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Memorandum Date: January 21, 2004  
Order Date: February 4, 2004

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**TO:** Board of County Commissioners

**DEPARTMENT:** Children and Families & District Attorney

**PRESENTED BY:** Alicia Hays & Doug Harclerod, Department Directors

**AGENDA ITEM TITLE:** ORDER AND RESOLUTION IN THE MATTER OF AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN A GRANT APPLICATION TO THE U.S DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN FOR AN EIGHTEEN MONTH GRANT FOR UP TO \$1.5 MILLION TO SUPPORT PLANNING AND DEVELOPMENT OF CO-LOCATED COORDINATED SERVICES TO VICTIMS OF DOMESTIC VIOLENCE INTO ONE FACILITY.

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**I. PROPOSED MOTION**

MOVE APPROVAL OF THE ORDER AND RESOLUTION IN THE MATTER OF AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN A GRANT APPLICATION TO THE U.S DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN FOR AN EIGHTEEN MONTH GRANT FOR UP TO \$1.5 MILLION TO SUPPORT PLANNING AND DEVELOPMENT OF CO-LOCATED COORDINATED SERVICES TO VICTIMS OF DOMESTIC VIOLENCE INTO ONE FACILITY.

**II. ISSUE OR PROBLEM**

A large community collaborative in Lane County is developing a grant proposal requesting funds from the U.S. Department of Justice, Office on Violence Against Women (OVW). This collaborative group has requested the application be submitted through the Department of Children and Families, and the dollar amount exceeds the County Administrator's authority to sign. Therefore, the Board must grant authorization for signature on this application.

**III. DISCUSSION**

**A. Background**

The President's Family Justice Center Initiative is a pilot program that will provide communities with resources for planning and development for the establishment of

comprehensive domestic violence victim service and support centers. Family Justice Centers (FJC) are designed to bring together advocates from non-profit, non-governmental domestic violence victim services organizations, law enforcement officers, prosecutors, parole/probation officers, governmental victim assistants, forensic medical professionals, civil legal attorneys, chaplains, legal advocates, and representatives from community-based organizations into one centralized location.

The goal of a comprehensive FJC is to improve access to services for victims and families. Often victims do not seek help because they must travel from location to location to seek services, sharing their experiences over and over to numerous professionals who are scattered throughout the community. The FJC concept makes a victim's search for help and justice less burdensome by bringing professionals who provide an array of necessary services together under one roof. The long-term goals for each Family Justice Center will ultimately be defined through strategic planning in the twelve communities that will be funded.

In Lane County, we have a long history of coordinating and cooperating to develop a better system to serve battered women. In 1993, the Lane County Domestic Violence Council (DVC) was formed, involving Womenspace, the District Attorney's Office (DA), hospitals, social service agencies, law enforcement agencies, DA Victims' Services Program (VSP), shelter programs, treatment providers, and courts. The DVC creates opportunities to identify and address issues facing women seeking assistance or justice. For instance, in 1994, the DVC adopted Criminal Justice Guidelines for police, courts, DA, and jail; these guidelines were developed jointly by the DA, Chiefs of local police agencies, Womenspace, VSP, rural social service providers, and community leaders. Also, in 1995, the DVC adopted Civil Justice Guidelines for courts, mediators, and private domestic relations attorneys; these were developed by Womenspace, VSP, Legal Aid, and survivors, to aid in the effective handling of civil legal matters involving domestic violence.

Our coordinated response to domestic violence has been enhanced by two previous federal grants. In 1996, Womenspace was awarded a multi-year grant through the Centers for Disease Control to enable Womenspace, Sexual Assault Support Services, DA, VSP, the Circuit Court, and other community agencies, to partner together to address intimate partner violence through extensive coordination of referral systems and policy decisions. In 2001, the Department of Children and Families (DCF) was selected as one of six sites nationally to receive funding for the "Interagency Initiative on Collaborations to Address Domestic Violence and Child Maltreatment", bringing together the courts, child protective service providers, domestic violence advocacy agencies, and parole & probation to improve the response for families involved with multiple systems.

