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Washington State Dept. of Commerce
Office of Crime Victims Advocacy
STOP Violence Against Women Grant Program
10/5/2015 deadline

City of Everett Police Department
Snohomish County

\$ 32,170 Requested

Project Contact

Tracey Versteeg
tversteeg@everettwa.gov
Tel: 4252578447

Additional Contacts

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City of Everett Police Department

3002 Wetmore Ave
Everett, WA 98201

Telephone 4252578400
Fax
Web www.everettwa.gov

Mayor

Ray Stephanson
rstephanson@everettwa.gov

Application - Section Two

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1.

1. Do the activities in this renewal application differ significantly from your current STOP Grant?

- Yes
- No - Proceed to Question 3

2. If you selected "Yes" please briefly describe the activity changes.

-answer not presented because of the answer to #1-

3. LOCAL GOVERNMENT RECIPIENTS ONLY: If you meet all of the following conditions, your office must have an Equal Employment Opportunity Plan on file 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

- 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 an EEOP, which was last updated within the last two years.
- Not Applicable (e.g.: Non-Profit, Tribe)

4. If your organization is required to have an EEOP, please provide the date it was last updated.

If you are not required to have an EEOP type N/A.

July 2014

5. Budget Detail Worksheet Questions

These questions pertain to content in the Budget Details tab. Please select the appropriate option below.

- ADMINISTRATIVE COSTS - We have elected to charge up to 15% of our agency's STOP Grant funding for administrative expenses. Administrative costs must be related to STOP Program activities and can include staff not providing direct services with victims/survivors, such as, executive director, accounting staff, and receptionist.
- INDIRECT COSTS - We have elected to charge a de minimis rate of 10% of the Modified Total Direct Costs (MTDC). 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. This methodology once elected must be consistently for all federal awards. If used, you must have your auditor certify your computation method meets the Uniform Guidance requirements.
- INDIRECT COSTS - We have a federally negotiated indirect cost rate. A copy of this agreement has been uploaded to our STOP Grant application.
- Not requesting administrative or indirect costs

6. Please list the name of the person and the date the civil rights training requirement was completed.

Jerry Strieck, 9/17/15

Budget Summary

Budget Summary	Totals (copied from Budget Details tables)
Salaries	\$ 0.00
Benefits	\$ 0.00
Contracted Services/Subgrantees	\$ 0.00
Goods and Services	\$ 27,345.00
Administrative Costs	\$ 4,825.00
Indirect Costs	\$ 0.00
Total	\$ 32,170.00
Match	Total
Match (optional for victim services that are not part of criminal justice and Tribes.)	\$ 21,447.00
Total	\$ 21,447.00

Budget Details

SALARIES, BENEFITS, CONTRACTED SERVICES, GOODS & SERVICES

	Description (see instructions, above)	Computation	Cost
SALARIES			
1			\$ 0
2			\$ 0
3			\$ 0
4			\$ 0
5			\$ 0
Total Salaries* (Please use the grey Refresh Page button to reload the page with the calculated total, then transfer this total to the Budget Summary tab)			\$ 0
BENEFITS			
1			\$ 0
2			\$ 0
3			\$ 0
4			\$ 0
5			\$ 0
Total Benefits* (Please use the grey Refresh Page button to reload the page with the calculated total, then transfer this total to the Budget Summary tab)			\$ 0
Duties of the above positions (see instructions):			\$ 0
CONTRACTED SERVICES			
1			\$ 0
2			\$ 0
3			\$ 0
4			\$ 0
5			\$ 0
6			\$ 0
7			\$ 0
8			\$ 0
9			\$ 0
10			\$ 0
Total Contracted Services/Subgrantees* (Please use the grey Refresh Page button to reload the page with the calculated total, then transfer this total to the Budget Summary tab)			\$ 0

Activities to be provided. (Examples: Contractor will provide advanced training to attorneys. Officer overtime for investigations and/or attendance at approved trainings.) \$ 0

GOODS AND SERVICES

Rent (Calculated by square foot of space utilized by staff listed in salaries and multiplied by FTE percentage paid by this grant)			\$ 0
Utilities (water, sewage, garbage, electric)			\$ 0
Communications (phone, cell phone, answering service)			\$ 0
Internet - OCVA approval required for victim service agencies. See Computer Networks note in instructions (above).			\$ 0
Office Supplies, Copies, Printing			\$ 0
Trainings (registrations, per diem, travel)	Airfare, rental vehicles, lodging, per diem, registration fees	\$1,367.25 ave per officer for 20 officers	\$ 27,345
Travel (mileage for grant-funded staff for project activities)			\$ 0
Equipment (itemized and prorated)			\$ 0
Client Supplies (If purchasing gift cards, a copy of procedures/policies and a plan for distribution of cards must be provided to OCVA.)			\$ 0
Professional Liability Insurance (for grant-funded staff)			\$ 0
Other			\$ 0
Total Goods and Services* (Please use the grey Refresh Page button to reload the page with the calculated total, then transfer this total to the Budget Summary tab)			\$ 27,345
Total			\$ 27,345

ADMINISTRATIVE COSTS

	Item Description	Computation	Cost
1	Program Management Lieutenant	Ave hrs/yr = \$57/hr x 40hrs	\$ 2,280
2	Financial Management	Ave hrs/yr = \$38.9/hr x 50hrs	\$ 1,945
3	Program Assistance Sergeant	Ave hrs/yr = \$50/hr x 12 hrs	\$ 600
4			\$ 0
5			\$ 0
6			\$ 0
7			\$ 0
8			\$ 0
Total			\$ 4,825

