

PUBLIC SAFETY & COMMUNITY HEALTH COMMITTEE MEETING
AGENDA FOR MONDAY, February 1, 2021
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 February 1, 2021** – 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, or by calling 1-408-418-9388 and entering the access code #146 213 7305; meeting password 0320.

AGENDA

- I. Call to Order at 1:15 p.m.**
- II. Approval of Minutes**
 - [January 4, 2021 PSCHC Meeting](#)
- III. Reports/Updates – Briefing Papers Only, No Discussion**
 1. [OPO Monthly Update – December 2020](#)
 2. [Photo Red Update \(SPD\)](#)
 3. [February Strategic Initiatives Report \(SPD\)](#)
 4. [COVID-19 Vaccination Program Phase 1 Report \(SFD\)](#)
- IV. Consent Agenda – Briefing Papers Only, No Discussion**
 1. [Contract for Impound and Abandoned RV Disposal Services \(SPD\)](#)
- V. Strategic Plan Session – Safe & Healthy**
 - Strategic Priority: Integrated 911/Dispatch
 - NONE
 - Strategic Priority: Integrated Response
 - NONE
 - Strategic Priority: Criminal Justice Reform
 - Sgt. Spiering K-9 Update (5 minutes)
 - Strategic Priority: City-Wide Clean & Safe
 - NONE

VI. Discussion Items

1. Staff Requests

- Senior Business System Analyst Position Discussion – Dusty Fredrickson (10 minutes)
- CARES “By and For” Grant – Michael Diamond (5 minutes)
- Update on SPD's Community Outreach Unit – Chief Meidl (10 minutes)

2. Council Requests

- Lili Navarrete District 2 OPO Commissioner Interview – CM Wilkerson & CM Kinnear (5 minutes)
- Discussion about Potential Renewal of MOU between SPD and The NATIVE Project – CM Wilkerson (15 minutes)
- Spokane Regional Law and Justice Department Update – Maggie Yates (15 minutes)
- Pod Team Update – Carly Cortright & Luis Garcia (10 minutes)
- Update on Low-Barrier Shelter Vacancies – CP Beggs (10 minutes)

VII. State Legislative Update *(as needed)*

VIII. Adjournment

Next Committee meeting will be held on March 1, 2021

Public Safety & Community Health Committee

Meeting Minutes – January 4, 2021

Call to Order: 1:15 PM

Attendance:

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

Staff/Others Present: Mike Ormsby, Sargent Nathan Spiering, Assistant Chief Justin Lundgren, Chief Brian Schaeffer, Mike Lopez, Satish Shrestha, Ryan Hidalgo, Melissa Morrison, Giacobbe Byrd, and Hannahlee Allers.

Approval of December 7, 2020 minutes: Motion to approve by CM Burke; M/S by CM Wilkerson. The committee approved the minutes from the December 7, 2020 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS

Monthly Reports:

1. OPO Monthly Update – November 2020
2. Photo Red Update (SPD)
3. January Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. Supplemental Funds Grant for COVID-19 Impact (Public Defender)
2. Registered Sex Offender (RSO) Program 2020-2021 Contract (SPD)
3. Application for Washington Association of Sheriffs and Police Chiefs Sexual Assault Kit Initiative Grant Program (SPD)

Per CM Mumm's request, Major Michael McNab briefed Council on this application. This grant would allow staff to be assigned to a backlog of cases where these kits can be re-analyzed so that a spectrum of closure can be reached. CM Cathcart asked how big the backlog of kits is. Major McNab said around 700 kits. That goes back over 20 years. Of those that they got back, there were 90 cases that a Sergeant needs to investigate. CM Wilkerson asked when this funding runs out and we still have a backlog, what is the plan. Major McNab said that hopefully the state legislature will continue this funding. CM Mumm asked how many years this work will take. Major McNab said at least a couple years. CP Beggs asked if we are likely to get this money as long as we apply. Major McNab said yes.

4. Construction Contract for Centennial Trail Summit Blvd Project (Public Works)
5. Contract for Concrete Repair Services (Public Works)
6. Purchase of Miscellaneous Waterworks Products (Public Works)
7. Ductile Iron Service Saddles – Annual Value Blanket (Public Works)
8. Settlement Agreement for Personal Injuries (Legal)
9. Memorandum of Understanding with Spokane County Relating to Purchase of Robot for Use by the Emergency Disposal Unit (SPD)
10. Contract to Add CAD Mobile Licenses to SFD Cell Phones (SFD)

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated 911/Dispatch

NONE

Strategic Priority: Integrated Response

NONE

Strategic Priority: Criminal Justice Reform

Sgt. Spiering Update (5 minutes)

Sgt. Spiering gave Council an update on how K-9s were deployed last month. In the month of December, there were 99 captures with 3 contacts. 2 out of the 3 contacts were off shift call outs. Sgt. Spiering updated Council on the 2020 deployment, capture, and contact numbers. Sgt. Spiering noted some of the abnormalities he looks for when analyzing this data. Generally, nothing sticks out as particularly abnormal in 2020. CM Wilkerson asked what the lowest requirement for deployment is. Sgt. Spiering clarified that a deployment is when a K9 and its handler are brought to a call – it is not considered a deployment if it is a routine call. CM Kinnear thanked Sgt. Spiering for his time.

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS

Staff Requests:

Discussion of Extension of Interlocal Agreement with SREC for Back-Up Fire Dispatch Services – Chief Schaeffer (10 minutes)

Chief Schaeffer said that SREC has denied the City's application to be included in an ILA that was up for extension recently. SPD has a plan for continuity of service. Chief Schaeffer thanked the Council for its support in this plan. Chief Schaeffer said that SPD is working on an automatic aid agreement in the dispatch realm. CM Mumm asked what the vote split was in the extension denial. Chief Schaeffer said he didn't know for sure, but he thought it was unanimous. CM Mumm asked when our current agreement ends. Chief Schaeffer said January 31st. CM Mumm asked what the savings will be. Chief Schaeffer said around \$50-60K, which will need to be used to cover overtime right now but eventually could be used to hire the two necessary additional dispatchers. CM Cathcart asked how far away the City is from being fully staffed on its own. Chief Schaeffer said this is a complex question but ultimately more than 11 people. Chief Schaeffer gave a rundown of the investment necessary to get to this goal.

COVID-19 Vaccine Distribution Update – Chief Schaeffer (10 minutes)

Chief Schaeffer updated Council on the work of a task force that is working to get first responders vaccinated. They have vaccinated 150 first responders (with the first of two doses of the Moderna vaccine) so far. The goal is to have over 2,000 first responders vaccinated in the coming weeks. CM Mumm asked how we assure the public if first responders who are vaccinated aren't wearing masks. Chief Schaeffer said that he anticipates that there will still be personal protective equipment, but will forward this concern along to the task force. Chief Schaeffer said he would always want to err on the side of safety.

Council Requests:

Bicycle Advisory Board Appointment Interviews – CP Beggs (10 minutes)

Satish Shrestha and Ryan Hidalgo spoke with Council about their willingness and excitement to join the Bicycle Advisory Board. Ryan is a junior at Lewis and Clarke High School and is interested in environmental sustainability. CM Stratton thanked Ryan for applying and asked what they think the biggest issue for their generation is. Ryan said that bike lanes, better routes (especially to school), and more accessible bike locks were the biggest things that came to mind. CM Burke thanked Ryan for applying and encouraged them to reach out if they need anything. Satish has been living in Spokane since 2008. Satish bikes around town frequently and is excited to support increasing cycling across the City. CM Stratton asked what they think the biggest issue for their generation is. Satish said they think infrastructure is mostly in place, and so it's about getting people excited about biking. CM Wilkerson asked their thoughts about having bike lanes in the middle of the street. Satish said that because they have been riding bikes for so long, the scare factor has gone away, but in reality, bikers are only as safe as the cars around them.

SPD Behavioral Health Unit Update – CM Burke (15 minutes)

Sgt. Jay Kernkamp said that the first year of the BHU has been a success. They have reached 1,900 people with a 70% success rate of diverting people from jail. CM Burke said that those are really great statistics and asked if they are seeing the same people over and over again. Sgt. Kernkamp said that recidivism is an issue, but that follow-up helps to build rapport, build trust, and reduce recidivism. CM Burke appreciated the data provided and asked if the officers going out in these units receive any special training. Sgt. Kernkamp said that SPD interviews for this position and also receives extensive training particularly tailored to the issues officers will see related to mental health crises. CM Burke asked where the general population of the calls are coming from and wondered if a lot of the calls were downtown. Sgt. Kernkamp said it's a regional unit, so there aren't as many calls downtown as one might expect. CM Burke asked if SFD also turns up to these calls. Sgt. Kernkamp says that 911 triages these calls and sometimes that result in both SPD and SFD on site. Chief Schaeffer expanded on the partnership between SPD and SFD in responding to these calls. CM Wilkerson asked if there has been any specific emphasis or training around engagement with communities of color. Sgt. Kernkamp said currently SPD does not track behavioral health unit interactions by race. He said this is something he could run a report on to find out. CM Wilkerson thanked him for that and said that her biggest concern is whether people of color are getting the same opportunity for diversion as those who are part of dominant culture.

Discussion about Participation in National League of Cities – Cities and Health Systems: Community of Practice – Melissa Morrison (5 minutes)

Melissa Morrison updated Council on the National League of Cities – Cities of Opportunity. This is a grant opportunity to receive expert coaching and technical assistance. Spokane was one of 12 cities selected nation-wide. The first session is scheduled for January 27th. Next steps for the City of Spokane is to work with partners before the January 27th meeting to shape the discourse. CM Mumm congratulated Ms. Morrison and asked if there was any way to engage community members and even the Plan Commission in some of these sessions. Ms. Morrison said she would investigate what's possible. CM Wilkerson echoed CM Mumm's congratulations.

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Executive Session: NONE

Adjournment: CM Kinnear adjourned the meeting at 2:18 PM. The next PSCHC meeting will be held Monday, February 1, 2020.

