

COOPERATIVE AGREEMENT BETWEEN
THE NEW YORK CITY HUMAN RESOURCES ADMINISTRATION
AND
THE NEW YORK CITY MAYOR'S OFFICE TO COMBAT DOMESTIC VIOLENCE
AND
THE NEW YORK CITY MAYOR'S OFFICE OF CRIMINAL JUSTICE

THIS COOPERATIVE AGREEMENT ("Agreement"), made as of May 25, 2017 between the City of New York, acting through the Department of Social Services / Human Resources Administration ("HRA" or the "Agency"), located at 150 Greenwich Street, New York, NY 10007; and the New York City Mayor's Office to Combat Domestic Violence ("OCDV"), located at 100 Gold Street, 2nd Floor, New York, NY 10038; and The New York City Mayor's Office of Criminal Justice ("MOCJ") located at 1 Centre Street, 1012N New York NY 10007 (collectively "the Parties").

WHEREAS, the City of New York has established the New York City Family Justice Centers ("FJCs"), operated by OCDV, which offer comprehensive multi-agency services to vulnerable populations in New York City, including counseling services for adults and children, civil legal assistance, immigration assistance, economic empowerment, and supportive services; and

WHEREAS, MOCJ facilitates the procurement of various services provided at the FJCs, including intake, assessment and case management services, family law legal services, children's services, and immigration legal services; and

WHEREAS, HRA receives Social Services Block Grant (Title XX) Allocations (CFDA# 93.667) from New York State;

WHEREAS, the Parties wish to work together to deliver such services at the FJCs, and subsequently seek reimbursement for those services from New York State; and

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1. TERM OF PERFORMANCE

- A. The term of this Agreement shall be for three (3) years from October 1, 2015 through September 30, 2018, unless sooner terminated as provided herein (the "Term").
- B. This Agreement may be renewed in writing for two (2) additional one (1) year terms, subject to the availability of funds.

ARTICLE 2. SCOPE OF SERVICES

MOCJ shall, in accordance with the Scopes of Work attached hereto as **Exhibit 1**, execute contracts with community based organizations to provide the following funded services at the FJCs:

1. Intake, Assessment and Case Management Services
2. Family Law Legal Services
3. Immigration Legal Services
4. Children's Services

ARTICLE 3. TERMS FOR CLAIMING EXPENSES

- A. The provisions of this Article will be effective upon the date of execution of this Agreement.
- B. MOCJ will submit quarterly certified expense reports, in a manner and format prescribed by HRA, a sample of which is attached hereto as **Exhibit 2**. All such expense reports shall be accompanied by a cover letter that is signed by the contract monitor and budget director of MOCJ and shall contain the following language:

"I hereby certify that this expense report is for articles received, services rendered or amounts expended on behalf of the City of New York, that it is correct as to the price and amount, that it is necessary for the proper transaction of the business of HRA, that it was incurred solely for the benefit of the City of New York, that no part of the amount claimed herein has been previously certified and that the amount is solely for the operation of said program described on this expense report."

- C. Expense reports must be submitted by MOCJ and received by HRA in accordance with the following schedule:

<u>Expenditure Period</u>	<u>Due Date</u>
10/1/16-12/31/16	4/28/17
1/1/17-3/31/17	5/31/17
4/1/17-6/30/17	8/18/17
7/1/17-9/30/17	11/30/17
10/1/17-12/31/17	2/28/18
1/1/18-3/31/18	5/31/18
4/1/18-6/30/18	8/20/18
7/1/18-9/30/18	11/28/18

Expense reports documenting any additional expenditures from the period 10/1/16-9/30/17 must be submitted by MOCJ and received by HRA no later than March 20, 2018 and from the period 10/1/17-9/30/18 must be submitted by MOCJ and received by HRA

no later than March 20, 2019. Expense reports shall be accompanied by supporting documentation and submitted to HRA for review and approval to:

NYC Human Resources Administration- EIS
150 Greenwich Street, 43rd Floor
New York, NY 10007
Attention: Tracey Thorne

- D. After receiving the expense report from MOCJ, HRA will conduct final review and approval for grant compliance based on allowable costs and the reporting requirements associated with the Social Services Block Grant (Title XX) Allocations (CFDA# 93.667). HRA will submit all approved expenses to OTDA for reimbursement per OTDA's annual prescribed deadline..
- E. Upon approval, EIS will forward the certified expense report, accompanied by supporting documentation, to:

NYC -- Department of Social Services
150 Greenwich Street, 34th Floor
New York, NY 10007
Attn: Director, Bureau of Claims and Reimbursement

and

Mayor's Office to Combat Domestic Violence
100 Gold Street, 2nd Floor
New York, NY 10038
ATTN: Director of Budgets and Grants

ARTICLE 4. TERMINATION

Each Party shall have the right to terminate this Agreement, in whole or in part, upon thirty (30) days prior written notice to the other Party, or immediately for cause.

ARTICLE 5. MODIFICATION

This Agreement may be modified upon mutual agreement between the parties set forth in writing and signed on behalf of each of the Parties. It may not be modified orally.

ARTICLE 6. RETENTION OF RECORDS

The Parties agree to retain copies of all their respective records related to this Agreement for a period of six (6) years after the final payment or termination of this Agreement, whichever is later. Federal, State and City auditors, and any other persons duly authorized by the OCDV, MOCJ or HRA, shall have full access to, and the right to, examine any of the said documents during said six (6) year period.

