



# Implementation Plan

2014 – 2016

STOP VAW FUNDS

2013–WF–AX– 0014

March 20, 2014

Office of the Women's Advocate  
Government of Puerto Rico  
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## THE OFFICE OF THE WOMEN ADVOCATE

### Legal Background

The law No. 20-2001, as amended, "*Ley de la Oficina de la Procuradora de las Mujeres*" (Office of the Women's Advocate Act) created and established the Office of the Women's Advocate (OPM, Spanish acronyms) as well as the Advocate's job position. This Act, cited above, gives broad powers to the OPM in order to strengthen and enforce public policies that guarantee women rights and promote equity by gender. The office focuses on real and proactive actions in order to eradicate any discrimination towards women and to safeguard their human rights. Furthermore, OPM develops public policies aimed at ensuring gender equality in areas where discrimination, oppression and prejudice persists, such as the violence against women in all its manifestations.

The OPM, also has the responsibility of overseeing the compliance of laws which benefit all women. Likewise, to join efforts in order to prevent violation of civil and human rights ensuring that public and private institutions and agencies do not discriminate by gender and those women are treated equally.

The Law No. 20-2001 Act establishes the OPM's purpose areas:

- ♀ Carry out and promote studies and research, as well as collect and analyze statistics on women's issues. Analyze the factors affecting women's rights in every aspect of their social, political, economic, cultural and civil life. The causes of not equal treatment; accessed and participation in education and training, health, employment, self-management, including participation in decision-making at all levels, among others.
- ♀ Oversee the compliance of the public policy established in this act. To ensure women rights and guarantee that state government agencies comply and adopt programs of corrective and/or affirmative action, promote private entities to incorporate them, as well as evaluate existing programs, in order to achieve the eradication of women's discrimination and inequality and promote the fuller participation into society.
- ♀ File legal actions, at the women's discretion, at courts, administrative forums and at any Government division, by itself or on behalf of the interested party, whether it is a class or individual action.
- ♀ Review and evaluate the activities carried out by government public agencies and private entities in order to prevent women rights violations and enable systematic processes of consultation with women non-governmental and private entities with the purpose of ensuring that the Office activities always responds to women needs, demands and aspirations island wide.

- ♀ Consider the effect that may have new developments on the methods used in the promotion and defense of women rights and to provide corrective and appropriate actions to be implemented.
- ♀ Coordinate communities' orientations regarding women rights and other related issues, and to carry out awareness campaigns nationwide. Also, provides orientations and education on the results of women's discrimination. Promotes values and practices that is the foundation of equality among human beings.
- ♀ Promotes actions that contribute to the problem of violence against women in all its manifestations with collaborative agreements, by allocating funds to non-governmental organizations (NGOs) and facilitating funding to first response government agencies through STOP, SASP, and State funds.
- ♀ Cooperate and establish working networks with state, municipal and federal agencies dedicated to the development and promotion of women's rights. Information exchange and experiences with private entities, non-governmental women's organizations island wide and abroad, with the State, municipal and federal government.
- ♀ Evaluate any covenants, standards and international guidelines related to women's rights and investigate approaches to specific issues of overall importance. Also recommends solutions aimed at ensuring gender equality and the participation of women in all aspects of their social, political, economic and cultural life.
- ♀ Proposes relevant legislation for the effective development of the public policy established by this law and the Puerto Rico Constitution, as within those laws that recognize women rights. Ensures that public policy is guided by a gender perspective and those initiatives, declarations and projects especially targeting women are evaluated and implemented with a non-sexist and non-paternalistic view.

## I. Introduction

The Implementation Plan was approved by the State on March 14, 2014 and covers years 2014 until 2016.

### Mission

The Office of the Women Advocate's mission is to guarantee women's full development, promote equality and equity, eradicate all manifestations of discrimination and violence, to promote and enforce public policies that guarantee women human rights and educate the community for proactive and affirmative decisions in defense of women rights.

### Background and Demographics

The Office of the Women's Advocate has faced situations of great complexity, coupled with a period of economic recession and social changes that have represented a major challenge. Be able to maintain the services level in order to satisfy women victims of domestic violence, sexual assault, dating violence and stalking needs, has been a very difficult task.

As a result of our Implementation Planning meetings all the program stakeholders and subgrantees approved the new Implementation Plan for 2014-2016. The OPM is the designated government representative that addresses all its efforts towards women protection and specifically to domestic violence, sexual assault, stalking and dating violence victims. The office aims to provide funding and collaboration in order to assist state, non-governmental and faith based organizations attend victims.

We have established working networks with government and non-government organizations (NGO's) receiving federal funds from STOP VAW (Services, Training, Officers, and Prosecutors Violence Against Women) Formula Grants and State funds. These funds are distributed and allocated to the organizations that submit applications and qualify under the program requirements. The projects are selected through a Request for Proposals process (RFP). The funding objective is to improve rapid response services to women survivors of domestic violence at the judicial and courts system to services. And final mission is to ensure that victims are well served.

Today more than ever, women in Puerto Rico are aware about the availability of direct and support services in order to strengthen their security for addressing domestic violence, harassment, violence in appointment and sexual assault, this as a result of the intense media campaign, and training provided to government and private sectors.

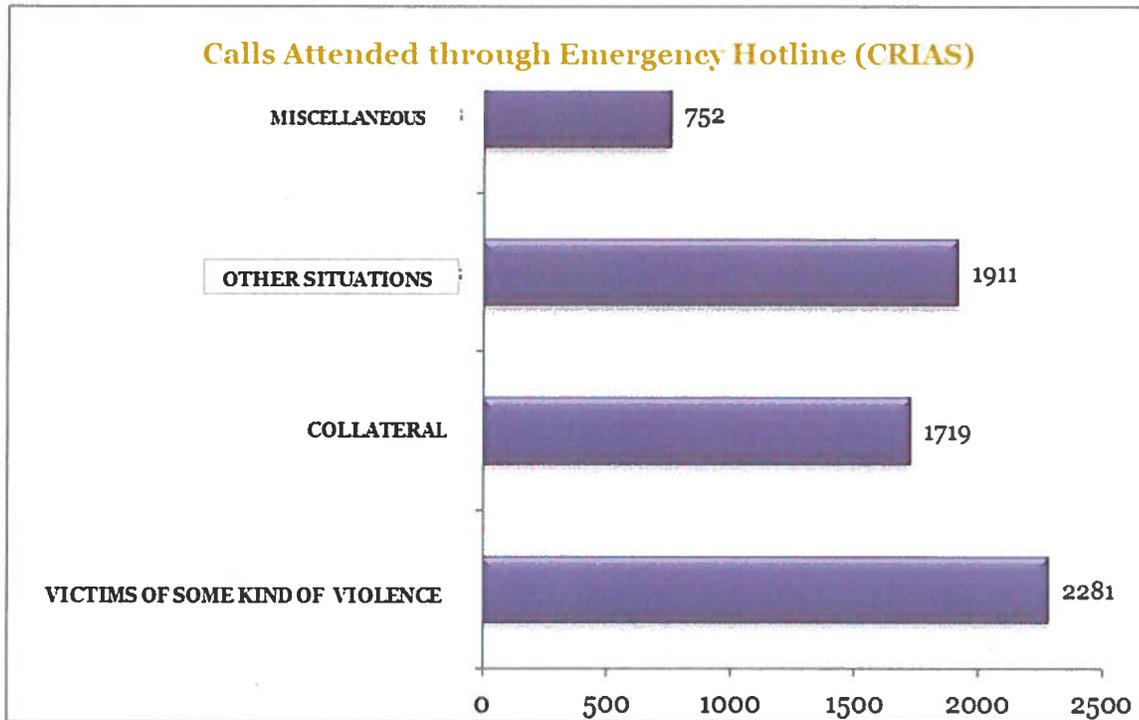
During 2013 we strengthened services related to the emergency hotline, which offers orientation services 24 hours, 7 days a week. Through “**Centro de Respuesta Integrada de Apoyo y Servicios para la Mujer**” (**CRIAS**) the OPM oversees the quality and effectiveness of these services in compliance with the procedures and laws that safeguard women’s rights in cases of domestic violence, stalking, dating violence and sexual assault. During the year 2013 a total of 6,675 cases were served through the emergency hotline 24 hours a day, 7 days a week. Of this total, 2,281 (34.2%) are victims/survivors of some kind of violence. As for the collateral represented by neighbors, relatives and friends 1,719 (25.8%) of victims/survivors were attended, 1,911 (28.7%) were women with other situations or social problems, and 752 (11.3%) are women with other needs or miscellaneous cases.

Please do not hesitate to contact me if you require any additional information.

Cordially,



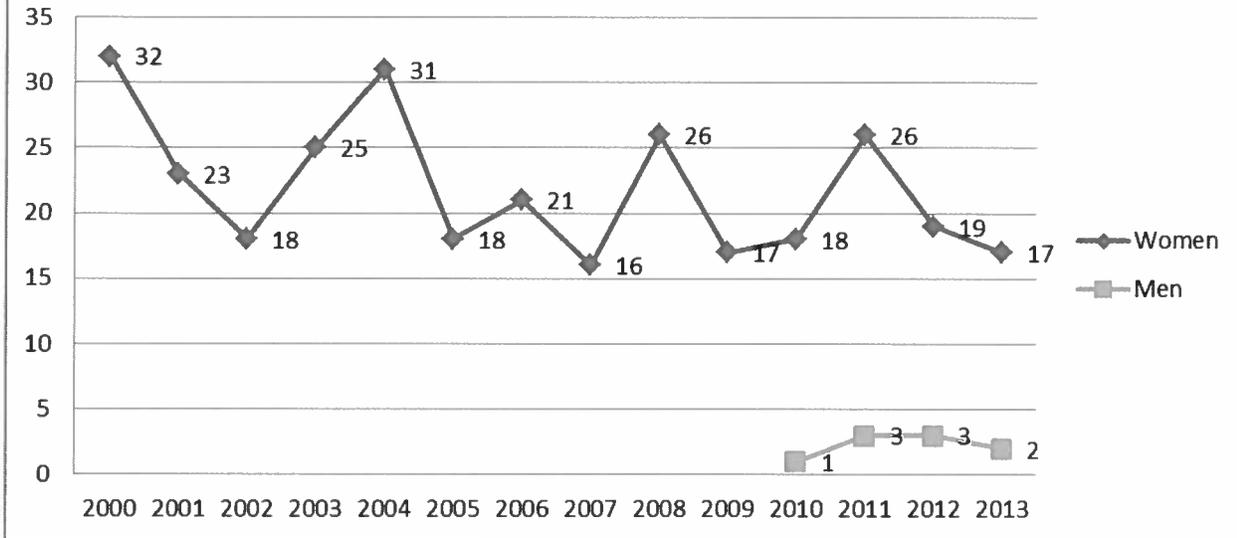
Wanda Vázquez Garced, Esq.



2,281 calls were attended from women who reported some kind of violence:

- **2,035** (89.2%) domestic violence victims
- **28** (1.2%) sexual assault victims
- **60** (2.6%) stalking
- **134** (5.9%) discrimination by gender
- **24** (1.1%) victims of other manifestations of violence.

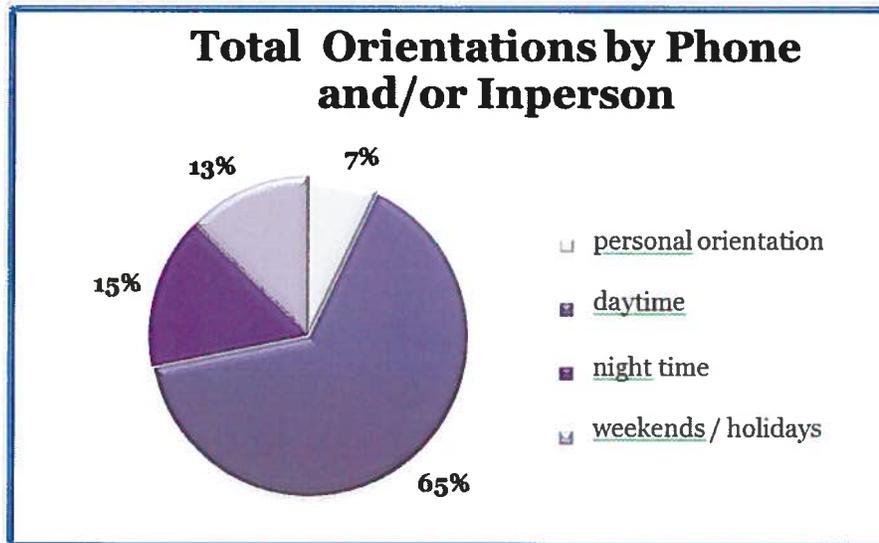
## Domestic Violence Homicides by gender of victim



El total de la población con grandes necesidades de orientación fue de **6,675** durante los diferentes turnos operacionales de CRIAS. Las orientaciones por parte de nuestro personal en los diferentes casos fueron provistas de la siguiente manera:

CRIAS received 6,675 calls during different operational shifts. Staff provided orientations as follows:

- **470** cases (7%) personal orientations
- **4,325** cases (65%) during regular shifts 8:00 am- 4:30 pm
- **1,029** cases (15%) during night shifts 4:30-9:00 pm
- **851** casos (13%) weekends and holidays.

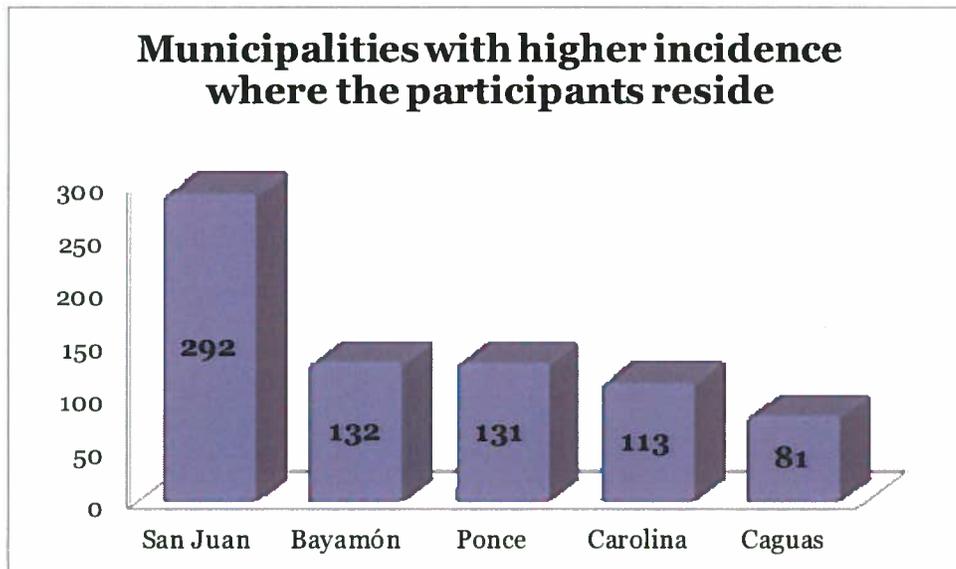


The domestic violence, sexual assault, stalking, and discrimination by gender victims, encounter a number of additional requirements which entails the coordination of multiple support services. These additional requirements have great impact in the decision-making and the way services are accessed in many cases. These participants' particular circumstances have required, sometimes, coordination and/or additional referrals.

During this phase a total of **645 additional** requirements were identified which increased the vulnerability level of these participants. The following were included as foremost problems:

- Housing
- Family cases (*divorce, parent-child relationships, monthly pensions, property and wealth division, custody, etc.*).
- Minors
- Legal representation
- Unemployment, discrimination or lack of knowledge.
- Economic disadvantage
- Education
- Legal rights
- Mental health

Most of the hotline callers are residents of the metropolitan area. These are San Juan, Bayamon, Ponce, Carolina and Caguas. Among these municipalities of the metro area San Juan and Bayamon have Domestic Violence Specialized Court Rooms. Other regions with domestic violence specialized of court rooms are Utuado, Arecibo, and Fajardo. The OPM has collaborated with these by providing legal advocates and equipment for the assigned staff.



