

PUBLIC SAFETY & COMMUNITY HEALTH COMMITTEE MEETING
AGENDA FOR MONDAY, June 1, 2020
1:15 p.m. – Streaming Live Online & Airing on City Cable 5

The Spokane City Council's Public Safety & Community Health Committee meeting will be held at **1:15 p.m. on June 1, 2020** – Streaming Live Online & Airing on City Cable 5. Council members and presenters will be attending virtually and the meeting will be streamed live at <https://my.spokanecity.org/citycable5/live> and will also air on City Cable 5.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council.

The physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters and staff. The public is encouraged to tune in live at the address above.

AGENDA

- I. Call to Order at 1:15 p.m.**
- II. Approval of Minutes**
 - [May 4, 2020 PSCHC Meeting](#)
- III. Reports/Updates – Briefing Papers Only, No Discussion**
 1. [OPO Monthly Update – April 2020](#)
 2. [Photo Red Update \(SPD\)](#)
 3. [June Strategic Initiatives Report \(SPD\)](#)
- IV. Consent Agenda – Briefing Papers Only, No Discussion**
 1. [Authorize HOME affordable housing contracts for Sinto Commons and FFC Homes XII \(CHHS\)](#)
 2. [Authorize loan to Proclaim Liberty for ECEAP-centered affordable housing development \(CHHS\)](#)
 3. [Approval of design contract for Hoffman Well Upgrade Electrical Design \(Public Works\)](#)
 4. [Mitchell Humphrey Financial Management System \(FMS\) Annual Software Maintenance and Support \(IT\)](#)
 5. [DUI AG-1942 WTSC Enforcement Grant Application \(SPD\)](#)
 6. [Approval of User License Agreement for Online Weapons Permit Applications \(SPD\)](#)
 7. [Approval of grant application \(FEMA\) for Personal Protective Equipment \(SFD\)](#)
 8. [Purchase of John Deere Loader \(Fleet Services\)](#)

V. Strategic Plan Session – Safe & Healthy

- Strategic Priority: Integrated 911/Dispatch
 - NONE
- Strategic Priority: Integrated Response
 - NONE
- Strategic Priority: Criminal Justice Reform
 - NONE
- Strategic Priority: City-Wide Clean & Safe
 - NONE

VI. Discussion Items

1. Staff Requests

- Administrative Report on COVID-19 – City Administrator Wes Crago (15 minutes)
- Kempe to Woodridge Transmission Main Discussion – City Administrator Wes Crago (15 minutes)
- Trueblood programs at Frontier Behavioral Health – Jan Tokumoto (10 minutes)

2. Council Requests

- Budget transfer and increase to Forfeiture funds (SPD) – CM Kinnear (10 minutes)
- Update on Community Court expansion to East Central – CM Kinnear (10 minutes)

VII. State Legislative Update (as needed)

VIII. Adjournment

Next Committee meeting will be held on June 29, 2020

Public Safety & Community Health Committee

Meeting Minutes – May 4, 2020

Call to Order: 1:17 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear; CP Beggs; CM Stratton; CM Cathcart; CM Wilkerson; CM Mumm; CM Burke

Staff/Others Present: City Administrator Wes Crago, Chief Meidl, Chief Schaeffer, SPD Assistant Chief Lundgren, Hannahlee Allers, Ariane Schmidt, Dan Sigler, Kirsten Gable, Jennifer Hammond

Approval of March 2, 2020 minutes: Motion to approve by CM Wilkerson; M/S by CM Mumm. The committee approved the minutes from the March 30, 2020 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS

Monthly Reports:

1. OPO Monthly Update – March 2020
2. Sit & Lie Enforcement Update (SPD)
3. Photo Red Update (SPD)
4. May Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. COVID-19 JAG Grant Application (SPD)
2. Continuum of Care FY2019 Program Awards (CHHS)
3. Janitorial Contract with Environmental Control of Spokane (SFD)
4. Microsoft Select Plus Agreement with SHI International, Corp. (IT)
5. Agreement with Veolia for Special Waste Destruction Services at the WTE (Public Works)

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated 911/Dispatch

NONE

Strategic Priority: Integrated Response

Mental Health Crisis Stabilization Center Update – Ariane Schmidt (20 minutes)

Ariane Schmidt presented with Dan Sigler and Kirsten Gable from Pioneer Human Services. Ms. Schmidt began the presentation by providing a status update for the design process, permitting process, programmatic process, funding, and public engagement for the Mental Health Crisis Stabilization Center. Ms. Schmidt noted that the center will be located between W Boone and W Gardner Ave. She walked through the initial site plan. Ms. Schmidt noted that she has been working very closely with the County Sheriff's office and SPD. This is a critical partnership because this center only works if these groups are

on board. Ms. Schmidt said that the floor plan is meant to compliment the functional flow of the stabilization process. Mr. Sigler provided more detail on the intake process, and the necessary steps to address mental stabilization and detox needs. Mr. Sigler noted that the design and coloring complies with County facility standards but also is meant not to feel sterile or clinical. Mr. Sigler walked Council through design renderings. Ms. Schmidt then reviewed the estimated construction timeline and reported that they are on schedule. Even with COVID-19 they have been able to stay on schedule. Ms. Schmidt said that many of the design development documents are available upon request. Ms. Schmidt said that they will be submitting their permit documents to the City of Spokane in early June. Ms. Schmidt then presented on the capital budget (revenues and expenditures) for the project. There are currently approximately a \$2.2M gap in funding out of a \$9M budget. Ms. Schmidt said that they planning on asking the City of Spokane to be an MOU partner, ideally with the County and the Spokane Valley, to cover construction costs not funded by State and Trueblood capital grants. The MOU is not yet drafted but will include a formula for cost-sharing calculation. The MOU will not include long-term site maintenance costs. This will be a part of the ILA. CM Wilkerson asked how many beds are in the diversion unit. Ms. Schmidt said they will present those numbers in just a couple slides. Ms. Schmidt then transitioned into a presentation on the ILA for operating costs. CP Beggs asked whether the Municipality Fee included the County. Ms. Schmidt confirmed that it does. CM Kinnear asked if they would save money by utilizing progressive design build. Ms. Schmidt said they looked at it last year, but the County was not interested in utilizing this method. Dan Sigler pointed out that there will be 16 formerly Diversion Holdover beds, 16 MHCS beds, and 14 WM beds. CP Beggs asked if the methodology of this breakout is to allow for Medicaid reimbursement. Mr. Sigler confirmed this. CM Mumm asked if they would design this any differently after knowing what we do from COVID-19. Mr. Sigler said that is an interesting question, but said he thought they could still set up a quarantine section in a COVID-19 scenario.

Strategic Priority: Criminal Justice Reform

NONE

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS

Staff Requests:

Administrative Report on COVID-19 – City Administrator Wes Crago (10 minutes)

Wes Crago began by saying that, in general, the tempo is slowing to a “maintenance mode” at the Emergency Operations Center (EOC). Mr. Crago said that everyone at the EOC has been working hard as a region to put forward a re-opening plan that would allow the region to move separately from the west side of the state. Mr. Crago said the EOC is working on right sizing its COVID-19 efforts. He said that the City is working on a “new normal” for operations – this will include masks, temperature checks, and social distancing techniques. Mr. Crago said things are relatively stable at the moment and are looking better going forward. CM Kinnear asked how you can create social distancing at City Hall when departments are so close to each other. Mr. Crago noted that they will move people where possible and where not, perhaps Plexiglas or the requirements for masks.

CHHS Update – Tim Sigler & Tija Danzig (10 minutes)

Tim Sigler started by talking about the Business Resiliency Program. There is \$280,000 available in loans through this program. Mr. Sigler briefed Council on his team's work on a potential rental assistance program. They are currently surveying the community to better understand the specific needs of residents. CM Wilkerson asked how this potential rental assistance program will dovetail with the Department of Commerce rental assistance program. Mr. Sigler said that hopefully they would be able to fill the gaps of that program. Mr. Sigler segued into a report on healthy shelter space. The EOC team has a site selection committee looking to identify a space. There are discussions about an RFP for hoteling the most COVID-19 vulnerable individuals. Tija Danzig reported on the weekend's shelter capacity report. There was availability across the board, even for families, with a total of just about 50 beds available.

Ambulance Service Contract Renewal – Chief Schaeffer (10 minutes)

Chief Schaeffer and Mike Lopez presented on this 5 year agreement for the AMR ambulance service contract renewal. Chief Schaeffer said that the current Pandemic health care crisis requires the City to consider interim modifications to the contract in order to mitigate impacts of the COVID-19 outbreak on normal operations. These impacts include:

1. Significant increase in the number of, and time spent for, performing crew, equipment and vehicle decontamination;
2. Increased surge of patients. The outbreak quickly overwhelmed EMS and hospital emergency departments in the Puget Sound area; and
3. Increased absenteeism of the AMR workforce as a result of exposure and required isolation.

These options are built into the contract renewal. CP Beggs asked if there is a rate increase in the contract renewal and what if anything are they proposing above that increase. Mr. Lopez said the rate increase has around 2% a year. And overall, since the contract was granted there has been about a 6% increase in Spokane. Mr. Lopez said that from \$767 to \$975 is the difference between what was initially being discussed and what is being considered now. CP Beggs asked what the risk to the City is if we decide to sign the agreement that was previously negotiated. Mr. Lopez said that he would expect pushback. Chief Schaeffer said that the situation with AMR is rather dire, and SFDs concern is if they don't allow them to capture more revenue on fewer trips, we may lose them as a response partner. CM Cathcart asked what the timeline for a decision is. Mr. Lopez said that the current contract is up in early June.

Council Requests:**SBO for Fire Communication Specialist Hire Ahead – CP Beggs (5 minutes)**

CP Beggs said that it is a really good idea to hire ahead and noted that there are a couple fire districts that would like to hire our services and that it might be a good idea to talk to those districts ahead of time to see if they would like to partner in this process.

