Celebrating Solutions Award Nomination Form

Section I – General Program Information

Legal name of organization: Legal Aid of West Virginia

Year established: 2001 (as a result of a state legal services program merger)

Program nominated for award (if different): The Legal Assistance to Victims Partnership, operated collaboratively with the West Virginia Coalition Against Domestic Violence and its 14 licensed member programs.

Year program was established: 2003

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Brief description of the nominated program: The Legal Assistance to Victims Partnership represents a unique, statewide model for supporting and delivering comprehensive court-based advocacy and legal services to domestic violence survivors. The Partnership, comprised of leaders from Legal Aid of West Virginia, the West Virginia Coalition Against Domestic Violence, and the state's 14 licensed domestic violence programs, meets regularly to coordinate legal services to victims statewide, to engage in long range planning, to identify and secure funding for services, to plan ongoing training, and to foster communication among its members. The Partnership supports quality legal work for domestic violence victims statewide by designating local Partnership teams comprised of an advocate from each domestic violence program and a counterpart local legal aid attorney. The Partnership sponsors annual gatherings and trainings for the Partnership teams, develops model MOU forms utilized annually by team members to update local service plans, and creates domestic violence legal services intake and referral forms for statewide use by team members. These efforts, taken together, provide a strong and coordinated statewide safety net for West Virginia's domestic violence survivors.

Geographical area served: A statewide partnership serving the State of West Virginia.

Is the organization tax-exempt under IRS 501 (c) (3) guidelines or a public agency/unit of government? All members of the Partnership are tax-exempt under IRS 501 (c)(3).
Please check up to five descriptors that best apply to the program you are nominating:

- Shelter based
- Counseling
- Health care setting
- Dating violence
- School/youth violence
- Underserved population
- Faith-based
- Elder abuse
- Legal aid/ assistance
- University setting
- Batterer Treatment
- Prison based
- Stalking
- Coalition/ Collaboration
- Transitional Housing
- Technology/ Internet Services
- Employment/ Training program
- Civil Justice
- Hotline Service
- Public awareness/ education
- Police/ law enforcement
- Other

Section II – Program Questions

Please use separate pages to respond to the following questions. Responses should be kept to 5 pages or less. Please use 12-point font size or larger.

1. Describe the mission of your organization in five sentences or less.
2. Describe the most innovative aspects of the program you are submitting for consideration.
3. Describe your program’s implementation. What barriers did your organization have to overcome? How did you marshal the necessary resources for implementation?
4. How do you know your program works? Please site two examples. Although anecdotal examples are helpful, at least one example must include quantitative data.
5. Who are your key partners? What are their roles?
6. Could/ should your program be replicated in other parts of the country? Why?

Section III - Signature

As one of the goals of the Mary Byron Foundation is to disseminate information about innovative programs and best practices, we wish to post exemplary Celebrating Solutions Award nominations to our website at www.marybyronfoundation.org. Those posted will include the organization’s contact information. If you have concerns about this request, please address them to information@marybyronfoundation.org prior to submitting a nomination.

By my signature on this information, I grant the Mary Byron Foundation permission to use the contents of my nomination for the Celebrating Solutions Ward in the manner and for the purpose set above. I further affirm that I am fully authorized to grant such permission to the Mary Byron Foundation.

Signature: ____________________________

Date: 10/5/07
West Virginia’s Legal Assistance to Victims Partnership
Submission to the Mary Byron Foundation “Celebrating Solutions” Awards Program

1. **Organizational mission:** The mission of West Virginia’s Legal Assistance to Victims Partnership is to support the delivery of comprehensive court based advocacy and civil legal services to domestic violence survivors statewide. The Partnership, comprised of leaders from Legal Aid of West Virginia, the West Virginia Coalition Against Domestic Violence, and the state’s 14 licensed domestic violence programs, meets regularly to coordinate civil legal services to victims statewide, to engage in long range planning, to identify and secure funding for services, to plan ongoing training, and to foster communication among its members. The Partnership supports quality civil legal work for domestic violence victims statewide by designating local Partnership teams comprised of an advocate from each domestic violence program and a counterpart local legal aid attorney. The Partnership sponsors annual gatherings and trainings for the Partnership teams, develops model Memoranda of Understanding (MOU) forms utilized annually by team members to update local service plans, and creates domestic violence legal services intake and referral forms for statewide use by team members. These efforts, taken together, provide a strong and coordinated statewide safety net for West Virginia’s domestic violence survivors.

2. **Innovative Program aspects:** As members of the Legal Assistance to Victims Partnership, we have had the opportunity to network with colleagues from around the country in recent years, we have gradually recognized the degree to which our collaborative Partnership is both enormously effective and one of a kind. In speaking with domestic violence program advocates, with Legal Services staff, and with leadership from state domestic violence coalitions, we have learned that in many states, legal services grantees, state domestic violence coalitions, and local domestic violence programs at best fail to engage in statewide coordination of civil legal services for domestic violence victims, and at worst are locked in relationships marked by miscommunication, distrust, and perceived competition for scarce funding and resources.

In a unique effort to improve civil legal services to victims across West Virginia, our project, in 2003 brought together representatives of the newly merged statewide Legal Services program, the Legal Aid of WV, the statewide coalition working to end domestic violence in West Virginia, the WV Coalition Against Domestic Violence, and the latter agency’s 14 member programs. In bringing these groups together, we affirmed the role each agency played in serving victims by providing advocacy, program services, direct civil legal assistance, and program coordination. Over the course of several months of intensive meetings, we acknowledged and gradually addressed the issues of mistrust and miscommunication that existed among domestic violence advocates, state coalition staff, and attorneys and other staff at Legal Aid. However, we ultimately recognized our strong common core beliefs and our joint interest in better serving domestic violence victims statewide. As a result of that process, and the time and care devoted to building the relationships among the key players, the group was able to create the LAV Partnership, to adopt a mission statement, and to develop a comprehensive, strategic services plan, which is now well into its implementation.

3. **Program Implementation:** In its “on the ground” implementation of the goals developed through its strategic planning process, West Virginia’s LAV Partnership has fostered a tremendous service delivery model, predicated on the centrality of local teamwork between domestic violence court based advocates at each of West Virginia’s 14 licensed domestic
violence programs and counterpart legal aid attorneys providing civil court advice and representation. Through the Partnership's efforts at statewide coordination and training, these local teams have the opportunity to come together at least twice a year for cross training, networking, and team building.

When the Partnership first came together around a set of common goals, it became apparent that civil legal services afforded to individual victims, as well as the means of service delivery varied greatly around our state. To meet this challenge, Partnership subcommittees worked hard to develop a set of tools that would lead to more uniform, higher quality civil legal services for victims statewide. As a result, the 14 teams across West Virginia now utilize statewide standardized client referral forms developed by a Partnership subcommittee. Each domestic violence program court advocate and counterpart legal aid attorney also engages in an annual process of updating a Memorandum of Understanding ("MOU") between their respective programs, which address all aspects of local client services, communications, and training. The MOU template which all teams utilize was also developed by a Partnership subcommittee made up of representatives of each partner organization. Communication barriers for advocates and attorneys working across West Virginia's mountainous, difficult terrain presented another obstacle. As a means of addressing this issue, local attorney/advocate teams are now supported by a Partnership sponsored e-mail list serve, by monthly informational conference calls, and by regular state and regional training opportunities for both new and established staff in any participating Partnership agency. Finally, the Partnership has supported communication among the 14 local teams, and between the teams and program leadership by designating a staff member at Legal Aid of WV and at the WV Coalition Against Domestic Violence to serve as LAV Partnership project coordinators.

In marshaling the resources to implement our project, we have worked hard to foster improved communication and high quality statewide service standards. We have also approached statewide funding for civil legal services to victims collaboratively, and are convinced that our successful application for two federal Violence Against Women Act grants, as well as a steady increase in our state legislative funding for services can be attributed to our collaborative grant applications and our coordinated work on state and local funding. We recognize our Partnership to be a work in progress, and are constantly grappling with improving communication, coordination and delivery at the state and local level. However, we are convinced the hard work that has gone into our Partnership collaboration over the past four years has led to better, more comprehensive services to victims statewide, and an enhanced ability to secure joint funding from private donors and from government sources at the local, state and federal level.

4. The Partnership's Proven Success: "Monica," a domestic violence victim served by the local Charleston team, can attest to the benefits inherent in our team approach. Monica came to the courthouse in January of 2007 seeking protection from an abusive spouse. The court based advocate for the local domestic violence program assisted Monica in filing for an emergency protective order, in securing temporary shelter for Monica and her children, and in filling out the referral forms requesting the aid of a Legal Aid of WV team attorney to represent her at her Protective Order and divorce hearings. When Monica relayed that the perpetrator had choked her until she passed out, and that she had fled due to his recent escalation into child abuse, the domestic violence program advocate was able to flag the case as particularly urgent, and to prepare the Legal Aid attorney with a summary of critical issues. After receiving the referral, the attorney for Legal Aid of WV came to the shelter and met with
Monica, contacted witnesses, and prepared pre-hearing motions. Due to the very high lethality level of Monica's case, in which the opposing party was a former military intelligence officer and an expert marksman, Monica's legal aid attorney and court based program advocate worked closely to ensure courthouse safety for all involved. Ultimately, Monica was able to obtain both a Final Protective Order and a Divorce Order that were extremely protective of her safety and that of her children.

Monica’s story clearly illustrates the benefits of the local holistic, team centered approach supported by the LAV partnership. These benefits have been replicated for clients in every one of West Virginia’s 55 counties over the course of implementing the Partnership’s goals and its strategic plan. Over state fiscal year 2006-2007, which concluded on June 30, 2007, our Partnership teams served a total of 2411 victims across West Virginia and provided 20,381 hours of services to clients. This achievement is particularly notable, given the challenges presented by West Virginia’s mountain geography, its continuing economic emphasis on male dominated extractive industry, and the driving distances required by our far flung, multi-county service areas.

5. **Key Project Partners and Roles:** In a statewide Partnership comprised of Legal Aid of West Virginia, the West Virginia Coalition Against Domestic Violence, and the 14 local licensed domestic violence programs statewide, each participant agency plays a critical role at both the state and the local level. At the state level, representatives of each constituency have been involved since the Partnership’s inception in working through interagency misconceptions, developing common goals, crafting a Partnership mission statement, drafting a multi-year strategic plan, performing the exhausting but rewarding work of the various subcommittees, and monitoring the implementation of Partnership goals. Additionally, Legal Aid of WV and the WV Coalition Against Domestic Violence have committed staff time to sustaining the Partnership by each designating a staff member to serve as project coordinators, and by devoting the additional time of senior program managers to the Partnership. In each of the 14 local program service areas, as illustrated in the case example above, domestic violence court advocates and legal aid attorneys each play a critical role in ensuring high quality civil legal outcomes and in protecting victim safety.

6. **Project Replication:** We are convinced by the overwhelming success of the LAV Partnership project in West Virginia that it can be replicated elsewhere in the country, particularly in states in which civil legal services to domestic violence victims are primarily delivered by a single Legal Services Corporation grantee or by a small number of such grantees. If leadership at the Legal Services Program(s) and at the State Domestic Violence Coalition (including leaders among its member programs) commit to a joint statewide planning process, we believe that such partnerships will enormously enhance services delivery process, we believe that such partnerships will enormously enhance services to domestic violence victims over the long term. Based on our commitment to this model and its manifest success in West Virginia, we have begun the process of sharing information about West Virginia’s LAV Partnership with other states, at Legal Services Corporation conferences, at Domestic Violence Coalition conferences, and through individual consultation with interested agencies in Kansas and Florida. We have additionally shared several of the tools and products developed by the LAV Partnership with others, including our Strategic Plan, model MOUs, statewide referral forms and protocols, with others, including our Strategic Plan, model MOUs, statewide referral forms and protocols, and small group technical assistance calls with interested agencies in Kansas and Florida. We welcome the opportunity to continue to share information and to provide technical assistance to other states interested in replicating aspects of West Virginia’s LAV Partnership process.
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A. Introduction

What follows is the Memorandum of Understanding between the Charleston Legal Aid of West Virginia office and the Resolve Family Abuse Program, the local Domestic Violence Program for Kanawha, Boone and Clay counties.

The purpose of this MOU is to have a seamless exchange of information and provision of services between the DV Program and the LAWV office serving each county.

B. DV Teams

1. What counties does this MOU cover?
   - Kanawha, Boone, Clay

2. What LAWV offices/staff are covered by this MOU?
   - LAWV Charleston Office
     - Brenda Lambert (RFAP Referral Contact)
     - Attorneys: Susana Duarte (Kanawha, MOU Point Person), Elizabeth Wehner (Kanawha, Charleston Supervising Attorney), Maureen Conley (Boone), Mark Toor (Clay), Cathy Wallace (Legal Development Manager).