ARTICLE 7. CONFIDENTIALITY

- A. All information obtained, learned, developed, or filed in connection with this Agreement, including data contained in official HRA, MOCJ and OCDV files or records, shall be held confidential pursuant to the provisions of all applicable federal, state, and local laws and codes, and shall not be disclosed to any persons, organization, agency, or other entity except as authorized or required by applicable law, rule or regulation promulgated by a governmental authority having jurisdiction.
- B. All of the reports, information or data furnished to, or prepared, assembled, or used under this Agreement are to be held confidential, and the same shall not be made available to any individual or organization without the prior written approval by HRA, MOCJ and/or OCDV, as appropriate, except as authorized or required by applicable law, rule or regulation promulgated by a governmental authority having jurisdiction.
- C. Any disclosure of HIV-related information shall have the following written statement accompany it:
- “This information has been disclosed to you from confidential records which are protected by State law. State law prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. Any unauthorized further disclosure in violation of State law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is not sufficient authorization for further disclosure.”*
- D. The provisions of this Article shall remain in full force and effect following termination of, or cessation of, the services required by this Agreement.

ARTICLE 8. COMPLIANCE WITH LAW

- A. The Services rendered under this Agreement shall be performed in accordance with the applicable provisions of Federal, State, and local laws, rules, and regulations as are in effect at the time such services are rendered including without limitation the Civil Rights Act of 1964, as amended by Executive Order 11246, 41 CFR 60, Section 504 of the Rehabilitation Act of 1973, 45 CFR 84, and 45 CFR 85.
- B. Pursuant to Local Law 40 of 2011, the Parties understand that this Cooperative Agreement may be posted on NYC.gov within thirty (“30”) days of execution.

ARTICLE 9. SUPERVISION

In Compliance with the New York State Office of Temporary and Disability Assistance’s (“OTDA”) Fiscal Reference Manual (“FRM”), Volume 3, Chapter 5, the Commissioner of HRA

shall have organizational supervision of any staff working pursuant to the terms of this Agreement. The Commissioner of HRA may have input into the assignment, retention and reassignment of any staff working pursuant to this Agreement, however the ultimate authority for these staff members shall remain with the appointing office.

ARTICLE 10. NOTICES AND COMMUNICATION

All notices and requests hereunder by either party shall be in writing, and except as otherwise specified in this Agreement, shall be delivered by hand or sent via Registered or Certified Mail, Return Receipt Requested, or by overnight mail, Express Mail or other overnight delivery service that provides a receipt to the sender, and directed to the address of the parties as follows:

If to HRA:

New York City Human Resources Administration
150 Greenwich Street, 34th Floor
New York, NY 10007
Attn: Erin N. Villari, Executive Deputy Commissioner

If to OCDV:

New York City Mayor's Office to Combat Domestic Violence
100 Gold Street, 2nd Floor
New York, NY 10038
ATTN: Commissioner Cecile Noel

If to MOCJ:

New York City Mayor's Office of Criminal Justice
One Centre Street, 1012N
New York, NY 10007
ATTN: Diana Gutierrez, Deputy Chief Operating Officer

ARTICLE 12. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto, or to vary any of the terms contained herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates appearing below their respective signatures.

THE CITY OF NEW YORK
DEPARTMENT OF SOCIAL SERVICES
HUMAN RESOURCES ADMINISTRATION

BY [Signature]

TITLE [Signature]

DATE 5/2/17

THE CITY OF NEW YORK
THE MAYOR'S OFFICE OF CRIMINAL JUSTICE

BY [Signature]

TITLE Chief Operating Officer

DATE 4/22/17

THE CITY OF NEW YORK
THE MAYOR'S OFFICE TO COMBAT DOMESTIC VIOLENCE

BY [Signature]

TITLE Commissioner

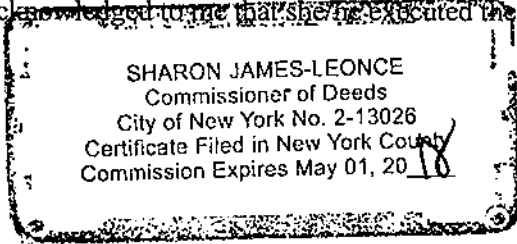
DATE 5/2/17

STATE OF NEW YORK)

:SS

COUNTY OF NEW YORK)

On this day of May 25 2017, before me personally came Vina Pullo to me known and known to me to be KCCS of the HUMAN RESOURCES ADMINISTRATION/ DEPARTMENT OF SOCIAL SERVICES of the CITY OF NEW YORK, the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.



Sharon James Leonce
Notary Public

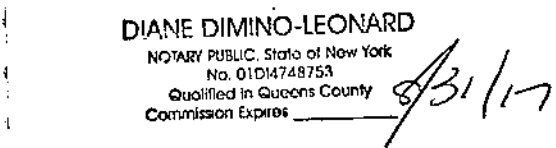
STATE OF NEW YORK)

:SS

COUNTY OF NEW YORK)

On this day of 4/27 2017, before me personally came Jean Claude Lebec to me known and known to me to be Chief operating officer of Mayor's office of Criminal Justice the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.

Diane Dimino-Leonard
Notary Public

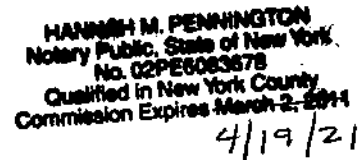


STATE OF NEW YORK)

:SS

COUNTY OF NEW YORK)

On this day of 5/2 2017, before me personally came Cecile Noel to me known and known to me to be Commissioner of OCDV the person described in and who executed the foregoing instrument, and she/he acknowledged to me that she/he executed the same for the purpose therein mentioned.



