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## AGENDA COVER MEMO

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AGENDA DATE: March 19, 2003  
TO: Board of County Commissioners  
DEPARTMENT: Health & Human Services  
PRESENTED BY: Rob Rockstroh



AGENDA TITLE: IN THE MATTER OF RATIFYING THE COUNTY ADMINSTRATOR'S DECISION TO SIGN THE GRANT APPLICATION TO THE U.S. DEPT. OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, OFFICE ON VIOLENCE AGAINST WOMEN, FOR THE SAFE HAVENS PROGRAM IN THE AMOUNT OF \$349,811.

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### I. MOTION

TO RATIFY THE COUNTY ADMINSTRATOR'S DECISION TO SIGN THE GRANT APPLICATION TO THE U.S. DEPT. OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, OFFICE ON VIOLENCE AGAINST WOMEN, FOR THE SAFE HAVENS PROGRAM IN THE AMOUNT OF \$349,811.

### II. ISSUE OR PROBLEM

A grant application was made to the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office on Violence Against Women (VAWO), in the amount of \$349,811 for the Safe Havens Program. Due to an emergency situation, the County Administrator signed the grant application prior to the Board delegating signature authority.

### III. DISCUSSION

#### A. Background / Analysis

A Request for Proposals (RFP) was released by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office on Violence Against Women (VAWO), to solicit responses for funding of the Safe Havens Program which provides an opportunity for communities to support the supervised visitation and

safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking.

LCOG, in partnership with Lane County Legal Aid's Kids First Safe Alternatives Center, developed a proposal to respond to this RFP. Kids First was developed by Lane County Legal Aid to provide safe, appropriate supervision of visitation and exchange for situations involving domestic violence. Kids First is the only provider of these services in Lane County and maintains a waiting list of 10-20 families and only provides services in the Eugene/Springfield area. The program proposes increasing the number of families served; adding services outside the Eugene/Springfield area; and providing services to traditionally under-served populations including Latino families, Native American/Indian families, teen parents, women in the criminal justice system and children of sex offenders. The program also proposes increasing security at the Eugene/Springfield site and adding three rural satellite centers. The program also proposes to fund evaluation, which will study the impact of services on short and long-term safety and generate direction for further research. The evaluation will be done by staff of the University of Oregon's Marriage and Family Therapy program.

Of the application amount, \$17,360 would remain with Lane County for project administration. The remaining \$332,451 will be distributed to Lane County agencies for service provision and evaluation. A detailed budget is included in the grant application. Although the grant application lists the names of contractors providing services, Health & Human Services staff will assure competitive selection is done per State of Oregon contract law.

The following questions address agenda cover memo requirements of the Lane Manual.

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?

There is no match required for this grant application.

2. Will the grant require expenditures for material and services or capital, not fully paid for by the grant?

No. Only a small amount of money for grant administration is being retained by Lane County, the remainder will be subcontracted out for services.

3. Will the grant funds be fully-expended before county funds need to be spent?

Yes. There are no County funds needing to be spent for this project.

4. How will the administrative work of the grant be covered if the grant funds don't cover it?

Administrative costs are covered by the grant.

5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

Yes, stakeholders have been informed. The RFP requires a sustainability plan as part of the application. Kids First will continue to seek ongoing funding, through newly created domestic and sexual violence funding streams, and will develop self-sustaining activities such as the development and publishing of the manuals developed by this grant.

6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?

If funded, Lane County will be required to cooperate with DOJ on officially sponsored evaluation initiatives. In addition, the County will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports, and a single organization-wide audit.

7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and is it an appropriate cost incurred by support service departments?

The grant allows for indirect costs.

8. Are there any restrictions against applying the county full cost indirect charge?

No.

9. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions or indemnity obligations?

There are supplanting prohibitions as part of this application. As the application is for the expansion of a current service, these funds are not supplanting other funds.

The grant award requested, \$349,811, exceeds the county administrator's delegated authority to sign (Lane Manual 21.137). Therefore, this order requests the Board to ratify the County Administrator's decision to sign the emergency grant application.

**B. Alternatives / Options**

1. To accept the motion and ratify the County Administrator's decision to sign the grant application for the Safe Havens Program.
2. Not to accept the motion. This would result in loss of opportunity to receive \$349,811 to provide an opportunity for communities to support the supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking.

**C. Recommendation**

To approve number one above.

**D. Timing**

The grant application has already been submitted. If Lane County is selected to receive funding, Health & Human Services will return to the Board with an order to accept the funding.

**IV. IMPLEMENTATION**

Same as timing above.

**V. ATTACHMENTS**

Board Order  
Attachment A – Safe Havens Application

THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

**RESOLUTION AND ORDER:** ) IN THE MATTER OF RATIFYING THE COUNTY  
 ) ADMINISTRATOR'S DECISION TO SIGN A GRANT APPLICATION  
 ) TO THE U.S. DEPT. OF JUSTICE, OFFICE OF JUSTICE  
 ) PROGRAMS, OFFICE ON VIOLENCE AGAINST WOMEN, FOR THE  
 ) SAFE HAVENS PROGRAM IN THE AMOUNT OF \$349,811.

WHEREAS, the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office on Violence Against Women (VAWO), has released a request for grant proposals for the Safe Havens Program which provides an opportunity for communities to support the supervised visitation and safe exchange of children, by and between parents, in situations involving domestic violence, child abuse, sexual assault, or stalking; and

WHEREAS, a proposal in response to this request was developed by Lane Council of Governments (LCOG); and

WHEREAS, LCOG was informed the day the grant was due that they were ineligible to apply for funding; and

WHEREAS, these emergency circumstances resulted in LCOG requesting the County Administrator sign the application and the application be submitted by Lane County; and

WHEREAS, if the grant application is approved, the Board will have the opportunity to review the grant documents as part of the grant acceptance process.

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners ratify the County Administrator's decision to sign the grant application to the U.S. Dept. of Justice, Office of Justice Programs, Office on Violence Against Women, for the Safe Havens Program in the amount of \$349,811.

DATED this \_\_\_\_\_ day of March, 2003

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Peter Sorenson, Chair  
BOARD OF COUNTY COMMISSIONERS

APPROVED AS TO FORM

Date 3-11-03 lane county

  
OFFICE OF LEGAL COUNSEL

**ATTACHMENT A  
GRANT APPLICATION**

**Lane County Safe Havens Application  
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## **BUDGET DETAIL**

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### **Memorandum of Understanding**

### **Letter of Non-Supplanting**

### **Position Descriptions**

Program Director

Intake Coordinator

Volunteer Program Coordinator

Office Manager

### **Resumes**

Jeffrey Todahl, Evaluator

### **Letter of Non-Supplanting**

### **Indirect Cost Rate Agreement**



**Abstract:** Lane County seeks funding to create the Lane County Safe Havens project. In this application Lane County represents a collaborative of local domestic violence and sexual assault providers, local courts, parole and probation, Lane County Legal Aid and its Kids First Safe Alternatives Center, and the University of Oregon Marriage and Family Therapy program. Kids First was created to provide safe, appropriate supervision of visitation and exchange for situations involving domestic violence. It is the only provider of these services in a county the size of Connecticut with 323,000 residents. Because of staffing limitations, Kids First maintains a wait list of 10-20 families. It is critical that the program's capacity be increased so that individuals in danger due to domestic violence can be offered safe visitation and exchange services when they most need them. Safe Havens funding would make this possible.

Currently, Kids First is able to provide services only in the Eugene/ Springfield area, which leaves 100,000 individuals without access to safe visitation and exchange services. The program collaborates with local providers to serve traditionally under-served populations, including Latino families, teen parents, and women in the criminal justice system. Additional collaborations in this project will include specialized outreach to parents and children who are Native American/Indian, and services for the at-risk children of sex offenders. Funding will increase security measures on site, and allow for the creation of three rural satellite centers. Finally, funding will support the Kids First program evaluation, which will study the impact of services on safety, short and long term, as well as generate directions for further research. We expect the research will show the effectiveness of this type of intervention, motivating local government and foundation funders to sustain these efforts over the long term.

**I. Need for the Project. Problem** – Domestic violence and child exposure to intimate partner violence is a significant problem in Lane County. According to 1998 Lane County survey data, 32% of female respondents reported being a victim of domestic violence during their lifetime. The *Oregon Domestic Violence Needs Assessment* (1998) estimated that 1 of every 6 Oregon children have witnessed domestic violence. Two-thirds saw or heard the abuse at least once per month. The National Research Council estimated that, of those children living in battering environments, 30-60% are directly abused. In Lane County in 2001, approximately 1,400 children were involved in restraining orders that included custody or visitation considerations. Moreover, the *Needs Assessment* found that 4 of 7 Oregon regions, including Lane County, identified visitation as one of the "top three services *not available but needed*" for children who witness domestic violence.

As is widely established, the period of time following separation from an abusive partner is particularly dangerous. Separation violence increases the risk to mothers and children alike. Oregon statutes and Lane County protocol prioritize safety of the child when determining visitation arrangements yet often significantly under-rate risk for adult survivors. Our county does not have a systematic screening process among the judiciary to identify domestic abuse and assess degree of risk to children and/or adult victims. Consequently, assaultive partners are frequently granted unsupervised access to their children, placing children and adult victims in direct contact when risk is particularly high. Supervised visitation and exchange services and improved screening and referral protocols are effective strategies to reduce risk for victims.

Lane County, Oregon is 4,610 square miles with 322,959 people. It stretches from the Pacific Ocean to the Cascade Mountains. About 60% of the people live in Eugene-Springfield, the second largest urban area in the state, 30% live in unincorporated areas scattered around the

County, and 10% live in small cities. In a county the size of Connecticut, Kids First Safe Alternatives Center is the only provider of supervised visitation and exchange services tailored to child and adult victims of domestic violence. Since July of 2000, Kids First has operated at its full capacity, has continuously maintained a wait list of 10-20 families, and has provided the majority of services to community members in the immediate Eugene-Springfield area. The 100,000 citizens in Lane County's vast rural regions do not have access to supervised visitation and exchange. Services tailored to meet the needs of other traditionally under-served groups, including Latino and mono-lingual Spanish-speaking individuals, Native American/Indian parents and children, teen parents, and women in the criminal justice system do not exist. Further, accessibility to existing adjunctive services (e.g., counseling, transportation, language translation) is also all but non-existent. Currently Kids First services are limited to children exposed to domestic violence; without additional funding, Kids First is not able to provide the level of case management required for the at-risk children of sex offenders. Kids First is also not able to meet the needs of survivors of sexual assault and stalking, both of which result in similar safety concerns for adults and children alike. Finally, although visitation and exchange centers are growing throughout Oregon, no statewide planning, resource sharing or collaboration exists among service providers.

