



Proposal for

Access / Visitation Grant

RFGA#: JFS-R-1213-09-8032

ITEM A:

Technical Proposal



Submitted by:

**Seneca County Child Support Enforcement Agency
Seneca County Department of Job & Family Services**

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KEY: Sections of this proposal are labeled and **highlighted** to show where they correspond with sections of the RFGA. Also, the same topics are discussed in different places within this proposal (as instructed by the RFGA) and these recurring topics are marked with a .

TAB 1

1. Applicant Qualifications

Sub-Tab 1a.

a. Mandatory Qualifications

RFGA section 5.2, A1.a

This project/vendor meets all qualifications as described in Section 2.1 of the RFGA.

2.1, 1;  This program will offer all the following four program components: Court ordered and/or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; and Parenting class.

2.1,2;  This program has comprehensive written safety and security procedures which are a part of the local service provider PatchWorks House's (PWH) "Policy and Standard Operating Procedure Manual". The safety and security policies section of the manual is included in this application as an attachment. These policies are also detailed in Sub-Tab 3 of this application. In summary, the core of PWH safety & security involves clear policy & detailed procedures, attention to arrival & departures from the facility, on site security staff, camera surveillance, collaboration with law enforcement & referral sources, client screening / assessment and relationship building.

2.1,3 The Seneca County Department of Job and Family Services CSEA (SCCSEA) is the lead agency submitting this application and will partner with PWH as the local service provider.

2.1,4 and 3.1H;  This program is built on an existing working partnership between SCCSEA and PWH. They have worked together for many years having received previous Access Visitation grants in addition to other collaborative projects. Additionally there is strong collaboration between PWH and the local courts, law enforcement, etc. The working partnership, as well as roles and responsibilities, are explained further in this application Sub-Tab 1.b and Tab 2 Narrative – *Technical Approach & Work Plan* and Tab 3 -*Staffing* paragraph.

2.1,5 The application is being submitted according to the deadline as specified in Sections 1.6 Anticipated Procurement Timetable, and 5.1 Application Submission.

6. The application is not requiring Attachment A (*Required Applicant Information -Statements and Certifications*) – per "Note" in the RFGA Section VIII. A.

7. PWH hereby states that it is not excluded from entering into a contract with ODJFS/SCDJFS, due to restrictions related to the federal debarment list, unfair labor findings, or R.C. § 9.24.

Sub-Tab 1b.

b. Applicant Qualifications

RFGA sections 2.1,4 and 2.2 and 3.1, H; and 5.1, A6 and 5.2, A1.b 

SCCSEA will enter into a partnership for the provision of the access/visitation services. We will be working with a well-established local Supervised Visitation/Access Center, PatchWorks House, Inc. (*a private nonprofit agency*) as the local service provider. Eligible participants will be referred by CSEA (and other community entities such as courts, law enforcement, attorneys, etc.), and PWH will deliver the services specifically described in this proposal. There will be a formalized contract which provides structure to a billing/reimbursement process between PWH and SCCSEA.

The SCCSEA Director and the PWH Director have a working partnership and provide leadership for this proposal. The existing staff of both agencies will be involved in the program. SCCSEA workers will be involved with referrals and data tracking. PWH staff will be involved with service delivery. Staffing and roles & responsibilities are also discussed in Sub-Tab 1.d, and Tab 2 Narrative - Technical Approach & Work Plan, and Tab 3 – staffing paragraph.

SCCSEA has worked collaboratively with PWH in the past and continues to do so. PWH provides access services (supervised visitation & exchanges) and ongoing parent education services for our agency’s children’s services population and they have done so steadily for the last seventeen (17) years. PWH also provides education programs for clients, foster parents and daycare providers as well. One of our early joint endeavors was a onetime competitive TANF grant project– “*Strengthening Families*” which identified a framework for the use of PWH’s access services to increase the self-sufficiency and personal responsibility of parents, which is still embraced today. Later, we collaborated on a literacy grant, for which PWH created and offered a strong literacy/reading addition to their other parenting classes. PWH has previously and currently receives funding through the Access/Visitation grant which has allowed us to develop a strong partnership and to fully develop a much needed service in this community.

The relationship has been an effective one both for the families served as well as for our agencies. The constellation of services that PWH offers, targets many of the needs of Seneca County Department of Job and Family Services (SCDJFS) clients. However, PWH has had to periodically cut hours and staff due to funding limitation and without funding they would be unable to accept referrals from our agency. This proposal will serve to enhance and strengthen PWH and its response to our agency and the community.

Sub-Tab 1c.

c. Organizational Experience and Capabilities of the Direct Service Provider

RFGA sections 2.2, A.1 & 2 and 5.2, A1.c

PatchWorks House, Inc. was born out of a local effort to improve services to children and families. A grass roots venture involved the expertise and creativity of many local entities including the SCDJFS, county courts, and other service providers. PWH opened in 1994 after several years of collaborative community planning and effort. The agency was established as a private non-profit incorporated in the state of Ohio guided by a Board of Trustees. The Board has standing committees to provide support and guidance for the organization. The Board employs an Executive Director to manage all aspects of the agency. The Executive Director hires and supervises staff to provide programs & services.

Initially, the largest referral sources were SCDJFS/Children's Services and the courts. One of Children's Services early emphases in the development of PWH was to enhance their capacity for visitation for children in foster care. The utilization of PWH services accomplished several objectives. First, the nature of visitation improved in terms of comfort of the families henceforth resulting in better quality, more relaxed parent-child time, which resulted in a more accurate assessment and reporting of the parent-child interaction than had previously been achieved by having visitation at the agency in an office setting. Having a neutral observer performing the visits provides reliable input for case planning and in the Court's decision making.

Second, utilizing PWH reduced the burden of overworked agency social workers still accomplishing required visitation in a cost effective manner. Lastly, parent education was not available in our community and PWH's offerings filled a gap in services in our county that Children's Services' clients absolutely need. These benefits still serve our agency well: however, in more recent years domestic conflict cases- cases where there are arguments about visitation/access/custody/parental involvement/etc., not necessarily involving abuse, have presented the greatest need for services. The courts are the largest referral source for PWH services, slightly ahead of SCDJFS/Children's services.

Upon creation in 1994, PWH won an award from the Ohio Attorney General's office for its innovation and collaboration. PWH has evolved, since then, and successfully created a unique array of access & related services. The purpose of PWH is to serve families in need of assistance with regard to the "access" to their children. Access services lend themselves to different applications. In some cases the need is to "restrict or supervise" the access between a parent and child for reasons that may include: allegations of child abuse or maltreatment, domestic violence, sexual assault or stalking, fear of "flight" or child abduction, mental health, drug or alcohol issues, etc. In other cases the center may actually serve to "increase access" to a child for reasons that may include: paternity establishments; domestic cases where visitation is being withheld by a residential parent without reason; extended family contact such as grandparent visitation; or child protective services cases; etc. Regardless of the reason for the referral of a family to PWH, the agency strives to keep children & families comfortable and safe. Services are provided using a child centered and environmentally comfortable approach.

Continued

Sub-Tab 1c. Organizational Experience and Capabilities continued

A natural progression from “access” services was to add more formalized mediation services and specific parenting classes centered on cooperation between parents (*see Sub-Tab – Scope- for the detailed description all services*). Over the years it has become clear that these services are most often a fundamental part of effectively addressing a family’s access–related issues.

PWH provides support, education to individuals and community, coordinates parenting, and provides unbiased reporting to referral sources. PWH currently works closely with many key community agencies such as Juvenile and Common Pleas/Domestic Relations Courts, attorneys, law enforcement, mental health, schools systems, etc. PWH is also receives referrals from many surrounding county’s courts and SCDJFS. Currently SCDJFS and local courts are the largest referral sources of families utilizing PWH.

PWH main agency is located in a comfortable, solid brick Victorian Home in downtown Tiffin (Seneca County), located near the courts and police station. They operate a part time satellite office in the nearby community of Fostoria (also in Seneca County) located in a church/former Head Start site. (The purpose of this satellite was to respond the needs of those persons with transportation barriers from that side of the county.) A neighboring county approached PWH years ago about serving their county. PWH now has a second satellite site located in and serving that county as well. (Crawford County)

PWH has grown over the years, creating excellence and expertise in the access field, but it has also remained true to its original vision and mission. It is truly responsive to the needs of an appreciative community. The ultimate purpose of the program is to enhance parent-child access and relationships, to prevent future trauma and conflict by breaking cycles of conflict & abuse, and to provide protection and education to individuals and community. Concern for the future of the children who have witnessed violence or unhealthy family conflict is a guiding force. Addressing their needs for safety, comfort, reassurance and teaching them about violence free conflict management are integral parts of the PWH’s purpose.

Sub-Tab 1d.**d. Key Staff Experience and Capabilities**RFGA sections 2.2, B 1.2.3.4 and 3.1, H and 5.2, A1.d and 

The individuals assigned to this project will include:

I. **Applicant:** Seneca County Department of Job and Family Services**Grant/Program Manager:** CSEA Administrator (from 2001 to present): Penny Jacobs-Theis
Position *Name*

Credentials for Penny Jacobs-Theis, Grant Manager:

Jacobs-Theis has worked in CSEA division since 1994. Under Jacobs-Theis' leadership, the SCCSEA received an award in August of 2005 for the "Highest State Improvement % of Performance between FFY 03 and FFY 04 - Collections on Current Support". The overall increase in collections was \$126,872.00. In December 2011 SCCSEA received an award for Best Performance for Support Order Establishment FFY 2011. She is dedicated to excellence in service for families. Her knowledge and experience as CSEA Administrator positions her perfectly to provide leadership for this project. Jacobs-Theis will ensure that services are being monitored for the potential contract period.