Attachments/Briefing Papers: OPO Monthly Update – November 2020; Photo Red Update; January Strategic Initiatives Report; Supplemental Funds Grant for COVID-19 Impact; Registered Sex Offender (RSO) Program 2020-2021 Contract; Application for Washington Association of Sheriffs and Police Chiefs Sexual Assault Kit Initiative Grant Program; Construction Contract for Centennial Trail Summit Blvd Project; Contract for Concrete Repair Services; Purchase of Miscellaneous Waterworks Products; Ductile Iron Service Saddles – Annual Value Blanket; Settlement Agreement for Personal Injuries; 2021 Cisco SmartNet Renewal; Memorandum of Understanding with Spokane County Relating to Purchase of Robot for Use by the Emergency Disposal Unit; Contract to Add CAD Mobile Licenses to SFD Cell Phones; and National League of Cities – Cities and Health Systems: Community of Practice Overview

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

January 5, 2021

Public Safety & Community Health Committee Report

Reporting Period: December 1-31, 2020

Snapshot of Activities		Monthly	Year to Date
Community Outreach			
OPO	Total community events and meetings	3	56
OPOC	Community outreach / activities	1	30
Contacts		74	1232
Commendations		1	7
Complaints			
	Received complaints	4	52
	Referred complaints	7	109
Case Review			
	Request for further investigation	0	21
	Investigations certified / concurred	4	76
	Declined certifications	0	0
	Special cases reviewed	13	150
Interviews			
	OPO interviews	6	129
	Internal Affairs interviews	2	51
Training		3	82
Critical Incidents		0	3
Mediations			
	Recommended	0	1
	Conducted	0	1
	Declined	0	0
Recommendations		0	0
Other Activities			
SPD Related	Meetings / contacts	18	337
	Review boards / D-ARP's	2	17
	Closing meetings	0	0

1. Outreach

a) OPO

- i. OPOC Meeting (12/1)
- ii. Transformational Leadership Round Table (12/14)
- iii. Leadership 2020 Event (12/16)

b) OPOC

- i. OPOC Special Meeting (12/1)

2. Commendations / Complaints / Referrals

a) Complaints

- i. **OPO 20-56** – Inadequate Response; Complainant alleges that SPD stated they had mental problems and discouraged them from sending a complaint
- ii. **OPO 20-57** – Excessive Force / Demeanor / Improper Search; Complainant alleges that officers used excessive force on them during a CPS visit to their home, in addition to searching their residence without obtaining their approval.
- iii. **OPO 20-58** – Inadequate Response; Complainant alleges that the person involved in a hit and run hitting their home was not charged appropriately with the crime.
- iv. **OPO 20-59** – Excessive Force /Inadequate Response; Complainant concerned with the tactics and force utilized while arresting a minor having a mental health crisis

b) Commendations

- i. **OPO 20-55** – Officer Schwering

c) Referrals

- i. **IR 20-97** – Concerned with SPD allegedly breaking into their apartment
- ii. **ER 20-98¹**– Requested handicapped parking painted in front of nursing facility; Streets Department
- iii. **IR 20-99²** – Concerned about harassment of officers; SPD/IA
- iv. **IR 20-100** – Concerned about discrimination when requesting help from officers; SPD/IA
- v. **IR 20-101** – Concerned about officers driving in the snowstorm with no headlights on; SPD/IA
- vi. **ER 20-101** – Concerned with neighbors leaving trash in her yard; Code Enforcement
- vii. **IR 20-102** – Concerned with harassment from landlord and no help from the SPD; SPD/IA

3. Case Review

- i. **C20-047/OPO 20-47** – Investigation certified
- ii. **C20-061/OPO 20-42** – Investigation certified
- iii. **C20-078/OPO 20-51** – Investigation certified
- iv. **C20-083/OPO 20-54** – Investigation certified

¹ Duplicate number assigned

² Duplicate number assigned

4. Special Cases Reviewed

- i. 9 Use of Force
- ii. 0 K9
- iii. 3 Collisions
- iv. 1 Pursuits

5. Activities

- a) OPO staff members participated/engaged in the following other activities:
 - i. PSCHC Meeting (12/1)
 - ii. Alternatives to Policing (12/2)
 - iii. Leadership Spokane Events Planning (12/7)
 - iv. NACOLE Strategic Planning Committee (12/8)
 - v. NACOLE Use of Force Working Group (12/8)
 - vi. Leadership Spokane Alumni Board (12/09)
 - vii. Leadership 2020 (12/10)
 - viii. Leadership Spokane Gala Committee (12/16)
 - ix. Leadership Spokane Field Trip Event (12/17)
 - x. NACOLE Member Standards and Development Committee (12/23)
 - xi. Training – Use of Force Summit Webinars (12/1 – 12/21)
 - xii. Training – NYC CCRB and Oversight Webinar (12/16)
 - xiii. Training – AGO’s PRA University – Case Law and Legal Update (12/16)
- b) SPD related
 - i. 16 meetings/contacts with IA
 - ii. 4 meetings/contacts with SPD
- c) OPO met with/had contact with OPO Commissioners/staff:
 - i. Commissioner Rose on (12/1, 12/10, 12/21)
 - ii. Commissioner Smith on (12/1, 12/10, 12/21, 12/22)
 - iii. Commissioner Wilburn on (12/1, 12/21)
 - iv. Commissioner Jasmin on (12/1, 12/21, 12/31)
 - v. OPOC Legal Counsel Mr. Bingaman on (12/1)
- d) OPO met with/had contact with City Council:
 - i. Council Member Burke (12/15)
 - ii. Council Member Mumm (12/17 x2, 12/23)

6. Next Steps

- a. OPO & OPOC 2020 Annual Report

Briefing Paper (Committee Name)

Division & Department:	Police Department / Traffic Unit
Subject:	Photo Red / Speed
Date:	January 19, 2021
Contact (email & phone):	William D Workman 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 Feb 1 , 2021.

Statistic for Photo Red for the time frame of **December 1st 2020, thru December 31st, 2020.**

There were 1306 violations on the photo red system from **December 1st, 2020 thru December 31st, 2020.** During the same time frame in 2019 there were 1446 violations, which is a decrease of 140 violations. Camera SK01 at Hamilton and Mission was taken off line on 07/01/2020 for road construction and was off line all month.

Statistic for Photo Speed for the time frame of December 1st, 2020, thru December 31st, 2020.

There were 1756 violations on the photo speed system from **December 1st, 2020 thru December 31st, 2020.** During the same time frame in 2019 there were 1034 violations, which is an increase of 722 violations. The increase is due to only grade schools being back in session for some grades and all other schools are still out, so people are disregarding the school zones/signs. Also a lot of people are off work do to COVID 19 and don't normally drive these hours and there kids are at home so they don't think school is in session. This is what most of my phone calls and emails indicate.

Executive Summary: Photo RED

December 1st, 2020, thru December 31st^h,

- Freya and Third was the highest with 238 violations.
- Division and Sprague was the third highest with 216 violations.
- Browne and Sprague was the second highest with 207 violations.
- Thor and Second was the fourth highest with 186 violations.

Executive Summary: Photo SPEED

December 1st, 2020, thru December 31st, 2020

- SB Nevada St @ Longfellow Elementary was the highest with 586 violations.
- SB N Ash St @ Ridgeview Elementary was the third highest with 350 violations.
- SB Monroe St @ Willard Elementary was the second highest with 346 violations.
- EB W NORTHWEST BLVD @ FINCH ELEMENTARY fourth highest with 310

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
February 2021 Report

Public Safety and Community Health Committee Briefing
February 1, 2021

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





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Selected Excerpts of Officer Commendations

We want to express our deepest gratitude to Salvation Army, JC Penney, and the Spokane Police Department. You have given the joy of hope and opportunity. The hope that tomorrow will be better and the opportunity that a child will not have to go to school with clothing that is inadequate for the weather. To watch as the children as they went to various racks being able to choose clothing that otherwise they would not get was inspirational. Their smiles and excitement was one of the greatest gifts to receive. When a young person spends most of their day feelings inadequate or that they don't measure up in so many ways, to see them experience something where feel like they are like anyone else is amazing. The volunteers and police officers were simply put, FANTASTIC! I was a little anxious as to how some of our more challenging students were going to react in this environment and with strangers. These people did a great job! The patience and care with which they interacted with the young people was beyond my expectations.

[PACT Team, Chaplains]

I just want to say thanks again for gifting my daughter a bike. With myself being a single father with full custody (on top of the pandemic), money is very tight. SPD really made her Christmas and I can't thank you enough. Best wishes to the entire department!

Thank you police officers for being nice to us and protecting us. Thank you **Officer Ed [Richardson]** for helping us learn how to control our anger.

Chief Meidl, I understand we borrowed **Officer Matthew Stewart** for a few days on this trial and though I would pass this along to you.

"Okanogan, Washington - After a three-day trial before the Honorable Henry Rawson a Superior Court jury on December 3, 2020 at approximated 7 p.m. returned guilty verdicts in State of Washington v. Philip Nolan Lester, 15-1-00009-24, for Child Rape in the First Degree and Child Molestation in the First Degree for acts committed in 2014. The case was investigated by Det. Deborah Behymer (Ret.) and former Okanogan County Sheriff's Deputy **Matthew Stewart** who is now a Spokane City Police Officer.

Chief Criminal Deputy David Stevens prosecuted the case to verdict. Mr. Stevens thanked Deputy Prosecutor Felecia Chandler and said that her help preparing for the trial cannot be overstated. He also thanked Det. Deborah Behymer (Ret.) and former Deputy Matthew Stewart for the thorough investigation and said, 'These cases are tough on everyone, especially the mother and the child victim who testified. And no matter how hard our office works or how many hours we put into a case and given our lack of resources, ultimately it is the quality of the investigation that largely determines the outcome of a case.'"





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Internal Affairs Unit Update

January 1 through December 31, 2020 Commendations and Complaints

Commendations Received: **Total: 411**

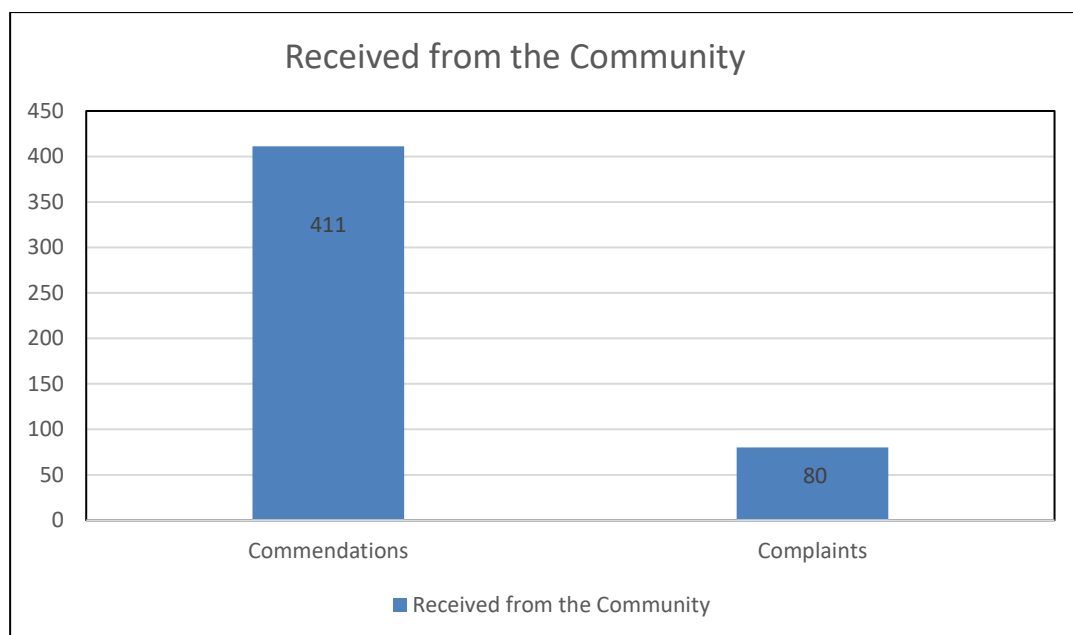
Complaints Received: **Total: 91 (80 from community)**

Closed Out as Inquiries: 11 (As of December 31, 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 Complaints—January 1 through December 31, 2020

Received by the Office of Police Ombudsman	Total: 49
Received by the Spokane Police Department	Total: 42
Internally Generated by the SPD	Total: 11
Generated by the Community	Total: 80





SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Use of Force Update

2020 Non-Deadly Reportable Use of Force Incidents

From January 1-December 31, 2020, there were 70 non-deadly use of force incidents- 11 K9 contacts and 59 other (e.g., TASER, Level I lateral neck restraint).

2020 Deadly Force Incidents (Officer-Involved Shootings)

From January 1-December 31, 2020, there were three deadly force incidents.

Incident 2020-20136616 (Prosecutor Review)

Incident 2020-20136616 took place on August 7, 2020 in the area of Courtland/Crestline. The criminal investigation is by the Spokane Independent Investigative Response (SIIR) team is complete and the case is with the Prosecutor.