Fire and Police Overtime Discussion – CM Mumm (10 minutes)

CM Mumm asked Fire and Police to give an update on their overtime expenditures. Chief Schaeffer said that all of SFDs overtime overages have been related to the pandemic. He noted that they don't really

have a choice when it comes to employee safety and the responsiveness of the system, especially during a pandemic. He noted that they will be doing everything they can to seek reimbursement for these costs. CM Kinnear said that she hopes that cutting staff is not on the table. Jennifer Hammond presented on SPD overtime with Power BI slides and explained that some of the overtime expenses will be reimbursed. In particular, there were a lot of Arena special events at the beginning of 2020 that will be reimbursed. In addition, call outs for major crimes increased at the beginning of the year. However, overtime did decrease in April when things began to be shut down. CM Mumm asked how bringing on additional staff would affect overtime. Chief Meidl said that those positions might not impact overtime but would increase customer satisfaction with the better services they would be able to provide. CM Mumm asked if SPD is still tracking special events with major crimes call outs. Ms. Hammond said no, but some major marches are categorized as special events. CM Cathcart asked how quickly SPD is filling the vacant levy positions. Chief Meidl said they are working on filling those 8 in the fall academy. As far as its impact on crime, Chief Meidl said that higher visibility will likely be a deterrent, but it will also help to prevent burnout and increase customer service. CP Beggs asked about having levy positions hired while having general fund positions vacant and how SPD will account for that in their accounting. Chief Meidl said they haven't tackled that yet because they won't be online as officers until around November.

Funding a VISTA Volunteer Position for Community Court – CP Beggs (10 minutes)

CP Beggs said that a VISTA volunteer would be a full time-position who will provide wrap-around services to community court attendees at a low cost to the City (essentially a program fee and a laptop). CP Beggs said that there are potentially funds available in the public levy funds. The program wouldn't start until August.

Resolutions Pertaining to COVID-19 – CP Beggs (10 minutes)

CP Beggs provided a preview on upcoming COVID-19 legislation. CP Beggs said that some topics could potentially include homeless services, CARES Act funding priorities, and other topics.

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Executive Session: NONE

Adjournment: CM Kinnear adjourned the meeting at 2:34 PM. The next PSCHC meeting will be held Monday, June 1, 2020.

Attachments/Briefing Papers: COVID-19 Grant Application Briefing Paper, Continuum of Care FY2019 Program Awards Briefing Paper, Janitorial Contract with Environmental Control of Spokane Briefing Paper, Microsoft Select Plus Agreement with SHI International, Corp. Briefing Paper, Agreement with Veolia for Special Waste Destruction Services at the WTE Briefing Paper, Mental Health Crisis Stabilization Center Briefing Paper, Ambulance Service Contract Renewal Briefing Paper, SBO for Fire Communication Specialist Hire Ahead Briefing Paper.

Respectfully submitted by:

Giacobbe Byrd, Legislative Aide to Council Member Lori Kinnear (PSCHC Chair)

Committee Chair Approval

Lori Kinnear

Spokane City Council – District 2



Office of the Police Ombudsman

808 W. Spokane Falls Blvd.
Spokane, WA 99201
509.625.6742 / spdombudsman.org

May 13, 2020

Public Safety & Community Health Committee Report

Reporting Period: April 1-30, 2019

Snapshot of Activities		Monthly	Year to Date
Community Outreach			
OPO	Total community events and meetings	11	31
OPOC	Community outreach / activities	0	23
Contacts		97	377
Commendations		1	1
Complaints			
	Received complaints	5	13
	Referred complaints	11	35
Case Review			
	Request for further investigation	2	4
	Investigations certified / concurred	6	29
	Declined certifications	0	0
	Special cases reviewed	7	58
Interviews			
	OPO interviews	7	28
	Internal Affairs interviews	5	14
Training		14	27
Critical Incidents		0	0
Mediations			
	Recommended	0	1
	Conducted	0	1
	Declined	0	0
Recommendations		0	0
Other Activities			
SPD Related	Meetings / contacts	32	121
	Review boards / D-ARP's	2	6
	Closing meetings	0	0

1. Outreach

a) OPO

- i. Food Drive Center Volunteer (4/3, 4/6, 4/10, 4/20, & 4/27)
- ii. Leadership Spokane (4/7, 4/8, 4/20, 4/27)
- iii. Jonah Project Meeting (4/23)
- iv. Donation Procurement for Homeless (4/25)

b) **OPOC Actions** – Due to the Stay Home Stay Healthy Order, Commissioners did not attend any events

2. Commendations / Complaints

a) Received Complaints

- i. **OPO 20-09 – Demeanor/Inadequate Response:** Complainant alleges that they called for assistance and it never arrived. This has been ongoing in their area.
- ii. **OPO 20-10 – Demeanor / Inadequate Response:** Complainant stated that SPD didn't arrest other party after a domestic violence assault because the other party was a woman.
- iii. **OPO 20-11 – Inadequate Response:** Complainant alleges that they have called multiple times on drug activity in a neighbor house but has not received assistance.
- iv. **OPO 20-12 – Demeanor / Inadequate Response:** After being involved in a hit and run accident complainant alleges that the responding officer was rude and falsified the police report and ticket.
- v. **OPO 20-13 – Commendation:** – Citizen appreciated how the SPD handled a person who was in a mental health crisis.
- vi. **OPO 20-14 – Excessive Force:** Complainant alleges that the SPD used excessive force when they were taken from their home and arrested

b) Referrals

- i. **ER 20-24** – Citizen concerned with being falsely arrested; Colfax Sheriff Dept.
- ii. **IR 20-25** – Citizen alleging SPD is involved in criminal acts on their family; SPD/IA
- iii. **IR 20-26** – Citizen alleging SPD is involved in criminal acts on their family; SPD/IA
- iv. **IR 20-27** – Citizen alleging SPD is involved in criminal acts on their family; SPD/IA
- v. **IR 20-28** – Citizen alleging excessive force while being arrested; SPD/IA
- vi. **IR 20-29** – Citizen alleging SPD is involved in criminal acts on their family; SPD/IA
- vii. **IR 20-30** – Citizen concerned with transient issue at their church; SPD/IA
- viii. **IR 20-31** – Citizen alleging SPD is involved in criminal acts on their family; SPD/IA
- ix. **ER 20-32** – Citizen alleging Sheriff Knezovich is involved in criminal acts on their family; Spokane County Sheriff's office

- x. **ER 20-34** – Citizen alleging Sheriff Knezovich is involved in criminal acts on their family; Spokane County Sheriff's office
- xi. **IR 20-35** – Citizen frustrated the finger printing office being closed for and him not being able to obtain a concealed weapon permit; SPD Deputy Director

(IR 20-25, IR 20-26, IR 20-27, IR 20-29, IR 20-30, ER 20-32 and ER20-33 are from one citizen with similar concerns. IR 20-28 was changed to OPO 20-15. IR 20-33 will be reassigned)

3. Case Review

- i. **C20-018 / OPO 20-06** – Investigation certified
- ii. **C20-023** – Requested Further Investigation / Investigation certified
- iii. **C20-021** – Investigation certified
- iv. **C20-025** – Requested Further Investigation
- v. **C20-027 / OPO 20-09** – Investigation certified
- vi. **C20-029** – Investigation certified
- vii. **C20-012 / OPO 20-032** – Investigation certified

4. Special Cases Reviewed

- i. 3 Use of Force
- ii. 0 K9
- iii. 2 Collisions
- iv. 2 Pursuits

5. Activities

- a) OPO staff members participated/engaged in the following other activities:
 - i. NACOLE Strategic Planning Committee (4/7)
 - ii. Leadership 2020 (4/2, 4/9, 4/16 4/23)
 - iii. Training – Force Science (4/1, 4/15, 4/29)
 - iv. Training – NACOLE Covid-19 Changing Times Webinar (4/3)
 - v. Training – Anti-Asian Racism-Bystander Intervention (4/14)
 - vi. Training – NACOLE Webinar Series – Mediators Perspectives on Officers (4/14)
 - vii. Training – Calibre Press – Lockdown Leadership Evolving issues that impact (4/15)
 - viii. Training – NACOLE Webinar Regional Round Table Training (4/20)
 - ix. Training – We Keep Us Safe with Zach Norris Webinar (4/22)
 - x. Training – Gonzaga CLE on Executive Estate Planning Documents during Covid-19 (4/23)
- b) SPD related
 - i. 22 meetings/contacts with IA
 - ii. 11 meetings/contacts with SPD
- c) OPO met with/had contact with OPO Commissioners/staff:
 - i. Commissioner Rose on (4/1 x2, 4/2, 4/14 x2, 4/16, 4/22, 4/28, 4/30 x5)
 - ii. Commissioner Holman on (4/16, 4/30)
 - iii. Commissioner Smith on (4/1, 4/2, 4/14 x2, 4/16 x2, 4/21, 4/22, 4/23, 4/29, 4/30)
 - iv. Commissioner Wilburn on (4/16 x2, 4/22, 4/30 x2)

- v. Commissioner Kelley on (4/16, 4/30)
 - d) OPO met with/had contact with City Council Members
 - i. Council Member Assistant Byrd (4/14, 4/15)
- 6. **Next Steps**
 - a. Closing Report presentation
 - b. Annual Reports for 2019
 - c. Force Science

Briefing Paper (Committee Name)

Division & Department:	Police Department / Traffic Unit
Subject:	Photo Red / Speed
Date:	May 19th, 2020
Contact (email & phone):	Jim Christensen 509-822-8151
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Public Safety
Type of Agenda item:	<input type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	

Background/History: Report for Public Safety meeting June 1st, 2020.

Statistic for Photo Red for the time frame of **April 1st 2020, thru April 30th, 2020.**

There were 1105 violations on the photo red system from **April 1st, 2020** thru **April, 30th, 2020**. During the same time frame in 2019 there were 1631 violations, which is a decrease of 526 violations.

Statistic for Photo Speed for the time frame of April 1st, 2019, thru April 30th, 2020.

There were 0 violations on the photo speed system from **April 1st, 2020** thru **April 30th, 2020**. During the same time frame in 2019 there were 1376 violations, which is a decrease of 1376 violations. There has been no school since March 17th due to COVID 19, so cameras have been off.

Executive Summary: Photo RED

April 1st, 2020, thru April 30th, 2020

- Freya and Third was the highest with 161 violations.
- Wellesley and Ash was the second highest with 125 violations.
- Browne and Sprague was the third highest with 124 violations.
- Second and Thor was the fourth highest with 109 violations.