II. **Direct Service Provider:** PatchWorks House, Inc.**A. Project Manager:** PatchWorks House (PWH) Executive Director Barbara A. Flood
Position *Name*

Résumé/CV for Barbara A. Flood, Project Manager:

The project manager at PWH will be Barbara Flood. She is the current Director of PatchWorks House, Inc. Flood was a cofounder of PWH, having worked collaboratively within our community to establish this program more than 18 years ago. She is somewhat of a pioneer in the access field; PWH was the first program of its kind in the state of Ohio. Under Flood's leadership PWH has successfully developed the concept of "access" services, and acts as a model and consultant for other centers in Ohio and neighboring states. As a result approximately 20 other programs have been developed. Flood was an active leader (*and past president*) in the formation of the Ohio Chapter of the National Supervised Visitation Network (SVN) which strives to achieve consistency, excellence and education regarding access services. The chapter works on establishing "Best Practices" for Ohio and legislation for the field. Flood's formal education is a degree in Social Work from the Ohio State University (BSSW 1983). Also pertinent is subsequent training and experience. She has received much specialized training. She has participated in state and national training opportunities sponsored by SVN, US Justice Dept's Office of Violence Against Women., OSU, MCO, etc. She has gone on to become a trainer and consultant in the access field both at the local and state levels. She was also invited to participate in a national meeting of the US Justice Dept's Office of Violence Against Women National Safe Havens Advisory Board, for the purpose of establishing national standards for the access field in relation to domestic violence victims. Specific skill areas include:

Parent Educator: Flood is a veteran parent and family educator having taught parenting classes for over 20 years (*at PWH and before*). *Continued*

Sub-Tab 1d.Key Staff Experience and Capabilities continued

She has pursued specialized training and kept current on parent ed. issues and model curricula. (Related continuing ed includes trainings such as * Teaching Your Clients Parenting Skills, The University of Akron ; * Parenting Plus: A Prevention Program That Works, Applewood Center, Center for Research, Eval & Training, Cleveland;* Strong Families/Strong Communities: Building Bridges Through Parent/Child Education, Ohio State University;*Innovation In Parent Training - What's New & Effective, Children's Hospital Columbus;* Wrap Around Training, Ohio Department of Education" Train the Trainer" on the Safety and Violence Prevention curriculum, etc.)

Flood has taught at CROSSWAEH (community correctional facility), and for other community organizations by invitation. She provides Child Abuse Recognition & Prevention courses (meeting the requirements of Ohio Revised Code and licensing bodies-ODJFS) for area school systems and day care providers. She has provided educational units on family dynamics, child abuse, family crisis, parenting, etc. to high school classes as well.

Mediation: Flood is a qualified mediator. She completed Ohio Supreme Court approved training (the required 56 hours for basic and domestic mediation) in 2002. In December of 2005, she completed the Supreme Court of Ohio Dispute Resolution Section certified "Domestic Abuse Issues in Mediation" 14 hour training. (This training fulfills the recommendation of Amendment 16 as a requirement for all mediators to be able to mediate cases for domestic relations or juvenile courts.) She provides mediation at PWH for selected cases and while her preferred focus is on parenting related issues she is qualified to provide all types of mediation.

Flood previously worked as a social worker with a private foster care agency and as the Assistant Director of the Tiffin-Seneca United Way for eight years, where she oversaw Agency Relations and the information & referral service – First Call For Help. Flood has served on various Boards and is currently a member of the local juvenile court Judge's Task Force.

B. Accountant:	<u>Accountant and Board Treasurer</u>	<u>Rex Felton</u>
	<i>Position</i>	<i>Name</i>

Credential for Rex Felton, Accountant:

PWH's accountant is Rex Felton, CPA, owner of Felton CPA Services. He is familiar with nonprofits and grant management. He has worked with PWH for seven years.

Additional Information: Relevant continued education and trainings will be sought and offered internally for all staff working on this project to assure the quality of the staff over the term of the project. PWH staff has ongoing required in-service trainings on such topics as domestic violence, child abuse, personal safety, health concerns & communicable disease, dispute resolution, client de-escalation, etc. Professional personnel will attend any requisite ODJFS audit/other training.

TAB 2

Narrative Description of Proposed Project as defined in section 3.2

RFGA Sections **3.1, D** and **5.1, A.1** and **5.2, A.2.**

The overall Goal of this proposal:

That two disconnected parents both have routine and accountable access to their children as well as a functional relationship with each other, affording opportunity and incentive to participate jointly in the emotional and financial support of their children. Of significance is the benefit that children will experience as a result of their parent's cooperative "co-parenting" relationship and increased parenting skills.

RFGA Sections **3.2, A.** and **3.1D** and **5.1,A.1.**

Key Objectives of Proposed Project:

Objective One: To create safe, comfortable and regular **supervised exchanges (neutral drop-off and pick-up)** of children between two parents *through* the provision of a safe, secure, non-threatening, location with skilled operational procedures.

Anticipated Outcomes:

- Participants' access will be stable and regular – occurring without interruption.
- Parental Conflict of participants regarding child related issues will decrease.
- Parents and children will be safe during supervised visitation.
- Payment of child support by participants will occur and be stable.

Objective Two: To create safety, comfort and regularity in **supervised visitation** between nonresidential parents and their children *through* the provision of a secure, non-threatening, home-like, location with skilled operational procedures.

Anticipated Outcomes:

- Participants' visitation will be stable and regular – occurring without interruption.
- New Parent / Child relationships will be developed
- Parental Conflict of participants regarding child related issues will decrease.
- Parents and children will be safe during supervised visitation
- Payment of child support by participants will occur and be stable.

Objective Three: To **engage and enfranchise** nonresidential parents in their parenting role *through* individualized planning and support, motivating them to become emotionally and financially responsible for their children by the payment of child support.

Objective Four: To **manage potential barriers and conflicts** regarding access and visitation between parents *through* assessment, case planning and **mediation**.

Objective Five: To define nonresidential parents' **opportunities to participate** in the lives of their children *through* the development of clearly defined, individualized "Access Plan & Parenting Agreement" – through mediation process.

Anticipated Outcomes for Objectives 4-6:

- Parental Conflict of participants regarding child related issues will decrease.
- New Co-parenting relationships will be developed.
- Court action / re-litigation by participants about child related issues will decrease.
- Participants' access to their children will be stable and regular.
- Payment of child support by participants will occur and be stable.

Objective Six: To **enhance skills** of parents *through* the provision of research based **education** about parenting and family interaction.

Anticipated Outcomes:

- Knowledge of parenting and family interaction skills will increase.
- New & effective Co-parenting relationships will be developed.
- Parental Conflict of participants regarding child related issues will decrease.
- Payment of child support by participants will occur and be stable.

RFGA Sections 3.2, B. and 3.1, K and 5.1, A9

Technical Approach and Work Plan

RFGA Section 3.1, H. and 5.1, A5 



Collaborative Partnership – Roles & Duties

SCCSEA will contract with PWH to provide specified services. PWH will be paid for services on a reimbursement basis. PWH will submit invoices based on hours of service to qualifying cases. The invoices will include details about the types and hours of services completed /cases served.

SCDJFS/SCCSEA staff will refer individuals to PWH at any time including: during the administrative process - paternity establishment, completion of administrative orders, during reviews, etc. or during subsequent judicial orders (*such as in contempt actions*), or as a part of a “Seek Work” obligation or Self Sufficiency Contracts, etc. Clients may be court ordered, or may be offered services on a voluntary basis. Seneca County Domestic and Juvenile Courts and other community agencies may also refer individuals to PWH at any time.

Funding from this grant will allow staff to be dedicated to this project in order to deliver the services specified in this proposal & budget. Currently cases are served by PWH basically on a first come first serve basis. Without designated staff there would otherwise be no guarantee that clients (even SCCSEA referred) will be served in a well-timed manner. If this proposal is accepted, SCDJFS/SCCSEA referrals/cases will be prioritized and waiting list will be minimized. Written Job Descriptions exist for all positions related to this proposal.

See also Organizational Chart in this Tab and Sub-Tab 1b.



Location & Setting

PWH will provide all components of service at its current sites. The main office is located in Tiffin at 42 Madison St. and a part-time satellite office is located in Fostoria. (*An additional part-time satellite office is located in a neighboring county as well and can be used when more logistically appropriate for clients; our county is quite rural.*) The environment of the agency is a warm homelike setting without the appearance of an office which serves to make children and families feel at ease. Our “home” lends itself to the non-threatening provision of a variety of services. The PWH main facility is a brick Victorian house which provides a non-threatening, safe environment in which children and families engage in services. Children especially are comforted by the setting which is “home-like” and offers child-friendly designed spaces equipped with toys, games and activities. The classroom area is a comfortable non-intimidating learning environment. The facility has a resource library with many books and tapes on parenting and family issues.

Continued

Technical Approach and Work Plan Continued**Hours of Operation**

The optimal hours of operation of PWH is: Tiffin site - open six days per week- Monday through Friday from approximately 8 a.m. to 9 p.m. and Sundays from 12:00 p.m. noon to 9:00 p.m. = approximately 75 hours per week; Fostoria site – open every Wednesday and every other Friday & Sunday from approximately 12:00 p.m. noon to 9:00 p.m.

Visitation and Exchanges are scheduled on any & all days and times. There is no typical profile but visits are often requested to be a one or two hour visit, @ 1- 2 two times per week. Weekend exchanges (Friday to Sunday) are common but we are also asked to supervise many midweek exchanges such as a weeknight from 4:00 p.m.to 8:00 p.m., or an every evening after work exchange, or a morning to evening daily exchange, etc. (We see a number of shared parenting agreements that require frequent exchanges of the children.) Client intake appointments / orientations can be conducted during daytimes or evenings as needed.

Mediation is scheduled individually with the parties and can be conducted in either day or evening times.

Parenting Classes are taught during day or evening times.

**Referral & Intake**

The SCDJFS/SCCSEA will make appropriate referrals to the sub grantee, PWH. As issues related to access/visitation, parenting conflict or parenting skill deficits present themselves during the normal course of service to clients, the SCCSEA and/or Seneca County Courts will refer and/or order clients to PWH through the use of a simple one page form. The form can be faxed or mailed to PWH. The form will indicate which services (above listed components) are being sought. An “Addendum to Orders” form is currently used by Seneca County Common Pleas Courts which is attached directly to orders/journal entries. Multiple issues may be involved in one referral. The client will be given an instruction sheet informing them of their referral and will also provide time frames in which they will need to follow through, agency contact information, locations, etc. Voluntary cases (in which clients seek services on their own by direct contact with the provider) may be accepted as well.

After initial referral information is received by PWH each client (*separately*) will be scheduled for an in-person interview / orientation. The first step of the intake involves an “access needs assessment” during which clarification of the access issues and needs is established. A “risk / threat assessment” and a “parent education assessment” are also completed. From these tools a comprehensive, individualized plan for service is created. Parents are given instruction about the program – its purpose, policies, rules, limitations, etc. and they receive a Parent Handbook that covers all aspects of the program in detail. After the intakes are completed, the Case Manager and Director review and determine the appropriateness of the case, before the case is accepted or denied. (Cases of high risk may be determined as unsafe or inappropriate to handle at the center.) At the completion of intake and after the case is accepted, a schedule for service delivery is then immediately completed. No fees for services will be charged.

Continued

Technical Approach and Work Plan Continued

RFGA Sections **3.1G** and **3.2 B** and **4.2** and **5.1, A.4**



Timeline

The following timeline identifies when project activities will be accomplished. Because the center is already operational, the project will be actualized in a timely manner and can begin services within the required seven working days after the time funds are encumbered and approved per the RFGA.

