



# City Council Agenda Bill

20344  
Bill Number

**Subject:** Budget Amendment to allow for receipt and spending of \$19,096 for the 2014 STOP GRANT from the Department of Commerce

**Summary Statement:** Domestic Violence and Sexual Assault Services (DVSAS), in partnership with the City of Bellingham, has received a grant for \$19,096 from the US Department of Justice through the Washington State Department of Commerce. The grant will be used to pay the salary of a volunteer coordinator. The volunteers are placed at the Bellingham Police Department to provide information and referrals to advocacy services for victims of domestic violence.

**Previous Council Action:** N/A

**Fiscal Impact:** \$19,096 revenue to the General Fund; \$19,096 General Fund expense

**Funding Source:** Department of Commerce Grant

**Attachments:** Ordinance  
Grant Application

Meeting Activity	Meeting Date	Staff Recommendation	Presented By	Time
Consent Agenda	3/10/2014	Pass Ordinance	Click here to enter text.	0 minutes

**Recommended Motion:** .

<b>Council Committee:</b>	<b>Agenda Bill Contact:</b> Renee Firos		
	<b>Reviewed By</b>	<b>Department</b>	<b>Date</b>
	<i>Cliff Cook</i>	Chief of Police	2/26/14
	<i>Brian Henshaw</i>	Finance	2/28/14
	<i>Peter Ruffatto</i>	Legal	3/4/14
	<i>Kelli Linville</i>	Executive	3/4/14

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE 2014 BUDGET INCREASING GENERAL FUND REVENUE BY \$19,096.00 AS A RESULT OF A DEPARTMENT OF COMMERCE STOP GRANT TO THE POLICE DEPARTMENT AND APPROPRIATING \$19,096.00 IN RELATED EXPENDITURES.**

**WHEREAS**, the Bellingham Police Department has been awarded a U.S. Department of Justice Grant through the Washington State Department of Commerce, and

**WHEREAS**, this grant will be used to pay the salary of a volunteer coordinator for the Domestic Violence and Sexual Assault Services (DVSAS) Program.

**NOW, THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:**

Revenue in the General Fund is hereby increased by \$19,096.00 and that amount is appropriated in the General Fund, Bellingham Police Department, to provide professional services for the DVSAS Program. The source of funding will be credited from:

<u>001</u>				
	3	811	<u>GENERAL FUND</u>	
		311	POLICE ADMINISTRATION	
001-381131133165801			STOP-DOMESTIC VIOLENCE	\$ 19,096.00

To be debited as follows:

<u>001</u>			<u>GENERAL FUND</u>	
	5	811	POLICE ADMINISTRATION	
		311	SVCS-VIOLENCE AGAINST WOMEN	
001-58113114199			OTHER PROFESSIONAL SERVICES	\$ 19,096.00

**PASSED** by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Council President

**APPROVED** by me this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

**ATTEST:** \_\_\_\_\_  
Finance Director

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Office of the City Attorney



Published:  
\_\_\_\_\_

FACE SHEET

Grant Number: F13-31103-068

Washington State Department of Commerce  
 Community Services and Housing Division  
 Office of Crime Victims Advocacy  
 FFY 2013 STOP Violence Against Women Formula Grant Program

RECEIVED  
 JAN 06 2014  
 CSJHD

<b>1. Grantee</b> Domestic Violence & Sexual Assault Services of Whatcom County 1407 Commercial Street Bellingham, WA 98225-4309		<b>2. Grantee Doing Business As (optional)</b>	
<b>3. Grantee Representative</b> Karen Burke Executive Director Phone: (360) 671-5714 Fax: (360) 647-6015 kburke@dvsas.org		<b>4. COMMERCE Representative</b> Jodi Honeysett Program Coordinator Phone: (360) 725-2876 Fax: (360) 586-7176 jodine.honeysett@commerce.wa.gov PO Box 42525 (98504-2525) 1011 Plum Street SE Olympia, WA 98501	
<b>5. Grant Amount</b> \$ 57,288.00	<b>6. Funding Source</b> Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> 1/1/2014	<b>8. End Date</b> 12/31/2014
<b>9. Federal Funds (as applicable)</b> 2013-WF-AX-0055		<b>Federal Agency</b> Department of Justice, OVW	<b>CFDA Number</b> 16.588
<b>10. Tax ID #</b> 91-1066325	<b>11. SWV #</b> SWV0007853-00	<b>12. UBI #</b>	<b>13. DUNS #</b> 180079675
<b>14. Grant Purpose</b> Support grant activities funded through the FFY 2013 STOP Violence Against Women Program.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: Grantee Terms and Conditions including Attachment A - Scope of Work; Attachment B - Budget; Attachment C - Copyright Provisions; Attachment D - Standard Assurances; Attachment E - Equal Employment Opportunity Plan Certification; Attachment F - Civil Rights Requirements Certification; and Grantee's Application for Funding as submitted and approved by COMMERCE.			
<b>FOR GRANTEE</b>  Signature Karen O. Burke Name Executive Director Title 12/31/13 Date		<b>FOR COMMERCE</b>  Diane Klontz, Assistant Director Date 1/6/2014 APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL	