Incident 2020-20160038 (Under Investigation)

Incident 2020-20160038 took place on September 11, 2020 in the 6300 block of East Broadway. The criminal investigation is being conducted by the Spokane Independent Investigative Response (SIIR).

Incident 2020-20168741 (Under Investigation)

Incident 2020-20168741 took place on September 24, 2020 in the 9000 block of Highway 2. The criminal investigation is being conducted by the Spokane Independent Investigative Response (SIIR).

2019 Officer-Involved Shooting Incidents Update (through December 31, 2020)

These incidents took place in 2019 but are still pending the Deadly Force Review Board- delayed by COVID-19 protocols.

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





Incident 2019-20201879 (Pending Deadly Force Review Board- delayed by COVID-19 protocols)

Items of Interest

SPD launches Behavioral Health Unit (BHU) in January in partnership with the Sheriff's Department, the Valley Police Department, and Frontier Behavioral Health. The BHU pairs law enforcement officers with mental health clinicians to reach people in crisis. Often these people experience co-occurring disorders including mental health and substance abuse. In its first year, the BHU contacted 1,920 individuals with 70% of the contacts resulting in outcomes other than jail or hospitalization. BHU members focused on identifying the needs of the people they encountered via a call for service, following up, and getting those individuals the help they need.

Spokane Police Detectives solve a 35 year old murder case. Even with an exhaustive search for the killer of 12-year old Marsi Belec back in 1985, the case went cold until last year. DNA from the crime scene was submitted to a company specializing in genetic genealogy and a profile of the suspected killer was created. In March of this year, SPD obtained a search warrant to exhume the body of the suspected killer and test his DNA. It was a match of incredible certainty, 1.1 nonillion; (1,000,000,000,000,000,000,000,000,000). The killer, Clayton Giese, was 22 at the time of the killing and died 4 years later in a car crash. This cold case was highlighted in a national TV program set to air next month.

New Downtown Police Precinct opens. In September, a new centralized Downtown Precinct became a reality. Mayor Nadine Woodward made opening the precinct a top priority and quickly brought the concept to reality. The precinct is staffed with additional officers who have high visibility making for a safer downtown core for everyone; businesses, visitors, residents, and the community as a whole.

SPD continues hiring police officers even during a summer of calls to defund police departments across the country. In July SPD held its largest graduation class in more than two decades and the most diverse with 5 women, several people over age 40, and others who represent a broad cross section of our community. The 14 officers graduated are the first hired under a 2019 levy, passed overwhelmingly by



SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Spokane voters, for additional police officers. Hiring continued this month with the addition of 4 lateral officers from Seattle.

The Bicycle Rapid Response Team (BRRT) mobilizes. In October SPD added a new element to its Tactical Team (TAC) - officers conducting patrol and responses from bikes rather than on foot for marches, special events and other gatherings. Bike patrols are increasingly used in downtown and other high traffic areas for easier access to crime scenes and other locations where police assistance is needed. Officers on bikes are more accessible than those in vehicles, allowing citizens to interact with their police departments in a more personal way.



Community Outreach continues through COVID. Drive-by birthday and graduation celebrations became the norm allowing officers to continue interaction in neighborhoods and giving community members a personal touch with their police. The Spokane Police Activities League (PAL) carried on through a partnership with the YMCA and with necessary COVID restrictions in place. PAL is an outreach program that helps build trusting relationships between at-risk youth and local law enforcement. Again this summer children enjoyed athletic programs like hiking and disc golf as well as STEM (science, technology, engineering, and math) enrichment activities with police officers all while learning core values including integrity and honesty. And COVID could not steal Christmas. Once again Spokane Police Officers adopted families in need and blessed them with gifts and food impacting 110 individuals. New this year, the BRRT donated 18 bikes to children identified through Spokane schools and delivered them, with the help of Santa, just before Christmas!



SPOKANE POLICE DIVISION

CHIEF OF POLICE

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Detective Byington Retires from Domestic Violence Unit

Spokane Police would like to honor Detective Byington who retired in December after 31 years of distinguished service. Detective Byington retired out of the Domestic Violence Unit but had previously worked in Major Crimes, and served as a member of the TAC team and Honor Guard.



New Lateral Officers

SPD is excited to introduce four lateral police officers – all coming from the Seattle Police Department. Each officer expressed an interest in joining the Spokane Police Department in part because of the department's reputation as a quality organization and because of the community support toward law enforcement.

On December 18, SPD graduated four recruits from the Spokane Police Academy. They began three weeks of post Academy training before starting three months-plus of field training.



SPOKANE POLICE DIVISION

CHIEF OF POLICE

CRAIG N. MEIDL

Behavioral Health Unit Update

Officers from the Spokane Police Department and Deputies from the Spokane County Sheriff's Office and Spokane Valley Police Department co-deploy with clinicians from Frontier Behavioral Health to assist people experiencing a "crisis" within our community.

From July-December 2020 (grant period), the BHU:

- Contacted 1,836 individuals.
- Saved 1,317 hours from patrol officers
- Made 781 referrals
- Contacted 52 people who refused services
- Had one use of force incident beyond handcuffing
- Made 25 arrests
- Diverted 179 people from jail or the hospital

As an example of the BHU working to help a person in crisis, the BHU focused their efforts on a Schizophrenic male who was released from inpatient care. The BHU was very familiar with this male. When he is at baseline, he is able to live independently with the help of a caregiver and a payee. However, off his medication, he tended to act very violent. While un-medicated, he allowed two individuals to move into the house and create a Domestic Violence relationship. DV No Contact Orders were generated after a short time due to the male's violent behavior. The male uses tools and sticks as weapons, including knives as a weapon of choice. Patrol responded multiple times to the male and even had a barricaded standoff with the male before walking away. The male had decompensated so much that he was losing weight, eating cat food from a can, and was unrecognizable. He was very hard to understand because of drug-induced disabilities. He became very paranoid as usual when off his medication, very assaultive and dangerous. Multiple calls for service occurred in one week.

The BHU worked with the male's caregivers and friends to coordinate an apprehension and evaluation. After several attempts and hours of coordination, the BHU was able to apprehend the male without force. He was so emaciated and decompensated in his mental state that he had to be transported via ambulance. At the hospital, it took two days to get him medically cleared before he could be evaluated. The male is currently safe and is being housed on a 90-day involuntary evaluation order.





SPOKANE POLICE DIVISION

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Precinct Highlights

North Precinct

Crime Prevention Missions

- Nevawood Businesses and Public Areas: Concerns with Northside transient issues, trespassing, garbage accumulation, neighbor and property owner complaints. Neighborhood Resource Officers are conducting prowler checks at businesses and parks. One individual was cited for trespassing, who is a constant nuisance around the Franklin Park area. The male is currently trespassed from 22 businesses due to trespassing/camping.

Collaboration with Neighborhood Residents Addressing Quality of Life Issues

- The Neighborhood Resource Officer served a chronic nuisance notice on a residence that has generated more than 100 calls for service over the past four months.
- In one location, an individual living in a chronic nuisance residence has been harassing another neighbor. At this point, the individual has been charged with seven criminal citations and has been fined over \$10,000.00. Additional criminal charges are pending.
- Another active location NROs are focusing on is empty, but has been frequented by squatters. There have been reports of multiple assaults and recently a child luring call at the residence. Neighbors have reported drug activity. The NRO had difficulty contacting the homeowner, who lives in another state. The NRO contacted the owner of the property and determined that nobody has permission to be in his house and there was a burglary in progress. With his permission, officers entered his house and arrested a female for Residential Burglary and Malicious Mischief. The homeowner made arrangements with a contractor to board up his house and secure it. The owner returned home and began fixing up the house to sell it. There have been no other calls for service since.

South Precinct

Collaboration with Neighborhood Residents Addressing Quality of Life Issues

- Neighborhood Resource Officers are working on affidavits for abatement on five separate nuisance properties.
- Patrol and NROs are working together on two other problem locations that have surfaced recently, one in East Central Neighborhood and one in the South Perry Neighborhood.

Community Engagement

- The Precinct worked with multiple businesses in the South Perry Neighborhood to sign on as foundational members of SPDs newly implemented Safe Place Program. The program accepts





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businesses who volunteer and commit to offering a safe place for victims of crime, notably hate crime, to report and wait for police response.

- Attended Neighborhood Council Meetings by Zoom to stay connected with neighborhoods regarding concerns, crime trends, and important information that is neighborhood-specific.

Downtown Precinct

New Officers

The Precinct added four Neighborhood Resource Officers:

- Tyler Heiman
- Chris Lesser
- Timothy Marquez
- Karl Richardson

The Downtown Precinct is also planning on adding two additional Behavioral Health Unit officers soon.

Crime Prevention Missions

- Officers have been conducting foot patrols at River Park Square. Officers will maintain a visual presence to keep shoppers safe and deter property crime. Patrols will include the parking garage to deter vehicle prowling.
- The new mission is around the area of 2nd-3rd Avenues between Wall and Post Street, in response to recent crimes including burglary, assault, and malicious mischief. This area includes the Collins (204 S Wall) which generated dozens of calls for service and serious crimes recently. Officers have already conducted a special enforcement at the building and completed a Crime Prevention Through Environmental Design (CPTED) assessment.





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Downtown Officer Richie Plunkett was recently highlighted in Police 1's 50 heroes in 50 states

Wash. officer aids vulnerable citizens as pandemic makes resources hard to access

Officer Richie Plunkett works on the front line with homeless and disadvantaged individuals to help them get resources during COVID-19



Richie Plunkett, a downtown neighborhood resource officer with the Spokane Police Department, usually focuses on solving problems by being "proactive." But preparing for the COVID-19 pandemic was nearly impossible. With nearly all business shuttered and most people remaining home, Plunkett said, many of those who are still downtown are struggling.

"Over the past couple weeks I've turned into more of a social worker than a police officer," Plunkett said.

Plunkett grew up in Las Vegas and played football at University of Nevada-Las Vegas. After spending years playing on a team, becoming a cop was a perfect continuation. Being part of the police department tapped into many of the team aspects of playing sports, like working together. He was a police officer in Kent, Washington, for five years before moving to Spokane a few years ago. Plunkett now teaches crisis intervention techniques at the police academy and works the streets downtown.

Neighborhood resource officers are tasked with tracking the pulse on the area they serve. For Plunkett, that often means working with homeless shelters and behavioral health specialists.

"While working in the downtown corridor, we have a lot of crime but we also have a lot of people who need assistance," Plunkett said.

With the pandemic, many of the resources Plunkett helps people access aren't operating like usual. Community Court is closed, shelters are operating with reduced capacity, and behavioral health services are operating via phone.

"A lot of people right now have been pushed out of shelters due to social distancing and the pandemic," Plunkett said. "They're worried about it, that there's not enough food, that no one is around to help them."

Plunkett is focused on helping people on the streets, sending them to the new shelter at the downtown Spokane Public Library or directing them to safer areas outside. He tries to point people to places where they can camp or sleep that are out of the way and police are "not going to really go after," Plunkett said.

"It's more, give them warnings, too, most of these people are in a dire situation as it is," Plunkett said.

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





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With Community Court closed, some people Plunkett sees regularly are having trouble making progress getting their lives back on track.

“They’re not really sure what to do to keep working towards their goals,” Plunkett said.

To remind people that someone out there is trying to help, Plunkett often gives people he sees some basic supplies.

“My wife likes to pack me extra socks, gloves, stuff like that, hand sanitizer, Kleenex,” Plunkett said. “So I got certain guys that I try to look out for on the streets, and I like to make sure they’re getting these things. They’re not feeling left out from society at this point in time.”