Executive Summary: Photo SPEED

April 1st, 2020, thru April 30th, 2020

Budget Impact:

Approved in current year budget? ☐ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☐ Yes ☐ No ☐ N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☐ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☐ No ☐ N/A

Specify changes required:

Known challenges/barriers:



SPOKANE POLICE DIVISION
CHIEF OF POLICE
CRAIG N. MEIDL

Strategic Initiatives
June 2020 Report

Public Safety and Community Health Committee Briefing
June 1, 2020

Public Safety Building • 1100 W. Mallon Avenue • Spokane, Washington 99260-0001





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Selected Excerpts of Officer Commendation Letters

Chief Meidl, I wanted to take a moment to share a great success that we had for our vulnerable adult community through the collaboration between the Spokane Police Department's Behavioral Health Unit and the Crime Victim Advocacy Unit of Spokane COPS. I recently petitioned on behalf of a vulnerable adult, who is developmentally disabled for an order of protection – and that order was granted. Through the dedicated efforts of **Officers [Stacy] Flynn and [Ron] Voeller** of the Behavioral Health Unit lead by **Sergeant Jay Kernkamp** – a member of this fragile sector of our community had a voice and was looked after with dignity. Their genuine care and concern for my client's well-being was evident in all their interactions and follow-up. They went above and beyond in their communication and professionalism.

Chief Meidl, there was a minor incident near my home over the weekend that involved a response by SPD. While I wasn't involved directly, I was working in my yard and witnessed the incident, and shared that info with the responding officer. **Mike Thompson** was the officer who responded, and he was so wonderful. He was so kind, patient, polite and professional with me and with the folks involved in the incident.

I live near Shadle High School and today 3 officers were dealing with a person that seemed to be mentally ill. They were kind but also to-the-point and explained to the person she was making the people who hand out the free lunches to the families scared. All 3 officers **[Kris Honaker, Ron Voeller, and Jaelene Leeson]** did the right thing explaining what people observed, offered her options to keep them from detaining her. Then 2 of the officers offered to walk her someplace, and she agreed and they walked her a long way toward the way she felt the need to go. I have worked in mental health for over 30 years and train people in mental health issues. This is proof that the CIT training works. Thanks to the officers for a job very well done.

My sister was murdered on February 27th, 2020. We were so taken back by this loss of our beautiful sister and still trying to figure out how evil like this can exist. But **Detective Ben Green** who is working our case has gone above and beyond with our case. He always answers our calls, gives us as much information as he can, and has been there for us to ask us how we are doing and making sure we are okay. He has gone above and beyond in ways we couldn't have ever imagined. This has been a horrible loss and we are beyond torn apart to have lost her, especially in this way, but Ben has been amazing and always answers our questions to the best of his ability. Thank you all for working so hard on this case.





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Internal Affairs Unit Update

January 1 through April 30, 2020 Commendations and Complaints

Commendations Received: **Total: 59**

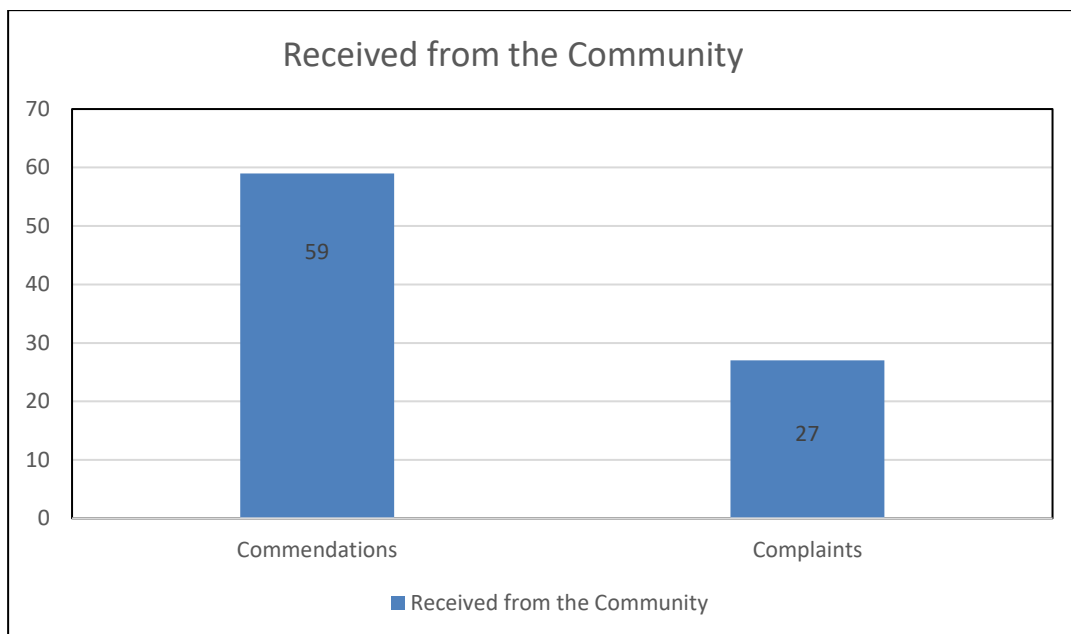
Complaints Received: **Total: 32 (27 from community)**

Closed Out as Inquiries: 5 (As of April 30, 2020)

An inquiry is an initial complaint about employee conduct which, even if true, would not qualify as a personnel complaint and may be handled informally by a department supervisor and shall not be considered complaints.

Source of January 1 through April 30, 2020 Complaints

Received by the Office of Police Ombudsman	Total: 13
Received by the Spokane Police Department	Total: 19
Internally Generated by the SPD	Total: 5
Generated by the Community	Total: 27





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Use of Force Update

2020 Non-Deadly Reportable Use of Force Incidents

From January 1-April 30, 2020, there were 18 non-deadly use of force incidents- 2 K9 contacts and 16 other (e.g., TASER, neck restraint).

2020 Deadly Use of Force Incidents

From January 1-April 30, 2020, there were no deadly force incidents. See below for active cases from 2019.

2019 Officer-Involved Shooting Incidents Update (through April 30, 2020)

These incidents took place in 2019 but are still active cases.

Incident 2019-20004372 (Pending Deadly Force Review Board- delayed by COVID-19 protocols)

Incident 2019-20004372 occurred on January 7, 2019, in the 600 block of West Montgomery. The Spokane Investigative Regional Response Team's (SIRR) criminal investigation is complete. The County Prosecutor ruled the use of deadly force as justified. Internal Affairs completed the administrative investigation. The case will be reviewed by a Deadly Force Review Board.

Incident 2019-20124831 (Pending Deadly Force Review Board- delayed by COVID-19 protocols)

Incident 2019-20124831 occurred on July 6, 2019, in the 1400 block of West 9th. The Spokane Investigative Regional Response Team (SIRR) criminal investigation is complete. The County Prosecutor ruled the use of deadly force as justified. Internal Affairs completed the administrative investigation. The case will be reviewed by a Deadly Force Review Board.

Incident 2019-20201879 (Under investigation by SPD Internal Affairs)

Incident 2019-20201879 occurred on October 23, 2019, in the 3400 block of East Garnet. The Spokane Investigative Regional Response Team (SIRR) criminal investigation is complete. The County Prosecutor ruled the use of deadly force as justified. Internal Affairs is conducting an administrative investigation.





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Items of Interest

Crime Prevention Missions

SPD is deploying officers strategically to prevent commercial burglaries at closed businesses and to provide a sense of assurance by being highly visible at grocery stores, pharmacies, and high-traffic areas. Officers are conducting prowl checks and high presence patrols of vulnerable targets. Officers are asked to make proactive check-ins at every shift.

Domestic Violence Victim Resource Flyer

A victim resource flyer that lists two dozen organizations, hotlines, and services to help victims of domestic violence will land right where it's needed most ... in homes. The resource guide is a collaborative effort between the Spokane Regional Domestic Violence Coalition, the Spokane Police Department, and the City of Spokane. The City mailed out 85,000 flyers in utility bills starting the first week of May.

Funding for the project came from the Spokane Police Guild, and the Innovia Foundation's COVID-19 Response and Recovery Funds.

Historically, domestic violence is underreported to law enforcement and that underreporting is highlighted during these unprecedented times. The reason, in part, according to Spokane Police Sergeant Jordan Ferguson, is because not all victims want police or deputies involved in their personal lives. "This flyer empowers victims by giving them options." he says.

Businesses Support Spokane Police Department

Little Caesars delivered several pizzas to officers in April as part of their corporate effort to thank first responders working during COVID. They generously offered to extend their pizza donation to the Spokane Police Department for another month as part of the company's Give a Million program.

<https://ilitchnewshub.com/2020/04/little-caesars-to-donate-and-deliver-1-million-pizzas-to-hospital-workers-and-first-responders-nationwide/>

The Alpine Deli and Country Financial Insurance came together to provide food for officers, providing boxes of sandwiches and desserts.





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Appreciation for Health Care Workers: First Responder Thank you Procession

Spokane Police Department joined Spokane Fire Department to show their appreciation to health care workers and first responders at the parade! It was wonderful to see all the essential workers in high spirits!





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL



MultiCare Deaconess Hospital President, Laureen Driscoll, summed it up perfectly when she said, "During this COVID-19 pandemic, our everyday lives have changed. One constant is the strength of our community and our exemplary ability to come together. This parade is a celebration of our community and our Health Care Heroes."

SPD would also like to thank the children at Martin Luther King Jr. Family Outreach Center for crafting the amazing and vibrant signs for the parade. They looked great and we were honored to receive them!

Precinct Highlights

South Precinct

Crime Prevention

South Precinct Staff has followed up on multiple commercial and residential burglaries, as well as vehicle prowling incidents, across the City and County. During this process, NRO Kelly Mongan has written and the staff has served several search warrants on residences, storage facilities, and vehicles. The investigation is ongoing, but there have already been four arrests on the primary subjects involved. A great deal of stolen property has already been recovered and more is likely to be found.





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL



Above, South NROs dealing with stolen property

The transition of the Jewels Helping Hands Warming Center led to a large group of people pitching tents in Coeur d'Alene Park in an act of protest. South Precinct responded, with the help of Spokane Transit Authority, to transport the campers to the library shelter space. A small portion of the illegal campers took down their tents without incident, but many others stayed and began chanting that they would not leave. Available Patrol Officers were called in to assist, due to the likelihood of arrests. Protesters were told they still had the opportunity to spend one more night at the Cannon Shelter, so they eventually left peacefully. Many accolades came to SPD through different community members on how peacefully it was handled.