H M Pennington
Notary Public

4/19/21

HANNAH M. PENNINGTON
Notary Public, State of New York
No. 02PE003878
Qualified in New York County
Commission Expires March 2, 2011

EXHIBIT 1: FAMILY JUSTICE CENTERS SCOPES OF WORK

I. INTAKE, ASSESSMENT, & CASE MANAGEMENT SERVICES

Provider: Safe Horizon

The Intake, Assessment, and Case Management staff that will be assigned to the Kings, Queens, Bronx, Richmond, and New York County Family Justice Centers ("FJC") effective shall perform the following tasks:

Intake Specialist

- Coordinate and manage client flow and information;
- Staff the reception desk;
- Assess clients' safety and needs;
- Determine client needs;
- Determine if clients are appropriate for the Family Justice Center's services and make referrals as necessary;
- Assist in determining next steps for clients' visit to the Family Justice Center;
- Work with on-site partners to schedule client appointments;
- Answer telephones and respond to service inquiries;
- Provide information, referrals and advocacy on the phone and in person;
- Link the client to on and off site partners;
- Document client interactions and compile statistics on a monthly basis;
- Provide daily accurate data collection and reporting to FJC Administrative Staff to track basic client screening needs, client demographic information, client services provided at the FJC and other agency interactions;

Client Service Specialist

- Interview clients to assess presenting needs, including cultural, linguistic, service, legal, practical and safety-related needs;
- Determine appropriate referrals to on-site partners including civil legal and law enforcement personnel;
- Maintain schedule of appointments for staff and on-site partners;
- Schedule appointments for clients with on-site partners;
- Provide regular accurate data collection and reporting to the FJC Administrative staff;
- Assess each client's need for legal services;
- Provide case services and crisis intervention;
- Provide assistance in navigating the criminal and family court systems;
- Conduct client-centered assessments and help clients prepare risk management plans;
- Provide advocacy with criminal, housing, public benefits, and other systems;
- Participate in staff and partner meetings;
- Attend all relevant trainings;
- Communicate clients' needs and expectations with Family Justice Center advocates

Case Manager/Counselor

- Provide case services and crisis intervention to victims of domestic violence; » Provide assistance in navigating the family court and criminal justice systems; » Conduct client-centered safety assessments and help clients prepare risk management plans;
- Provide court orientation, criminal justice advocacy, and support;
- Collaborate with the DA's Office and other on-site partners to ensure services are streamlined;
- Provide emergency practical assistance Including transportation, food vouchers, and emergency cell phones and referrals for financial assistance and lock replacement;
- Provide information and referrals for services such as shelter, long-term counseling, public assistance and other entitlements and assistance with OVS applications;
- Advocate on behalf of clients with the district attorney's office, family and criminal court personnel, NYPD, NYCHA and other subsidized housing, employers, schools and other social service agencies;

II. FAMILY LAW LEGAL SERVICES

Provider: Sanctuary for Families

The family law attorneys assigned to the New York Family Justice Centers ("FJC") in New York, Bronx, and Kings Counties will perform the following tasks:

- Conduct civil legal screenings, providing legal information and advice to assist clients in making strategic legal decisions, and assessing whether cases can be taken for representation. Provide pro se legal assistance and legal advocacy during these sessions when time permits, or schedule follow-up appointments to provide these services, when needed. For clients who urgently require legal assistance to meet court deadlines and protect their safety, provide assistance including drafting legal documents such as Petitions, Answers, and Motions.
- Represent clients in family offense, custody, visitation, child support, and spousal support cases in Family Court and uncontested and contested divorces in Supreme Court.
- Provide legal advocacy to clients by advocating with the District Attorney's office, the Administration for Children's Services, the New York Police Department, and other organizations.
- Make referrals for counseling, self-sufficiency, and other legal needs to FJC partners and to organizations outside the FJC, when appropriate. Collaborate with partnering agencies and external organizations in order to best serve clients, including informing case managers and other FJC staff about the results of the civil legal screening, including sharing non-privileged information, as appropriate.
- Assist FJC administrative staff in developing protocols for civil legal screenings in order to maximize efficiency and best serve the domestic violence victims seeking services, including coordination of services for high-risk clients or clients with time-sensitive matters.
- Provide FJC administrative staff, FJC case managers, District Attorney staff, and other on-site partners with technical assistance and consultations on discreet family law questions, as needed.
- Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
- Conduct trainings on family/matrimonial law, and drafting Petitions, for attorneys, case managers, and social workers through FJC core trainings and other trainings offered periodically at the FJC.
- Participate in regular Team, Supervisor and Civil Legal Coordination meetings with FJC administrative staff and attend all other required staff meetings.
- Ensure appropriate coverage at the FJC at all times, including days when Sanctuary's holiday calendar does not coincide with the NYC Holiday Calendar (which is what the FJC operates by).
- Complete all requested data fields appropriate to the services provided to the client in the Family Justice Center Family Law Service database and the New York City Family Justice Center Client Tracking System. Legal staff must complete all appropriate fields in a timely fashion, but no later than three business days after the end of the month in which the services were provided to the client, which is the deadline for Sanctuary's internal service tracking system, through which monthly reports are run.

- Submit monthly statistics to the Mayor's Office to Combat Domestic Violence on program activities, including the number of clients for consultations and representation and the outcomes of closed cases.
- If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

The family law project assistants assigned to the New York Family Justice Centers ("FJC") in New York, Bronx, and Kings Counties will perform the following tasks:

- Provide support to attorneys in their work, including assistance with screenings, preparation of documents, assistance with internal and external referrals, and community outreach.
- Provide administrative support, which may include drafting and filing court documents.
- Enter client data into Sanctuary for Families' internal client service tracking system.