<https://www.police1.com/2020-year-review/articles/50-states-50-police-heroes-how-cops-made-an-impact-in-2020-FZCgwdjsvzBLf57M/>

Outreach Update

Adopt a Family Christmas program

The Community Outreach team worked with community members to select families and then adopt those families to SPD employees. This program was a joint effort between Spokane Police Officers, teams/units, SPD civilian employees and the Spokane Police Foundation. Officers reached out to school counselors at local school districts, the Martin Luther King Jr Family Outreach Center, Partners with Families and Children, Lutheran Community Services Northwest and World Relief to locate families in need.



The Community Outreach Unit planned to help approximately 15 families. With financial support from Les Schwab Tires, Michelle Anderson (Lt JD Anderson’s widow), and the Spokane Police Foundation, the Spokane Police Department helped 22 families in Spokane celebrate Christmas. The number of individuals





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within our community who received a gift this year was approximately 113. Eggers Meats donated turkeys, the food bank at the MLK outreach center donated boxes of food, and officers put together baskets of cleaning supplies. The Unit was also able to gift coloring books, crayons, coats, and some toys for children who will be helped by Partners with Families and Children this year.



Spokane Police Department brings Christmas cheer with adopt a family program

<https://www.spokesman.com/stories/2020/dec/21/spokane-police-department-brings-christmas-cheer-w/>

Shop with a Cop

Spokane Police Department is grateful to the South Hill Target, Manager Erik Mathies, and Target Corporate for hosting and sponsoring the 6th annual Target Heroes and Helpers shopping event! Target sponsored 20 kids with a \$50 gift card each to shop with SPD Officers. The kids shopped for gifts for family members during the event.

This year due to COVID, officers and kids were paired up outside, walked in together and shopped. When they were finished, each child received a special bag that included wrapping supplies and candy. Local community partners selected the children. It was another great opportunity for police officers and local kids to interact in a healthy positive way and is fun and exciting for all participants.





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SPD officers and Spokane Police Foundation supporters raise funds to replace stolen special needs stroller.



The Spokane Police Foundation raised funds to help replace a Dreamer Design 3 wheel stroller stolen from the Shadle neighborhood on December 3, 2020. The stroller was used for a special needs elementary aged child and it was sorely missed. The photo is of the stroller that was purchased. Due to a sale, the stroller was less than anticipated (about \$765). The vendor, eSpecialNeeds.com shipped the stroller overnight!

The remaining funds were used to help with additional items for the family. A few folks from the community also participated in making this Christmas even brighter for the family by providing some other Christmas presents. Maliek, a local Spokane resident, saw the Foundation's Facebook post about the family's stolen

stroller and wanted to join in on the mission to make their new year a better one. Spokane continues to come through and we couldn't be happy to partner with our fellow community members! Thank you, Maliek, and to all who donated.

Below, a photo from the family and Maliek with presents.





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Reaching out to Local Heroes



Two children had to jump out of a third story window to escape a fire in their apartment. (<https://www.kxly.com/sfd-children-jump-out-of-window-to-es.../>). Spokane Police Community Outreach reached out to this family and asked if they needed any help. The request was sleeping bags and pillows for the kids since they needed to stay with Grandma for the time being.

The Community Outreach delivered a sleeping bag and pillow pet to both children! The children were thanked for being heroes and hopefully their traumatic incident was made a little less traumatic as a result of this interaction.

Helping Those in Need

Spokane Police Officers responded to check on a mother with two infants. They discovered that she was without power, which meant that she had no running water, as her well pump requires electricity. It was apparent to the officers that she needed a few items to make her situation more comfortable for her and her children. Community Outreach officer and patrol officers raised \$250.00 amongst their peer officers and purchased needed items such as diapers, purified water for formula, and additional warm onesies for the children. The day shift officer that originally responded to this call did not want recognition for this act of kindness. Sergeant Kannberg is in the photograph assisting with the delivery of the items purchased.





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Notable News

Spokane Police, Santa surprise local kids with new bikes for Christmas

<https://www.kxly.com/spokane-police-santa-surprise-local-kids-with-new-bikes-for-christmas/>

Blessing on Patrol

[Blessing on Patrol - City of Spokane, Washington \(spokanecity.org\)](https://www.spokanecity.org/Blessing-on-Patrol)

SPD cold case to be highlighted on national program

On the Case with Paula Zahn aired on the Investigation Discovery Channel on Sunday January 17, 2021 at 10 PM Eastern. The program is also available to stream on Discovery+.

<https://my.spokanecity.org/police/news/2021/01/14/spd-cold-case-on-national-tv-program/>

Alert citizen helps SPD bust two porch pirates

https://www.khq.com/news/alert-citizen-helps-spd-bust-two-porch-pirates/article_8d11ecfc-56e3-11eb-aeab-c792cdce464f.html





COVID-19 Vaccination Program Phase 1 Report

January 18, 2021

The effort to vaccinate the County's First Responders started on Monday, January 4, 2021. This effort is a partnership between the Spokane Regional Health District (SRHD) and the Spokane County EMS and Trauma Care Council. Many people from local Fire, ambulance services, and the two hospital systems supported this effort by working in the clinic and deserve a huge thanks. This phase, which provides the first dose of the Moderna Vaccine, concluded on January 14, 2021. The intent of this project is to provide all County First Responders who wish to receive the vaccine, the two shots that are required to establish immunity against COVID-19. Adjustments in the program occurred throughout the course of the drive-thru vaccination clinic. One major adjustment, based on the SRHD's observation of the operation's efficiency, was expanding access to the clinic for other health care workers who meet the Phase 1A criteria for receiving the vaccine. When this occurred, the number of people coming through the clinic increased substantially.

The vaccination clinic, held at the Spokane Fire Department's Training Center Fieldhouse, was staffed by people from multiple EMS agencies and both hospital systems. In all, the vaccination clinic was staffed by people from 11 EMS and Health Care agencies. The success of this clinic is founded upon the collaboration of these agencies and the strong partnership that exists with the SRHD. SRHD staff supported this effort administratively and through providing the necessary supplies and vaccine.

This stage of vaccinating Phase 1A people:

1. Provided the first of two doses of vaccine to 2,570 people;
2. Provided the first of two doses of vaccine to 1,155 people associated with First Responder agencies (responders and individuals who, during their daily work activities, have regular face-to-face contact with responders);
3. Served health care workers and health program students who directly work with patients during clinical education experiences; and
4. Successfully operated without interruption during a snowstorm, heavy rains and the severe windstorm that struck the Spokane area on January 13, 2021.

Spokane County Fire Districts 3 and 8 dedicated their respective fire support units to this effort. These resources provided the clinic staff with coffee and food during the 11-day event. The Inland NW Fire Chief's Association contributed \$550 for food and beverages to support the people that staffed the clinic.

11 Days in January-Vaccinating First Responders



Day 1-Vaccinating the Vaccination Team



Administering the Vaccine- Bob Nixon-SFD



Kayla Myers-SRHD and Task Force Member Tom Chavez-SCFD #8 review required paperwork



That's a Wrap- Final Day Vaccination Team with Spokane County MPD Dr. Nania



Vaccine Control Officer Brian Foster-Dow-SVFD preparing a syringe for vaccinators

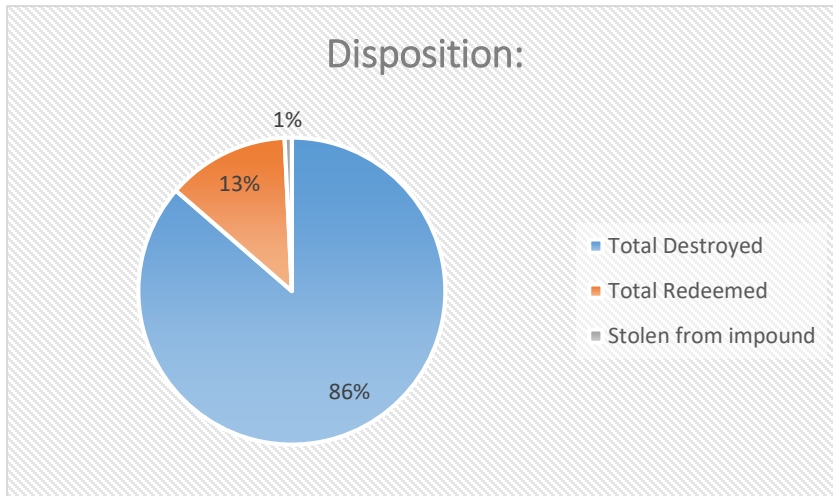


Briefing Paper

Public Safety & Community Health Committee

Division & Department:	Public Safety, Police Department
Subject:	Impounded and Abandoned RV Disposal Services
Date:	February 1, 2021
Author (email & phone):	Mike McNab mmcnab@spokanepolice.org 509-835-4514
City Council Sponsor:	Council Member Lori Kinnear
Executive Sponsor:	Major Mike McNab
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 Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of Service Contract with Evergreen State Towing to provide Impounded and Abandoned RV Disposal Services.
Background/History: On 12/16/2020, IRFP # 5372-20 was sent to multiple firms via the City's ProcureWare system, for Impounded and Abandoned RV Disposal Services. Evergreen State Towing won the bid to provide services to the City of Spokane and the Spokane Police Department for 1 year with an option to renew services for an additional 4 years.	
Executive Summary: This contract with Evergreen State Towing is for removal and disposal of junk/abandoned motorhomes and similar vehicles that other towing companies are unwilling to impound. These vehicles represent a blight on the neighborhoods in which they are abandoned and present significant health concerns; as nearly all RV's removed in 2020 were found leaking raw sewage or discharging black-water waste directly onto the streets. The Police Department in partnership with Parking Enforcement, and Code Enforcement place notices on vehicles 24-72 hours in advance, giving the occupant's time to act. Most, if not all, vehicles towed under this contract are towed as junk/hulk vehicles. As such, the owner is able to reclaim the vehicle at no expense. In 2020, 13% of impounded vehicles were redeemed by the owner, the remainder were destroyed due to their extremely dilapidated condition and sanitation concerns. In 2020, 129 RV's were impounded, 108 were destroyed, and 19 were redeemed. (See attached 2020 synopsis) New contract being requested is a two-year contract, with renewal options, for an amount not to exceed \$250,000 during the term of the contract. Current funding is a combination of Police and Parking Meter funds.	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> X Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> X Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input type="checkbox"/> X Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> X No Specify changes required: Known challenges/barriers:	

2020 Junk RV Towing Synopsis



The Junk/Abandoned RV Towing program allows SPD, Parking Enforcement, and Code Enforcement Officers a means to address neighborhood complaints and nuisance activity within the City of Spokane.

Of significant note, nearly all RV's removed from the streets this year were either leaking raw sewage from overflowing black-water tanks and/or directly discharging waste.

Total Towed	134
Total Destroyed	114
Total Redeemed	18
Stolen from impound	1

Calendar year 2020 reflected a 5.5% increase in towing of Hulk/Abandoned RV's in the City of Spokane over calendar year 2019.