3. What DV shelter offices/staff are covered by this MOU?
   - Resolve Family Abuse Program (RFAP)
     - Advocates: Jessica Stephenson (Kanawha legal advocate), Mary Anderson (Kanawha court coordinator), Tina Manns (Boone), Becky Pritt (Clay).
     - Felicia Bush, (RFAP Assistant Director, Domestic Violence Program Supervisor and MOU Point Person)

4. How often will teams meet?
   - See Section C, Question 1.

5. How will new staff be trained on MOU?
   - Felicia Bush, RFAP Assistant Director, will incorporate MOU training and review into any new RFAP staff member's initial training who will be participating on the MOU team.

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¹ The LAWV and the DV Programs and the DV Coalition are all separate entities. By this document they are coordinating their services, and some of those services are even jointly funded etc. However, each entity, in the final analysis, gets to make its own decisions about the applicants to whom it decides to provide client services, and how those services are provided.
Elizabeth Wehner, as Charleston’s supervising attorney, will incorporate MOU training and review into any new LAWV staff member’s initial training who will be participating on the MOU team or will be assigned cases from this referral process.

C. Communication and Coordination of Services

1. How will communication between the partners happen?
   a. Will there be regular meetings?
      i. How will the meetings happen? In person? By phone?
      ii. Who will participate?
      iii. How often?
      iv. Who will coordinate?
      v. What will be discussed? How will agenda items be determined?
   b. What other kinds of communications will occur between partners?

   • Felicia Bush, RFAP Assistant Director and Susana Duarte, LAWV Charleston Office Staff Attorney, will meet as needed, and be available for regular telephone and email correspondence.

   • Felicia Bush, RFAP Assistant Director and Susana Duarte, LAWV Charleston Office Staff Attorney, will meet quarterly, at a minimum, to review reports and hear concerns each partner may have. The meetings will take place in February, May, September, and December to be scheduled and coordinated by the participants. Each subsequent meeting will be scheduled at the prior meeting, for example, the May meeting will be scheduled during the February meeting. If either party has a conflict with these dates, they are responsible for rescheduling the quarterly meeting. These meetings shall be held in person at the RFAP or LAWV office.

   • Susana Duarte, LAWV Charleston Office Staff Attorney, Brenda Lambert, Charleston Office RFAP Referral Contact, and Jessica Stephenson, RFAP Legal Advocate, will contact one another as needed to address problems and questions as they arise.

   • Maureen Conley and Tina Manns representing LAWV and RFAP in Boone County and Mark Toor and Becky Pritt, representing LAWV and RFAP in Clay County, will communicate regularly to facilitate service to their respective counties.

2. Will there be regular reviews of this MOU to assess for needed updates/revisions?
   a. How often?
The MOU will be formally reviewed and updated on a bi-annual basis, with the final report being completed each year by June 1. If significant changes occur prior to the formal review, either RFAP or LAWV may choose to address those through an update of the MOU.

Who will participate?
- Bi-Annual reviews will be primarily coordinated and completed by Felicia Bush and Susana Duarte as the MOU point persons for RFAP and LAWV. All team members input and review will be sought prior to the submission of the final MOU.

Who will coordinate the review?
- Felicia Bush and Susana Duarte as the MOU point persons for RFAP and LAWV.

How will the partners respect client confidentiality and adhere to each of the partners’ confidentiality policies?

What procedures will exist to assure that the confidentiality rules required for LAWV staff lawyers, together with pro bono and contract lawyers will be preserved?

i. What procedures will exist to assure that the attorney-client privilege is not waived or circumvented by DV Program staff?
- Clients will be asked to sign the ‘Authorization for Release of Information Between Domestic Violence Program and Legal Aid of West Virginia, Inc.’

ii. Will DV Program staff be prohibited from participating in interviews or other communications between lawyers, other LAWV case handlers and clients in which significant communications between a lawyer and the client is occurring?
- RFAP advocates will not take part in interviews or other communications between a lawyer and a client in which significant communications between a lawyer and the lawyer’s client are occurring.

b. What procedures will exist to preserve confidentiality requirements and safety policies of the DV program?
- LAWV staff will not ever tell anyone where the DV shelter is or what the DV shelter's procedures are without seeking the express permission of GeorgeAnn Grubb, RFAP Director or Felicia Bush, RFAP Assistant Director.

c. What policies exist because the DV Program personnel are mandatory reporters of child abuse?
- LAWV personnel are not mandatory child abuse reporters. In fact, information is confidential under the lawyer's ethical rules. LAWV personnel, therefore, will not reveal allegations of child abuse to DV Program personnel without express consultation and permission from the client under the advice of counsel.
D. Training and Awareness

1. What training of LAWV staff will be done by the DV program.
   a. What general training will the DV program give to the LAWV staff, and how often?
      • RFAP will invite LAWV personnel to be trained on DV program issues.
   b. Will DV program invite LAWV staff to some or all of its internal trainings, and how often?
      • RFAP will invite LAWV personnel to be trained at any training it gives to new or existing staff, and to any legal training RFAP would co-sponsor with any other partner, such as the Kanawha County Court Judges.
   c. What training will be given on DV program confidentiality and safety procedures, and how often?
      • RFAP will incorporate this training into all new LAWV staff training.
   d. What training can be provided to new LAWV staff when they start work?
      • RFAP will provide a basic introduction to domestic violence dynamics and RFAP protocols and services to any new relevant attorneys or staff hired by the LAWV Charleston office.

2. What training of DV Program staff will be done by LAWV.
   a. What general training will LAWV give to the DV Program staff, and how often?
      • RFAP will ask LAWV to give in-service trainings for its new and existing staff.
      • LAWV answers RFAP Program staff questions about the law that do not relate to a particular client, this will be considered training.
   b. Will LAWV invite DV program staff to some or all of its internal trainings, and how often?
      • The LAWV Charleston Office will invite RFAP personnel to be trained at any training it gives to new or existing employees on relevant subject matter.
   c. What training will be given on LAWV confidentiality and safety procedures, and how often?
      • LAWV will incorporate this training into all new RFAP staff training.
   d. What training can be provided to new DV program staff when they start work?
      • LAWV will provide basic training on legal issues impacting domestic violence victims to any new relevant staff hired by RFAP.

3. What community education and awareness projects will be undertaken?
   a. What events are each expecting during the year?
      • Pursuant to our 2007-2008 United Way Grant, quarterly Ask-A-Lawyer clinics will be held at the RFAP Activities Center for shelter residents, support group participants, and other RFAP clients
from the present through December of 2008.

b. **Will a joint event or events be held during the year?**
   - RFAP and LAWW will inform one another and invite each other's participation in all scheduled events undertaken by either agency to raise public awareness of domestic violence.

c. **Will materials be distributed, or new materials created and distributed?**
   - Each presenter will be responsible for creating materials they would find helpful or necessary for the Ask-A-Lawyer session. Susana Duarte will coordinate with the presenters.

d. **Can the standard LAV cross curriculum be used?**
   - If appropriate, these materials can always be used as a resource.

e. **Who will be responsible for what?**
   - Felicia Bush and Susana Duarte will be responsible for scheduling the quarterly Ask-A-Lawyer clinics in consultation with their respective staff at RFAP and LAWW. Felicia Bush will be responsible for securing space for the presentations and publicizing the project to RFAP clients, and Susana Duarte will be responsible for coordinating attorney participation at LAWW. The clinics will cover a short substantive law presentation and a question and answer session.

f. **Other**

### E. Pro Bono

1. **Who recruits and who coordinates recruitment of pro bono attorneys to assist victims?**
   - Recruitment is done in cooperation with Susana Duarte, Elizabeth Wehner, Cathy Wallace, Maureen Conley, and Mark Toor of the Charleston LAWW office, and in coordination with Felicia Bush from the DV program.
   - All counties served by RFAP will maximize use of pro bono attorneys. Further, pursuant to the current 2007-2008 United Way Grant, RFAP and LAWW will jointly conduct at least two pro bono trainings by December of 2008.

2. **How does the coordination & recruitment process work?**
   a. **Who maintains the lists of pro bono attorneys for this program?**
      - RFAP will keep the list of attorneys and will copy LAWW as necessary when the list is updated due to pro bono attorney trainings.
   b. **How do the programs communicate about the cases being handled by pro bono attorneys?**
   c. **When do the programs communicate about the cases being handled by pro bono attorneys?**
      - If the case is immediately routed to a Pro Bono attorney then the pro bono memo is forwarded by RFAP to LAWW along with the initial Application for a conflict check.
If the referral is conflicted out by LAWV for non-ethical reasons then the case is referred back to RFAP for consideration for a pro bono attorney, if assigned the pro bono memo will be forwarded to LAWV.

3. Will trainings for the pro bono lawyers assisting with DV cases occur in 2007-2008?
   a. Who coordinates that training for each county?
      • LAWV and RFAP will provide joint trainings for the pro bono attorneys, to be coordinated with the local Family Court Judges.
   b. Who supplies the substantive information for the training?
      • LAWV will provide legal substantive training.
      • RFAP will provide information on program resources and the dynamics of domestic violence.
   c. Who coordinates the logistics for the training?
      • RFAP will serve as a liaison with the Family Court staff to secure sponsorship and participation of the local Family Court Judges.
      • RFAP will secure lunch, program materials, and local participants who are involved in county domestic violence issues.
      • LAWV will secure legal materials, a speaker on relevant ethical topics from the WV disciplinary board, and MCLE credits.

4. Who arranges for the appearances of particular pro bono attorneys for the hearing?
   a. What roles do the DV program and LAWV have in the way victims find out about and apply for services under the Pro Bono DV Project?
      • RFAP determines if a client will receive services under the RFAP Pro Bono Project. RFAP Advocates will arrange for appearances of particular pro bono attorneys for the hearings.
      • Once a survivor fills out an application for services, RFAP faxes the application and other forms to LAWV. If the application is complete, LAWV will check conflicts and evaluate the case. If no attorney is available, LAWV will contact RFAP asap to let them know that a pro bono attorney may be needed. If RFAP then secures a pro bono attorney, RFAP will provide the name of the attorney to LAWV so that information may be filed with the original application.
      • If RFAP knows initially that a pro bono attorney will be used, RFAP will fax the application to LAWV with the Pro Bono Memo providing the pro bono attorney’s name. LAWV will check conflicts and set up a file.
      • Upon completion of services, the outcome and number of pro bono hours will be reported by RFAP and recorded in the file with LAWV.
   b. How are conflicts of interest getting checked in time for the hearing?
      • Conflicts are checked as soon as the referral is received and an intake is completed by the LAWV office.
c. What types of cases will be referred to pro bono attorneys?
   • Reasons why a client may be assigned a Pro Bono attorney can include (i) there is a legal or capacity conflict with LAWV and limited state conflict funds do not permit the use of state conflict funds to pay an attorney; (ii) RFAP staff determine there is merit and legal need, but the case may not meet Legal Aid of West Virginia’s case acceptance guidelines; (iii) there is available volunteer attorneys willing to do the case and it is of an appropriate level of duration (short) and complexity (moderate) to assign to a volunteer lawyer.

5. How does the activity that the pro bono attorneys perform get tracked and recorded?
   • LAWV will keep a file on the case. RFAP will ask the attorney to report the outcome of the case and the number of hours spent. RFAP will then report that information to LAWV on a quarterly basis.

6. Who sends follow-up questionnaire or surveys?

F. LAWV Private Attorney Contracts

1. If applicable, how will the private contract attorney program work?
   • There are some limited Judicare funds available for cases that are unable to served by either LAWV, a pro bono attorney, or conflict funds.
   • On a quarterly basis, the DV Program will receive Judicare/Contract money reports by case. The domestic Violence Program will compare that to the records the Domestic Violence Program is keeping and any reporting errors will be corrected by the LAWV and the Domestic Violence Program.

2. How will recruitment of private contract attorneys happen? Who will be responsible for recruiting?
   • The Charleston LAWV Private Attorney Involvement (PAI) legal assistant, Brenda Lambert, maintains a list and fosters recruitment of attorneys for the PAI program.

3. How will the contract attorneys be paid? By whom?
   • These funds are controlled and paid through the United Way funded, Judicare component of PAI.

4. What types of cases, under what circumstances, will be directed to private contract attorneys?
   • Appropriate referrals include long-term family law cases, such as divorce or custody cases; or cases in a private attorney’s particular area of expertise.
   • This is also appropriate when a pro bono attorney is unable to take pro bono
cases, but able to provide assistance with some judicare funding support.