Provider: Queens Legal Services

The family law attorneys assigned to the New York Family Justice Centers ("FJC") in Queens County will perform the following tasks:

- Conduct civil legal screenings, providing legal information and advice to assist clients in making strategic legal decisions, and assessing whether cases can be taken for representation. Provide pro se legal assistance and legal advocacy during these sessions when time permits, or schedule follow-up appointments to provide these services, when needed. For clients who urgently require legal assistance to meet court deadlines and protect their safety, provide assistance including drafting legal documents such as Petitions, Answers, and Motions.
- Represent clients in family offense, custody, visitation, child support, and spousal support cases in Family Court and uncontested and contested divorces in Supreme Court.
- Provide legal advocacy to clients by advocating with the District Attorney's office, the Administration for Children's Services, the New York Police Department, and other organizations.
- Make referrals for counseling, self-sufficiency, and other legal needs to FJC partners and to organizations outside the FJC, when appropriate. Collaborate with partnering agencies and external organizations in order to best serve clients, including informing case managers and other FJC staff about the results of all civil legal screenings, including sharing non-privileged information, as appropriate.
- Assist FJC administrative staff in developing protocols for civil legal screenings in order to maximize efficiency and best serve the domestic violence victims seeking services, including coordination of services for high-risk clients or clients with time-sensitive matters.
- Provide FJC administrative staff, FJC case managers, District Attorney staff, and other on-site partners with technical assistance and consultations on discreet family law questions, as needed.

- Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
- Conduct trainings on family/matrimonial law, and drafting Petitions, for attorneys, case managers, and social workers through FJC core trainings and other trainings offered periodically at the FJC.
- Participate in regular Team, Supervisor and Civil Legal Coordination meetings with FJC administrative staff and attend all other required staff meetings.
- Ensure appropriate coverage at the FJC at all times, including days when Queens Legal Services, Corp's holiday calendar does not coincide with the NYC Holiday Calendar (which is what the FJC operates by).
- Complete all requested data fields appropriate to the services provided to the client in the Family Justice Center Family Law Service database and the New York City Family Justice Center Client Tracking System. Legal staff must complete all appropriate fields in a timely fashion, but no later than three business days after the end of the month in which the services were provided to the client, which is the deadline for Queens Legal Services, Corp's internal service tracking system, through which monthly reports are run.
- Submit monthly statistics to the Mayor's Office to Combat Domestic Violence on program activities, including the number of clients for consultations and representation and the outcomes of closed cases.
- If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

The family law paralegal assigned to the New York Family Justice Center ("FJC") in Queens County will perform the following tasks:

- Provide support to attorneys in their work, including assistance with screenings, preparation of documents, assistance with internal and external referrals, and community outreach.
- Provide administrative support, which may include drafting and filing court documents.
- Enter client data into Queens Legal Services, Corp. internal client service tracking system.

Provider: Safe Horizon

The family law attorneys assigned to the New York Family Justice Center ("FJC") in Richmond County will perform the following tasks:

- Conduct civil legal screenings, providing legal information and advice to assist clients in making strategic legal decisions, and assessing whether cases can be taken for representation. Provide pro se legal assistance and legal advocacy during these sessions when time permits, or schedule follow-up appointments to provide these services, when needed. For clients who urgently require legal assistance to meet court deadlines and

protect their safety, provide assistance including drafting legal documents such as Petitions, Answers, and Motions.

- Represent clients in family offense, custody, visitation, child support, and spousal support cases in Family Court and uncontested and contested divorces in Supreme Court.
- Provide legal advocacy to clients by advocating with the District Attorney's office, the Administration for Children's Services, the New York Police Department, and other organizations.
- Make referrals for counseling, self-sufficiency, and other legal needs to FJC partners and to organizations outside the FJC, when appropriate. Collaborate with partnering agencies and external organizations in order to best serve clients, including informing case managers and other FJC staff about the results of all civil legal screenings, including sharing non-privileged information, as appropriate.
- Assist FJC administrative staff in developing protocols for civil legal screenings in order to maximize efficiency and best serve the domestic violence victims seeking services, including coordination of services for high-risk clients or clients with time-sensitive matters.
- Provide FJC administrative staff, FJC case managers, District Attorney staff, and other on-site partners with technical assistance and consultations on discreet family law questions, as needed.
- Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
- Conduct trainings on family/matrimonial law, and drafting Petitions, for attorneys, case managers, and social workers through FJC core trainings and other trainings offered periodically at the FJC.
- Participate in regular Team, Supervisor and Civil Legal Coordination meetings with FJC administrative staff and attend all other required staff meetings.
- Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.
- Complete all requested data fields appropriate to the services provided to the client in the Family Justice Center Family Law Service database and the New York City Family Justice Center Client Tracking System. Legal staff must complete all appropriate fields in a timely fashion, but no later than three business days after the end of the month in which the services were provided to the client, which is the deadline for Safe Horizon, Inc.'s internal service tracking system, through which monthly reports are run.
- Submit monthly statistics to the Mayor's Office to Combat Domestic Violence on program activities, including the number of clients for consultations and representation and the outcomes of closed cases.
- If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

The family law paralegal assigned to the New York Family Justice Center (“FJC”) in Richmond County will perform the following tasks:

- Provide support to attorneys in their work, including assistance with screenings, preparation of documents, assistance with internal and external referrals, and community outreach.
- Provide administrative support, which may include drafting and filing court documents.
- Enter client data into Safe Horizon, Inc. internal client service tracking system.