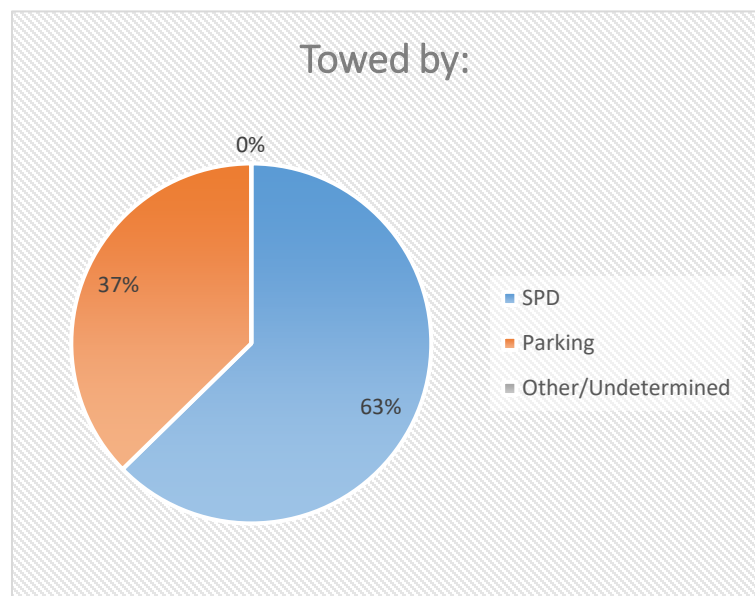
Dismantlement/Destruction of the RV's increased 15% and reflect the increased utilization of the Junk Vehicle Affidavit. Redemption of the vehicles decreased 2% from the previous year. *It should be*

noted that the infancy of this program should preclude any trending based upon annual numbers.

SPD	84
Parking	50
Other/Undetermined	0

Statistically data for this program was also affected by COVID-19 staffing restrictions, the Governor's moratorium on evictions, and process modifications taken to ensure that the program was operating within the provisions of Seattle v. Long/Homestead Act.

Total Charges	\$108,439
State sales tax	\$9,651
Total Paid	\$118,090
Scrap redemption:	\$0



Evergreen State Towing, LLC
PO Box 48285
Spokane, WA 99228
509-489-8697
509-489-8715 fax

December 21, 2020

RE: IRFP# 5372-20

Evergreen State Towing was established in 2000 as a Limited Liability Company in the State of Washington and have been working with the Spokane Police Department for the last 20 years. We will be conducting business in reference to this proposal at our main facility:

6511 N Perry St, Spokane, WA 99217.

Evergreen is a licensed Registered Tow Truck Operator (RTTO) and our Company is in compliance with all State and Local laws. We have 18 trucks in our fleet in all classes of Tow Trucks. Light, Medium, Heavy Duty and Flatbed Tow Trucks give us the capability of towing and impounding all sizes of RVs.

Dan Robbins
CO-Owner
Danevergreenstatetowing@gmailwcom
(509)220-3545 cell

TECHNICAL PROPOSAL

Evergreen's intent is to remove and destroy all Abandoned and Hulk RVs as requested by the City of Spokane in a timely fashion in order to prevent them from returning to the streets. We can tow any size RV and with the number of trucks that are in our fleet, we will be able to respond quickly to the City's request.

Upon the arrival of abandoned RVs to our yard, we will follow the process as set forth in RCW 46.55 and RVs will be destroyed immediately following the auction process. Hulks will also follow the process according to RCW 46.80, as it pertains to Hulks and will be destroyed immediately following the 15-day waiting period,

Procedure for disposal of RVs:

1. Pictures will be taken from all 4 sides of the RV.
2. Drain the gray and black water tanks in all RVs
3. Removal of all garbage inside.
4. Use of dumpster — provided by the City
5. Use of Excavator and Track loader to completely remove and dispose of the body.
6. Cab (if equipped with one) will be left attached to the frame as well as the motor, refrigeration and petroleum waste.
7. Deliver cab, engine and frame will be delivered to Pull & Save as scrap.
8. Report sent to the City along with the 4 pictures for each RV destroyed, on the 1st of each month*

MANAGEMENT PROPOSAL

Dan Robbins, Owner — will oversee the project. MVAC Certificate (refrigeration) and has continuing education at all levels of school with the Towing and Recovery Association of Washington. (TRAW)

Chuck Dasenbrock, Tow Manager in charge of the project and will be providing/working most of the duties required for disposal. Continuing education and has attended all levels of training with the TRAW. He has also completed a course with Miller Industries in Tennessee.

Drivers -- We will be utilizing our drivers as needed to impound/remove the RVs, as well as helping with the disposal process. All our drivers are required to receive continuing education which is provided by TRAW and Evergreen State Towing.

Office Staff — Our office is educated in processing abandons and Hulks according to RCW 46.

Evergreen State Towing has been providing services for Law Enforcement for 20 years to include the City of Spokane Police Department, Letter of Appointment with the WSP for Towing services, Spokane County Sheriff rotation and the Spokane County's Evidence Towing Contract.

We have also worked with Jim Krietz, supervisor for Code Enforcement.

Towing	\$189 - \$396	
Labor	\$150 - \$300	
Dumpster	Cost to City	(dumpster holds approximately 2 RVs)
Equipment	\$375 - \$625	
Total Costs per RV \$714- \$1,321		
(not to exceed \$1,000 to be billed to City)		

Briefing Paper

Public Safety & Community Health

Division & Department:	Innovation & Technology Service Department (ITSD)
Subject:	Senior Business System Analyst Position (FTE) Justification
Date:	01/20/2021
Contact (email & phone):	Dusty Fredrickson, Project Management Office eMail: dfredrickson@spokanecity.org Phone: 509.435.2569
City Council Sponsor:	Lori Kinnear
Executive Sponsor:	Eric Finch, CITO
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" 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)	Support the Municipal Court Legal Case Management solution implemented as a result of executing the eSeries Upgrade Project Charter located here .
Strategic Initiative:	Safe & Healthy
Deadline:	02/26/2021
Outcome: (deliverables, delivery duties, milestones to meet)	The Senior Business System Analyst role will fulfill the responsibilities and duties as outline in job description 162 in support of the eSeries solution.

Background/History:

The City is making an investment to implement the next generation of Legal Case Management platform (JustWare to eSeries) for the Municipal Criminal Justice system.

eSeries provides advanced solution configuration, system integration and reporting capabilities that will advance the Municipal Court Agencies' abilities to improve operating efficiencies and outcomes.

However, the cost of this advancement is sharp increase in the Technical and Business Management complexities that require a Senior-Level of skill-set and leadership to navigate.

Executive Summary:

Seeking approval for a Senior Business System Analyst to support the remaining eSeries implementation and maturity of the eSeries platform once implemented.

Position Information

- Annual Salary (2021 Pay Plan Step 2): \$77,527
- Estimated 2021 Salary Cost: \$38,763
(Assumes 6 Months to allow for hiring process)
- Potential Funding Source: Criminal Justice Fund

*See the justification submitted for more information.

Budget Impact:

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

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

If new, specify funding source: Criminal Justice Fund

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:

Senior Business System Analyst Justification

Legal Case Management System Support
(eSeries)



Purpose

Justify the approval of a full-time Senior Business Systems Analyst position for long-term support the eSeries platform.

How am I going to do that?

By highlighting the rise in both the technical and agency complexities emerging as the integrated eSeries solution takes shape.

Agenda

- Municipal Criminal Justice Operating Landscape
- Legal Case Management System Overview
 - JustWare (Current State)
 - eSeries (Future State)
- Business Management Complexity
- Summary



Municipal CrimJ Operating Landscape

Dynamic

Ever-changing operational requirements:

- Court Rule Changes
- Supreme Court Rulings
- Legislative Changes (State or Local)
- State AOC Procedural Changes

(Addministrative Office of the Courts)

Evolving reporting requests & requirements from Federal, State and Local agencies.

High-Volume*

Case Creation & Management

- Criminal = 10,409
- Infraction = 13,647

Does not include percentage of contested Parking and Photo Red cases

Warrants Issuance & Management

- 5,476

**Based on 2019 volumes*

Complex

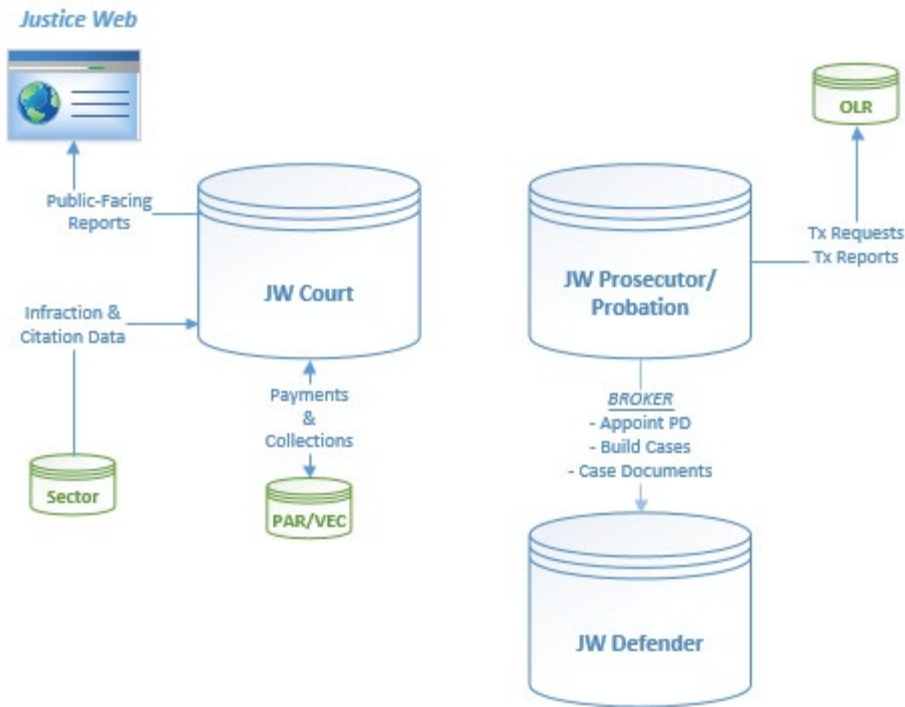
300 = Approx. number of business processes.

(Agency-Specific, Inter-Agency, External)

175 = Est. number of manual processes



JustWare Environment – Current State



Minimal Technical Footprint

Requires 2 FTEs to support:

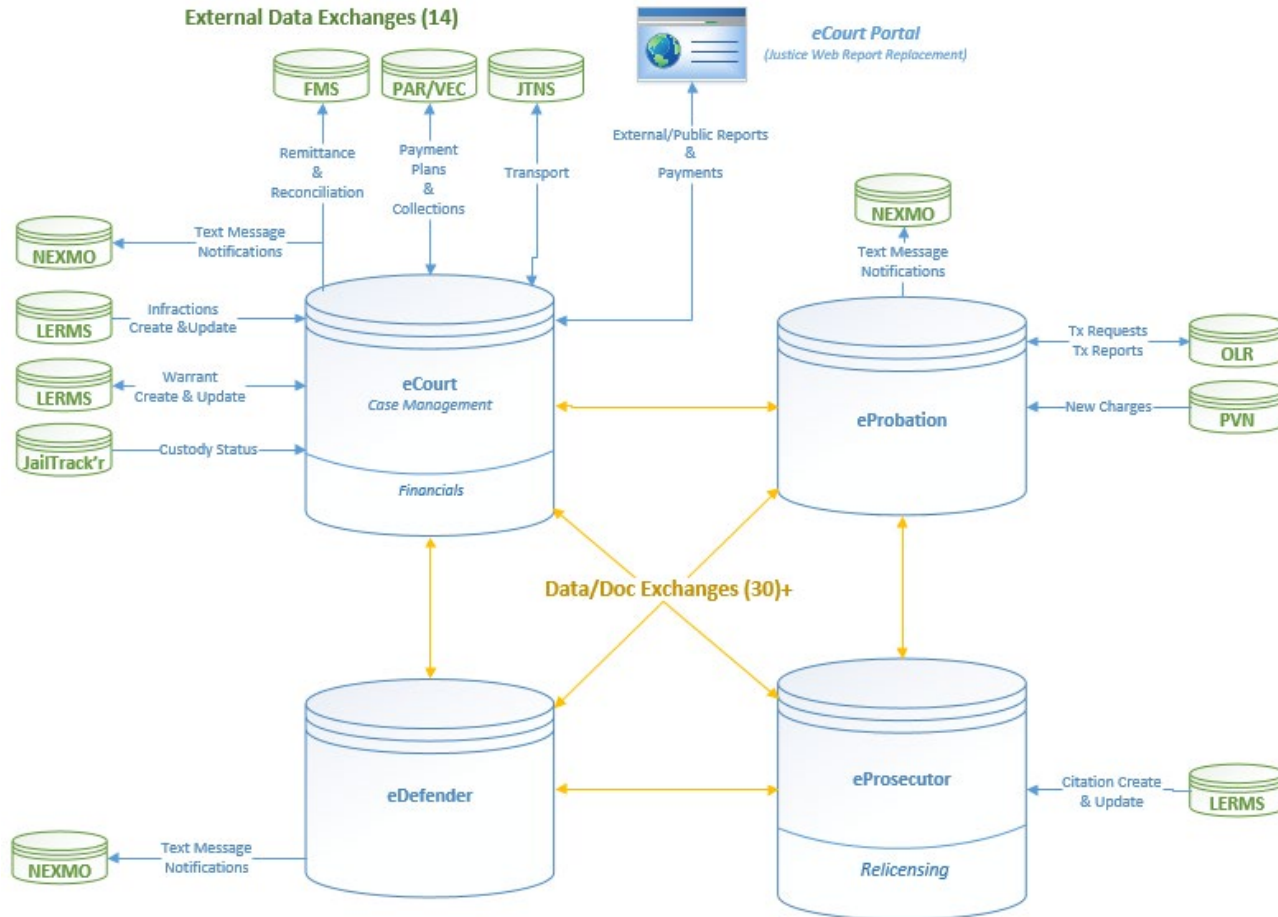
- Technical Care-Feeding
- Configuration Changes (Evolving Court Requirements)

High Volume of Manual Processes (To Name a Few)

- Inter-Agency:
 - Case and Document Filing
 - Motions
 - Court Docket Scheduling
- External Agencies/Systems:
 - County Law Enforcement Records Management System
 - SPD Records (Warrants)
 - Detention Services (Custody Information)
 - City Accounting (FMS)



eSeries Environment – Future State



Significant Technical Footprint Expansion

Internal/External Workflow Automation:

- 14 Integrations with County and State
- 30+ Inter-Agency Integrations (Just to get started)

****More tech to support (Lights On Doors Open)***

Advanced Platform Capabilities for:

- Process Automation
- Reporting

****More enhancement requests to manage***



Business Management Complexity

In its initial launch, eSeries will automate more than 30 inter-agency and 20 external-agency business processes.

The demand for additional automation will continue to grow as the benefits are realized.

So What?

Process automation requires stakeholders to agree on standards for:

- Legal Document Format & Content
- Data Elements & Meaning
- Business Process Steps, Roles and Responsibilities

This is a new, and complicated, challenge as competing Agency priorities often work against standardization and automation.

This dynamic requires senior-level agency and eSeries understanding to navigate competing agency interests and negotiate agreements.

Data/Doc Exchanges (32)

#	Exchange name	Courts	Pros	Defenders	Prob
1	Statutes	From	To	To	To
2	Supervision Condition Updates	From	To	To	To
3	Judgment & Sentence	From	To	To	To
4	Court Calendar	From	To	To	To
5	Inmate Status	From	To	To	To
6	Warrants	From	To	To	To
7	Warrant Updates	From	To	To	To
8	i-CAOS Update	From	To	To	To
9	Specialty Court Assignment	From	To	To	To
10	Deceased Persons	From	To	To	To
11	Criminal: 001 - Court Shell Case	From	To		
12	Infraction: 001 - Contested	From	To		
13	PD Appointment of Counsel	From		To	
14	Court Case Document Update	From		To	
15	Supervision Initiation	From			To
16	i-CAOS	From			To
17	Alias Updates	To	From	From	From
18	Prosecution Assignment Update	To	From	To	
19	Criminal: 002 - Prosecute Case Filing	To	From		
20	Criminal: 002.5 - Prosecutor Case Filing	To	From		
21	Criminal: 003 - Decline	To	From		
22	PD Assignments	To	To	From	
23	Probation Assignments & Updates	To	To	To	From
24	Inter-Agency Documents for Signatures	To	To/From	To/From	
25	Probation Violation Notices	To		To	From
26	Probation Compliance	To			From
27	Public Defender Discovery Demand		From	To	
28	Prosecution Discovery Response		From	To	
29	Police Report for Probation		From		To
30	Plea Offers		From/to	To/From	
31	Public Defender Discovery Response		To	From	
32	Prosecution Discovery Demand		To	From	



In Summary

In the long-term support of the eSeries platform, this position provides the following:

- Capacity to sustain the larger eSeries footprint (*Incident Response, System Upgrades, etc*)
- SR-level leadership that align Agency needs with eSeries capabilities that result in better outcomes for our Agencies, Defendants and Citizens through solutions such as:
 - Municipal Criminal Justice Agency Performance Measures
 - Continued Process Automation (Internal & External)
 - Blueprint for Reform Initiatives
 - Data/system integration (internal agencies, State AOC, County)
 - Pretrial release and RNR probation efforts
 - Quantify and evaluate programmatic efforts
- eSeries Product Improvement Roadmap (e.g. Integration w/ State)

Without this position, the City will be challenged to realize the:

- *ROI on this investment*
- *Benefit-potential the eSeries platform provides*

Position Information

Title: Senior Business System Analyst (162)

Annual Salary (2021 Pay Plan Step 2): \$77,527

Estimated 2021 Salary Cost: \$38,763
(Assumes 6 Months to allow for hiring process)

Potential Funding Source: Criminal Justice Fund

Briefing Paper

Public Safety & Community Health Committee

Division & Department:	Spokane Municipal Court – Probation Department
Subject:	CARES “By and For” Grant – RFP Approval (RFP F20-3144C-2A)
Date:	February 1, 2021
Contact (email & phone):	mdiamond@spokecity.org , 509-622-5806
City Council Sponsor:	Mr. Breean Beggs
Executive Sponsor:	Mr. Michael Ormsby
Committee(s) Impacted:	Public Safety & Community Health Committee
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" 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)	See attached RFP F20-3144C-2A
Strategic Initiative:	Safe & Healthy Strategic Initiative
Deadline:	February 26, 2021 (previously February 12, 2021)
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of RFP F20-3144C-2A shall provide necessary support to establish a Pretrial Services Unit within the Municipal Probation Department. The PSU will work to lower FTA's, reduce pretrial jail detention, and improve public safety with increased monitoring services and reducing pretrial recidivism rates for identified groups.
Background/History: <p>In December, 2020, the Spokane County Office of Pretrial Services reduced services and stopped providing pretrial risk screening and information for those defendants in-custody for the Spokane Municipal Court. The loss of this service reduced the available information for the Judicial Officer to evaluate the defendant's risk to return for future court hearings and if any violent risk to the community existed when evaluating CrRLJ 3.2. The development of a City Pretrial Services Unit establishes a reliable source of information for the Judicial Officers while expanding upon pretrial monitoring, pretrial services, and assisting those defendants engaged in the Municipal Justice System. In addition, the creation of an internal Pretrial Services Unit opens the opportunity for new pretrial diversion and deferment options that has not previously existed while capitalizing on the continued development of Evidence Based Practices in Probation. The Pretrial Services Unit proposal meets and exceeds the 2013 Blueprint for Reform recommendations and moves the Municipal Court closer to collaboration and partnership with local courts.</p>	
Executive Summary: <ul style="list-style-type: none"> • <i>Grant is for up to \$250,000.00 with a run period of March 1, 2021 to December 23, 2023.</i> • <i>Funding is through the Washington State Department of Commerce in association with the Federal CARES Act.</i> • <i>Competitive Grant process focuses on underserved populations including <u>minority groups</u> and <u>impoverished groups</u>.</i> 	
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:

CARES "By and For" Grant – March 1, 2021 to December 31, 2023

Other budget impacts: (revenue generating, match requirements, etc.) There are no match requirements for this grant but the award of this grant may support funding that has already been approved and released to the Spokane Municipal Court to create a pretrial services program. The creation of a Pretrial Services Unit creates additional revenue opportunities if contracts are established with other local courts.

Operations Impact:

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

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

Specify changes required:

Creation of new forms, policies and procedures will be required for Municipal Probation and for Municipal Justice agencies and partners.

Known challenges/barriers:

Key pressure points include: infrastructure and space for business operations, hiring of additional FTE's to operate the business model, and shift from historical practices towards innovation and best practices.



Coronavirus Emergency Supplemental Fund

By and For Organizations

COMPETITIVE APPLICATION

March 1, 2021 – December 31, 2023
(22-month period)

Due February 12, 2021



Administered by the Office of Crime Victims Advocacy
Department of Commerce
P.O. Box 42525
Olympia, Washington 98504-2525

This project is supported by Coronavirus Emergency Supplemental Fund Program grant number 2020-VD-BX-0030 award by the Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Office of Crime Victims Advocacy (OCVA)

**Bill Johnston, Application Coordinator
Public Safety Section Manager
bill.johnston@commerce.wa.gov**

Application Due: February 12, 2021 at 5:00 p.m.

NO LATE APPLICATIONS WILL BE ACCEPTED.

This application and all of the applicable forms are available in PDF, Word and/or Excel format on the OCVA web page at: www.ocva.wa.gov.

Submit applications electronically.

Email application as a single PDF attachment to: bill.johnston@commerce.wa.gov
Subject Line: CESF By and For Application

COMMERCE cannot receive zipped files. They cannot be used for submission of applications.

CORONAVIRUS EMERGENCY SUPPLEMENTAL FUNDING
BY AND FOR ORGANIZATIONS INITIATIVE
APPLICATION INSTRUCTIONS

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Introduction

Background

Coronavirus Aid, Relief, and Economic Security Act (CARES)

This opportunity is possible as the CARES Act authorized the Coronavirus Emergency Supplemental Funding (CESF) grant program.

The provisions of the Coronavirus Emergency Supplemental Funding allows for a very wide range of applications provided they are focused on preventing, preparing for, or responding to the coronavirus.

CESF funds were allocated to each State by the U.S. Department of Justice (DOJ), Office for Justice Programs using Justice Assistance Grant (JAG) Allocation procedures. Other JAG specific rules do not apply, however grant rules published by the Office of the Chief Finance Officer in 'DOJ Grants Financial Guide' do apply to all grants and sub-grants utilizing these funds.

Commerce's Allocation Plan

Commerce's Allocation Plan includes funding up to nine projects made in response to this By and For Request for Proposal.

Funding has been set aside specifically for programs operated by and for marginalized populations. The intent is to provide funding to organizations that are culturally-based, directed, and substantially controlled by individuals from marginalized populations, and have a history of service to those specific communities or cultures. For the purpose of this proposal, marginalized communities may include ethnic and racial minorities, immigrants and refugees, individuals who are lesbian, gay, bisexual, and transgender, individuals with disabilities or who are deaf, and Native Americans.

From the Community Voices report published in 2002, OCVA recognized that 'Marginalized Communities' are not who they are, but rather how these individuals and communities are treated by persons and institutions of privilege. This is their experience, not their identity. Therefore, it is understood that when the phrase "marginalized communities" is used, it refers to the result of actions taken by privileged individuals and institutions.