### *Domestic Violence Against Women Situations Addressed*

We are aware that abuse is manifested in different categories. Among the victims attended by the OPM, we have identified a total of **4,288 manifestations of domestic violence**. **46.9 %** of the victims suffered emotional violence, followed by threats with **22.1%**, **physical violence** within **20.4%** of the cases, **liberty restrictions** with a **7.9%** and finally, **2.6%** suffered **sexual assault** for a total of **99.9%**. OPM’s Emergency hotline has played a significant role in helping these victims by providing them counseling and support during the process of survival after being assaulted. The most common is the **verbal aggression with a 38.6%**, followed by the **physical with 30.6%**, by **phone with 15.7 %**, **written with 8.3 %**, **cyber aggression with 1.9%** and **5.6% other** type of aggressions for a total of **100.1%**.

Within the sexual assault category we report that 59.4% of the cases were raped victims, following lewd with 21.9%, sodomy with 15.6% and dishonest exposure with 3,1% of the cases. No cases of incest were reported.

38 cases of protection orders violations were reported through the OPM’s Emergency Hot line and 12 violations to **law No. 217 of “Protocolo sobre el Manejo con Situaciones de Violencia Doméstica en el Lugar de Trabajo”** ( The Protocol on the Domestic Violence situations in the Workplace case Management).

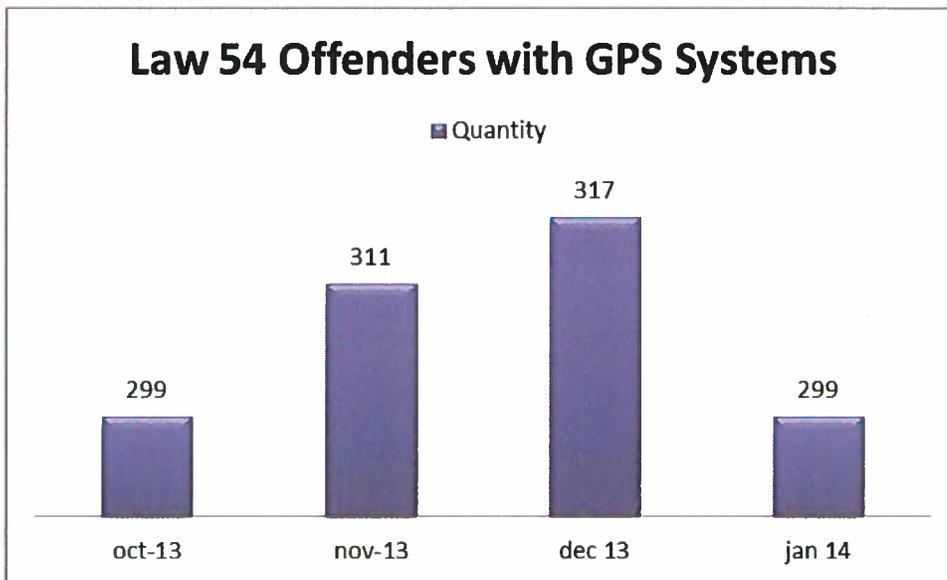
The populations served by the Emergency Hot line, require different services coordination by our expert staff. During the months of **January to December 2013**, the **CRIAS** team offered a total of 19,355 services. Following are some of the services provided:

Type of Services	Services Provided	
	Amount	Percent (%)
<b>Orientations</b>	4,802	24.8
<b>Psychosocial Orientations</b>	2,543	13.1
<b>General legal aspects Orientación</b>	1,805	9.3
<b>Crisis Intervention</b>	101	0.5
<b>Service coordination with government agencies (GA) &amp; Municipalities</b>	536	2.8
<b>Service Coordination with NGO</b>	429	2.2
<b>External GA &amp; Municipalities referrals</b>	1,023	5.3
<b>External NGO Referrals (shelters, emergency walking’s, legal advocacy, court legal representation, others)</b>	1,926	10.0
<b>Participants (Individual) follow up</b>	2,763	14.3
<b>Individual coordination follow up</b>	486	2.5

<b>GA Coordination follow up</b>	344	1.8
<b>Legal Technician referrals</b>	886	4.6

1 TABLE

In 2012-2013 the OPM was allocated \$1,500,000.00 in state funds by the Government of Puerto Rico, (the same amount was allocated for fiscal year 2013-2014) for the implementation of the Global Positioning System (GPS) technology on the offenders monitoring system through a satellite. This system allows us to have knowledge of the location of the defendant at all times for victim's safety and security. OSAJ has 1,226 accused with electronic shackles and already installed GPS systems, whose cost is assumed by our agency with the source of funds mentioned above.



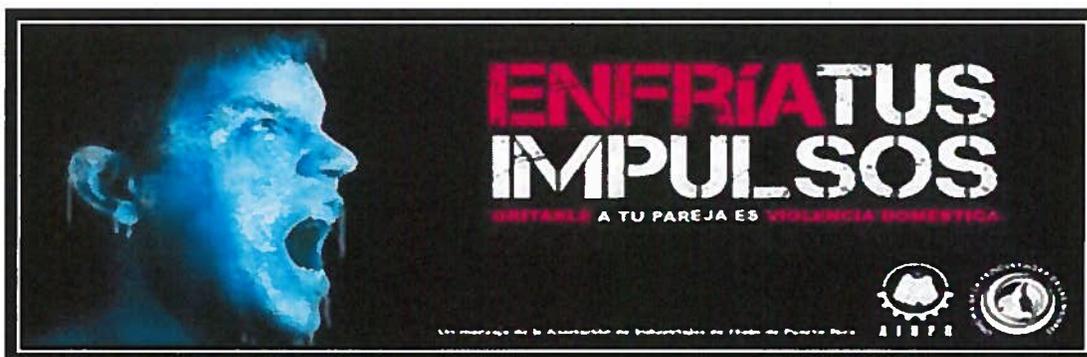
As part of the new strategies driven by the federal and state governments which establishes collaborative agreements between the private sector and State Government, the Office of the Women's Advocate has managed to strengthen this area by establishing six (6) agreements with various private companies and government agencies. These agreements will help strengthened and increase accessibility in areas such as prevention, education and domestic violence, among others. (Attachment Num # 1)

### *2013 Legislative Projects*

The OPM has worked with the legislative branch by presenting 31 projects which benefit women. (Attachment Num. # 1<sup>a</sup>)

### *Public Campaigns*

The OPM along with the Ice Industry Association launched the campaigns' second (2<sup>nd</sup>) phase, "**Cool your Impulses, Communication is the Key**", by printing the ice packaging with the message and the phone number of the 24/7 Emergency hotline. This initiative was addressed to the electronic media and networks in order to promote education and orientation against this worldwide condition affecting thirty-five percent (35%) of the women.



**"Tu Vales"** (You Are Worth It) domestic violence prevention campaign meant for young students at the educational regions of San Juan, Bayamón, Arecibo, Mayaguez, Ponce, Humacao and Caguas addressing dating violence.

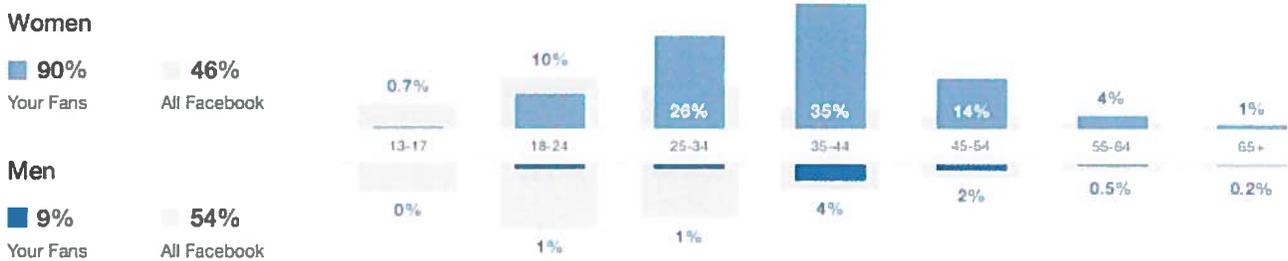


**"No Maquilles la Huellas del Maltrato"** (Do not put makeup on the violence marks) public campaign in collaboration with the Modern Hair Styling Institute in order to encourage beauty students and professionals to carry the message of zero tolerance on domestic violence and to report any incidence.



The Office of the Women’s Advocate, designed the publication of the social networks accounts on Facebook and Twitter. These were created to be used as a method of media support, by reaching more women, particularly young people who these pages on a daily basis as a method of communication and entertainment.

The people who like your Page



During 2013 were inaugurated two (2) more domestic violence specialized court rooms in the Judicial Region of Arecibo and Fajardo. In 2014 will be opening two (2) more in Humacao and Caguas. Every woman that has been victim of domestic violence, sexual assault, violence in dating and/or stalking is received and offered integrated services at the specialized court rooms through an interagency effort between governmental agencies and NGO's. With the creation and implementation of these specialized court rooms we guarantee more security for the victims. It reduces the process time to complete a petition for a protection order. This court room had also made a huge difference in the way these cases are handled and the treatment towards the victims. These specialized courts decreases the intimidating court effect on victims, by creating friendly spaces like the children’s salon which benefit them and the minors who accompany her.

In addition, OPM has strengthened this initiative with STOP VAWA funds and with Puerto Rico’s state legislature special allocations. The organizations that provide services to victims receive funds from other federal and State resources in order to meet those needs, which are not supported by STOP funds, allowing more integrated and comprehensive victims’ and survivors services.

In our continuous search for effective partnerships that will benefit victims of domestic violence, we have strengthen and overseen the Department of Justice, the law enforcement (Puerto Rico Police) and the Courts Administration in the use of STOP VAW funds granted by formula, constantly monitoring used of funds corresponding the appropriate judicial mechanisms.

The Courts Administration continues with trainings in order to raise awareness and educate all staff attending domestic violence cases, sexual assault, and violence in dating and stalking, specifically the municipal judges assigned to regular court rooms.

We have trained law enforcement officers in Puerto Rico in order to strengthen the prevention mechanisms from a personal perspective, couples attention and conflict management.

The Puerto Rico Justice Department reinforced the recruitment of specialized prosecutors and office clerks in those regions with no specialized court rooms. The Agency continues its efforts in order to establish more domestic violence specialized court rooms, island wide.

In relation to the **National Commission for the Eradication of Domestic Violence, Sexual assault and stalking towards Women** (CNEV) four (4) meetings were held in 2013 and two (2) in 2014 involving organizations, coalitions and agencies recipients of funds, as well as other stakeholders related to the scope and attention of victim's cases. (Attachment Num. # 2)

During 2013 we inaugurated two (2) more Regional Offices of the OPM; one in the municipality of Aguadilla, and the other in Vieques, both operated with a collaborative agreement between the State and municipal governments. These offices were meant to facilitate the access of services to women victims and survivors, of domestic violence, sexual assault, dating violence, and stalking of this region and surrounding areas.

In 2013, the homicides against women were reduced to eighteen (18), in comparison to twenty two (22) in 2012 and twenty six (26) in 2011. This represents an eighteen percent (18%) decrease. We attribute this drop to the strong media campaign and the community involvement. All of these women were killed in domestic violence incidents by their husbands, ex husbands or ex partners.

We believe that the attitude and perception are fundamental in the service provision, but if somehow the staff fails to understand the complexity of violence against women, we will fail in our efforts.

## **II. Description of Planning Process**

The 2014-16 Implementation planning committee was represented by OPM's employees and consultants. The team members were: Attorney. Wanda Vázquez Garced, Women's Advocate, Jannette Rivera, Assistant Women's Advocate for Education and Support Services, Mildred Oyola, Director of the Division of Monitoring and Development; Aritzza González; Chief of Budget and Finance; Christie Machin, Special Assistant of Women's Advocate and Maritere Pacheco and Janet T. Santana, Federal Affairs Consultant. All of the members work directly in the handling and processing of victims / survivors of violence domestic cases and program's regulations and legislation.

As part of the planning process, The Planning Committee held a meeting in order to familiarize each team member, government agency representative, NGO, community based organizations on the program's national goals, new STOP VAWA priorities and each components needs. Every government agency and non-governmental organization who received STOP funds talked about their achievements. During the development of this meeting invitees from all sectors grouped in several working tables together in order to work and share their experiences, opinions, suggestions and finally to discuss victims/survivors needs and priorities.

Once the exercise was concluded each working table brought up a list of their common needs in order to attend victims. The list was discussed with the rest of the group in a plenary session. The product of this discussion was included as the priorities for this Implementation Plan. As part of the populations served by these organizations we must highlight the presence of organizations that attend the underserved populations among these are:

- ♀ **Centro de la Mujer Dominicana**, This organization is responsible for addressing the sector of immigrant women victims of domestic violence, sexual assault, dating violence and stalking.
- ♀ **Envejecer en Armonía**, represented the elderly women victims of domestic violence and rural areas.
- ♀ **Casa Pensamiento de Mujer del Centro**, serving in rural areas. Also provides shelter to women survivors of domestic violence.
- ♀ **Hogar Clara Lair**, serving in rural areas. Also provides shelter and legal advocacy to women survivors of domestic violence.
- ♀ **Hogar Ruth**, serving in rural areas. Also provides shelter and legal advocacy to women survivors of domestic violence.
- ♀ **Casa La Providencia**, It attends women victims of domestic violence, sexual assault and violence in appointment with recurrent situations of drugs or alcohol addictions.

As a significant result from this exercise, we had the opportunity to identify the organizations and agencies' needs in order to provide victims the appropriate services. Establish the program's priority areas and corresponding activities for the next three years in order to combat violence against women.

## *Competition Process*

Responding to the holistic view of the STOP Violence Against Women (STOP VAWA) program funds, our office carries out a fair and open competition process in which all the nonprofit organizations and community based organizations that provide services to victims are invited publicly to participate and submit their proposals. However, Government Agencies such as police, justice and courts receive their allocation by a formula already determined by the federal regulations. Although the above responsibility represents one of the most important that we carry out, we also search for other funding posted daily by email notifications. These RFPs are received and evaluated for eligibility throughout the agencies websites in order to determine their usefulness to combat gender-based violence. In addition, we offer technical assistance to funding recipients, and continuously screen the use of funds awarded through the proposals.

### *STOP/ VAWA FUNDS: 2013-2014*

Under the STOP Violence Against Women program 2012-WF-AX-0029 the OPM received amount of \$1,600,573.30. These funds were distributed between six (6) NGOs and (3) three government agencies (police of Puerto Rico, the Department of Justice and courts administration).

On January 23, 2013, we published on a local newspaper a request for proposals (RFP) under the STOP VAWA 2013-2014 program. A peer review panel was selected in order to review those proposals that complied with all the pre-established requirements. Eight (8) proposals were evaluated by the panel, from which Six (6) were recommended for approval. The OPM allocated \$1,430,439.41 in STOP funds.

In addition, \$240,086.30 from STOP's discretionary funds were used to strengthen our 24/7 Emergency/orientation hotline in order to continue providing orientations, support and coordination to our women.

**Funds allocated under STOP/ VAWA: 2013-2014**  
**2012-WF-AX-0029**

<b>Organizations</b>	<b>STOP VAWA funds</b>
Casa de la Bondad	68,684
Casa Pensamiento Mujer del Centro	38,404
Centro de la Mujer Dominicana	75,190
Hogar Clara Lair	134,690
Hogar Nueva Mujer Santa Maria de la Merced	125,146
Hogar Ruth para Mujeres Maltratadas	108,030
Policía de Puerto Rico	400,143.82
Departamento de Justicia	400,143.82
Oficina de Administración de Tribunales	80,028.77
Fondos Discrecionales OPM	240,086.30
<b>Total</b>	<b>\$1,670,546.71</b>

All the NGOs mentioned above worked closely in coordinating services referred by OPM's and the emergency hotline. From August to October 2013, we provided the first technical assistance under this fiscal year to the funds recipients. The following topics were covered: work Plan, approved budget, contract's clauses and conditions, fiscal reports, statistical reports, formative assessments, summative assessment, required certifications and documents, Bonus Law, Civil Rights and the monitoring process. All (100%) of the institutions received technical assistance.

Through our 24/7 Emergency/orientation hotline we have been able to identify women needs, and oversee the public and private performance of government agencies (AG), municipalities and non-governmental organizations (NGOs) when addressing, protecting and providing victims the necessary services. This is an OPM's staff responsibility. In addition, it allows establishing collaborative agreements with government agencies, such as the Housing Department and to maintain agreements such as the 9-1-1 system and legal services.

Among the coordinated efforts between the OPM and the municipalities, the Office has established four (4) new regional offices in the municipality of Ponce, Vieques, Culebra and Aguadilla in order to address effectively violence cases Island wide. The four (4) social workers assigned to these offices are paid with federal funds STOP/VAW.