Target Population – The primary target population of Kids First is the children and adult victims of domestic violence and sexual assault who are court-mandated to supervised visitation and exchange services. Domestic violence cuts across all cultural, class, ethnic and racial lines. Lane County's population is 90.6% white, 0.8% African American, 1.1% American Indian/Alaskan Native, 2.0% Asian, 0.2% Native Hawaiian, and 4.6% Hispanic or Latino (U.S. Census, 2000). Twenty-two percent of Lane County residents are children under eighteen.

Benefit to Communities – This project will encompass all of Lane County. In addition to the current site in Eugene-Springfield (population 190,757), we will open satellite centers in at least three of the largest rural communities – Cottage Grove (8,445), Oakridge (3,148), and Florence (7,263). Many families previously unserved will have access to Kids First services.

Related Federal Projects: – Kids First Safe Alternatives Center coordinates with and complements the active federal efforts described below. Safe Havens funding would further strengthen existing collaboration with all of these projects.

1. Legal Assistance for Victims Grant Program # 1998-WL-VX-0044; U.S. DOJ/OJP/Office on Violence Against Women, \$1,081,200 over six years. The Stop Violence Against Women Project provides civil legal services to victims of domestic violence, sexual assault, and stalking. The project's administrator is a member of the Kids First Steering Committee. Cross-referrals are frequent. Both projects are administered by Lane County Legal Aid Service.

2. Rural Domestic Violence and Child Victimization Enforcement Project #2002-X1044-OR-WR; U.S. DOJ Office on Violence Against Women, \$399,963 over two years. Designed to enhance victim safety in rural areas. Outreach workers suggest Kids First as one of the tools for enhancing victim and child safety.

3. Building Safe Families Project, Edward G. Byrne Memorial Fund, \$165,000 over a 3-year period. Provides services for children who have witnessed domestic violence and their parents/caregivers. This project is a potential resource for Kids First clients.

4. Family Violence Response Initiative, DOJ/VAWA, \$350,000 per year for three years. A Greenbook initiative demonstration site, FVRI is a partnership addressing the need for integrated systems to address domestic violence, including child protective services, the courts, and community domestic violence service providers.

5. Grants to encourage Arrest Policies and Enforcement of Protection Orders; pending application, DOJ/VAWA, up to \$250,000/year for 2 years. The Victim Safety Through Intensive Supervision Project would provide intensive supervision for domestic violence offenders and monitoring of release agreements of domestic violence offense defendants. The project would refer appropriate clients to Kids First. It is anticipated that Kids First and the project would share some clients; releases of information would allow communication and close coordination.

STOP and Byrne Programs – The Lane County Safe Havens project fits well within Oregon's STOP Violence Against Women Implementation plan and Byrne Formula Grant Statewide Strategy. Currently, Byrne funds comprise approximately 70% of Kids First funding. Its objectives directly address Byrne authorized purpose area 27 (enforcing child abuse and neglect, including laws protecting against child sexual abuse, and promoting programs designed to prevent child abuse and neglect). VAWA funding would enhance Kids First's ability to address the sexual assault component of that area. In addition, VAWA funds would enable Kids First to better address VAWA purpose areas 5 (developing, enlarging, or strengthening victim services programs, including sexual assault and domestic violence programs; developing or improving delivery of victim services to racial, cultural, ethnic, and language minorities ...) and 6 (developing, enlarging, or strengthening programs addressing stalking).

**II. What Will Be Done.** The Lane County Safe Havens project will provide safe, accessible, culturally-specific and culturally competent supervised visitation and exchange services for children and adults at risk from domestic violence, sexual assault, and stalking. This project will accomplishing the goals and objectives outlined below, incorporating and expanding upon the goals and objectives of Kids First Safe Alternatives Center.

Goals	Objectives
<b><i>Goal I – Expand and enhance services</i></b>	
	Ia. Increase and enhance supervised visitation and exchange services to children and parents at risk from domestic violence, sexual assault, or stalking.
<b><i>Goal II – Improve access to under-served populations in Lane County.</i></b>	
	Ila. Improve access to these services by rural residents of Lane County by planning and opening three satellite centers in rural areas, using local resources and local volunteers.
	Ilb. Improve access to these services by teen parents by partnering with local service providers with expertise in this area.
	Ilc. Improve access to Latino/Latina parents, particularly mono-lingual Spanish speaking parents, by enhancing the existing partnership with Centro LatinoAmericano, the primary service provider to these clients and an existing partner of Kids First, as well as ensuring representation among volunteers and on the steering committee of Kids First.
	Ild. Improve access to Native American/Indian parents and children through a partnership with the Natives Program, a Title VII education program serving parents and children in all metro and many rural schools in Lane County.
	Ile. Improve services to women involved in the criminal justice system who are survivors of domestic violence, sexual assault, or stalking, by ensuring that the unique needs of these women and their children are considered in program development and access to resources.
<b><i>Goal III – Improve collaboration.</i></b>	
	IIIa. Improve collaboration with local courts, community corrections services, and law enforcement, through partnerships designed to ensure appropriate communications and referral protocols, security protocol review, and ongoing communication among partners.
	IIIb. Initiate state-wide communication and collaboration with other providers of these specialized services.
	IIIc. Conduct a needs assessment for potential technical assistance to these providers.
<b><i>Goal IV – Continue program evaluation efforts.</i></b>	
	IVa. Continue and expand upon the goals of the multi-phased program evaluation and research initiative.

Referrals – The program will continue to receive most of its referrals directly from the courts. Additional referrals will come from other project partners including law enforcement and community corrections, victim service agencies, batterer intervention and sex offender treatment programs, providers of specialized services to traditionally underserved populations, and other family and community resource providers. Most clients served by this project will be those parents who have received restraining orders which include the requirement of supervised visitation or monitored exchange. In other cases, the need for supervision may come later in the legal process, perhaps after a disclosure of child sexual abuse (which will often occur only after the child has been in a safe environment for some period of time), in the course of a modification of custody or visitation, after the release of a parent from prison or jail, or in other circumstances.

Services Currently Offered – Kids First Safe Alternatives Center is the only supervised visitation and safe exchange center in Lane County. It was created specifically to address the needs of parents and children in domestic violence situations. It has never operated on a traditional child protective services model and does not provide services to families involved in the child welfare system where the children are in foster or substitute care. Currently, the program provides on-site supervised visitation in Eugene and has begun to offer limited exchange services. The program was developed in early 2000 by a multi-disciplinary team of community professionals with interest and expertise on the issues of domestic violence, sexual assault, and stalking. It was designed specifically to serve parents and children in situations where domestic violence has occurred. It has retained this multi-disciplinary and collaborative approach throughout its development. Currently, the program operates with 2.7 FTE staff and a steering committee that meets monthly. The program is designed using best practices for supervised visitation in the context of domestic violence adapted from the Supervised Visitation

Network and other providers. Batterer intervention providers, victim/survivor service providers, and child development experts aided in the development of protocols.

**How Services Will Be Enhanced** – **(1) Increased Staff:** Staffing will go from 2.7 FTE to 6.0 FTE. This includes the addition of two case managers. At least one will be bilingual and bicultural. The other will be an outreach specialist. The program's intake coordinator will move to full time, allowing for increased services and improved response time to all initial contacts. This increase in staff will improve the system's ability to hold offenders accountable. The availability of case management staff will enable Kids First to ensure enforcement of protocols requiring communication with other service providers (e.g. batterer intervention, alcohol and other drug treatment, and parenting classes). **(2) Services to Known Sex Offenders:** Kids First and its partners will develop and implement a program of services for known sex offenders; the team developing this program will include victim/survivor service providers and sex offender treatment providers to ensure the safety of parents and children and prevent re-victimization. **(3) Enhanced Client Services:** Enhancement of direct client services will include transportation, interpreters, food for children using the services, therapeutic supervision as needed, and therapeutic interventions designed specifically for mothers and children who have been in situations of domestic violence. Therapeutic services will include individual counseling for adults and children through two separate agencies (Looking Glass and the Center for Family Therapy) as well as group intervention for mothers and children. Expanded services will increase access to advocacy services by providers with expertise in domestic violence, sexual assault, and stalking. **(4) Improved Security:** Kids First will implement camera surveillance on outside doors and during highest risk activities. The program will also hire security personnel for the first time and ensure that these resources are used in the best possible way.



Steering Committee oversight will continue to ensure Kids First provides the best possible services to parents and children in Lane County. Specifically, they will ensure the staff members and volunteers of Kids First meet rigorous qualification and training requirements to develop or maintain their expertise in the areas of domestic violence, sexual assault, stalking, and child abuse. The program's fee structure will not change – it will continue to be based on each parent's ability to pay and no client will be turned away for inability to pay for services. Due to lack of income, most clients will continue not to pay for services.

Timeline for Tasks and Activities of Partners – The project will proceed in three stages.

**Stage One** (approximately months 1-4): **Project partners** will meet and establish protocols for communication and project oversight. **Project partners** will evaluate the current standards and practices of Kids First as well as comparable standards from other programs, and make revisions as needed. **Kids First** will recruit, hire, and train new staff. **Lane County** will develop a contract with Kids First. **Project partners** will establish subcontracts including reporting requirements with each project partner, service provider, and consultant. **Kids First** will continue to provide services during this period but will not anticipate an increase in client services until Stage Two. **University of Oregon (UO)** will continue Phase-two evaluation activities.

**Stage Two** (approximately months 4-6): **Project oversight personnel** will continue to convene and provide staff support for meetings of the Steering Committee to monitor progress, recommend changes, and ensure appropriate program and fiscal monitoring and reporting. **Kids First** will continue to provide services with an overall increase in services, particularly to members of traditionally underserved populations. During this stage we will develop the service component for known sex offenders, initiate planning and development of satellite centers in

rural areas, continue to make progress in evaluation activities, and meet and communicate regularly with all project partners, training consultants, victim/survivor service providers, and providers of specialized services to members of traditionally underserved populations. In addition, UO will complete phase two (process evaluation) of the program evaluation and move into phase three (outcome measuring).

**Victim/survivor services organizations** will accept referrals for advocacy or other services, provide referrals to Kids First, participate in training of project staff and volunteers, and continue to serve on the project advisory committee and/or Kids First Steering Committee.

**Providers of specialized services to underserved populations** will begin to accept and make referrals for Kids First clients, provide and receive relevant training and resource development, and continue to serve on the project advisory committee and/or Steering Committee.