**Scope of Work**

January 1, 2014 through December 31, 2014

The Domestic Violence & Sexual Assault Services of Whatcom County shall provide staff and furnish goods and services necessary to accomplish the activities under the STOP Violence Against Women Formula Grant Program during the grant period.

This Grant is not a Benefit or Entitlement to the Grantee. It is not to be used to acquire property or services for the state government's direct benefit. The principle purpose of this Grant is to provide funding for Domestic Violence & Sexual Assault Services of Whatcom County to accomplish a public purpose.

Funding from this grant must be used to support the grantee's STOP Violence Against Women Formula Grant Program. Grantee must ensure that activities funded under this grant program are available to adult or teen victims of domestic violence, sexual assault, stalking or dating violence during grantee's regular business hours and shall include, but not be limited to:

**Victim Services**

- active advocacy, medical advocacy and/or legal advocacy on behalf of the client;
- ensuring that crisis intervention and assistance in the development of individual safety plans are available;
- assistance with obtaining orders of protection and court accompaniment;
- ensuring outreach is provided to inform victims of existing services;
- assistance in accessing Crime Victims Compensation benefits;
- ensuring funding for training is focused on topics or issues related to adult or teen victims of domestic violence, sexual assault, dating violence, and/or stalking;
- active collaboration with law enforcement and prosecution to ensure a supportive and strong coordinated response for victims of domestic violence; sexual assault, dating violence, and stalking; and
- ensuring that goods and services, supplies or administrative costs supported by this grant program are related to issues involving adult or teen victims of domestic violence, sexual assault, dating violence or stalking.

Services provided must be consistent with current state and federal laws and mandates.

**Law Enforcement**

- an on-site system-based volunteer program that will provide information and referrals to teen and adult victims of domestic violence, dating violence, sexual assault and stalking;
- volunteers can assist on other issues that will enhance law enforcement's response to teen and adult victims of domestic violence, dating violence, sexual assault and stalking;
- Bellingham Police Department, and Ferndale Police Department will directly supervise system-based volunteer program;
- active collaboration with victim services and prosecution to ensure a supportive and strong coordinated response for victims of domestic violence; sexual assault, dating violence, and stalking; and
- ensuring that goods and services, supplies or administrative costs supported by this grant program are related to issues involving adult victims of domestic violence, sexual assault, dating violence, or stalking.

Services provided must be consistent with current state and federal laws and mandates.

**Prosecution**

- system-based advocacy on behalf of the victim;
- information and support for victims;
- assistance with obtaining protection orders or other court documents;
- assistance with restitution;
- assistance in accessing Crime Victims Compensation benefits;
- notification of hearings and other relevant events;

- referrals to other agencies which can provide information for a victim;
- active collaboration with victim services and law enforcement to ensure a supportive and strong coordinated response for victims of domestic violence; sexual assault, dating violence, and stalking; and
- ensuring that goods and services, supplies or administrative costs supported by this grant program are related to issues involving adult or teen victims of domestic violence, sexual assault, dating violence or stalking.

Services provided must be consistent with current state and federal laws and mandates.

**Domestic Violence Advocacy:**

Provision of services to domestic violence clients must comply with requirements as set forth in WAC 388-61A-0260.

**Sexual Assault Advocacy:**

Sexual assault services provided shall meet the requirements set forth by Washington State RCW 70.125 and by the standards defined by the State of Washington Sexual Abuse/Assault Services Standards.

**Victim Safety:** Grantee agrees grant funds will not support activities that may compromise victim safety, such as: pre-trial diversion programs not approved by the federal Office on Violence Against Women or the placement of offenders in such programs; mediation, couples counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, file formal complaint); or the placement of perpetrators in anger management programs.

**Food and Beverage Costs:** Grantee agrees grant funds will not be used to purchase food and/or beverages for any meeting, conference, training, or other event, with the exception of support groups or training volunteers.

**Outreach, Public Awareness and Education Activities:** Grant funds may only be used to support, inform, and outreach to victims about available services. Grantee agrees grant funds will not be used to conduct public awareness or community education campaigns or related activities.

