EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:
Washington State STOP Violence Against Women Formula Grant Application with Washington State Department of Commerce for FFY 2016 Funds

	Briefing
	Proposed Action
	Consent
X	Action
	First Reading
	Second Reading
	Third Reading
	Public Hearing
X	Budget Advisory

COUNCIL BILL #	
Originating Dept.	Police
Contact Person	Jim Lever
Phone Number	425-257-8418
FOR AGENDA OF	October 5, 2016

Initialed by:
Department Head
CAA
Council President

Location	**Preceding Action**	**Attachments**	**Department(s) Approval**
		Grant Application	Legal, Police

Amount Budgeted	$	Account Number:
Expenditure Required	$32,170	Account Number: 031-592-0000-520
Budget Remaining	-0-	
Additional Required	$32,170	

DETAILED SUMMARY STATEMENT:

The Police Department has been approved to apply for funding via the Federal Fiscal Year (FFY) 2016 Washington State STOP Formula Grant. The FFY 2016 application with the Washington State Department of Commerce relates to use of grant program funding to improve the criminal justice and community response to violence against women in Snohomish County. The $32,170 in grant funds will be used for advanced county-wide law enforcement training. The grant program period is January 1, 2017 through December 31, 2017.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign all necessary documents with Washington State Department of Commerce regarding application, utilization and acceptance of the FFY 2016 Washington State STOP Violence Against Women Formula Grant in the amount of $32,170.

Washington State STOP Formula Grant Program administered by the Office of Crime Victims Advocacy, Washington State Department of Commerce

WA State STOP Formula Grant Application for FFY 2016 Funds

Grant Period: January 1, 2017 - December 31, 2017

Incomplete applications may cause a delay in receiving a grant.

Application Due:

on or before

Monday; October 17, 2016

Completed applications received in OCVA no later than October 17, 2016, will be issued a grant with a start date of January 1, 2017 and an end date of December 31, 2017. Applications will be reviewed as received and grants will be developed after approval of all required components of the application. No applications will be accepted after October 17, 2016 without prior written approval from Pearl Gipson-Collier, Section Manager, Violence Against Women Program, OCVA. Applications submitted after October 17, could have a grant start date later than January 1, 2017.

Planning Meeting

In the past, communities were required to schedule a public meeting every other year to discuss and decide on what services to support with their STOP Grant allocations. This community planning meeting can now be done during one of your regular CCR meetings. As such, there will be no requirement to schedule a separate public meeting. However, the CCR meeting in which you discuss the STOP Grant allocations must be open to general public participation. Communities may choose to continue to schedule a special planning meeting instead of using their CCR meeting time, but this will not be an expectation.

If you have received this application, and were not involved in the previous planning process for the STOP Grant in your county, please refer to the Violence Against Women STOP Grant Program Contact list if you are interested in participating in the planning meeting for your county.

OCVA Violence Against Women Contact Information

For assistance with this application, please feel free to contact:

Program Staff	Assigned Counties
Anita Granbois Anita.Granbois@commerce.wa.gov	Asotin, Garfield, Kittitas, Lincoln, Spokane, Thurston, Whitman, Yakima
Ashley Wancha Ashley.Wancha@commerce.wa.gov	Cowlitz, Grays Harbor, Island, Jefferson, Kitsap, Klickitat, Mason, Okanogan, San Juan, Skamania, Wahkiakum
Cheryl Rasch Cheryl.Rasch@commerce.wa.gov	Adams, Clallam, Clark, Ferry, Grant, King, Lewis, Pacific Pend Oreille, Pierce, Stevens, Whatcom
Jodi Honeysett Jodine.Honeysett@commerce.wa.gov	Benton, Chelan, Columbia, Douglas, Franklin, Skagit, Snohomish, Walla Walla

This project was supported by an award from the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Services*Training*Officers*Prosecutors (STOP)
STOP Violence Against Women Formula Grant Program

By statute, the STOP Formula Grant Program supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women. The STOP Grant recognizes that victims are best served when all systems are working together toward the common goal of supporting victims and holding offenders accountable.

Funding for this Washington State FFY 2016 STOP Formula Grant application is subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by the Office on Violence Against Women (OVW), U.S. Department of Justice (DOJ). Activities supported by the STOP Grant Program are determined by statute, Federal Regulations, and the federal Office on Violence Against Women policies.