**Stage Three** (approximately months 7-24): **All partners** will continue to meet at least quarterly, ensure appropriate program services and fiscal monitoring and reporting, and develop a sustainable funding plan to ensure services can continue to operate after the grant period ends.

**Kids First** will continue all of the services listed above and will also implement and monitor satellite services in rural areas, implement and monitor services to known sex offenders, participate in the development of sustainable funding plans, and initiate and staff statewide collaboration and communication with other providers of these services. Phase three (outcome measuring) of the program evaluation will continue.

**Victim/survivor services and providers of specialized services to traditionally underserved populations** will continue all of the services listed above, and will participate in evaluation-related activities, and sustainability planning.

**III. Program Specifications. Purpose** – Kids First Safe Alternatives Center exists to support and promote the safety of survivors of domestic violence, sexual assault, stalking, and child abuse. Before Kids First was created, the only services available were based in traditional child protection philosophies and were inadequate to keep victims of domestic violence or sexual assault safe. Kids First was created in direct response to that need. Services include supervised visitation, safe exchange, and an education component that supports nonviolent parenting, safety planning, and referral to community services. Safety, accountability, empowerment, and the importance of collaboration make up the program’s fundamental philosophies. From these philosophies come five program directives:

(1) Everyone is treated with respect: Parents, children, staff and volunteers are entitled to be treated with respect and to work or receive services in an atmosphere of nonviolence.

(2) Safety is primary and keeping the nonviolent or vulnerable parent safe is essential to keeping the children safe.

(3) Empowerment of children is key. Services are provided in an environment that is child-friendly, and children are given meaningful choices whenever possible.

(4) Neutrality is not safe enough. Providers must have the ability to acknowledge the violence, offer safety planning and advocacy services to the vulnerable parent, and hold perpetrators accountable. While Kids First is not allied with any particular “side,” it is actively nonviolent, and therefore not “neutral.”

(5) Culturally competent, appropriate, and relevant services require real collaboration. Kids First is committed to providing meaningful access to services for all who need them.

**Scope of Services/Intake & Assessment** – Kids First will provide services in Eugene and at up to three rural sites. Each year Kids First will provide 1,450 visits to 85 children and 120

parents, and 400 monitored exchanges to 75 children and 90 parents. Each child will receive an orientation designed to ensure awareness, in developmentally appropriate ways, of the reason for supervision and the safety measures in place. Each adult will receive an intake session including risk assessment, orientation to the program, and referrals to services including advocacy available through local domestic violence and sexual assault agencies. In addition to providing transportation funds, interpreting/translation services, and food for children while they are onsite, VAWA funds will increase the overall advocacy staffing by at least 0.25 FTE at each of the partnering agencies. Mothers will receive information about the availability of groups designed for parents and children exposed to domestic violence, and the budget includes funding to subsidize these groups. When appropriate, the project will offer therapeutic supervision by therapists with expertise in domestic violence, sexual assault, and child abuse.

Type of Families – Families served are those who have court-ordered supervised visitation or safe exchange because of domestic violence, sexual assault, stalking, or child abuse. Most also have protective orders. The program is based in accountability and includes a focus on the child's best interests. Program agreements require that parents not deny or ignore a child's statement about abuse, not question the child about or denigrate the other parent, and that the law, court orders, and all program agreements be followed. There is no requirement that victims seek restraining orders or take other specific actions. Instead, the program takes its cue from these individuals as to what will best promote the safety of their family. Kids First does not provide or condone family therapy or mediation between the abusive and non-abusive parents.

Rural families will have access to services from Kids First through the satellite offices. Kids First will develop partnerships with local rural providers to recruit volunteers, solicit in-kind services and facilities for visits, exchanges, and intake, and ensure appropriate referrals.

Funding will enable Kids First to begin serving the at-risk children of known sex offenders. We will develop protocols in collaboration with local sex offender treatment providers and survivor services to ensure safety and hold offenders accountable to treatment requirements.

The program will remain voluntary in the sense that clients must agree to use the services and follow the program agreements. While many clients are mandated by the courts to use Kids First if they want to see their children, Kids First is not a court or government program and is not affiliated with child protective services. Supervision is conducted by volunteers who receive intensive training and preparation for this job. The visit supervisor is present in the visit room or exchange area at all times, able to hear and see everything that happens and able to intervene if safety is compromised or program agreements violated. Visit supervisors receive extensive information about each member of the family before visits begin, and generally the same visit supervisor provides supervision for the same family each week in order to provide consistency.

Hours & Safety – Housed in a former elementary school, Kids First offers large, well-equipped visit rooms in a child-friendly, comfortable setting. Services are available on weekday afternoons and evenings, all day Saturday, and Sunday by appointment. Safety protocols include separate parking, entrance, and waiting areas and staggered arrival and departure times for parents. We keep external doors and internal doors to separate sections of the building locked. Security features include panic alarms with immediate 911-response. Staff and volunteers maintain contact through the use of intercom-capable portable phones. At least three paid or volunteer staff are always on site, with one acting as “site supervisor” – a job with advanced training and experience. We will add security personnel and surveillance cameras to monitor parking areas, building entrances, and visit rooms. Staff supervisors are available by cell phone whenever visits or exchanges take place and the budget includes additional cell phones.

Record Keeping & Confidentiality – Kids First maintains confidential records of all client contacts using a specially-designed database. Data collection meets all of the VAWA 2000 reporting requirements, as well as significantly more detailed demographic and safety-related factors. We have policies regarding mandatory reporting, response to subpoenas, and release of information. Participants are informed of the program's mandatory reporting requirements. Identifying information of victims of domestic violence or sexual assault is never released unless specifically ordered by the court. Paper records are kept in locked file cabinets, and database information is secured by custom protective software.

Referrals & Fees – Referral agreements exist with each program partner and selected other service providers. The majority of referrals come through the court, either in a restraining order or a custody case involving domestic violence, child abuse, or sexual assault. Referral protocols and collaboration ensure appropriateness of referrals. Kids First charges fees on a sliding scale based on ability to pay, with fees part of the accountability plan. In some circumstances fees are waived. Victims of domestic violence or sexual assault are not required to pay for services.

Proposed Levels of Staffing & Training Requirements – Kids First currently has a staff of 2.7 FTE. Inadequate staffing is the program's greatest challenge. With the addition of VAWA funds, staffing will increase to 6.0 FTE. In addition to the full time program director and volunteer coordinator, VAWA funds will support increasing the intake coordinator to full time and adding two 0.8 FTE case managers and a 0.8 FTE office manager/bookkeeper. Job descriptions and resumes are attached in the Appendix.

All staff and volunteers must complete a minimum of 34 classroom-hours plus 12 on-the-job hours of training. Topics include: (1) dynamics of domestic violence & sexual assault; (2) anti-oppression & cultural competency; (3) effects of exposure to domestic violence on children; (4)

child sexual abuse; (5) child development & effects of family separation; (6) alcohol & other drugs; (7) mental illness; (8) legal systems; (9) mandatory reporting; (10) safety planning & services for survivors; (11) basics of batterer intervention & sex offender treatment services; (12) skills for working with abusers; (13) conflict de-escalation & crisis intervention skills; (14) first aid/CPR; (15) record-keeping & communication protocols; and other hands-on training. Staff and volunteers have access to a number of community training opportunities. In-service training events are scheduled at least once a quarter. Staff members are required to complete individual, ongoing training plans to ensure they are prepared to meet the requirements of their positions.

Steering and Advisory Committees – Kids First operates with a two-tiered governing structure. The Steering Committee guides policy-making, responds to day-to-day concerns, and reviews safety protocols. It is comprised of eight individuals: the coordinator of Lane County's Domestic Violence Council, the Stop Violence Against Women program administrator, the director of Catholic Community Services (whose teen parent program is a partner), the Schools Program coordinator from Sexual Assault Support Services, the staff liaison from Centro LatinoAmericano, the Children's Program coordinator from Womenspace (local domestic violence service agency), and both co-directors of ACES Non-Violent Alternatives (an accountability-based batterer intervention program). Kids First is also overseen by the Children and Family Violence (CFV) Committee of the local Domestic Violence Council. The program initially grew out of this committee, and its members have provided ongoing program oversight. The CFV includes experts in child abuse and neglect, mental health and substance abuse treatment providers, therapists, batterer intervention providers, child protective service workers, law enforcement, community corrections staff, attorneys, and other professionals from the fields of domestic violence and sexual assault.

**IV. Who will Implement the Project.** Lane County will be the administrative host for this project. The other key partners in this project are Lane County Legal Aid (legal services agency supporting Stop Violence Against Women project and Kids First); Kids First Safe Alternatives Center (supervised visitation and exchange center); Womenspace (local agency serving victims of domestic violence); Sexual Assault Support Services (local agency serving victims of sexual assault, stalking, and child sexual abuse); Lane County Circuit Court; Lane County Parole and Probation; the University of Oregon Marriage & Family Therapy program; and the Lane Co. Domestic Violence Council (including its Children & Family Violence Committee, which serves as an advisory committee to Kids First). Each partner is responsible for ensuring the success of the project including attending project planning and development meetings, participating in steering or advisory committees, providing referrals to the program, and supporting evaluation activities. In accordance with the attached MOU, each partner will meet program and fiscal reporting requirements. Womenspace and SASS will, in addition, provide advocacy and other services to survivors of domestic violence, sexual assault, and stalking. Kids First will provide supervised visitation and safe exchange services, and will implement the program enhancements described in this application. Legal Aid will provide administrative support to Kids First and engage in long term sustainability planning. The UO-MFT program will provide the services of Jeff Todahl, external evaluation coordinator, as well as supporting Kids First as an internship site for its graduate students and offering therapy through its Center for Family Therapy.

In addition to these formal partners, Kids First will continue collaborative work with the community service providers outlined below.

(1) Centro LatinoAmericano, the county's primary service provider to Latino families. Kids First contracts with CLA to provide a staff liaison whose responsibilities include translation of



materials, cross-training, and program development relevant to culturally appropriate services.

(2) Family Resource Centers, a program of the County Commission on Children and Families. These individual centers, housed in urban and rural communities in Lane County, provide services including parenting information and referral. Kids First will partner with individual centers to develop and implement rural satellite centers.

(3) Catholic Community Services Teen Parent Program, to provide specialized services to teen parents, and with whom cross-referral agreements are in place.

(4) ACES Non-Violent Alternatives, an accountability-based batterer intervention program which provides ongoing training and consultation.