TIME FRAMES: From grant start date:

Immediately upon Grant Start Date 3month 6month Ongoing to grant end

PROJECT ACTIVITIES:

Assign & Train Project Staff	X	----->	x as needed
Hire PWH Security Staff	X	----->	x as needed
Expand PWH Hours of Operation	X	----->	x as needed

Grant Start Date
FY 2012

FY 2013

FY 2014

FY 2015

SERVICE DELIVERY:

Referrals for services will be made and delivery initiated/provided:

Supervised Visitation	X	-----X	-----X	-----X	-----X
Supervised Exchanges	X	-----X	-----X	-----X	-----X
Mediation	X	-----X	-----X	-----X	-----X
Parent Education	X	-----X	-----X	-----X	-----X
Status Reporting (Ongoing Monthly and Quarterly)	X	-----X	-----X	-----X	-----X

RFGA Sections 3.2 C. and 3.1, I, J & O and 5.1, A 7&8

Status Reporting and Data Collection

SCCSEA Grant Manager and/ or an appropriate staff designee will complete monthly reports for the grant, derived from the required data/reports/information which will be submitted by the sub grantee, PWH.

PWH collects detailed data on all clients and service delivery, and satisfies the required data listed in section 3.1, J of the RFGA. PWH maintains confidential, secured records on all services that are provided. PWH has standard operating procedures in place that extensively detail the handling of all records specifically considering the needs of families, children, Domestic Violence victims, etc. PWH has worked closely with local judges and advisory attorneys to identify appropriate handling of case information in relation to court hearings. PWH maintains the confidentiality of information and records which state and federal laws, rules and regulation require to be kept confidential (section 4.8).

In order to capture the amount of time service delivery requires, PWH has a complex data/time tracking system. Daily action sheets track every contact made with every client including the amount of time, nature of the contact and additional information. A master schedule is published weekly which then serves to track completions, cancellations, no shows, etc. These components feed the compilation of monthly, quarterly, and annual statistical reports. PWH records data about all aspects of service delivery including numbers of clients (family units, adults, children, how related, etc.), referral sources, time spent, cancellations, no-shows, reschedules, critical incidents, income levels, etc.

SCCSEA tracks and collects the requisite child support payment information internally. This information is held confidentially as well. SCCSEA staff are able to track collections prior to, during and after service delivery. PWH and SCCSEA will then jointly complete the Local Service Provider Worksheet.

PWH can provide a variety of information / reports to SCCSEA. Minimally the following reports will be delivered and more information can be provided at the request of SCCSEA. Reporting data will be used to make adjustments to the referral process, or service delivery as is indicated, and to resolve any unanticipated problems.

Monthly Reporting

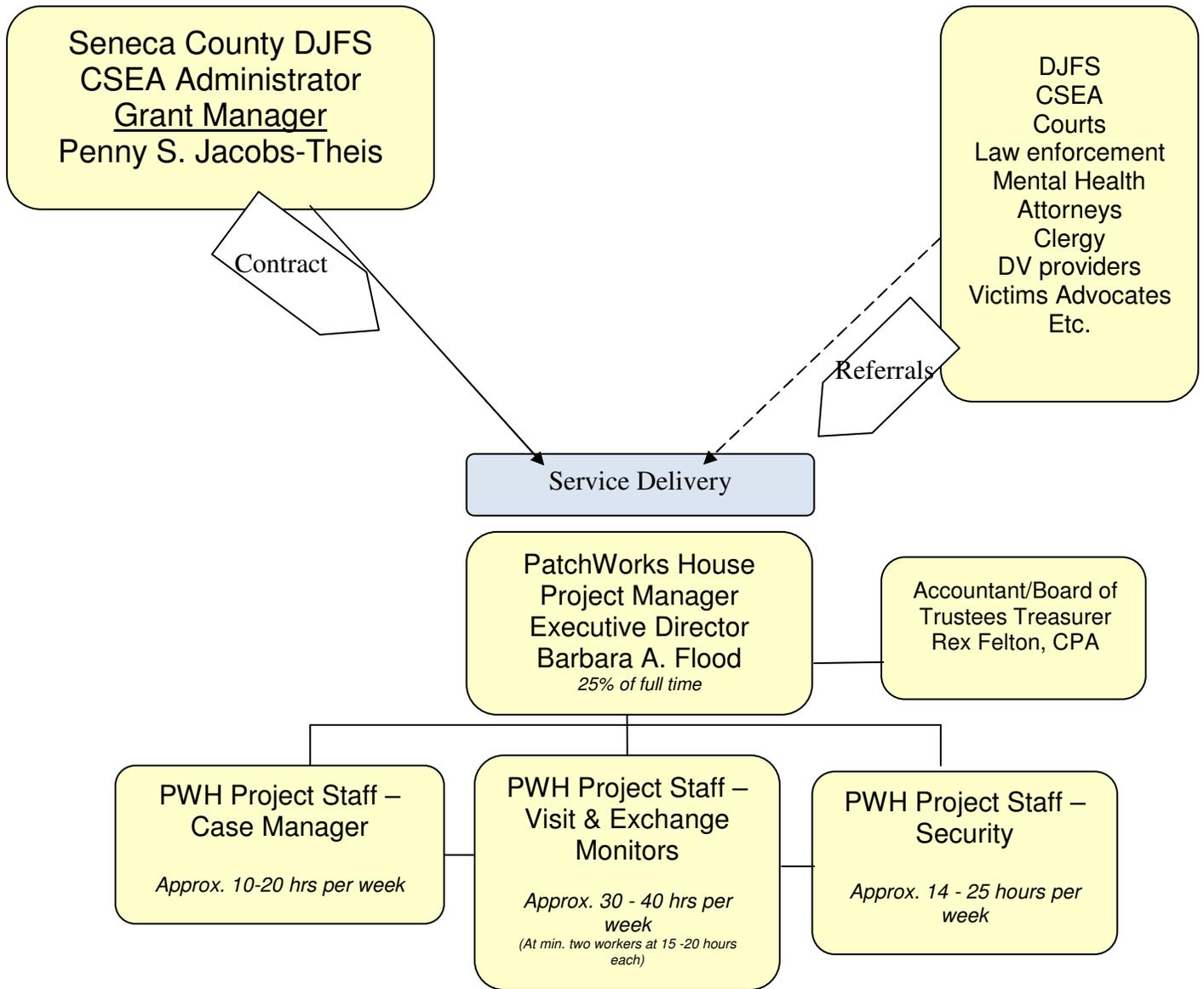
A “Status Report” and “Billing Summary” and Invoice with any requisite supporting data will be submitted to SCCSEA on a monthly basis. This information will present number of intakes, their basic status, active cases, concerns, and cost of service incurred.

Quarterly Reporting

A detailed “Summary Report” will be submitted to SCCSEA on a quarterly basis. A narrative component will discuss overall programmatic implications, successes and/or concerns. The summary report will also present statistical and demographic data on individual participant’s completion of components of the project. The “Local Service Provider Work Sheet” will be completed. Child support payment data will be verified utilizing the quarterly summary reports.

RFGA Sections 3.1, H and 3.2 D and 5.1, A 5 

Project Organizational Chart



TAB 3

Scope of Work & Specifications of Deliverables

RFGA Section 3.1

The Scope of this project includes:

RFGA Sections 3.1, A.1-4. and 3.1, E and 5.1, A 2 and 2.1,1 



Components

Components to be offered:

- | | |
|--------------------------------|---|
| ① Supervised Visitation | ② Neutral drop-off/pick-up points for visitation |
| ③ Mediation | ④ Parenting Education Classes |

All components will be provided by PWH. All components are offered to any referred, court ordered and/or interested parties (voluntary cases). (Suitability/appropriateness of services for voluntary cases is determined through an intake process (*see Tab 2 – narrative*).)

① **Supervised Visitation (SV)** PWH’s Supervised Visitation is the provision of a secure, neutral location in which visitation between families can occur that is monitored and documented thoroughly. PWH’s staff – case manager and program assistants (visit monitors), paid security staff will provide SV at all PWH locations. No fees.

② **Supervised Exchange (SE) (Drop Off / Pick Up)** PWH’s Supervised Exchange is the provision of a secure, neutral location at which parties can exchange their children for visitation (pick-up/drop-off point). Exchanges are also documented thoroughly. PWH’s staff – case manager, program assistants (exchange monitors) and paid security staff will provide SE at all PWH locations. No fees.

③ **Mediation** PWH’s Mediation is an alternate method of dispute resolution. Facilitated by a trained mediator, parties are encouraged to solve problems and reach agreements that are personalized – that they create and are comfortable with. Mediation for this project will focus on establishing cooperative parenting agreements – formal “Access Plans & Parenting Agreements” which outlines the roles, responsibilities and parameters of co-parenting relationships. Mediation will be conducted in accordance with Ohio Supreme Court Dispute Resolution Section standards, OMA/ABA best practices, and ORC. Both court ordered and voluntary cases will be accepted although the preference will be voluntary. Cases are rarely accepted for mediation if there is a history of domestic violence. Cases can be referred for mediation at any time including at time of paternity establishment, separation, divorce or other court actions, child support administrative hearing or reviews, during post-divorce conflict occurrences, etc. Mediation will be provided by PWH Executive Director Barbara Flood at PWH’s Tiffin office. No fees.

④ **Parent Education** PWH’s Parenting Education will be delivered utilizing research based methods and curricula. Group classes will be provided at the Tiffin office of PWH, taught by Executive Director Barbara Flood. A referring agency can specify the class(es) that clients need or this can be determined as part of PWH’s intake process using the agency’s parent education assessment tool. The menu of three classes related to this proposal includes:

Class
A.

“Children In The Middle” (CIM)

This class is designed for all parents who are divorcing or engaging in any paternity, visitation or custody action through the Seneca County court system; attendance is mandated by the court within 30 days of filing. It informs parents of the effects that their actions have on the well being of their children and provides information on how best to parent children during this critical time. There is a fee for this court-ordered class for each attendee. This is an award winning SAMHSA model program.

Base Curricula created by The Center for Divorce Education and Research , Dr. Don Gordon PhD and Jack Arbuthnot, PhD

Class
B.

“Cooperative Parenting” (Co-Parenting)

This class teaches effective co-parenting. The class is designed for parents who are divorced or were never married but have children together. It explores the dynamics of both brief / short term relationships that produced children as well as long term relationships (producing children) that end. Participants may not yet have an established relationship or may already have a conflict laden relationship. It promotes a “business-like” relationship. It discusses communication styles and tools, emotional disengagement, conflict management, the effect of new partners, and skills to shield children from conflict, etc. It lays the foundation for the establishment of a Parenting Plan / Agreement. The class, and resultant parenting plan development, promotes mutual decision making and the involvement of both parents. No fee.

Author Susan Boyan M.ED., L.M. F. T. and Ann Marie Termini, M.S., L.P.C. / Active Parenting Publishers

Class
C.