III. IMMIGRATION LEGAL SERVICES

Provider: Queens Legal Services

At the Family Justice Centers, clients who have a legal service need are flagged by case managers and referred to attorneys or paralegals who specialize in Family or Matrimonial Law for screening. If during that screening it is determined that the client has an Immigration Law service need, the Immigration Attorney and Paralegal that will be assigned to the New York City Family Justice Center (“FJC”) in Queens County shall perform the following tasks:

- Meet with client on the same day.
 - If there is no on-call staff available, an appointment will be scheduled (ideally within 5 days) for the client to meet with an Immigration attorney or paralegal.
- Conduct a screening with a client regarding their eligibility for immigration relief.
 - If the client is deemed eligible for immigration relief, a follow-up consultation appointment will be scheduled.
- Conduct ten (10) consultation appointments per week, at minimum.
- Conduct on-call immigration screenings on a daily basis.
- Accept sixty (60) to seventy (70) percent of all eligible cases for representation.
- As part of their administrative role, the immigration attorney would be responsible for developing and implementing a system for monitoring client engagement with services and legal outcomes.
- Input information and data in the appropriate database immediately after working with a client, and no later than 1-2 days after the appointment.

Provider: New York Legal Assistance Group

At the Family Justice Centers, clients who have a legal service need are flagged by case managers and referred to attorneys or paralegals who specialize in Family or Matrimonial Law for screening. If during that screening it is determined that the client has an Immigration Law service need, the Immigration Attorney and Paralegal that will be assigned to the New York City Family Justice Centers (“FJC”) in Kings, Bronx, Richmond and New York Counties shall perform the following tasks:

- Meet with client on the same day. If there is no on-call staff available, an appointment will be scheduled (ideally within 5 days) for the client to meet with an Immigration attorney or paralegal.

- Conduct a screening with a client regarding their eligibility for immigration relief. o
If the client is deemed eligible for immigration relief, a follow-up consultation appointment will be scheduled.
- Conduct ten (10) consultation appointments per week, at minimum.
- Conduct on-call immigration screenings on a daily basis.
- Accept sixty (60) to seventy (70) percent of all eligible cases for representation.
- As part of their administrative role, the immigration attorney would be responsible for developing and implementing a system for monitoring client engagement with services and legal outcomes.
- Input information and data in the appropriate database immediately after working with a client, and no later than 1-2 days after the appointment.

IV. CHILDREN'S SERVICES

Provider: HELP Social Services

The Director of Children's Services assigned to the New York Family Justice Center ("FJC") in Kings County will perform the following tasks:

- Responsible for the overall administration and management of Children's Services at the Brooklyn FJC, under the supervision of HELP's Director of Clinical Services and in collaboration with the FJC Administration.
- Oversee the day-to-day operation of the Children's Room at the FJC, and will facilitate programming including age-appropriate play, art and educational activities for children served through the FJC, as well as parenting information and support.
- Provide direct supervision to both the Assistant Director of Children's Services and two Children's Counselors.
- Develop referral agreements with agencies that provide counseling and other supportive programs for children (both through FJC partners and external agencies).
- Serve as resource to clients on how to assist children affected by domestic violence, as well as provide resources and support to onsite partners in their work with children.
- Work in collaboration with FJC partners in providing direct counseling services to children, as appropriate.
- Responsible for the coordination of all data collection and reporting to the OCDV/FJC executive staff.
- Provide FJC administrative staff, FJC case managers, District Attorney staff, and other on-site partners with technical assistance and consultations on discreet family law questions, as needed.
- Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
- Participate in regular Team, Supervisor and Civil Legal Coordination meetings with FJC administrative staff and attend all other required staff meetings.
- Ensure appropriate coverage at the FJC at all times, including days when Sanctuary's holiday calendar does not coincide with the NYC Holiday Calendar (which is what the FJC operates by).

- Submit monthly statistics to the Mayor's Office to Combat Domestic Violence on program activities.
- If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

The Assistant Director of Children's Services assigned to the New York Family Justice Center ("FJC") in Kings County will perform the following tasks:

- Under the supervision of the Director of Clinical Services, the Assistant Director will provide assistance in the implementation of programming within the Children's Room. This will include insuring the availability of all required materials and supplies, facilitating individual and group play among children utilizing the center, and facilitating structured, age-appropriate activities.
- In consultation with the Director, the Assistant Director will also adjust the scheduled and informal activities to meet the immediate needs of the participating children.
- Serve as a resource to clients on how to assist children affected by domestic violence, and provide resources and support to onsite partners in their work with children.
- Work in collaboration with FJC partners in providing direct counseling services to children, as appropriate.
- Seek to engage children and parents in the activities available through the Children's Room, and encourage them to regularly utilize resources that are available.

The Children's Counselors assigned to the New York Family Justice Center ("FJC") in Kings County will perform the following tasks:

- Responsible for the provision of mental health counseling and therapeutic case management services to children of survivors of domestic violence. These services will include, but are not limited to: individual, family, and group counseling, risk assessment and safety planning, service referrals, advocacy and other supportive services.
- Work with families as appropriate to develop individualized parenting plans, and to provide parenting skills assistance, both in a one-to-one setting and through HELP's group-based Parenting for Prevention curriculum.
- In conjunction with the Director of Children's Services, the Counselors will facilitate appropriate clinical, therapeutic art therapy and psych-educational individual and group sessions.
- Facilitate a daily parent-child activity, utilizing art and attachment building activities.
- Liaise with other professionals in and out of the FJC and KCDA in order to meet the comprehensive needs of children and their families.