5. **How will referrals to private contract attorneys happen?**
   - Referrals will be made consistent with the PAI Charleston office protocol.

6. **How will communication happen with the contract attorneys?**
   - Communication will occur consistent with PAI Charleston office protocol, which includes regular follow-up letters, and a closure form.

**G. Conflicts Funds**

The following cases could constitute a conflict for which there may be funds to hire another attorney:

- Cases in which LAWV has an ethical conflict. (This is usually because LAWV has represented the opposing party at some point. But remember, LAWV cannot tell the victim or the Domestic Violence Program the nature of the representation that created the conflict because of its duty of confidentiality to the earlier client whose representation created the conflict.)

- Cases in which the LAWV staff already have commitments at the time the hearing is set in the potential referral.

- Cases which LAWV believes have insufficient merit or otherwise does not fall in its case acceptance guidelines.

- Cases arising when LAWV is short-staffed or over-loaded.

**1. How will the LAWV program communicate to the DV program its rejection of the case, and what processes does the program follow thereafter. (Remember to include use of the conflict fund form in your process.)**
   - Once a survivor fills out an application for services, RFAP faxes the application and other forms to LAWV. If the application is complete, LAWV will check conflicts and evaluate the case. If no attorney is available or there is a legal conflict that prevents representation by LAWV, LAWV will contact RFAP as soon as possible using the conflict fund form to let them know that a conflict attorney may need to be used.
   - Once RFAP has received a conflict fund form from LAWV, RFAP will determine whether the case is appropriate for a conflict funded attorney and if so will contact the WVCADV to request approval for payment on the case.
   - In the instance of a conflict between LAWV and a potential client referred by RFAP, neither RFAP nor LAWV will disclose the nature of LAWV's representation that created the conflict, and representatives of the two agencies shall not discuss any aspect of the substance of the case with one
another

- RFAP determines if a client will be referred to the West Virginia Coalition Against Domestic Violence (WVCADV) to request services through the use of conflict funds. If the WVCADV approves the use of conflict funds, RFAP Advocates will arrange for appearances of particular conflict attorneys for the hearings.
- "Conflict money" cases will be recorded at the RFAP Program office and at the DV Coalition office.

2. How can conflict funds be best used?
- Conflict funds are best used in cases that are within acceptance guidelines, but LAWV has an ethical conflict.
- Secondarily, when LAWV has a scheduling or commitment conflict, be it lack of available attorneys or over-loaded staff.
- Lastly, cases that fall outside of LAWV's case acceptance guidelines.

3. Will the DV program keep the LAWV office informed of its remaining budget of conflict funds and if so how? Is a report being sent out by WVCADV directly to the LAWV office?
- RFAP will communicate directly with the WVCADV in its use and application of conflict funds. RFAP should communicate any concerns or limitations on conflict funds as they occur.

H. Referrals from LAWV to DV program

1. What kinds of cases will be referred from LAWV to DV program?
- Any case where the client or their children have been abused or witnessed abuse, and may benefit from RFAP program services

2. If a victim first approaches the LAWV office, and LAWV has not begun representation or does not intend to represent the victim, in what circumstances will the applicant to be a LAWV client be referred to the Domestic Violence Program?
- If a caller or a walk-in potential client at LAWV states that (s)he is a victim of domestic violence and afraid, and the case is non-emergency or the hearing is more than three days away, the potential client is referred to RFAP to be screened for a determination as to whether (s)he is a victim of domestic violence. RFAP will then make a determination as to whether to refer the client for legal assistance from LAWV. If RFAP decides to refer the client for legal assistance, RFAP will refer the case back to LAWV using the agreed upon Referral Forms, which are attached to this document.
- If LAWV cannot represent the survivor because of a conflict due to caseload size, and the person needs to get a domestic violence order, LAWV will send the case to RFAP with a conflict referral form, and RFAP will make a
determination as to whether to serve the client, and how best to do so, including consideration of the use of state "conflict" money to find a private lawyer to accept the case.

- If LAWV cannot represent the survivor because of an ethical conflict and the person is a victim of domestic violence, RFAP can do a domestic violence proceeding for the survivor and use its state "conflict" money to find a private lawyer to accept the case. LAWV will send the case to RFAP with a conflict referral form and RFAP will make a determination as to whether to serve the client, and how best to do so.

- If LAWV cannot represent the victim due to a scheduling or a capacity issue, and not due to an ethical conflict, RFAP may determine that it is an appropriate case for a pro bono lawyer, and assign the case. In this instance, if RFAP then secures a pro bono attorney, RFAP will provide the name of the attorney to LAWV so that information may be filed with the original application. LAWV will check conflicts and set up a file. Upon completion of services, the outcome and number of pro bono hours will be recorded in the file with LAWV.

- If a survivor has issues which are nonlegal in nature, but may benefit from services provided by the domestic violence program, LAWV will make a referral for services to RFAP.

3. When the victim first approaches LAWV and LAWV begins representation before the client has been to the DV Program (where there is an emergency hearing or a referral from another service provider/agency) in what circumstances will LAWV refer the client to the DV Program for services?

   - LAWV will make a referral if LAWV must begin representation immediately due to time constraints dictated by the legal case, or due to a referral from another LAWV funding source, and the client has been abused and may benefit from DV program services.

   - Whether or not LAWV begins representation, if the prospective client has been abused and may benefit from a referral to RFAP, then LAWV shall refer the client to RFAP for domestic violence program services.

4. When the victim first approaches LAWV and LAWV refers the victim to a Domestic Violence Program, what will be the process for referrals from LAWV to the domestic violence advocate/program?

   - The staff at LAWV will provide the survivor who contacts LAWV by phone or in person with information on how to contact RFAP, and will provide the survivor with information on how to contact Jessica Stephenson, the Legal Advocate, or in her absence, Mary Anderson, the Court Coordinator.

   - If the staff at LAWV determines that the survivor has specific legal needs and LAWV needs a formal referral from RFAP, LAWV will have the client sign the "mutual release" form and fax the referral to the DV program.
5. What timeline goals or deadlines will LAWV or the Domestic Violence Program have to accomplish their various tasks?
   - A response to the applicant to be a LAWV client, and any authorized follow-up to the DV Program, indicating the action LAWV will take on the case must occur within ten days.
   - The goal is to exchange all information as soon as practicable, but at least 2 to 6 days before any scheduled hearing.
   - Referrals into and out of RFAP will be recorded on the DV Coalition database.

6. When will a reverse referral be asked for?
   - If the case began with LAWV, prior to a RFAP referral, consistent with #3, then LAWV can request a Reverse Referral using the appropriate MOU form.

7. Will the referral happen by telephone, note, or fax? Please explain.
   - The reverse referral will be faxed to the Legal Advocate, Jessica Stephenson (Kanawha), Tina Mann (Boone), or Becky Pritt (Clay) for review. If approved, the legal advocate will sign-off on the form, and fax it back to LAWV.

I. Referrals from DV Program to LAWV

1. When and under what circumstances will a referral from the DV Program to LAWV be initiated?
   - When there is a pending court hearing or other situation, RFAP will assist the client in filling out the MOU forms, and will have the client sign a "mutual release" form, and then will fax all forms to LAWV. Hearing dates and times will be clearly marked on the first page. If the client has copies of petitions, orders, or other existing legal paperwork relevant to the hearing, the advocate will attach these materials and fax them to LAWV as well. LAWV will then acknowledge receipt of the application with a Receipt fax.
   - When there is an exigent court hearing (i.e. emergency or next day) or other situation, RFAP will contact Brenda Lambert, Susana Duarte, Elizabeth Wehner, Mark Toor (Clay County) or Maureen Conley (Boone County) at the LAWV office in addition to faxing the above mentioned forms. In the absence of Susana Duarte, Elizabeth Wehner or Mark Toor, Martha Cox should be contacted, and in the absence of Maureen Conley, Mary Unger should be contacted. Hearing dates and times must be clearly marked on the first page.

2. How will referrals from the DV Program to LAWV happen?
   a. Which partner will be responsible for screening for DV victimization and/or potential legal issues? What screening criteria will be applied?
      - RFAP will be responsible for screening for DV victimization. RFAP
will determine what legal issues the client is presenting, but will not provide legal advice.

b. **Which information/factors will determine legal referrals to be made?**
   **What case acceptance criteria will be applied?**
   - RFAP will utilize the MOU Referral Form priorities for determining if a case is a priority for legal assistance. Factors include: high lethality, other attorney involvement, lack of agreement, CPS involvement, weapons, mental health issues, etc.

c. **What information will be exchanged at the time of the initial referral?**
   - The MOU forms and all pleadings that have been filed and are relevant to the referral.

d. **What forms will be used?**
   - The attached MOU forms including: ‘Referral,’ ‘Legal Application,’ ‘Mutual Release’

e. **Who will complete the forms?**
   - The RFAP Legal Advocate, Jessica Stephenson, or in her absence, the court coordinator, Mary Anderson.

f. **To whom will the information be sent?**
   - The information will be faxed to LAWV, to Brenda Lambert, the referral contact person.

g. **By what method?**
   - By facsimile. If there are technical problems, then RFAP and LAWV should contact each other by telephone to determine another method of exchanging information.

h. **Who will LAWV respond to?**
   - A return fax will be sent to RFAP confirming receipt of the referral.

3. **What will happen if there is disagreement between partners about the appropriateness of a referral?**
   - LAWV and RFAP are separate entities, and each entity, in the final analysis, gets to make its own decisions about the applicants to whom it decides to provide client services, and how those services are provided. Communication between the advocates is encouraged, particularly with regard to concerns about the appropriateness of a referral.

4. **Will there be different information exchanged for protective order cases versus other family law cases?**
   - Protective Order Cases
     - The advocate will find out the date, judge assigned, and location of the hearing and communicate that to LAWV.
     - The advocate will get copies of the pleadings and communicate that to LAWV.
     - The advocate will fill out enough information on a form supplied by LAWV for LAWV to make an initial decision on whether the applicant
can be a LAWV clients' case to be considered, can be referred to go to a clinic, or even determined not to be a priority.

- Other Family Law Cases
  - The advocate will get copies of the pleadings and provide them to LAWV when possible (particularly if there is little time before the hearing).
  - The advocate will fax the MOU referral forms to LAWV including the date of the hearing listed on the first page if known.

a. How will emergency referrals be distinguished (such as when a hearing is scheduled and soon forthcoming)?
  - The same MOU referral forms will be used by RFAP to fax an application to LAWV. Hearing dates and times will be clearly marked on the first page. Additionally, RFAP staff will call and speak with the contact persons set forth in Section I, in order to apprise them of the urgent nature of the hearing, and to ascertain more quickly whether LAWV resources can be used, or whether pro bono or conflict resources can be deployed.
  - If neither pro bono resources, conflict resources, or LAWV staff are available to cover a hearing in an exigent matter, RFAP staff may request that LAWV staff provide the client with advice and counsel with regards to the urgent legal matter.

5. What will be the timeframe for LAWV to respond to a referral?
   - The goal is to exchange all information as soon as possible and at least within 2 to 6 days before the hearing.
   - Referrals into and out of RFAP will be recorded on the DV Coalition database.

6. Will any special steps be taken to prevent a conflict arising over the representation of a person who a DV Program is serving and intends to eventually refer to LAWV?
   - The DV Program will call LAWV and advise them that the person will be contacting the LAWV office. The LAWV office will make a list of the persons to be referred.
   - LAWV applications clearly state that the applicant is not guaranteed representation, and that LAWV may in fact represent the opposing party. The application warns applicants not to disclose information they would not want the opposing party to know.

J. Services Provided by Both Organizations

1. LAWV
   a. What services does LAWV provide for victims of domestic violence?
• LAWV provides legal advice and representation in various areas of civil law including: domestic, housing, social security, and ancillary areas.
• LAWV keeps track of clients who actually meet with or talk to a lawyer or paralegal at LAWV in its KEMPS case recording system. LAWV will compile and supply appropriate data to the FPSB and copy the DV programs for State Civil Legal Services funded cases. Further, LAWV will compile and supply appropriate data to the WVCADV regarding clients who receive assistance through Legal Assistance to Victims Grant funds, and LAWV will compile and supply appropriate data to the West Virginia DHHR regarding domestic violence clients who receive assistance through TANF grant funds.

b. How does LAWV decide which cases to take and the level of services to be provided?
• LAWV prioritizes clients who are dealing with domestic violence, and assesses each case individually. LAWV must consider the facts of the case, the venue in which the case will be heard, the holistic circumstances of the client, and the capacity of the local office.