“DADS ADD”

This class is designed to educate about basic parenting skills as well as to establish and identify the role of a father and empower them. This class promotes a father’s rights and their obligations regarding parenting. It explores several domains of involvement - cognitive, affective and behavioral. Family process, motivation, child development, discipline, etc. are all topics of discussion. For fathers only. No fee.

Based on “Fatherhood Development” curriculum

RFGA Sections 3.1B.1-6 and 3.1, C.1-5 and 2.1,2 



Security and Safety

PWH's facility is equipped with essential safety/protection features. Outdoor and indoor security cameras, with viewing monitors on both floors of the center, are in use. There are two separate and secure entrances with separate well-lit separate parking areas and a secure entry foyer. There is an intercom entryway system. PWH's facility is designed well for security purposes. PWH utilized the existing features of the building to create security practices. Four visitation rooms, kitchen and meeting spaces are available and these different areas can be entered by two inside stairways which allows us to move people through the house furtively if necessary. PWH meets all state and local, building, health and fire codes (it is inspected annually by the local fire department). There are metal detectors (*for use by law enforcement*), and police radios with access direct to our local police station dispatch.

As funding allows, a main element of security is the employment of off-duty local law enforcement officers, who have been screened and specifically selected, to work on site at PWH during high traffic times or for particularly high risk cases. In lieu of center-employed Security Staff, we rely on on-duty local law enforcement, when they are available, to do courtesy stops, drive-bys, escorts, etc. for those cases that have been identified as high risk.

Security is also created within our extensive procedures and house rules. PWH has four different sources of written protocol which interconnect. There is ❶ a "PWH Policy and Standard Operating Procedures Manual" *with a complete whole section on Security and Incident Management*. The agency also has ❷ a "Workplace Violence Prevention Program", and ❸ a "Parent Handbook with Guidelines & House Rules". Additionally, PWH has ❹ a specific "Security Staff Manual/Guide" which includes job descriptions for the security staff and guidance in their work specifically with this program. Many of the security procedures and protocol have been developed in cooperation with local law enforcement, who have consulted and worked closely with the agency over many years. Law enforcement and PWH Executive Director perform a "Security Assessment" two times per year (*which reviews these components: A. Workplace Environment-physical setting, B. Policy, Procedure & Records Review, and C. Employee Surveys & practices*).

(Note: The "Definitions" section of the PWH Policy & Standard Operating Procedures Manual defines relevant terms such as safe, unsafe, risk, threat, critical incident, etc. that are used throughout all procedures.)

All of the items listed in the RFGA section 3.1, B & C are covered specifically and thoroughly in PWH's written procedures. Some of the corresponding key excerpts include:

- **Intake and Case Review:** (RFGA Section III. 3.1 B#1.)
and
- **Copies of court documents readily available:** (RFGA Section III. 3.1 C #3)

Below are the corresponding sections of PWH Policy & Procedure Manual that address these points.

*Security and Safety continued***PWH Manual Sections:****II. Intake Procedures**

II.A. Referral - requires referring agencies to provide a history of violence and known risk factors as well as current related court orders especially CPO/TPOs (protection orders); maintains PWH's authority to refuse cases deemed to be unsafe or too high risk; describes that acceptance of voluntary cases includes current orders searches, etc.

II.B. Client Records Formation – describes procedure by which copies of current orders, especially CPO/TPO are kept both in a secured Main Case File, as well as the Daily Work File which the staff has in their possession when a family is in the house (*this allows the staff to have the current order readily available for law enforcement should there be a need for intervention during a visit or exchange, especially during evening hours*); etc.

II. D. Orientation - II. D3. details “Special Preparation in Cases of Family Violence”; II. D. 4. details the use/application of a “Risk/Lethality Assessment” tool used during the intake interview/orientation which helps to determine threat/risk and appropriateness of cases; orientation covers Parent Handbook/House Guidelines wherein the center's no tolerance policy regarding safety infractions and consequences is presented; etc.

IV. Record Keeping and Statistics – specifies all aspects of client file formation, record keeping, documentation of critical incidents, safety alerts, emerging problems or client noncompliance, etc.

VI. Security and Incident Management –this summative section addresses intake, scheduling, records/documents, and related issues, etc. (The section is Attachment A to this proposal.)

- **Collaborating with law enforcement/rapid response:** (RFGA Section III. 3.1 B #2) and
- **Agency Safety (Incident) Response Plan** (RFGA Section III. 3.1 C#4)

Below are the corresponding sections of PWH Policy & Procedure Manual that address these points

PWH Manual Sections:

VI. Security and Incident Management - details the interface with both community law enforcement as well as security staff on duty at the center; defines a system for reporting offenders' non compliance to law enforcement if criminal in nature, and to the courts (*who are quick to review the appropriateness of the access orders when PWH informs them of concerns or requests such*); details specific sections for response to: unsafe persons, unruly persons, unsafe weather, unsafe environment and unsafe health concern; etc.

This summative section presents PWH's overall Safety Plan(s) and it interfaces with the: “Workplace Violence Prevention Plan”, House Guidelines & Rules and Security Staff Manual.

- **Reviewing security measures on a regular basis** (RFGA Section III. 3.1 B #3)

As mentioned above, regular “Security Assessments” are conducted (*which reviews these areas: A. Workplace Environment-physical setting, B. Policy, Procedure & Records Review, and C. Employee Surveys & practices*). This protocol is fully described in PWH's “Workplace Violence Prevention Plan” and has corresponding forms & checklists.

Security and Safety continued

- **Ensuring that the facility meets all state and local fire, building and health codes:** (RFGA Section III. **3.1 B #4**)

The “Security Assessments” cover all points related to meeting codes, and PWH is inspected annually by the local fire department.

- **Establishing written protocols for emergency situations.** (RFGA Section III. **3.1 B #5**)

Below are the corresponding sections of PWH Policy & Procedure Manual that address these points.

PWH Manual sections:

VI. Security and Incident Management –this section in its entirety addresses protocol for emergency situations and responses, etc.

This summative section presents PWH’s overall Safety Plan(s) and interfaces with the: “Workplace Violence Prevention Plan,” House Guidelines & Rules, and Security Staff Manual. All policies and procedures are reviewed and adjusted when situations warrant such.

- **Premises layout that keep parents separate** (RFGA Section III. **3.1 C #1**)

and

- **Contact or interaction between parents does not occur** (RFGA Section III. **3.1C#2**)

and

- **Safe Arrivals and Departures** (RFGA Section III. **3.1C #5**)

Below are the corresponding sections of PWH Policy & Procedure Manual that address these points.

PWH Manual sections:

II.E. Scheduling – This section details the way in which clients are scheduled to arrive/depart (*i.e. keeping a perpetrator in the house while a victim picks up or drops off and leaves the area, etc.*).

VI. Security and Incident Management

VI. A.4. Facility Layout and Setup-This section details practices about physical logistics, in-house traffic patterns, door locking, etc.

VI. A.5. – Arrivals and Departures – This very detailed section spells out the different procedures that can be used to keep families safe as they come and go from the center.

- **Confidentiality** (RFGA Section III. **3.1B #6**)

Below are the corresponding sections of PWH Policy & Procedure Manual that address these points.

PWH Manual sections:

I. Confidentiality, Respect and Inclusion

I.A. Confidentiality– This section covers internal controls, privilege, disclosure, written authorization for release of information, subpoenas and testifying, removal of identifying info, etc.

III. Service Delivery

III.F. Documentation and III.G. Information Management -Both sections discuss the

ways in which records & information are handled, especially in relation to the safety of clients.
RFGA Sections 3.1.F and 5.1, A.3



Target Population

The basic target population of this proposal includes parents who do not live together as a “couple” where a child support case exists or could potentially exist. This includes both the residential and non-residential parents who may be divorced/divorcing, separated or never married. Also included could be custodial parties (i.e. grandparents) who have an access or child support related case (voluntarily or court ordered) with the parent of the child/ren. Cases involving one or more of the following factors will be of priority: family units who have experienced: high conflict, threats to safety, history of denial of access, parental alienation efforts, social & familial isolation (*those with limited support system*), child protective services involvement, fathers/mothers with children of different relationships (*more than one child by different partners with CSEA cases*), first time parents, and/or unemployed fathers participating in “Seek Work” programs. All new SCCSEA cases during the grant period will be considered for referral. Existing cases may be reviewed for need as well. The target population is currently underserved due to unavailability of the services from PWH (due to funding limitations). There are no other resources or options for access services available in our community.

The **geographic location** of participants includes Seneca County and surrounding areas. (*The case exists in or originated in the county and/or at least one of the parties lives in the county. Non county residents whose case is still located here may be served if feasible*). The area is rural with a total county population of 58,683. There are two small cities (*the city of Tiffin, the county seat -population 18,135, and a portion of the city of Fostoria - population 10,035-Fostoria actually sits in the middle of three counties*) plus an additional eight small towns/villages. The population’s race breakdown is: white (95%), Hispanic (3.4%) and black (1.8%). The needs of underserved populations will be well served. All facilities are handicap accessible for those with physical limitations. PWH utilizes a sign language interpreter and trained staff to serve the hearing impaired population. Several translators are also available to accommodate language barriers. Both the main and satellite locations are handicapped accessible. The rural nature of the county transportation barriers can be addressed by partnering with the local rural transportation agency to arrange for transportation when needed. The potential number of clients to be served is estimated at 300 individuals.

During PWH’s last full fiscal year approx. 5000 hours of supervised visitation and approximately 3000 hours of supervised exchanges last year, plus over 200 hours of education were provided. Over 470 individuals received access services and approx. 150 persons received educational services.

RFGA Sections 3.1H and 5.1, A5 



Staffing and Responsibilities

PWH's current staff includes two full-time positions – the Executive Director and the Case Manager. Additionally there are a number of part-time positions – the Program Assistants (visit & exchange supervisors/monitors). The Director and Case Manager work primarily during traditional daytime hours (8:00 a.m.-5:00 p.m.-ish) and additionally cover other house/service hours as needed. Visit and exchange monitors come in each afternoon and work through the evening (3:00 p.m. to 9:00 p.m.-ish) as this is the heaviest scheduled time for visits and exchanges (*after school & before bedtime!*). The weekend coverage is handled on a rotation basis. All staff (*including Executive Director. and Case Manager.*) work weekends (Fridays and Sundays) on a rotating basis. Staff does not work alone. There is a minimum of two staff persons in the house at all times for basic security and functional management. For the purpose of this project a portion of the Executive Director, Case Manager and Program Assistants' times would be designated to serve the project. For the purpose of this grant, Security Staff would work during the high traffic hours and during any high-risk cases.

