

11104

TO: Board of Acquisition and Contract

FROM: Camille Failla Murphy
Director, Office for Women

DATE: May 14, 2010

SUBJECT: Authority to enter into an agreement with Westchester Community Opportunity Program, Inc./Victims Assistance Services for the provision of safety planning education, orientation and advocacy services for victims seeking Orders of Protection in the Family Court Legal Center in Yonkers for a term of one year commencing January 1, 2010 and terminating December 31, 2010 in an amount not-to-exceed Forty-Nine Thousand Eight Hundred Twenty-Seven Dollars (\$49,827) to be paid quarterly pursuant to the workplan and budget attached as Schedules A and B.

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester (the "County"), acting by and through its Office for Women, to enter into an agreement (the "Agreement") with Westchester Community Opportunity Program, Inc./Victims Assistance Services ("VAS") whereby VAS would provide safety planning education, orientation, and advocacy services for petitioners for Orders of Protection in the Family Court Legal Center in the Yonkers Family Court, for a term of one year commencing January 1, 2010 and terminating December 31, 2010.

In consideration for services to be rendered, VAS will be paid an amount not-to-exceed Forty-Nine Thousand Eight Hundred Twenty-Seven Dollars (\$49,827), of which the County's share shall be Nineteen Thousand Nine Hundred Thirty-One Dollars (\$19,931); the New York State share shall be Nineteen Thousand Four Hundred Thirty-Two Dollars (\$19,432); with Federal aid accounting for the remaining Ten Thousand Four Hundred Sixty-Four Dollars (\$10,464), to be paid quarterly pursuant to the workplan and budget attached as Schedules A and B.

VAS will assist petitioners for Orders of Protection by explaining court processes, providing emotional support and calming victims in crisis, discussing options, developing safety plans, and offering referrals to domestic violence services. This contract would provide salary support for service providers/supervisors of volunteers for the Yonkers Family Court Legal Center.

The proposed agreement will promote the public health, safety and general welfare by enhancing the safety and independence of victims of domestic violence. If victims 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. One of the main ways this program will save taxpayer dollars is by reducing the duplication of services. While victims are assisted, they will be assessed by VAS in order to provide services specific to their needs. Such services may include safety planning, referrals, or help through the court process. Without this assessment, victims would likely go to a number of other agencies seeking services, wasting time and money. Victims will be able to receive immediate assistance from VAS, which ultimately will increase their overall safety. In 2009, VAS served approximately 1,230 victims. This agreement differs from the previous agreement in that during the proposed contract term, staff from the Family Justice Center will provide these services in the White Plains Family Court. In addition, the consultant advocate who provided coverage one day a week in Yonkers will no longer be there. As a result of these changes, the program will only provide services in Yonkers and expects to serve 500 victims.

The effectiveness of this program will be measured by tracking the number of clients who received safety planning and referral information for community mental health services, medical services, and family counseling and support services as needed. In addition, to be tracked and monitored are the number of men and women served, total couple violence, clients referred to Pace or Probation, and how many clients were accompanied to court. For example, in 2009:

- 60% of clients were assisted with safety planning
- 60% of clients were provided with crisis intervention and/or supportive counseling
- 75% of clients were provided with information and referrals to follow-up services

If this resolution were not approved, the safety and security of domestic violence victims would be compromised. Without receiving these vital support services, the probability of continued and escalating abuse is substantially increased. This may consequently endanger their lives and the lives of their children.

Payments will be made to VAS quarterly for services rendered, in accordance with Schedule B. The Westchester County Office for Women will be responsible for monitoring VAS' performance under this Agreement by means of site visits, as well as their monthly statistics and quarterly narratives.

By resolution of even date, this Honorable Board has determined that this procurement is exempt from the procedures of the County Procurement Policy in accordance with section 3(a)(xxi) thereof.

An appropriate resolution is herewith attached for your Honorable Board's consideration.

RESOLUTION

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

RESOLVED, that the County of Westchester is authorized to enter into an agreement with Westchester Community Opportunity Program, Inc./Victims Assistance Services (“VAS”) to provide safety planning education, orientation and advocacy services for victims seeking Orders of Protection in the Family Court Legal Center in the Yonkers Family Court for a term of one year commencing January 1, 2010 and terminating December 31, 2010; and be it further

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RESOLVED, that this Agreement is subject to County appropriations; and be it further

RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the “State Budget”) proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; 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.