**Cases Overview attended by the Vieques Office:**

Durante los meses de agosto a diciembre 2013, en el resumen de los casos atendidos, se atendieron un total de 25 situaciones de mujeres de los cuales 11 fueron víctimas/sobrevivientes de violencia doméstica.

From August to December 2013, twenty five (25) cases were attended which 11 were domestic violence victims / survivors.

<b>VIEQUES OFFICE CASES ATENDED</b>	
Domestic violence	11
Sexual assault	0
Violence on date	0
Harassment	0
Sex discrimination	0
Other agressions	0
Colaterals	8
Other situations	4
Miscellaneous	2

**Services Offered in the Municipality of Vieques:**

Eighty-five (85) services were offered to Vieques women. The types of services offered include, psychosocial, followed by the general and psychosocial orientations. Follow up to participants and institutional arrangements were also part of the intervention. Services offered are listed in the following table:

Services Provided	Quantity
Orientations	16
Psychosocial Orientations	21
General legal Orientations	3
Crisis Interventions	0
Service Coordination with Government Agencies & municipalities	2
Service coordination with NGOs	2
External Referrals to government agencies & Municipalities	5
External referrals to NGOs (shelters, emergency walking, legal advocacy, legal representation in courts, others)	2
Individual follow up to participants	21
Follow up to individual coordination	3
Follow up to government coordination	10
Legal technical referrals	0
<b>Total</b>	<b>85</b>

### Overview of cases attended at the Office of Aguadilla

Durante los meses de noviembre y diciembre 2013, en el resumen de los casos atendidos, se atendieron un total de 26 casos de los cuales 18 son víctimas/sobrevivientes de violencia doméstica. No se reportaron casos en los renglones de agresión sexual, violencia en cita, acecho, discrimen por género, manifestaciones de violencia en contra de la mujer.

During the months of November and December 2013, a total of **26 cases**, of which **18** are **victims / survivors of domestic violence**. No cases were reported on sexual assault, violence, stalking, and gender discrimination, or manifestations of violence against women

<b>Municipality of Aguadilla's Incidents</b>	
Domestic	18
Sexual Assault	0
Violence in date	0
Harassment	0
Gender discrimination	0
Other crimes against women	0
Collaterals	3
Other Situations	5
Miscellaneous	0

The orientations provided have been mostly by telephone and through personal orientations during business hours, 8:00 am to 4:30 pm. Any other after hour orientations are addressed through the emergency/orientation hotline assigned to the social workers on shift.

Among the situations of violence against women and its manifestations addressed in the municipality of Aguadilla and neighboring towns, were eight (8) emotional violence, six (6) Physical aggressions, three (3) sexual assaults, and one (1) freedom restriction. No cases reported on stalking, and gender discrimination.

***Overview of cases attended at the Office of Ponce***

This office is staffed by one (1) Legal technician from the OPM, assigned to the Municipal Office of Ponce. From January to December 2013, a total of 731 cases were attended. Two hundred seventeen (217) were domestic violence victims/survivors, three (3) cases of sexual assault, four (4) cases of stalking and five (5) cases of gender discrimination. No cases of violence in appointment and other cases of violence against women were reported.

<b>Municipality of PONCE Incidents</b>	
Domestic Violence	217
Sexual Assault	3
Violence in date	0
Harrasment	4
Gender discrimination	5
Other violence agaisnt women	0
Colaterals	104
Other Situations	283
Miscellaneous	115

In the Office, located in the municipality of Ponce 145 participants were offered orientation in person. 310 participants searched for orientations by Telephone during regular operating hours, 112 calls were received during nights and weekends and 164 participants were attended during the holidays.

### ***Services provided in Ponce***

Entre los tipos de servicios que se ofrecieron en las oficinas son la orientación general, orientación psicosocial y aspectos legales generales. Además, de coordinación de servicios y referidos en agencias gubernamentales, municipios y organizaciones sin fines de lucro. También se realizan seguimientos en las coordinaciones realizadas y las participantes de los mismos. En la siguiente tabla se detallan los servicios ofrecidos:

Among the types of services offered by the Ponce office staffs' are: general and psychosocial orientations and general legal guidance. In addition, the office provided coordination of services and referrals with government agencies, municipalities and not for profit organizations. Also, the Ponce office provided follow-ups on participants' cases and to coordination made with NGOs and GA. Services that were offered are listed in the following table:

<b>Services Provided</b>	<b>Quantity</b>
<b>Orientations</b>	213
<b>Psychosocial orientations</b>	213
<b>General legal orientations</b>	334
<b>Crisis Interventions</b>	37
<b>Services coordination with GA and municipalities</b>	262
<b>Services coordination with NGOs</b>	234
<b>External referrals to GA and Municipalities</b>	184
External Referrals to NGOs (shelters, walkings, legal advocacy, legal court representation, other)	495
Participants Individual follow up	414
Follow up on individual coordinations	250
Follow up on institucional coordinations	181

In addition, the legal advocate accompanied victims to 43 court hearings at Ponce, Juana Díaz, Yauco and Peñuelas in order to attend legal situations, motions by own right and cases such as protection orders, preliminary views and court hearings.

The OPM is continuously directing efforts to establish partnerships between the private and Government sectors in order to benefit women causes addressed to achieve collaborative agreements with municipalities' Mayors for the creation and establishment of the **Municipal Protection Orders Supervision Program Protocol** (PSORP in Spanish ) in which the OPM is committed to carry out a series of **trainings** in the area of gender violence, addressed to the municipal law enforcement officers which are in most of the cases the first responders on a domestic violence incident. Our office developed and implemented the Protection Orders Monitoring program which consists of the municipal police's direct supervision of the victims with protection orders.

The program is aimed at reducing the violations of protection orders and at the same time to pursue the victim's protection.

This Protocol establishes procedures in response to the public policy of the Government in its commitment to zero tolerance to domestic violence and to protect the life, security and the dignity of all men and women. In addition, recognizes that the domestic violence attempts against the integrity of the every family member and represents a serious threat to the stability and to the preservation of a civilized coexistence among our people. This also helps to promote the development, establishment and strengthening of effective remedies in order to provide protection and support to victims

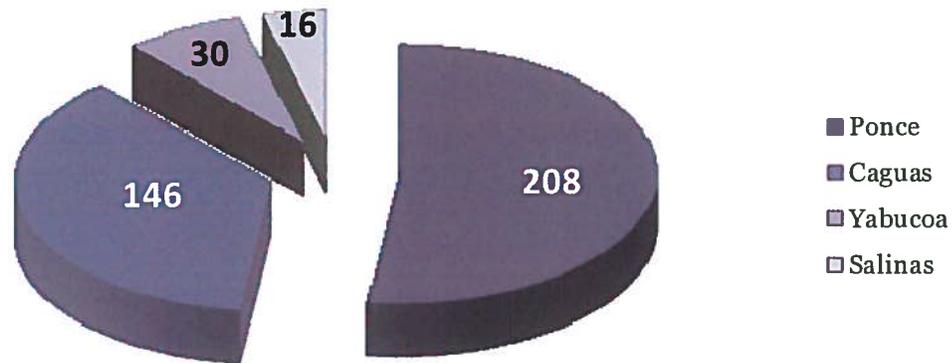
The following are the protocol objectives:

- ♀ Reduce the recurrence of domestic violence in municipalities.
- ♀ Achieve a reduction in violations of protection orders issued in favor of the domestic violence victims and survivors.
- ♀ Optimize the management, care and subsequent implementation of the law
- ♀ Identify any breach in the handling of the cases of domestic violence surviving victims.
- ♀ Encourage the establishment of multisector support networks in benefit and for the protection of the surviving victims of domestic violence.
- ♀ Facilitate access to support and security services for surviving victims of domestic violence.

### **OVERVIEW / TOTAL OF MUNICIPAL LAW ENFORCEMENT OFFICERS 2014**

<b>CAGUAS</b>	<b>146</b>	<b>SALINAS</b>	<b>16</b>	<b>PONCE</b>	<b>208</b>	<b>YABUCOA</b>	<b>30</b>
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## MUNICIPAL LAW ENFORCEMENT OFFICERS TRAINED



The OPM in its greater interest in eradicating, train and raise awareness on domestic violence, and sexual assault has developed a collaborative agreement between the Department of Corrections, Department of health, law enforcement, Department of Justice, the PASOS program, Coalitions, in order to provide services to inmates' victims of sexual assault in every Correctional facility in Puerto Rico.

During March of 2014 the OPM and the Correction Department have already established an official agreement by developing an MOU between both agencies in order to address these cases. This MOU, among others, establishes trainings to the correctional officers, nurses, staff and inmates at every correction facility in Puerto Rico. Also the OPM will make available through the NGOs support services to inmate victims. Currently there are 12,489 inmates located in Correction Facilities Island wide (date until September of 2013). Three percent (3%) of this population are women. (MOU Attach).

## List of Correctional Facilities and Programs in Puerto Rico

Programa de Comunidad de Aibonito  
Drug Court de Bayamón  
Programa de Comunidad de Bayamón  
Anexo Seguridad Máxima Bayamón (292)  
Centro de Detención Bayamón (1072)  
Centro Ingresos Metropolitano Bayamón  
(705)  
Institución Bayamón (501)  
Institución Regional Metropolitana Bayamón  
(308)  
Hogar Crea Bayamón  
Servicios Pre-Salida Bayamón  
Teen Challenge Bayamón 1  
Teen Challenge Bayamón 2  
Hogar Crea Carolina  
Hogar Crea Cayey  
Hogar Adaptación Social Fajardo  
Anexo Guayama (296)  
Anexo Guayama (500)  
Centro de Detención Guayama (945)  
Institución Guayama (1000)  
Hogar Nueva Vida Gurabo  
Centro de Tratamiento Res. S.C Humacao  
Hogar Nueva Vida Humacao  
Hogar Crea Juncos  
Hogar Nuevo Pacto Juncos  
Campamento Zarzal  
Institución Correccional Zarzal  
Institución Máxima Ponce  
Institución Mujeres Ponce  
Vivienda Alterna Anexo 246 Ponce  
Escuela Ind. Mujeres Vega Alta

Hogar Crea San Juan  
Hogar Intermedio para Mujeres San Juan  
Pase Extendido por Condición de Salud Ley  
25/27  
Servicios Pre-Salida San Juan  
Teen Challenge Río Piedras  
Hogar Crea Trujillo Alto  
Hogar Nueva Vida Yabucoa  
Institución Correccional Guerrero  
Hogar Crea Aguadilla  
Teen Challenge Aguadilla  
Anexo Sabana Hoyos (384)  
Campamento Sabana Hoyos  
Institución Correccional Sabana Hoyos  
Centro de Tratamiento Res. Usuarios S.C  
Arecibo  
Hogar Crea Arecibo  
Teen Challenge Arecibo  
Campamento La Pica  
Campamento Limón  
Centro de Detención del Oeste  
Hogar Adaptación Social Mayagüez  
Centro Clasificación Fase III  
Centros de Ingresos del Sur  
Institución Adultos Ponce (1000)  
Institución Correccional Ponce  
Institución Jóvenes Adultos Ponce (304)  
Institución Jóvenes Adultos Ponce (500)

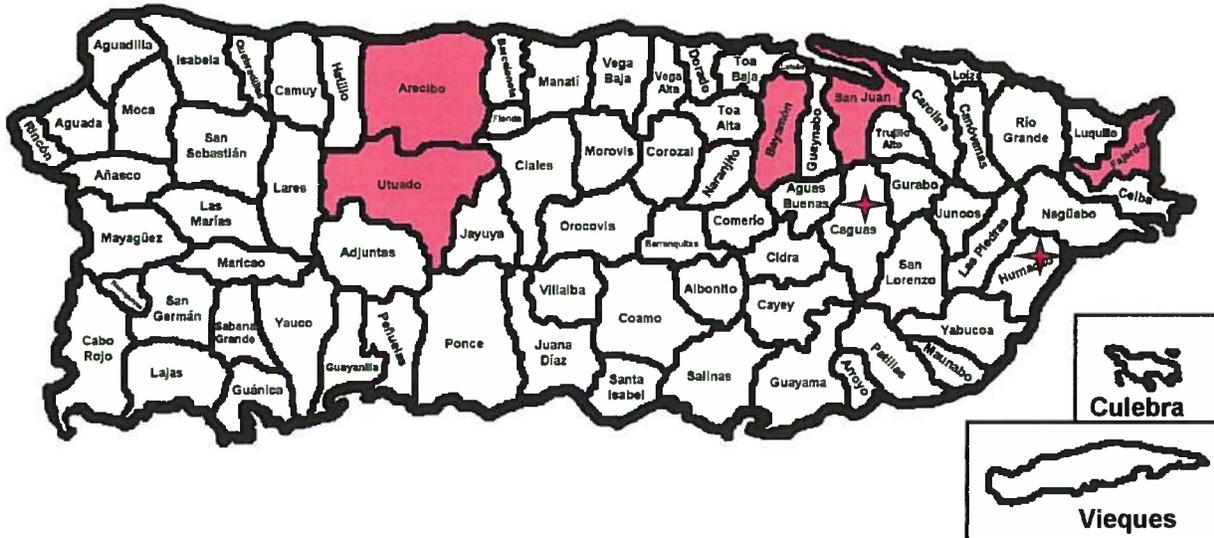
## Map of the location of the Correctional Facilities and Programs in Puerto Rico



### Domestic Violence Crimes per Región

REGION JUDICIAL	CANTIDAD		
	2011	2012	2013 <sup>1</sup>
AGUADILLA	3	4	2
AIBONITO		1	
ARECIBO	2	2	2
BAYAMON	2	4	2
CAGUAS	1	3	
CAROLINA	2		1
FAJARDO		1	2
GUAYAMA	4		
HUMACAO			2
MAYAGUEZ	5	1	3
PONCE			1
SAN JUAN	6	1	1
UTUADO	1	1	
<b>TOTAL</b>	<b>26</b>	<b>21<sup>1</sup></b>	<b>18</b>

## Location of Special Domestic Violence Court Rooms



- San Juan – 2007
- Bayamón – 2010
- Utuado – 2011
- Arecibo – 2013
- Fajardo – 2013
- ★ Humacao - 2014
- ★ Caguas - 2014

### III. Needs and Context

The Office of the US Census reported that **41.2%** of all the families living in Puerto Rico live **under the poverty level**. This number increased to **50.9%** when we count minors **18 years of old**. From the total population of **3,725,789**, **52%** or **1,940,618** are **women 36.9 years old**, while **75.7%** of the total population are **18 years old or more**. From there **1,319,448 homes** in Puerto Rico **43.8%** are **family homes**. From this total **311,397** (23.6%) are **single women** and **184,815** or **59.4%** are **single women with children 18 years old or less**. The **family composition** range is **3.96** people, as same as the housing units. From the total of homes **29.2%** have an **annual gross income of \$10,000** and **12.6%** receive between **\$10,000 and \$14,999**. The **Per Capita income is \$10,700**.

If we compare this statistics with the rest of the states we can conclude that Puerto Rican women head of households, under all the categories, are not the most needed population, but their quality of life and their economic situation is under the average level of any state.

**Women constitute 50.8% (percent) of the population of the USA and 52% of the Puerto Rico's population.** The average home in PR is **2.58** however, the family composition is **3.96**. Single women head of households constitute **43.%** of the total population, and **12.2%** have children 18 years of old or less. The **unemployment rate in the States is 10.8%** however in **Puerto Rico is 15.7%**. The economic variables like the unemployment, low income, lack of economic activity and welfare are high risk factors for domestic violence. The total of *Underserved*, immigrant populations are **311,918 (8%)**.

Immigrants, the LGBT population, elder women, women with disabilities, and inmates' population are part of the underserved populations group to be served through the program STOP VAW.

According to the University of Puerto Rico at Cayey Conference on Populations, conducted by Dr. Light Colon Lopez, until 2010 56.6%, of the immigrants in Puerto Rico came from the United States; 21.8% from Dominican Republic, 2.8% from Cuba, 2.7% from Colombia, 2.4% from Venezuela, 2.3% from Mexico, 1.5% from Argentina and, 3.3% from China.