Staffing specifically for this project will include:

- 1.) Executive Director – approx. 25% (*of full time hours*) to provide parenting education, mediation (as specified in the deliverables); to provide some direct service (supervised visits & exchanges) (*in regular agency staff rotation*), intakes, case reviews, etc.; to provide grant required reporting, project administration, staff supervision etc.
- 2.) Case Manager – Approx. 20 hours per week to provide client intake, orientation, direct delivery of SV & SE, and data collection, etc. as specified in the deliverables.
- 3.) Program Assistants (Visit & Exchange Monitors) - Approx. 40 hours per week – (which will equate to two persons @ 20 hours due to them working in tandem) to provide direct delivery of SV & SE as specified in the deliverables.
- 4.) Security Staff - Security officers (working part time hours) to provide security at PWH for up to 25 hours per week.

RFGA Section 3.1L



Termination of services

PWH has policy in place regarding termination of services., It reads as listed below in the corresponding section of PWH Policy & Procedure Manual that address termination:

PWH Manual section:

V.A.4. Case Termination -Policy: If after accepting a case PWH identifies that problems, concerns for safety, threats, etc. arise, the case can be terminated at any time. PWH will make effort to correct problems, individualize a service plan, etc.; termination will be a last resort.

Parties who receive access services complete an orientation and are given a Parent Handbook with house rules and guidelines. Expectations are made known and potential reasons for termination are thoroughly explained. Written procedures regarding the termination process are in place.

continued

Termination continued

Great effort is made to prevent termination. Especially in cases of domestic violence, it might be the goal of an offender to not have to use PWH services in hopes of having unsupervised contact with the other parent. This could create a very unsafe situation for a victim or potential victim. PWH would consult with the referring agent before termination and work to create a safe alternative if possible. Historically, termination from PWH is rare / infrequent. Additionally, PWH maintains the authority to accept or deny a referral- before a case ever starts. PWH will not accept any case if they cannot reasonably ensure the safety of the children, adults, and/or staff. PWH may choose not to accept a case after reviewing information presented at any time during the intake process.

RFGA Section **3.1M**



Measure Parenting time

During the intake process for supervised visits/exchanges, PWH completes an Access Needs Assessment (ANA). It is conducted during the orientation where there is an in-depth review child access/ parenting time that exists prior to service delivery. This establishes the base line for measuring increases as services are delivered. ANA looks at problem areas which may be barriers to access and effective co-parenting relationships between separated, divorced or never married parents. The process encourages compliance with existing orders or the development of modifications where needed and/or assists families in creating a plan for parenting time which may involve supervised visit/exchanges. For mediation and parent education, there is similar feature – a pre & post ANA survey. Creative problem solving and individualized planning is used to address barriers and create a better parenting/child access plan. This process serves to record/measure the pre-services parenting time, and the resulting increase as services are delivered.

RFGA Section **3.1N**



Other Funding

PWH has operated for many years without this grant funding. If this grant is not secured, the center will assume responsibility to raise funds to meet their program budget. Other funding sources are continually sought. PWH receives United Way funding from several area United Ways. They have also conducted successful fundraisers & special events in the past. They receive support from local foundations and businesses. The pursuit of contracts with referral sources/county courts, adding income generating programs such as home investigation, or introducing client fees are other possible mechanisms for funding.

RFGA Section 3.3



The Deliverables of this project include:

The following four deliverables address each of the planned components of this proposal. Each deliverable corresponds with the four identified areas of service described in 2.1,1 of the RFGA. And, each deliverable would be repeated for each SFY and/or pro-rated to address grant cycles as needed.

Sub-Tab 3a.

Deliverable #1

Provide approximately 15 hours per week / 780 hours per year of supervised visitation during each fiscal year- SFY 13, SFY14, SFY15 and beyond.

Anticipated Outcomes:

- Participants' visitation will be stable and regular – occurring without interruption.
- New Parent / Child relationships will be developed
- Parental Conflict of participants regarding child related issues will decrease.
- Parents and children will be safe during supervised visitation
- Payment of child support by participants will occur and be stable.

Sub-Tab 3b.

Deliverable #2

Provide approximately 15 hours per week / 780 hours per year of supervised exchanges during each fiscal year - SFY 13, SFY14, SFY15 and beyond.

Anticipated Outcomes:

- Participants' access will be stable and regular – occurring without interruption.
- Parental Conflict of participants regarding child related issues will decrease.
- Parents and children will be safe during exchanges.
- Payment of child support by participants will occur and be stable.

Sub-Tab 3c.

■ **Deliverable #3**

Provide mediation to approximately 15 families @ approximately 8 hours per case/mediation (Each case =3 to 4 sessions @ 2 hours each + admin. time) totaling approximately 120 hours during each fiscal year- SFY 13, SFY14, SFY15 and beyond.

Anticipated Outcomes:

- Parental Conflict of participants regarding child related issues will decrease.
- New Co-parenting relationships will be developed.
- Court action / relitigation by participants about child related issues will decrease.
- Participants' access to their children will be stable and regular.
- Payment of child support by participants will occur and be stable.

Sub-Tab 3d.

■ **Deliverable #4**

Provide approximately 10 hours of parent education per month (1 class (CIM) offered two times each month and 2 different classes offered one time each month) totaling approximately 120 hours during each fiscal year- SFY 13, SFY14, SFY15 and beyond. (Each class can accept up to 10-20 individuals. 4 classes per month x 10 people x 12 months = potentially 480 parents.)

Anticipated Outcomes:

- Knowledge of parenting and family interaction skills will increase.
- New & effective Co-parenting relationships will be developed.
- Parental Conflict of participants regarding child related issues will decrease.
- Payment of child support by participants will occur and be stable.

TAB 5

Examples, other

RFGA Section 5.2 A5

- Attachment A – Excerpts from PatchWorks House Policy and Procedure Manual
(Security section)

Attachment A
RFGA# JFS-R-1213-09-8032

Excerpts from:

PatchWorks House
Program
POLICY
and
STANDARD OPERATING PROCEDURE
MANUAL

This attachment includes the security section only.

V. SAFETY, SECURITY and INCIDENT MANAGEMENT

Policy Framework: A focus on safety and security is present in all aspects of the management of PWH. However, PWH cannot absolutely guarantee the safety of all clients, staff, volunteers, etc. By the nature of crisis, trauma and stress, which are often presenting issues for persons served by PWH, human beings may behave in unpredictable, uncharacteristic and unsafe ways. All persons coming to or working at PWH are responsible for their own actions.

PWH has created policies and procedures to support the objectives of safety, well-being and peacefulness for the families we serve. The immediate safety of the victim, children, and the center is fundamental; long term safety is the ultimate goal.

Security and safety measures are addressed throughout this manual. This section cross references other relevant sections. Additionally security issues are addressed in other organizational policies including job descriptions, Personnel Policies and Employee Standard of Conduct, Client expectations & guidelines (in the Family Handbook), PWH's Workplace Violence Prevention Plan, Security Inspection Result Reports, etc. all of which are made available with this manual. (See Appendices.)

◆ Policy: PWH will take reasonable precautions and provide broad safety measures in our work with families.

PWH approaches safety from both through "prevention" methods (Security and Safety Measures - section V.A.), and from "responsive" methods (Incident Management- section V.B.) perspective.

V. A. Security and Safety Measures

Prevention Measures may include but not be limited to:

While prevention is not full proof, carefully planned and researched procedures may act as a deterrent to problematic situations and incidents. Many procedures that have been developed address the physical setting and/ or tangible tools. Additionally rules and expectations about behavior and conduct contribute to the overall security plan.

Procedures:

V. A. 1. Conduct and Expectations for Behavior (See also Section III.D. and Family Handbook)

1.1. Rules of conduct and behavioral expectations are communicated to all persons during their orientation.

1.2. The "House Rules and Guidelines" are printed in a Family Handbook that all clients receive.

1.3. The "House Rules and Guidelines" are posted in the rooms of the center.

1.4 Many of the " House Rules and Guidelines " are about safety. Of specific relevance include:

- No weapons are allowed. All persons are subject to search.
- PatchWorks House reserves the right to search person and items brought into the building. Person may be asked to leave personal items, containers, purses, etc. in the hall (they may not be taken into a visitation room) or to completely remove these items from the building..
- PWH does not allow the use of corporal punishment / physical discipline (i.e. spanking) while in our center.
- No photographing is allowed without prior discussion with PWH staff.
- No video or audio taping is allowed during visits.

- Alcohol, drugs, any illicit substance or item, cigarettes and/or chewing tobacco are all prohibited at PWH.
- Phone calls are not allowed. Cell phones may not be used at PWH.

1.5. It is the role of the staff to expect compliance and address non-compliance with PWH Rules. (Also see Sections III. E. and V.B. 4, 6 & 7)

V.A.2 Relationship Building (Also see Section II. E and III.D.–F.)

In keeping with professional standards, ethics and procedures, PWH values engaging in intentional and positive “relationships” with the parties we serve. Respect, compassion, interest, empathy may all contribute to meaningful engagement. PWH is likely to have frequent and ongoing contact with the families we serve. Constructive interaction with a family may reduce hostility, increase support and build trust. These ongoing relationships may heighten awareness about the climate of a family, triggers, changes, stressors, etc., and having this sense of a family may ultimately increase safety.

V. A. 3. Threat Assessment (Also see Section II. E.3)

Policy Framework: *While a formalized threat assessment measure is completed during the client orientation process, threat assessment is an ongoing part of service delivery. Assessment of a client’s level of dangerousness is of importance in achieving positive and safe outcomes. Evaluating this dangerousness involves gathering critical information and identifying risk indicators that reflect a capacity to continue perpetrating violence. Although violence cannot be predicted, there are numerous risk factors to consider in the determination of the likelihood that violence may reoccur or ensue. The greater the number or the intensity of the indicators, the more likely a critical incident may occur. Threat Assessment becomes an ongoing process fed by continued feedback and observation during the course of service to a family.*

◆ Policy: Threat assessment will be conducted on an ongoing basis.

Procedures:

3.1 If service to a family produces information that identifies a safety risk the case will be immediately reviewed by program staff with the Executive Director, security staff and law enforcement if necessary. More information may be sought from referring agency, through criminal background checking, additional interviewing, etc.

3.2 In response to a real or perceived threat, modifications to normal procedures or established patterns of service delivery may be made including but not limited to: changing the schedule; changing the staffing; adding extra security staff; reports to referring agent, law enforcement, therapist, etc.; other individualized planning; and/or ultimately case termination.

V. A. 4. Facility Layout & Set Up

Framework: *PWH facility is set up to provide safe and comfortable space for children and families. Fire/ emergency escape plans have been developed. While precautions are taken to prohibit weapons and unsafe items from being present at the center, all persons must be vigilant that when physical aggression occurs “everyday items” may be used as weapons. And in many cases of violence no weapons are used at all. Staff and clients should be aware of their surroundings, the objects in the room escape routes from their location, etc.*

Procedures:

4.1 External doors are locked (automatically) to prohibit unauthorized entry at all times. The lock system allows for free exit – the doors do not prohibit egress.

