

Los Angeles County Department of Public Health Office of Women's Health  
American Rescue Plan (ARP) For Domestic Violence Shelter and Supportive Services Project  
FACT SHEET

The purpose of the American Rescue Plan (ARP) For Domestic Violence Shelter and Supportive Services Project is to respond to the economic and social harm domestic violence (DV) survivors have experienced as a result of or exacerbated by the COVID-19 pandemic.

### CLIENT ELIGIBILITY

**Eligibility Criteria:** Survivors of DV that experienced negative economic impacts resulting from the COVID-19 pandemic (e.g., unemployment, food and/or housing insecurity).

### PROJECT SERVICES

**Mental Health Services/Counseling:** The provision of individual, group counseling or mental health services will be conducted by a provider licensed by the California Board of Behavioral Sciences (BBS), non-licensed clinician, or a para-professional trained specifically in DV counseling. Focus of services includes enhancing, empowering, and motivating clients toward emotional well-being.

**Case Management Services:** Case management includes assisting clients with navigating the DV system, including linkages to hotel/motel for emergency DV shelter, supportive services, and COVID-19 pandemic related issues (e.g., COVID-19 testing, medical care).

**Legal Services:** Legal services under this project includes protection and restraining orders, benefits assistance, eviction assistance, and legal court fees.

**Childcare Services:** Childcare service expenses will cover the costs of daycare or afterschool care of client's minor child(ren) while the client participates in services.

**Necessities of Life Assistance:** Emergency vouchers or gift cards to purchase basic items (e.g., food, personal care items, transportation) when client flees DV household.

**Emergency Housing/Hotel Shelter Services:** Emergency Housing/Hotel expenses are available to clients and his/her minor child/ren. All clients provided with emergency housing and/or shelter services **must** be provided case management services simultaneously.

**Personal Protective Equipment:** Personal Protective Equipment (PPE) (e.g., sanitizing products and personal protective equipment (PPE) for clients.

### REIMBURSEMENT

The American Rescue Plan (ARP) For Domestic Violence Shelter and Supportive Services Project expenditures will be reimbursed on a cost reimbursement basis. Subrecipients must incur the costs prior to submitting an invoice requesting to be reimbursed. Supporting documentation must be maintained and submitted to OWH at the time of invoicing.

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### REQUIRED DOCUMENTATION

**ARP Assessment:** Conduct an evidence-based assessment for each client at baseline and later to determine client progress. These shall be submitted to OWH as clients are assessed.

**Receipts and Other Supporting Documentation:** Receipts for hotel/motel, food, gift cards must be maintained in each client record for each item provided to client. Documentation (e.g., client's signature and date) indicating the client received necessities of life assistance gift cards must be kept.

### INVOICING

- A monthly Invoice Form shall be submitted by the 15<sup>th</sup> day of the month following the month services were provided to OWH Finance for all reimbursable expenditures. If no expenditures were incurred during the report month, an invoice for the month reporting \$0 expenditures must be submitted.
- Reimbursement Claim Form must be accompanied by paid receipts for goods or services purchased during that month.
- Expenditures must have occurred during the term of the contract and must not be accounted for under any other funding source.
- Invoiced amounts must reflect actual costs incurred during that month. The invoiced amounts that merely reflects a prorated portion of the approved budget and not actual costs will be disallowed.
- Only line items and amounts that are included in the approved budget will be reimbursed.
- Receipts and other supporting documentation of costs paid shall be submitted with invoices at the time of submission.

### REPORTING

**Monthly Report:** A monthly report shall be submitted to include client demographic information, total number of unduplicated persons requesting and receiving services by each type of service provided.

**Financial Closeout Report:** An annual financial closeout report is due to OWH Finance one-month after the contract ends.

### PERFORMANCE OUTCOMES

**Performance outcomes:** The project will measure changes over time for clients served. Outcomes will be measured via an ongoing assessment of client responses over the duration of the project. The following are the target outcomes set for the project:

- 60% of clients will increase their level of safety-related empowerment by the end of the project.
- 40% of clients will increase their income by the end of the project.