

**Exhibit I**  
**FCADV Clearinghouse Project**  
**Monthly Activity Report**

A completed Monthly Activity Report must accompany each Claim Request in order for payment to be processed. For Providers serving more than one Domestic Violence Center (“Center”) under their Clearinghouse Agreement/Contract, a separate Activities Report must be submitted for each Center and attached to the Claim Request. Completed forms should be faxed to Karen Drake, Contract Manager, FCADV at 850-216-2206, by the 15<sup>th</sup> day following the month in which services were provided, throughout the duration of this Agreement/Contract. A copy of the completed Activity Report for each Domestic Violence Center served under the Clearinghouse Agreement/Contract must also be sent to each respective Center. All program and report-related questions should be directed to Shelia Moser, Legal Program Coordinator, FCADV at (850) 425-2749.

I certify that this document reports the services and activities under the Clearinghouse Project for the claim period.

\_\_\_\_\_

Beginning date

\_\_\_\_\_

Ending date

\_\_\_\_\_

Name of Provider

\_\_\_\_\_

Names of attorneys providing services pursuant to Clearinghouse Contract during this claim period (place an asterisk next to the name of any attorney who is not an employee of Provider)

\_\_\_\_\_

Name of Domestic Violence Center (**ONE** Center per Report)

\_\_\_\_\_

Name of person completing form

\_\_\_\_\_

Telephone #

\_\_\_\_\_

Date

1) Injunction Hearing Representations: Complete chart below

	Deliverables	Units
A	Injunction Hearings Claimed for Reporting Period	
B	Injunction Hearings Counted Toward Match for Reporting Period	
C	Additional Injunction Hearings During Reporting Period	
D	Total (A + B + C)	

2) New Clearinghouse Project clients referred/accepted during claim period (numbers reported for 2b and 2c, when added together, should equal the number reported for 2a):

a) Number of new referrals from the above-named Center for injunction representation during this claim period: \_\_\_\_\_

b) Of the number of new referrals listed in question 2a, how many new clients were accepted for injunction representation during this claim period? \_\_\_\_\_

c) Reasons for not serving new clients<sup>1</sup> (please identify how many clients fell within each category below):

i) Legal needs fell outside scope of the Clearinghouse Project: \_\_\_\_\_

ii) Individual decided not to pursue petition: \_\_\_\_\_

iii) Other (please specify \_\_\_\_\_): \_\_\_\_\_

3) Legal Consultations during this claim period regarding the following matters with clients referred from the above named Center (please write in the actual number of consultations in each subject area below):

a) Bankruptcy \_\_\_\_\_

b) Custody \_\_\_\_\_

c) Child Support \_\_\_\_\_

d) Dependency \_\_\_\_\_

e) Divorce \_\_\_\_\_

f) Education \_\_\_\_\_

g) Enforcement of Injunctions \_\_\_\_\_

h) Housing \_\_\_\_\_

i) Immigration \_\_\_\_\_

j) Injunction for Protection \_\_\_\_\_

k) Landlord/Tenant \_\_\_\_\_

l) Paternity \_\_\_\_\_

m) Public Benefits \_\_\_\_\_

n) Referral to Pro-Bono attorney \_\_\_\_\_

o) Other (please specify \_\_\_\_\_) \_\_\_\_\_

**Total number of consultations** \_\_\_\_\_

4) Mandatory Meetings with the Center:

a) The Provider's Executive Director must meet with the Center's Executive Director at least two times during the Agreement/Contract period. The first meeting should be within 30 days and the second within seven months of the commencement to discuss the requirements under this Agreement/Contract.

i) Date first meeting was held? (Should be on or before August 1, 2009) \_\_\_\_\_

ii) Date second meeting was held? (Should be on or before February 1, 2010) \_\_\_\_\_

b) The Provider's Clearinghouse Project Attorney(s) must meet with appropriate representatives of the Center who do referrals at least two times during the Agreement/Contract period. The first meeting should be within 30 days and the second within seven months of the commencement to discuss the requirements under this Agreement/Contract.

i) Date first meeting was held? (Should be on or before August 1, 2009) \_\_\_\_\_

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<sup>1</sup> Clients are **eligible** to receive representation in injunction hearings and consultation services regardless of their income level and/or immigration status.

ii) Date second meeting was held? (Should be on or before February 1, 2010) \_\_\_\_\_

5) Training:

a) According to your Agreement/Contract, you are required to conduct, at least one group legal training for employees at each Center you serve under your Agreement/Contract.

i) Date training was conducted \_\_\_\_\_

ii) Total number of employees in attendance \_\_\_\_\_

b) According to your Contract, you are required to conduct at least two group presentations on civil and criminal ramifications of domestic violence to the survivors at the Centers you serve under your Agreement/Contract.

i) Date first training was conducted \_\_\_\_\_

ii) Total number of survivors in attendance \_\_\_\_\_

iii) Date second training was conducted \_\_\_\_\_

iv) Total number of survivors in attendance \_\_\_\_\_

6) Date a copy of this report was sent to the certified domestic violence center \_\_\_\_\_