

**EXHIBIT B**  
**STATEMENT OF WORK**  
**DV Coordination Services**

**I. PROJECT SUMMARY**

**Project Name:** Domestic Violence Coordinator Services

**Identification Number:** CLFR-121

**Project Expenditure Category (EC):** EC1.11-Community Violence Intervention

**Project Demographics**

- ☒ For public health projects only:  
The general public benefits from this project.
- ☐ For non-profit agency beneficiaries:  
The agency provides services at a physical location(s) in a Qualified Census Tract(s) Number(s): \_\_\_\_\_
- ☐ The agency serves individuals and/or households from one or more of the following categories (check as many as apply):

**Project Overview** [50-250 words] Including type of assistance and approach to ensuring that the aid responds to a negative public health or economic impact through an eligible use that either addresses the needs of an impacted or disproportionately impacted population or community OR is in proportion to an identified harm:

Bridge Coordination Services provides domestic violence coordinators to enhance and assist law enforcement as well as provide additional support, guidance and assistance to victims of domestic violence. The role of the DV coordinator is to bridge the gap between the law enforcement response to a domestic violence incident to when the case is handed off to the prosecutor's office. DV Coordinators support, educate, and assist victims of crime through criminal proceedings. They appear with victims at arraignments, pre-trial hearings, and trials. They serve in support services role by assessing victim's immediate needs (safe housing, income, court orders) and develop safety plans for victims. DV coordinators assist law enforcement by taking post-911 call photos to document injuries that have become more visible a day or two after the incident occurred. They also assist by researching prior incidents of abuse and obtaining medical records to assist with the prosecution. The DV coordinators also develop domestic violence reference materials and provide training to law enforcement.

**Evidence Base/Evaluation**[provide a citation for strong (experimental) or moderate (quasi-experimental) level of evidence for project or describe the evaluation process]:

[Police–Advocacy Partnerships in Response to Domestic Violence: Journal of Police Crisis Negotiations: Vol 12, No 2 \(tandfonline.com\)](#)

[FACT SHEET: President Biden Issues Call for State and Local Leaders to Dedicate More American Rescue Plan Funding to Make Our Communities Safer – And Deploy These Dollars Quickly | The White House](#)

**Data Elements to Be Collected:** Include all data elements required by the Final Rule and the Compliance and Reporting Guidance

**Expenditure data:** Quarterly Expenditure Reports

**Performance data:**

- 1) Number of cases handled
- 2) Dispositions of Cases
- 3) Number of victims served
- 4) Number of minors served
- 5) Number of civil orders obtained
- 6) Injury Documentation
- 7) Referred to services

## II.

### STATUTORY ELIGIBLE USE

The Project complies with the following Statutory Eligible Use: to respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and non-profits, or to aid impacted industries such as tourism, travel, and hospitality.

## III. REPORTING

The Contractor shall submit to the County such reports as the County requests pursuant to the requirements of federal, state, and local law, regulations, and guidance as applicable. At a minimum, the Contractor shall submit, in a format prescribed by the County, the following reports:

Report Title	Description	Due Date
Quarterly Expenditure Report	Report on the above expenditure data for each quarter as well as cumulatively.	Nov 10, 2023 Jan 10, 2024 April 10, 2024 July 10, 2024 Nov 10, 2024

Quarterly Performance Report	Report on the above performance data elements for each quarter as well as cumulatively.  Narrative that highlights work-to-date, best practices, obstacles, lessons learned and how lessons learned are being integrated into program implementation.	Nov 10, 2023 Jan 10, 2024 April 10, 2024 July 10, 2024 Nov 10, 2024
Annual Performance Progress Report	Report on the above performance data elements annually.  Narrative that highlights work-to-date, best practices, obstacles, lessons learned and how lessons learned are being integrated into program implementation.	July 10, 2024 Nov 10, 2024