4.2 Basic childproofing tactics including outlet covers, cupboard latches, gated stairwells, etc. are employed.

4.3 Smoke alarms, fire extinguishers, exit lighting as inspected and approved by local fire department are installed and operable. Fire and disaster procedures are posted in the facility. Fire Inspections are conducted on an annual basis by the Tiffin Fire Department. All code related requirements are reviewed. A checklist is completed by the inspectors which lists instruction for any proposed improvements or changes. The Executive Director will be responsible for making necessary changes in a timely manner.

4.4 "Guidelines and House Rules" and Evacuation / Fire Escape plans are posted in all room in the facility.

4.5 The layout of the premises is structured so that residential and visiting parents/parties are kept physically and visually separate. Doors will be kept closed and windows are tinted/shaded. Staff/volunteer should be located in the area between doors and visiting persons. Safe traffic patterns should be established at all times, identifying safe ways to move within and exit the facility from all areas of the building.

4.6 At the start and end of a work period the staff on duty should do a safety check of the house which should include but not be limited to: check that doors are locked, windows are secure, rooms are appropriately prepared, etc. (See "Staff on Duty Procedure / Reminders" FORM .) (See also section III.C.3.)

4.7 The facility is equipped with security cameras located at inside high traffic areas, and at separate (front and rear) entrances. There are two non-recording, viewing monitor stations - one at the central desk in the downstairs foyer area and the other in the upstairs central office.

4.8 Age appropriate toys and items shall be utilized in the visiting and common areas of PWH. It is part of the staff's daily/visit preparation routine to inspect for any unsafe or inappropriate items. Any age inappropriate toys, broken toys/items, small game pieces, etc. should be removed from the rooms.

V. A.5. Security Equipment–

5.1 Hand Held Two-Way Radios. Hand held "walkie- talkie" type radios are available for an in room visit supervisor to have in their possession during a high risk visit, with the partner set in the possession of the second staff/volunteer for quick access or alert.

5.2 Police radios. Three "Police Radios" are available for use by PWH staff on duty. Channel one is the internal frequency to be used to talk to other staff on duty and channel two goes live to Tiffin Police Dept. Dispatch and is used only in times of emergency.

5.3 Metal Detector /Wands. Two hand held metal detector wands are available to use for searches of persons at the center. The wands will be used only by security staff or law enforcement.

5.4 Video Cameras and Monitors –Video cameras are positioned in five different locations – one each outside the front and back entrance, and three in the center in high traffic areas. There are two viewing monitors - one located at the central desk downstairs and one in the central office upstairs in place.

5.5 Building Entry(s) Intercoms – Push button intercoms are available outside both the

locked front and back doors. Parties approaching the building can speak with staff inside the building to announce their presence, identify themselves, make requests, etc. before staff chooses to admit them. There are two inside intercom stations – one located at the central desk downstairs and one in the central office upstairs.

- 5.6 Cell phones – Staff may carry their personal cell phone for emergency use only.
- 5.7 Panic Buttons – To be purchased when funds become available.

V. A.6. Parking

- ◆ **Policy: PWH will assign all parties to park in specific locations, keeping parties of the same case in separate areas.**

Procedures:

6.1 Parties will be assigned to come to a specific door – front or back. There are two corresponding separate well lit, parking areas. One is across the street from the front door of the building and the other is behind the building down from the back door & handicap ramp. The lots are accessed from different streets and both have more than one way to exit from the lot. If persons, particularly victims, are not familiar with the area information is provided to them about the streets, alleys, and traffic flow options from the facility.

6.2 Parties who walk to PWH are also assigned to a specific door and are asked to approach from the corresponding lot/area.

6.3 Parties will be instructed to not linger in the area near (within one block of) PWH before, or after visits/exchanges; this includes visiting/exchanging parties as well as persons who transport or ride with the family to and from PWH. Parking in the area or driving around the area, in order “to see or be seen”, by the other party or children is a violation of this rule.

V. A. 7. Arrivals and Departures

Policy Framework: *Coming to and leaving the center can be a time of risk. While PWH communicates expectations about party’s arrival and departure, persons may come to understand how, where, and when the other party comes to the center. Persons could make choices to use this time/situation to harass or harm. Determination will be made as to the specific arrival and departure process for each family depending on the degree of risk and individual case dynamics. The factors that will be considered when determining the best option may include intake information, court orders or referring agency directives, PWH schedule/capacity, wishes and comfort level of parties and children. The goal of the individualized arrival and departure procedure is to prohibit contact between parties. (In low risk or transitioning cases the arrival and departure plan can be structured to provide for supervised contact between the parties if they both agree.)*

- ◆ **Policy: The arrival and departure of clients shall be structured so that contact between them does not occur.**

Procedures:

Arrival and Departure Options include:

7.1 For Visits:

A. The visiting party arrives at least 15 minutes before the visit start time and shall wait in an area inside PWH that is visually separate from where the residential/dropping off/picking up party will arrive. The residential/dropping off/picking up party arrives with the child(ren) at the start time of the visit and immediately thereafter leaves the facility and area. The residential/dropping off/picking up party returns at the designated end time of the visit, picks up the child(ren) and immediately leaves the facility and area. The visiting party stays at PWH in their designated space for 15 minutes after the departure of the other party (allowing them ample time to leave the area) and then the visiting party may leave the facility.

OR

B. The residential/dropping off/picking up party arrives at least 15 minutes before the visit start time and can go to a designated safe area (Interview Room) until the scheduled arrival of the visiting party. The visiting party arrives for their visit at their scheduled time. After the visiting party arrives, the residential/dropping off/picking up party then leaves the facility. The residential/dropping off/picking up party returns at the designated end time of the visit, picks up the child(ren) and immediately thereafter leaves the facility and area. The visiting party stays at PWH in their designated space for 15 minutes after the departure of the other party (allowing them ample time to leave the area) and then the visiting party may leave the facility.

7.2. For Exchanges:

A. The picking up/non-residential party arrives at least 15 minutes before the scheduled exchange start time and shall wait in an area inside PWH that is visually separate from where the dropping off party will arrive. The residential/dropping off party arrives with the child(ren) at the scheduled time for exchange and immediately thereafter leaves the facility and area. The picking up/non-residential party stays at PWH in a designated space with the children for 15 minutes after the departure of the other party (allowing the other party ample time to leave the area) and then the picking up/non-residential party may leave the facility. At the return time the process is reversed. The residential – now picking up – party arrives 15 minutes before the scheduled exchange time and shall wait in an area inside PWH that is visually separate from where the non-residential returning – now dropping off – party will arrive. The non-residential returning now-dropping off – party arrives with the child(ren) at the scheduled time for exchange and immediately thereafter leaves the facility and area. The residential – now picking up party stays at PWH in a designated space with the children for 15 minutes after the departure of the other party (allowing the other party ample time to leave the area) and then the residential party may leave the facility.

OR

B. The residential/dropping off party arrives at least 15 minutes before the visit start time and can go to a designated safe area (Interview Room) until the scheduled arrival of the non-residential picking up party. The non-residential picking up party arrives at their scheduled pick up time and they stay in the building for 15 minutes during which time the residential/dropping off party now leaves the facility. The non-residential picking up party then leaves the facility (after the 15 minutes).

At the return time the process is reversed. The non-residential –now dropping off party arrives at scheduled return time. They stay in the building for 15 minutes with the children. The residential – now picking up party arrives at scheduled time to pick up the child(ren) and they stay in the building for 15 minutes during which time the non-residential party leaves the facility. The residential party then leaves the facility (after the 15 minutes).

OR

C. The residential/ dropping off party arrives at their scheduled drop off exchange time. They immediately leave the building and area. The children have a 15 minute transitional, tension-free period between parents, giving him/her the opportunity to play and talk with staff. The non-residential / picking up party arrives at their scheduled pick up time

and leaves with the child(ren). At the return time the process is reversed. The non-residential - now dropping off party arrives at their scheduled drop off time and they then immediately leave the building and area. The children are with staff for 15 minutes. The residential – now picking up party arrives at their scheduled time and leaves with the child(ren).

7.3 For visits and/or exchanges it may be an option for the parties to arrive at the same time so to allow a structured interaction or communication between the parties in the presence of PWH staff. This option may especially be considered during transitions – when parties are preparing to move on from PWH (end services).

7.4 All parties will be expected and instructed to arrive at the exact scheduled time for their visit or exchange. Persons should not arrive early or late. If a person is having difficulty arriving on time for the visit or exchange they will be asked to call and discuss the circumstances with PWH staff. The visit or exchange may be cancelled if a party does not call and is more than 15 minutes late.

7.5 All adult parties and guests shall “sign in” upon arrival and upon departure. PWH staff will document the exact time persons come and go from the building. Each party of the same case will have separate sign in sheets.

7.6 Parties will remain in the building until released by PWH staff. This applies to every person during every drop off and every pick up for both visits and exchanges. PWH staff will specifically instruct persons as to when they may depart.

7.7 Inside PWH, parties will at all times remain separated, physically and visually, so that contact between them does not occur, unless there has been a specific agreement between PWH and both parties to facilitate such contact.

7.8 For some visits, it may be an option to allow the dropping off party/foster parent/caregiver to remain in the building (*in a private area - not easily accessible by the other party*) during the visit. This would only be considered in low risk cases. This option will be decided on a case by case basis.

V. A.8. Staffing

(Also see Section III. C. and Appendix C. E. & G).

8.1 There will be two persons (*a minimum of one paid staff plus a second paid staff or volunteer*) in the house at all times during service delivery. They will perform duties as outlined in their job descriptions. There should be teamwork and clear communication about movement, assignments, etc.

8.2 Photo Identification Badges shall be worn by staff on duty, which displays staff first name and last initial.

V. A. 9. Staff Training

Periodic training will be provided to staff and volunteers regarding safety and risk prevention, personal safety, client presented risks (DV/family violence/ substance use, etc), communicable disease, blood borne pathogens, first aid, etc.

V. A. 10. Security Staff

PWH utilizes selected off duty local law enforcement officers to work at and provide security services. Security staff will be present at designated times and will perform duties as

outlined in their job description. They will advise on safety risks and concerns and give input regarding practices and policies.

(Also see Workplace Violence Prevention Plan, Security Officer Job Description, and Security Handbook/Training Log)

V. A. 11. Relationship with Law Enforcement

Local law enforcement (on public duty) will be familiar with the services and procedures of PWH. PWH may conduct in service training about the services and facility. Officers are invited to visit the facility and become familiar with the program. PWH security staff will act as liaisons with fellow officers and will keep them informally apprised of the services.