The voices and needs of individuals from these communities are often overlooked. The designation of marginalized communities is not only based upon the inherent attributes of the individuals in the population (such as gender identity, age, race, ethnicity, sexual orientation, etc.), but also a set of circumstances that may cause certain demographic groups to experience greater challenges in terms of accessing support. These individuals experience barriers to access impacted by their race, ethnicity, age, sex, and factors such as income, and intersect with social factors, including housing, poverty, and inadequate education.

Commerce encourages applicants to use language that best describes the services and reflects the community you work with.

If you are uncertain whether your organization meets the criteria of this application, please do not hesitate to ask the [Application Coordinator](#) for clarification.

Purpose of Application

The purpose of this application is to develop and enhance culturally and community specific services for individuals and communities. Services and activities must be provided by organizations that are operated by and for the community to be served. Marginalized communities may include ethnic and racial minorities, immigrants and refugees, individuals who are lesbian, gay, bisexual, and transgender, individuals with disabilities or who are deaf, and Native Americans.

At the core of their programs, these agencies embody the central cultural values of the community to be served.

Federal CESF funds support, extend and enhance services to marginalized communities as they address issues and needs in response to the coronavirus. Expenditures previously budgeted for other funds are not eligible for CESF funds due to restrictions of the supplanting rule. However, costs that address problems caused by or increased by the coronavirus, or for which the intended source funding has been reduced without regard to the availability of this grants potential availability, and which shortfall is directly related to the pandemic, are legitimate expenses.

Please see the [Eligible Services and Expenses](#) section of the application for additional details.

Funding Available

Each applicant may request up to \$250,000 for a ten to twenty-two month award period.

CESF By and For Initiative is competitive. See the [Evaluation of Applicants](#) section for more information regarding the competitive review process.

Period of Performance

Applicants may select their project's duration for an award period of ten to twenty-two months. The award period must start on the March 1, 2021 will for the basic award period will end on January 31, 2022. If the award is extended it must end prior to January 31, 2023.

Americans with Disabilities Act (ADA)

Office of Crime Victim Advocacy (OCVA) complies with the Americans with Disabilities Act (ADA). Applicants may contact the [Application Coordinator](#) to receive this application in Braille or on tape.

Eligibility

Eligible Applicants

Any public agency, Tribe, or nonprofit organization with a primary mission and history of serving a specific marginalized community is encouraged to apply for this funding to provide culturally and community specific services.

Services and activities must be provided by organizations that are operated by and for the community to be served. For the purposes of the application, marginalized communities may include ethnic and racial communities; immigrants and refugees; lesbian, gay, bisexual, transgender and queer communities; individuals with disabilities or who are deaf; and Native American communities. "Crime Victims" and "Accused Individuals" are not considered a marginalized population for the purposes of this application.

Eligible applicants are those that:

1. Are operated by a public agency or a nonprofit organization (including tribes).
2. Provide services to a marginalized community.

3. Can demonstrate a documented history of providing effective services the marginalized community to be served under this application.
4. Have financial support from other sources.
5. Can demonstrate the organizational capacity to provide the proposed services.

A provider can demonstrate a record of effective services and support from other sources when, for example, it demonstrates the support and approval of its services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of its financial support from other sources. This should be addressed in the Proposal Narrative (Attachment D).

Eligible Services and Expenses

The services, activities, and costs eligible with CESF funding include but are not limited to:

- **Services and Expenses** that include advocacy and emotional support, such as:
 - Working with individuals and communities to address issues that have been impacted by the coronavirus
 - Identification of individual's and community needs
 - Case management
 - Management of practical problems created impacted by the coronavirus
 - Identification of resources available to the individual or community
 - Provision of information, referrals, advocacy, services and follow-up contact for continued services, as needed
 - Traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga)
- **Services and Expenses** that include mental health counseling and care such as out-patient therapy and counseling or out-patient substance-abuse treatment.
 - The treatment must be provided by a person who meets professional standards to provide these services. These services should be one component of a comprehensive array of services provided.
- **Services** that include peer-support, such as:
 - Sharing experiences, and providing self-help, information, and emotional support
- **Services and Expenses** connected to the facilitation of participation in the civil and criminal justice systems and other public proceedings arising from crime, such as:
 - Advocacy on behalf of individuals

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- Emphasis patrols or community education regarding police initiatives
 - Accompanying individuals to offices and court
 - Interpreting for individuals who are deaf or hard of hearing, or with limited English proficiency¹
 - Notification to impacted community members regarding key event dates
 - Assistance with Impact Statements
 - Assistance with restitution advocacy for individuals and the community
 - Providing childcare and respite care to enable an individuals who is a caregiver
- **Expenses** for transportation of individuals to receive services that address the impacts of the coronavirus.
 - This may include certain automobile expenses for a client, such as the costs to repair a vehicle when necessary for health and safety of the client.
 - **Expenses** for an agency automobile, such as:
 - Lease and/or repair a vehicle that is essential to the agency's delivery of services.
 - **Expenses** for public awareness and education presentations, such as:
 - The development of presentation materials, brochures, newspaper notices, and public service announcements in schools, community centers, and other public forums that are designed to inform individuals and the community of specific rights and services, and provide them with (or refer them to) services and assistance.
 - **Expenses** for Housing Support
 - Travel, reasonable moving expenses, rental assistance, security deposits, utilities, and other costs incidental to the relocation of housing, including costs to keep someone in their home (in emergent situations).
 - Prior to covering these expenses, applicants must submit, and have approved, a plan that includes applicable policies and procedures for providing relocation and housing support services.
 - Need for relocation and housing expense assistance must be reasonably connected to the victimization.
 - **Services and Expenses** for the coordination of system partners

¹ Successful applicants may be asked to utilize available Language Bank resources, as applicable

- This is defined as the development of working relationships and agreements (formal and informal) among programs and services with the goal of improving service delivery to individuals within the community.

Non-eligible Services and Expenses

The list of non-eligible services and expenses includes:

- Administration and Management Fees (for Non-Profit Organizations)
- Active investigation and prosecution of criminal activities
- Compensation for crime victims
- Emergency Financial Assistance
- Food/beverages for trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy
- Most medical costs (this does not exclude coronavirus testing)
- Property loss
- Research and studies, including project evaluation
- Transitional Housing units or facilities owned or operated by the applicant organization
- Vehicle purchase for clients
- Vehicle purchase for organizations (leasing is allowable)
- Provision/support of explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, as part of the programs or services funded with this grant funding. Neither may organizations, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice (see 28 CFR §38.5).
- CESF funding cannot be used to maintain or establish a computer network unless such networks block the viewing, downloading, and exchanging of pornography.

Service and Staff Training and Experience Requirements

Service and educational standards required under applicable state and federal regulations apply.

Responsiveness

All proposals will be reviewed to determine the applicants meet the criteria to apply, and are a by and for organization. Proposals that fail to comply will be considered non-responsive and withdrawn from consideration.

COMMERCE reserves the right at its sole discretion to waive minor administrative irregularities.

Funding Requirements

The *CESF By and For Initiative* grants are comprised solely of federal Coronavirus Emergency Supplemental Funding (CESF) funds. COMMERCE encourages applicants to consider all Funding Requirements when deciding to apply for funding.

Audit and Insurance Requirements

Please see Indirect and Audit Costs on pages 13 and 14 for audit requirements of successful bidders.

Please see Attachment H of Insurance requirement of successful bidders.

Background Checks

All successful applicants providing direct services to vulnerable individuals must do criminal history background checks for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check is completed and the documentation is in the organization files.

Confidentiality

Applicants seeking to utilize CESF funds to support a program or activity subject to confidentiality requirements must apply those requirements to CESF supported activities unless specifically exempted by the Application Coordinator.

Data Collection and Reporting Requirements

Grantees and contractors must report service and activity data on a quarterly basis. Data reports will include the number of individuals served, the number of individuals funded in part or in whole with CESF funds, and a narrative summary of the activity and services provided. A brief narrative summary of achievements and goal accomplishments will also be included in each quarterly report.

Should the Department of Justice add additional reporting requirements, successful applicants will be advised of the revisions, and such requirements will be added to the quarterly reports.

Internal Revenue Service 501(c)(3) Determination Letter

Nonprofit organizations must verify their nonprofit status by providing a copy of their Internal Revenue Service (IRS) 501(c)(3) determination letter.

Mandatory Reporting

Successful applicants are required to report within 30 days a summary of any of the following:

- Fraud, waste or abuse of grant funds
- Findings of civil rights violations against the applicant organization
- Allegations of conflict of interest on the part of the applicant organization or members of its executive board

Position Descriptions for CESF Funded Staff and Volunteer(s)

Successful grantees/contractors are required to provide position descriptions for staff being paid with these CESF funds and position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement. Successful bidders will be required to submit staff and volunteer position descriptions with the grant for funding. If more than one grant-funded staff has the same job position, only one position description is needed.

Match Requirement

There is no match requirement.

Prohibited Discrimination

Grantees shall comply with guidance issued by the Office of Civil Rights within the office of Justice Programs. Cited laws collectively prohibit discrimination based on race, color,

national origin, disability, religion, sex, gender, gender identity, and sexual orientation in both the delivery of services and employment practices. The Age Act also prohibits discrimination on the basis of age in the delivery of services or benefits. The Equal Treatment Regulation prohibits recipients from using federal financial assistance to engage in explicitly religious activities.

Additionally, eligibility for direct services is not dependent on the individual's immigration status.

Ban on Administrative Cost/Management Fees

Non-Profit Organizations must forego administrative costs or management fees related to the grant activity, including indirect charges against CESF funds. Supervisory and support costs essential to the activity undertaken with grant funds may be authorized to the extent that it supports only the marginal increase of grant funded activity, and for which there is no slack in existing funds or resources to provide the required support.

Budget Line Items and Guidance

The budget is divided into five line items. Below are definitions for the different line items on the Budget Detail Worksheets (Attachment F). Under each section, provide a breakdown within the line item that specifies the individual cost per item.

For example, within "Salaries" list the names of staff members assigned to this project, their position title, the percentage of their salary that this grant will fund, and the total amount you are requesting for their salary. Within "Subcontracted Services and Consultant Fees" list all subcontractors that will receive funding and the total amount you are requesting for each subcontractor.

Applicants are required to provide your best estimate for the portion of the total budget that will support each program type. (See Attachment F, Budget Detail Worksheet, Budget Summary page)

Salaries

The cost of paying staff salaries to:

- Provide direct services to clients.
- Supervise employees who are providing direct services.
- Provide programmatic support services, such as a bookkeeper or receptionist.

List each position to be paid with these grant funds by name of employee and title, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant.

Per the intent of the Commerce Allocation State Plan, there is an expectation that successful applicants will provide adequate compensation and FTE for staff providing proposed services in order to promote staff recruitment and retention and to promote the provision of quality services.

Calculating Full Time Equivalent (FTE)

FTE Calculation is based on 40 hours/week x 52 weeks/year (40 x 52 = 2080 hours).

- 1.0 FTE calculation:
 - 40 hrs./week x 52 weeks = 2080 hours
 - $2080 \div 2080 = 1.0$ FTE
- 0.50 FTE calculation:
 - 20 hrs./week x 52 weeks = 1040 hours
 - $1040 \div 2080 = 0.50$ FTE
- 0.25 FTE calculation:
 - 10 hrs./week x 52 weeks = 520 hours
 - $520 \div 2080 = 0.25$ FTE

If your agency's full-time work week equals 35 hours instead of 40, the FTE for a person working full time equals 0.87 FTE, not 1.0 FTE.

