorneys and are linguistically isolated. These families have to overcome many personal and institutional obstacles before they reach Rally services. Rally services are tailored to serve the most marginalized population in visitation services. The funds under this grant will target this population and no fees will be charged for services provided to families served under this grant. In addition, Rally insures that programs in the community serving families who may not have gone or want to go to court understand that the services are available to them without a court order.

2013-1016 Goals Objectives and Activities: The continuation grant will allow the partners to continue to provide safety to domestic violence survivors and their children by providing these services at three sites in two counties. The parents are committed to the following goals:

Goal 1- Increase supervised visitation and monitored exchange services in cases of domestic violence, sexual assault, child abuse, dating violence or stalking in two counties. **Goal 2 -** Fully implement services and safety measures at all centers. **Goal 3 –** Continue on-going review of safety policies and protocols at all facilities to ensure the safety of children and at risk parents. **Goal 4-** Provide supervised visitation and monitored exchange services to 100 unduplicated families or 2600 hours of services per year to families with a history of domestic violence, sexual assault, dating violence, child abuse, or stalking. **Goal 5-** Ensure the long-term viability of the services and their integration into the Bay Area domestic violence continuum of services.

2013-1016 Timeline and Measurable Objectives:

Year One -1) Fully establish the expansion of services in both counties; 2) Fully establish standard protocols for centers follow the OVW principles. 3) Establish security systems and hire security staff for the San Mateo County facility; 4) Train staff as needed; 3) Start development of a sustainability plan. Year Two - 1) As appropriate, monitor and revise policies and procedures to ensure maximum safety for parents at risk and their children; 2) Develop strong community relationships to integrate visitation services in the domestic violence continuum of services in both communities. 3) Complete a sustainability plan. Year Three- 1) All facilities are fully operational and providing all services; 2) Monitor effectiveness and adjust strategy as necessary; 3) Continue to develop community partnerships; 4) Sustainability plan is implemented.

Tasks and Activities of each Collaborating Partner: Under the oversight and coordination of the San Francisco Department of Public Health, the partners will work together to ensure all

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goals are met to deliver safe visitation services and monitored exchanges to the target population. The courts and other service providers will make referrals to the visitation centers. Some of these sources send the referrals directly to the center and the center will call parents to set-up intake/orientation appointments. Other sources will provide the parents with the court order and the contact information to the center and have the parents contact the center directly to set up an appointment for an intake/orientation. La Casa de Las Madres and Community Overcoming Relationship Abuse (CORA) will develop and begin to provide specific services and groups for children and mothers who want to and/or are receiving supervised visitation services. This has never been provided before. La Casa will provide training to Rally staff as needed. Rally will provide supervised visitation and monitored exchange services to the families. The Child Abuse Prevention Center, SafeStart Initiative, will accept referrals for parents (visiting or custodial) and for children exposed to violence and will provide training to Rally staff as needed. All partners will also refer Families to Rally in need of Supervised Visitation who may not have a court order.

C. Who will Implement the Continuation Project:

The City and County of San Francisco Department of Public Health (DPH) is the largest department in the City and County of San Francisco with the largest City department. DPH's mission is to ensure the health and well being for all San Franciscans. In this role, DPH works with other city departments and community partners to ensure it addresses the public health needs in the entire county. Domestic Violence has been identified as a public health problem in San Francisco. A recent citywide strategic plan includes violence prevention as one of three goals to be addressed during the next five years. The department has assigned a program supervisor, Alice Gleghorn, who is experienced in program planning and coordination and who

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will be responsible for the overall coordination of the project, including, 1) Being the point of contact with OVW and technical assistance providers; 2) Convening consulting committee meetings; 3) Coordinating site visits and on-site technical assistance; 4) Participating in OVW meetings and trainings; 5) Ensuring that the project is in compliance with the statutory minimum requirements of the Supervised Visitation Grant Program; and 6) Completing any other tasks needed to ensure the success of the continuation project.

La Casa de las Madres is San Francisco's oldest and largest anti-domestic violence service provider. Founded in 1976 as California's first shelter dedicated to women and children escaping domestic violence, today La Casa remains a community leader. Through emergency residential and community-based support services, from crime scene response to ongoing counseling, legal assistance, and strength-based case management, La Casa serves more than 2,000 survivors and their children and siblings each year. La Casa responds to 5,000 24-hour hotline calls and provides issue education and training to an additional 10,000 community members. Their services, delivered through strength-based, client-driven empowerment models, prioritize victim safety and give survivors the tools to transform their lives. La Casa will assign a staff to provide specialized services to women ordered to visitation services in San Francisco.

Community Overcoming Relationship Abuse (CORA) started in 1977 as Casa de San Mateo with the county's only emergency shelter and transitional house for battered women & their children. In its 35th year as the only agency in San Mateo County solely dedicated to helping those in the community affected by domestic violence. Today, CORA serves more than 10,000 individuals each year using trauma-informed practices. Programs and services include: housing and shelter; 24-hour bilingual hotline; mental health and social support services; systems

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advocacy and case management. CORA will assign a staff member who will provide specialized services to women ordered to visitation services in San Mateo County.

Rally Family Visitation Services of Saint Francis Memorial Hospital has been providing supervised visitation and monitored exchange services to families in San Francisco since 1991. In 1997, Rally became a community program of Saint Francis Memorial Hospital. This relationship has provided the program with the capacity to continue to provide supervised visitation services for over 20 years. Each year, the program provides over 3000 hours of visitation and exchange service to families in the San Francisco Bay Area. Rally's staff will be responsible for coordination and delivery of services supervised visitation and exchange program operations throughout all facilities.

San Francisco and San Mateo Family Courts (SFUFC) - The Family Courts determine and make referrals on cases with domestic violence history to visitation services. Referrals to Rally can be made by the court following mediation or by court order at a hearing. The court forwards the referral to Rally outlining as much information available to the court to ensure that the program conducts the necessary risk assessment.

San Francisco Child Abuse Prevention Center - SafeStart Initiative. The SafeStart Initiative (SafeStart) is a collaboration convened in 1999 to plan what has become a public/private partnership effort to reduce the incidence and impact of violence on San Francisco's children, from birth to six years old. The SafeStart Initiative will provide expert input regarding the effects of violence on young children from birth to age six and will accept direct referrals to provide services to families with young children exposed to domestic violence.

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee:
 - An ordinance, resolution, motion, or charter amendment.
- 2. Request for next printed agenda without reference to Committee.
- 3. Request for hearing on a subject matter at Committee:
 - 4. Request for letter beginning "Supervisor"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Request for Closed Session (attach written motion).
- 10. Board to Sit as A Committee of the Whole.
- 11. Question(s) submitted for Mayoral Appearance before the BOS on

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Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

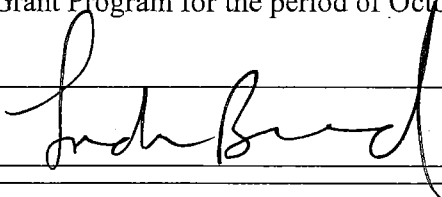
Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.

Sponsor(s):

Subject:

The text is listed below or attached:

Resolution authorizing the San Francisco Department of Public Health to retroactively accept and expend a grant in the amount of \$133,333 from Department of Justice, Office of Violence Against Women to participate in a program entitled Safe Havens: Supervised Visitation and Safe Exchange Grant Program for the period of October 1, 2013, through September 30, 2014, waiving indirect costs.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

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