STOP Grant Program Purpose Areas
Grants and subgrants supported through the STOP Grant Program must meet one or more of the statutory purpose areas, which can be found at 42 U.S.C. § 3796gg(b). Some purpose areas include:

1) training law enforcement officers and prosecutors to more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));

2) developing and implementing law enforcement and prosecution policies or protocols on responding to adult or youth victims of sexual assault, domestic violence, dating violence or stalking;

3) system improvements such as interpreters or translation of forms relevant to the crimes of domestic violence, sexual assault, dating violence or stalking of adult or youth victims, age 11 and older;

4) direct services for adult or youth victims, age 11 and older, of domestic violence, sexual assault, dating violence, or stalking, including people with disabilities, elderly, tribal, or immigrant victims; or

5) training sexual assault nurse examiners to provide forensic medical exams to adult or youth victims, age 11 and older, of sexual assault.

WA State FFY 2016 STOP Formula Grant Application

Key Goal of the Washington State STOP Formula Grant

Washington State has an over arching STOP Grant goal of increasing the safety of youth and adults by supporting communities in developing comprehensive and collaborative strategies to address domestic violence, sexual assault, dating violence, and stalking; and to prioritize the needs and safety of victims while holding offenders accountable for their crimes.

Applications

The Office of Crime Victims Advocacy reserves the right to reduce, modify, or deny applications.

Coordinated Community Response (CCR) Team Participation

In support of the above goal, a condition of receiving these STOP Formula Grant funds is mandatory attendance at the CCR meetings and meaningful participation as a member of the county CCR team, which must meet at least quarterly during the grant period. **During the grant period, CCR teams will be required to report on their activities that reduce, or reduce the risk of, domestic violence related homicides.** In addition to addressing domestic violence related homicides, CCR teams are encouraged to focus on other gaps in your county. Please keep notes from your CCR meetings as OCVA program staff may attend to discuss the team's progress.

Function Areas

For the purposes of this Washington State STOP Formula Grant application, there are three function areas: non-profit, non-governmental victim services; prosecution; and law enforcement. It is not allowable for one function area to donate their funds to another function area. The allocations for each function area must be received by the eligible entity for that function area either directly or through a subgrant. This application provides funds to the three function areas in each geographical county to support local coordinated responses to adult or youth victims (age 11 and older) of sexual assault, domestic violence, dating violence, or stalking crimes.

IRS 501(c)(3) Status

As a result of VAWA 2013, any entity that is eligible for funding based on its status as a nonprofit organization must be an organization that is described in section 501(c)(3) of the Internal Revenue Code of 1986 and is exempt from taxation under section 501(a) of that Code. See 42 U.S.C. § 13925(b)(16)(B). Please contact the OCVA Violence Against Women program staff with any changes.

Reporting Requirements

One annual progress report will be required covering the period of January 1, 2017 through December 31, 2017. Grantees not using InfoNet must submit the report data electronically using the Adobe report form provided by OCVA. Grantees using InfoNet will not be required to use the Adobe file unless the InfoNet data is incomplete. Grantees using InfoNet must keep the database updated with STOP Grant funded staff names and percentages paid by STOP.

Agencies receiving funds for direct services must report the numbers of persons served detailing the nature of victimization, number of persons seeking services who could not be served or who were partially served, and demographic information.

If the grantee administers STOP Grant funds for another agency or agencies, the grantee will be required to submit a progress report that **combines the data** from all recipients in their grant, unless otherwise instructed.

Annual progress report forms will be due to OCVA with the final invoice, but not longer than 30 days after the end of the grant period.

APPLICANT AGENCY INFORMATION

The **Authorizing Official** is an individual who has the authority to apply for and accept grants on behalf of the organization or jurisdiction. The Program Contact is the primary contact for grant activities. The Fiscal Contact is the individual who will be contacted if there are financial questions on the grant.

Agency Name (Applicant/Organization)	**Everett Police Department**
Authorizing Official's Name (required)	**Ray Stephanson**
Authorizing Official's Email (required)	**RStephanson@everettwa.gov**
Authorizing Official's Title (required)	**Mayor**
Program Contact	**Jerry Strieck**
Title	**Lieutenant**
Phone	**(425) 257-7410**
Fax	
Email	**JStrieck@everettwa.gov**
Fiscal Contact	**Tracey Versteeg**
Title	**Police Finance Manager**
Phone	**(425) 257-8447**
Fax	
Email	**TVersteeg@everettwa.gov**

System for Award Management

Applicants must be current with the System for Award Management (SAM) prior to submitting an application. Failure to keep current in SAM may result in a delay of receiving funding. All applicants must register with SAM and renew their registration annually. Applicants can access SAM at https://www.sam.gov. There is no fee associated with the registration process.