Finally, Kids First will develop and strengthen new partnerships as part of the Safe Havens project. These partners include: Eugene Police Department; Looking Glass (counseling center and provider of specialized services to youth, including the Moms & Kids groups for parents and children impacted by domestic violence); Center for Family Development (provider of sex offender treatment services); 4J Natives Program (Title VII Indian Education provider working with Native American parents and children throughout Lane County); Siuslaw Area Women's Center (multi-service provider, including services to victims of domestic violence and sexual assault, for residents of the coastal communities of Florence and Mapleton).

**V. The Products.** As a result of this project, the following products will be generated:

- A training manual suitable for use in other programs and including comprehensive domestic violence, sexual assault, stalking, and child abuse materials as well as relevant Oregon legal and social services information.
- An assessment and referral protocol manual, including self-assessment materials for clients, communications and assessment materials for use by courts, community corrections, and other providers, and communications forms to ensure ongoing communication and follow-up as needed.
- A program manual with protocols for security, intake/assessment, orientation, ongoing case management, exit planning, and visit and exchange supervision.
- Separate written orientation manuals for parents who have used violence and who have been victims of violence, and a written orientation manual for children.
- A program evaluation measurement plan and outcomes of program evaluation activities, with a minimum of three articles or presentation outlines summarizing and providing analysis of evaluation findings.
- A brochure, website, and periodic newsletters of Kids First.
- A written directory of providers of supervised visitation and safe exchange in Oregon and, to the extent possible, a protocol for ongoing statewide communication, collaboration, and technical assistance.

Each of these will incorporate best practices in the context of domestic violence, sexual assault, and stalking. All client-related materials will be available in both English and Spanish. All materials will be suited for use by programs in other jurisdictions, and training and technical assistance will be made available to other programs as needed.

**V. Sustainability Plan.** The partners in this Safe Havens application are committed to continuing to provide supervised visitation and safe exchange after the completion of the project. Lane County has demonstrated through its many collaborative efforts that domestic violence and sexual assault services are significant priorities. New and existing programs and collaborations dedicated to keeping Lane County children and families safe have grown considerably over the past ten years and are continuing to be sustained after initial development and startup.

Kids First has the administrative support of Lane County Legal Aid Service, which has maintained and increased its domestic and sexual violence services for the past nine years. In addition, the involvement of Lane County will bring the need for these services to the attention of elected officials and key agencies. Kids First and its partners will continue to seek ongoing funding including resources from private foundations, county and state funding through newly created domestic and sexual violence funding streams, and self-sustaining activities like development and publishing of the manuals and documents described in this application, provision of technical assistance and training to other programs, and income generated by client fees paid by those who can afford to pay for services.

In addition, we anticipate that data collected in the program evaluation and research initiative will provide information to decision makers to show that providing these services is cost-effective. Specifically, we anticipate being able to show that as a result of Kids First involvement, client families go to court less, have fewer arrests, are involved in the child welfare system less, and do better in a number of ways that actually save money over time.

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**A. Personnel** – List each position by the title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Administrator	(\$59,559 Salary x .068 FTE x 2 years)	\$ 9,209

A Lane County Lane County will provide administrative oversight for the project, including attendance at oversight meetings, ensuring preparation of timely program and fiscal reports, and acting as liaison with the Office on Violence Against Women.

**TOTAL PERSONNEL \$ 9,209**

**B. Fringe Benefits** - Fringe benefits include FICA, retirement, and disability, self-insured costs for unemployment, worker compensation, benefits administration, health and life insurance. They are calculated as a percent of base salaries indicated in Personnel above, prorated for FTE. Total fringe rate is calculated at 45% of salary.

<u>Total Salary</u>	<u>Computation</u>	<u>Cost</u>
\$ 4,050 x 2 years = 8,100	\$ 8,100 x 43%	\$ 4,145

**TOTAL FRINGE BENEFITS \$ 4,145**

**C. Travel**  
N/A

**D. Equipment**  
N/A

**E. Supplies**  
N/A

**F. Construction**  
N/A

**G. Consultants/Contracts**

The main contract will be between Kids First Safe Alternatives Center, Lane County Legal Aid Service, and LCOG. The detail below is for the Kids First Contract.

A. Personnel

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Natalie Verner Intake Coordinator	(\$27,400 x 25% x 2 years)	\$ 13,700
2 Case Managers	(\$25,900 x 80% x 2 x 2 years)	\$ 82,880
Office Manager/Bookkeeper	(\$25,900 x 100% x 2 years)	\$ 51,800
Laurence Hamblen Executive Director, Legal Aid	(\$55,000 x 5% x 2 years)	\$ 5,500
Work/Study Students	(\$5/hr x 16 hours/wk x 52 weeks x 2 years)	\$ 8,320

The Office Manager will be responsible for the bookkeeping and overall running of the Kids First office. Duties will include clerical support to all Kids First staff, supply ordering, equipment maintenance, data entry, and supervision of administrative volunteers. The two case managers will be responsible for managing active visit and exchange cases and provide communication, follow up and documentation for all client files. The Intake Coordinator will conduct intakes and orientations with Kids First clients and provide an effective process of managing the waiting list. Work/study students will provide assistance to the Office Manager.

Laurence Hamblen, Legal Aid, will provide administrative oversight for the project, including attendance at oversight meetings,

ensuring preparation of timely program and fiscal reports, and acting as liaison with the Office on Violence Against Women.

TOTAL      \$ 162,200

#### B. Fringe Benefits

Total Salary	Computation	Cost
\$ 153,880	\$ 153,880 x 24%	\$ 36,931
		TOTAL      \$ <u>36,931</u>

Kids First/Legal Aid program fringe benefits are calculated at 24% of the total program staff salary (not including work study students) and include FICA (7.65%), Retirement (1.35%), Health and Disability Insurance (13%) and Worker's Compensation (1%).

#### C. Travel

Purpose of Travel	Item	Computation	Cost
OJT-TA	Airfare	(\$400 x 4 people x 6 trips)	\$ 9,600
Location Unknown	Hotel	(\$100 /night x 3 nights x 4 people x 6 trips)	\$ 7,200
	Meals	(\$40/day x 3 days x 4 people x 6 trips)	\$ 2,880
	Ground Transportation	(\$30/trip x 4 people x 6 trips)	\$ 720
		TOTAL	\$ <u>20,400</u>

#### D. Equipment

Item	Computation	Cost
Pentium 4 Processor	(\$1,000 x 3)	\$3,000
Surveillance System	(\$ 600 x 2)	\$1,200

The computers will be used by the Case Managers, Office Manager, work study students, and administrative volunteers to record participant information, compose case notes, document client contacts, manage information on supervised visits and exchanges and for office management record keeping. The surveillance systems will provide cameras to be installed on external doors and in two visits rooms and an inside monitor to ensure participant and staff safety.

TOTAL \$4,200

#### E. Supplies

Supply Items	Computation	Cost
Office supplies	(\$ 100/mo x 24 mo)	\$ 2,400
Children's program materials	(\$500 x 3 rural site x 2)	\$ 3,000

Office supplies are needed for the general operation of the program. Children's program materials include, books, games, toys and art supplies for children to use in the 3 rural satellite locations.

TOTAL \$ 5,400

#### G. Consultants/Contracts (These are consultants/subcontractors with Kids First/Legal Aid).

Name of Consultant	Service Provided	Computation	Cost
Looking Glass	Counseling	(8/hour per mo. x \$75/hour x 24 months)	\$14,400
Looking Glass	Trainer	(\$50/hour x 2 hours x 8 quarters)	\$ 800
Looking Glass	Groups	(\$154/hour x 2 hrs/wk x 8 weeks x 2 groups) \$ 4,928	
Womenspace	Advocacy	(\$22,500 x 25% x 2)	\$11,250
Womenspace	Trainer	(\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Sexual Assault Support Services	Advocacy	(\$22,500 x 25% x 2)	\$11,250
Sexual Assault Support Services	Trainer	(\$50/hour x 4 hours x 8 quarters)	\$ 1,600

4J Natives Program	Trainer(\$50/hour x 4 hours x 8 quarters)	\$ 1,600
NOVA	Trainer(\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Sex Offender Treatment Provider	Trainer(\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Sex Offender Treatment Provider	Consultation (\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Family Resource Centers	Consultant (\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Catholic Community Services Teen Parent Program	Consultant (\$50/hour x 4 hours x 8 quarters)	\$ 1,600
Siuslaw Area Women's Center	Consultant (\$50/hour x 4 hours x 8 quarters)	\$ 1,600

Looking Glass providers will provide therapy, therapeutic supervision and support groups for cases Kids First staff identifies as needing these services. Looking Glass staff will also provide training on issues of child development, effects of family separation, and impact of domestic violence on children. Womenspace will provide advocacy for clients who are survivors of domestic violence and a trainer for Kids First quarterly volunteer or staff trainings. Sexual Assault Support Services will provide advocacy for Kids First clients who are survivors of sexual assault, stalking, or child sexual abuse, and a trainer for Kids First quarterly volunteer trainings. ACES/NOVA and 4J Natives Program will provide a trainer for Kids First quarterly trainings. A local sex offender treatment provider will provide consultation and training for a special group of volunteers who will be supervising sex offenders. Family Resources Centers, Catholic Community Services/Teen Parent Program and Siuslaw Area Women's Center will provide consultation in their areas of expertise.