11.1 Emergency Response

Rapid response shall be sought by utilizing the police radio. The radio shall be switched to channel two and a request for assistance with an emergency at PWH shall be spoken. As a backup, dial 911 from the nearest phone. The staff/volunteer nearest the phone will make this call at any suggestion of a problem or incident. PWH staff persons are allowed to possess their personal cell phones at all times they are on duty and may use them in times of emergency.

11.2 Prearranged Protection

During high risk visits or exchanges a request may be made of law enforcement to be present in the building or outside the building, before, during or after the visit/exchange.

11.3 Site Safety Inspection

An inspection of the physical layout and procedures shall be conducted by PWH Executive Director and Law Enforcement or security advisor. The purpose is to identify strengths and weaknesses in the program's ability to ensure reasonable safety to clients and staff. An inspection format / checklist will be completed and give direction for any proposed improvements or changes. The Executive Director will be responsible for making necessary changes in a timely manner.

11.3 Arrest Warrants

PWH discourages arrest warrants being served inside the center in the presence of children. PWH staff will not prohibit law enforcement's access to subjects but will require sensitivity to the needs of other persons, especially children, who are on the premises.

V. B. Incident Management

Responsive Measures may include but not be limited to:

Critical incidents may be client or person driven, or may be caused by nature. If any unsafe situations or incidents occur at PWH the staff on duty shall respond in a manner prescribed in procedure, but they will also be expected to use their best critical judgment based on the presenting circumstances. All staff on duty shall act as a team to alleviate danger, minimize threat, and protect all persons at risk for harm. Emergency procedures and plans exist to provide for the safety of all clients of PWH. PWH has both an Evacuation Plan and a Shelter-In-Place Plan. The staff on duty will decide whether to evacuate or take shelter based in information that they have available to them at the time. Staff shall attempt to consult law enforcement or county emergency management professionals if possible. For documentation of Incident Management see Section III. F. 5.

Procedures:

V. B. 1 Unsafe Weather and / or Disaster Related Situations.

Staff shall attempt to consult law enforcement or county emergency management professionals if possible. General responses and situational details for specific circumstances are as follows:

1.1 Fire – Follow Evacuation Plan

In the case of fire, staff shall proceed to evacuate the building according to the Evacuation / Fire Escape plan/route. This route is posted in all rooms of the facility and staff and parties should be prepared to exit the building accordingly and immediately.

1.2 Gas or noxious odors – Follow Evacuation Plan

In the case that any person detects gas or noxious odors, staff shall proceed to evacuate the building according to the Evacuation / Fire Escape plan/route.

1.3 Bomb threat - Follow Evacuation Plan

In the case of a bomb threat staff shall proceed to evacuate the building immediately and according to the Evacuation / Fire Escape plan/route.

1.4 Bad weather – storms, tornadoes- Follow Shelter-In-Place Plan

In the case of threatening or unsafe weather, staff shall proceed to take shelter according to the Shelter-In-Place plan/route.

1.5 Catastrophic Community Disaster

PWH will stay aware of Homeland Security Advisory System listed Threat Levels, and keep apprised of responses recommended by FEMA, Federal and State Departments of Homeland Security and local authorities. In the case of a catastrophic community disaster including a terrorist attack, the staff on duty will determine if evacuation or shelter-in-place is the best choice based in information that they have available to them at the time.

1.6 Drills

Regular fire, tornado, bomb threat and intruder drills are to be conducted at least quarterly. Executive Director and Security staff are responsible to coordinate drills.

End of procedure excerpts.

TAB 6

Appendices and Attachments:

- Appendix A - Letter from CSEA Director authorizing the grant application
(completed on County CSEA letterhead & included in proposal packet as specified in Sec. 5.2, A.)
- Appendix C - Certification of In-Kind Contribution
- Appendix D - Sub-grantee Certification Form (Sec. 4.6)

- ODJFS Sub-Grant Agreement

APPENDIX A
RFGA# JFS-R-1213-09-8032

(County Letterhead)

ODJFS
Office of Child Support
P.O. Box 182709
Columbus, Ohio 43218-2709

Date:

Dear Mr. Aldridge,

This letter indicates that I have granted approval for the Seneca County Child Support Enforcement Agency to submit an application to apply for federal grant monies for the Access & Visitation program. I understand the monies are not available until ODJFS indicates they are available, pending the selection of our CSEA as a recipient.

If you have any questions about my approval or need further information about our agency, do not hesitate to contact me at the following e-mail address: _____
_____ or call me at (419) 447-5011.

Sincerely,

APPENDIX C
RFGA# JFS-R-1213-09-8032
Certification of in-kind requirement

Date: June 4, 2012

Submitted By: PatchWorks House, Inc. / Seneca County DJFS/CSEA

CSEA: Seneca County CSEA

The Seneca County Department of Job and Family Services CSEA has reviewed the attached section of OMB circular A-110 (A87) that defines third party in-kind contribution. Since our agency is submitting a proposal in response to ODJFS' RFP for access/ visitation, we are certifying that the in-kind contribution meets the necessary criteria as demonstrated in A-110 (A87).

The in-kind contribution, which must be a 10% match is categorized as:

- cash
- real property
- equipment supplied
- expendable property
- goods and services

The total value of the in-kind contribution during EACH YEAR of the project is **\$5,556.00.**

A description of the in-kind contribution is:

PatchWorks House, Inc. will be providing a cash match for this project derived from their fundraisers & donations. (Additionally, they will be providing in-kind contributions in the form of facility use (rent, utilities, phone, etc), computers, admin. costs, etc.).

APPENDIX D

RFGA# JFS-R-1213-09-8032

REQUIRED SUB-GRANTEE(S) INFORMATION FROM COUNTY CSEA

Instructions: Provide the following information regarding the sub-grantee(s). County CSEA must complete, obtain a signature, and include it in the application packet as indicated, for each sub-grantee. It is mandatory that the information provided is certified with an original signature (in blue ink, please) by a person authorized to legally bind the sub-grantee(s), indicating the following:

<p>1. Sub-grantee(s) Legal Status</p> <p>501 (c) (3) Private non-profit</p>	<p>2. Sub-grantee's (organization) Name: (legal name of applicant – person or organization – to whom grant payments would be made)</p> <p>PatchWorks House, Inc.</p>
<p>3. Sub-grantee's Federal Tax ID # (this number MUST correspond with the name in item # 2)</p> <p>34 1769005</p>	<p>4. Sub-grantee's Corporate Address: 42 Madison St. Tiffin, Ohio 44883 (principle place of business)</p>
<p>6. A complete description of the work the sub-grantee will perform, financial term(s) and a time frame of agreement:</p> <p>To provide access service including: Supervised Visitation, Supervised Exchanges, Mediation and Parent Education, per contract and RFGA proposal. The financial terms and time frames will be specified in the contract and dependent on availability of funds.</p> <p>PatchWorks House has read and understands the RFGA JFS-R-1213-09-8032, contributed to its submission and agrees to comply with all requirements.</p> <p>Authorized Contact Person: Barbara A. Flood, Executive Director, PatchWorks House (419) 448-0080 phone (419) 448-0088 fax</p>	
<p>7. Mandatory Sub-grantee Certifications:</p> <p>I _____ (signature of representative shown in Item # 5, above) hereby certify and affirm that <u>PatchWorks House</u> (the sub-grantee shown in Item # 2, above), is committed to do the work described in Item # 6.</p> <p>AND</p> <p>I _____ (signature of representative shown in Item # 5, above) hereby certify and affirm that <u>PatchWorks House</u> (the applicant shown in Item # 2, above), has read and understands the RFA, the submitted proposal, the nature of the work, and requirements of the RFA.</p>	

TAB 4

Budget

RFGA Sections 1.4 and 3.1, P and 5.1, B and 5.2, A 4

Access/Visitation Project Budget Summary

Name of Grantee: Seneca County DJFS / CSEA page 1 of 4

Budget Categories					
		FFY 13	FFY 14	FFY 15	
		Oct. 2012 – Sept. 2013	Oct. 2013– Sept. 2014	Oct. 2014 Sept.2015	Total
Personnel		\$35,750.00	\$35,750.00	\$35,750.00	\$107,250.00
Fringe Benefits		\$3,092.00	\$3,092.00	\$3,092.00	\$9,276.00
Travel		0	0	0	0
Equipment		0	0	0	0
Supplies		\$900.00	\$900.00	\$900.00	\$2,700.00
Contractual		0	0	0	0
Other (Define) Security		\$15,814.00	\$15,814.00	\$15,814.00	\$47,442.00
10% Cash or In-Kind Contribution		\$5,555.60	\$5,555.60	\$5,555.60	\$16,666.80
TOTAL		\$55,556.00	\$55,556.00	\$55,556.00	\$166,668.00
Grant Amount Requested		\$50,000.40	\$50,000.40	\$50,000.40	\$150,001.20

Access/Visitation Project

Budget Narrative

page 2 of 4

The following budget has been prepared to cover the expense of all components of this project. It reflects reasonable cost and compensation rates comparable to county averages.

Budget Categories:

A. Personnel

PatchWorks House Personnel

Name / Position	Computation	Cost
1.) Case Manager	<i>10 hours per week x \$14.00 per hour x 52 weeks</i>	\$ 7,280.00
2.) Executive Director	<i>25% of full time/salary</i>	\$ 9,750.00
3.) Program Assistants	<i>30 hours per week x \$12.00 per hour x 52 weeks</i>	\$18,720.00
TOTAL A. Personnel		\$35,750.00

(A.) Budget Narrative – Personnel:

The personnel providing the programming will be employees of PWH with whom the county will contract for service. Staffing specifically for this project will include:

- 1.) Case Manager – Approx. 10 hours per week to provide client intake, orientation, direct delivery of SV & SE, and data collection, etc.
- 2.) Executive Director – approx. 25% (of full time hours) to provide parenting education, mediation (as specified in the deliverables); to provide some direct service (supervised visits & exchanges) (in regular agency staff rotation), intakes, case reviews, etc.; to provide grant required reporting, project administration, staff supervision etc.
- 3.) Program Assistants (Visit & Exchange Monitors) - Approx. 30 hours per week (by several part time assistants) to provide direct delivery of SV & SE.

B. Fringe Benefits:

Benefit	Computation	Cost
1.) Employer’s FICA	$\$35,750.00 \times 7.65\% (12 \text{ months})$	\$2,735.00
2.) Worker’s Comp	$\$35,750.00 \times 1\% (12 \text{ months})$	\$ 357.00
TOTAL B. Fringe Benefits		\$3,092.00

(B.) Budget Narrative – Fringe Benefits:

Benefits / payroll taxes are reflected for the personnel positions listed above.