Applicant's SAM Expiration Date (must be valid beyond October 17, 2016)	January 10, 2017

Equal Employment Opportunity Plan Certification

Local Government Applicants Only - If your agency meets all three of the following conditions, your office must have an Equal Employment Opportunity Plan on file that that has been approved within the last two years by the federal Office for Civil Rights. 1) Local Government Agency; AND 2) Employ 50 or more employees; AND 3) Single largest Department of Justice award is $25,000 or more. This link will provide more information on an Equal Employment Opportunity Plan (EEOP).

- ○ We do not meet all of the above conditions for an EEOP. I have consulted with the appropriate person in my organization and we are not required to have an EEOP.
- ◉ I have consulted with the appropriate person in my organization and we are required to have any EEOP, which has been updated within the last two years.

The EEOP was last updated August 1, 2016

Subgrantee Information: If the application includes more than one agency receiving funds, please provide the requested contact information for each subgrantee on the next page(s). The granting agency receiving a STOP Grant directly from OCVA will be responsible for monitoring subgrants in accordance with all applicable federal statutes, federal and state regulations, the provisions of this application, the Department of Justice Grants Financial Guide (DOJ Financial Guide) including updates, and any conditions of the recipient's grant.

Subgrantee Agency Information

(page 1 of 2 if applicable)

Name of Applicant's Organization	**Everett Police Department**

If an application is approved with subgrants, the grantee will be responsible for oversight of subgrantees, which may include, but is not limited to: providing subgrantees with a copy of this application, copy of fully signed grant, monitoring spending and scope of activities, and providing subgrantees with accurate and current information pertaining to the STOP Grant.

Subgrantees will be responsible managing subgrantee's relevant budget and scope of activities, accurate and timely submittal of documents and reports to the granting agency, and active participation in the quarterly Coordinated Community Response team meetings. Sign-in sheets from CCR meetings may be requested by OCVA to determine participation.

Grantee and subgrantees are bound by statute, federal and state regulations, the provisions of this application, the DOJ Financial Guide and updates, and any conditions of the grantee's award.

N/A	
Subgrantee Agency Name	Name and Title of Authorized Representative

Program Contact Name and Title	Program Contact Email	Program Contact Phone

Fiscal Contact Name and Title	Fiscal Contact Email	Fiscal Contact Phone

Subgrantee Agency Name	Name and Title of Authorized Representative

Program Contact Name and Title	Program Contact Email	Program Contact Phone

Fiscal Contact Name and Title	Fiscal Contact Email	Fiscal Contact Phone

Subgrantee Agency Name	Name and Title of Authorized Representative

Program Contact Name and Title	Program Contact Email	Program Contact Phone

Fiscal Contact Name and Title	Fiscal Contact Email	Fiscal Contact Phone

Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended (required for all applicants)

Under section 40002(b)(2) of the Violence Against Women Act, as amended (42 U.S.C. 13925(b)(2)), grantees and subgrantees with funding from the Office on Violence Against Women are required to meet the following terms with regard to nondisclosure of confidential or private information and to document their compliance. By signature on this form, applicant for the STOP Grant acknowledges that that they have notice that, if awarded funds, they will be required to comply with this provision, and will mandate that subgrantees, if any, comply with this provision, and will create and maintain documentation of compliance, such as policies and procedures for release of victim information, and will mandate that subgrantees, if any, will do so as well.

(A) **In general**
In order to ensure the safety of adult, youth, and child victims of domestic violence, dating violence, sexual assault, or stalking, and their families, grantees and subgrantees under this subchapter shall protect the confidentiality and privacy of persons receiving services.