Population by Ethnicity	
Hispanic or Latino	3,688,455
Non Hispanic or Latino	37,334

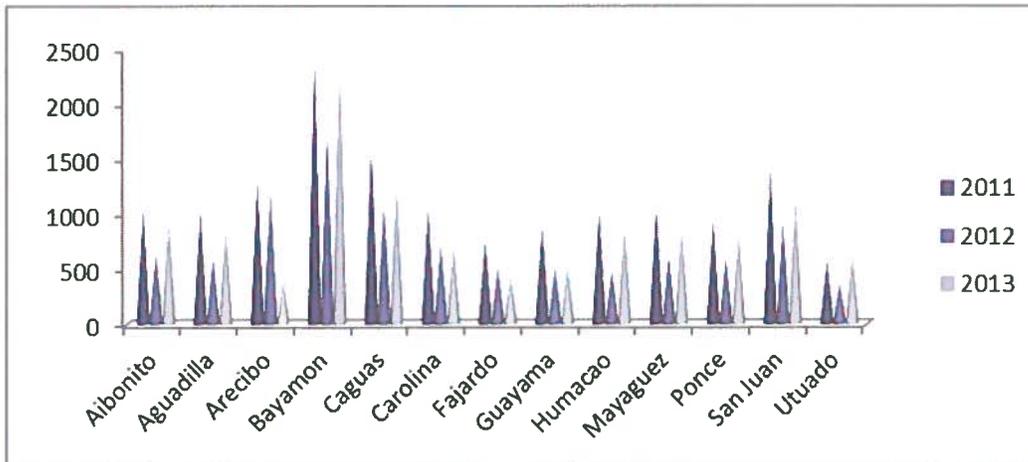
Population by Race	
White	2,825,100
African American	461,498
Asian	6,831
American Indian and Alaska Native	19,839
Native Hawaiian and Pacific Islander	370
Other	289,905
Identified by two or more	122,246

Population by Sex/Age	
Male	1,785,171
Female	1,940,618
Under 18	903,295
18 & over	2,822,494
20 – 24	260,850
25 – 34	492,332

35 – 49	731,514
50 – 64	681,505
65 & over	541,998

## Domestic Violence Incidents Reported by Regions

REGIÓN	2011	2012 <sup>1</sup>	2013 <sup>2</sup>
Aibonito	1,044	768	935
Aguadilla	1,012	652	854
Arecibo	1,305	1,237	380
Bayamón	2,448	2,037	2333
Caguas	1,598	1,259	1258
Carolina	1,051	814	697
Fajardo	749	572	425
Guayama	878	511	521
Humacao	1,016	496	877
Mayagüez	1,065	652	864
Ponce	944	693	810
San Juan	1,401	946	1117
Utuaado	567	372	625
<b>TOTAL</b>	<b>15,078</b>	<b>11,009</b>	<b>11696</b>

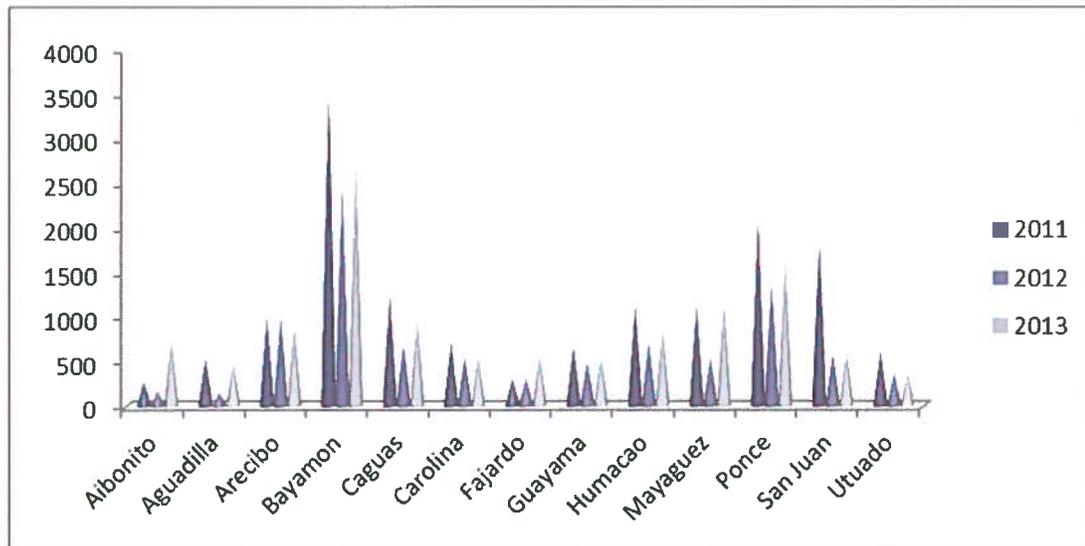


<sup>1</sup> Numbers provided by Puerto Rico's Law Enforcement agency until December 31<sup>st</sup> 2012.

<sup>2</sup> Numbers provided by Puerto Rico's Law Enforcement agency until December 31<sup>st</sup> 2013.

### Protection Orders by Regions

REGIONS	2011	2012 <sup>1</sup>	2013 <sup>2</sup>
	E	E	E
<b>Aibonito</b>	277	168	769
<b>Aguadilla</b>	530	148	486
<b>Arecibo</b>	1,011	996	907
<b>Bayamón</b>	3,595	2,472	2748
<b>Caguas</b>	1,245	691	986
<b>Carolina</b>	712	550	554
<b>Fajardo</b>	301	305	566
<b>Guayama</b>	673	492	564
<b>Humacao</b>	1,126	729	870
<b>Mayagüez</b>	1,133	542	1178
<b>Ponce</b>	2,142	1,365	1639
<b>San Juan</b>	1,854	589	611
<b>Utuaado</b>	610	363	358
<b>TOTAL</b>	<b>15,209</b>	<b>9,410</b>	<b>12236</b>

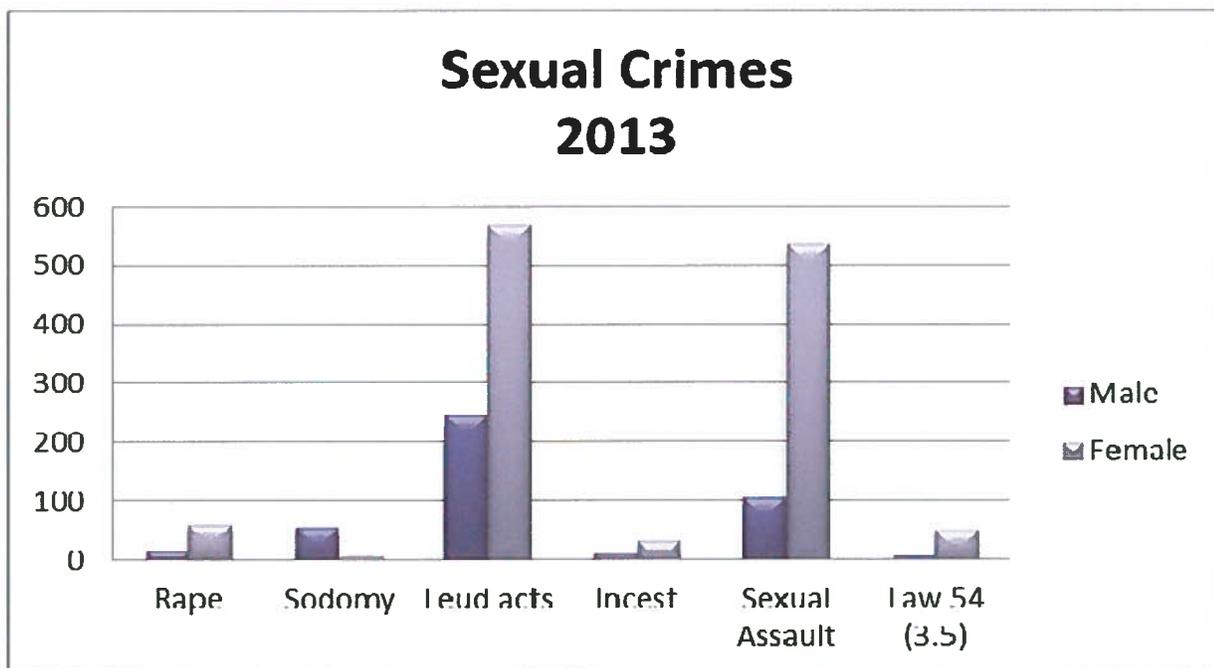


<sup>1</sup> Protection orders given. Victim received support services from Law Enforcement Agency (2011-2012)  
Numbers reported until September 2012.

<sup>2</sup> Numbers reported by the Law Enforcement Agency until October 2013.

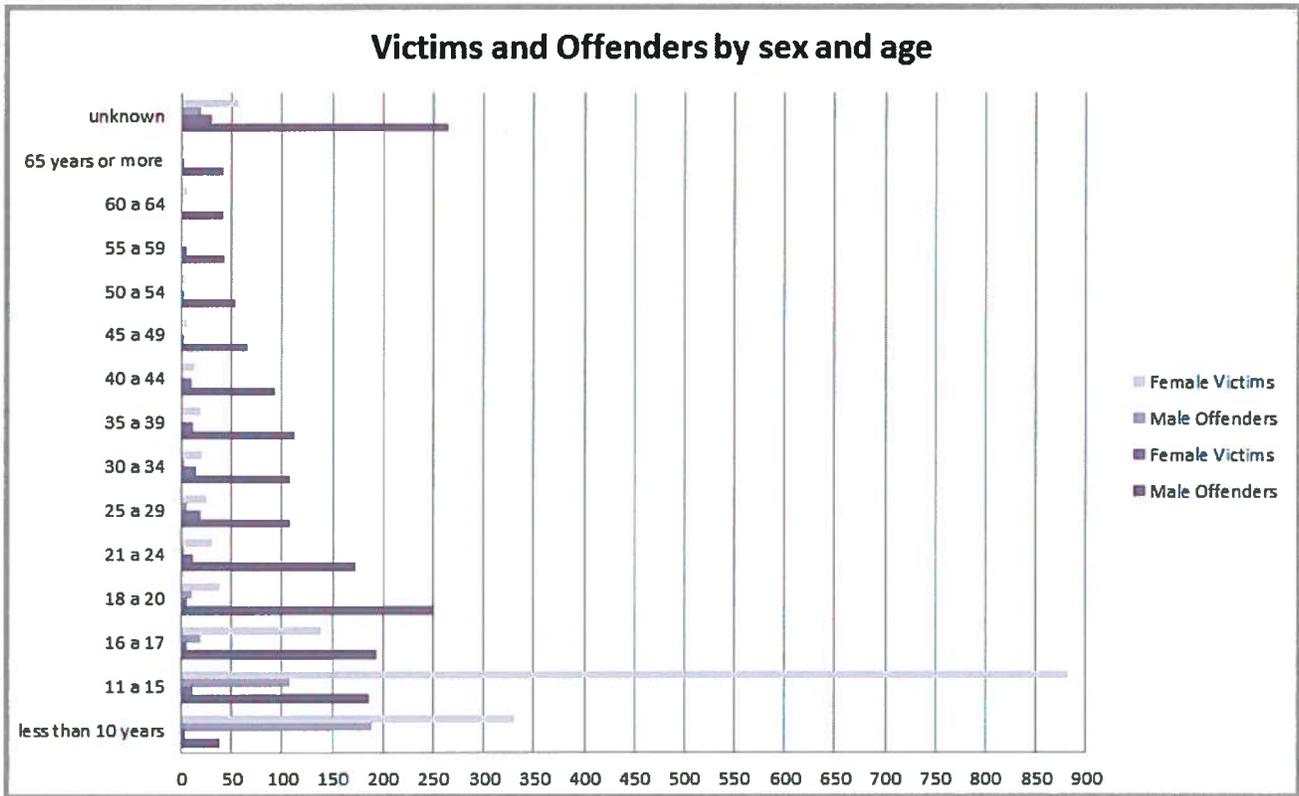
**Incident Report on Sexual Crimes**  
**DURING 2013\***

From January to December 2013 one thousand six hundred ninety three (**1693**) incidents related to **sexual crimes** were reported, of whom **56 were charged** with article **3.5 of the Law 54** (August 15, 1989) commonly known as the **PR Domestic Violence Law**. Sexual crimes incidents are classified into **six (6) categories: rape, sodomy, lewd acts, incest, technical violation and Law 54 (article 3.5 - marital sexual assault)**. 74% of the reported incidents are committed by men. The two (2) incidents with greater recurrence are: lewd acts (48%) and technical violation (38%).



\* Information provided by the División de Estadísticas de la Criminalidad (law enforcement agency). February 4, 2014.

**81%** of the reported victims that suffered sexual offences were female. **51%** of the victims of both genders are adolescence with ages ranging from 11 to 15 years. **13%** of the offenders of both genders are between the ages of 18 to 20.



\* Information provided by the División de Estadísticas de la Criminalidad (Criminal Statistics Division of the Law Enforcement Agency). February 4, 2014

#### IV. Plan Priorities and Approaches

##### A. Identified Goals:

1. Achieve the active participation of all the components that provide services to victims of domestic violence, sexual assault, stalking and dating violence. Reinforcing services opportunities for sexual assault victims.
2. Identify needs, as well as viable and effective strategies related to the service provided by the sectors, including NGOs, the police, Prosecutor's Office, the courts and the OPM.
3. Identify the specific needs of women victims / survivors of underserved populations, such as immigrants, rural communities, elderly, LBGTT, inmates' population,

disabled people, homeless people, sexual assaulted women and child victims.

4. Train law enforcement officers in order to comply with statewide agency's policies, and procedures related to the enforcement of domestic violence laws and protection orders, including when the victims are from the same gender or one or both victims are transgender.
5. Identify the needs of each sector, non-government organizations, law enforcement, prosecution, courts and OPM which provide services to victims and give support to new STOP VAWA initiatives.
6. Ensure that culturally specific victims are offered experienced advocacy and assistance to be accessible to immigrant sexual assault and trafficking survivors.
7. Establish work priorities for each of the sectors.
8. Create an integrated action and coordinated Implementation Plan by 2014- 2016. Identify relevant activities for the period of three years. The meeting consisted in:
  - a) Explaining the priorities and purpose of the STOP VAWA program for 2014-2016.
  - b) Facilitate dialogue between women who represent the sub populations served.
  - c) Identify the overall needs of women victims and survivors.
  - d) Establish priorities and identify activities for a period of three years.

#### **B. Priorities Areas:**

As a result of the of sub grantees monitoring process , site visits, response to the CNEV meeting in October 29, 2013 and OPM's meetings, a number of strategies were identified in order to satisfy the victim's needs.

## **Puerto Rico Law Enforcement**

### **Personnel**

- a. Salary payment to some specialized divisions agents.
- b. Salaries payment of the statistics, 2 photographers, and 13 Secretaries to cover all the regions.
- c. Retain and recruit specialized personnel for sexual assault victims specialized units with the objective of streamlining the case procedures.
- d. Hire additional agents for domestic violence and sexual assault cases.
- e. Hire a social worker for each sexual assault and domestic violence special unit in order to prevent women re victimization.

### **Trainings**

- a. Training for municipal law enforcement officers
- b. Continuous trainings on domestic violence, sexual assault, violence in appointment and stalking.
- c. To train workers on the recovery and management of forensic medical evidence, especially for sexual assault cases.
- d. Training activities for law enforcement officers involved in cases discussions with research professionals.
- e. Train corrections facilities staff and inmates as a result of the PREA Agreements.

### **Procedures / Intervention Strategies**

- a. Develop and implement strategies to make protection orders process speedily within the law requirements.
- b. Identify proper strategies to review police officers domestic violence cases so that they can be prosecuted criminally.
- c. Verify the specialized divisions' personnel transfers.

## **Equipment / Operational costs**

- a. Office equipment
- b. Equipment to help in the evidence collection.
- c. Printing and reproduction of forms and training manuals.
- d. Purchase and distribution of cellular phones to DV Special Divisions

## **Justice Department**

### **Personnel**

- a. Keep funding six (6) prosecutors with STOP funds.
- b. Increase the use of specialists to empower the victims in domestic violence cases.
- c. Hire psychologists to help the victim in the process.

### **Training**

- a. Continuous training for prosecutors in domestic violence, sexual assault, stalking and dating violence incidents, emphasizing sexual assault process
- b. Train prosecutors and child protection staff on courses offered in the United States.