#### IV. PROJECT DESCRIPTION (OR SCOPE OF WORK)

1. Contractor shall assign enough coordinators to work eighty (80) hours per week at the responsibilities designated in the scope of services.
2. The Contractor will ensure that any employee performing coordinator services pursuant to this Agreement is suitably trained and educated, with the requisite skills to execute and deliver the services described herein. Each employee will possess at least the following certifications, and provide documentation showing completion of: minimum of 40 hours of core competency training through the State of Washington (Victims of Crime Training and Technical Assistance Center, Fairfax WA) – Advocacy Training.
3. Each assigned coordinator must submit to and pass a background check administered by the County.
4. Each coordinator is a mandatory reporter of domestic violence involving persons 18 and over in compliance with RCW 74.34.020. Contractor will train and educate its employees regarding this mandatory duty.
5. The Contractor will provide at least one (1) coordinator on site 8-5 M-F at SCSO South Precinct, 15928 Mill Creek Blvd, Mill Creek, WA 98012 to respond to telephone and walk-in requests for service.
6. The County will provide office workspace, workstations, and cell phones for the coordinators to execute their duties.
7. Coordinator's will:

- a. Support, educate and assist victims of crime through the criminal proceedings in municipal and superior courts;
- b. Provide information regarding criminal justice procedures;
- c. Appear with domestic violence victims at arraignments, pre-trial hearings, trials, and other court hearings as deemed necessary.
- d. Educate crime victims regarding the benefits of pursuing prosecution through the judicial process.
- e. Assess victim's immediate needs (i.e., safe housing, income, etc.);
- f. Help victims develop a safety plan including referrals to social services or community agencies as appropriate.
- g. Provide information and referral to community resources, specifically domestic violence services.
- h. Assist deputies and detectives in obtaining evidence of domestic violence; take photographs of victim's injuries; research prior history of abuse; obtain medical records and document findings in accordance with department policy..
- i. Provide crime victims with information regarding filing for and obtaining civil protection orders.
- j. Make recommendations in court and to the prosecuting attorney regarding no contact orders;
- k. Communicate with domestic violence victims seeking the termination of criminal no-contact orders;
- l. Make charging and sentencing recommendations to the prosecuting attorney and court on behalf of victim.
- m. Act as the intermediary for victims of crime between the period of time a law enforcement agency makes an initial criminal report and when charges are filed.
- n. Provide a direct point of contact at a precinct for questions or referrals related to crime victimization.
- o. Provide a warm hand-off of criminal case from the coordinators to the domestic violence advocates in the prosecutor's office.
- p. Facilitate opportunities for victims to provide additional statements and add additional incidents from LERMS to reports that domestic violence advocates don't have access to.
- q. Develop reference materials for use by police officers, court staff, the prosecuting attorney and crime victims.
- r. Prepare statistical reports as directed;
- s. Attend department staff meetings when requested to provide updates on number of clients served, program progress, etc.
- t. Maintain case records; prepare required reports and other documents as required;
- u. Assist in developing operational policies and procedures.

- v. Assist in training department personnel about crime victim services and specifically domestic violence.
- w. Report to the Sheriff's Office Investigations Commander or designee.
- x. Provide quarterly reports on:
  - i. the number of cases handled.
  - ii. dispositions of those cases (both criminal and civil).
  - iii. the number of victims served.
  - iv. the number of minors served (or dependent children/adults served).
  - v. the number of civil orders obtained (e.g., protection order, no contact orders, ERPO's etc.)

## 5. Performance Requirements

The Contractor Shall:

- a. Meet all requirements as outlined in Appendix A referenced on the Face Page of this Agreement;
- b. Cooperate with the County in monitoring activities a minimum of once per year or more as deemed appropriate by the County

## 6. Fiscal Management

The Contractor shall:

- a. Seek reimbursement for eligible expenditures incurred between September 1, 2023 through September 30, 2024 and are included in the Approved Contract Budget Exhibit C;
- b. Ensure that accurate and appropriate documentation is maintained to support the provision of each incurred expense; and
- c. Submit Approved Invoice Exhibit F by the 10<sup>th</sup> of the month following the month services were provided.