SUBTOTAL \$ 57,028

#### Contracts

Item	Computation	Cost
Security Personnel	(16 hours/week x \$18/hour x 52 weeks x 2 years)	\$ 33,696

Security Personnel will provide security services for high risk clients



Subtotal	\$ 33,696
TOTAL	\$ 86,980

## H. Other Costs

Description	Computation	Cost
<b>Additional Staff Training:</b>		
Conference Fees	(\$200 x 4 staff x 2)	\$ 1,600
Training Materials	(\$300 x 4 staff x 2)	\$ 2,400
Mileage	(4,000 miles x 0.325/mile x 2)	\$ 2,600
<b>Client Services:</b>		
Transportation	(\$100/month x 12)	\$ 2,400
Food	(\$50/month x 12)	\$ 1,200
Interpreters	(\$50/month x 12)	\$ 1,200
Rent/additional visit room	(\$0.65/per sq.ft x 1,000 sq. ft. x 2)	\$ 1,300
Additional Cell Phones	(\$40 x 2 cell phones + \$100 initial fee + 80/mo x 24 mos.)	\$ 2,100
Toll Free phone service	(\$100/initial fee + \$60/month x 24)	\$ 1,540
<b>TOTAL</b>		<b>\$16,340</b>

TOTAL CONSULTANTS/CONTRACTS \$ 332.451

H. Other  
N/A

TOTAL DIRECT COSTS		\$ 345.805
1	2	3
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364	365	366
3		

**I. Indirect Costs**

LCOG indirect is 1.498726 of total Salary and Fringe.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
Salary = \$4,050, Fringe = \$1,742	(4,050 + 1,742) x 2 x 1.498726	\$ 4,006
<b>TOTAL INDIRECT</b>		<b>\$ 4,006</b>
<b>TOTAL PROJECT COSTS</b>		<b>\$ 349,811</b>

## **Budget Summary**

<b><u>Budget Category</u></b>	<b><u>Amount</u></b>
<b>A. Personnel</b>	<b><u>\$ 9,209</u></b>
<b>B. Fringe Benefits</b>	<b><u>\$ 4,145</u></b>
<b>C. Travel</b>	<b><u>\$</u></b>
<b>D. Equipment</b>	<b><u>\$</u></b>
<b>E. Supplies</b>	<b><u>\$</u></b>
<b>F. Construction</b>	<b><u>\$</u></b>
<b>G. Consultants/Contracts</b>	<b><u>\$ 332,451</u></b>
<b>H. Other</b>	<b><u>\$</u></b>
<b>Total Direct Costs</b>	<b><u>\$ 345,805</u></b>
<b>I. Indirect Costs</b>	<b><u>\$ 4,006</u></b>
<b>TOTAL PROJECT COSTS</b>	<b><u>\$ 349,811</u></b>
<b>Federal Request</b>	<b><u>\$ 349,811</u></b>
<b>Non-Federal Amount</b>	<b><u>\$ NA</u></b>

**(See Kids First/Safe Havens annual budget, attached, for full program budget including current Byrne grant funds, and private funds along with requested federal VAWA funds.)**

<b>KIDS FIRST/SAFE HAVENS: Supervised Visitation and Safe Exchange Grant Program Annual Project Budget</b>	<b>Byrne Funds</b>	<b>Required Match</b>	<b>VAWA Funds</b>	<b>Total</b>
<b>PERSONNEL SALARIES</b>				192,639
Program Director (1.0 FTE): \$33,450 plus 25% fringe benefits.	30,000	11,813		41,813
Volunteer Coordinator (1.0 FTE): \$25,950 plus 25% fringe benefits.	32,238			32,238
Intake and Case Coordinator (0.70 FTE): \$25,950 plus 25% fringe benefits.	2,238	20,195	8,494	30,927
Case Manager (0.8 FTE): \$25,900 plus 25% fringe benefits.			25,693	25,693
Case Manager (0.8 FTE): \$25,900 plus 25% fringe benefits.			25,692	25,692
Office Manager (1.0 FTE): \$25,900 plus 25% fringe benefits.			32,116	32,116
Work Study Students (\$5/hr x 16 hours/week x 52 weeks)			4,160	4,160
<b>CONTRACTUAL/CONSULTANT SERVICES</b>				88,990
University of Oregon Department of Education for research and evaluation services under the direction of Dr. Jeff Todahl	29,000			29,000
UO Student Intern Stipends \$500/year for three interns to assist in interviewing, data entry and transcription services for research and evaluation		1,500		1,500
Centro Latino Americano for bilingual/bicultural services to Latino community including staff time for training, volunteer recruitment, development & translation of written materials, outreach to Latino/a	15,000			15,000

families				
Looking Glass for therapy, therapeutic supervision, (8 hours/month x \$75/hr), trainers (2 hours per quarter at \$50/hr) and Mom & Kids Support group (\$154/hour for group leader x 2 hrs/wk x 8 weeks)			10,064	10,064
Womenspace for advocacy and training services			6,425	6,425
Sexual Assault Support Services for advocacy and training services			6,425	6,425
Sex Offender Treatment Provider for consultation and training			1,600	1,600
4J Natives Program for training			800	800
NOVA for training			800	800
Family Resource Centers for consultation			800	800
Catholic Community Services/Teen Program for consultation			800	800
Siuslaw Women's Area Center for consultation			800	800
Security Personnel for high risk visits (16 hours a week @\$18/hr)			14,976	14,976
<b>RENT AND UTILITIES</b>				
Whiteaker Site: Four age-appropriate visit spaces, separate waiting areas for parents, volunteer space, and staff offices. \$2,264 per month.	15,768	3,600	650	20,018
Telephone Service: Three lines, including one fax line, \$100 per month.	800	400		1,200
Toll Free telephone number - \$50/initial fee + \$60/month			770	770
Cell Phones to remain with staff on duty during visits, and to coordinate services at rural satellite locations, \$100 per month x 12; additional staff cell phones, \$40 x 1 phone plus \$50 initial fee plus \$40/month	1,200		570	1,770
Security system for visitation space, including monitoring, and immediate response @ \$30/month x 12		360		360

Internet access for staff offices, \$64 per month x 12	768			768
Three pagers, for use in case of emergency or safety concerns with custodial parents who leave the site during visits \$45/month x 8		360		360
Service contract, photocopier. \$40/month x 8 months		360		360
<b>SUPPLIES</b>				6,570
Office Supplies for general operations of program (\$100/mo)			1,200	1,200
Furnishings, including desk, chair, filing cabinet, room dividers, as needed for program staff.	600	300		900
Art and craft supplies for visits \$25/month (\$300); office supplies for volunteer program \$90/month (\$1,080)	1,200	180		1,380
Children's Program Materials;books/resource materials for adult & child clients (age and culturally specific), interactive materials, games, etc.	750			750
Three Rural Satellite Children Program Materials: books, games, toys, and art supplies			1,500	1,500
Postage for communication with volunteers and rural sites, copies of volunteer training materials and family orientation packets, children's program materials \$70/month	840			840
<b>TRAVEL/CONFERENCES/TRAINING</b>				
For Program Director to attend Supervised Visitation Network annual conference (out of state) and other relevant staff training.	2,000	2,410		4,410
Mileage for staff and volunteers to organize and support collaborative and rural efforts, 8,000 miles x .325.	1,300		1,300	2,600
Volunteer training expenses including training materials, speakers, recruitment expenses:	900			900

3 trainings per year x \$300/training				
OJP-TA Travel and Expenses			10,200	10,200
Staff Training - Conference fees and materials			2,000	2,000
<b>EQUIPMENT</b>				
One computer for on-site staff use, software to maintain client records and documentation for research and evaluation.	1,000			1,000
Three computers for Case Managers & Office Manager			1,500	1,500
Two Surveillance Systems			600	600
<b>ADMINISTRATIVE COSTS</b>				
Legal Aid Director Supervision, \$55,000 plus 25% fringe x .05 FTE	3,438		3,410	6,848
Legal Aid Bookkeeper \$30,000 plus 25% fringe x .05 FTE	1,875			1,875
Legal Aid Administrative Coordinator, \$36,000 plus 25% fringe x 0.05 FTE		2,250		2,250
Telephone and Internet service and equipment for administrative offices (which house Director, Bookkeeper, Admin. Coordinator, and support staff) \$100/month		1,200		1,200
Administrative Audit, \$5,000 x 15% (Agency budget includes more than \$300,000 in federal funds).		750		750
LCOG Project Administrator (\$7,000 plus 24% fringe benefits)			8,680	8,680
<b>OTHER EXPENSES</b>				
Client Services: Transportation			1,200	1,200
Client Services: Food			600	600
Client Services: Interpreters			600	600

Insurance for visitation site and for liability coverage during visits for volunteers		200		200
<b>TOTAL EXPENSES</b>	<b>140,915</b>	<b>46,972</b>	<b>174,425</b>	<b>362,312</b>





### **Memorandum of Understanding**

WHEREAS, Lane County, Lane County Legal Aid Service, Inc. (Legal Aid), and its Stop Violence Against Women (SVAW) and Kids First Safe Alternatives Center (Kids First) programs, the Lane County Domestic Violence Council (DV Council), the University of Oregon Marriage and Family Therapy program (UO-MFT), Sexual Assault Support Services (SASS), Womenspace, the Lane County Circuit Courts (Courts) and Lane County Parole and Probation have come together to collaborate and to make an application for a Safe Havens Supervised Visitation and Safe Exchange Grant; and

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which Lane County will be the lead agency and named applicant and the other agencies will be partners in this application; and

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

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before February 12, 2003;

WHEREAS, the partners have a long history of collaboration, as follows:

**The Lane County Domestic Violence Council** was founded in 1993. Since its inception several creative partnerships have resulted in a strong community response to domestic violence. All of the named participants have actively contributed to this community response. Some examples of coordinated efforts include:

- **Domestic Violence Legal Clinic:** Lane County Legal Aid Service, Womenspace, SASS, and the University of Oregon have collaborated on the VAWA Legal Assistance for Victims funded Domestic Violence Clinic since 1998.
- **The Family Violence Response Initiative** is a partnership of Lane County Circuit Court, Department of Human Services/Child Welfare, Womenspace, and Lane County Parole and Probation. It was a product of the work of the Children and Family Violence Committee of the Domestic Violence Council and is involved in many joint projects with the Domestic Violence Council.
- **The Coordinated Community Response** grant from the Centers for Disease Control, which started in 1996, supported the development and expansion of the Domestic Violence Council, which has included all of the named participants as members. The Coordinated Community Response sponsored projects involving the named participants, including: Pre-Trial Monitoring, the Court Watch pilot project, and translation of court documents into Spanish.

- **Kids First Safe Alternatives Center** was created in 2000 through the work of the Children and Family Violence Committee in collaboration with the Domestic Violence Clinic and the University of Oregon Marriage and Family Therapy Program, and in partnership with Womenspace and the Courts.
- **AmeriCorps Project:** Legal Aid, Womenspace, and SASS collaborated from 1994 to 2000 on an AmeriCorps project providing civil legal assistance and advocacy to victims of domestic violence and sexual assault.
- **STOP Violence Against Women Project:** Legal Aid, Womenspace, and SASS have collaborated from 1996 to the present on this project.
- **Civil Legal Assistance:** Legal Aid, SASS and Womenspace have collaborated on use of Oregon Department of Justice Civil Legal Assistance funds for victims of domestic violence and sexual assault since 2000.
- **Lane County Safe Havens** program will include the expansion and addition of the Court and Parole and Probation partners, both of whom have histories of collaboration with all other named partners through the Domestic Violence Council.