2. **DV Programs**
   a. **What services does the DV program provide for victims of domestic violence?**
   • RFAP provides a variety of services including: shelter, transitional housing, counseling, parent education, child services, support groups, and safety planning.
   • RFAP will make the reports required by the Family Protection Services Board.
   b. How does DV program decide which cases to take and the level of services to be provided?
   • RFAP completes a domestic violence assessment, provides services, and makes referrals as appropriate in each individual case.

*Note: LAWV and the DV Programs and the DV Coalition are all separate entities. By this document they are coordinating their services, and some of those services are even jointly funded etc. However, each entity, in the final analysis, gets to make its own decisions about the applicants to whom it decides to provide client services, and how those services are provided.*

**K. Feedback/Follow-up**

1. **When the DV program refers a client to LAWV:**
   a. Once the DV Program's client consents through use of the "mutual release" form (Form D), will the DV Program be informed whether the
DV Program's client appeared for assistance or representation by LAWV and of the action taken by LAWV on the referral, by Form C or orally?
- LAWV will report back to the DV Program using the action taken forms specified by the MOU and attached to this document. The forms will be faxed back to RFAP upon case acceptance by LAWV.

b. Will the action taken (Form C) be delivered by fax, mail, electronically, hard delivery or by meetings?
- By facsimile to the Legal Advocate at RFAP.

2. When LAWV refers the victim to a DV program:
   a. In what circumstances will the Domestic Violence Program let LAWV know the result of the referral?
      - The client will sign the "mutual release" form either at LAWV or the DV program and information will be made available upon request by LAWV.
      - If the referral to RFAP is for services other than legal assistance, or RFAP assistance with services plans required by DHHR in support of the client's receiving WV WORKS, Medicaid, or Supporting Services, no information needs to be given to LAWV about the results of the referral.
   
   b. How will the Domestic Violence Program ask for the DV Program's client’s consent to tell LAWV?
      - The client will sign the "mutual release" form either at LAWV or the DV program
   
   c. How will the information be communicated to LAWV?
      - By telephone, or as agreed in each case.

3. How often will the shelter and LAWV staff get together to discuss services?
- Regular contact is outlined in Section C, and services would be included in those discussions.

I. Other as Applicable

1. Are there special projects, practices, considerations, circumstances, contingencies specific to the local partnership not yet addressed?
2. Is there anything else not previously addressed in this MOU that needs to be commented upon and/or outlined here?

M. Attachments

1. MOU Forms
   - Referral Form A - Referral from DV Program to LAWV
The Legal Assistance to Victims Partnership (LAV) proudly announces...

Regional Cross-Trainings for staff of Legal Aid and DV Programs

These one-day trainings are based on a comprehensive curriculum that provides a base of information and resources related to legal issues and domestic violence. The trainings are designed primarily for staff with less than three years experience in working with victims of domestic violence, however are available to any interested staff.

The following topics areas will be overviewed:
• Dynamics of Domestic Violence
• LAWV & DV Program Services
• Screening for DV Victimization
• Legal Issue Spotting and Referrals
• Protective Order Process
• Safety Planning
• Range of Legal Issues Faced by DV Victims

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Facilitators</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4</td>
<td>National Mine Academy</td>
<td>Melinda Cooper</td>
</tr>
<tr>
<td></td>
<td>Beaver (Beckley), WV</td>
<td>Judy Quick</td>
</tr>
<tr>
<td>May 18</td>
<td>Waffle Hut</td>
<td>Cathy Wallace</td>
</tr>
<tr>
<td></td>
<td>Flatwoods, WV</td>
<td>Sarah Kingston</td>
</tr>
<tr>
<td>June 22</td>
<td>Holiday Inn Express</td>
<td>Christine Schneider</td>
</tr>
<tr>
<td></td>
<td>Morgantown, WV</td>
<td>Brenda Joseph</td>
</tr>
<tr>
<td>August 10</td>
<td>YWCA-RFAP Activity Center</td>
<td>Elizabeth Wehner</td>
</tr>
<tr>
<td></td>
<td>Charleston, WV</td>
<td>Felicia Bush</td>
</tr>
</tbody>
</table>

All trainings will be held from 9:00-4:00 with lunch provided.
Where are you on the Collaboration Scale?

<table>
<thead>
<tr>
<th>Collaboration Between Legal Services Programs and State Domestic Violence Coalitions:</th>
<th>What is your level?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1 - Oblivious:</strong> “State Coalition - what State Coalition?”</td>
<td></td>
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<tr>
<td><strong>Level 2 - Adversarial:</strong> “They’re constantly out there trash talking Legal Aid.”</td>
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<tr>
<td><strong>Level 3 - Competitive:</strong> “We’re sick of them always going for the same grants.”</td>
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<tr>
<td><strong>Level 4 - Uncooperative:</strong> “We’ve asked them to work out some protocols, but we didn’t get much of a response.”</td>
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<tr>
<td><strong>Level 5 - Noncommittal:</strong> “We go to some of the same meetings - they seem like nice enough people.”</td>
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<tr>
<td><strong>Level 6 - Cordial:</strong> “We do a joint task force, but I couldn’t lay my hands on the last set of minutes.”</td>
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<tr>
<td><strong>Level 7 - Developing:</strong> “We work together, but they don’t always get how we do things.”</td>
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<tr>
<td><strong>Level 8 - Cooperative:</strong> “We do some joint training and take case referrals from them all the time.”</td>
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<tr>
<td><strong>Level 9 - Pretty Darn Good:</strong> “We’re working on a statewide plan for victims services, and we applied for some state money together.”</td>
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<tr>
<td><strong>Level 10 - Congratulations, you’re Collaborators!:</strong> “We all went out for Margaritas after we got our joint VAWA grant.”</td>
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</tbody>
</table>
**LAV Historical Timeline: 1995-2005**

**Decade of Collaboration to Benefit Victims of Domestic Violence**

<table>
<thead>
<tr>
<th>Year</th>
<th>Benchmarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1995</td>
<td>- Severe cuts in funds for legal services create a reality where few battered women have any access to legal representation.</td>
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<tr>
<td>1996</td>
<td>- Pro bono projects and collaborative local relationships in a few counties in the state become the models and basis of developing statewide grant proposals.</td>
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<tr>
<td>1997</td>
<td>- Federal VAWA grants become available to provide legal assistance to victims of domestic violence, sexual assault and stalking. Legal services organizations and WVCADV prioritize responding to the civil legal needs of victims of domestic violence and develop grant proposals.</td>
</tr>
<tr>
<td>1998</td>
<td>- One of the four existing legal services organizations (Appalachian Research and Defense Fund) was awarded a VAWA grant to provide civil legal assistance to victims of domestic violence in the southwestern counties of WV.</td>
</tr>
</tbody>
</table>
| 1999 | - Two of the existing legal services organizations merged into Appalachian Legal Services.  
- WVCADV was awarded initial statewide VAWA Civil Legal Assistance grant. This grant project focused on the development of pro bono pilot projects in 13 counties. WVCADV subcontracts with the two existing legal services organizations for pro bono project coordination support.  
- Another existing legal services organization (WV Legal Services Plan) was awarded a VAWA grant to provide civil legal assistance to victims of domestic violence in the northern and eastern panhandles of WV.  
- The WV Legislature earmarked $150,000 to provide civil legal assistance to victims of domestic violence in WV.  
- The WV “Civil Legal Assistance Partnership” was convened in August 1999. The Partnership included WVCADV, WVU College of Law, WV Division of Criminal Justice and the four existing legal services organizations in WV. The meeting of the Partnership initiated discussion about common needs and goals, and coordination of existing funding streams and resources. |
| 2000 | - VAWA grant projects of Appalachian Legal Services and WV Legal Services Plan to provide legal representation to victims of domestic violence continue.  
- Progress continues on WVCADV’s pro bono project in 13 pilot counties with Appalachian Legal Services and WV Legal Services Plan providing staffing support.  
  > Brochure developed advertising “Free Legal Assistance” for protective order hearings.  
  > Training held for grant-funded staff and partners. |
| 2001 | - WVCADV and WV Legal Services Plan apply for continued funding of their VAWA projects.  
- Meetings of the CLA Partnership continue focusing on coordination of services/resources, joint trainings and increase in state supporting civil legal
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
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<tbody>
<tr>
<td>2002</td>
<td>Appalachian Legal Services and WV Legal Services Plan merge to form one statewide legal services organization—Legal Aid of West Virginia (LAWV). WV CADV subcontract with LAWV to provide a part-time statewide support attorney to provide legal oversight and support to the WV CADV VAWA grant project. State CLA funding is granted to LAWV to provide legal services to victims referred by local DV Programs. A standard MOU template is developed and MOUs are in place between each local DV Program and LAWV Office.</td>
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<tr>
<td>2003</td>
<td>WV CADV's application for continued VAWA funding is not granted. CLA/LAV Partnership regroups to plan for submission of one joint statewide grant application. LAWV's VAWA grants expire. During this gap in VAWA funding in WV, the LAV (formerly “CLA”) Partnership develops a three-year strategic plan to provide civil legal assistance to victims of domestic violence statewide.</td>
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<tr>
<td>2004</td>
<td>WV CADV and LAWV submit and are awarded a joint VAWA grant application. Fourteen cross-organizational teams are organized and mobilized to provide comprehensive legal and advocacy services to victims of domestic violence statewide. Three working subcommittees of the LAV Partnership are organized to implement the goals and objectives of the three-year strategic plan.</td>
</tr>
<tr>
<td>2005</td>
<td>The WV CADV—LAWV statewide LAV grant project continues. The LAV Grant Management Team meets regularly to provide oversight and coordination of overall grant activities. The LAV Partnership continues to hold quarterly meetings and regular subcommittee meetings. A statewide resource assessment is completed. The assessment revealed that 72% of victims who request legal assistance through the local DV Programs receive direct legal representation.</td>
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## Legal Assistance for Victims Partnership

### Strategic Planning Committee Agenda Outline

<table>
<thead>
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<tbody>
<tr>
<td><strong>Partnership Building</strong></td>
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<tr>
<td>✔ Explore assumptions and values we bring to the table.</td>
<td>✔ Clarify roles of contracted attorney, regional counsels, and private attorney involvement coordinators.</td>
<td>✔ Identify criteria for distribution of funds. -administrative decision making -input capacity and process</td>
</tr>
<tr>
<td>✔ Discuss expectations we have of each other.</td>
<td>✔ Discuss communication issues. -obstacles that create barriers -principles that build partnerships</td>
<td>✔ Review case selection criteria.</td>
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<tr>
<td>✔ Assess perceptions we have of each other.</td>
<td></td>
<td>✔ Identify training topics and training input.</td>
</tr>
<tr>
<td>✔ Assess perceptions we have of Magistrate and Family Court systems.</td>
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<tr>
<td><strong>Strategic Planning</strong></td>
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<tr>
<td>✔ Review current profile of services, staff, and funding.</td>
<td>✔ Discuss and analyze county-by-county assessment.</td>
<td>✔ Explore elements of the Plan. -Services needed -Staff required -Funding requested -How much -Joint requests -Where to find it</td>
</tr>
<tr>
<td>✔ Discuss the kinds of civil legal assistance needed by victims of domestic violence.</td>
<td>✔ Identify service principles and service gaps.</td>
<td>✔ Develop incremental steps -Year 1 -Year 2 -Year 3</td>
</tr>
<tr>
<td>✔ Discuss through what system these services are best offered. -legal aid agencies -domestic violence programs -other systems</td>
<td>✔ Create the ideal profile of services, staff and funding.</td>
<td></td>
</tr>
<tr>
<td><strong>Homework</strong></td>
<td></td>
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</tr>
<tr>
<td>✔ Review and complete county-by-county assessment form.</td>
<td>✔ Review and think about criteria to inform selection of cases.</td>
<td>✔ Plan a wine and cheese party to celebrate the work!</td>
</tr>
</tbody>
</table>
LAV STRATEGIC PLANNING PROCESS OVERVIEW

June 25, 2003
Strategic Planning Session I

1. Overview of Process and Meeting Outcomes

2. Identifying Expectations / Assumptions of the Partnership
   a. The LAV Partnership is moving more into a planning structure that formalizes the relationship between LAWV and WVCADV.
   b. The concept of partnership also carries over into personal relationships.
   c. The basis of partnership includes shared values, clear communication, and common goals.
   d. The committee participated in a process of exploring assumptions and perceptions that we hold in order to reach common understandings that build stronger partnerships. Small groups reported the following:

   | Assumptions that I have of the partnership are: | Values that I bring to the partnership table are: | When I think of the “other” partner I perceive them to be: |

3. Reviewing Profile of Services, Staff and Resources

4. Discussing Services and Systems: Identifying civil legal needs of victims of domestic violence

5. Meeting Evaluation
   a. Insight: What did we learn?
   b. Feeling: How do we feel?
   c. Action: How will we be involved?