INDIRECT COSTS

	Item Description	Computation	Cost
1			\$ 0
2			\$ 0
3			\$ 0
4			\$ 0
5			\$ 0
6			\$ 0
7			\$ 0
Total			\$ 0

NON-FEDERAL BUDGET MATCH (Optional for Victim Services and Tribes)

Match Description	Computation	Costs
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1	Officer time for training; ave 28 hrs per officer = 560 hrs	560 hrs x \$38.298/hr ave per officer = \$21,447	\$ 21,447
2			\$ 0
3			\$ 0
4			\$ 0
5			\$ 0
6			\$ 0
Total			\$ 21,447

Certifications/Assurances and Other Documents

Documents Requested *	Required?	Attached Documents *
Federal Assurances download template	<input checked="" type="checkbox"/>	
Acknowledgement of Confidentiality and Privacy Provisions download template	<input checked="" type="checkbox"/>	
Criminal Justice STOP Certification download template	<input type="checkbox"/>	
Federally Negotiated Indirect Cost Rate (if applicable) If using a federally Negotiated Indirect Cost Rate, a copy of the signed agreement must be uploaded.	<input type="checkbox"/>	
Subgrantee Agency Information Form download template	<input type="checkbox"/>	

* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 44049

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Assurances

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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 civil rights provision that applies to all FFY 2015 OVW grants. 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.

Federal Civil Rights Training

Recipients of financial assistance from the Office on Violence Against Women (OVW), either awarded directly from OVW or through another recipient, must comply with the [federal statutes and regulations](#) that prohibit discrimination in federally assisted programs or activities. In addition to federal laws that prohibit discrimination based on race, color, national origin, sex, religion, age, and disability in OVW-funded programs, recipients of financial assistance from OVW are prohibited from discriminating on the basis of sexual orientation or gender identity, either in employment or in the delivery of services or benefits. For more information on discrimination prohibited in OVW-funded programs, please [click here](#).

As part of its training efforts, the Office for Civil Rights at the Office of Justice Programs has developed an online civil rights training curriculum for recipients. This training, which consists of six segments and accompanying self-tests, is designed to provide recipients with an overview of applicable nondiscrimination laws and the general civil rights obligations that are tied to grants awarded by the Department of Justice. The OCR offers this online version of its training program to ensure that recipients who are unable to participate in an in-person training session can still receive valuable technical assistance.

All six Civil Rights training programs are available by clicking [here](#).

Jerry Strieck, Lieutenant

Name and title of person who completed the online training

Sep 17, 2015

Date online training was completed

Assurances

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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](#).

Non-Supplanting Certification

I certify that no STOP Grant funds will be used to supplant existing state, local, or other non-federal funding already in place to support current services. I hereby certify that STOP Grant funds will be used to increase the total amount of funds used to combat violence against women. I understand that violation of the non-supplanting requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Coordinated Community Response Team Meetings

A condition of receiving these STOP Grant funds is mandatory attendance at CCR meetings and **meaningful** participation as a member of the county Coordinated Community Response team, which must meet at least quarterly during the grant period. OCVA program staff may attend one of your quarterly CCR meetings to discuss your progress.

The federal STOP Grant application includes a requirement to demonstrate efforts taken to reduce domestic violence related homicides. CCR teams will continue to show how their activities will reduce, or reduce the risk of, domestic violence related homicides.

By checking the "Acceptance of these Conditions" box below, applicant certifies that the agency 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.

City of Everett Police Dept.
Applicant Agency Name

10/13/2015
Date

Ray Alesha - Mayor
Name and Title of Authorized Representative

Acceptance of these Conditions

APPROVED AS TO FORM

James D. Lee
JAMES D. LEE, City Attorney

ATTEST:

Sharon Jule
City Clerk

Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act, as Amended

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 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.

City of Everett Police Dept.
Applicant Agency Name

10/13/2015
Date

Ray Stephenson - Mayor
Name and Title of Authorized Representative

Acceptance of these Conditions

ATTEST:
Sharon Jelle
City Clerk

Approved as to form:
D. Lee of Attorney

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. Therefore, criminal justice applicants must certify their 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.

City of Everett Police Dept.
Applicant Agency Name

10/13/2015
Date

Ray Stephenson - Mayor
Name and Title of Authorized Representative

Jurisdiction is in Compliance
(criminal justice agencies only)

ATTEST:
Sharon Jull
City Clerk

Approved as to form:
Dino D. De
CE Attorney

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Agreement with Washington State Department of Commerce regarding utilization of FFY2015 STOP Violence Against Women grant funds

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

COUNCIL BILL #
Originating Dept. Police
Contact Person D/C Jim Lever
Phone Number (425) 257-8418
FOR AGENDA OF September 30, 2015

Initialed by:
Department Head
CAA
Council President

Table with 4 columns: Location, Preceding Action, Attachments, Department(s) Approval. Attachments include Application with Department of Commerce, Certification Requirements, Standard Assurances, Confidentiality and Privacy Provisions.

Table with 3 columns: Budget Item, Amount, Account Number. Rows include Amount Budgeted, Expenditure Required, Budget Remaining, and Additional Required.

DETAILED SUMMARY STATEMENT:

The Everett Police Department has been approved to apply for funding through the Federal Fiscal Year (FFY) 2015 STOP Violence Against Women Formula Grant program. The FFY 2015 Application with the 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.

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 \$32,170.00 FFY 2015 STOP Violence Against Women award.

Everett Approved
9-30-15 J.A.P.