(B) **Nondisclosure**
Subject to subparagraphs (C) and (D), grantees and subgrantees shall not --
(i) disclose, reveal, or release any personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs, regardless of whether the information has been encoded, encrypted, hashed, or otherwise protected; or
(ii) disclose, reveal, or release individual client information without the informed, written, reasonably time-limited consent of the person (or in the case of an unemancipated minor, the minor and the parent or guardian or in the case of legal incapacity, a court-appointed guardian) about whom information is sought, whether for this program or any other Federal, State, or Tribal grant program, except that consent for release may not be given by the abuser of the minor, incapacitated person, or the abuser of the other parent of the minor.
If a minor or a person with a legally appointed guardian is permitted by law to receive services without the parent's or guardian's consent, the minor or person with a guardian may release information without additional consent.

(C) **Release**
If release of information described in subparagraph (B) is compelled by statutory or court mandate --
(i) grantees and subgrantees shall make reasonable attempts to provide notice to victims affected by the disclosure of information; and
(ii) grantees and subgrantees shall take steps necessary to protect the privacy and safety of the persons affected by the release of the information.

(D) **Information sharing**
(i) Grantees and subgrantees may share --
(I) nonpersonally identifying data in the aggregate regarding services to their clients and nonpersonally identifying demographic information in order to comply with Federal, State, or Tribal reporting, evaluation, or data collection requirements;
(II) court-generated information and law enforcement-generated information contained in secure, governmental registries for protection order enforcement purposes; and
(III) law enforcement-generated and prosecution-generated information necessary for law enforcement and prosecution purposes.
(ii) In no circumstances may --
(I) an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking be required to provide a consent to release his or her personally identifying information as a condition of eligibility for the services provided by the grantee or subgrantee;
(II) any personally identifying information be shared in order to comply with Federal, Tribal, or State reporting, evaluation, or data collection requirements, whether for this program or any other Federal, Tribal, or State grant program.

(E) **Statutorily mandated reports of abuse or neglect**
Nothing in this section prohibits a grantee or subgrantee from reporting suspected abuse or neglect, as those terms are defined and specifically mandated by the State or Tribe involved.

(F) **Oversight**
Nothing in this paragraph shall prevent the Attorney General from disclosing grant activities authorized in this Act to the chairman and ranking members of the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate exercising Congressional oversight authority. All disclosures shall protect confidentiality and omit personally identifying information, including location information about individuals.

(G) **Confidentiality assessment and assurances**

All applicants must document their compliance with the confidentiality and privacy provisions required under this section by checking the "Acceptance of these Conditions" box below. As the duly authorized representative of the applicant, I hereby acknowledge that the applicant has received notice that if awarded funding they will comply with the above statutory requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued.

Everett Police Department	
Applicant Agency Name	*Date*
Ray Stephanson, Mayor	☑ **Acceptance of these Conditions**
Name and Title of Authorized Representative	

Assurances

(required for all applicants)

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, requirements, and any conditions of the recipient's grant. If a grant is made, the grantee and subgrantees, if any, will be subject to statutory prohibitions on discrimination.

Federal Non-Discrimination Requirements

Applicant will comply with any applicable federal non-discrimination requirements, which may include:

* the Omnibus Crime Control Act and Safe Streets Act of 1968 (42 U.S.C. § 3789d).
* the Victims of Crime Act (42 U.S.C. § 10604(e)).
* the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)).
* the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)).
* the Rehabilitation Act of 1973 (29 U.S.C. § 794).
* the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34).
* the Education Amendments of 1972 (20 U.S.C. §§ 1681,1683,1685-86).
* the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07).
* 28 C.F.R. Part 42 (U.S. Department of Justice Regulations - Nondiscrimination, Equal Employment Opportunity Policies and Procedures).
* Executive Order 13279 (equal protection of the law for faith-based and community organizations); and 28 C.F.R.Part 37 ((U.S. Department of Justice Regulations - Equal Treatment for Faith-Based Organizations).

Discrimination on the Basis of National Origin - Limited English Proficient (LEP) Individuals

It will ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964 and take reasonable steps to ensure that persons with Limited English proficiency have meaningful access to programs and activities. Title VI's prohibition of discrimination on the basis of national origin has been interpreted by courts to include discrimination on the basis of English proficiency. Under Title VI (and the Safe Streets Act), recipients are required to provide LEP individuals with meaningful access to their programs and services. Providing "meaningful access" will generally involve some combination of oral interpretation services and written translation of vital documents. Additional assistance regarding LEP obligations and information may be found at www.lep.gov.