July 23, 2003
Strategic Planning Session II

1. Understanding Roles & Responsibilities

2. Discussing Communication Issues
   - Jigsaw puzzle exercise lessons:
     1. We each represent a piece of the puzzle;
     2. We have a common goal, vision, and purpose of solving the puzzle (or problem);
     3. Patience and effective communication is necessary to complete the puzzle (or problem); and
     4. We are reminded of who the work is really about (victims of domestic violence).
   - How we approach and complete the present task of the partnership impacts the larger picture.
3. Understanding LAWV Case Selection Process

4. Critiquing Resource Assessment Tool

August 27, 2003
Strategic Planning Session III

1. Meeting Ground Rules

2. Review of Purpose and Use of Strategic Plan
   - Purpose:
     - To enhance the provision of civil legal services to victims of domestic violence statewide.
     - To continue to develop a strong partnership between WVCADV and LAWV.
     - To develop and articulate shared vision.
     - To develop a statewide plan:
       - Broad enough to inform
       - Specific enough to guide decision making
     - To not provide mandates for any of the autonomous programs.
     - To draw on the joint commitment of both of the organizations to plan their own process that aligns with the vision of partnership.
     - To use as a tool (not as a mandate/directive) which can:
       - Assist in decision making around staffing and funding
       - Act as a reference for funders (such as FPSB) when considering statewide distribution of resources
       - Enhance accountability
       - Provide assessment: where are we, how are we doing, how do we need to regroup
       - Strengthen communication within and across networks
       - Provide clarity to inform the development and provision of services
       - Develop sense of solidarity as we advocate for victims and their rights
   - Process includes:
     - Partnership building—recognizing that what happens here in terms of communication and relationship is key to plan for development and growth.
     - Strategic planning—outlining goals and steps to take toward development and growth.
     - Critical thinking—measuring benefits and loss, finding ways to improve.
     - Respectful interaction.
     - Documentation of the process.

3. Developing the Ideal Profile (assessing ourselves and the other organization)

<table>
<thead>
<tr>
<th>What DV Programs do well:</th>
<th>What LAWV does well:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DV areas for growth:</td>
<td>LAWV areas for growth:</td>
</tr>
</tbody>
</table>
4. Developing a Strategic Planning Framework
   - Components of the strategic plan:
     ➢ Services
     ➢ Training
     ➢ Staffing
     ➢ Partnership
   - Groups identified an overarching goal in each area and 3-4 objectives to achieve the goal within a 3-year timeframe.

October 22, 2003
Final Strategic Planning Session

1. Review of Goals & Objectives of Strategic Plan

2. Review of County-by-County Assessment Data

3. Identification of Next Steps
   - Distribute final draft of the strategic plan to the committee for final approval.
   - Communicate the work of the committee to both of the networks.
   - Define the partnership and determine desired representation at ongoing meetings.
   - Implement the strategic plan.
   - Form subcommittees.
   - Receive input and feedback from the networks.
   - Identify core group to act in a general steering capacity (i.e. set meeting agendas).
Content:

- Identifying partners
- Exploring possibilities
- Sharing values
- Developing the partnership
- Expanding horizons
- Creating change
Understanding who we are:

☐ Histories
☐ Missions
☐ Rural Reality
☐ Demographics
Activity: Collaboration Scale

☐ How well do you know your statewide domestic violence coalition?

☐ Location of office?
☐ Director of organization?
☐ Contact persons?
☐ Knowledge of work?
☐ Interactions with Coalition staff?
Developing the Partnership
Strategic Plan

- Three Years
- Services
- Training
- Staffing
- Partnership
Annual Review
Sub-committees Strategic Plan
DVTF monthly conference calls
Statewide partnership meetings
Grants management team
Statewide coordinators (2)
Cross discipline teams (14)

Practical Implementation
Clarity of roles and responsibilities

Statewide plan

Broad input and feedback

Communication efforts

Teamwork

Expanding horizons
Creating change

- Meaningful safety
- Non-competitive funding
- Consensus decision-making
- Respectful and comprehensive services
- Joint efforts - coordinated response
- Broader accountability
- Proactive v. reactive
that ever has."

"Never doubt that a small group of committed people

Margaret Meade
1. Three Letters of Support

- Partnering Organization -
  West Virginia Coalition Against Domestic Violence
- A Victim's Organization -
  YWCA Resolve Family Abuse Program (RFAP)
- An Elected Official Representing the State -
  Senator John D. Rockefeller, IV
July 5, 2008

Marcia Roth, Executive Director
Mary Byron Foundation
10401 Linn Station Road
Louisville, KY 40223

Dear Ms. Roth:

With great pleasure we submit this letter of support to compliment the nomination of the Legal Assistance to Victims (LAV) Partnership of West Virginia for the Mary Byron Project’s Celebrating Solutions Award. The purpose of the partnership is “to support the delivery of comprehensive court based advocacy and civil legal assistance to domestic violence survivors statewide.” As Team Coordinators of the statewide domestic violence network of direct advocacy service providers, carrying out this focused and expansive mission happens best – and perhaps only - in the context of collaboration with like-minded and mission driven partners.

The LAV Partnership predicates its vision and innovative efforts on building comprehensive solutions to the intersections of court advocacy and legal assistance. The common ground of that juncture is a shared belief in victims’ rights to assertive legal assistance woven together with informed court advocacy and support. The combination of these services offers a wide tapestry of options, knowledge, skill, and presence where strategies for safety in individual circumstance are explored, respected and carried out.

In bringing community advocates and legal aid attorneys to the same table, the LAV Partnership lifts up as a starting place the best of what is from both disciplines and, from there, builds its visions, policies, and practices, and develops innovative community-based responses to current realities facing battered women and their families living in rural Appalachia. The LAV Partnership also spends considerable time examining organizational effectiveness in coordinating approaches that guide team building and communication in ways that honor the evolving and maturing Partnership relationship.

The West Virginia Coalition Against Domestic Violence and Legal Aid of West Virginia are committed to values of “appreciative inquiry”, responsible stewardship, and organizational collaboration. Over the years, the daily work of the LAV Partnership successfully focused on the dual task of providing direct services and creating social change. For these reasons the Legal Assistance for Victims Partnership is worthy and deserving of the prestigious Mary Byron Project’s Celebrating Solutions Award.

Sincerely,

[Signature]
Sue Julian/Tagga Thomas
Team Coordinators
July 3, 2008

Marcia Roth
Executive Director
Mary Byron Project
10401 Linn Station Road
Louisville, KY 40223

Dear Ms. Roth:

As Director and Assistant Director of the YWCA of Charleston’s Resolve Family Abuse Program (RFAP), a local victims’ services organization, we are writing to express our strong support for the nomination for the Mary Byron Foundation Celebrating Solutions Award of West Virginia’s Legal Assistance to Victims (LAV) Partnership submitted by Legal Aid of West Virginia. The partnership between our program and Legal Aid of WV has been a critical component of our efforts to secure the best possible outcomes for victims of domestic violence in the Charleston area. Along with the personal safety offered by our shelter and the empowerment fostered by our support services, such as individual counseling, parenting classes, peer support groups, and education/job skills training, victims must also be provided with ardent legal counsel dedicated to safe-guarding their rights.

The YWCA Resolve Family Abuse Program is one of fourteen licensed domestic violence service providers in West Virginia and serves the three counties of Kanawha, Boone and Clay. We have been an active member of the WV LAV partnership since it was forged in 2003 by the WV Coalition Against Domestic Violence and Legal Aid of WV. Since that time we have offered weekly Legal Aid Clinics in a location adjacent to our shelter and maintained a half-time LAV staff position on-site at Family and Magistrate Courts. We also offer bi-monthly “Ask-a Lawyer” sessions for domestic violence victims to meet with a Legal Aid Attorney to get advice about issues such as divorce, child custody, housing, and benefits in a group setting.

One of our greatest challenges in providing comprehensive services to victims and their families is the provision of affordable, accessible and competent legal services in a timely manner, especially in our rural counties where resources are scarce and transportation presents a very real barrier to accessing needed services. Our collaborative efforts have resulted in a strong, coordinated statewide network of legal advocacy for victims of domestic violence. The WV LAV Partnership provides an excellent model for other states of what can be accomplished when programs are rooted in a common commitment to social
justice, mutual trust and an unwavering willingness to do "whatever it takes" to assure that victims' receive the highest quality court-based advocacy and civil legal services possible. Domestic violence victims in WV are thus supported by a collaborative safety net that empowers them to rebuild their lives free of violence.

The YWCA Resolve Family Abuse Program wholeheartedly supports this nomination of the WV LAV Partnership for the Mary Byron Foundation Celebrating Solutions Award.

Sincerely,

GeorgeAnn Grubb, Program Director
YWCA Resolve Family Abuse Program

Felicia Davis Bush, Assistant Director
YWCA Resolve Family Abuse Program
July 9, 2008

Ms. Marcia Roth, Executive Director
Celebrating Solutions Awards
Mary Byron Foundation
1040 Linn Station Road
Louisville, Kentucky 40223

Dear Ms. Roth,

I am writing in full support of the West Virginia’s Legal Assistance to Victims Partnership for the Celebrating Solutions Awards Program.

This group is a strong, committed partnership in our State that includes Legal Aid of West Virginia, the West Virginia Coalition of Domestic Violence, and the State’s 14 licensed domestic violence programs. This unique effort began in 2003 as the three groups met and worked to find consensus and develop a common mission and goal to serve survivors and families. Thanks to the intense effort, the group has followed their mission statement and implemented a successful, comprehensive services plan – which could serve as an important blueprint for other programs.

The most recent statistics for the partnership are 2006 to 2007, and it highlights that 1,861 victim cases were completed, giving integral support to both survivors and their children. It is also worth noting that a total of 22,033 critically important attorney service hours were provided. The Partnership provides ongoing opportunities for cross training and relationship building at both the State and local levels to promote quality services and staff retention.

The need for coordinated legal and support services on domestic violence cases is clear and the progress of the partnership is compelling, but additional resources from the grant would truly help support and expand the meaningful efforts of the Partnership. In a rural state like West Virginia with a high incidence of domestic violence, coordinated services for victims needs to be a priority, and our state is doing impressive work that can serve as a helpful model for others. I strongly urge you to carefully review the work of the West Virginia Legal Assistance to Victims’ Partnership.

Thank you for your time and consideration.

Sincerely,

[Signature]

John D. Rockefeller IV

http://rockefeller.senate.gov
2. Proof of 501(c)3 Status

✦ Letter for Legal Aid of West Virginia
✦ Letter for West Virginia Coalition Against Domestic Violence
Dear Applicant:

Our letter dated DECEMBER 2001, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements
Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make
a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally $25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally $25,000 or less, and sign the return. Because you will be treated as a public charity for return filing purposes during your entire advance ruling period, you should file Form 990 for each year in your advance ruling period.
that you exceed the $25,000 filing threshold even if your sources of support
do not satisfy the public support test specified in the heading of this letter.

If a return is required, it must be filed by the 15th day of the fifth
month after the end of your annual accounting period. A penalty of $20 a day
is charged when a return is filed late, unless there is reasonable cause for
the delay. However, the maximum penalty charged cannot exceed $10,000 or
5 percent of your gross receipts for the year, whichever is less. For
organizations with gross receipts exceeding $1,000,000 in any year, the penalty
is $100 per day per return, unless there is reasonable cause for the delay.
The maximum penalty for an organization with gross receipts exceeding
$1,000,000 shall not exceed $50,000. This penalty may also be charged if a
return is not complete. So, please be sure your return is complete before you
file it.

You are not required to file federal income tax returns unless you are
subject to the tax on unrelated business income under section 511 of the Code.
If you are subject to this tax, you must file an income tax return on Form
990-T, Exempt Organization Business Income Tax Return. In this letter we are
not determining whether any of your present or proposed activities are unre-
lated trade or business as defined in section 513 of the Code.

You are required to make your annual information return, Form 990 or
Form 990-EZ, available for public inspection for three years after the later
of the due date of the return or the date the return is filed. You are also
required to make available for public inspection your exemption application,
any supporting documents, and your exemption letter. Copies of these
documents are also required to be provided to any individual upon written or in
person request without charge other than reasonable fees for copying and
postage. You may fulfill this requirement by placing these documents on the
Internet. Penalties may be imposed for failure to comply with these
requirements. Additional information is available in Publication 557,
Tax-Exempt Status for Your Organization, or you may call our toll free
number shown above.