Officers were involved with the arrest of a chronic offender in the South Riverton area. The offender was sentenced to almost four years after his arrest for a garage burglary.



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North Precinct

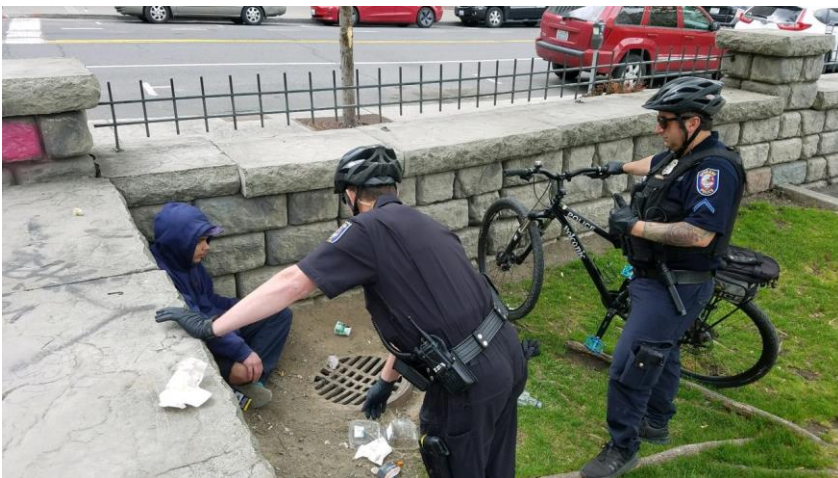
Crime Prevention

- Starting May 7, 2020, the Unlawful Camping Enforcement Team began being deployed again. They are only giving verbal warnings at this time and focusing on camps in public areas such as parks, businesses, and residential neighborhoods. In the first two days of deployment, they contacted 20 camps.
- The North Precinct is gearing up for the City's re-opening. They will be focusing on the North Town crime prevention project and retail theft emphasis. Officer Deanna Storch is developing a 2-4 hour class that we will offer North Town Loss Prevention on reporting and investigations.
- NROs give continual updates on neighborhood projects such as nuisance properties and quality of life issues. Officer Keith Cler recently received a letter of thanks from residents in an area to which he is assigned: "Dear Officer Cler, Thank you for hearing our concerns and taking action. Things have quieted down in our Shadle neighborhood and we are grateful. Thank you for your service to our city."

Downtown Precinct

Crime Prevention and Notable Arrests

During the COVID crisis, Downtown NROs have conducted daily foot/bike patrols throughout the Downtown area. They have also conducted prowler checks around the overflow warming shelter at the Downtown Library as well as the area around the House of Charity.



At left, officers assist a citizen Downtown.

NROs join the City Litter Crew to clean the viaducts around the freeway and other locations in the Downtown area. Some days, they fill up two dump trucks with debris.



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At right, photo of the Downtown cleanup effort.

Officers Prim and Dotson are completing a CPTED survey for all of the Larry H. Miller properties Downtown in response to approximately \$60,000.00 worth of damage done to their vehicles and property recently.

NROs worked together to identify and arrest a suspect that was alleged to have committed a strong arm robbery against a mobility impaired senior citizen. The suspect had threatened to cut the victim with a knife and had stolen his phone. The victim was paraplegic and unable to defend himself. Officers arrested him for first degree Robbery and booked him into jail.



Below, Downtown NRO Alexis Phillips at the First Responder Procession





SPOKANE POLICE DIVISION

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Outreach Update

Shift of Community Outreach Unit during COVID-19 Pandemic

COU Officers are working the front desk at the Public Safety Building and are checking messages from community members. If you or your loved ones have concerns regarding police enforcement of COVID-19 restrictions or simply have a question or rumor you'd like to have cleared up, please reach out to officers via the email address below:

spdccommunityoutreach@spokanepolice.org.

Outreach during COVID-19

- Community Outreach Officers have been handing out lunches at Ferris High School on Thursdays when 2nd Harvest is also present. Ferris gives out over 300 lunches on those days.
- The unit delivered food to several families during April and May.
- Officers have also participated in several "drive by" birthday party parades for children celebrating birthdays.
- Community Outreach Unit officers have continued community meetings with the Shadle Wellness Coalition, West Spokane Wellness Partnership, and with World Relief to include the quarterly refugee providers meeting. All of the meetings have been through WebEx or Zoom. The meetings have been a good opportunity to talk with our community partners about how SPD has responded to the COVID pandemic and what services have changed.

Police Activities League (PAL)

SPD is tentatively planning on a condensed Summer PAL session for 2020 due to COVID-19 concerns. PAL will be a shorter session with fewer hours. The Community Outreach Unit had originally planned on starting PAL the last week of June, but are now planning to start PAL the week of July 12. PAL will begin July 14. The final celebration is tentatively planned for August 6, 2020. PAL runs from approximately Noon to 3:00 pm at AM Cannon Park, Harmon Park, and Liberty Park.

Police Activities League (PAL) Boxing Program

The PAL Boxing Program got its start in November 2019. Rick Welliver's Spokane Boxing Gym hosts PAL Boxing on Thursdays. SPD officers join Rick and participating youth to focus on boxing skills and personal growth. PAL Boxing was temporarily canceled due to COVID-19.





SPOKANE POLICE DIVISION

CHIEF OF POLICE

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Notable News

Behavioral Health Unit pairs officers with mental health professionals

The Behavioral Health Unit (BHU) is a program based on a partnership with Spokane, Spokane Valley Police Department, Spokane County Sheriff's Office and Frontier Behavioral Health. When the COVID-19 restrictions were put in place, the need for the BHU jumped significantly. In April alone, the BHU responded to 413 calls, with 89 percent of those having an outcome other than jail or the hospital. Police did not use force in any of those cases.

"By providing services to those in crisis and spending more time on solving the problem, we're not just putting a Band-Aid on it," says Spokane Police Department Sgt. Jay Kernkamp, "This specialized unit can immediately access the problem, address the need, and link the person in crisis with specific care, significantly reducing the need for potentially unneeded emergency services for behavioral health needs."

<https://www.kxly.com/behavioral-health-unit-pairs-officers-with-mental-health-professionals/>



Briefing Paper

Public Safety and Community Health Committee

Division & Department:	Community, Housing, and Human Services (CHHS)
Subject:	HOME affordable housing contracts for Homes XII & Sinto Commons
Date:	June 1, 2020
Author (email & phone):	Paul Trautman, Program Manager ptrautman@spokanecity.org 625-6329
City Council Sponsor:	
Executive Sponsor:	Tim Sigler
Committee(s) Impacted:	Public Safety and Community Health
Type of Agenda item:	X Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	2015 – 2020 Strategic Plan to End Homelessness 2015 – 2020 Consolidated Plan for Community Development
Strategic Initiative:	Safe and Affordable Housing Choice
Deadline:	7/31/2020
Outcome:	Two projects will construct a total of 49 affordable housing units including 2 units for disabled and 23 units for homeless families.

Background/History:

The Fall 2019 CHHS HOME Multifamily RFP received two applications: Foundation for the Challenged (FFC) Homes XII and Community Frameworks Sinto Commons. The CHHS Board has recommended full funding for both applications. CHHS plans to request formal City Council contract approval later this spring.

Executive Summary:

FC Homes XII

Project: construct 2 handicap accessible homes for disabled renters below 30% AMI.

Location: 2214 & 2216 E Cataldo

Anticipated Construction Start: July 2020

Budget:

<u>Funding Sources</u>		<u>Funding Uses</u>	
FFC	\$ 20,000	Soft Costs	\$ 19,388
Fed. Home Loan Bank	\$200,000	Reserves	\$ 50,000
City HOME	\$230,000	Acquisition	\$100,400
Commerce	<u>\$380,276</u>	Professional Fees	\$128,000
	\$830,276	Construction	<u>\$532,488</u>
			\$830,276

Community Frameworks Sinto Commons

Project: construct a 47-unit apartment building designed for families. Units will be leased to renters below 30%, 40%, and 60% AMI including 23 units serving homeless families with rent assistance and onsite services.

Location: 441-509 W Sinto

Anticipated Construction Start: October 2020

Budget:

<u>Funding Sources</u>		<u>Funding Uses</u>	
County HHAA	\$ 350,000	Reserves	\$ 233,627
City HOME	\$ 780,000	Acquisition	\$ 411,350
Commerce	\$3,000,000	Soft Costs	\$ 536,107
9% Tax Credits	<u>\$8,622,791</u>	Professional Fees	\$ 1,478,456
	\$12,752,791	Construction	<u>\$10,093,251</u>
			\$12,752,791

Budget Impact:

Approved in current year budget? ☒ Yes ☐ No

Annual/Reoccurring expenditure? ☐ Yes ☒ No

If new, specify funding source:

Other budget impacts:

Operations Impact:

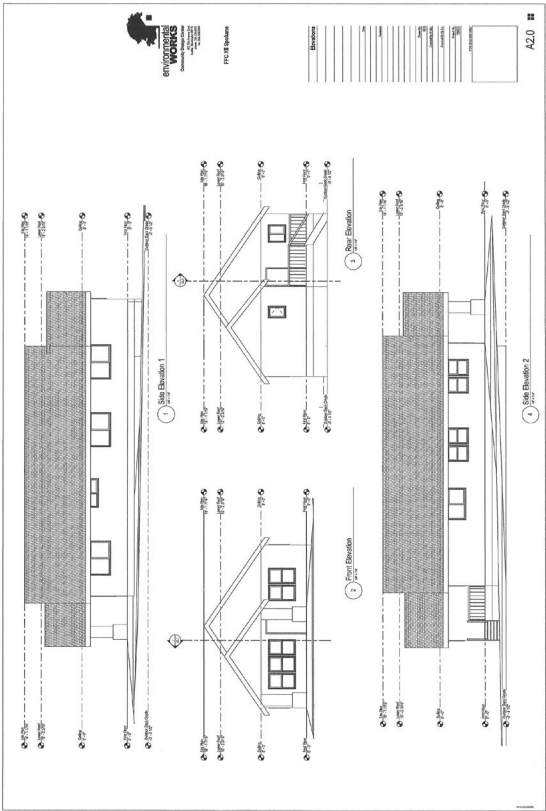
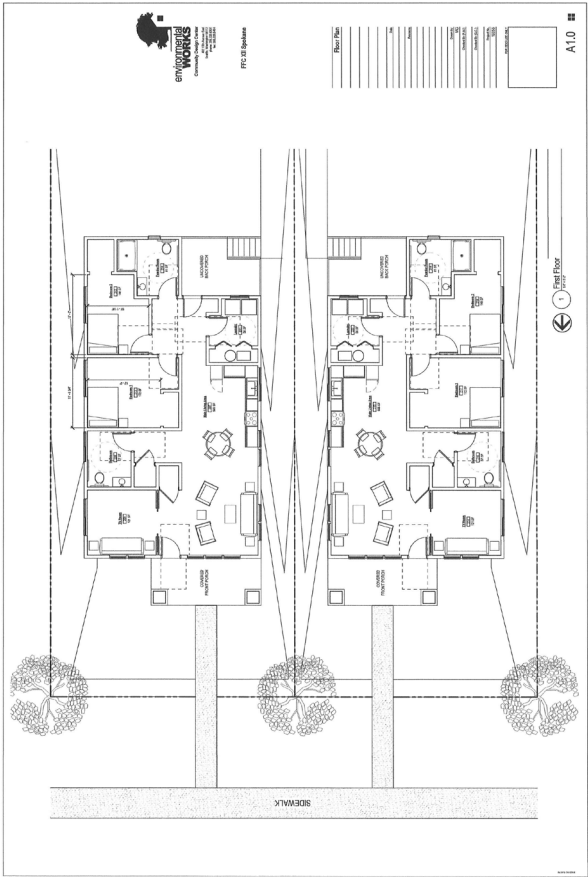
Consistent with current operations/policy? ☒ Yes ☐ No

Requires change in current operations/policy? ☐ Yes ☒ No

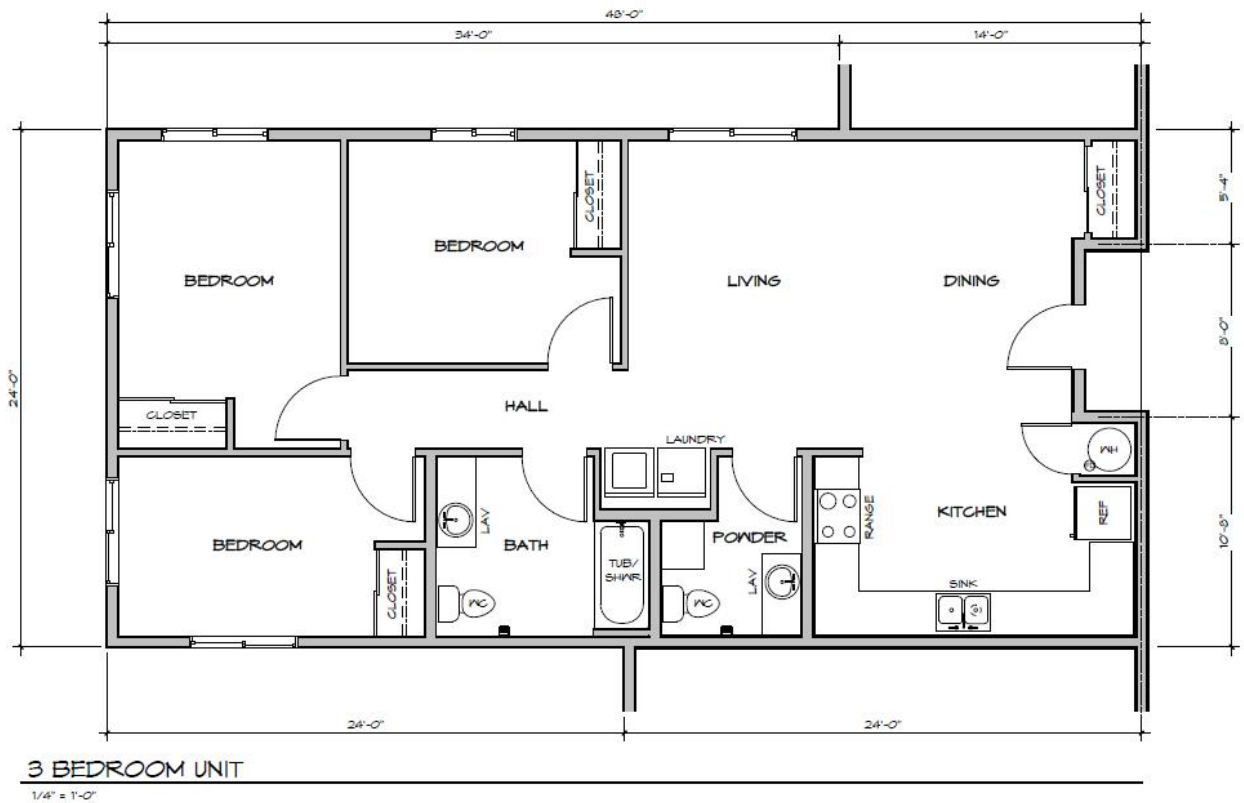
Specify changes required:

Known challenges/barriers:

FFC Homes XII



Sinto Commons



Briefing Paper

Public Safety and Community Health Committee

Division & Department:	Community, Housing, and Human Services (CHHS)
Subject:	Loan to Proclaim Liberty for ECEAP-centered affordable housing development
Date:	June 1, 2020
Author (email & phone):	Paul Trautman, Program Manager ptrautman@spokanecity.org 625-6329
City Council Sponsor:	
Executive Sponsor:	Tim Sigler
Committee(s) Impacted:	Public Safety and Community Health
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment:	2015 – 2020 Strategic Plan to End Homelessness 2015 – 2020 Consolidated Plan for Community Development
Strategic Initiative:	Safe and Affordable Housing Choice
Deadline:	7/31/2020
Outcome:	Create new affordable housing centered on a newly constructed ECEAP early childhood learning center
<p><u>Background/History:</u> In 2018, the CHHS Department used CDBG funds to help nonprofit Proclaim Liberty acquire vacant land adjacent to their existing Liberty Park Terrace apartments. Proclaim Liberty will construct a new and expanded ECEAP early childhood learning facility and additional affordable housing on the newly acquired land. For the past year, CHHS and Proclaim Liberty have been working together to identify available grants and loans to advance this project. To date, Proclaim Liberty has secured \$2,200,000 funding to perform full site preparation (grading, drainage, and underground utilities) and construct the ECEAP facility. This project needs an additional \$1,000,000 for full funding and Proclaim Liberty asked CHHS to provide these final funds as a short-term loan. In May 2020, the CHHS Board recommended that City Council approve this loan from the only currently available source – program income from closed out HUD Rental Rehab, UDAG, HOPE, and Spokane Urban Homesteading programs.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> CHHS will assemble \$1,000,000 of program income from closed-out HUD programs. CHHS will loan \$1,000,000 to nonprofit Proclaim Liberty to prepare the site for new affordable housing and a new ECEAP facility as well as help construct the new ECEAP facility. Project construction will start later this spring. Proclaim Liberty will repay this \$1,000,000 loan in approximately 3 years out of the affordable housing construction permanent financing. CHHS will make repaid funds available as an affordable housing revolving loan fund. 	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If new, specify funding source:</p> <p>Other budget impacts: Repaid principal and interest will establish a CHHS affordable housing revolving loan fund.</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