Applicant will ensure compliance with federal law prohibiting grant recipients from retaliating against individuals taking action or participating in action to secure rights protected by federal law. Information about federal civil rights obligations of grantees can be found at http://www.ojp.usdoj.gov/ocr/.

Civil Rights Provision

The Violence Against Women Reauthorization Act of 2013 added a new civil rights provision that applies to these grant funds. This provision prohibits grantees and subgrantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by the Office on Violence Against Women.

Activities that Compromise Victim Safety and Recovery

Because of the overall purpose of the program to enhance victim safety and offender accountability, as a recipient of these funds, applicant may not engage in activities that compromise victim safety and recovery. Such activities include, but are not limited to: requiring victims to participate in criminal proceedings; supporting policies or engaging in practices that impose restrictive conditions (e.g., attend counseling, seek an order of protection) on the victim in order to receive services or when requesting an order of protection be rescinded or modified; seeking a material witness warrant for a victim without consultation with the victim and exploring alternative actions; or arbitrarily refusing to sign U visa Certifications when a STOP Grant qualifying crime has occurred and the victim was, is being, or is likely to be helpful in the investigation or prosecution of the qualifying crime. Additional information can be found in the U Visa Law Enforcement Certification Resource Guide.

By checking the "Acceptance of these Conditions" box below, applicant certifies that the jurisdiction is qualified to receive the funds. As the duly authorized representative of the applicant, I hereby acknowledge that the applicant will comply with the above requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued.

Everett Police Department *Applicant Agency Name*	*Date*
Ray Stephanson, Mayor *Name and Title of Authorized Representative*	☑ **Acceptance of these Conditions**

STOP Certification Requirements for Law Enforcement and Prosecutors (only)

Note: To be eligible for STOP Grant funds, States must certify to the Office on Violence Against Women that they are in compliance with the statutory eligibility requirements of the STOP Grant Program. **If you are a victim service agency with criminal justice subgrantees, one of the criminal justice agencies in your application (not the victim service agency) must certify the jurisdiction is in compliance with the following statutes.**

1. With respect to the VAWA requirement concerning costs for criminal charges and protection orders, a jurisdiction must certify:

   a. that its laws, policies, and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, withdrawal, or service of a protection order, or a petition for a protection order, to protect a victim of domestic violence, dating violence, stalking, or sexual assault, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, dismissal, withdrawal, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction

2. With respect to the VAWA requirement concerning forensic medical examination payment for victims of sexual assault, jurisdictions must certify that:

   a. the state or territory or another governmental entity incurs the full out-of-pocket cost of forensic medical exams for victims of sexual assault;
   b. it will not require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.

3. With respect to the VAWA requirement concerning judicial notification, jurisdictions must certify:

   a. that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 922(g)(8) and (g)(9) of Title 18 of the United States Code, and any applicable related Federal, State, or local laws.

4. With respect to the VAWA requirement prohibiting polygraph testing, jurisdictions must certify that:

   a. their laws, policies, or practices will ensure that no law enforcement officer, prosecuting officer or other government official shall ask or require an adult or youth victim of an alleged sex offense as defined under Federal, tribal, State, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and
   b. Under 42 U.S.C. 3796gg-8(b), the refusal of a victim to submit to a polygraph or other truth telling examination shall not prevent the investigation, charging, or prosecution of an alleged sex offense by a state or unit of local government.

By checking the "Jurisdiction is in Compliance" box below, applicant certifies that the jurisdiction is qualified to receive the funds. As the duly authorized representative of the applicant, I hereby acknowledge that the applicant will comply with the above requirements. This acknowledgement shall be treated as a material representation of fact upon which the Department of Commerce, Office of Crime Victims Advocacy will rely if a grant is issued.

Everett Police Department *Criminal Justice Applicant Agency Name*	 *Date*
Ray Stephanson, Mayor *Name and Title of Authorized Criminal Justice Representative*	☑ **Jurisdiction is in Compliance**

Consultation with Victim Services

(criminal justice agencies only)

State applications to the Office on Violence Against Women are required to show documentation that criminal justice agencies receiving STOP Grant funds have consulted with their local non-profit community-based victim service programs during the course of developing applications. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

As verification that applicant has consulted with the local *Community Sexual Assault Program (CSAP)* and the *Department of Social and Health Services Shelter Funded Domestic Violence Agency* during the development of this application, this form must be signed by the Executive Director of the appropriate victim service provider(s).