The partners who have been meeting in these various coordination and

collaboration efforts agree the President's Family Justice Center Initiative is the appropriate next step. Representatives from the DA's office, VSP, Oregon Department of Human Services (DHS), Womenspace, the DVC, Legal Aid, DCF, the Child Advocacy Center, Lane County Sheriffs' Office (LCSO), Lane County's Supervision and Treatment Services Division (SATS), as well as several non-profit social service agencies have agreed to actively engage in a strategic planning process to site and develop FJC as a centralized DV service center with co-located staff from a variety of disciplines, building upon our existing coordinated community response to domestic violence. This group has agreed to actively engage in short and long term planning focused on the development and sustainability of the FJC. To do this, the group agrees to do the following:

- The Department of Children and Families will hire a project coordinator and other core staff to support the group's planning efforts (to be paid by these grant funds;
  - Conduct an assessment of the community's domestic violence problem as well as services available to address the problem;
  - Provide for a local research partner who can provide data collection services;
  - Coordinate and conduct planning meetings with relevant partners and local agencies;
  - Strengthen existing collaborative partnerships;
  - Develop a strategic plan;
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- Identify and secure a site for the Center;
  - Establish a Family Justice Center and each of its unique, innovative components with existing personnel;
  - Develop an evaluation plan; and
  - Develop a case management information system that will provide for data integration across systems and among participating agencies.

While the last four bullets above relate to setting up an FJC with some of the grant funds, the grant application will not include a specific proposal for Lane County to be responsible for establishing a center, its program, and securing its location. While Lane County will be the grant recipient, the establishment of an FJC will not begin until the planning group has determined the organizational and administrative structure for the center, including the legal and contractual relationships among the partners.

At the time of this writing, staff are in the process of completing the grant application and therefore it is not attached to the Board Order. The grant application will be available for review, in the Board of County Commissioners' Office, by 3pm on February 4, 2004.

The grant award requested, up to \$1.5 million for the period of eighteen months, exceeds the county administrator's delegated authority to sign. Therefore, this

order requests the Board to delegate authority to the county administrator to sign the application.

**B. Analysis**

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

**This grant application does not require a match.**

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

**No, all expenditures will be fully paid for by the grant. The purpose of this funding opportunity is to explore a variety of options regarding site location of a FJC. Allowable expenses include leasing and renovation costs, but do not include construction. Supplies are an allowable expense which includes any materials that are expendable or consumed during the course of the project. Equipment is also allowable and grant applicants are encouraged to explore the cost benefits of purchasing versus leasing. Equipment that is purchased with this funding will, at the end of the grant, will remain property of the County.**

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

**There are no county funds in the budget for this pilot.**

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

**As the lead department on this grant, the Department of Children and Families will be responsible for staffing this planning process. Thus, funds will be budgeted to cover administrative and personnel costs. Other responsibilities of the fiscal agent include facilitating the negotiation and execution of a Memorandum of Understanding to be created by all partners during the grant application process. Should Lane County be selected, we will complete a competitive selection process for local evaluator and any other selection processes that may be necessary. As lead agent in the planning process, it is our responsibility to ensure a variety of locations and facilities options be explored; should property be identified as appropriate for location of a Lane County FJC, with Lane County assuming a major responsibility for the FJC, we may negotiate and execute a lease agreement with the landlord. Further, should we be awarded this grant, we will be responsible for independent audit to comply with Federal Single Audit requirements due to the size of the award.**

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

**All stakeholders understand that the grant period is eighteen months. While this grant allows funds for project coordination and planning, the stakeholders understand the Initiative is not intended to fund new direct service staff positions, rather, the effort is to be focused on creating Centers which will house existing staff from all related disciplines.**

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

**This grant requires quarterly submission of fiscal reports, and semi-annual progress reports. Additionally, grantees may be required to participate in an external evaluation funded by OVW. As noted in item #4 above, as lead agent, Lane County is responsible for independent audit to comply with Federal Single Audit requirements due to the size of the award.**

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 it is an appropriate cost incurred by support service departments?

**Accounting, auditing and evaluation costs will be covered by the grant funds. Department staff will fulfill accounting and auditing activities. Upon grant award, staff will conduct a competitive selection process to select provider for the local evaluation activity component, and any other competitive selection processes that may be necessary.**

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

**The grant application budget will include the indirect amount as negotiated between Lane County Department of Children and Families and the Federal Government.**

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?

