

**21752**

**TO:** Honorable Members of the Board of Acquisition and Contract

**FROM:** Diane G. Balistreri  
Coordinator, Office for Women

**DATE:** September 19, 2011

**SUBJECT:** Authority to amend an agreement with Hope's Door, Inc., pursuant to which Hope's Door, Inc. will provide counseling and support services for immigrant women and their children who are victims of domestic violence, by extending the authorized term of the agreement by three months, October 1, 2011 through December 31, 2011, and by increasing the not-to-exceed amount by \$12,875

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On September 30, 2010, your Honorable Board approved a resolution authorizing the County of Westchester (the "County") to enter into an agreement with Hope's Door, Inc. ("Hope's Door"), pursuant to which Hope's Door will provide counseling and support services for immigrant women and their children who are victims of domestic violence, for the period October 1, 2010 through September 30, 2011, for an amount not-to-exceed \$51,500, pursuant to an approved budget (the "Agreement"). The Agreement has subsequently been executed.

The County now respectfully requests that your Honorable Board amend the Agreement to extend the authorized term by three months, from October 1, 2011 through December 31, 2011, and increase the total amount by \$12,875, from an amount not-to-exceed \$51,500 to an amount not-to-exceed \$64,375.

Except as specifically amended hereby, all other terms and conditions of the Agreement shall remain the same.

The Agreement, as amended, will serve a public purpose by promoting the public health, safety and general welfare by enhancing the safety and independence of abused women. If abused women are helped to be safe they are not as likely to return to dependence on their abusers, thereby reducing public safety costs and medical costs. If they are enabled to be independent and self-sufficient they are not as likely to be dependent on public assistance. In many cases immigrant domestic violence victims face extra pressure from abusers due to language and

cultural barriers vis-à-vis using the courts, the legal system, the social services system and government and community-based organizations, in addition to threats concerning their immigration status or threats to kidnap their children back to their countries of origin.

The goals and objectives of this Agreement, as amended, are for Hope's Door to provide assistance to an average of 50 victims per month, a conference addressing the needs of immigrant or bicultural victims of abuse, and 60 outreach programs targeted to immigrant or bicultural communities and other diverse groups during the proposed term.

The goals and objectives of the proposed Agreement are in the best interests of the County in terms of public health and safety because of the aforementioned anticipated results of enhancing the safety and independence of abused women.

The goals and objectives of the Agreement, as amended, will be tracked and monitored by the Westchester County Office for Women, which will be responsible for monitoring Hope's Door's performance under this Agreement by means of site visits, as well as their quarterly statistics and narratives. The effectiveness of this program as well as client satisfaction will be determined by assessments conducted of a diverse cross-section of clients at varying stages of their involvement; and multi-lingual focus groups will be held along with client satisfaction surveys and follow-up questionnaires. The following are examples of outcome results from the previous contract term:

- 100% of clients were helped to break the silence about the abuse in their lives
- 100% of clients know more ways to plan for their safety
- 94% of clients know more about community resources
- 100% of clients feel safer than when they first went to Hope's Door

I most respectfully recommend approval of the attached Resolution.

# RESOLUTION

Upon communication from the Coordinator of the Office for Women, be it hereby

**RESOLVED**, that the County of Westchester (the "County") is hereby authorized to amend an agreement with Hope's Door, Inc. ("Hope's Door"), pursuant to which Hope's Door will provide counseling and support services for immigrant women and their children who are victims of domestic violence, for the period October 1, 2010 through September 30, 2011, for an amount not-to-exceed \$51,500, pursuant to an approved budget (the "Agreement"), by extending the authorized term of the Agreement by three months, from October 1, 2011 through December 31, 2011, and by increasing the total amount by \$12,875, from an amount not-to-exceed \$51,500 to an amount not-to-exceed \$64,375 in accordance with the amended Schedules A-1 and B-1 annexed hereto and made a part hereof; and be it further

**RESOLVED**, that except as specifically amended hereby, all remaining terms and conditions of the Agreement shall remain the same; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby authorized to execute all instruments and take all actions reasonably necessary to implement this Resolution.

Original Agreement	\$51,500
This Agreement	<u>\$12,875</u>
Total	\$64,375

Account to be charged/credited:

FUND	DEPT	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars	
101	11	0900	4380	N/A	\$12,875	

**Budget Funding Year(s)** 2011  
(must match resolution)

**Start Date:** 10/1/2011

**End Date:** 12/31/2011

\$12,875  
(must match resolution)

**Funding Source:**

Tax Dollars \$12,875

State Aid \_\_\_\_\_

Federal Aid \_\_\_\_\_

Other \_\_\_\_\_

## Schedule A-1

Hope's Door  
Embracing Life Free of Domestic Abuse

### **County Office for Women Immigrant Counseling and Related Services**

**Schedule A-1 for the Period of 10/1/2010 through 12/31/2011**

#### **Services to Be Provided**

Hope's Door will provide bilingual, culturally appropriate services for immigrant victims of abuse and their children (and/or persons with Limited English Proficiency), with an emphasis on Spanish-speaking victims, to include:

- Safety planning, coordination and lethality assessments
- Information and referral
- Advocacy with Legal, Law Enforcement, Criminal Justice, Immigration, Social Services, Housing, Medical, Educational, Employment and/or other applicable systems
- Counseling and support groups
- Follow-up services, with an emphasis on hotline callers with Limited English Proficiency (LEP)
- Translation services
- Immigration assistance, including coordination with in-house immigration attorney, compilation of documentation and application assistance
- Accompaniment to court, district attorney, schools, childcare providers, social services, medical providers, housing programs, other domestic violence providers and other applicable systems

#### **Bilingual, Bicultural Community Education & Outreach Campaign – 15-month Outputs**

- 60 – Number of outreach programs targeted to immigrant or bicultural communities and other diverse groups.

#### **Direct Client Services - Projected Outputs Per Month**

- 7 – The average number of new clients served per month
- 50 – The average number of clients served per month
- 350 – The average number of units of service provided per month

<b>FTE Analysis</b> <b>County Funds of \$64,375 represent 1 FTE (Salary and Fringe)</b>
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*Hope's Door - Formerly Northern Westchester Shelter*

*Prepared by CarlLa Horton*

*Schedule A 2010-2011 Immigrant Counseling - 15 month*

*9/12/2011 12:16:00 PM*

## Primary Outcome Measurements

### 90% of adult victims will ...

1. Break the silence about family violence
2. Know more strategies to plan for their safety
3. Know more about helpful community resources
4. Know more about abuse and abuser behavior
5. Know more about their options
6. Assert that they are safer than when they first came to us
7. Assert they are more empowered than when they first came to us
8. Assert that they have begun to heal from the trauma of abuse
9. Assert that they would refer an abused friend or family member to us for help with abuse

### 90% of child victims (as age appropriate) will be able to...

1. Break the silence about family violence
2. Demonstrate increased knowledge of DV, safety and their options
3. Develop and begin implementation of a safety plan
4. Call 911
5. Identify one other safe person
6. Identify appropriate responses for self when angry
7. Identify appropriate responses for others when they are angry
8. Reduce significantly the number of outbursts at home and school
9. Demonstrate improvement of gross or fine motor skills, language skills and/or cognitive skills
10. Begin to heal from the trauma of abuse and exhibit a greater sense of comfort and security

### Evaluation Methods

Hope's Door members, board members, Victim Impact Panel members and/or other appropriate volunteers will select from among the following methods to assess for program effectiveness and client satisfaction:

1. To assess for program effectiveness, counselors in collaboration with the Director of Nonresidential Services and the Executive Director will conduct assessments of a diverse cross-section of clients at varying stages of their involvement no less than twice annually and will extrapolate to total number served on the above outcome measurements.
2. To assess for client satisfaction, we will:
  - Conduct multi-lingual, culturally sensitive focus groups by persons other than those delivering the service, and/or;
  - Offer multi-lingual, culturally sensitive client satisfaction surveys that may be submitted anonymously, and/or;
  - Offer multi-lingual, culturally sensitive follow-up questionnaires that may be submitted anonymously.
3. As in the past, we will submit monthly statistical data to the Office for Women and quarterly summary and narrative.
4. We will actively participate in the Office for Women's site visits and evaluations.

## Schedule B-1

**Hope's Door  
Counseling Program for Immigrants  
10/1/2010 - 12/31/2011**

**Personnel:**

Funding Level \$ 64,375 (0)  
Crosscheck \$ 64,375

Salaries

Name	Position	Yearly Salary on Budget (A)	15 Month Salary on Budget (A)	Charge to Program	Amount	FTE
Elsa Arce	Domestic Violence Counselor - Bilingual - 35 hours FT	\$ 40,040	\$ 50,050	75%	37,510	75%
Coco Alvi	Domestic Violence Counselor - Multi-lingual - 8 hours PT	\$ 8,320	\$ 10,400	75%	7,800	20%
CarlLa Horton	Executive Director/Acting Nonresidential Director - 35 hours FT	\$ 81,640	\$ 102,050	4%	4,592	5%
	(A) - Program was extended 3 months to December 31, 2011					
					49,902	100%

Fringe 29% 14,473

**Total Salaries & Fringe**

64,375

Note: Please note that salaries on the category above, are those salaries exclusively dedicated to the program. Any other salaries that give support to the program are considered administrative overhead, see note for that category.

**OTPS (Other than Personnel Services)**

Equipment

Supplies

Rent

Utilities

Maintenance \* If maintenance is performed by a salaried employee it should be included in overhead unless the staff is exclusively hired for the program part or under a contract

Travel

Miscellaneous

**Total OTPS**

-

**Overhead:** Overhead expenses are those that the institution considers necessary in order to give support to the program being funded, we need evidence that those expenses are distributed proportionate among other programs. In order for this to be done accurately, **OMB Circular A-122** needs to be followed. This will guarantee that all costs charged to us are really in support of the program. In order for us to approve the overhead charge, the vendor needs to supply us with a Overhead Cost Allocation.

**Total Budget**

64,375