The criminal justice agency must provide the signed form(s) to Amy Thome at OCVA via fax (360.586.7176) **or** scanned and emailed to Amy Thome at amy.thome@commerce.wa.gov before the application can be approved by OCVA. In counties where the CSAP is separate from the DSHS shelter funded domestic violence agency, applicant can print two copies of this form to enable both Executive Directors to respond and sign.

APPLICATION FOR LAW ENFORCEMENT AND/OR PROSECUTOR (as applicable):

Everett Police Department

Name of Criminal Justice Applicant

Victim Service Provider: Please answer the following questions, sign this form and return it to the applicant. Every effort should be made to resolve concerns prior to the applicant submitting to OCVA.

Did you participate in the development of this application?	(•) Yes	( ) No
Do you agree the proposed criminal justice activities promote the safety, confidentiality, and economic independence of victims?	(•) Yes	( ) No
If you do not agree the proposed activities are in the best interest of victims, have you been given the opportunity to provide feedback to the applicant?	(•) Yes	( ) No
If you provided feedback, are you satisfied that the application addresses issues you may have asked to be included?	(•) Yes	( ) No

If you answered "no" to any of the above, please provide details regarding the process and steps necessary to address concerns with the application.

Providence Intervention Center for Assault and Abuse

Community Sexual Assault Program (CSAP) Name

Cheryl Lockridge, RN, MN

Signature of Executive Director

Domestic Violence Services of Snohomish County

Department of Social and Health Services Shelter Funded Domestic Violence Agency Name

Signature of Executive Director

Consultation with Victim Services

(criminal justice agencies only)

State applications to the Office on Violence Against Women are required to show documentation that criminal justice agencies receiving STOP Grant funds have consulted with their local non-profit community-based victim service programs during the course of developing applications. This requirement is to ensure that proposed activities by criminal justice agencies are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

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Everett Police Department

Name of Criminal Justice Applicant

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Do you agree the proposed criminal justice activities promote the safety, confidentiality, and economic independence of victims?	(•) Yes	( ) No
If you do not agree the proposed activities are in the best interest of victims, have you been given the opportunity to provide feedback to the applicant?	(•) Yes	( ) No
If you provided feedback, are you satisfied that the application addresses issues you may have asked to be included?	(•) Yes	( ) No

If you answered "no" to any of the above, please provide details regarding the process and steps necessary to address concerns with the application.

Providence Intervention Center for Assault and Abuse

Community Sexual Assault Program (CSAP) Name

Signature of Executive Director

Domestic Violence Services of Snohomish County

Department of Social and Health Services Shelter Funded Domestic Violence Agency Name

Signature of Executive Director

Coordinated Community Response (CCR) Team

Only one completed form to be submitted for your CCR team. Decide which agency will respond on behalf of all STOP Grant applicants in your county. The designated agency must submit with their application this completed CCR form, along with the planning meeting agenda, and list of participants.

County	Snohomish	**Date of Planning Meeting**	September 19, 2016
Agency submitting form on behalf of CCR Team	Everett Police Department		

Coordinated Community Response (CCR) Team Participation

A condition of receiving these STOP Formula Grant funds is mandatory attendance at the CCR meetings and meaningful participation as a member of the county CCR team, which must meet at least quarterly during the grant period.

At the application planning meeting, identify the CCR team activities for the period January 1, 2017 through December 31, 2107. To comply with our federal award, OCVA will continue to ask CCR teams to report on their progress in reducing, or reducing the risk of, domestic violence related homicides. However, CCR teams are also encouraged to consider and address services for youth or adult victims of domestic violence, sexual assault, dating violence, or stalking. During the grant period, CCR teams will be required to report on their activities. Please keep notes and sign-in sheets from your CCR meetings.

Use the space below to indicate the focus areas, the expected outcomes at the end of the grant period, the function area activities and timeline.At our application planning meeting, the CCR team has determined the following activities, timeline, and expected outcomes.