Briefing Paper

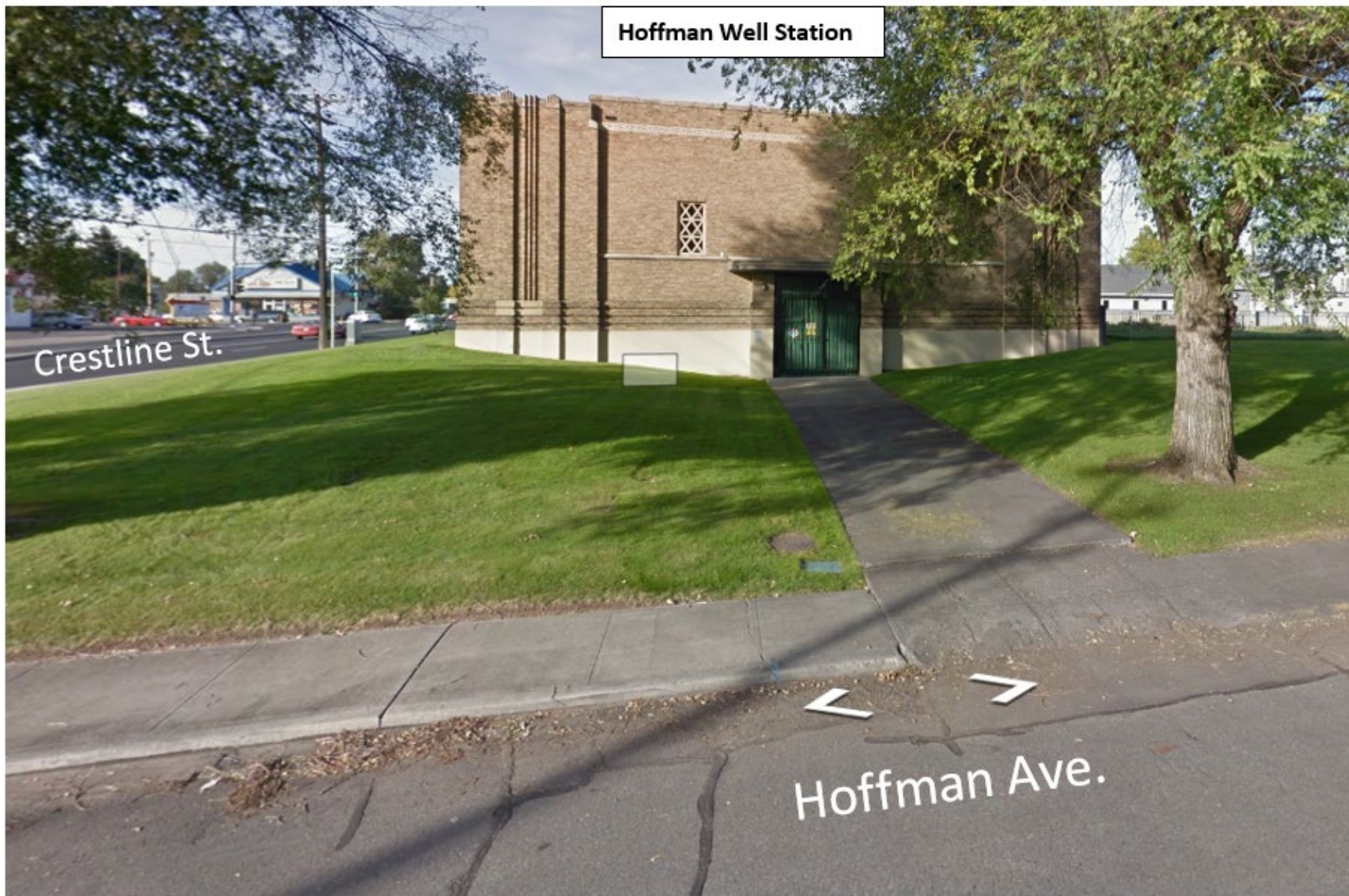
PIES

Division & Department:	Public Works, Engineering
Subject:	Hoffman Well Upgrade Electrical Design
Date:	6-1-20
Contact (email & phone):	Dan Buller (dbuller@spokanecity.org 625-6391)
Executive Sponsor:	Scott Simmons
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year water plan
Strategic Initiative:	Innovative Infrastructure
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of design contract (once it is submitted to council for approval)
Background/History: <ul style="list-style-type: none"> The subject well has been off line for a number of years and needs to be put back in service for system reliability purposes. 	
Executive Summary: <ul style="list-style-type: none"> Hoffman wellsite, located at the northeast corner of Hoffman Avenue & Crestline Street (Hoffman is 1 block south of Wellesley Avenue), consists of a single building in which are located two wells which supply the north side of Spokane with water. See attached exhibit. The proposed project will make modifications to the well casing, install a new well pump and associated electrical and associated site piping in a separate construction contract. To produce plans and specifications for that project, an electrical engineer's assistance is needed for the design and construction phase assistance for the electrical portion of the work. The proposed electrical engineer, H2E, was selected as the most qualified from the MRSC roster. The design work (the subject of this briefing paper) is planned for this summer. The well site upgrade (construction) work is planned for fall/winter of this year and will be the subject of a separate briefing paper. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

Hoffman Well Station

Crestline St.

Hoffman Ave.



Briefing Paper

Public Safety and Community Health Committee

Division & Department:	Innovation and Technology Services Division
Subject:	Mitchell Humphrey & Co. Annual Support and Upgrades
Date:	June 1, 2020
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Public Safety and Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	ITSD – Mitchell Humphrey Financial Management System (FMS) Annual Software Maintenance and Support Utilizing Budget Account #5300 73300 18850 54820
Strategic Initiative:	Sustainable Resources
Deadline:	June 30, 2020
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing support and upgrades
<u>Background/History:</u> Mitchell Humphrey supports the City's Financial Management System (FMS), which is utilized by the accounting Department. Mitchell Humphrey is the only supplier of FMS licensing. 2019 contracted amount was \$96,757.65.	
<u>Executive Summary:</u> <ul style="list-style-type: none"> Contract with Mitchell Humphrey for Annual Software Maintenance and Support of the City's Financial Management System. Requesting \$99,659.84 including tax for the renewal of this contract. Term is July 1, 2020 – June 30, 2021 	
<u>Budget Impact:</u> Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

PSCH Committee Meeting June 2020

Division & Department:	Spokane Police Department
Subject:	DUI AG-1942 WTSC Enforcement Grant Application
Date:	5/13/2020
Contact (email & phone):	Sgt. John Griffin 835-4587
City Council Sponsor:	CM Kinnear
Executive Sponsor:	
Committee(s) Impacted:	Public Safety
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	9/30/20
Outcome: (deliverables, delivery duties, milestones to meet)	<p><u>Action</u></p> <p>FY2020 WTSC grant application. The performance period runs from 10/1/20 to 9/30/21.</p> <p><u>Funding</u></p> <p>50% of approved budget will come from the grant. The grant requires a 50% match which will be paid out of the general fund through reassignment of an existing FTE.</p>
<u>Background/History:</u>	
<p>The Spokane Police Department applied for and received a grant with WTSC-DUI AG-1942 in FY2018-FY2020 & would like to continue in FY2021 by applying for grant. If awarded this would be a continued effort to reduce instances of DUI serious injury and fatality collisions in the City of Spokane. The grant requests funding to pay for one full-time officer's salary, benefits and anticipated job related overtime for the purpose of dedicated enforcement of DUI laws that pursue Target Zero goals and objectives. Upon acceptance of the grant, the Spokane Police Department will provide an additional full time officer that is also dedicated to DUI enforcement. Two officers will allow for 7 day per week coverage of dedicated DUI patrols.</p>	
<u>Executive Summary:</u>	
<p>Washington Traffic Safety Commission grant focused on DUI enforcement pursuing Target Zero goals and objectives.</p> <p>The goal of the grant is to reduce instances of DUI serious injury and fatality collisions in the City of Spokane. These DUI officers will provide 7 day per week coverage of dedicated DUI patrols. The increased presence and enforcement will reduce the number of DUI serious injury and fatality collisions in the City of Spokane.</p>	
<u>Budget Impact:</u>	

Approved in current year budget? ☒ Yes ☐ No ☐ N/A

Annual/Reoccurring expenditure? ☒ Yes ☐ No ☐ N/A

If new, specify funding source: Federal Funding – Department of Justice

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy? ☒ Yes ☐ No ☐ N/A

Requires change in current operations/policy? ☐ Yes ☒ No ☐ N/A

Specify changes required:

Known challenges/barriers:

Briefing Paper

(Public Safety & Community Health Committee)

Division & Department:	Police
Subject:	User License Agreement for Online Weapons Permit Applications
Date:	June 1, 2020
Contact (email & phone):	Dir. Jennifer Hammond jhammond@spokanepolice.org
City Council Sponsor:	Councilmember Kinnear
Executive Sponsor:	Chief Craig Meidl
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of agreement for Permitium to provide online process of applying for weapons permits.
Background/History: The Spokane Police Records department currently processes all concealed pistol licenses for Spokane County through the public window located at the Public Safety Building. Currently, all applications must be submitted in person with no ability to schedule an appointment time.	
Executive Summary: <ul style="list-style-type: none"> <i>The Permitium web-based application will allow citizens to schedule a time to come to the PSB for finger-printing for their new CPL and late CPL renewals.</i> <i>This application will reduce data entry time for SPD Records Specialists, allowing more of their time to be placed on gun transfer applications. This data entry reduction will also benefit SCSO Forensics.</i> <i>This solution will allow SPD to begin accepting new CPL applications, which have been placed on hold with no safe way to regulate finger-printing times. With the help of this application, we can safely space out finger-printing appointments.</i> 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

Briefing Paper

Public Safety and Community Health

Division & Department:	Fire Department
Subject:	Request for approval to apply for grant
Date:	03/15/2020
Contact (email & phone):	Amanda Winchell, 509-625-7037
City Council Sponsor:	
Executive Sponsor:	Brian Schaeffer, Fire Chief
Committee(s) Impacted:	Public Safety and Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Budget
Strategic Initiative:	
Deadline:	03/15/2020
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of grant application (FEMA) for Personal Protective Equipment
Background/History: The fire department has spent approximately \$121,000 on Personal Protective Equipment (PPE) to protect fire personnel since the COVID-19 outbreak. FEMA opened up a grant opportunity to support Firefighting personnel on the front line by reimbursing PPE expenses and for future PPE needs through May 29, 2021	
Executive Summary: The Spokane Fire Department has applied for a PPE grant with FEMA in the amount of 497,693.22	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers: None.	

Briefing Paper

Public Safety & Community Health Committee

Division & Department:	Finance, Fleet Services
Subject:	Purchase of John Deere Loader
Date:	June 1, 2020
Author (email & phone):	Micaela Martinez mmartinez@spokanecity.org 625-7823
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Tonya Wallace
Committee(s) Impacted:	Public Safety & Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan
Strategic Initiative:	Innovative Infrastructure: Maintaining our fleet of support equipment
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	
Background/History: Fleet Services would like to purchase a John Deere 544L Wheel Loader for the Street Department using Sourcewell Contract #032119-JDC for \$248,844.59 including Tax, Pape Machinery, Spokane, WA.	
Executive Summary: <u>Impact</u> <ul style="list-style-type: none"> The John Deere Wheel Loader will replace equipment that has reached the end of its economic life. <u>Action</u> <ul style="list-style-type: none"> We recommend approval for the purchase of a John Deere Wheel Loader for the Street Department. <u>Funding</u> <ul style="list-style-type: none"> Funding for this is available in the Street Department Replacement Fund. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

(Public Safety & Community Health Committee)

Division & Department:	Police
Subject:	Budget transfer and increase to Forfeiture funds
Date:	June 1, 2020
Contact (email & phone):	Maj. Eric Olsen eolsen@spokanepolice.org
City Council Sponsor:	
Executive Sponsor:	Chief Craig Meidl
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of budget transfer of \$167,300 within the existing Forfeiture fund as well as SBO to increase Forfeiture fund by \$114,200 for the purchase of police equipment.
Background/History: The Spokane Police Department participates in Federal Equitable Sharing programs through the Dept. of Justice and the U.S. Dept. of the Treasury as well as through state programs. Federal guidelines restrict fund usage to law enforcement agencies for law enforcement purposes only. Funds received through state programs may be used as outlined in RCW 69.50.505, RCW 10.105.010, RCW 9 & RCW 9A.	
Executive Summary: <ul style="list-style-type: none"> SPD requests approval to transfer \$167,300 with the existing Forfeiture budget from Reserves to equipment lines Approval of SBO to increase equipment lines by \$114,200 Total purchasing request of \$281,500 from available funds Funds will be used for the purchase of: <ul style="list-style-type: none"> Training regarding human trafficking Starchase units and service Digital scanner software Plain vehicles for undercover detectives Controlled substance identifier equipment Night vision hardware Mobile x-ray equipment 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

The Spokane Municipal Community Court is requesting grant funds in the amount \$166,048, from the BJA, to expand our services into the East Central neighborhood, and to hire a Poverty Alleviation Treatment Case manager. The East Central neighborhood accounted for 8.10% of the city's overall property crimes in 2019, an increase from the 2018 rate of 7.85%. Furthermore, according to local data, 45% half of the residents of East Central make less than the median income in Spokane. Of those, 1,185 individuals and families make less than \$10,000 a year. High poverty rates are often associated with an increase in property crime, illegal camping, and trespassing. The Poverty and Alleviation Treatment Case Manager will be hired to assist in linking participants with support services while also increasing accountability with treatment plans. This position will be independently evaluated by a Spokane Regional Law and Justice criminal data analyst to determine the effectiveness in its ability to alleviate poverty while maintaining accountability to treatment programs.