### **Procedures / Intervention Strategies**

- a. Establish a process for getting a hold of the victims' written statement considering their special needs.
- b. Have handy list of Shelters that accept victims with special needs.
- c. Expand 24/7 availability of prosecutors and judges for the corresponding queries in all judicial districts.
- d. Establish coordination and responsibilities of the NGOs and the personnel assigned to the Victims and Witnesses Assistance Program through a written document.
- e. Document the established practice of accompaniment sexual assault, adults and minors victims.

- f. Ensure at least two addresses and telephone numbers of the victims and inform them of the existence of the Victim's Committee of Department of Correction and Rehabilitation.
- g. Extend DV special prosecutors weekends and night shifts in order to be available 24/7.
- h. Streamline the Domestic Violence, Sexual Assault, Dating Violence and Stalking cases scheduling.

### **Equipment / Operational Costs**

- a. Digital recorders and cameras for specialized units.
- b. Office Materials

### **Courts Administration**

#### **Personnel**

- a. Maintain human resources providing secretarial services.
- b. Maintain legal advocates in the specialized courts.
- c. Hire two professionals to provide trainings, one for judges and another for prosecutors.
- d. Hire a project manager responsible for domestic violence and sexual assault Protocol.
- e. Hire an administrative officer
- g. Hire a Stenographer
- h. Hire a legal Advisor for the Judicial Academy.
- i. Hire Sheriff with sensitivity in gender-based violence cases.
- j. Hire psychologists
- k. Complete the protection order digital system (OPA)

## **Procedures / Intervention Strategies**

- a. Evaluate the implementation of the domestic violence special courts in the 9 remaining districts.
- b. Develop a uniform intervention and Protocol for handling sexual assault cases.
- c. Separate physical spaces in those courts that do not have specialized court rooms.
- d. Standardize protection orders format
- e. Provide sign language training
- f. Provide stalking cybercrimes training
- g. Training to Department of the Family personnel on Domestic Violence, Sexual Assault, dating violence and stalking.

## **Trainings**

- a. Train judges and non-judicial staff, on forensic medical and sociological aspects of domestic violence.
- b. Train family court rooms social workers on issues pertaining sexual assault, domestic violence, dating violence and stalking.
- c. Trainings on sign language.
- d. Working sessions, trainings and /or conference for court marshals

## **Equipment / Operation Costs**

- a. Assign available spaces for victims' advocates in the judicial regions of Guayama, Aibonito and Aguadilla
- b. Office materials
- c. Technological supplies / or equipment to facilitate the judicial response in favor of the victims.
- d. Implement the Protection Order Registry (OPA) in the 13 judicial regions.

## **Victims-Service Organizations (related organizations non-governmental, non-governmental organizations)**

### **Personnel**

- a. Hire legal advocates (2 per judicial region), counselors and social workers.
- b. Legal representation with expertise in family law for matters related to domestic violence, custody, divorce, alimony.
- c. Psychologists for individual and group therapy, as well as support groups, for primary and secondary victims.
- d. Psychiatric services for the primary victims.
- e. Forensic Doctors
- f. Psychological services to empower survivors of domestic violence during the process.
- g. Staff specialized services for children, victims of domestic violence.
- h. Sign Language Interpreters
- i. Recruit personnel specialized in providing services to sexual assault victims/survivors

### **Training**

- a. New approaches of intervention against domestic violence, sexual assault, violence in date and harassment.
- b. Intervention strategies for underserved populations, especially to immigrants, elder people and women with disabilities.
- c. Victims' intervention procedures and processes as established by each of the components of the criminal justice system.
- d. Training and certification of legal advocates in cases of sexual assault and assistance to victims.
- e. Training on crisis intervention techniques for legal advocates.
- f. Continuing education / training in intervention with women of different populations. Former immigrants, prostitution, homeless woman, / issues related to alcohol problems, women with disabilities and hearing impairments, mental health's (bipolar disorder) victims.
- g. Legal support for lawyer in appealing processes related to decisions on protection orders protection orders.
- h. Sign language training for women with hearing impairments.

## **Procedures / Intervention Strategies**

- a. Development of intervention protocols for legal advocates.
- b. Identify support resources for revisions and appeal processes.
- c. Media Campaigns to announce direct services
- d. Identify physical spaces for legal advocates
- e. Define the concept of **stalking** for purposes of increasing education about the subject.
- f. Emergency transportation for victims
- g. Special funds to cover costs of food and necessities
- h. Transitional Housing for victims and survivors

## **Equipment / operational costs**

- a. The costs for support services to secondary victims
- b. Office space in judicial regions.
- c. Computer and office supplies.
- d. Transportation costs
- e. Communications networks
- f. Telephone costs

## **Office of the Women's Advocate**

### **Interagency Coordination**

- a. Continue with the National Commission for the eradication of domestic violence, Sexual assault and harassment against women (CNEV) meetings.
- b. Integrate the 911 and Office of Legal Services of Puerto Rico to the meetings of the CNEV.
- c. Coordinate with Corrections Department and NGO's training services for inmates victims of sexual assault, and corrections personnel.

## **Training**

- a. Train in SART and SANE - create an Interagency Committee that includes the law enforcement (specialized units of sexual assault and domestic violence 911), prosecutors, the courts, forensic medicine and social services).
- b. Establish the Institute of Judicial training for the Judicial Branch
- c. Other courses related to direct services.
- d. Train in PREA – establish trainings integrating the Corrections Department, law enforcement, (specialized units of sexual assault and domestic violence), prosecutors, the courts, forensic medicine and social services) Health Department in order to strengthen prevention and educational programs to address in prison rape and domestic violence.

## **Support Services**

- a. Increase funding opportunities
- b. Continue to support the 24/7 emergency and orientation services hotline.
- c. Continue strengthening the communications network system.
- d. Continue providing services to women on rural areas Aguadilla, Ponce, Vieques.

## **Development of Promotional Materials**

- a. Print posters with program's information and References Island wide.
- b. Create booklet on available legal representation services.
- c. Create brochures with responsibilities and duties regarding the Criminal Justice System.

## **Administrative Issues**

- a. Develop a Request for Proposal for STOP funds, to cover one year period.
- b. Monitor and evaluate programs that receive STOP funds.
- c. Assess the effectiveness of services received by victims in shelters and organizations which receive funds from STOP VAWA.
- d. Offer technical assistance to sub-recipients related to data management, specialized training and intervention, among other procedures.

- e. Develop and implement a uniform program for the compilation of statistics on domestic violence, sexual abuse and stalking crimes related to gender violence, which may include information agencies related to the security services, and victims and survivors of gender-based violence protection, PR Police, Department of Justice, Department of Correction and Rehabilitation, Management of the Courts, the NGOs and OPM.

## V. Grant-making Strategy

Stop VAWA funds seek to ensure immediate, coordinated and effective response to victims / survivors of domestic violence in Puerto Rico. Recognizing its importance, various strategies have been identified to maximize program's outreach by supplementing and supporting the initiatives with other state funds sources.

The Office of the Women's Advocate supplements STOP VAWA funds with State funds in order to increase the availability of special services. Through these funds Puerto Rico has supported other administrative functions, preventive and emotional support of victims of violence living in all regions of the island.

The Office of the Women's Advocate will continue its efforts to train all State and municipal police officers within the Division of Sexual Crimes in handling medical-forensic evidence, as well as attention to victims / survivors.

The OPM received **\$1,681,326.00** under STOP VAWA FUNDS for grant **2013-WF-AX-0014**. From this total amount, **\$428,738** were assigned to NGO's; **\$357,281.00** for the Law Enforcement agency; **\$357,281.00** for the Department of Justice; and **\$71,456.00** for the Courts Administration. Of this total, **\$168,132.00** is for administrative costs and **\$226,979.00** for discretionary. These funds will help support the services of legal advocates for victims in the judicial regions, for underserved populations and outpatient services. (Attachment Num. #3)

STOP funds were also assigned for the following activities:

- Coordination, advocacy and legal representation provided for victims through the thirteen (13) judicial regions.
- \$50,439.00 (equivalent to a 10%) was allocated to non-profit organizations that provide services to the underserved populations such as: immigrants, disabled and the elderly.
- Outpatient services to expand and strengthen victims' services, such as: Sexual assault, domestic violence and violence in date.
- Domestic violence advocates assigned to the 13 Special Domestic Violence Court Rooms in order to increase and facilitate protection orders process, as well as the reduction of processes floss.
- Five (5) program and administrative monitoring reviews throughout several NGOs. Technical assistance was provided through eight (8) program and fiscal technical assistances; nine (9) NGO's and government agencies professional interventions were paid with federal funds received from OVW.

With the new 2013-WF-AX-0014 we will continue supporting the Puerto Rico law enforcement agency with more special agents to provide more protection and services to women and to the Department of Justice of Puerto Rico with six (6) prosecutors. In addition, we will continue with our efforts to raise awareness among the components of the judicial system through intensive trainings. Furthermore will support non for profit organizations which provide direct services through Legal advocacy and we will continue to provide special attention to underserved populations, immigrants, elderly and rural communities, LGBT victims of domestic violence, dating violence, sexual assault, and stalking according to the special conditions established by STOP funds.

The following priorities and related activities were chosen and are presented in prioritized order. We understand that activities and trainings should be focused on the following:

- ♀ to increase the amount of legal advocates,
- ♀ to develop training for the court sheriffs specifically directed to work with gender-based violence victims,
- ♀ to expand and enhance services for immigrant and elderly women,
- ♀ to provide emergency food for victims / survivors as needed, and,
- ♀ to give special emphasis on available services for women victims of sexual assault.

# Timetable

DATE PLANNED	TASK
August 2013	Determine the amount of available funds
October 2013	Implementation Plan Meeting- Establish Priorities
January 2014	Review and Edit Request for Proposal (RFP) guidelines
January 2014	Publish RFP in general circulation newspaper
February 2014	Establish Evaluation Committee
February 2014	Distribute Proposal Guidelines
February 2014	Questions and clarification period regarding proposal guidelines
February 2014	Review and Edit proposal evaluation instrument, if required
February 2014	Final date for proposals submission
February and March 2014	Evaluate Proposals
March 2014	Implementation Plan for approval
March 2014	Clarify programmatic information
March 2014	Elaborate budget for accepted proposals
March 2014	Submission of approved budgets by Finance Division
April 2014	Submissions of recommendations for Women's Advocate approval
April 2014	Approve Grants
April 2014	Announce Grants to entities
May 2014	Write contracts and certifications, Legal Division
May 2014	Sign contracts between Women's Advocate Office and sub grantees
March 2015	Re authorize project continuation
July 2014-July 2015	Submit monthly required reports
October 2014-March 2015	Monitor, site visits all NGO's and government agencies
June 2015	Grant Period Ends
June 2015	Submit final financials and programmatic reports

The following priorities and related activities were chosen and are presented in prioritized order:

**Priority 1. Train Law Enforcement Officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, , stalking, and dating violence, including the use of nonimmigrant status under subparagraphs.**

- ♀ Perform a needs assessment in the government agencies that provide direct services to victims and survivors of domestic violence, sexual assault, violence in appointment and stalking in order to work with the identified shortcomings.
- ♀ Raise awareness about the danger position of the services providers when dealing with domestic violence cases.
- ♀ Create trainings aimed to sensitize judges and prosecutors in the proper handling of cases, so the victims/survivors of domestic violence; stalking, sexual assault and violence in appointment feel that they are receiving a fair and decent service.
- ♀ Increase the sensitivity in these officials in terms of the priority given to Civil and criminal proceedings as well as issues or family cases.
- ♀ Expand the educational scope in sexual assault and stalking.
- ♀ Develop partnerships with possible entities that could provide sign language training to the staff that provides services to victims and survivors.
- ♀ Train domestic violence law enforcement officers on the proper way to handle sexual assault cases (article 3.5) and protection of evidence.
- ♀ Promote the institutionalization of trainings, raise awareness and develop trainings for government agencies involved with gender-based violence and make their participation unavoidable.

- ♀ Establish collaborative agreement with the Judicial Academy in order to use OPM's expert professionals to provide continuing education on domestic violence and sexual assault.
- ♀ Facilitate the organizations and agencies' access to webinars and trainings in order to provide services to women victims/survivors offered by the federal Government and other organizations.
- ♀ Create interactive modules on domestic violence and sexual assault for the law enforcement officers that are not part of the specialized units.
- ♀ Train Municipal law enforcement officers on monitoring protocols and protection orders (PSORP) in order to reinforce victims' safety.
- ♀ Collaborative agreements with organizations that provide sign language interpreting services to agencies involved with criminal justice rapid response, so they will be available for victims with disabilities as needed.
- ♀ Establish a domestic violence academy in order to educate, raise awareness and train staff of the criminal justice system so they could provide proper and efficient services to victims and survivors.
- ♀ Train the entire criminal justice system in order to strengthen the proper handling of stalking cases with protection orders.
- ♀ Train on the problem of stalking and cyber stalking in Puerto Rico.

**Priority 2. Developing training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specially targeting violent crimes against women, including the crimes of sexual assault, dating violence, stalking, and domestic violence.**

- ♀ Establish additional domestic violence specialized court rooms in 5 regions, to complete a total 13 rooms by the end of 2016.
- ♀ Increase the working hours of law enforcement officers, prosecutors and judges who offer services at the domestic violence specialized court rooms at non-traditional hours.
- ♀ Due to the limitations and/or difficulties to expand specialized courts, we propose to place specialized prosecutors in those courts where there are no specialized court rooms, to deal with victims/survivors of domestic violence cases.
- ♀ Design protocols that expedite the care of sexual assault cases.
- ♀ Oversee the rapid response and coordination of the services to be provided to victims.
- ♀ Strengthen the uniformity between the judicial and police regions.
- ♀ Train staff responsible of scheduling domestic violence, sexual assault, violence in date and stalking cases in order to program court hearings within 24 hours.
- ♀ Train court sheriffs were specialized court rooms does not exist, in order to raise awareness, and be able to provide victims the necessary support.
- ♀ Restructure or centralize the law enforcement departments so that they can respond to specific domestic violence, sexual assault, violence in appointment and stalking victims' needs.

**Priority: 3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault, dating violence, stalking and domestic violence, as well as the appropriate treatment of victims.**

- ♀ Standardize the State stalking law with the federal dispositions, in order to achieve that the specialized unit can manage and handle cases of stalking as established.
  
- ♀ Review the Protection Order's final approval process, the quarrels, the submission of cases and there resolution.
  
- ♀ Provide trainings to personnel in order to respond to situations such as: protection orders case management and non-compliance with sexual assault and domestic violence protocols in hospitals.
  
- ♀ Train sheriffs on techniques that will drive them to help victims/survivors, pursue and proceed with attaining a protection order.
  
- ♀ Review and amend current legislation on stalking and consider include cyber-stalking.
  
- ♀ Amend the Crime Victim's Compensation law in order to reassess the compensation for forensic medical services in cases where the expert test has to be repeated and can include up to four (4) follow-up visits.
  
- ♀ Encourage legislation to ensure that the courts safeguard the victim's right to receive from the perpetrator an emergency compensation for food, clothing, etc.

**Priority: 4. Developing, installing or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying and tracking arrests, protection orders, violations of protection orders, prosecutors, and convictions for violent crimes against women, including the crimes of sexual assault, dating violence, stalking and domestic violence.**

- ♀ Evaluate the scope of the services offered to victims.
  
- ♀ Establish the electronic protection order registry between law enforcement and courts.
  
- ♀ Establish a pilot project in order to create and employ a quality control system where you can monitor the services offered to victims and survivors of domestic violence, sexual assault, violence in date and stalking by the criminal justice system.
  
- ♀ To join the courts administration PO Electronic Project System.

**Priority: 5. Developing, enlarging or strengthen victims services programs, and legal assistance program including sexual assault, domestic violence, and dating violence programs, developing or improving delivery of victim services to underserved populations, proving specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, dating violence, stalking and domestic violence.**

- ♀ Extend compensation law for victims of crime to include accompanying services in the run-up to the police station or court.
  
- ♀ Expand the legal advocates' services by assigning two advocates for Judicial Region, in order to reinforce victims services opportunities available.

**Priority: 6. Develop, enlarge or strengthen programs addressing stalking, sexual assault, dating violence.**

- ♀ Research on the problem of cyber stalking in Puerto Rico.
  
- ♀ Develop a brochure in order to provide orientation about the services offered to stalking victims and their rights.