Gaps to be addressed; i.e., forensic sexual assault exams for youth and adults; domestic violence related homicides; system coordination; language barriers; U and T visas; etc.	**Goal/outcome for the grant period; i.e., list of local hospitals with SANEs, exam storage, testing, disposal, notification to victims; risk assessment for homicides in DV cases; policy, procedures, tracking of U and/or T visa certifications, etc.**
- Turn over and hiring of new police officers creates a need for updated, ongoing training - Underutilization of Intervention Center & DVS Resources - Need for enhance investigation/documentation training - Need for Trauma Informed Interviewing overview & awareness	- Provide advanced training to officer's county-wide through attendance at related conferences - Increase awareness and use of available resources - Provide training via the Regional Police Skills Refresher Training (PSR) - Provide training via the Regional Police Skills Refresher Training (PSR) Regional Police Skills Refresher Training (PSR) averages attendance of over 450 officers annually throughout the county

For each quarter, provide the action items needed to move your CCR team closer to the goal.

1st Quarter January thru March 2017	Provide funding resources for advanced training to officers county-wide. Provide training via PSR to approx 123 officers county-wide on the need for enhanced interviewing / documentation skills, awareness of Trauma Informed Interviewing and the availability of Intervention Center & DVS resources
2nd Quarter April thru June 2017	Provide funding resources for advanced training to officers county-wide. Provide training via PSR to approx 123 officers county-wide on the need for enhanced interviewing / documentation skills, awareness of Trauma Informed Interviewing and the availability of Intervention Center & DVS resources
3rd Quarter July thru September 2017	Provide funding resources for advanced training to officers county-wide. Provide training via PSR to approx 82 officers county-wide on the need for enhanced interviewing / documentation skills, awareness of Trauma Informed Interviewing and the availability of Intervention Center & DVS resources
4th Quarter October thru December 2017	Provide funding resources for advanced training to officers county-wide. Provide training via PSR to approx 123 officers county-wide on the need for enhanced interviewing / documentation skills, awareness of Trauma Informed Interviewing and the availability of Intervention Center & DVS resources

Activities that Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions:

1. Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or gender of their children;

2. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;

3. Offering perpetrators the option of entering pre-trial diversion programs or placing batterers in anger management programs;

4. Requiring mediation or counseling for couples as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;

5. Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;

6. Relying on court-mandated batterer intervention programs that do not use the power of the criminal justice system to hold batterers accountable for their behavior; or

7. Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., attending counseling, seeking an order of protection).

Unallowable Activities

The following is a list of activities that are unallowable and cannot be supported by this application:

1. Lobbying
2. Fundraising
3. Purchase of real property
4. Construction
5. Physical modifications to buildings, including minor renovations (such as painting or carpeting)

Association of Community Organizations (ACORN)

Applicant understands and agrees that it cannot use STOP Grant funds in support of any contract or sub-award to either the Association of Community Organizations or its subsidiaries.

GOODS AND SERVICES
Budget Worksheet

Goods and Services - must be proportionate to the grant-funded project staff activities. If space costs for project staff are included in the budget, the computations in goods and services must show the calculation based on square footage. Additionally, other goods and services such as telephone, general office supplies, printing and copy expenses must be direct project costs.

Item Description	Computation	Cost
Rent - *(must be calculated by square foot of space utilized by staff listed in salaries and multiplied by FTE percentage paid by this grant)*		
Utilities - *(water, sewer, garbage, electric)*		
Communications - *(phone, cell phone, answering service)*		
Internet - OCVA approval required for VS (see below)		
Office Supplies, Copies, Printing		
Trainings - (registrations, per diem, travel)	$1,368.05 ave per officer for 20 Officers	$27,361.00
Travel - *(mileage for grant-funded staff for project activities)*		
Equipment - *(itemized and prorated)*		
Client Supplies		
Professional Liability Insurance *(for grant-funded staff)*		
Other (please specify below)		
TOTAL GOODS AND SERVICES		$27,361.00

Equipment

Equipment costs may not exceed $5,000 for any one item. Approved equipment must be purchased within the first three months of the grant period.

Internet Restrictions

No grant funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. However, this does not apply to law enforcement agencies or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

No Food or Beverages

STOP Grant funding shall not be used to purchase food and/or beverages for any meeting, conference, training, or other event.

ADMINISTRATIVE or MODIFIED TOTAL DIRECT COSTS
Budget Worksheet

Administrative Costs - must be related to your STOP Formula Grant activities and may not exceed 15% of your organization's STOP Grant funding. In cases where one entity administers the grant and subgrants to another organization within the same function area, each entity, within reason, may allocate up to 15% of their STOP Grant budget for administrative costs. Administrative costs such as supervisors and financial staff must be listed below; not in salaries and benefits.