C. Travel: None (0)

D. Equipment: None (0)

Budget Narrative <i>Continued</i>	page 3 of 4
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E. Supplies: **TOTAL E. Supplies** **\$900.00**

(E.) Budget Narrative – Supplies:

Supplies to support service provision including but not limited to paper, pens, pencils, etc.- (\$180.00) and copies/a portion of the agency’s copier rental - (\$60.00 per month/\$720.00 per year).

F. Contractual: None (0)

G. Other Costs: Security

Position	Computation	Cost
Security Officers	<i>Approx. 14 hours per week x \$21.75 per hour x 52 weeks</i>	\$15,814.00
TOTAL G. Other Costs		\$15,814.00

(G.) Budget Narrative – Other Costs:

Security Staff - Security officers - off duty Police officers and Sheriff Deputies (working part time hours) to provide security at PWH.

H. 10% Cash or In-Kind Contribution

A cash match will be offered by PWH derived from their fundraisers & donations. (Additionally, they will be providing in-kind support/contribution in the form of: facility use (*rent, utilities, phone, insurance, etc.*), admin. cost – L&P, accounting fees, etc.) \$5,556.00

TOTAL H. Match **\$5,556.00**

Access/Visitation Project

Annual Budget Summary

page 4 of 4

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$35,750.00</u>
B. Fringe Benefits	<u>\$ 3,092.00</u>
C. Travel	0
D. Equipment	0
E. Supplies	<u>\$ 900.00</u>
F. Contractual	0
G. Other: Security	<u>\$15,814.00</u>
<u>TOTAL PROJECT COST</u>	<u>\$55,556.00</u>
10 % Cash or In-Kind Contribution	<u>\$ 5,555.60</u>
<u>Total Annual Access/Visitation Grant Request</u>	<u>\$50,000.40</u>

446
+10

456

ATTACHMENT C
RFGA#: JFS-R-1213-09-8032
Grant Application Score Sheet

Applicant: Seneca County

PHASE I: Initial Qualifying Criteria

The application must meet all of the following Phase I application acceptance criteria in order to be considered for further evaluation. Any application receiving a "no" response to any of the following qualifying criteria shall be disqualified from consideration.

ITEM	APPLICATION ACCEPTANCE CRITERIA	RFGA Section Reference	YES	NO
1.	The applicant included at least one of the four program components: Court-ordered or voluntary mediation; Neutral drop-off and pick-up; Supervised visitation; Parenting class.	Sec., 2.1, 1	X	
2.	The applicant clearly defined how the agency will ensure the safety of program participants while services are being provided.	2.1, 2	X	
3.	The application was submitted to ODJFS by the local CSEA and is identified as the lead agency.	Sec., 2.1, 3	X	
4.	The applicant has included written policies and procedures for the required minimum security measures.	Sec., 3.1	X	
5.	Was the application received at the specified location by the deadline as specified in the RFP?	1.6 2.1, 4 5.1	X	
6.	The applications must explain any existing or pending county partnerships with private or other public agencies which will be involved in any facet of the proposed program. The roles and responsibilities of the various partners in the proposed activities must be clearly described.	2.1	X	

PHASE II: Criteria for Scoring of Technical Application

Qualifying technical applications will be collectively scored by an Application Review Team (ART) appointed by ODJFS, Office of Child Support. For each of the evaluation criteria given in the following score sheet, reviewers will collectively judge whether the technical application exceeds, meets, partially meets or does not meet the requirements expressed in the RFGA, and assign the appropriate point value, as follows:

0 6 8 10
 Does Not Meet Partially Meets Meets Exceeds
 Requirement Requirement Requirement Requirements

A technical application total PHASE II score will be the sum of the point value for all the evaluation criteria. The review team will collectively score each individual qualifying application. Technical applications which do not meet or exceed a total score of at least **432 points** (indicating an application that demonstrates adequate ability to perform contractual duties) out of a maximum of **513 points** will be disqualified from further consideration. Only those applicants whose technical applications meet or exceed the minimum required technical points will advance for consideration for the award of the grant.

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
APPLICANT QUALIFICATIONS							
1	The applicant has described the partnerships' roles and functions (for the CSEA and each individual partner organization), which includes facts such as the project roles of each organization, which partner will provide services, whether the partner organizations have collaborated with the CSEA on this or similar projects in the past, how project implementation will be staffed, and how those staff members qualify to meet the RFGA objectives	3	Sec. 2.2			24	

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
ORGANIZATIONAL EXPERIENCE AND CAPABILITIES							
2	The applicant has described the organizational background of the Direct Services Provider. Provide such information as the size of the agency, its history in that or other geographic areas, its charter, its length of time providing access/visitation or related services, its administrative structure, etc.	1	Sec. 2.2, A., 1.			8	
3	The applicant has provided a narrative description of the Direct Services Provider's history and credential in providing access/visitation services or other human services involving supervised intervention, dispute resolution, parenting instruction, or other similar project goals.	1	Sec. 2.2, A., 2.			8	10
4	The applicant has provided a organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned to this project. NOTE: Applicant must have someone with an accounting degree or accounting experience with federal grants devoted to this project.	3	Sec., 3.2, D			24	
KEY STAFF EXPERIENCE AND CAPABILITIES							
5	The applicant has identified, by position and by name, those staff they consider key to the project's success (at minimum, key staff identified must include the direct service provider's project manager and/or a project lead/program manager at the CSEA).	3	Sec. 2.2; B., 1.			24	
6	The applicant has included resume(s)/CV of key staff expected to work on the project.	1	Sec. 2.2, B., 2.	0			
7	The applicant has assigned staff to teach parenting classes must be degreed in education or a related field, and must demonstrate experience in designing and/or presenting adult educational programs such as parenting classes. Mediators must possess a related certification, license or degree.	1	Sec. 2.2, B., 3.			8	
8	The staff accountant must have an accounting degree or accounting experience with federal grants.	1	Sec. 2.2, B., 4			8	
OBJECTIVES OF PROJECT WORK							
9	The applicant has provided a security plan with written policies and procedures which describe how security equipment will be used to monitor program participants.	3	Sec. 3.1, A, B and C				30
10	The applicant has described the key goals and objectives of the project activity providing a comprehensive and detailed description of each outcome to be achieved within each component of the program indicating the type of change targeted.	3	Sec. 3.1, D			24	
11	The applicant provided a comprehensive and detailed description of each component of the activities that will be furnished to the target population(s) that is, for mediation services, a description of who will provide services, defines the partnerships, etc.; for neutral drop-off and pick-up services, a description of who will operate the site. Where the site will be located, what type of security will be provided, etc.; for supervised visitation services, a description of who will operate the program site, where it will be located, what type of security will be provided etc.; for parenting classes, a description of who will teach the class, where classes will be offered, range of topics, etc.	3	Sec., 3.1, E			24	
12	The applicant has described in detail the target populations that include: information about the type and number of individuals being served or potentially to be served. Are the participants married, separated, divorced, or never married?	2	Sec., 3.1 F			16	20
13	The applicant describes the geographic location of the participants that are being served; urban or rural and does the participant have a child support order.	2	Sec., 3.1, F				20

ITEM #	EVALUATION CRITERIA	Weight	RFGA SEC. REF.	Doesn't Meet 0	Partially Meets 6	Meets 8	Exceeds 10
14	The applicant provided a time line for each component of the program displayed by SFY focusing on which individual activities will be performed and/or services provided and their expected duration.	2	Sec., 3.1, G			16	
15	The applicant provided a comprehensive and detailed description of the roles and duties of any partners who will participate in the program, including; a description of the manner in which these partnerships will be established (by contract, cooperative agreement, etc.).	2	Sec., 3.1, H				20
16	The applicant described in detail the manner of payment, if any, to the listed partners.	2	Sec., 3.1, H			16	
17	The applicant has established a status-reporting procedure for reporting work completed and resolution of unanticipated problems.	2	Sec., 3.1, I			16	
18	The applicant has provided a detailed description on how specific data on each component of the program(s) will be collected, maintained and reported quarterly to ODJFS.	2	Sec., 3.1, J			16	
19	The applicant has identified and described the technical approach and work plan of the proposed programs deliverables/activities that are to be implemented and discussed in detail how those deliverables will be accomplished.	3	Sec., 3.1, K			24	
20	The applicant has provided a narrative clearly describing when an access and visitation service is terminated and described the procedures that will be taken to terminate a participant from the program who no longer uses any of the access/visitation services.	1	Sec., 3.1, L			8	
21	The applicant has provided a narrative describing how they plan to measure parenting times as it relates to implementing access and visitation services that include methods and tools to be used to measure if the non-custodial parenting time has increased.	3	Sec., 3.1, M			24	
22	The applicant provided a narrative that describes in detail how the applicant will obtain additional financial resources, or already has obtained additional funding from the local community.	3	Sec., 3.1, N			24	
23	The applicant has provided a narrative detailing how child support collections will be tracked and recorded for all noncustodial parents who are ordered to pay child support, and participate in the access/visitation program.	2	Sec., 3.1, O			16	
24	The applicant has provided an explanation for the process that will be used to obtain the amount of child support obligation due and the amount collected three months prior to the noncustodial parent beginning the access/visitation program, and the child support obligation due and the amount collected three months after the noncustodial parent leaves the program.	2	Sec., 3.1, O			16	
25	The applicant has provided a budget summary for the access/visitation services proposed, which is for a minimum of \$45,000 per year and clearly indicates a minimum of 10% cash or in-kind match.	3	Sec., 3.1, P				30
Column Subtotal of "Does Not Meet" points							
Column Subtotal of "Partially Meets" points							
Column Subtotal of "Meets" points							
Column Subtotal of "Exceeds" points							
GRAND TOTAL SCORE							

Based upon the Grand Total Technical Score earned, does the application proceed for consideration for award of the grant? (Applicant's Grand Total Technical Score must be at least 432 points.)

Yes _____ No _____ (If "No," the application will **not** be considered for award of the grant.)

If yes, has the applicant provided evidence of focusing on or including mediation or parenting education? If there is not this focus, the application advances for consideration but the final technical score remains unchanged. If there is a focus on mediation or parenting education, the applicant's technical score is increased by ten (10) points for consideration.

PHASE II B.—Additional Consideration for focusing on or including mediation or parenting education?	Sec. 3.1	NO – Phase II A technical score unchanged	YES - Phase II A technical score plus 10 pts.
Has the applicant provided evidence of focusing on or including mediation or parenting education?			10
GRAND TOTAL SCORE [Phase II A. + Phase II B. score]:			

1. meets
2. meets
3. exceeds - very detailed
4. meets
5. meets
6. does not meet - no resumes provided
7. meets
8. meets
9. exceeds. very detailed
10. meets
11. meets
12. ~~meets~~ meets
13. exceeds - very detailed
14. meets
15. exceeds - provided actual copy of contract
16. meets
17. meets
18. meets
19. meets
20. meets
21. meets
22. meets
23. meets
24. meets
25. exceeds - very detailed