You need an employer identification number even if you have no employees.
If an employer identification number was not entered on your application, we
will assign a number to you and advise you of it. Please use that number on
all returns you file and in all correspondence with the Internal Revenue
Service.

If we said in the heading of this letter that an addendum applies, the
addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt
status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated
in your power of attorney.
If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller
Director, Exempt Organizations

Enclosure(s):
Form 872-C
Employer Identification Number: 31-1011750
Person to Contact: MS. SELLERS
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your request of Jan. 03, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in OCTOBER 1981, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan
Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations
3. Program Budget
Revised Budget Detail Worksheet
WVCADV Legal Assistance for Victims Grant Project

**A. Personnel/Contractual**

<table>
<thead>
<tr>
<th>Name/Position</th>
<th>Computation</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Legal Specialist</td>
<td>Year 1 - $32,803 x 50%</td>
<td>16,402</td>
</tr>
<tr>
<td>Angie Rosser</td>
<td>Year 2 - $33,787 x 50%</td>
<td>16,894</td>
</tr>
<tr>
<td><strong>Subtotal Personnel</strong></td>
<td></td>
<td>33,295</td>
</tr>
<tr>
<td><strong>Total Personnel</strong></td>
<td></td>
<td>33,295</td>
</tr>
</tbody>
</table>

A. Personnel. The Civil Legal Specialist will be employed by WVCADV and will devote half of her time coordinating LAV goals and objectives.

**B. Fringe Benefits**

<table>
<thead>
<tr>
<th>Description</th>
<th>Computation</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>7.65% of Total Personnel</td>
<td>2,547</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>.55% of Total Personnel</td>
<td>183</td>
</tr>
<tr>
<td>Employment Security</td>
<td>1.7% of first $8000 Salary x 2 years</td>
<td>272</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$610/mo x 24 mo x 50%</td>
<td>7,320</td>
</tr>
<tr>
<td>Retirement and Life Insurance</td>
<td>6.5% x Total Personnel</td>
<td>2,164</td>
</tr>
<tr>
<td><strong>Total Fringe Benefits</strong></td>
<td></td>
<td>12,486</td>
</tr>
<tr>
<td><strong>Total Personnel &amp; Fringe Benefits</strong></td>
<td></td>
<td>45,781</td>
</tr>
</tbody>
</table>

B. Fringe. Fringe benefits for the Civil Legal Specialist are based on current rates assessed to and benefits offered by WVCADV.

**C. Travel**

- a) Civil Legal Specialist
  
  $100/mi/month x 24 mos x .405/mi
  
  **Project Staff Travel** 972

- b) OJP Grant Requirement
  
  Airfare: 15 people x $500
  Lodging: 15 people x $110/night x 3 nights
  Meals: 15 people x $45/day x 3 days
  Incidental: 15 persons x $35
  
  **Total OJP Training** 15,000

- c) LAV Statewide Trainings
  
  30 people x 100 mi x .405/mi x 2 trainings
  Lodging: $85/night x 15 rooms x 2 trainings
  
  **4,980**
Revised Budget Detail Worksheet
WVCADV Legal Assistance for Victims Grant Project

Costs

d) LAV Statewide Meetings
   30 people x 100 mi x .405/mi x 3 mtgs
   Lodging: $85/room x 15 rooms x 3 nights
   3,645
   3,825
   7,470
   Total Travel 28,422

C. Travel. a) Travel for the Civil Legal Specialist includes mileage incurred in attending meetings and
   trainings; in on-site visits to licensed domestic violence programs when needed; in scheduled grant
   activity meetings with consultants and other professionals. b) Travel costs are budgeted in accordance
   with the organization's established travel policies to attend trainings as required by OVW. c) LAV
   Statewide Trainings expenditures for lodging and mileage. d) Travel costs associated with mileage and
   lodging are budgeted for attorneys and advocates to attend capacity-building meetings of the LAV Grant
   Project.

D. Equipment
   Not applicable

E. Supplies
   Office Supplies $50/mo x 24 mo
   Postage $35/mo x 24 mo
   Training Materials
   Trainings: Binders, CDs, copying 30 people for 2 trainings x $10
   Statewide Meetings: Binders/Copying 30 people for 3 meetings x $5
   Total Equipment 1,200
   840
   600
   450
   Total Supplies 3,090

E. Supplies. Office supplies and postage are needed for general operation of the LAV project. Training
   materials reflect costs associated with two annual trainings and three statewide meetings.

F. Construction
   Not applicable
## Revised Budget Detail Worksheet

### WVCADV Legal Assistance for Victims Grant Project

### G. Consultants/Contracts

#### Consultants

**Annual Trainings**

- **a) Speaker Fees**
  - 1 speaker x $450/day x 1 day of prep: $450
  - 1 speaker x $450/day x 1 day of training: $450
  - 1 speaker x $450/day x 1 day of travel: $450

- **b) Speaker Expenses**
  - Transportation: $500/ticket x 1 ticket: $500
  - Lodging: $85/night x 1 night x 1 person: $85
  - Per Diem: $35/day x 2 days x 1 person: $70
  - **Total National Speakers:** $2,005

**Contracts**

- **c) Legal Aid of WV**
  - 2.5 attorneys x $67,000 @ approximately 60% per attorney x 2 yrs: $199,798
  - 40% Statewide Support Attorney x 2 yrs: $53,600
  - 10% Supervising Attorney x 2 yrs: $13,400
  - LAWV Program Costs $8,000/yr x 2 yrs: includes office supplies & telephone expenses: $16,000
  - LAWV Staff Travel Costs: 2.5 attorneys x 4,719 mi x .405 x 2 years: $9,555
  - LAWV Staff Training Costs: registration fees $500, lodging $1,500, per diem $300, airfare $2,145: $4,445
  - **LAWV contract:** $296,798

- **d) Licensed DV Programs**
  - 14 advocates x $22,000/salary x 50% x 2 yrs: $308,000
  - County Travel: 14 advocates x 50 mi/mo x 24 mos x .405: $6,804
  - **Licensed Program Contracts:** $314,804

**Total Consultants/Contracts:** $613,607
Revised Budget Detail Worksheet
WVCADV Legal Assistance for Victims Grant Project

Costs

G. Contracts/Consultants. a) WVCADV will contract a national speaker who will provide input on relevant and cutting edge legal assistance and advocacy issues at one of the annual statewide trainings. b) Rates for speaker fees are based upon federal guidelines. Airfare, lodging, and per diem costs are budgeted to cover travel expenses for speaker. c) WVCADV will contract with the project's primary partner to provide direct legal assistance as well as statewide consultation and coordination on legal matters. The contract with Legal Aid of West Virginia includes funding for program costs associated with attorney office space, travel, and general costs to provide legal representation on domestic violence cases. d) WVCADV will contract with each of the fourteen West Virginia licensed domestic violence programs to employ a part-time LAV advocate to assist victims and attorneys in coordinating a meaningful response to identified needs of victims of domestic violence, sexual assault, and stalking.
Revised Budget Detail Worksheet
WVCADV Legal Assistance for Victims Grant Project

**H. Other Costs**

<table>
<thead>
<tr>
<th>Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>LAV Statewide Trainings</td>
<td></td>
</tr>
<tr>
<td>Space: $250/day x 2 trainings</td>
<td>500</td>
</tr>
<tr>
<td>Breaks: 30 persons x $8 x 2 breaks x 2 trainings</td>
<td>960</td>
</tr>
<tr>
<td>Lunch: 30 persons x $15/person x 2 trainings</td>
<td>900</td>
</tr>
<tr>
<td>LAV Statewide Meetings</td>
<td></td>
</tr>
<tr>
<td>Lunch: 30 persons x $15/person x 3 mtgs</td>
<td>1,350</td>
</tr>
<tr>
<td>$1,800 x 24 mo x 10%</td>
<td>4,320</td>
</tr>
<tr>
<td>$4,700 annually x 5% x 2 years</td>
<td>470</td>
</tr>
<tr>
<td>$25/mo x 24 mo</td>
<td>600</td>
</tr>
<tr>
<td><strong>Total Other</strong></td>
<td><strong>9,100</strong></td>
</tr>
</tbody>
</table>

**H. Other Costs.** LAV Statewide Trainings expenditures for working luncheons and costs associated with mileage, lodging and working luncheons are budgeted for attorneys and advocates to attend capacity-building meetings of the LAV Grant Project. Leased space (WVCADV does not own its office space), audit, and telephone expenditures incurred in housing the Civil Legal Specialist as well as in providing

**I. Indirect Costs**

None

**Budget Summary**

**Budget Category**

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Personnel</td>
<td>$ 33,295</td>
</tr>
<tr>
<td>B. Fringe Benefits</td>
<td>$ 12,486</td>
</tr>
<tr>
<td>C. Travel</td>
<td>$ 28,422</td>
</tr>
<tr>
<td>D. Equipment</td>
<td>$ -</td>
</tr>
<tr>
<td>E. Supplies</td>
<td>$ 3,090</td>
</tr>
<tr>
<td>F. Construction</td>
<td>$ -</td>
</tr>
<tr>
<td>G. Consultants/Contracts</td>
<td>$ 613,607</td>
</tr>
<tr>
<td>H. Other</td>
<td>$ 9,100</td>
</tr>
<tr>
<td>I. Indirect Costs</td>
<td>$ -</td>
</tr>
</tbody>
</table>

**TOTAL PROJECT BUDGET** $ 700,000
4. Responses to Questions:

✦ Numbers of individuals served
✦ Past awards, accolades and grants
✦ Future changes to the program if funding were unlimited
Mary Byron Project's Celebrating Solutions Award  
Semi-Finalists' Supplemental Information

The Legal Assistance to Victims Partnership

Responses to Supplemental Questions Requested of all Semi-Finalists:

a) What is the approximate number of individuals served annually by the applicant or nominee's program?\(^1\)

Over state fiscal year 2006-2007, the last year for which we have available data, our Partnership's domestic violence program team Advocates provided court based services to 2902 victims statewide. The Advocates screened and referred 2411 of these victims to their counterpart legal aid team attorneys for legal assistance. The team Advocates identified those clients most in need of in court representation, as opposed to attorney advice and counsel, due to complicating case factors such as lethality, contested custody, or the potential for victim financial exploitation. The team attorneys then provided 20,381 hours of legal advice and in court representation to clients during fiscal year 2006-2007.

With coordination, technical assistance, and training from the local advocate and attorney teams, pro bono attorneys provided legal assistance to an additional 340 victims.

Also, local teams comprised of domestic violence program Advocates and Legal Aid attorneys conducted community trainings on domestic violence topics in West Virginia for 813 people during the fiscal year. The largest community constituencies trained included pro bono attorneys, judges, health professionals, and TANF and child protective staff at our state's Department of Health and Human Resources, and law students.

These achievements are particularly notable, given that our 14 local attorney and advocate teams serve 55 rural, mountainous and often remote West Virginia counties.

b) Are there past awards, and grants furnished upon the applicant or nominee that would further exemplify its success in combating domestic violence?

The success of the Legal Assistance to Victims Partnership has been recognized through receipt of two grants from the U.S. Department of Justice, through annual increases in state funding from West Virginia's Family Protection Services Board in each year since the Partnership's inception, and through increases in local United Way grants. In each of these instances, Partnership staff at the state or the local level submitted collaborative proposals to potential funders, emphasizing a local, holistic, team centered approach to victim services. In applications for federal funding, the Partnership has consistently received strong, non-partisan support from

\(^1\) All data referenced above has been culled from two master data bases employed by Legal Aid of West Virginia and the West Virginia Coalition Against Domestic Violence and its member programs in order to accurately track clients, services, and legal casework on a statewide basis. We are routinely asked to supply this information to our local state and federal funders, and we take part in regular program audits to ensure the integrity of our record keeping.
the entire WV Congressional delegation. Finally, national groups, including the National Legal Aid and Defender Association, and the National Board of Directors of the Legal Services Corporation, have recognized this project by inviting us to present information to them regarding the Partnership's unique structure and its critical importance to victims.

c) If funding were not an issue, what (if any) changes or additions would you make to your program in the future?

Statistics from the National Center for State Courts indicate that the per capita rate of domestic violence in West Virginia ranks among the top five states in the country. The prevalence of domestic violence in our state, which is exacerbated by a variety of demographic, economic, and cultural factors, means that despite the best efforts of our dedicated teams there are still thousands of victims with unmet legal needs.