**Priority: 7. Support formal and informal Statewide, multidisciplinary efforts, to the extent not supported by State funds, to coordinate the response of State law enforcement agencies, prosecutors, courts, victim services agencies, and other State agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.**

- ♀ Develop, strengthen and enhance services to victims in order to optimize care of sub populations served as: immigrants, old people, mental health patients, pregnant women and children under the age.
  
- ♀ Identify and expand available services to meet men victims / survivors of domestic violence, sexual assault, dating violence and stalking referrals.
  
- ♀ Establish a collaborative agreement with an agency, organization or private enterprise in order to provide food and basic necessities to the victims/survivors in cases of emergency.
  
- ♀ The administrative agency shall establish a procedure to monitor the use and appropriate management of the collaborative agreement for food and necessities to victims / survivors.

- ♀ In order to support multidisciplinary efforts and expand coordination and response services, as well as formal and informal efforts island wide, we will included in the regional meetings of the CNEV those agencies and organizations that are not directly subsidized with STOP funds in order to provide coordinated and effective services for victims/survivors.
- ♀ Increase the number of sheriffs and law enforcement officers available for processing protection orders.
- ♀ Increase the amount of available qualified personnel in order to reduce the time on the collection of corresponding evidence.
- ♀ Create a centralized directory of services and needs.
- ♀ Coordinate collaborative efforts with municipal and state police in order to facilitate transportation to victims in case of an emergency.

**Priority: 8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention and providing specialized expert testimony and treatment of trauma related to sexual assault.**

- ♀ In order to safeguard the collected evidence and maintain control of Rape Kits that arrive to the Institute protocol management will be evaluated and a record will be developed.
- ♀ Encourage the development of new initiatives that address and reinforce the attention of sexual assault in Puerto Rico.
- ♀ Continue training on sexual assault to medical staff and nurses working in emergency rooms in order to educate them about these cases proper handling.

**Priority: 9. Developing, enlarging or strengthening programs to assist law enforcement, prosecutors, courts, and other to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, stalking, or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.**

- ♀ Support services offered by “*Envejecer en Armonía*” program addressed to the underserved population of elder women in the rural areas which provide assistance to law enforcement in handling this cases.
- ♀ Analyze the data of domestic violence, violence in appointment, sexual assault and stalking victims served at the OPM in order to identify which percent of them are elder and their particular needs.
- ♀ Train Law Enforcement regarding handling cases relate to this population.

**Priority: 10. Provide assistance to victims of domestic violence and sexual assault in immigration matters.**

- ♀ Coordinate with the *Center of the Dominican Woman* to ensure attention to the special needs of victims / survivors of domestic violence and sexual aggression with immigration situations.
- ♀ Coordinate with the Office of Legal Services to meet the needs of the victim/ survivors of domestic violence and sexual aggression with immigration situations.
- ♀ Assign two (2) of the legal advocates located in courts to pay particular attention to situations of immigrant women victims / survivors of domestic violence, sexual assault, violence in appointment and stalking.

**Priority: 11. Maintain core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.**

- ♀ Legal Support for the victim facing the criminal justice system, in order to fight for the right to receive victims/survivors compensation from the perpetrator in cases of domestic violence.
- ♀ Strengthen the emergency/orientation hot line.
- ♀ Develop an information brochure on the victims' rights in order to be distributed at agencies such as: Law Enforcement, Health, Justice, Office of Courts Administration and Office of Victims and Witnesses.

**Priority: 12. Support the placement of special victim assistants (to be known as “Jessica Gonzalez Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzalez Victim Assistants shall have expertise in domestic violence dating violence, sexual assault, or stalking and may undertake the following activities:**

- ♀ Develop in collaboration with prosecutors, courts and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases.
- ♀ Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency.

- ♀ Assign Social Workers to each law enforcement region in order to support officers first responder on domestic violence and sexual assault incidents.
- ♀ Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance service).
- ♀ Taking other appropriate action to assist or secure the safety of the person seeking enforcement of protection order.
- ♀ Offer training in order to expand and strengthen the knowledge of the legal advocates with regard to disabled victims/survivors of sexual assault special needs.
- ♀ Identify physical space in courts where there is no specialized court room for legal advocates in order to protect and safeguard the privacy of the victims/survivors.

**Priority: 13. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State, Tribal, Territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:**

- ♀ The development and implementation of training for local domestic violence victim services providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates”, in order to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel.
- ♀ The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to domestic violence by personnel within agencies, such as the model policy promulgated by the International

Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)

- ♀ The development of such protocols in collaboration with State, Tribal, Territorial and local victim services providers and domestic violence coalitions
- ♀ Develop a collaboration agreement with the “Coordinadora Paz para la Mujer” coalition in order to provide training and develop educational materials

**Priority: 14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual; assault, and stalking.**

**Develop and promote legislation and policies that improve best practices in order to respond to domestic violence, date violence, sexual aggression and harassment.**

- Develop protocols of intervention for legal advocates; identify support resources for revisions and appeal processes; media campaigns to announce direct services.
- In collaboration with the Organization PASOS will create a module on the subject of forensic evaluations in cases of sexual assault, addressed to emergency room doctors.
- Establish a protocol that allows quick response and an effective intervention of domestic violence, violence in appointment, harassment and sexual assault of the LGBTT population.

**Priority: 15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community response to sexual assault.**

**Develop, implement and/or improve the Sexual assault response system, or coordinate a response system with the support of the community or NGO's.**

- Increase advocacy and legal representation services to victims, including specialized service providers for immigrants establishing (2) counselors and (2) social workers per judicial region.
- Reinforce the emergency hotline of the Rape Crisis Center so it will take and manage victim's calls 24/7.
- Train emergency medical personnel in cases of sexual assault and SANE's intervention in order to provide a rapid and coordinated response in these cases.
- Offer workshops on LGBTTT community conceptions to legal advocates and lawyers serving in the courts.
- Establish collaboration agreements with the National Coalition to convene meetings, Evaluate sexual assaults services provided in rural areas.

**Priority: 16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relation to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.**

**Development and strengthening of policy and protocols, to improve and train police and prosecutors in relation to the investigation and prosecution of sexual assault cases and the appropriate actions taken towards victims.**

- Identify, prioritize and fund training projects that address domestic violence, sexual assault, stalking, and/or teen dating violence which may include:
  - o Specialized training for law enforcement (includes probation),
  - o Prosecution, and
  - o Courts
  
- Specialized judicial training
- Island wide initiative training projects on cultural competency and sensitivity in working with underserved, sidelined and/or oppressed communities.
- Other training identified as areas of need, such as gender issues, immigration law and civil process law

- Develop courses for law enforcement officers and prosecutors on how to conduct an investigations of the sexual assault cases.
- Evaluate and strengthen existing protocols led to expedite cases of sexual assault response effectively.
- Create and develop trainings aimed at research agents on the issues of cyber-stalking, and sexual in cases of population LGBTTT assault.
- Diseño y aplicabilidad de un Protocolo que permita la investigación en casos de agresión sexual a mujeres e incluyendo casos de víctimas de la población LGBTTT, que evite errores en la investigación, toma de muestras etc., en dichos casos.
- Develop and implement a protocol allowing research in cases of women's sexual assault, including LGBTTT victims' cases in order to avoid mistakes in the investigation, sampling etc., in such cases.
- Develop uniform intervention and protocol for handling of sexual assault cases

**Priority: 17. Developing, enlarging or strengthening programs addressing sexual assault against men, women and youth in correctional or detention settings.**

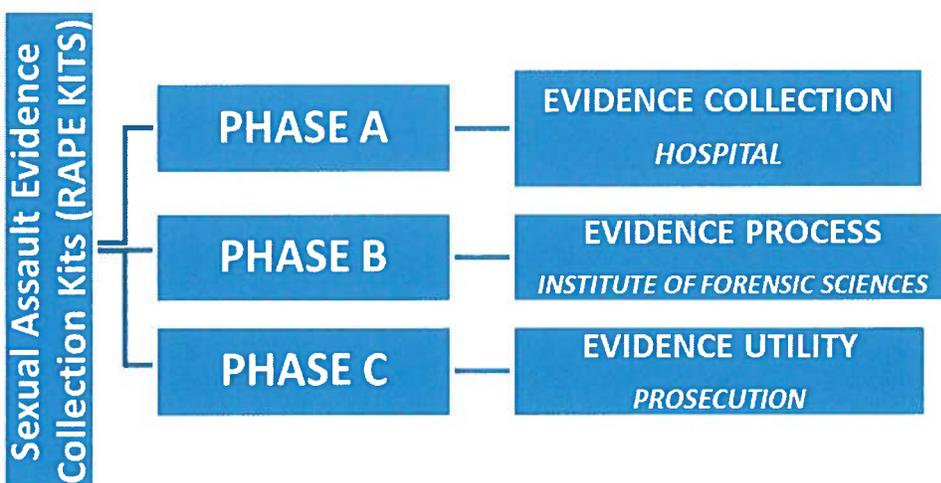
**Develop and/or strengthen programs that serve victims of sexual assault in the correctional system for men, women and young people.**

- Develop a collaborative agreement between the Department of Correction, Department of Health, Law enforcement, Justice and the OPM in order to train, raise awareness and guide correctional officials on how to address cases of sexual assault.
- Hire behavior professionals (psychologists) with expertise in the area of sexual assault in order to facilitate individual and group therapies aimed at this population, allowing them to express their traumatic experiences and start a process of emotional healing.
- Develop educational workshops that will educate them and know the types of services to which they are entitled to receive after suffering a sexual assault.
- Make available to every inmate victim of sexual assault OPM's Emergency/Orientation Hot line 24/7

**Priority: 18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.**

**Identify and establish an inventory of the evidence collection in sexual assault cases.**

In order to address backlogs of sexual assault evidence collection kits, we need to divide the areas related to its use.



## Phase A: Evidence Collection

The analysis of evidence collection kits is very costly in human and equipment resources, therefore those to be analyzed need to be in excellent conditions, as well as have an adequate forensic interview. Factors that result in an evidence collection kit of excellence are:

1. **Timing:** The collection procedure needs to be as soon as possible to the event disclosed to maximize the quality and quantity of evidence.
2. **Uniformity:** It needs to be collected following protocols.
3. **Flexibility:** It needs to be collected with a clinical forensic driven and justifiable deviation of protocol, to allow the forensic health professional collect evidence not include in the protocol or to deviate the manner in which evidence is collected, from established protocols.
4. **Knowledge and competency:** The forensic health professional should be trained in evidence collection and victim management; this will impact the victim's collaboration since the collection of evidence is a re victimizing process.
5. **Equipment:** Collection of evidence should be supported by the use of equipment recognized in helping to identify evidence.

## Phase B: Evidence Process

The process begins with transport, followed by selection, laboratory processing and reporting.

1. Transport depends if police report is done at time of exam:
  - a. Police reported: Rape kit is picked by the Sex Crimes Police and delivered to the Institute of Forensic Sciences (IFS). This process can be interrupted at different levels:
    - i. Delay at Hospital pick up.
    - ii. Delay at IFS delivery.
  - b. Police not reported: Rape Kit is mailed or sent by messenger delivery. This process has serious concerns because Puerto Rico has a 20 year statute of limitations:
    - i. Lacks verification process of contents.
    - ii. Arrivals in damaged conditions.
2. Selection of kits to analyze: responds to requests by District Attorneys.
3. Laboratory processing: the IFS is divided in sections by type of evidence which means a section may finish but others not.

- a. IFS has limited number of forensic scientists such that only requested kits are analyzed.
- b. Because the IFS is protocol orientated and very methodical, all rape kits that initiate the process must finish. This has led to the analysis of useless kits, at very high costs in resources and time.
- 4. Reporting: reports are provided by request of the District Attorney.
  - a. There is no systematic feedback (personal nor in writing) to the forensic health professionals doing the collection to improve the process.

A. Phase C: Evidence utility

- 1. Create an entity link between Hospital, Police, DA, IFS, victim advocate and victims.
- 2. Analyze and report to SAAT the quality, quantity, transport, analysis, use and outcome of Evidence Collection Kits in cases for Sexual Assault.

**Priority: 19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249© of title 18, United States Code.**

**Develop, expand or strengthen programs and projects to provide services and responses to men and women victims of domestic violence, violence in appointment, sexual assault, or stalking, whose capacity to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249 (c) of title 18 of the United States Code.**

- Develop educational programs on human and civil rights, to strengthen, and recognize their rights to physical and psychological integrity, the right of expression, the right to autonomy and respect to identity.

**Priority: 20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.**

Use 5% assigned to develop, improve or strengthen prevention and educational programs on domestic violence, violence in date, sexual assault, and stalking.

### Description Funds Distribution

<b>2013-WF-AX-0014 STOPVAW</b>	
<b>Administrative (10%)</b>	\$ 168,132.60
<b>Discretionary (10%)</b>	215,630.06
<b>Discretionary (5%) Preventive - Education</b>	11,348.95
<b>Justice (25%)</b>	357,281.78
<b>Police (25%)</b>	357,281.78
<b>Courts (5%)</b>	71,456.36
<b>Sexual Assault - Government</b>	46,236.46
<b>Sexual Assault - ONG's</b>	25,219.88
<b>ONG'S-Culturally Specific Community (30%)</b>	428,738.13
<b>Total</b>	\$ 1,681,326.00

- ❖ Discretionary funds have traditionally been used to complement the non-governmental organizations budget, in addition to maintain the training of domestic violence, sexual assault, job salaries payments.

The Office of the Women Advocate announced the availability of these funds to establish or improve institutional responses and women / survivors of domestic violence, sexual assault, stalking and violence in appointment services. The funds will be allocated for a period of one year. OPM supports the following services:

- a. Advocacy and legal representation to be provided in the following judicial regions: Aguadilla, Aibonito, Arecibo, Bayamón, Caguas, Carolina, Fajardo, Guayama, Humacao, Mayaguez, Ponce, San Juan and Utuado.
- b. From the 30% of the funds applicable to NGO, 30% will be assigned to organizations that provide services to underserved sub populations, immigrants, disabled, elderly women, lesbian, gay, bisexuals, transvestites, transsexuals and transgender (LGBTB).
- c. Develop, expand or strengthen victim service programs, including sexual assault, domestic violence and violence in appointment programs, develop or improve the provision of services to victims of the sub populations served, provide legal representation with expertise in domestic violence courts where most of the protection orders are processed and reduce dropout rates for violence against women crimes cases, including sexual assault, domestic violence and violence in appointment crimes.
- d. Provide services to the main victims through a criminal justice initiative and complementary emergency service for the victims and the family.
- e. Develop and strengthen prevention through educational programs. 5% of the funds will be awarded to eradicate domestic violence, sexual assault and stalking.

## PRIORITIES FOR THE USE OF OPMs DISCRETIONARY FUNDS INCLUDED

The OPM receives STOP's administrative and discretionary funds, which will be directed to support projects that will strengthen direct and indirect services for women victims and survivors of domestic violence, sexual assault, stalking and violence in dates in communities with a greater percentage of rural population such as the municipalities of Vieques and Culebra. The OPM subsidizes the salaries and fringe benefits, of one (1) Social worker in each regional office. In the same way with these funds pay differentials of eight (8) social workers who work in guidance 24/7 line.

These funds, also subsidize the salary and fringe benefits of the Monitoring and Development Office, which is responsible of monitoring the sub grantees, grants distribution and the funding disbursement. The office has one (1) Director, two (2) monitors, one (1) Secretary and one (1) Accounting Assistant.

Administrative funds are also used for the purchase of office equipment and materials, rent, public ads to announce the funding availability, postage, payment of mobile phones used by the legal advocates of the non-governmental organizations and to cover travel expense.

The OPM aims to continue paying the social workers personnel in order to provide direct services, strengthen and guarantee the accessibility of services for women victims of domestic violence, sexual assault, stalking and violence in appointment living in rural or remote areas like the municipalities of Vieques, Culebra, Ponce y Aguadilla.

## Grant-Making Strategy

All STOP sub grant projects are funded on a single- year basis. Government Agencies, law enforcement, prosecutors and courts are funded through formula established by STOP VAW while NGOs are funded through a competitive process.

The distribution of funds to NGOs is a competitive process based on the priorities established by OWA. These priorities respond primarily to the purpose area of developing, expanding or improving victim's services program, providing specialized domestic courts advocates. The Implementation Plan 2014-2016 has established as a starting point the priorities identified by governmental and non-governmental organizations during the meetings held on October 29, 2013. These priorities fit within the program framework areas established by STOP VAWA and are geared towards providing services to women victims of domestic violence, stalking, and violence in date. It is important to point out that without these funds the organizations may not have the resources to provide assistance and services to the victims.