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

1. Lane County, Kids First, Legal Aid, UO-MFT, Womenspace, and SASS have all participated in the development of the application, including but not limited to discussing application contents in steering committee meetings and reviewing and giving feedback on program goals and objectives, budget, and partnership goals; Lane County Circuit Court and Lane County Community Corrections have participated in discussions of goals and objectives specific to their involvement and support the overall goals of the program.
2. Administrative oversight of the implementation of the project will be provided by Debbie Heeszal for Lane County, Laurence Hamblen for Legal Aid, and Caroline Padgett for Kids First. The Steering Committee will meet every 6 weeks, and more frequently if necessary, to oversee the project. Staff carrying out project goals will be included in the meetings. Steering Committee members will confer with members of their own organization's staff on a regular basis regarding carrying out project goals.
3. The Children and Family Violence Committee will continue to maintain an advisory role for Kids First and the project overall; this committee will be supported by the Domestic Violence Council and Womenspace.
4. The partners will collaborate to provide supervised visitation, safe exchange, and related educational or advocacy services to survivors of domestic violence, sexual assault, stalking and child abuse as follows:

Lane County:

- Assure appropriate reporting and contact with the VAWO grant managers.
- Issue and monitor contracts for community domestic violence agencies and supervised visitation providers described in this grant.
- Submit financial documentation for accounting as needed.
- Coordinate collaboration and distribution of reporting to its member governments.

Lane County Legal Aid:

- Employ Kids First Safe Alternatives Center staff
- Supervised Kids First program director
- Provide administrative support to Kids First
- Coordinate Kids First services with the Stop Violence Against Women project
- Seek sustainable funding opportunities for Kids First

Womenspace:

- Employ an advocate, as set out in the application and budget, to perform the duties outlined in the grant application, and provide supervision of the advocate they employ;
- Provide training to project partners and Kids First staff and volunteers, as set out in the application budget;
- Provide office space, office equipment, and administrative and other support for Womenspace staff when working at Womenspace;
- Submit cost reimbursement requests for salary, services and costs within the parameters of the budget;
- Submit all agreed upon client statistics and client satisfaction surveys on a quarterly basis;
- Participate in the steering committee and the Children and Family Violence (advisory) committee.

SASS:

- Employ an advocate, as set out in the application and budget, to perform the duties outlined in the grant application, and provide supervision of the advocate they employ;
- Provide training to project partners and Kids First staff and volunteers, as set out in the application budget;
- Provide office space, office equipment, and administrative and other support for SASS staff when working at SASS;
- Submit cost reimbursement requests for salary, services and costs within the parameters of the budget;

- Submit all agreed upon client statistics and client satisfaction surveys on a quarterly basis;
- Participate in the steering committee and Children and Family Violence (advisory) committee.

**University of Oregon, Marriage and Family Therapy Program:**

- Continue to provide the services of Jeff Todahl as external evaluation coordinator;
- Continue to participate in the Kids First steering committee;
- Provide therapy to Kids First clients through its Center for Family Therapy and in accordance with that agency's procedures;
- Continue to support Kids First as a practicum site for MFT graduate students;
- Continue to make and accept referrals to Kids First.

**Lane County Circuit Court**

- Participate in collaborative meetings with Kids First and other partners to develop and monitor communication protocols between the partners;
- Provide space as available for court document-related evaluation activities and for intake during the contested restraining order docket;
- Continue to make and accept referrals to Kids First.

**Lane County Community Corrections, Adult Parole & Probation**

- Participate in collaborative meetings with Kids First and other partners to develop and monitor communication protocols between the partners;
- Continue to make and accept referrals to Kids First.

**Lane County Domestic Violence Council and Children and Family Violence Committee:**

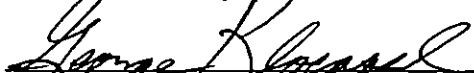
- Convene and staff the Domestic Violence Council and Children and Family Violence committee meetings;
- Participate in the Kids First steering committee;
- Participate in relevant project partner meetings;
- Continue to offer the Children and Family Violence committee as an advisory committee to Kids First.

5. The collaboration service area is Lane County, Oregon.

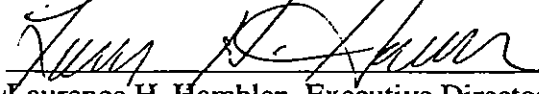
6. Compensation for the contributions of SASS and Womenspace to this project will be provided as outlined in the attached OJP budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.


DATED February 12, 2003


DATED February 10, 2003


  
George Kloeppel, Executive Director  
Lane Council of Governments


  
Bill Van Vactor, County Administrator


  
Laurence H. Hamblen, Executive Director  
Lane County Legal Aid Service, Inc.


  
M. Caroline Padgett, Program Director  
Kids First Safe Alternatives Center

  
Nancy Glines, Executive Director  
Sexual Assault Support Services

  
Kate Barkley, Executive Director  
Womenspace, Inc.

  
Cheryl O'Neill, Coordinator  
Lane County Domestic Violence Council

  
Grant Nelson, Manager  
Community Corrections: Adult Parole & Probation

  
David Factor, Court Administrator  
Lane County Circuit Court

  
Jeff Todahl, Program Director  
University of Oregon Marriage & Family Therapy Program



**WILLIAM VAN VACTOR**

Lane County Administrator

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February 12, 2003

Deborah J. Daniels  
Assistant Attorney General  
Office of Justice Programs  
810 7<sup>th</sup> Street NW  
Washington, DC 20531

Dear Ms. Daniels:

Lane County certifies that any funds awarded through the Safe Havens: Supervised Visitation and Exchange Grant Program will be used to supplement existing funds for program activities, and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing training for law enforcement officers, prosecutors, and relevant officials of Federal, State, tribal, or local courts and recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. Lane County understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

Bill Van Vactor  
County Administrator

# Lane Council of Governments

99 East Broadway, Suite 400, Eugene, Oregon 97401-3111 (541) 682-4283 Fax: (541) 682-4099 TTY: (541) 682-4567

February 11, 2003

Deborah J. Daniels  
Assistant Attorney General  
Office of Justice Programs  
810 7<sup>th</sup> Street NW  
Washington, DC 20531

Dear Ms. Daniels:

Lane Council of Governments certifies that any funds awarded through the Safe Havens: Supervised Visitation and Exchange Grant Program will be used to supplement existing funds for program activities, and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing training for law enforcement officers, prosecutors, and relevant officials of Federal, State, tribal, or local courts and recognizing, addressing, investigating, and prosecuting instances of elder abuse, neglect, and exploitation and violence against individuals with disabilities, including domestic violence and sexual assault, against older or disabled individuals. The Lane Council of Governments understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

  
George Kloeppel  
Executive Director

## **Kids First Safe Alternatives Center: Job Description**

<b>DATE CREATED</b>	1/31/03
<b>JOB TITLE</b>	Program Director
<b>REPORTS TO</b>	Legal Executive Director and Kids First Steering Committee
<b>HOURS</b>	40 hours per week, regular daytime with some flexibility needed
<b>SUPERVISES</b>	All paid staff; some interns
<b>EMPLOYMENT STATUS</b>	1.0 FTE
<b>WAGE RANGE</b>	\$30,000 - \$34,000 DOE
<b>EXEMPT</b>	Yes

### **QUALIFICATIONS:**

1. Understanding of domestic violence, sexual assault and child abuse issues, including knowledge of and a commitment to principles of non-discrimination and to diversity.
2. Minimum of two years experience as a staff member with responsible position in a non-profit organization
3. Two years minimal experience in grant writing, and demonstrated ability to generate funds.
4. Demonstrated organizational skills, including program planning, development and evaluation.
5. At least two years of supervision experience with demonstrated supervisory skills.
6. Demonstrated commitment to working with diverse groups and individuals.
7. Demonstrated abilities in written and oral communication.
8. Excellent public speaker, experience as a trainer preferred.
9. Ability to analyze situations and to take appropriate action.
10. Experience with volunteer and crisis service and management.
11. Ability to handle a diverse and demanding workload and work flexible hours.
12. Experience in program networking and representing the program or group to the larger community.

### **RESPONSIBILITIES:**

This position has the responsibility of overall program management, including supervision of staff, developing and coordinating all fund raising, overseeing program planning and implementation, overseeing community relations, as well as various other program functions.

### **GENERAL ADMINISTRATIVE DUTIES**

1. Provides leadership for the program and serves as a model for the program philosophy and mission.
2. Monitors and provides overall direction for program operations and services.
3. Integrates the program philosophy into all activities.
4. Assures safety and protection of program personnel and corporate assets.
5. Ensures the compilation of information and statistics regarding services provided by the program.
6. Participates in volunteer training as needed.
7. Organizes staff meetings, staff retreats and staff days.
8. Provides back up to the visits, exchanges and site-supervisor as needed.



9. Implements all policies and performs other duties as directed by the Kids First Steering Committee.

## **FISCAL MANAGEMENT**

1. Prepare and monitor budget for the program.
2. Serve as the program's liaison with granting sources.
3. Work directly with Legal Aid administrator in preparation for the agency's annual audit and/or special audits.
4. Ensure the compilation of all financial reports and fiscal reports to funders.

## **RESOURCE DEVELOPMENT**

1. Identify new sources of funding.
2. Prepare and submit grant proposals.
3. Administer and coordinate all program grants.
4. Facilitate fund-raising efforts.
5. Assume responsibility for the renewal and management of contracts made with funding agencies.
6. Work with the Steering Committee on implementation of program funding plan.
7. Research and submit grants to private foundations and corporations.
8. Oversee the work of the Steering Committee.

## **PROGRAM OPERATION**

1. Provide direct supervision, support, guidance and resources to existing projects and programs.
2. Provide program services support in the context of the visits, exchanges and case coordination.
3. Develop and maintain a system of on-going evaluations of program status and program needs.
4. Initiate and implement new projects and services approved by the Steering Committee.
5. Oversee the annual staff and Steering Committee evaluations of the quality and quantity of program efforts.

## **PERSONNEL**

1. Responsible for the recruitment, hiring, orientation, training, exiting and dismissal of staff.
2. Provide on-going support and supervision for all employees.
3. Assure responsibility for all staff evaluations.
4. Review time sheets for the purpose of payroll, leave records and program management.
5. Maintain up-to-date and current job descriptions for each position.
6. Develop new job descriptions as needed.
7. Oversee the staff training needs and ensure they are addressed.

## **COMMUNITY OUTREACH**

1. Act as primary liaison with community agencies and organizations, and state and national supervised visits and exchanges networks.
2. Act as primary liaison with all statewide organizations and funders interested in the issue of supervised visits and exchanges.
3. Act as primary contact for area agencies and groups.
4. Ensure the publication of the program's newsletter and news releases, and work with area media as necessary.

## **STEERING COMMITTEE**

1. Coordinate preparation of agenda and distribution of minutes for monthly meetings.
2. Supervise the implementation of all grant program goals, and present monthly updates on the program to the Steering Committee.
3. Initiate and implement long-range planning for the program with the Steering Committee.
4. Act as liaison between program personnel and the Steering Committee.
5. Attend Steering Committee meetings.
6. Attend work group committee meetings.
7. Ensure staff support for the Steering Committee and work groups.