Account to be charged/credited:

Fund	Dept.	Major Program, Program & Phase, Or Unit	Object/ Sub-Object	Trust Account	Dollars
263	11	111K	4380	T111	\$49,827

Budget Funding Year(s) 2010 **Start Date:** 1/1/2010 **End Date:** 12/31/2010
 (must match resolution)

Funding Source: Tax Dollars \$19,931
 State Aid \$19,432
 Federal Aid \$10,464
 Other _____

\$49,827
 (must match resolution)

**Westchester Community Opportunity Program, Inc. / Victims Assistance Services
Family Abuse Court Services (FACS) Grant**

**Schedule A
2010 Work Plan**

Westchester Community Opportunity Program, Inc. (WestCOP) and its component program, Victims Assistance Services (VAS), agree to provide a Family Abuse Court Services Program staffed by 0.8 FTE Family Abuse Court Advocate as well as specially-trained volunteer advocates. The WestCOP/VAS FACS Advocate(s) will provide coverage at the Yonkers Family Court, and FACS staff will coordinate services with the new Family Justice Center in White Plains to ensure comprehensive and seamless service delivery.

The Family Abuse Court Advocate(s) will be supervised by the WestCOP/VAS White Plains Site Director, in consultation with the WestCOP/VAS Yonkers Site Director. In addition to the FTE position funded through this grant, the WestCOP/VAS FACS Program will recruit, train and utilize a team of specially-trained volunteer advocates. The FACS Program Advocates will be provided with private space in which to meet with clients, a place for secure storage of records, and dedicated secure telephone and computer access.

WestCOP/VAS will provide immediate supervision and oversight of the Family Abuse Court Services Advocate(s), and of the volunteer advocates and any White Plains or Yonkers WestCOP/VAS staff working with Family Court clients.

All FACS Program staff will be expected to attend VAS staff meetings and in-service trainings, and any other required staff events. Family Abuse Court Services staff will receive the same vacation, holiday and sick time as all other WestCOP/VAS staff. VAS will attempt whenever possible to provide alternate coverage during FACS staff vacations, but such coverage cannot be guaranteed.

Range of services to be provided: The VAS FACS Program staff will provide a full-range of domestic violence-related crime victim services. VAS FACS Advocates will educate clients about their options, assist them in applying for protective orders, accompany and advocate for victims of domestic violence within family court, facilitate safety-planning, facilitate referrals to Pace Women's Justice Center and/or other legal services as needed, provide access to shelter and assist victims in completing NYS CVB applications. FACS Advocates will provide crisis intervention and supportive counseling, and will facilitate referrals for therapy and other mental health services.

2010 FACS Program Goal: 500 clients will receive services.

2010 Performance Measures:

- | | |
|--|-----|
| • Number of Clients Served | 500 |
| • Assist 80% of clients with Safety Planning | 400 |
| • Provide crisis intervention and/or supportive counseling to 60% of clients | 300 |

- Assist 80% of eligible clients with CVB applications TBD*
- Provide all clients with Information and Referrals to follow-up services 500

In addition, the following categories will be tracked and reported:

- Gender of clients served
- Number of clients reporting Intimate Partner Violence
- Number of Clients reporting other familial violence
- Number of Spanish-speaking clients (monolingual)
- Number of Clients referred to PACE WJC
- Number of clients referred to Probation
- Number of clients accompanied to court
- Trends and patterns in service delivery
- Notable unmet needs

* It is expected that some clients will either be ineligible for CVB benefits, unwilling to complete applications or will have already made application prior to being seen by FACS staff.

APPROVED BOARD OF ACQUISITION & CONTRACT - 6-17-2010 JOHANNY VIEIRA, SECRETARY

Schedule B

2010 FACS Budget

**Westchester Community Opportunity Program, Inc./ Victims Assistance Services
Family Abuse Court Services**

1/1/2010 - 12/31/2010

Personnel:

Salaries:

Name	Position	Yearly Salary	FTE	Amount
Dale Cush	PT Victim Advocate	35,000	80.00%	28,000
Michelle James (Q2,3,4)	FACS Coordinator	50,220	7.05%	3,541
Keith Fadelici (Q1)	FACS Coordinator	59,500	1.99%	1,184
				32,725
Fringe (30%)			30.00%	9,817
Total Salaries & Fringe				42,542

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)

Consultant Advocate, DeShannon K. Bowens/ILERA, LLC.				700
Supplies				800
Travel				600
Copier lease				900
Conference/training				900
Volunteer coordination				400
Total OTPS				4,300

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. **2,985**

Total Budget	49,827
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