The agency will develop an RFP based on the priorities established in the Implementation Plan and STOP's reenactment. The aforementioned RFP will be published in a local newspaper with general circulation, informing about the program's requirements in order to apply for funding. Once the RFP is published, the OPM selects a Peer Review Committee in order to review the received proposals. Every interested qualifying party interested in receiving STOP VAWA funds, must comply with the posted RFP notice in a timely manner. Even those agencies that receive their funds through a pre stated formula established by STOP VAWA need to comply with all the requirements. It is important to point out that the OPM, as well as in previous years and per the applicants' request, will continue to provide technical assistance for the proposal preparation.

The peer review will be fair and base on the Implementation Plan priorities which includes, but not limited to, the following: training for judges, prosecutors, law enforcement officers, court sheriffs/marshals and other state government employees

from the Justice system; Develop, strengthen and increase program services for domestic violence, violence in appointment and sexual assault victims in order to optimize underserved populations services; increase the legal advocacy in the courts; provide assistance for victims of domestic violence and sexual assault in situations of immigration issues and support criminal justice services and initiatives, while it will continue reinforcing the development of new initiatives and emergency services for the victims and their families. OPM will strengthen advocacy services as a link between the victim/survivor, the justice system and the protection order process.

The personal of the Monitoring and Development Division, initially screens proposals in order to verify if the applicants complied with all RFP's requirements. Once they are certified they are handled to the peer review committee for evaluation. When the committee concludes the process, prepares a document with their recommendations and comments and sends it to the Women Advocate, who will make the final decision as to which organizations will be funded. For this year's grants, the due date for submitting the proposals was February 14, 2014. Currently, the OPM is in the process of screening the received proposals. Ten (10) proposals were received by the established due date. OPM is currently working with the budget assignment and contracting processes for those selected organizations. The grants will be concluded by June 2014.

As in previous years, the distribution of funds to the selected organizations will be for a period of twelve months (one year) and renewable subject to the annual monitoring and compliance review results. Therefore, OPM will continue with the strategy of requesting working plans and budget revisions to the sub grantees and thus oversee compliance with the conditions imposed for the use of the granted funds. This strategy has been very useful, since it ensures that the sub grantees are strictly governed by the established work plans so that the OPM is in a position to fulfill the goals of the programmatic areas ascertained by STOP VAWA.

#### **D. Addressing the Needs of Underserved Victims**

Puerto Rico has manifested a variant trend in terms of the population diversity of its residents. Between these diversities can be noted the increase in the number of the elder population as well as the foreign populations that legal or non-legal have immigrated to our territory. This diversity added to the diverse geographical features of the country, increases the amount of needs faced to have access to fundamental services that women specifically require. Difficulties in transportation, no access to the special institutions, and the lack of knowledge about the particularities of these populations, increases the difficulties and areas of need to be considered to strengthen the attention of populations that are underserved in Puerto Rico.

OPM has granted not for profit organizations which are currently serving rural and hard to serve areas throughout the Island. These coordinated services are provided by: “Casa Pensamiento Mujer”, located in the center part of the Island in Aibonito (rural-mountain area), “Hogar Nueva Mujer Santa María de la Merced” in Caguas, Ponce, Cayey and Guayama, “Envejecer con Armonía” in Barranquitas, “Oficina de Ayuda a la Mujer” in Yauco and “ Centro Mujer Dominicana” in San Juan. These organizations guarantee the provision of services to underserved and culturally specific populations. Through these projects OPM has proofed that innovative approaches of a coordinated community response to domestic violence, dating violence, sexual assault, and stalking is viable and relevant to rural communities in Puerto Rico. True impact on violence against women issues need to occur, so people could lead their daily lives in communities and help victims with their participation and commitment.

Immigrant women are being served primarily through an OPM grantee, *The Dominican Women Center (El Centro de la Mujer Dominicana)*, a Dominican women-based service organization that provides orientation, support, and legal representation, among other services. Together with other nongovernmental organization representatives, that includes the Domestic Violence and Sexual Assault Coalition, as well as, rural and disabled person services providers.

Moreover, the OPM funded with state funds, for a period of eight (8) years, *The Dominican Women Center (DWC)*, *Casa Pensamiento Mujer del Centro (CPMC)* and *Hogar Ruth*. In 2012-13, the Centers received STOP VAW funds corresponding to the 10% percent set aside for culturally specific community-based organizations.

Considering the experience in the care and support of older women, immigrants, disabled, pregnant women, adolescents, women with mental health conditions, and rural areas residents, it identifies the need for lead following efforts as a priority in the Implementation Plan 2014-2016 that will optimize the care and services for this population. These are:

- ♀ Expand the training of judges, police officers, sheriffs and other personnel of the justice system, in order to sensitize their attention and response to the needs of the population and eradicate prejudice.
- ♀ Evaluate and update procedures and protocols to respond to the different characteristics and needs of underserved populations.
- ♀ Increase and diversify partnerships and collaborations between sectors (public and private), with the purpose of extending the range of services in response to the needs and the agility in providing the services. Among these the availability of transportation, food, coordination of educational, medical, services among others.

- ♀ Strengthen the communication skills of the / Professional ACE with the purpose of closing the communication gap with audio impaired populations.
  
- ♀ Expand the availability of domestic violence specialized court rooms, as well as its functionality in non-traditional schedules, so that they can serve the underserved populations and monitor compliance with procedures for victims in order to minimize the tendency to these victims to withdraw their interest in continuing with the procedures.
  
- ♀ Continuous training to the organizations' staff such as the legal advocates and other specialized resources, work with underserved victims and diversify the models of intervention, the development of innovative strategies, and the implementation of new approaches that assist in the eradication of violence, non-discrimination of the same, and surveillance in auditing in compliance with processes.
  
- ♀ Develop and promote the increase and variety of services for victims in geographic areas that present lack of services.

## **Monitoring and Evaluation**

The OPM carries out an annual monitoring process of all sub grantees. Our Development and Monitoring Division is integrated by a Director, Two (2) Monitoring Officers, one (1) Administrative Secretary and two (2) Federal Consultants.

Although administrating STOP funds are the core responsibility and funding source of the OPM, we constantly search for notices funding availability on a daily basis. OPM also receives funding opportunities via email and applies through the different federal agencies' websites. The office evaluates and determines their applicability, eligibility and usefulness of these funding opportunities in order to combat gender violence. The office also provides technical assistance to subgrantees and monitors the use of funds awarded.

This division is also responsible evaluating federal monthly, quarterly and annual reports requested by OVW. Also, an annual training is held in order to explain sub grantees how to complete the required federal reports and which documents should be included.

NGOs and professional services lawyers are required to submit monthly statistical and financial reports as well as quarterly programmatic reports. These provide periodic evidence of the clientele being served and the fiscal management strategies being used.

The itinerary for filing the reports is as follows, (Attachment Num. # 3):

- ♀ **Monthly** and must file during the first 10 days of the expired month.
  - ♀ Fiscal Report with their respective attachments
  - ♀ Statistical report on the new and follow up cases attended during the month
- ♀ **Quarterly**, the first 10 days of the expired quarter
  - ♀ Sub grantee's work plans reviewed
- ♀ **Annual Reports** to OVW
- ♀ Documents that are requested per semester
  - ♀ Physical inventory of fixed assets
  - ♀ Desk Reviews
  - ♀ Site Visits including monitoring reviews and OCR reviews
- ♀ At the end of each contract period each sub grantee should submit the following:
  - ♀ Final Fiscal Report
  - ♀ Program Review

## Conclusion

This Implementation Plan was developed with the participation of the National Commission for the Eradication of Domestic Violence, Sexual Assault and Stalking towards Women (CNEV). OPM coordinated meetings which focused on maintaining the services personnel at the Specialized Divisions of law enforcement and prosecutors, as well as, the service personnel at the NGOs that provide legal representation, advocacy and psychosocial services to victims/survivors. The Office of the Women's Advocate is engaged to eradicate domestic violence, sexual assault, violence in dates, and stalking by establishing partnerships and collaboration efforts as stated in this plan with NGOs, community based organizations, faith base organizations and other stakeholders. The priorities set in our plan reflect the victims' services needs as well as the first and second hand providers.



# SUMMARY SHEET

Implementation Plan  
2014-2016

# STOP Violence Against Women | 2014 Formula Grant Program

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## 1. Summary Sheet

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- DUNS : 141578828
- CCR : 02/02/15
- CAGE : 48NX6
- Agency name and type : Women's Advocate Office, Territory government agency
- The Women's Advocate Office spent more than \$500 thousand for fiscal year 2012-2013 between ONG's and Governmental Agencies, in total we allocated annually over a million.
  - The date of our fiscal year is July 1 through June 30 of each year.
  - List of Funds (attachment )

The table that follows is a description of all active grants received and there status.

FY	Grant Award #	Award Amount	Ending Date	Extension Date	Fiscal Report Submitted	Status
STOP VAW						
2013	2013-WF-AX-0014	\$1,681,326.	06/30/2015	---	1/24/2014 Trimester report submitted	We are in the process of awarding these funds.
2012	2012-WF-AX-0029	\$1,778,417	06/30/2014	-----	4/4/2013 Trimester report submitted	We are in the process of awarding these funds.
2011	2011-WF-AX-0024	\$1,852,400	06/30/2013	-----	4/4/2013 Trimester report submitted	Ongoing, all sub-grants have been made. We will be requesting Non Cost Grant period Extension.
2010	2010-WF-AX-0070	\$1,906,981	06/30/2013	-----	4/4/2013 Trimester report submitted	Ongoing, all sub-grants have been made. We will be requesting Non Cost Grant period Extension.
ARRA						
2009	2009-EF-S6-0059	1,978,993	4/30/2012	06/30/2013	4/4/2013 Trimester report submitted	Ongoing, all sub-grants have been made. A Non Cost Grant Period Extension was granted until June 2013.
SEXUAL ASSAULT						
2010	2010-KF-AX-0055	43,446	07/31/2013	-----	4/4/2013 Trimester report submitted	Ongoing, all sub-grants have been made. We will be requesting Non Cost Grant period Extension.
2011	2011-KF-AX-0053	41,860	07/31/2013	-----	4/4/2013 Trimester report submitted	Ongoing, all sub-grants have been made. We will be requesting Non Cost Grant period Extension.
2012	2012-KF-AX-0054	62,240	07/31/2014	-----	4/4/2013 Trimester report submitted	We are in the process of awarding these funds.
2013	2013-KF-AX-0054	63,127	7/31/2015	-----	1/24/2014 Trimester report submitted	We are in the process of awarding these funds.



## STOP Formula Program Implementation Plan Checklist

Date: **March 20<sup>th</sup>, 2014**

Grantee Name: **OFFICE OF THE WOMEN'S ADVOCATE, PUERTO RICO**

**Instructions:** The STOP statute requires an implementation plan as part of the STOP application, which must include certain elements. This tool is intended to help both STOP Administrators and OVW grant managers ensure that the plan includes all of the statutorily required elements. This tool only includes those elements which are required; additional information may help the state and its partners communicate its goals and priorities, as well as help OVW better understand the context of the plan and the services in the state.

### I. Introduction

- A. The date on which the plan was approved by the state  
[(Page 4, first line Introduction)]
- B. The time period covered by the plan  
[(Page 4, first line Introduction)]

### II. Description of Planning Process

- A. A brief description of the planning process  
✓[(Page 16 and 17) Also, under the **Attachments** file there is a document that describes the complete process (Spanish) because is a detailed description of what happened during the planning meetings.]
- B. Documentation from each member of the planning committee as to their participation in the planning committee: (cross out and note "N/A" to the right if not applicable, for example dual coalition in states with individual coalitions or tribal government in states without any state or federally recognized tribes)

✓ [All the documentation are under **Attachments: “Letters of Consultation Process”** and under the **Attachment: “Consultation Process”**]

- 1. State sexual assault coalition
- 2. State domestic violence coalition
- 3. Dual domestic violence and sexual assault coalition
- 4. Law enforcement entities
- 5. Prosecution entities
- 6. State and local courts
- 7. Tribal governments (in states with state or federally recognized tribes)
- 8. Representatives from underserved populations, including culturally specific populations
- 9. Victim service providers
- 10. Population specific organizations
- 11. Other \_\_\_\_\_

- ✓  C. A description of how the state coordinated this plan with the state plan for the Family Violence Prevention and Services Act and the programs under the Victims of Crime Act and section 393A of the Public Health Service Act (Rape Prevention Education), including how this implementation plan changed as a result of such **coordination**

[Attachment: Consultation Process]

### III. Needs and Context

- ✓  A. Data and a brief description of the state’s population demographics and geographical information. [From page 30 to 33]
- ✓  B. Demographic data on the distribution of underserved populations within the state. [Pages 5-13 and 32-33]

### IV. Plan Priorities and Approaches

#### A. Identified Goals

- ✓  1. Concise description of current project goals and objectives [Pages 37-38]
- ✓  2. Goals and objectives for reducing domestic violence-related homicides within the state [pages 37-38]

#### B. Priority Areas

- ✓  1. Narrative about the priorities or goals the state has set regarding how STOP funds will be used [Pages 37-38]
- ✓  a. If the state plans to address the “Crystal Judson” purpose area, include narrative on providing the required training [Page 58]

2. General descriptions of the types of programs and projects that will be supported with STOP dollars [Pages 38-46]

3. A description of how the funds will be distributed across the law enforcement, prosecution, courts, victim services, and discretionary allocation categories [Pages 38-46]

4. Documentation from the:

prosecution,

law enforcement,

court, and

victim services programs to be assisted, describing:

a. the need for the grant funds

b. the intended of the grant funds

c. the expected result of the grant funds; and

d. the demographic characteristics of the population to be served including age, disability, race, ethnicity, and language background.

This documentation may be in the form of letters from current grantees or State- or Territory-wide organizations representing prosecution, law enforcement, courts and victims services able to comment on the current and proposed use of grant funds. [Pages 38-46, and Attachment Letters regarding STOP Formula Grant]

5. Information on the state's progress toward meeting the sexual assault set-aside (in future years, how the state will meet the set-aside, including how they will ensure the funds are allocated for programs or projects in 2 or more allocations (law enforcement, prosecution, victim services, and courts)) [Page 62 and attachment: MOU with Corrections Department]

### C. Grant-making Strategy [pages 69-71]

1. Description of how the state will give priority to areas of varying geographic size with the greatest showing of need based on the availability of existing domestic violence, dating violence, sexual assault and stalking programs

2. A description of how the state will determine the amount of subgrants based on the population and geographic area to be served

3. A description of how the state will equitably distribute monies on a geographic bases including nonurban and rural areas of various geographic sizes

4. Description of methods to be used for solicitation/review proposals and selection of subgrant projects and for which sectors these methods apply

5. A timeline for the STOP grant cycle .1

6. Whether STOP subgrant projects will be funded on a multiple or single- year basis

7. A description of how the state will ensure that any subgrantees will consult with victim service providers during the course of developing their grant applications in order to ensure

that the proposed activities are designed to promote the safety, confidentiality, and economic independence of victims

**D. Addressing the Needs of Underserved Victims [Pages 63-77]**

- 1. Description of how the state will recognize and address the needs of underserved populations as defined by the Violence Against Women Act (VAWA) 2013
- 2. Specifics on how the state plans to meet the set aside for culturally specific community based organizations
- 3. A description of how the state will ensure that monies set aside to fund culturally specific services and activities for underserved populations are distributed equitably among those populations
- 4. Specific information as to which subgrantees meet the required 10% set aside for culturally specific organizations within the victim services allocation (if known).