Provider: Sanctuary for Families

The Director of Children's Services assigned to the New York Family Justice Center ("FJC") in the Bronx, Queens, and New York County will perform the following tasks:

- Responsible for the overall administration and management of Children's Services at the above mentioned FJCs, under the supervision of Director of Clinical Services and in strong collaboration with the OCDV FJC Administrative staff.

- Oversee the day-to-day operation of the Children's Room at the FJCs, manage the daily flow and capacity of the Room, facilitate programming including age-appropriate play, art and educational activities, and provide parenting information and support.
 - Provide direct supervision to both the Assistant Director of Children's Services and two Children's Counselors.
 - Serve as resource to clients on how to assist children affected by domestic violence, as well as provide resources and support to FJC on-site partners in their work with children.
 - Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
 - Develop referral agreements with agencies that provide counseling and other supportive programs for children (both through FJC partners and external agencies) and work in collaboration with FJC partners in providing direct counseling services to children, as appropriate. Provide ongoing assistance and coordination and co-facilitation, when appropriate, for all FJC on-site programming for families, including coordination of coverage for the Children's Room during evening programming;
 - Responsible for regularly compiling client information and sending monthly reports to OCDV FJC Administrative staff;
 - Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
 - Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
 - Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.
- The Assistant Director of Children's Services assigned to the New York Family Justice Center ("FJC") in the Bronx, Queens, and New York County will perform the following tasks:
- Under the supervision of the Director of Children's Services, provide assistance in the implementation of programming within the Children's Room, including adjusting the scheduled and informal activities to meet the immediate needs of the participating children, facilitating individual and group play and structured, age-appropriate activities among children utilizing the Children's Room, and engaging children and parents in activities and encouraging them to utilize available resources;
 - Serve as a resource to clients on how to assist children affected by domestic violence, and provide resources and support to FJC on-site partners in their work with children. Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
 - Conduct regular inventory of the Children's Room to ensure the availability of all required materials and supplies and maintain the tidiness of the Children's room;
 - Provide ongoing assistance and coordination and co-facilitation, when appropriate, for all FJC on-site programming for families, including coordination of coverage for the Children's Room during evening programming;
 - Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
 - Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.

- Perform other related tasks, as determined by the OCDV FJC Administrative staff.

The Children's Counselors assigned to the New York Family Justice Center ("FJC") in the Bronx, Queens, and New York County will perform the following tasks:

- Under the supervision of the Director of Children's Services, provide mental health counseling and therapeutic case management services to children of survivors of domestic violence, including, but are not limited to: individual, family, and group counseling, risk assessment and safety planning, service referrals, advocacy and other supportive services. Maintain a caseload of approximately 25 clients and regularly schedule 15-20 client sessions per week;
- Work with families as appropriate to develop individualized parenting plans, and to provide parenting skills assistance, both in a one-to-one setting and through Sanctuary for Families, Inc's group-based Parenting for Prevention curriculum.
- In conjunction with the Director of Children's Services, the Counselors will facilitate appropriate clinical, therapeutic art therapy and psych-educational individual and group sessions.
- Facilitate a daily parent-child activity, utilizing art and attachment building activities.
- Liaise with other professionals both on-site at the FJC and externally in order to meet the comprehensive needs of children and their families.
- Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
- Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
- Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.
- Perform other related tasks, as determined by the OCDV FJC Administrative staff.

If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

Provider: Edwin Gould

The Director of Children's Services assigned to the New York Family Justice Center ("FJC") in Richmond County will perform the following tasks:

- Responsible for the overall administration and management of Children's Services at the Brooklyn FJC, under the supervision of the Director of Clinical Services and in strong collaboration with the OCDV FJC Administrative staff.
- Oversee the day-to-day operation of the Children's Room at the FJC, manage the daily flow and capacity of the Room, facilitate programming including age-appropriate play, art and educational activities, and provide parenting information and support.
- Provide direct supervision to both the Assistant Director of Children's Services and two Children's Counselors.

- Serve as resource to clients on how to assist children affected by domestic violence, as well as provide resources and support to FJC on-site partners in their work with children.
- Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
- Develop referral agreements with agencies that provide counseling and other supportive programs for children (both through FJC partners and external agencies) and work in collaboration with FJC partners in providing direct counseling services to children, as appropriate. Provide ongoing assistance and coordination and co-facilitation, when appropriate, for all FJC on-site programming for families, including coordination of coverage for the Children's Room during evening programming;
- Responsible for regularly compiling client information and sending monthly reports to OCDV FJC Administrative staff;
- Participate in outreach events in the community to raise awareness about domestic violence and the services offered at the FJCs.
- Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
- Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.

The Assistant Director of Children's Services assigned to the New York Family Justice Center ("FJC") in Richmond County will perform the following tasks:

- Under the supervision of the Director of Children's Services, provide assistance in the implementation of programming within the Children's Room, including adjusting the scheduled and informal activities to meet the immediate needs of the participating children, facilitating individual and group play and structured, age-appropriate activities among children utilizing the Children's Room, and engaging children and parents in activities and encouraging them to utilize available resources;
- Serve as a resource to clients on how to assist children affected by domestic violence, and provide resources and support to FJC on-site partners in their work with children. Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
- Conduct regular inventory of the Children's Room to ensure the availability of all required materials and supplies and maintain the tidiness of the Children's room;
- Provide ongoing assistance and coordination and co-facilitation, when appropriate, for all FJC on-site programming for families, including coordination of coverage for the Children's Room during evening programming;
- Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
- Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.
- Perform other related tasks, as determined by the OCDV FJC Administrative staff.