### **Kids First Safe Alternatives Center: Job Description**

<b>DATE CREATED:</b>	1/31/03
<b>JOB TITLE:</b>	Intake Coordinator
<b>REPORTS TO:</b>	Program Director
<b>HOURS:</b>	32 hours per week, regular daytime with some flexibility needed
<b>SUPERVISES:</b>	Intake volunteers
<b>EMPLOYMENT STATUS:</b>	Regular, part time
<b>WAGE RANGE:</b>	\$11 - \$15 hourly
<b>EXEMPT:</b>	No

#### **General Description:**

Under the supervision of the Program Director, the Intake Coordinator is responsible for all aspects of the intake process, including scheduling, intake interviewing and coordinating visits with the Volunteer Coordinator.

#### **Knowledge, skills and abilities required:**

Ability to work well with a diverse group of individuals, including staff, volunteers, steering or advisory committee members and the general public. Obtain interviewing and documenting skills. Ability to work flexible hours independently and in a team atmosphere. Experience with IBM compatible computers, Windows 2000, word processing, spreadsheet experience, and computer troubleshooting in MS Office environment. Hearing and vision adequate for telephone work, interaction with general public, clients, and interaction with staff. Hand and finger dexterity adequate to operate standard office equipment.

#### **Essential Functions:**

1. Maintain the pending list including all families where one or both parents have made contact with the program
2. Case management for all pending families
3. Manage call from new clients
4. Manage all incoming informational calls regarding the program
5. Answer questions about the program and the intake process from clients and referring agencies
6. Communicate with referral agencies and attorneys when necessary
7. Complete two hour intakes with each parent and complete all paperwork involved
8. Provide orientation with children prior to visits
9. Document all communication and personal interactions with clients
10. Organize clients' files after intakes are completed
11. Coordinate visitation and exchange schedules for incoming families with other staff
12. Cover visit, exchange and site-supervisor shifts in case of volunteer shortage
13. Answer telephone lines as needed
14. Organizational filing (hard copies)
15. Supervise intake volunteers as needed
16. Attend required staff meetings
17. Perform other duties as assigned

#### **Working Conditions:**

Fast-paced, general office environment. Regular daytime work with flexibility needed for some evenings and weekends.

#### **Equipment Used:**

PC and other standard office equipment (fax machine, copier).

## Kids First Safe Alternatives Center: Job Description

<b>DATE CREATED:</b>	1/31/03
<b>JOB TITLE:</b>	Volunteer Program Coordinator
<b>REPORTS TO:</b>	Program Director
<b>HOURS:</b>	40 hours per week, regular daytime with some flexibility
<b>SUPERVISES:</b>	Volunteers, workstudy student
<b>EMPLOYMENT STATUS:</b>	Regular, full-time
<b>WAGE RANGE:</b>	\$24,500-\$27,000 DOE
<b>EXEMPT:</b>	Yes

**General Description:** The Volunteer Program Coordinator is responsible for all aspects of the volunteer program, including recruiting, screening, training, scheduling, and supervising of volunteers.

### **Knowledge, skills and abilities required:**

Experience in and knowledge of the dynamics of sexual assault and/or domestic violence, child abuse, community resources, and agency networking. Demonstrated skills in volunteer recruitment, supervision, support, program management, oral and written communication, public speaking and training; and organizational development. Ability to work well with a diverse group of individuals, including staff, volunteers, board members and the general public. Ability to work flexible hours independently and in a team atmosphere.

Experience with IBM compatible computers, Windows 2002, word processing in MS Office environment, spreadsheet and database experience. Hearing and vision adequate for telephone work, interaction with general public, clients, and interaction with staff. Hand and finger dexterity adequate to operate standard office equipment.

### **Essential Functions:**

1. Recruit volunteers for the organization.
2. Support and supervise volunteers.
3. Schedule volunteers for visits and exchange shifts & event booths.
4. Network with appropriate agencies and groups.
5. For purposes of recruitment, and when time allows, present at Kids First public speaking engagements.
6. Assure confidentiality and manage all records and information pertaining to the Volunteer Program.
7. Coordinate volunteer meetings, trainings and retreats including agendas, facilitators, and advanced training topics, advertisements, public service announcements, location and presenters.
8. Coordinate and conduct the on-the-job training program for new volunteers.
9. Coordinate volunteer committees.
10. Send out monthly volunteer mailing, including the volunteer newsletter.
11. Organize volunteer appreciation events.
12. Other networking duties as assigned and pertinent to job description.
13. Monthly report to the Steering Committee.

**With other staff:**

1. Assist in the training of volunteers, including initial training and orientation, on-the-job training and advanced trainings throughout the year.
2. Support and care for the volunteers, as individuals and as a group.
3. Cover visit, exchange and site-supervisor shifts in case of volunteer shortage.
5. Maintain up-to-date training and educational materials.
6. Provide public presentations and trainings as needed.
7. Attend all staff meetings.

**Working Conditions:**

Fast-paced, general office environment. Regular daytime work with flexibility needed for some evenings and weekends.

**Equipment Used:**

PC and other standard office equipment (fax machine, copier).

## Kids First Safe Alternatives Center: Job Description

<b>DATE CREATED</b>	1/31/03
<b>JOB TITLE</b>	Office Manager
<b>REPORTS TO</b>	Program Director
<b>HOURS</b>	32 hours per week, regular daytime with some flexibility needed
<b>SUPERVISES:</b>	Administrative work study students or office volunteers
<b>EMPLOYMENT STATUS</b>	Regular, part time
<b>WAGE RANGE</b>	\$11 - \$15 hourly
<b>EXEMPT</b>	No

### General Description:

Under the supervision of the Program Director, the Office Manager provides clerical support to all staff and manages day-to-day operations of the program.

### Knowledge, skills and abilities required:

Ability to work well with a diverse group of individuals, including staff, volunteers, steering or advisory committee members and the general public. Ability to work flexible hours independently and in a team atmosphere. Experience with IBM compatible computers, Windows 2000, word processing, spreadsheet experience, and computer troubleshooting in MS Office environment. Hearing and vision adequate for telephone work, interaction with general public, clients, and interaction with staff. Hand and finger dexterity adequate to operate standard office equipment.

### Essential Functions:

1. Provide clerical assistance to all staff
2. Sort, stamp, route and dispose of mail
3. Answer telephone lines as needed
4. Organizational filing (hard copies)
5. Send out meeting reminders electronically or by mail as needed
7. Coordinate the purchase of all program equipment, including computer software and hardware
8. Oversee and maintain the program's computer system and network, including agency back-up of computerized files and anti-virus efforts.
9. Maintain all office equipment
10. Oversee and manage use and reporting of petty cash
11. Perform program bookkeeping duties in coordination with Legal Aid administrative staff
11. Supervise administrative workstudy students or volunteers as needed
12. Coordinate the purchase of office supplies
14. Update server for agency shared information (rosters, minutes, etc.)
15. Assist with hiring process i.e. mailing, placing ads, fielding calls, rejection letters, etc.
16. Maintain program donor database and mailing lists
17. Send out donor thank you letters
18. Oversee bulk mailings i.e. newsletters, solicitation letters
19. Coordinate distribution of agency brochures and crisis cards
20. Run errands as needed
21. Attend required staff meetings
22. Perform other duties as assigned

### Working Conditions:

Fast-paced, general office environment. Regular daytime work with flexibility needed for some evenings and weekends.

### Equipment Used:

PC and other standard office equipment (fax machine, copier).

## CURRICULUM VITA

Jeffrey L. Todahl

**Current Position:** Research Associate/Assistant Professor, Marriage and Family Therapy  
Program Coordinator, Marriage and Family Therapy  
College of Education, University of Oregon  
(541) 346-0919

**Business Address:** Marriage and Family Therapy Program  
5251 University of Oregon  
Eugene, OR 97403  
[jtodahl@oregon.uoregon.edu](mailto:jtodahl@oregon.uoregon.edu)

### EDUCATION

**Ph.D.** Florida State University, Interdivisional Program in Marriage and the  
Family/Family Therapy, 1995.

**M.S.** Seattle Pacific University, Community Counseling, 1989.

**B.A.** Western Washington University, Health Education/Psychology minor, 1985.

### CERTIFICATION/LICENSURE

Clinical Member (#40896), American Association for Marriage and Family Therapy

Approved Supervisor, American Association for Marriage and Family Therapy

Licensed Marriage and Family Therapist, License #0404, Kentucky

### PROFESSIONAL EXPERIENCE

**2001-present** Program Coordinator, University of Oregon, Graduate Program in Couples and Family  
Therapy, College of Education

- Provide oversight and management of academic curriculum and curriculum development
- Liaison with state and national accrediting bodies
- Provide oversight and management of program budget
- Coordinate student recruitment and admissions
- Coordinate and manage Student Handbook revisions
- Coordinate program development and marketing
- Represent MFT Program as participant in numerous COE committees

**1999-present** Research Associate/Assistant Professor, University of Oregon, Graduate Program in  
Couples and Family Therapy, College of Education

**1999-present** Clinical Supervisor, University of Oregon, Center for Family Therapy

- Supervision of approximately 6 interns per term and 6-12 interns summer term
- Evaluation of interns' clinical ability and understanding of clinical theory

**1997-1999** Assistant Professor, Northwest Christian College, Graduate Program in Marriage and  
Family Therapy

**1996-1997** Research Coordinator & Clinical Faculty, University of Louisville, The Center for  
Family Resource Development, Kent School of Social Work

- Training and consultation to Jefferson County child protective services division
  - Co-investigator: Neighborhood Place qualitative, process-based investigation (an investigation of a community-wide, urban social service integration project)
  - Co-investigator: Jefferson County Delivery System Assessment
- 1995-1996      Program Manager, Boys' Haven, The Family Centered Treatment Program
- Development of program philosophy, policies and procedures manual, treatment manual, and management of program implementation
  - Program administration, including coordination of staff hiring and staff development
  - Administrative supervision of staff
  - Clinical supervision of staff
  - Coordination of program marketing and community relations
  - Development of program evaluation protocol and oversight of implementation
- 1994              Adjunct Instructor, Tallahassee Community College, Sociology Department
- The Sociology of Marriage
- 1993-1995      Adjunct Instructor, Florida State University, College of Human Sciences
- Family Relationships: A Life-Span Developmental Approach
- 1993-1995      Academic Advisor, Florida State University, Undergraduate Academic Advising Center
- Assisted undergraduate students in course selection, academic planning and interpretation of university policies
  - Assisted students in career planning and career development
  - Information and referral services for Florida State University students
- 1991-1994      Therapist, Florida State University, Vietnam Veteran Families Project
- Conducted clinical assessments
  - Provided outpatient counseling for Vietnam veterans, relatives, and significant others
  - Provided information and referral services
- 1991-1992      Assessment Coordinator, Mental Health Evaluation Services, Tallahassee, FL
- Conducted crisis-related mental health evaluation
  - Provided admission recommendations to admitting physicians
- 1988-1991      Therapist, Catholic Community Services Northwest, Bellingham, WA
- Conducted clinical assessments
  - Provided counseling for children, youth and adults
  - Co-led groups for sexually assaulted children, ages 4-7
- 1986-1988      Unit Supervisor, Distad Family Group Home, Seattle, WA
- Provided direct services to youth
  - Responsible for orienting and assisting new staff to the program's policies and procedures
  - Prepared and presented quarterly program summaries
  - Designed an objectives manual and brochures for in-service training of new



- employees
- Designed educational brochures for parents

## RESEARCH AND PROFESSIONAL INTERESTS

Research interests include: clinical assessment and intervention in domestic violence, domestic violence prevention, and coordinated community delivery systems. A current activity is primary investigation of the Kids First: Safe Alternatives Center program evaluation. Kids First provides safe access for parents and children when domestic violence is a factor, and is a partnership of many local groups, including the MFT Program, Lane County Legal Aid, and Centro LatinoAmericano.