If funding were not an issue, we would expand our proven Partnership model by increasing the number of attorney and domestic violence advocate teams to meet those needs, especially in our rural outreach counties. This would translate directly into increased safety and self-sufficiency for victims. As we know, based on a recently conducted analysis by the Bureau for Justice Statistics, access to legal assistance is the leading factor in reducing domestic violence in victims' lives.

At a recent statewide Partnership meeting, in discussing the goals we hoped to achieve if we were successful in obtaining additional funding, we also identified our desire to expand upon our current efforts at providing training, particularly to personnel in the court and law enforcement systems.
5. Responses to Questions Posed by the Selection Committee
Mary Byron Project's Celebrating Solutions Award
Semi-Finalists' Supplemental Information

The Legal Assistance to Victims Partnership

Responses to Supplemental Questions Requested of Our Project:

1. Please describe the referral and screening processes used in your program for clients who are domestic violence victims. Do applicants also have to meet legal aid income requirements or would all domestic violence victims be considered eligible?

In the Partnership, the main requirement for services is that the team domestic violence program Advocate conducts an intake, screens the victims for the domestic violence and lethality indicators, and assesses legal need, utilizing tools jointly developed by Partnership subcommittees. Once the Advocate’s screening and assessment is completed, the Advocate will assist those clients whose cases, based on her judgment and the criteria set forth in the assessment tools, do not require a lawyer to achieve a successful outcome in the legal system. The Advocate will refer the remaining clients on to Legal Aid of West Virginia for team attorney assistance.

The screening process set forth above ensures that victims most in need of legal services receive attorney referrals. This holistic service partnership also makes certain that individuals requesting direct legal services are domestic violence victims and that they are aware of other services available to them through the domestic violence program. Victims may additionally access direct legal services through a “reverse referral” in which the victim contacts Legal Aid and is then (where time permits, depending on hearing immediacy or other emergency factors) sent to the local domestic violence program for screening, service assessment and referrals.

As a result of our success in obtaining unrestricted funds through federal, state, and local grants, the Partnership is able to provide advocacy and legal services to domestic violence victims regardless of their income. The Partnership particularly prioritizes the provision of attorney services to any referred victim, regardless of income, in protective order cases, and other matters involving intense safety or emergency factors. Given the scarcity of our attorney resources, the Partnership typically asks victims who are not low income to consider hiring a private attorney for longer term divorce and custody actions. However, we evaluate each client’s situation on a case by case basis, and any case transfer to a private, paid attorney is predicated upon a determination that it will not compromise the client’s safety or self-sufficiency.

2. How do clients think about the services they have received? Are more victims coming in for legal assistance based on the word of mouth/ good experiences of former clients?

On Partnership client evaluation surveys, where the clients were asked to “please suggest how services of this program could be improved”, responses included:
- "I would like to] "Get more information out about the services that are offered."
- "Easier said then done but, a lighter case load per attorney."
- "More information for low income families having issues dealing with children."
- "More attorneys."

However, clients often left the "improvements section" blank and instead focused on their appreciation and gratitude for the program. In the section of the evaluation where they were asked to "please share what was most helpful about the services you received," a representative sampling of the responses includes the following:

- "I could not do this without help of the attorney and advocate."
- "I was so lost when it came to the legal system, so everything that my advocate and attorney did for me was wonderful and a huge help."
- "I was glad that I was able to get help from Legal Aid. I'm a single mother who was unable to pay for a much needed attorney."
- "Everything came together quickly and I was treated with concern."
- "After being dragged through the family court system for 2 1/2 years, it was wonderful knowing I had someone to work with me and help me get through it. I . . . don't know where I'd be today without this program."
- "[The attorney] put me at ease with all aspects of my case. She made all aspects of my case so much easier than I expected."
- "My advocate was very helpful and supportive with my needs, as an abused mother. She answered questions, went to court with me and was . . . a friend when I needed someone."
- "My attorney provided me excellent service. . . . I was privileged to have her help in such an unfortunate, critical time in my life."

While the Partnership has not kept track of how many of our clients sought out program services as a result of positive word of mouth from other clients, we have anecdotal reports from staff regarding the extent to which former clients value the services of this project and speak favorably about them to others.

3. Do any of the attorneys engage in appellate work?

While our teams are predominantly engaged in assisting domestic violence clients at the Family Court or trial court level, Partnership attorneys do regularly engage in appellate work at both the intermediate or Circuit Court level, and at the West Virginia Supreme Court level. The attorneys particularly prioritize appeals that could have widespread impact for victim safety and self-sufficiency.

The Partnership's recent appellate and impact work has included nine cases in the WV Supreme Court of Appeals, a Hague Convention international child custody case in the federal district court, and numerous Circuit Court appeals. These cases have addressed issues including a challenge to a Family Court decision limiting the extent to which juveniles could file protective orders on their own behalf, several appeals to decisions narrowly interpreting the scope of what constitutes domestic violence, a Writ of Mandamus seeking to compel proper court clerk handling of victims' requests to extend protective orders, and appeals of improper child support
calculation that could adversely impact on clients. Staff has additionally appealed
administrative hearing decisions that would have narrowed the West Virginia TANF
agency’s interpretation of the Family Violence Option.

4. Assume you are consulting with leaders from another community’s
Interagency DV Council or with another legal aid program who want to
replicate your program and services. How would you describe the steps to be
taken to replicate your program?

The following are suggestions for any domestic violence coalition and legal aid
program considering such a partnership at a state or regional level, and to any legal
aid office and domestic violence program office considering a local partnership:

a) **Encourage leadership buy in:** Early on, it is important to secure the
commitment and “buy in” of both prospective partners’ key leadership. This may
require the leadership of one potential partner agency to educate leadership at the
other agency regarding the benefits to victims that can occur through coordination of
services, planning, relationship building, joint training and fund raising. The
Partnership has developed materials that could be utilized to “educate” skeptical
leadership at a potential partner agency. (See attachments).

b) **Plan for and launch the partnership:** Before undertaking any official activities
as a partnership, all of the stakeholders in our Partnership, including leadership and
staff from Legal Aid of WV, the WV Coalition Against Domestic Violence, and local
domestic violence programs met several times to develop trust, to work through
misconceptions each agency had about the others, to affirm each others’ strengths
and expertise, to establish common goals, to craft a Partnership mission statement,
and to set forth the scope of the Partnership and the roles of the potential partners.
Once the above issues were addressed, the Partnership launched the project and
brought additional staff to the table from all of the agencies involved.

c) **Secure funds, if necessary, to support Partnership meetings:** We also set
about obtaining funding through a major joint grant application to cover costs of
regular Partnership and subcommittee meetings. Securing travel funding to allow for
wide Partnership input and participation is vital to the success of our work.

d) **Define the relationship through Memoranda of Understanding at the state
and local levels:** Early in the Partnership, through small groups and
subcommittees, we developed statewide Partnership MOUs to govern the working
relationship between the WV Coalition Against Domestic Violence and Legal Aid of
WV with regards to key grants. The Partnership Subcommittees also developed a
model local MOU form governing the relationship between each local domestic
violence team advocate and program and their counterpart team legal aid office and
attorney. (See attachments).

e) **Engage in Strategic Planning to guide ongoing Partnership goals and
tasks:** The full Partnership committee, with input from the relevant Partnership
subcommittees, developed a Statewide Strategic Plan focused on coordinating and
improving (1) civil legal assistance to domestic violence victims across West
Virginia, (2) comprehensive training on domestic violence, (3) the ongoing partnership building amongst the individual Partnership agencies, and (4) resources development. (See attachments).

f) Build plenty of opportunity into your partnership for ongoing communication at the local and (if applicable) the state level. We would stress the critical importance of regular in person meetings for the Partnership’s leadership, the full Partnership Committee, the various subcommittees, and finally for our local advocate and attorney teams statewide.

g) Coordinate the partnership’s efforts with regards to securing scarce funding for services. We would advise approaching federal, state, and local funding opportunities from the standpoint of partnership needs, and victim services, rather than from the standpoint of individual agencies competing for funds. Our commitment to this philosophy and approach has meant that we have had to engage in difficult negotiations amongst Partnership members regarding how best to address individual agency needs within a cooperative, victim-centered focus. These conversations, while difficult, have resulted in successful grant applications at the federal, state and local level.

h) Prioritize the improvement of direct services, training, and partnership building. In mentoring agencies in other states seeking to replicate our partnership, we stress the importance of three key areas: direct services, training, and partnership building. While other local or state domestic violence partnerships might choose additional areas of focus, we feel that establishing plans, goals, and standards in these three areas are essential to the development of a high quality, comprehensive strategy for addressing the needs of domestic violence victims in the civil legal system.
6. Supporting Materials for Answers from Questions 4 and 5

✧ Legal Assistance for Victims Partnership
Strategic Plan for 2007-2009 with LAV Subcommittee on Funding and Resources Three Year Sustainability Plan
✧ Statewide Memorandum of Understanding
✧ Local Program Memorandum of Understanding
✧ Partnership Regional Cross Training Flyer
✧ Packet for National Presentations including Collaboration Exercise, LAV Time line, LAV Strategic Planning Agendas and Overview of Process, PowerPoint
I. SERVICES TO VICTIMS

Goal: To provide ongoing, comprehensive civil legal assistance to victims of domestic violence in West Virginia.

Objectives:
1. Sustain a minimum availability and standard of services within partnering organizations.
   1.1. Update and implement local Memoranda of Understanding.
   1.2. Develop recommended guidelines regarding standards of services.
   1.3. Implement the 3-year sustainability plan (see Appendix A)
2. Access pro bono resources by compiling a database of pro bono attorneys, developing and distributing an e-newsletter, and providing CLE trainings to private attorneys.
   2.1. Assess existing resources statewide.
   2.2. Develop recruiting strategies.
   2.3. Plan calendar of CLE trainings.
   2.4. Develop a newsletter.
3. Maintain regional LAV teams and expand teams to involve additional critical members such as organizational support staff.
   3.1. Identify additional partners to involve in the Partnership.
   3.2. Provide basic domestic violence training and protocol awareness training to LAV support staff.
4. Revise local Memorandum of Understanding (MOU) template to increase clarity and reflect updated direct service goals.
   4.1. Create a MOU ad hoc committee.
   4.2. Simplify and standardize the MOU template.
   4.3. Develop a one-page summary of MOU key points.
5. Recognize direct service providers through soliciting cross-nominations from Domestic Violence Programs and Legal Aid of WV for a statewide award.

5.1. Create a list of criteria for nominations.

5.2. Develop a process and timeline for soliciting and selecting nominees.

5.3. Determine how award will be publicized.

II. TRAINING

Goal: To provide comprehensive training on domestic violence and related issues to staff of Legal Aid of WV and Domestic Violence Programs as well as professionals from other systems.

Objectives:

1. Provide training to all staff of Legal Aid of WV and Domestic Violence Programs based on the Standard LAV Curriculum though cross-organizational training teams.

1.1. Identify training teams.

1.2. Conduct a training of trainers.

1.3. Schedule an initial round of regional training.

1.4. Conduct an evaluation.

2. Propose that a member of the LAV Partnership participate on WVCADV’s Law Enforcement Training Committee to provide input into the development and delivery of training to law enforcement personnel.

2.1. WVCADV will follow-up with the LET committee.

2.2. Nominate Todd Crestelli, who has LE background and offered to represent the partnership in the LET committee.

3. Coordinate annual statewide multidisciplinary trainings addressing domestic violence and legal issues.

3.1. Assess training needs.

3.2. Plan and hold an annual statewide training each year.
4. Provide opportunities for LAV Partnership members to attend national trainings.

4.1. Assess training needs.

4.2. Identify national training opportunities.

4.3. Develop scholarship selection process.

4.4. Develop a mechanism to share training content with LAV partnership.

5. Develop and deliver a workshop at nationally recognized trainings and conferences.

5.1. Explore possibilities of publishing our model in legal community journals.

5.2. Submit workshop proposal to NCADV conference.

5.3. Develop a resource CD.

III. PARTNERSHIP BUILDING

Goal: To continue to nurture and strengthen the existing statewide partnership between Legal Aid of WV and WVCADV.

Objectives:

1. Develop a depth of knowledge and expertise of the Partnership by inviting collaborators such as FRIS, Court Improvement Board, CPS and prosecutors to participate.

1.1. Discuss expectations in the larger group including: What do we want them to know? How do we want to inform their work? How may they inform our work?