The Children's Counselors assigned to the New York Family Justice Center ("FJC") in Richmond County will perform the following tasks:

- Under the supervision of the Director of Children's Services, provide mental health counseling and therapeutic case management services to children of survivors of domestic violence, including, but are not limited to: individual, family, and group counseling, risk assessment and safety planning, service referrals, advocacy and other supportive services. Maintain a caseload of approximately 25 clients and regularly schedule 15-20 client sessions per week;
- Work with families as appropriate to develop individualized parenting plans, and to provide parenting skills assistance, both in a one-to-one setting and through HELP's group-based Parenting for Prevention curriculum.
- In conjunction with the Director of Children's Services, the Counselors will facilitate appropriate clinical, therapeutic art therapy and psych-educational individual and group sessions.
- Facilitate a daily parent-child activity, utilizing art and attachment building activities.
- Liaise with other professionals both on-site at the FJC and externally in order to meet the comprehensive needs of children and their families.
- Alert OCDV FJC Administrative staff about high risk or priority cases and provide immediate assistance as needed to both repeat and walk-in clients who have children and are in crisis;
- Regularly participate in staff and partner meetings/trainings, conduct relevant trainings for FJC on-site partners and coordinate coverage of the Children's Room during meetings/trainings;
- Ensure appropriate coverage at the FJC during regular operating hours in accordance with the NYC Holiday Calendar and communicate with sufficient advance notification to OCDV any dates, including holidays, on which NYLAG staff are unavailable.
- Perform other related tasks, as determined by the OCDV FJC Administrative staff.

If any partner agency receives press inquiries that involve the NYC Family Justice Center, including clients assisted at the FJC, they must consult with the FJC Executive Director before responding to the inquiry. Approval of any such coverage shall rest with the Mayor's Office to Combat Domestic Violence. Any public mention of the FJC to the press or otherwise shall refer to the FJC as follows: "New York City Family Justice Center, [BOROUGH], an initiative of the Mayor's Office to Combat Domestic Violence."

EXHIBIT 2: SAMPLE EXPENSE REPORT

Exhibit 2

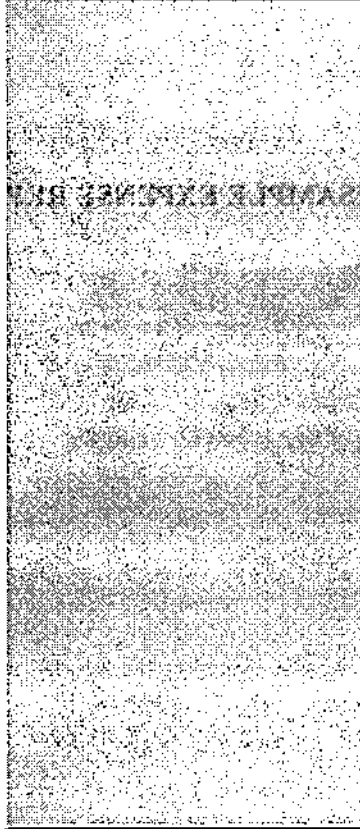
(QFR1)
(12/95)

**New York City Mayor's Office of Criminal Justice
Delegate Agency Fiscal Report
Cover Sheet (Form QFR-CS)**

Period: _____ Beginning: _____ Ending: _____

Agency Name: _____ MOCJ Contract #: _____
 Prepared By: _____ Phone: _____ Fax: _____

Line #	Item Description	Approved Budget	Year to Date Expense Total	Expense This Period
Expenses				
1	Personal Services (Attach QFR-PS)			\$ -
2	Vacation Leave Accruals			\$ -
3	Fringe Benefits (Attach QFR-FB)			\$ -
4	Other Than Personal Services (Attach QFR-OS)			\$ -
5	Equipment - Provider paid (Attach QFR-EQ)			\$ -
6	Property - Provider paid			\$ -
7	Agency Administration (Attach QFR-ADM)			\$ -
8	Less Non-Allowable Costs (Attach QFR-ADJ)			\$ -
9	Total Expenses (Lines 1 to 7 Less 8)	\$ -	\$ -	\$ -



AGENCY CERTIFICATE

I hereby certify that the above expenses have been incurred for services provided pursuant to the terms of the contract with The City of New York acting by and through the New York City Mayor's Office of Criminal Justice (MOCJ), and of the MOCJ fiscal manual, whose link is listed below; that the articles or services were necessary in carrying out the program of the agency; that itemized invoices, supporting documents and records evidencing payment are in the files of this agency and are available to the New York City Mayor's Office of Criminal Justice, the Comptroller of the City of New York, The State Comptroller and to other appropriate City and State authorities for inspection and audit; that the income deducted is the applicable income to this contract reported on an accrual basis, that the above bill is reasonable and just, true and correct; and that no part thereof has been previously included in a claim to The City of New York, paid, satisfied or otherwise settled; and that there has been no deviation from the schedule of services or the itemized schedule in support thereof as approved by the New York City Mayor's Office of Criminal Justice

Link to MOCJ Fiscal Manual: <http://www1.nyc.gov/assets/criminaljustice/downloads/pdfs/fiscal%20Manual%20-%20FINAL.PDF>

(Authorized Signature)

(Name)

(Title)

(Date)

**New York City Mayor's Office of Criminal Justice
Delegate Agency Fiscal Report
Fringe Benefits Details Form (QFR-FB)**

Period: Beginning: January 0, 1900 Ending: January 0, 1900

Agency Name:

MOCJ Contract Number:

Item / Payee	Period	Total Agency (If Allocation Used)	Expense This Period
For Agencies Using The Contractual Composite Rate			
(1) Actual payroll subject to fringe benefits rate			
(2) Approved fringe benefits rate (%)			
(3) Amount Claimed (1x2)			
For Agencies Itemizing Actual Cost			
Social Security (Employer's Share):			
Health Insurance:			
Unemployment:			
Disability:			
Worker's Compensation:			
Pension:			
Other (List below):			
Commuter Taxes-MCTD			
Dental Insurance			
Total - Carry Forward to (Form MOCJ-QFR1 Line-3)			\$0.00

**New York City Mayor's Office of Criminal Justice
Delegate Agency Fiscal Report
Details of Equipment Over \$1,000 (Form QFR-EQ)**

Period: Beginning: January 0, 1900

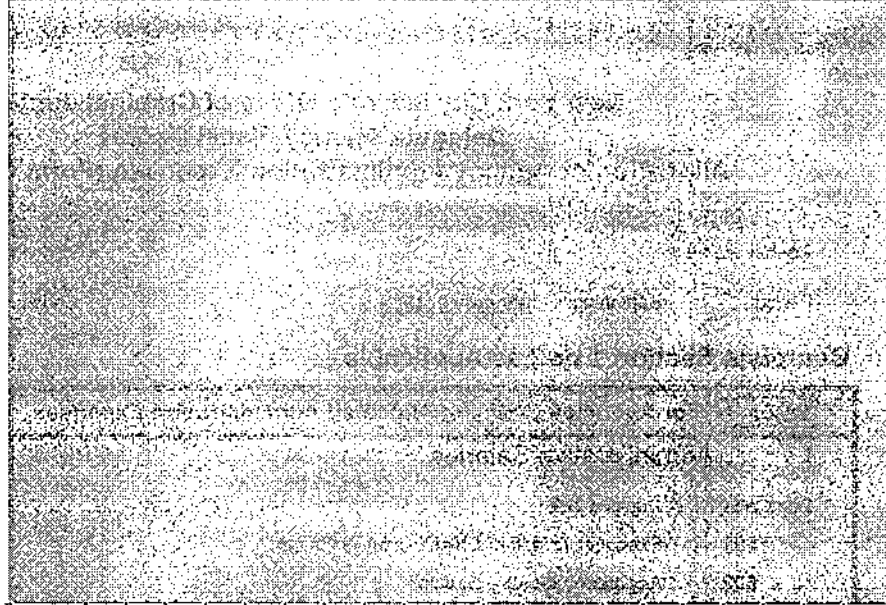
Ending: January 0, 1900

Agency Name

0

MOCJ Contract #

Line #	Equipment Description	Date Item Received	Vendor Name	% Applied To Contract	Expense This Period
1					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
18					
19					
20					
21					
22					
23					
24					
25	Total - Carry Forward to (Form MOCJ-QFR2 Line-5)				\$0.00



QFR-EQ

**New York City Mayor's Office of Criminal Justice
Delegate Agency Fiscal Report
Allocation of Agency Administration Expenses (Form QFR-ADM)**

Agency Name 0 Contract: 0
 Period: Beginning: January 0, 1900 Ending: January 0, 1900

Complete Section 1 or 2 as Applicable

Section 1 For Agencies Claiming Allocated Administration Expenses		
I. Administrative Salaries		Actual Expenses This Quarter
Title Code	Position Title	
601	Executive Director / Chief Executive Officer	_____
602	Assistant Executive Director	_____
603	Comptroller / Director of Finance	_____
604	Director of Division	_____
605	Bookkeeper	_____
606	Accountant	_____
607	Records Technical Specialist	_____
608	Billing / Resource Person	_____
609	Computer / Data / Statistical Specialist	_____
610	Community Relations	_____
611	Office Manager / Supervisor	_____
612	Administrative Assistant	_____
613	Office Related Workers	_____
690	Other Agency Administration Staff	_____
Total Administrative Salaries		<u>\$0.00</u>
II. Other Administrative Expenses		
	Equipment	_____
	Supplies & Materials	_____
	Travel Expenses	_____
	Occupancy (Rent & Utilities)	_____
	Communication	_____
	Fringe Benefits	_____
	Other	_____
Total Other Administrative Expenses		<u>\$0.00</u>
III.	Total Agency Administrative Expenses This Quarter	<u>\$0.00</u>
IV.	Contractual Allocation Percentage	_____ %
V.	Amount charged to Contract (III. x IV.)	<u>\$0.00</u>
<small>(Carry over to Line 7, Form QFR1 in the "Expense This Quarter" column.) (This amount should then be allocated to each component/program type) (using the same methodology applied in the contract budget schedules.)</small>		

Section 2 For Agencies Claiming Overhead As A Percentage of Direct Cost		
I.	Total Direct Cost (From QFR1 Lines 1,3,4,5,6, and 8)	<u>\$0.00</u>
II.	Contractual Overhead Rate	<u>15%</u> %
III.	Amount Claimed (Line I. x Line II.)	<u>\$0.00</u>
<small>(Carry over to Line 7, Form QFR1 and allocate this amount to each) (program type using the same formula in each column.)</small>		

**New York City Mayor's Office of Criminal Justice
Delegate Agency Fiscal Report
Adjustment for Non-Allowable Costs (QFR-ADJ)**

Period: Beginning: January 0, 1900 Ending: January 0, 1900

MOCJ Contract #:

Agency Name:

Line #	Description of Adjustment	Adjustment This Period
1		
2		
3		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Total - Carry Forward to (Form MOCJ-QFR1 Line-8)		\$0.00