An additional part of this request is funding for travel and training to assist the court in the expansion effort as well as maintain training to national best practices standards. The Center for Court Innovation hosts a biannual conference which provides substantial training in Community Court practices and overall therapeutic court best practices. The court has requested funding to attend this conference as well as funding to travel to Community Court sites in Dallas, in an effort to better plan our expansion. As we expand our effort into East Central we expect that the majority minority population of the area will provide a different participant base in comparison to our Downtown and Northeast Community Courts. In response to this challenge we hope to visit Dallas where they have similar differences in participant base. To serve high poverty clients in the best manner possible the SMCC is asking for funding for bi-annual training in the culture of poverty and crime organized taught by Justlead.

Spokane Community Court, has gained commitments from a variety of neighborhood stakeholders, support services, and resources in the East Central neighborhood. The new court will bring additional support services not only for court involved participants but anyone in the community who is in need. The overarching goal is to help alleviate poverty and crime in the community, increasing quality of life and wellness in the East Central neighborhood.

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



National Community Courts Site-based and Training and Technical Assistance Initiative FY 2020 Competitive Grant Solicitation

CFDA # 16.585

Grants.gov Solicitation Number: BJA-2020-17249

Solicitation Release Date: March 2, 2020

Application Deadline: 11:59 p.m. eastern time on May 1, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to establish or enhance community courts and to support community court grantees and practitioners in developing effective responses to low-level, nonviolent offenses. This program furthers the Department's mission to enhance public safety, prevent crime, and provide resources to jurisdictions to address substance abuse, including opioid abuse.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply)

Category 1: Implementation and Enhancement:

The following entities are eligible to apply on behalf of a single jurisdiction court:

- States
- Territories
- State and local courts
- Counties
- Units of local government
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

Category 2: Training and Technical Assistance:

The following entities are eligible to apply:

- For-profit organizations
- Nonprofit organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of the criminal justice system

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Applicants are strongly encouraged to submit an application that demonstrates partnerships with key organizations in order to build strong working relationships with national-level organizations in the criminal justice field.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on May 1, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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NATIONAL COMMUNITY COURTS SITE-BASED AND TRAINING AND TECHNICAL ASSISTANCE INITIATIVE CFDA #16.585

A. Program Description

Overview

The National Community Courts Site-based and Training and Technical Assistance Initiative supports efforts by state, local, and federally recognized Indian tribal governments to establish and enhance community courts in their jurisdictions.

Statutory Authority

34 U.S.C. §§ 10611 - 19. Additional authority for awards made under this solicitation is provided by the Consolidated Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2409.

Program-specific Information

Community courts enhance public safety by addressing underlying issues that lead to criminal behavior, including substance abuse and behavioral health issues. By engaging communities in planning and operational processes, they provide justice system officials with more effective options in dealing with lower-level offenses, enhance public trust in the conduct of justice, and help to reduce unnecessary incarceration.

BJA seeks applications for funding under two categories:

Category 1 provides funding to implement or enhance existing community court programs that address substance abuse and other issues using evidence-based principles and practices;

Category 2 provides funding to a national-scope organization to support community court grantees and practitioners in developing effective responses to low-level, nonviolent offenses that enhance public safety, prevent crime, and address substance abuse, including opioid abuse.

BJA funds in this program may not be used to serve persons who are violent offenders (see [34 U.S.C. § 10613](#)),¹ unless the offender is a veteran. The prohibition applies to activities that are funded by the BJA grant award, including match funds contributed by the grantees. Grantees who use both BJA Community Court funds and other funds in a program must be able to track these expenses to ensure separation of funds. They must maintain documentation that demonstrates the separation of BJA-funded expenses and services from non-BJA funded expenses and services. Applicants can serve veterans charged with violent or nonviolent

¹ For purposes of this program, a “violent offender” is defined at 34 U.S.C. § 10613(a) as a person who is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding one year, during the course of which offense or conduct: (A) the person carried, possessed, or used a firearm or dangerous weapon; (B) there occurred the death of or serious bodily injury to any person; or (C) there occurred the use of force against the person of another, without regard to whether any of the circumstances described in subparagraph (A) or (B) is an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has 1 or more prior convictions for a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm.

offenses under this program. Applicants should clearly identify in their project abstract whether they are using funds to primarily serve a veteran population as a track of a community court.

All Category 1 applicants under this solicitation must demonstrate how the proposed community court conforms to the [key community court principles](https://www.bja.gov/national-community-courts-program/index.html). For more information on community courts see <https://www.bja.gov/national-community-courts-program/index.html>. In addition, Category 1 applicants must demonstrate that the proposed community court conforms with statutory requirements:

- Continuing judicial supervision over offenders with substance abuse problems
- Coordination with appropriate State or local prosecutor
- The integrated administration of other sanctions and services, which shall include—
 - Mandatory periodic testing for the use of controlled substances or other addictive substances during any period of supervised release or probation for each participant;
 - Substance abuse treatment for each participant;
 - Diversion, probation, or other supervised release involving the possibility of prosecution, confinement, or incarceration based on noncompliance with program requirements or failure to show satisfactory progress;
 - Offender management, and aftercare services such as relapse prevention, health care, education, vocational training, job placement, housing placement, and child care or other family support services for each participant who requires such services;
 - Payment, in whole or part, by the offender of treatment costs, to the extent practicable, such as costs for urinalysis or counseling; and
 - payment, in whole or part, by the offender of restitution, to the extent practicable, to either a victim of the offender's offense or to a restitution or similar victim support fund.²

Objectives and Deliverables

Category 1, IMPLEMENTATION or ENHANCEMENT: COMPETITION ID: BJA-2020-17270

Implementation grants are available to eligible jurisdictions that have completed a substantial amount of planning and are ready to establish a community court. An applicant may propose to use funding for case management, supervision and treatment services and/or the provision and coordination of recovery support services. Courts must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. Courts must impose graduated sanctions that increase punitive measures, therapeutic measures, or both whenever a participant fails a drug test.

Enhancement grants are available to eligible jurisdictions with an existing community court that has been fully operational for at least one year as of September 30, 2020. An applicant may propose to use funding to scale up the court program's capacity; enhance court operations to serve a specific population such as veterans; expand or enhance court services; improve the

² Economic sanctions imposed on an offender shall not be at a level that would interfere with the offender's rehabilitation.

quality and/or intensity of services based on needs assessments; or complete a program evaluation.

Note that applicants under Category 1 must attach a Fiscal Agent - Memorandum of Understanding (MOU) as part of their application. [See Additional Attachments Letters of Support and/or memoranda of Understanding/Agreement.](#)

Objectives and Deliverables:

- Establish or enhance court-based intervention programs to prioritize and expedite the provision of treatment and recovery services to individuals who are frequent users of justice, health, and other services who commit low-level misdemeanor offenses.
- Build and maximize the capacity of jurisdictions to ensure that all participants are identified, assessed, and referred to services.
- Enhance the provision of treatment and recovery support services, including transitional housing assistance, to reduce recidivism and reduce homelessness.
- Expand the use of community services by defendants in the community court docket.
- Support case management and service coordination.
- Support data collection and program evaluation.

Category 2, TRAINING AND TECHNICAL ASSISTANCE: COMPETITION ID: BJA-2020-17271

The National Community Court Training and Technical Assistance (TTA) program is designed to help judges, court personnel, and other partners to plan, implement, sustain, enhance, and evaluate problem-solving justice initiatives that link judicially-supervised offenders to drug treatment, alternative sanctions, and other services in order to reduce drug use, crime, and incarceration. Applicants should be capable of providing TTA in all settings (including rural) where assistance building capacity may be needed.

Objectives and deliverables:

- Provide targeted technical assistance to the Category 1 recipients. This includes:
- Hosting webinars about the community court grant program, including (a) orientation webinars to onboard new grantees within first 60 days of their receipt of a grant award, and (b) field-wide webinars to market new funding opportunities.
- Developing individualized TTA plans for each grantee based on their grant-funded project, state of readiness, and other grantee-specific considerations (e.g., staffing).
- Reviewing grantees' progress toward their goals and deliverables in accordance with the project timeline, and improving grantee performance through proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance (e.g., webinars), and follow-up TTA as required by phone and/or email.
- Assisting grantees in disseminating information and updates about their projects within their community throughout the life of the project.
- Assessing grantee capacity for data collection and performance measure reporting during site visits and phone calls, and making recommendations for improvement.

- Collect lessons learned and other examples of use to the field at-large from grantees and disseminate via publications, media platforms, and conference presentations.
- Maintain online resources for jurisdictions interested in establishing a community court which highlights publications, tools, research, and key websites that can be used to ensure their programs draw on evidence-based practices and experiences of other jurisdictions.
- In close consultation with BJA, propose and develop a minimum of three original publications or white papers to address current or emerging community court topics.
- Propose and facilitate a presence at national, state, local, tribal, or other conferences and events related to community court activities. This includes planning and convening a national summit for up to 250 participants on community courts and community justice programs.
- Host 75 criminal justice practitioners for a structured peer-to-peer site visit to established mentor community courts.
- Routinely update BJA about grantees' needs, TTA responses, and overall progress.
- Participate in BJA-led grant performance reviews tracking grantee or program performance along several key indicators.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Program-specific Priority Areas

In FY 2020, and in addition to executing any OJP policy prioritization that may be applicable, priority consideration will be given to applications as follows:

- Category 1 applications that provide support and resources for veterans within community courts, either by establishing a specific track of the community court to serve veterans or providing a specific set of services to address the unique experiences and issues of veterans.