1.2. Develop a one-page summary of Partnership to distribute to potential new partners.

1.3. Select and invite new partners to a Partnership meeting.

2. Update, refine and deliver on an annual basis the presentation tool that represents the successes of the Partnership model to collaborators and funders.

2.1. Refine presentation.

2.2. Identify two local, state, and/or national funders to receive the presentation.

2.3. Identify two statewide or national conferences to conduct the presentation.

2.4. Adapt the presentation for use on the local level.
3. Develop an Executive Summary for key government agencies, legislators, organizational websites, funders, etc.

   3.1. Develop questions about what we want audiences to know.

   3.2. Develop an outline.

   3.3. Draft the summary.

   3.4. Distribute the summary at presentations and to other key agencies.

4. Focus on technology development by creating and maintaining user friendly organizational websites with complementary content, links and technical assistance.

   4.1. Consult with LAWV and WVCADV website point people.

   4.2. Assess needs and gaps and develop strategies to address.
Appendix A

LAV Subcommittee on Funding and Resources for Domestic Violence Work

Three Year Sustainability Plan

GOAL ONE: HAVE RESOURCES IN PLACE TO SUSTAIN CORE LAV PARTNERSHIP DOMESTIC VIOLENCE WORK IN THE AREAS OF DIRECT LEGAL ASSISTANCE, ADVOCACY, AND COORDINATION.

Objectives:

A) Continue to work collaboratively and intentionally, with all partners represented, to sustain current major funding sources at the local, state and federal level.
   - Department of Justice LAV Renewal Grant: Assure continued funding for fourteen (14) court advocates and 2.5 attorneys. **Timeframe:** 2006 – 2008 implement current grant, January 2008 apply for 2008-2010 grant.
   - State of West Virginia Civil Legal Assistance Grant: Assure continued funding for current CLA funded attorney work on behalf of 12 domestic violence programs statewide. **Timeframe:** 2006 – 2010 Ongoing collaborative work and reporting.
   - Local United Way Grants: Assure continued funding for current United Way work in two local service areas. **Timeframe:** 2006-2010 Annual applications and ongoing reporting.

B) Maintain current funding levels by pursuing replacement dollars in the event of any loss of funding. **Timeframe:** Ongoing.

C) Retain staff through local and state partnerships and communication between the state’s domestic violence programs, Legal Aid local offices, and the West Virginia Coalition Against Domestic Violence and afford adequate opportunity for training, interaction ad reflection on the LAV Partnership’s joint work. **Timeframe:** Ongoing.

GOAL TWO: EXPAND EXISTING FUNDING IN ORDER TO INCREASE CORE DOMESTIC VIOLENCE WORK STATEWIDE.
Objectives:

A) Set aside time on LAV Partnership Agenda to brainstorm about increasing dollars and in-kind resources at the local and state level through collaboration and mutual support. *Timeframe:* 2006-2007.

B) Develop suggestions for qualitative and quantitative outcome measurements and other methods for tracking the work that we do that are helpful or compelling to funders. *Timeframe:* 2006-2008.

C) Charge LAV Resources Committee and Partnership to come up with and implement three (3) strategies to expand existing dollars (another state filing fee, export United Way package, etc.) *Timeframe:* One funding source per year for 2007 – 2010.

D) Apply to three new significant funding sources within the three year Strategic Plan period to fund core work. *Timeframe:* One funding source per year for 2007 – 2010.

**GOAL THREE: EXPLORE EXPANSION OF EXISTING FUNDING SOURCES AND NEW FUNDING SOURCES TO FUND CRITICAL NEW PARTNERSHIP PROJECTS:**

Objectives:

A) Set time aside at LAV Partnership meeting to identify most critical new projects for which we want to seek funding. *Timeframe:* Identify new projects by 2008.

B) Once critical new projects are identified, establish committee to explore and pursue funding for project. *Timeframe:* Establish committee and pursue funding for at least one new project by 2009.

**GOAL FOUR: IMPLEMENT CO-OPERATIVE RESOURCES DEVELOPMENT INITIATIVES.**

Objectives:

A) Plan annual statewide fundraising event involving the joint efforts of the WVCADV, LAWV and fourteen local domestic violence programs. *Timeframe:* Plan statewide event by the end of 2008.

B) Contract with a paid person and/or recruit volunteer(s) to coordinate the annual event. *Timeframe:* By the end of 2007, identify and establish contract with paid or volunteer coordinator(s).

C) Resources Development Subcommittee will meet at least bi-annually to implement the goals and objectives of this Strategic Plan. *Timeframe:* Ongoing.
Resolve Family Abuse Program
&
Legal Aid of West Virginia

Memorandum of Understanding
Memorandum of Understanding

Whereas, the West Virginia Coalition Against Domestic Violence (WVCADV) and Legal Aid of West Virginia (LAWV) have come together to collaborate and to make a renewal application for a Legal Assistance for Victims grant; and  

Whereas, the partners listed above have agreed to enter into a collaborative agreement in which WVCADV will be the lead agency and named applicant and LAWV will be a partner in this application; and  

Whereas, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and  

Whereas, the application prepared and approved by the collaborative through its partners is to be submitted to the Office of Justice Programs on or before January 24, 2006;

I. History of the Collaborative Relationship: At the local level, partnerships between West Virginia’s legal services offices and the state’s licensed domestic violence programs have existed since the early 1980s. However, the WVCADV and legal services programs in West Virginia first initiated a statewide partnership in 1998. At that time, a team of staff from the Coalition and the three West Virginia legal services programs then in existence began bi-monthly meetings to better coordinate services to victims.

Since 1998, four significant events have impacted the growth of the partnership. First, the merger of West Virginia’s three legal services programs into one statewide program in 2002 has enabled the resulting agency, Legal Aid of West Virginia, to work more productively with the WVCADV on statewide service issues. Since 2002, the partnership’s increasingly successful service coordination has been integral to its joint administration of state legislative funds targeted at domestic violence civil legal assistance. The WVCADV, the 14 licensed domestic violence programs, and LAWV overcame early communication and service delivery problems in administering these funds. Their success has been rewarded by a 2003 increase in state funding.

Second, the formation, in August 2000 of a Domestic Violence Task Force made up of staff at the WVCADV, LAWV (and its predecessor programs), and the individual domestic violence programs has also strengthened the partnership. Meeting monthly via conference call
for the past three and a half years, this group facilitates communication, problem solving, and identification of issues affecting victims statewide. To foster uniform, quality local services, in 2002 a Task Force subcommittee developed a model Memorandum of Understanding which has been successfully implemented by LAWV regional offices and their corresponding local domestic violence programs. The Task Force has also undertaken projects related to cross training, intake and referral protocols, and pro bono attorney recruitment.

Third, the 2003 decision by LAWV and the WVCADV to develop a three year strategic plan for serving West Virginia’s domestic violence victims has also strengthened the partnership. The process has enabled the partners, along with the individual licensed domestic violence programs, to articulate commonly held goals, identify steps towards improving victim services, and commit to cooperative fund raising at the local, state, and national level. The completion of the Strategic Plans and early implementation steps illustrate this model partnership’s ongoing ability to successfully collaborate on behalf of domestic violence, sexual assault and stalking victims state wide.

And lastly, the first statewide LAV grant supporting the Partnership of LAWV and WVCADV was granted and implemented in 2004. The significant dollars received from this grant enabled the Partnership to solidify its foundation. The Partnership lead the state in the provision of quality client services to victims of domestic violence by providing substantive training, project coordination, team protocols and initiatives to expand resources and involve the private bar and law school students. The efficiency and effectiveness of this statewide focus on building local teams to carry out client services to victims of domestic violence is unprecedented in West Virginia.

II. Partnership Roles and Responsibilities Regarding Development, Implementation and Budget:

The partners met in 2003 to develop a three-year strategic plan for civil legal services to victims of domestic violence, sexual assault and stalking statewide. The partners have further worked together under the current LAV grant since 2004 to meet goals established by the 2003 strategic plan. The grant application herein is the result assessments of the current grant,
anticipation of the creation of a new strategic plan for the next three years and evaluation of the current obstacles and unique needs of domestic violence victims in West Virginia.

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

1. WVCADV is the lead agency and administrator of the grant project.

2. The project will be coordinated by WVCADV's Civil Legal Specialist in conjunction with the Statewide Support Attorney shared jointly between the parties. WVCADV will subcontract with licensed domestic violence programs for services of grant funded legal advocates and with LAWV for grant funded legal services. The advocates' work will be coordinated by the Civil Legal Specialist with local supervision provided by the domestic violence programs. The Statewide Support Attorney will oversee training of advocates regarding legal issues and will provide legal advice and counsel when needed. LAWV's Legal Manager will coordinate legal supervision within LAWV's management structure of the direct civil legal service teams and LAWV staff proposed herein.

3. Ongoing planning around project activities will be the responsibility of the LAW Advisory Council comprised of WVCADV and LAWV staff and management, survivors and domestic violence program directors and staff. This Council will meet quarterly.

4. The collaborative process that resulted in the 2004 three-year strategic plan and this grant proposal will continue to evolve as a new three-year strategic plan is developed and the successes of the current plan is measured during quarterly partnership meetings.

5. All signing parties have approved the budget for this application.

III. Project Collaboration at the State Level:

NOW THEREFORE, it is hereby further agreed by and between the partners as follows:

WVCADV and LAWV will collaborate on a statewide basis to provide coordination of the project, and training to local teams and other providers of legal services to victims of domestic violence, sexual assault and stalking pursuant to the program narrative of the grant application attached to this agreement. Specific activities of the partnership will include:

1. Providing a team response structure that promotes victim safety and maximizes options for self-sufficiency and empowerment with focus on exploring innovative models for providing comprehensive legal services to rural, underserved communities.
2. Organizing and hosting a project launch, two meetings for LAV-funded staff and two annual statewide trainings for all local teams and other interested parties.

3. Providing legal supervision and substantive legal support to the fourteen cross-organizational teams, ensuring the highest quality legal services are provided to victims served by the LAV team.

4. Recruiting, training and supervising law students who have shown an interest in domestic violence issues through their summer internships, their academic course work, or extracurricular activities.

5. Completing grant related administrative work and grant specific staff support to include finalizing and assessing current three-year strategic plan and creating and implementing new three-year strategic plan.

IV. Project Collaboration at the Local Level:

NOW THEREFORE, it is hereby further agreed by and between the partners as follows:

WVCADV and LAWV will collaborate on a local basis, in coordination with the fourteen licensed domestic violence programs to provide direct civil legal services and advocacy to victims of domestic violence, sexual assault and stalking through local attorney/advocate teams pursuant to the program narrative of the grant application attached to this agreement:

1. The procedures for referrals and collaboration between the LAWV offices and the domestic violence programs will be more fully developed in Memoranda of Understanding between each of the LAWV offices and domestic violence program.

2. The basic civil legal services provided at the local level will be: obtaining protection orders, providing representation for divorce, custody and/or visitation cases and obtaining child support orders; providing representation for administrative matters such as access to benefits for housing and or landlord/tenant matters, and for matters related to employment; and providing other legal services that may become necessary to properly and completely represent a victim of domestic violence, sexual assault and stalking.

3. The basic advocacy services provided at the local level will be: case screening, intake, evidence gathering, referrals, pro bono attorney recruitment and support, development of service plans, emergency support, transportation, lethality assessment, safety planning, housing
assistance, economic advocacy and any other activity necessary to properly and completely represent a victim of domestic violence, sexual assault and stalking.

4. The collaboration service area includes service to all 55 counties of West Virginia with 14 regional teams centered around the 14 licensed domestic violence programs.

V. Inkind Contributions and Compensation

1. Legal Aid will provide in-kind support to the grant through operational costs associated with the non-LAV funded team attorneys including office space, equipment, telephone, travel and training.

2. Legal Aid will also underwrite management support and oversight of LAWV grant-related work by LAWV’s Pro Bono Coordinators, Data Specialist, Legal Director, Chief Fiscal Officer and Executive Director.

3. WVCADV will provide inkind support to the grant through operational costs associated with non-LAV funded personnel including Office Manager, Finance Manager, and Team Coordinators.

4. Licensed domestic violence programs will underwrite management support and oversight of LAV-funded advocates and associated costs of grant related activities and expenses including office space, equipment, telephone, office supplies, etc.

5. Compensation for this project will be provided as outlined in the attached OJP budget detail.

By signing here, each entity signifies approval of this collaboration including the proposed budget.

Susan Julian, Team Coordinator
WV Coalition Against Domestic Violence, Inc.

Adrienne Worthy, Executive Director
Legal Aid of West Virginia, Inc.

Tonia Thomas, Team Coordinator
WV Coalition Against Domestic Violence, Inc.