**The grant requires certification signed by the CEO of the applying entity**

certifying to conditions related to domestic violence arrest policies. This is similar to the Certification of Eligibility required by two current grants, the Family Violence Response Initiative (DCF) and the Pretrial Monitoring Program for Families Experiencing Domestic Violence (HHS/P&P).

10. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

This planning grant requires consideration of information sharing technology. If, in the course of the planning process, technology issues affecting the County begin to emerge, DCF staff will work with IS staff to ensure compatibility of needed systems and/or tools. At this stage of the planning process, it does not appear certain that the FJC will be the responsibility of the County. Rather, this project seems likely to result in a separate, possibly non-profit entity, with its own responsibilities regarding data integration and management. Another possible scenario to be explored is for space to be donated by a business, with partner organizations locating individual staff and an entity other than the County taking responsibility for the data management system. Should the planning group find that the FJC is most effectively run as a County supported/connected endeavor, the IS Department will have been involved in planning discussions prior to that decision being made.

11. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

Please see item #10 above. If the planning process evolves such that a possibility exists for requests for new or enhanced computer applications/systems interfacing with existing systems/infrastructure, DCF staff will work with IS to ensure County issues are addressed during the course of the planning process, prior to decision-making.

12. If this is a grant funded computer/software applications project...

N/A

**C. Alternatives/Options**

1. Adopt the Order to authorize the County Administrator to sign the grant application.
2. Amend the Order.

3. Do not adopt the Order.

**D. Recommendation**

Option 1: Adopt the Order

**E. Timing**

The grant application is due for electronic submission in Washington, DC, on February 5<sup>th</sup>, 2004, with hard copy postmarked that date. Therefore, we request that the Board act to allow the application to be submitted.

**IV. IMPLEMENTATION**

Upon approval by the BCC, the application will be processed for signature, then electronically submitted and mailed to Washington DC.

**V. ATTACHMENTS**

Board Order

**THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**ORDER No.** ORDER AND RESOLUTION IN THE MATTER OF  
AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN  
A GRANT APPLICATION TO THE U.S DEPARTMENT OF  
JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN FOR  
AN EIGHTEEN MONTH GRANT FOR UP TO \$1.5 MILLION  
TO SUPPORT PLANNING AND DEVELOPMENT OF CO-  
LOCATED COORDINATED SERVICES TO VICTIMS OF  
DOMESTIC VIOLENCE INTO ONE FACILITY.

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**WHEREAS**, the U.S. Department of Justice, Office on Violence Against Women (OVW) announced the President's Family Justice Center Initiative and is requesting proposals for the planning and development for the establishment of comprehensive domestic violence victim service and support centers,

**WHEREAS**, the Lane County Department of Children and Families, in partnership with the Lane County District Attorney's office, is working with existing community groups and services supporting victims of domestic violence to develop a competitive proposal to improve Lane County's system of support for victims,

**WHEREAS**, committed staff in many agencies and organizations in Lane County have established a long history of cooperation and collaboration to develop a better system to serve battered women, and the collaborative partners are poised to take advantage of the opportunities this grant would provide,

**NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED THAT** the Board of County Commissioners authorizes the County Administrator to sign the President's Family Justice Center Initiative grant application, and that it be submitted for review and possible award to the OVW.

APPROVED this \_\_\_\_\_ day of February, 2004

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Bobby Green, Chair  
BOARD OF LANE COUNTY COMMISSIONERS

ORDER AND RESOLUTION IN THE MATTER OF AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE, OFFICE ON VIOLENCE AGAINST WOMEN FOR AN EIGHTEEN MONTH GRANT FOR UP TO \$1.5 MILLION TO SUPPORT PLANNING AND DEVELOPMENT OF CO-LOCATED COORDINATED SERVICES TO VICTIMS OF DOMESTIC VIOLENCE INTO ONE FACILITY.

APPROVED AS TO FORM

Date 1/27/04 lane county  
Shaidlaw  
OFFICE OF LEGAL COUNSEL