**Coordinated Community Response Team:** The Grantee shall participate at least quarterly, in the county's Coordinated Community Response Team to increase the safety of victims of domestic violence, sexual assault, dating violence, or stalking and hold offenders accountable. OCVA Program Staff may conduct periodic checks for compliance with participation in the CCR. Noncompliance may result in suspension of payments to Grantee under this Grant.

### **DELIVERABLES**

The grantee shall be responsible for the following deliverables:

1. Participation in coordinated community response meetings at least quarterly – As detailed above
2. Reports – As described in Section 5 of Special Terms and Conditions
3. Vouchers – Must be submitted at least quarterly

### **PERFORMANCE MEASURES**

Provision of the deliverables listed above will be measured using the following performance measures:

1. Participation in at least 75% of coordinated community response meetings
2. 100% of required reports will be submitted on time
3. 90% of vouchers will be completed on time

**ATTACHMENT B**

**BUDGET**

<b><u>Category</u></b>	<b><u>Projected Costs</u></b>		
	Law Enforcement	Prosecution	Victim Services
Personnel			
Salaries	\$0.00	\$0.00	\$10,027.00
Benefits	\$0.00	\$0.00	\$2,395.00
Contracted Services	\$19,096.00	\$19,096.00	\$4,774.00
Goods & Services	\$0.00	\$0.00	\$0.00
Administrative Costs	\$0.00	\$0.00	\$1,900.00
<b>Total Grant Award</b>	<b>\$19,096.00</b>	<b>\$19,096.00</b>	<b>\$19,096.00</b>
<b>Match</b>	<b>\$9,548.00</b>	<b>\$9,548.00</b>	<b>\$0.00</b>
<b>Total Project</b>	<b>\$28,644.00</b>	<b>\$28,644.00</b>	<b>\$19,096.00</b>

Transfer of funds between line item budget categories must be approved by OCVA program staff. A cumulative amount of these transfers exceeding ten (10) percent of the total grant award shall be subject to justification and negotiation of an amendment by Grantee and the Department of Commerce.

The cost of allowable equipment purchased with these funds must be prorated to grant activity usage, unless items are used 90% or more on grant activities. Equipment authorized to be purchased with grant funds must be documented in an inventory system indicating, at a minimum, date of purchase, quantity, and distribution.

Administrative costs may not exceed 15% of each agency's STOP Grant funding. Administrative costs must be related to STOP activities funded by this Grant. One function area (victim services, law enforcement, or prosecutors) may not use another function area's administrative allocation.

The project match must be met by governmental entities unless otherwise agreed upon and fulfilled by STOP Grant county partners.

**NEW REQUIREMENT:** 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.



**Equal Employment Opportunity Plan (EEO) Certification**

**Compliance with the Equal Employment Opportunity Plan (EEO) Requirements**

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three.

Recipient's Name: Domestic Violence & Sexual Assault Services of Whatcom County	DUNS Number: 180079675
Address: 1407 Commercial Street, Bellingham, WA 98225-4309	
Grant Title: STOP VAWA	Grant Number: 2013-WF-AX-0055
Award Amount: \$ 57,288.00	
Name and Title of Contact Person: Karen Burke, Executive Director	
Telephone Number: (360) 671-5714	E-Mail Address: kburke@dvsas.org

**Section A—Declaration Claiming Complete Exemption from the EEO Requirement**

Please check all the following boxes that apply:

- Recipient has less than fifty employees.     
  Recipient is an Indian tribe.     
  Recipient is a medical institution.  
 Recipient is a nonprofit organization.     
  Recipient is an educational institution.     
  Recipient is receiving an award less than \$25,000.

I, Karen Burke [responsible official],  
 certify that DVSAS [recipient] is  
 not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302.  
 I further certify that DVSAS [recipient]  
 will comply with all applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of  
 services.  
Karen Burke, Executive Director [Signature]      12/31/13 [Date]  
 Print or Type Name and Title      Signature      Date

**Section B—Declaration Claiming Exemption from EEO Submission Requirement and Certifying That an EEO Is on File for Review**

If a recipient has fifty or more employees and is receiving a single award or subaward of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient]  
 Which has fifty or more employees and is receiving a single award for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 25 CFR pt. 42, subpt E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEO and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEO is on file at the following office:  
 \_\_\_\_\_ [organization],  
 \_\_\_\_\_ [address].

Print or Type Name and Title      Signature      Date

**Section C—Declaration Stating that an EEO Short Form Has Been Submitted to the Office for Civil Rights for Review**

If a recipient agency has fifty or more employees and is receiving a single award or subaward of \$500,000 or more, then the recipient agency must send an EEO Short Form to the OCR for review.

I, \_\_\_\_\_ [responsible official],  
 certify that \_\_\_\_\_ [recipient]  
 Which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEO in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

Print or Type Name and Title      Signature      Date