# **Work Schedule Yearly**

Implementation Plan

2014-2016



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>PR POLICE</b>			
<b>Procedures/intervention strategies</b>			
a. Review General Order 2006-4.	<p>Create committee to analyze the GO not only with respect to immigration matters, but also to have it updated in its entirety so that it responds to norms and procedures.</p>	<ul style="list-style-type: none"> <li>▪ Continue with analysis.</li> <li>▪ Include changes in the training documents.</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain analysis of existing documents.</li> <li>▪ Include changes in the training documents.</li> </ul>
b. Amend General Order 2005-5 (Rule 95).	<ul style="list-style-type: none"> <li>▪ Include photo procedures in the analysis to be performed by the committee that will look at GO 2006-4.</li> <li>▪ Create a reciprocal procedure that links GO 2006-4 and 2005-5.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue with analysis.</li> <li>▪ Include changes in the training documents.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain analysis of existing documents.</li> <li>▪ Include changes in the training documents.</li> </ul>
c. Protection orders handled with due diligence.	<ul style="list-style-type: none"> <li>▪ Agreements between police and courts.</li> <li>▪ Scan PO, save in computer and send electronically to corresponding court.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emphasize procedure during training sessions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Emphasize procedure during training sessions.</li> </ul>
d. Develop and implement strategies to comply with mandatory arrest statutes.	<ul style="list-style-type: none"> <li>▪ Emphasize in trainings current public policy regarding mandatory arrest statutes.</li> <li>▪ Notify specialized divisions about PO being processed.</li> <li>▪ Personnel will make note in the PO register.</li> <li>▪ Transmit information to pertinent police district or precinct where it has to be noted.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluate procedure effectiveness. Emphasize procedure during training sessions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluate procedure effectiveness. Emphasize procedure during training sessions.</li> </ul>



# Work Schedule Yearly

	FY2014	FY 2015	FY 2016
<b>STOP – VAW Funds</b>			
e. Develop a poster about victims' rights and a pocket card.	Conclude process and publish materials.	<ul style="list-style-type: none"> <li>Evaluate and amend as necessary.</li> <li>Distribute poster to precincts.</li> <li>Distribute pocket card to all agents once they have taken the domestic violence training. To be provided together with the manual and corresponding documentation.</li> </ul>	Evaluate poster and pocket card and amend as necessary.
f. Revise stalking and sexual assault form.	Include the importance of fully complementing PPR-468 in trainings.	Include the importance of fully complementing PPR-468 in trainings.	Evaluate and submit changes or amendments to the Bureau of Technology and Communications.
g. Develop training module on sexual assault for specialized divisions.	Criminal Investigation School of the Criminal Justice College will evaluate, analyze, and develop module.	Develop coordination between all necessary components in the police to accelerate the process.	<ul style="list-style-type: none"> <li>Evaluate training effectiveness.</li> <li>Create committee to submit evaluation and amendments, if necessary.</li> <li>Include procedures in trainings.</li> </ul>
<b>Personnel</b>			
a. 13 Social Workers	Recruit the personnel	Continue with services of Social Workers	Continue with services of Social Workers
b. Pay salaries for statistical personnel.	Pay salaries.	Pay salaries.	Pay salaries.
<b>Training</b>			
a. Training for all law enforcement personnel.	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault</li> <li>Revise manuals, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault</li> <li>Revise manuals, if necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault</li> <li>Revise manuals, if necessary.</li> </ul>
b. Training high-level personnel, including the Criminal Investigation Division, and civil personnel.	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault with immigration matters</li> </ul>	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault</li> </ul>	<ul style="list-style-type: none"> <li>Offer trainings Stalking, Sexual Assault</li> </ul>



# Work Schedule Yearly

	FY2014	FY 2015	FY 2016
<b>STOP – VAW Funds</b>			
c. Training the municipal police	Establish coordination between state and municipal police.	Train municipal police.	Train municipal police.
d. Training the Trainer on Domestic Violence, Sexual Assault, Stalking, Dating Violence	Development Trains the Trainers	Continue with the trainings island wide to complete the 3,000 officers in the Police Department.	Continue with the trainings island wide to complete the 3,000 officers in the Police Department.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>PROSECUTORS JUSTICE DEPARTMENT</b>			
<b>Personnel</b>			
a. Prosecutor's salary	Maintain the number of prosecutors and recruit immediately for any vacancy.	Maintain the number of prosecutors and recruit immediately for any vacancy.	Maintain the number of prosecutors and recruit immediately for any vacancy.
b. Expert testimony	Examine and establish minimum criteria for the use and type of expert testimony needed in domestic violence cases.	<ul style="list-style-type: none"> <li>▪ Using the minimum criteria established, establish the minimum norms needed to apply for expert testimony.</li> <li>▪ Acquaint prosecutors with the established criteria.</li> <li>▪ Identify and use necessary funds to cover expenses of experts.</li> </ul>	Use identified funds to cover expert testimony costs of cases that comply with established criteria.
<b>Procedures/Intervention Strategies</b>			
a. Victims testimonies	Create a group that will evaluate and establish the most adequate moment to take victims' testimonies.	Publicize the established time and train personnel regarding the process.	Evaluate the effectiveness and uniformity of the process of taking victims testimony as established.
b. Consultation prosecutors/judges	<ul style="list-style-type: none"> <li>▪ Create the form prosecutors will use when they have difficulties contacting judges outside regular working hours.</li> <li>▪ Disseminate the use of the form and explain the use of the form to prosecutors.</li> </ul>	Use the form.	Use the form.
c. NGO/V&W coordination	Hold trimester meetings with personnel from both offices to establish criteria.	Develop a document that establishes functions and responsibilities of the Victims and Witness Program personnel and the criteria to receive services.	Provide services.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
d. Accompaniment	Develop a document that includes <ul style="list-style-type: none"> <li>▪ support criteria for accompaniment in the court and</li> <li>▪ Data regarding the frequency of the services provided to refer cases.</li> </ul>	Develop a document that establishes functions and responsibilities of the Victims and Witness Assistance Program personnel and the criteria to receive services.	<ul style="list-style-type: none"> <li>▪ Provide accompaniment according to established criteria in the protocol on attention to cases of DAVT and</li> <li>▪ Refer civil cases to advocates.</li> </ul>
e. Victims information	Familiarize prosecutors regarding the need for the information.	Create, reproduce and distribute through the special units and prosecutors offices a loose leaf about victim's rights in the Victims Committee of the Corrections and Rehabilitation Department.	Reproduce and distribute loose leaf.
<b>Trainings</b>			
a. Prosecutors	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.
b. Minors' advocates	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.	Identify and request trainings for prosecutors with special interest in immigrants, older and incapacitated women.
<b>Equipment/operational costs</b>			
a. Office materials	Establish needs and purchase materials.	Review needs and purchase materials.	Review needs and purchase materials.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>COURTS</b>			
<b>Procedures / Intervention Strategies</b>			
a. Evaluate specialized court	Continue with pilot project in the judicial region of San Juan.	<ul style="list-style-type: none"> <li>Evaluate pilot project.</li> <li>Develop viability studio for project expansion.</li> </ul>	Expand the project to another judicial region.
b. Domestic violence protocol	Conceptualize and design protocol.	Plan, organize and execute work plan.	Begin operational phase, approval, distribution and training regarding protocol.
c. Informational products	<ul style="list-style-type: none"> <li>Conceptualize and design information regarding PO for web page.</li> <li>Plan and develop work plan.</li> </ul>	Execute work plan.	Distribute and update products.
d. Bench book	<ul style="list-style-type: none"> <li>Conclude final phase.</li> <li>Start operational phase that includes approval, distribution and training.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate the implementation of the bench book.</li> <li>Maintain information up-dated.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate the possibility of including criminal procedures in the bench book.</li> <li>Maintain information up-dated.</li> </ul>
<b>Personnel</b>			
a. Maintain human resources	Continue supporting human resources.	Continue supporting human resources.	Continue supporting human resources.
b. Legal advócate	Continue supporting human resources in the specialized court.	Continue supporting human resources in the specialized court.	Continue supporting human resources in the specialized court.
c. Training officials	Identify and recruit two officials or pay salary differentials to existing personnel that carry out tasks.	Continue supporting human resources.	Continue supporting human resources.
<b>Training</b>			
a. Judges and support personnel	Train in and out of Puerto Rico judges and judicial support personnel in	Continue trainings.	Continue trainings.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
	domestic violence, sexual assault, stalking and dating violence, especially regarding forensic aspects and underserved populations.		
<b>Equipment/ operational costs</b>			
a. Office space for legal advocates at courts	Provide office space for remaining judicial regions (Guayama, Aibonito) within courts.	Provide office space for all judicial regions.	Provide office space for all judicial regions.
b. Equipment for new personnel	Evaluate, identify and buy needed equipment.	Evaluate, identify and buy needed equipment.	Evaluate, identify and buy needed equipment.
c. Reproduction training materials	Continue developing and offering educational materials for trainings.	Continue developing and offering educational materials for trainings.	Continue developing and offering educational materials for trainings.
d. Media tour; Announce services to administrators	Conceptualize and design activity.	Plan, organize and execute work plan.	Continue executing work plan.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>CORRECTIONS</b>			
<b>Victims Rights Committee</b>			
a. Notification procedure	Create a committee to evaluate current procedures and identify viable alternatives.	Write a report to the Secretary with the findings.	Implementation of accepted recommendations.
b. Brochure	Revise and actualize the current information so that it responds to current policies.	<ul style="list-style-type: none"> <li>▪ Reproduce brochure.</li> <li>▪ Coordinate its distribution with other criminal justice components.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reproduce brochure.</li> <li>▪ Coordinate its distribution with other criminal justice components.</li> </ul>
c. Orientation	Coordinate with the Domestic Violence and Sexual Assault National Coalition the scheduling of activities with NGOs.	Coordinate with the Coalition periodic meetings with NGOs.	Coordinate with the Coalition periodic meetings with NGOs.
<b>Community and Correctional Institutions Bureaus</b>			
a. Trainings	Create work plan and coordinate trainings.	Offer trainings to personnel from both bureaus.	Continue with trainings.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>NGOS</b>			
<b>Personnel</b>			
a. Legal advocates	Guarantee at least one legal advocate (legal advocate, counselor or social worker) at each of the 13 judicial regions in addition to one at Río Grande.	Guarantee at least one legal advocate at each of the 13 judicial regions in addition to one at Río Grande.	Guarantee at least one legal advocate at each of the 13 judicial regions in addition to one at Río Grande.
b. Lawyers	Guarantee at least 15 hours a week of legal representation at each judicial region.	Guarantee at least 15 hours a week of legal representation at each judicial region.	Guarantee at least 15 hours a week of legal representation at each judicial region.
<b>Procedures/Intervention strategies</b>			
a. Intervention protocol	Work protocol between NGOs, WAO, National Coalition, courts and Victims and Witness Program.	<ul style="list-style-type: none"> <li>▪ Publish and implement protocol.</li> <li>▪ Train personnel regarding protocol.</li> </ul>	Implement protocol.
b. Appellate procedures	<ul style="list-style-type: none"> <li>▪ Establish agreement between NGOs and PRLS that defines procedures for cases that need to be presented to the appellate court.</li> <li>▪ Make referrals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluate procedure.</li> <li>▪ Make referrals.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluate procedure.</li> <li>▪ Make referrals.</li> </ul>
c. Rural services	Establish agreement between WAO, PRLS and the NGO that provides services in the rural area.	<ol style="list-style-type: none"> <li>1. Guarantee provision of services.</li> <li>2. Evaluate services.</li> </ol>	<ol style="list-style-type: none"> <li>3. Guarantee provision of services.</li> <li>4. Evaluate services.</li> </ol>
d. Monitoring services	Establish a monitoring instrument with the National Coalition to evaluate the cases that are not handled adequately.	<ul style="list-style-type: none"> <li>▪ Continue monitoring cases.</li> <li>▪ Establish corrective actions.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Continue monitoring cases.</li> <li>▪ Establish corrective actions.</li> </ul>
e. Coordination of the provision of food by	<ul style="list-style-type: none"> <li>▪ Facilitate strategies that will allow provision of food between shelters and</li> </ul>	Establish agreement.	Implement agreement.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
National Coalition	<p>the specialized units of law enforcement for women and children that are at police precincts.</p> <ul style="list-style-type: none"> <li>▪ Hold meetings between shelter directors and personnel from specialized units.</li> </ul>		
<b>Operational costs</b>			
a. Educational materials for underserved populations	<ul style="list-style-type: none"> <li>▪ National Coalition will evaluate educational materials and resources available for underserved populations.</li> <li>▪ WAO will reproduce promotional materials.</li> </ul>	<ul style="list-style-type: none"> <li>▪ National Coalition will reproduce and distribute materials.</li> <li>▪ WAO will reproduce materials.</li> </ul>	<ul style="list-style-type: none"> <li>▪ National Coalition will reproduce and distribute materials.</li> <li>▪ WAO will reproduce materials.</li> </ul>
b. Expenses related to secondary victims	National Coalition will identify needs and will develop capacity building plan for NGO personnel.	National Coalition will implement and evaluate plan.	National Coalition will implement and evaluate plan.
c. Office equipment & materials	WAO will support if funds are available.	WAO will support if funds are available.	WAO will support if funds are available.
d. Transportation	WAO will support if funds are available.	WAO will support if funds are available.	WAO will support if funds are available.



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>WAO</b>			
<b>Support services</b>			
a. Continue supporting the hotline services	<p>Pay salary differential to personnel servicing the hotline.</p>	<p>Pay salary differential to personnel servicing the hotline.</p>	<p>Pay salary differential to personnel servicing the hotline.</p>
b. Continue communications network system	<ul style="list-style-type: none"> <li>▪ Use discretionary and law enforcement funds to cover annual contract.</li> <li>▪ Evaluate the inclusion of law enforcement's Specialized Sexual Crimes and Minors Division.</li> </ul>	<p>Use discretionary and law enforcement funds to cover annual contract.</p>	<p>Use discretionary and law enforcement funds to cover annual contract.</p>
<b>Interagency coordination</b>			
a. CNEV meetings.	<p>Establish collaboration agreements with the National Coalition to convene meetings.</p>	<p>Revise agreements if necessary.</p>	<p>Revise agreements if necessary.</p>
b. Integrate 911 and Puerto Rico Legal Services into the meetings	<p>Formal letter of invitation will be sent.</p>	<p>Evaluate the need of inviting other institutions that can enhance the work of CNEV.</p>	<p>Evaluate the need of inviting other institutions that can enhance the work of CNEV.</p>
<b>Administrative issues</b>			
a. 3-yr RFP	<p>Publish RFP</p>	<p>Monitor and evaluate compliance with contract in order to renew.</p>	<ul style="list-style-type: none"> <li>▪ Monitor and evaluate compliance with contract in order to renew.</li> <li>▪ Evaluate 3-yr strategy for next funding cycle.</li> </ul>
b. Monitor and evaluate programs	<p>Perform desk-review and site-visit according to review results.</p>	<p>Perform desk-review and site-visit according to review results.</p>	<p>Perform desk-review and site-visit according to review results.</p>
c. Technical assistance	<p>Establish a yearly TA plan and trainings for strengthening administrative, fiscal and programmatic aspects.</p>	<p>Establish a yearly TA plan and trainings for strengthening administrative, fiscal and programmatic aspects.</p>	<p>Establish a yearly TA plan and trainings for strengthening administrative, fiscal and programmatic aspects.</p>



# Work Schedule Yearly

STOP – VAW Funds	FY2014	FY 2015	FY 2016
<b>Training</b>			
a. SART and SANE trainings	WAO will coordinate task force that will attend trainings.	WAO will coordinate task force that will attend trainings.	WAO will coordinate task force that will attend trainings.
b. Judicial institute training	Participate in training.	--	--
c. Other trainings related to direct services	Coordinate trainings and participation in trainings in and out of Puerto Rico.	Coordinate trainings and participation in trainings in and out of Puerto Rico.	Coordinate trainings and participation in trainings in and out of Puerto Rico.
<b>Development of promotional materials</b>			
a. Service reference in poster form	Revise, print, and distribute.	Revise, print, and distribute.	Revise, print, and distribute.
b. Brochure regarding available advocacy and legal representation services	Revise, print, and distribute.	Revise, print, and distribute.	Revise, print, and distribute.
c. Create brochure regarding responsibilities and duties of the criminal justice system	Compile necessary information of each of the agencies.	Create, print, and distribute.	Revise, print, and distribute.
<b>Investigation/supervisión</b>			
a. Process criminally agents that are aggressors	Coordinate TA with OVW regarding the Crystal Judson Domestic Violence Protocol Program.	Identify and establish implementation strategies.	Implement the Crystal Judson Domestic Violence Protocol Program.



# Work Schedule Yearly

	FY2014	FY 2015	FY 2016
<b>STOP – VAW Funds</b> b. Revise Generals Orders	Revise and make recommendations to law enforcement.	Supervise implementation of recommendations and review as needed to adapt to changes in legislation.	Supervise implementation of recommendations and review as needed to adapt to changes in legislation.