## PUBLICATIONS

### Peer-Reviewed Journals

Barnes, M.F., Todahl, J., & Barnes, A. (2002). Family secondary trauma on the pediatric critical care unit. *Journal of Trauma Practice*, 1(2), 5-30.

Christensen, D. & Todahl, J. (1999). Preventing relapse in family casework: A solution based approach. *Journal of Family Social Work*, 3(4), 3-24.

Smith, T.E., McInnis, M., Pereira, G.A., Sells, S.P., Todahl, J., & Barnes, M. (1997). Voices within family therapy: The life story of a practicum team. *Journal of Systemic Therapies*, 16(4), 341-360.

Smith, T.E., Sells, S.P., Pereira, G.A., Todahl, J., & Papagiannis, G. (1995). Pilot process research of reflecting conversations. *Journal of Family Psychotherapy*, 6(3), 71-89.

Todahl, J., Smith, T.E., Pereira, G.A., & Barnes, M.F., & Miller, J.K. (in press). An ethnography of the practice of community-based family systems medicine. *Families, Systems and Health*.

Todahl, J., Smith, T.E., & Barnes, M.F. (in press). Bibliotherapy and childrens' perceptions of death. *Journal of Poetry Therapy*.

### Book & Book Chapters

Christensen, D., Todahl, J., & Barrett, B. (1999). *Solution based casework: An introduction to clinical and case management skills in casework practice*. New York: Aldine de Gruyter.

Christensen, D., Todahl, J., & Barrett, B. (1999). *Solution based casework: An introduction to clinical and case management skills in casework practice*. New York: Aldine de Gruyter & The English Agency (Japan) LTD, Japanese translation (2002).

Walters, E., & Todahl, J. (in press). The Impact of Violence on Children: Strategies for Social Workers. In T. Heinonen & A. Metteri (Eds.), *Social work in health and mental health: Issues, developments and actions*. Canadian Scholar's Press.

### Articles in Preparation

Miller, J.K., Platt, J., Todahl, J., & Eppler, C. (in preparation). *Pre-Professorial Internships: Recruiting the Next Generation of Educators in Marriage and Family Therapy*. Manuscript in progress.

Daniels, M., Alltucker, K., Their, K., & Todahl, J., (in preparation). *Evaluating Visit Safety: An Instrument for Supervised Parenting Time and Domestic Violence*. Manuscript in progress.

Todahl, J., & Padgett, C. (in preparation). *Decision Points: The Legal System, Domestic Violence, and Supervised Parenting Time*. Manuscript in progress.

Todahl, J. (in preparation). *Therapists and Assessment for Domestic Violence: Complexities, Pitfalls and Next Steps*. Manuscript in progress.

#### Non-Refereed, Invited

Todahl, J., & Walters, E. (2002). *To Screen or Not to Screen: Universal Assessment and Domestic Violence*. Invited internet discussion article, Family Allies Network Forum. <http://www.familyallies.net/linkadvocate.htm>

Todahl, J. (2002). *Gender and Violence: A Community Discussion*. Invited discussant, Family Allies Network Forum. <http://www.familyallies.net/linkadvocate.htm>

#### Research & Technical Reports

Todahl, J. (1988). *The effects of a bibliotherapy and parent-child discussion exercise on the child's understanding of death*. Unpublished master's thesis. Seattle Pacific University, Seattle, WA.

Todahl, J. (1995). *An ethnography of family systems medicine*. Unpublished doctoral dissertation. Florida State University, Tallahassee, FL.

Todahl, J., & Christensen, D. (1997). *Neighborhood Place study and consultation project: Phase I*. Report to Neighborhood Place Operation Committee, Louisville, KY. A qualitative, process-based investigation of coordinated community service delivery

Todahl, J., Stow-Bolea, P., Davis, T., & Cassidy, K. (1997). *A qualitative inquiry of citizen-informed community needs*. Report to Jefferson County Executives and Neighborhood Place, Louisville, KY.

O'Neill, C., Heilbrun, E., Todahl, J., & Hudson, J. (2003). *Court Watch Pilot Project: Protective Order Hearing Review*. An assessment of the judicial system's response to domestic and sexual violence, Lane County, Oregon. Supported by a cooperative agreement with the Centers for Disease Control and Prevention (#US4/CCU018319-03).

Oregon Judicial Department, State Family Law Advisory Committee, Parenting Plan Work Group, Office of the State Court Administrator, Court Community Services Division. *Safety-Focused Parenting Plan Guide*. A guide for developing a safety-focused parenting plan where there are special concerns about domestic violence, abuse/neglect, substance abuse, or mental illness. <http://www.ojd.state.or.us>

#### GRANTS

Barkhurst, P., & Todahl, J. (2000). A United Way Venture Grant. A grant to support start-up programming for a Lane County supervised visitation program. June, 2000. (\$15,100.00, Lane County Legal Aid, fiscal agent).

Padgett, C., & Todahl, J. (2001). Byrne Grant, Department of Justice. A grant to support innovation and

expansion of Kids First: Safe Alternatives Center. Lane County Legal Aid, fiscal agent. (\$141,000.00/year; 4 renewable years).

Todahl, J. (Awarded May, 2002; retroactive to October, 2001). Byrne Grant, Department of Justice.

Program Evaluation of Kids First: Safe Alternatives Center, University of Oregon IVDB fiscal agent. (\$29,000/year; 4 renewable years).

Todahl, J., & Stow-Bolea, P. A Jefferson County, Kentucky, research grant (a qualitative inquiry of citizen-informed community needs). April, 1997. (\$10,000.00).

Walters, E., Clark, S., & Todahl, J. (2000) A grant designed to foster a coordinated community response to domestic violence. Grant Source: Department of Justice, Violence Against Women Office, Office for Victims of Crime, National Institute for Justice, Office of Juvenile Justice and Delinquency Prevention. (\$350,000/year for 3 years; potential for renewal for additional 5 years, Lane County Commission, fiscal agent).

## **Summary Data Sheet**

**Applicant:** Lane County  
**Primary Contact:** Debbie Heeszal  
125 E. 8<sup>th</sup> Ave.  
Eugene, Oregon 97401-2900  
Phone: (541) 682-7405  
Fax: (541) 682-3804  
Email: debbie.heeszal@co.lane.or.us

**Visitation Center:** Kids First Safe Alternatives Center  
21 North Grand Street  
Eugene, Oregon 97402

Phone: (541) 683-6353  
Fax: (541) 683-2268  
Program Director: M. Caroline Padgett  
Email: mcpadgett@lclas.org

### **Memorandum of Understanding Signatories:**

Bill Van Vactor, County Administrator  
Lane County

Laurence H. Hamblen, Executive Director  
Lane County Legal Aid Services, Inc.

M. Caroline Padgett, Program Director  
Kids First Safe Alternatives Center

Grant Nelson, Manager  
Lane County Health and Human Services, Adult Parole & Probation

David Factor, Court Administrator  
Lane County Circuit Court

Kate Barkely, Executive Director  
Womenspace, Inc.

Cheryl O'Neill, Coordinator  
Lane County Domestic Violence Council

Nancy Glines, Executive Director  
Sexual Assault Support Services, Inc.

**Type of Application:** Local Implementation Grant

**Safe Havens: Supervised Visitation and Safe Exchange Grant Program**  
**Applicant:** Lane County, Oregon  
**Application #** 2003-X1046-OR-CW



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the  
Regional Director

Region X  
M/Spy-04  
2201 Sixth Avenue  
Seattle, WA 98121

January 4, 1990

Mr. James R. Johnson  
County Administrator  
Lane County  
125 E. 8th Avenue  
Eugene, Oregon 97401

Dear Mr. Johnson:

We are in receipt of Mr. Green's letter dated December 29, 1989, requesting an extension for filing the Indirect Cost Negotiation Agreement Proposal for costs covering the year ended June 30, 1989.

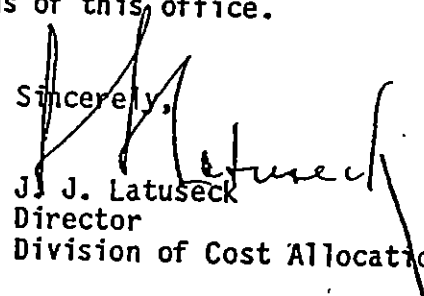
As the cognizant Federal Agency, this is to inform you that pursuant to the Office of Management and Budget Circular A-87, Attachment A, Section J.5.a., current and future central services cost allocation plans and departmental/divisional indirect cost proposals will not have to be submitted for review by this office.

You are advised, however, that central services cost allocation plans and departmental/divisional indirect cost proposals must be prepared in accordance with the appropriate Federal cost principles and be available as of the time a claim is made against a Federal award. The documentation in support of the claim must be retained for a period of three years.

This policy will remain in effect until advised otherwise by this office or a newly designated cognizant Federal Agency.

We remain available to answer technical questions or otherwise provide information consistent with the functions of this office.  
Thank you for your cooperation.

Sincerely,

  
J. J. Latuseck  
Director  
Division of Cost Allocation

cc: Mr. Green