Modified Total Direct Costs (MTDC) - Entities that have never received a Federally-approved indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a federally-approved indirect cost rate agreement is negotiated. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each award. If used, your auditor must certify the computation method meets the Uniform Guidance requirements. Please provide this signed certification as a separate attachment to your application.

Indirect Costs

Indirect costs should be listed on the next page. Applicants charging indirect costs must have a federally-approved indirect cost rate agreement. Applicants may not charge indirect **and** administrative or modified total direct costs to the grant.

Item Description	Computation	Cost
Program Manager - Lieutenant	Ave hrs per year = $63/hr x 35 hrs	$2,205.00
Financial Manager - Police Finance Manager	Ave hrs per year = $41/hr x 48 hrs	$1,968.00
Program Assistance - Sergeant	Ave hrs per year = $53/hr x 12 hrs	$636.00
TOTAL ADMINISTRATIVE *OR* MTDC COSTS		$4,809.00

BUDGET SUMMARY AND MATCH	
Budget Categories	Totals
SALARIES	
BENEFITS	
SUBGRANTEES	
CONSULTANTS	
GOODS AND SERVICES	$27,361.00
ADMINISTRATIVE COSTS or MODIFIED TOTAL DIRECT COSTS	$4,809.00
INDIRECT COSTS	
TOTAL GRANT AMOUNT	**$32,170.00**
MATCH - Required for Law Enforcement and Prosecutors (Optional: non-profit, non-governmental agencies and American Indian Tribes)	$10,723.00

NON-FEDERAL BUDGET MATCH

Match Requirement - Criminal Justice Agencies - There is a 25% match requirement for prosecution and law enforcement imposed on grant funds under this program. Funds from other federal sources may not be used to meet the match requirement. Resources used as match must be eligible and directly related to the project goals and objectives. Grantees and/or subgrantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions. Sources of match are restricted to the same requirements as funds allocated under the STOP Formula Grant Program. Please list below a description of the match, the computation, and total amount.

Description of Benefit for Name/Position in Salaries	Computation	Cost
Grant Amount ÷ 75% Federal Share = Adjusted Project Costs Adjusted Project Costs X 25% Recipient's Share = Required Match	$32,170 / 75% = $42,893.33 x 25%	$10,723.00
TOTAL BENEFITS		$10,723.00

Officer Time and/or Prosecution of Cases as Match

If STOP Grant funds, or the match, support an officer to investigate domestic violence, sexual assault, dating violence or stalking crimes against adults or youth (age 11 and older), that law enforcement agency will be required to include in the annual progress report the data on the number of calls for assistance, cases investigated, number of arrests, orders of protection served, number of cases referred to the prosecutor, and domestic homicides. Annual report data only captures the STOP Grant funded activities.

Likewise, if STOP Grant prosecution funds, or the match, pay for a prosecutor or deputy prosecutor to prosecute eligible cases they will be required to provide in the annual progress report data on the number of cases received, accepted, declined, or transferred; reason for declining; and disposition of cases. Annual report data only captures the STOP Grant funded activities.

Match Calculation

For this application, use the match requirement amount in the current STOP Formula Grant. If this is a new applicant, replacing an existing administering agency, the formula for calculating the required criminal justice match is:

Grant Amount ÷ 75% Federal Share = Adjusted Project Costs
Adjusted Project Costs X 25% Recipient's Share = Required Match

Example: 75/25% Required Match:
For a Federal grant amount of $30,000, required match would be calculated as follows:
$30,000 ÷ 75% = $40,000
$40,000 X 25% = $10,000 Required Match

Ease of Application Survey

The following questions are intended to help the Washington State Department of Commerce improve our application processes. We invite you to indicate your agreement/disagreement with the following statements. Your responses will not impact the approval of your application in any way.

The application instructions were clear.	
The application questions were easily understood.	
I was able to receive the assistance I needed from OCVA to complete the application.	
I had adequate time to prepare the application prior to the deadline.	
Given program requirements, the application process was reasonable.	

Save Application

Email or fax (360-586-7176) your completed application to Amy Thome, OCVA, at amy.thome@commerce.wa.gov not later than Monday, October 17, 2016

OCVA will confirm receipt of your application.

Print application for your records prior to submitting to OCVA

Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.