To receive priority consideration under this veterans priority, Category 1 applicants must describe, in the program narrative, how the applicant will address this priority.

OJP Policy Priority Areas

In FY 2020, and in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for

assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make:

Category 1	10
Category 2	1

Estimated maximum dollar amount for each award

Category 1	up to \$350,000
Category 2	up to \$500,000

Total amount anticipated to be awarded under this solicitation \$4,000,000

Period of performance start date October 1, 2020

Period of performance duration 24 months

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic (programmatic and policy) priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

BJA expects to make awards under this solicitation in Category 1 as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

BJA expects to make awards under this solicitation in Category 2 as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

The budget must explicitly describe how the proposed budget items directly apply to the program design and will assist the applicant in meeting the program objectives.

If an applicant proposes to fund recovery services or transitional housing, no more than 30 percent of the total budget for the project may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence of up to 24 months with wrap-around services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to clients who are engaged in courts and community corrections appointments, treatment- and/or recovery support-related appointments and activities, and other necessary services to support treatment and recovery and who have no other means of obtaining transportation to those services. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are non-redeemable, non-transferrable, and that their use by participants is auditable. The applicant must have written

³ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to program activities.

Award recipients are prohibited from using federal funds to support programs or activities that violate the Controlled Substances Act, 21 U.S.C. § 801, *et seq.* Programs or activities funded under a BJA community court award must ensure that participants are tested periodically for the use of controlled substances, including medical marijuana. See 34 U.S.C. § 10611, *et seq.*

In addition to allowable cost identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

Federal funds may also not be used to replace (supplant) non-federal dollars that are appropriated for the same purpose. For a definition of supplanting, visit:

<https://ojp.gov/grants101/definitions.htm>.

Cost Sharing or Match Requirement

This solicitation requires a 25 percent nonfederal **cash or in-kind match** for Category 1 applicants.⁴ See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. (“Match” funds may be used only for purposes that would be allowable for the federal funds.)

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the OJP Grant Application Resource Guide.

What an Application Should Include

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and a Time Task Plan.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Include a project abstract that summarizes the proposed program in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

As a separate attachment, the program abstract will **not** count against the page limit for the program narrative.

3. Program Narrative

The program narrative must respond to the solicitation and the selection criteria (1–4) listed below in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative⁷:

- a. Statement of the Problem
- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Category 1 award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov/>. BJA is currently developing the performance measures for this program and will be shared with grantees upon acceptance of their awards. *Examples* of the types of performance and accountability data that will be required can be found here in the Adult Drug Court questionnaire:

<https://bjapmt.ojp.gov/help/EnhancementDrugCourtMeasures.pdf>

Category 2 grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at:

<https://www.bjatrainning.org/working-with-nttac/providers>. *Examples* of the types of performance and accountability data that will be required can be found in [Appendix C](#).

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)

9. [Applicant Disclosure of Pending Applications](#)

10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)⁴ (if applicable)

11. [Research and Evaluation Independence and Integrity](#)

12. **Additional Attachments**

a. Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.

b. Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.

c. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

d. Letters of Support and/or Memoranda of Understanding/Agreement (Required for Category 1 only)

Applicants should attach letters of support and/or interagency agreements between the partner agencies and offices to show their commitment to the project.

⁴ A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

The letters or interagency agreements should clearly articulate the level of involvement each agency will have in the proposed project.

e. Time Task Plan (Required)

Attach a Time Task Plan (with an estimated start date of October 1, 2020) detailing each project objective, activity, expected completion date, and responsible person or organization.

f. Subrecipient and Procurement Contract Disclosures (if applicable)

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient's organization name, and the subrecipient organization's city and state as a separate attachment to its application. A sample table is provided below. The file should be named "Subrecipient and Procurement Contract Disclosure." An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts."

Subrecipient's Last Name, First Name, if available	Subrecipient's Organization Name	Subrecipient Organization's City, State
Jane Doe	North County Youth Mentoring Progra	North County, Ohio

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

1. CDFA #16.585 National Site-based Community Courts and Training and Tecnincal Assistance Initiative (Categories 1 and 2)

2. Funding Opportunity #: BJA-2020-17249

3. Select the correct Competition ID. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Competition ID: BJA-2020-17270

Category 2: Competition ID: BJA-2020-17271

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15 percent)

Category 1

- Identify the applicant agency.
- Clearly identify the state, region(s) or communities covered by the proposed program, including the population of the proposed service area.
- Provide information that documents the impact of
- Describe the underlying issues that lead to criminal behavior, including substance abuse and behavioral health issues, being addressed by the community court.
- Identify any specific challenges motivating the applicant's interest in participating in this grant.
- Explain the inability to fully fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program

Category 2

- Describe the need for TTA as well as the challenges grantees and practitioners face in planning, implementing, or expanding comprehensive efforts in the subject area that is the application's focus.
- Provide a clear and concise statement that provides a thorough understanding of why the operation and expansion of the TTA/Resource Center is important to the success of the community courts program, if applicable, as well as the scope of its potential contributions to grantees and practitioners.

2. Project Design and Implementation (40 percent)

Category 1

Applicants should provide a description of how they will complete the required activities, including:

- Describe how the proposed project addresses the mandatory project components outlined on pages 4–7 and describe in detail how the project will be implemented.
- Describe which program areas the proposed project will address.
- Describe the deliverables to be produced.
- If applicable, describe how the applicant will address the program-specific veterans priority.
- Describe any potential barriers to implementing the project and the strategies that will be used to overcome them.
- If an evaluation is proposed, articulate how an in-depth evaluation of the subject will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge about best practices.

Category 2

- Articulate the applicant's vision for the role of Community Court TTA provider.
- Describe how the applicant will identify, assess, and deliver the proposed assistance.
- Describe the specific activities for providing TTA, including outreach to grantees and the field at large.
- Describe the objectives and identify strategies for designing and implementing each program deliverable as described. Provide specific information on any materials to be developed and/or technical assistance to be provided as they relate to the applicable category. Include the method of delivery (e.g., adherence to adult learning principles, distance learning, process for information assessment, and revision).
- Provide a timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

3. Capabilities and Competencies (30 percent)

Category 1

- Describe the project management structure and staffing, specifically identifying the key person (or people) responsible for carrying out project activities. Demonstrate the capability to implement the project successfully.
- Identify each partner agency that has demonstrated its engagement in the project via an interagency agreement or letter of support. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements.
- For applications involving a research component, describe the qualifications of the research partner and the prior experience of the researcher with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner in the project.

Category 2

- Describe the roles of the applicant and each partner. Describe the capability of the lead organization and any partners (subrecipients) to implement each component of the project, including staff capacity to provide technical assistance to large numbers of grantees simultaneously (if applicable).
- Describe the applicant's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and necessary follow-up activities.
- Provide examples of the applicant's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- Describe the organization's ability to cultivate material for and operate a resource center as well as provide logistical support for conferences and events.
- Provide examples of the organization's experience serving as a clearinghouse, coordinator, and convenor.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)

Category 1

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected, including any records management systems and/or electronic data storage processes.
- List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting information, including who will be responsible and how data will be collected.
- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how they will be addressed.

Category 2

- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify what data information will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

5. Budget (10 percent):

All applicants

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year.
- The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁵

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements.

The following five paragraphs in this solicitation expressly modify the "Application Review Information" provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the "Application Review Information" heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications

⁵ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for BJA include geographic diversity, strategic (program-specific and policy) priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

[Information Technology \(IT\) Security Clauses](#)

General Information About [Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data. [Required reports](#). Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

**Appendix A: Application Checklist
FY 2020 National Community Courts Site-based
and Training and Technical Assistance Initiative**

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- ☐ Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- ☐ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- ☐ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- ☐ Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- ☐ Select the correct Competition ID (see page 14)
- ☐ Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- ☐ Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- ☐ Read [Important Notice: Applying for Grants in Grants.gov](#)
- ☐ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

After Application Submission, Receive Grants.gov Email Notifications That:

- ☐ (1) application has been received
- ☐ (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- ☐ Contact NCJRS regarding technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- ☐ Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards”](#) in the [OJP Funding Resource Center](#).

Scope Requirement:

- ☐ The federal amount requested is within the allowable limits of:
 - Category 1: Implementation or enhancement up to \$500,000
 - Category 2: TTA provider up to \$800,000

Eligibility Requirement: See the cover page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- ☐ Program Narrative (see page 11)
 - ☐ Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
 - ☐ Time Task Plan (see page 14)
-
- ☐ Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - ☐ Project Abstract (see page 11)
 - ☐ Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - ☐ Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
 - ☐ Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - ☐ Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
 - ☐ Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (see [OJP Grant Application Resource Guide](#))
 - ☐ Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- ☐ Letters of Support and/or Memoranda of Understanding/Agreement (see page 13)
(Required for Category 1 only)
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- ☐ Applicant Disclosure of Proposed Subrecipients (see page 14)
- ☐ Documentation of rural challenges (if applicable) (see page 13)
- ☐ Documentation of high-poverty areas or persistent poverty counties (if applicable) (see page 13)
- ☐ Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable) (see page 13)

Appendix B: Category 2 Performance Measures [Sample]

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Support the development, implementation, and sustainment of community courts through training	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing	

Objectives	Performance Measure	Data Grantee Provides
Objective 2: Support the development, implementation, and sustainment of community courts through short-term and comprehensive technical assistance	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	Percentage of requesting agencies of other onsite services that rated the services	<ul style="list-style-type: none"> • Number of other onsite services provided • Number of requesting agencies that completed an

Objectives	Performance Measure	Data Grantee Provides
	provided as satisfactory or better	evaluation of other onsite services <ul style="list-style-type: none"> Number of agencies that rated the services as satisfactory or better
Objective 3: Increase information provided to BJA and the criminal justice community about community courts	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> Number of conferences or advisory/focus groups held Number of conference or advisory/focus group attendees who completed an evaluation Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Percentage of advisory/focus groups evaluated as satisfactory or better	
	Number of publications developed	<ul style="list-style-type: none"> Number of publications/resources developed Number of publications/resources disseminated
	Number of publications disseminated	
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> Number of websites developed Number of websites maintained Number of visits to websites during the current reporting period Number of visits to websites during the previous reporting period
	Percentage increase in the number of visits to websites	
	Percentage of information requests responded to	<ul style="list-style-type: none"> Number of information requests Number of information requests responded to