FTE Example for a 35-Hour Workweek

An **advocate** works 35 hours a week, and spends **25%** of their time providing a service funded through this initiative. They make **\$40,000 annually**.

$35 \text{ hrs./week} \times 0.25 = 8.75 \text{ hrs./week}$ funded through *CESF By and For Initiative*

$8.75 \text{ hrs./week} \times 52 \text{ weeks/year} = 455 \text{ hrs./year}$ funded through *CESF By and For Initiative*

$455 \text{ hrs./year} \div 2080 \text{ hrs./year} = \mathbf{0.22 \text{ FTE}}$

$\$40,000 \times 0.25 = \mathbf{\$10,000 \text{ Annual Salaries Cost}}$

$\$10,000 \times 1 \text{ years} = \mathbf{\$10,000 \text{ Total Salaries Cost for the first grant year}}$

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On the Budget Detail Worksheet (Attachment F):

Name/Position	Annual Salary	Annual Computation based on FTE	Cost for <i>CESF By and For Initiative</i>
Jane Smith, Advocate	\$40,000	25% (0.22 FTE) \$40,000 x 0.25 x 1	\$10,000

Benefits

The cost of paying payroll taxes, insurance, and other fringe benefits of staff listed in the salaries line.

Costs must only be for the personnel named in the salary line. Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all Commerce grants and contracts, and should be allocated appropriately across programs, grants and contracts.

Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services. Per federal guidelines, contracted services are to be paid at a rate no more than \$81.25 per hour or \$650 per day.

Include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

Goods and Services

The cost of providing services and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone. Emergency financial assistance for costs related to immediate health and safety is also allowable (such as emergency food, clothing, transportation, and shelter).

Authorized Goods and Services costs are those essential to and proportionate to their application to the *CESF By and For Initiative* grant.

Travel

If staff travels to provide services or activities as part of this grant, the total cost of travel can be budgeted to this grant.

Travel expenses incurred or paid by the grantee/contractor shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at <http://www.ofm.wa.gov>.

“Shared” Goods and Services costs are those that benefit more than one program. There are many ways to allocate shared costs. One way is by using the percentage of Full-Time Equivalencies (FTE’s) method.

Shared Cost ~ Goods and Services Example

One way to calculate shared Goods and Services costs is to use the percentage of staff FTEs.

The organization has two staff people, Mary and Anita, who are full time employees (1.0 FTE each) who will both spend 50% of their time providing services under the *CESF By and For Initiative* grant.

$$2.0 \text{ FTE (2 staff at 1.0 FTE)} \times 0.50 \text{ FTE} = 1.0 \text{ FTE}$$

The agency has three other employees (who do not provide services under the *CESF By and For Initiative* grant). Their combined FTE equals 3.0.

$$\begin{aligned} \text{Mary and Anita } \textit{CESF By and For Initiative} \text{ FTE} &= 1.0 \text{ FTE} \\ \text{Agency Total FTE} &= 5.0 \text{ FTE} \end{aligned}$$

The total agency FTE is 5.0 because you have 5 staff members that are each 1.0 FTE.

Expenses that are “shared,” such as rent and utilities, would be split based on the percentage of FTE for the *CESF By and For Initiative* compared to the agency total FTE.

$$1.0 \text{ FTE (for Mary and Anita)} / 5.0 \text{ FTE (total agency FTE)} = 0.20 \text{ or } 20\%$$

Therefore, if the rent is \$650 a month, multiply it by twelve (12) months (which is the length of the first year of the grant period) and then multiply it by 20%.

$$\$650 \text{ a month} \times 12 \text{ months} \times 0.20 \text{ (percentage of FTE)} = \$1,560$$

\$4,680 is the rent cost to the *CESF By and For Initiative* for Year 1.

Calculate the telephone, utilities, and other “shared” costs the same way.

Indirect Costs

Only governmental entities are authorized to claim indirect from Coronavirus (CESF) funds.

Grantees may elect for one of two methods listed here. The method for recovering these costs should be consistent across the other COMMERCE grants/contracts held by the applicant.

1) Federally Negotiated Indirect Cost Rate (NICR)

If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used (cannot use the 10% MTDC method).

Applicants must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their application.

2) 10% of the Modified Total Direct Costs (MTDC)

Applicants must obtain certification of the calculation by their city/county and auditor/treasurer (if a government entity). See the certification form, Attachment G.

Modified Total Direct Cost² is defined as: *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

² Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

Budget Notes:

- Application budget should be for one year (October 1, 2020 – September 30, 2021). Should the applicant elect to spread the grant's funds over a longer implementation period (max of 24 months) the applicant will submit a budget for the first 12 months and another budget with the balance of funds for the following year or portion thereof to be supported with grant funds October 1, 2021 – <selected end date>).
- Equipment items over \$5,000 that are not individually identified in the submitted budget are subject to further review, and require written approval from COMMERCE prior to purchase, and require ongoing documentation for the life of the item.
- All requested expenses must be necessary and reasonable as defined in two CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards³.
- In order to have a sound cost allocation method, organizations need to allocate costs based on usage methods or time tracking. Allocations cannot be based on revenue generated.
- Successful applicants that propose to provide Therapy Services with these funds must bill other programmatic funds and/or private insurance resources first when available and applicable. The grant may be billed for un-reimbursed therapy costs that are not billable to private insurance or other programmatic funds. Examples include:
 - Insurance company denies coverage for therapy services because the request does not align with the plan's criteria.
 - Costs associated with accessing treatment are not covered such as travel and co-pays.
 - It is not safe for the individual to utilize their partner's or parent's insurance coverage.
 - The therapist(s) trained in required services does not accept the individual's insurance plan.
- Audit Costs:
 - Governmental entities required to obtain a Single Audit (\$750,000 expended in federal funds in their fiscal year) can budget for audit costs proportionate to the CESF Funds expended as a percentage of the total federal funds expended in their fiscal year in the Goods and Services line item.
 - Non-Governmental entities may not charge any portion of their audit costs against this grant.

³ http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Budget Justification

You must include descriptions of costs for each line item in your budget. You can provide this information on the budget detail worksheets or you may attach additional pages.

For example:

Goods and Services – Rent - \$5,000

Cost of rent for providing the services based on the agency's cost allocation plan, which utilizes the FTE allocation method.

Goods and Services – Printing - \$1,000

Cost to print new Therapy Services outreach brochures.

Goods and Services – Training - \$1,400

Cost to send staff members working under this grant to approximately two in-state trainings annually. This includes registration, travel, lodging and meals.

Please see Attachment F for Budget Detail Worksheets.

Revisions to the Application

In the event it becomes necessary to revise any part of this application, amendments will be posted to the Commerce website. Interested applicants should check the website for any amendments prior to submitting an application.

Commerce also reserves the right to cancel or to reissue the application in whole or in part, prior to execution of a grant.

No Obligation to Grant

This Application does not obligate the state of Washington, the Department of Commerce (Commerce) to grant for services specified herein. Applications submitted become the property of Commerce, and cannot be returned. Commerce is not liable for any costs incurred by the grantee/contractor in developing the application.

Complaint Process

Applicants may submit a complaint to Commerce based on any of following:

- a) The solicitation unnecessarily restricts competition;
- b) The solicitation evaluation or scoring process is unfair; or
- c) The solicitation requirements are inadequate or insufficient to prepare a response.

A complaint may be submitted to Commerce at any time prior to five days before the application due date. The complaint must meet the following requirements:

- a) The complaint must be in writing
- b) The complaint must be sent to the Application Coordinator in a timely manner
- c) The complaint should clearly articulate the basis for the complaint
- d) The complaint should include a proposed remedy

The Application Coordinator will respond to the complaint in writing. The response to the complaint and any changes to the solicitation will be posted on Washington Electronic Business Solution (WEBS) and the Office of Crime Victims Advocacy's (OCVA) website. The Director of Commerce will be notified of all complaints and will be provided a copy of Commerce's response. The complaint may not be raised again during the protest period.

Commerce's action or inaction in response to the complaint will be final. There will be no appeal process.

Evaluation of Applications

The *CESF By and For Initiative* is a competitive application process. Applications will be reviewed based on the [purpose of this application](#), the requirements stated in this application, and any revisions issued.

The purpose of this application is to develop and enhance culturally and community specific services for marginalized communities. Services and activities must be provided by organizations operated by and for the community to be served. Marginalized communities can include, but are not limited to, ethnic and racial communities; individuals who are lesbian, gay, bisexual, and transgender; individuals with disabilities or who are deaf; and Native Americans.

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Commerce will designate an evaluation team or teams with experience in grant writing, evaluation or management to review, evaluate, and score proposals. In formulating a rating, reviewers will consider:

- The strength of the rationale linking the proposed activities to the purposes of the coronavirus grant
- The soundness of the proposed service delivery strategy and accompanying budget
- The extent to which the proposal addresses the needs of marginalized communities.
- The extent to which the proposal impacts multiple communities.
- The extent to which the proposal reflects cooperation with multiple communities.
- The agency's capacity to deliver the proposed services
- Whether proposed activities duplicate current services

As part of funding decisions, Commerce will also consider the following when making awards: geography and urban/rural distribution; service area and program type; activities that address needs of underserved populations; and applicants' history of performance, failure to meet deadlines, spending, and compliance with requirements from previous and current grants/contracts.

Commerce reserves the right to reject applications that fail to meet the requirements for this application. All proposals will be reviewed to determine if the applicants meet the criteria to apply, and are a by and for organization. Proposals that fail to comply will be considered non-responsive and withdrawn from consideration.

Applications will be rated and ranked by the evaluation team based on the following:

- | | |
|--|--------|
| • Rationale for Proposed Services | 20 pts |
| • Proposed Services | 30 pts |
| • Agency Capacity | 20 pts |
| • Budget | 10 pts |
| • Coordination with other jurisdictions, tribes and non-profit organizations | 10 pts |
| • Addressing the needs of marginalized communities | 10 pts |

Total Points Available	100 pts
------------------------	---------

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Estimated Schedule of Procurement Activities

Issue Request for Proposals	January 4, 2021
Question & answer period	January 8, 2021
Answers to Q&A posted no later than	January 8 – February 5, 2021 (Fridays)
Bidders Conference	February 2, 2021 1:00-2:00pm
Letters of Intent Due	February 3, 2021 5:00pm
Proposals due	February 12, 2021 5:00pm PST
Evaluate proposals	February 16 - 19, 2021
Conduct oral interviews with finalists, if required	February 22, 2021
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers	February 23, 2021
Hold debriefing conferences (if requested)	February 24, 2021
Negotiate contract	February 25, 2021
Begin contract work	March 1, 2021

All times specified above are Pacific Standard Time.

Commerce reserves the right to revise the above schedule.

Debriefing of Unsuccessful Applicants

Applicants who have submitted timely proposals, and who have not been disqualified or designated as non-responsive during the application process, may request a debriefing conference. The [Application Coordinator](#) must receive the request for a debriefing conference within three (3) business days after the Unsuccessful Bidder Notification is e-mailed or faxed to the applicant, no later than 5:00 pm PST on the third day.

The Office of Crime Victims Advocacy (OCVA) will schedule a debriefing conference within three (3) business days after the [Application Coordinator](#) has received a debriefing request. The debriefing conference will be held within three (3) business days after it has been scheduled.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of the applicant's proposal
- Critique of the proposal based on evaluator comments
- Review of proposer's final score in comparison with other final scores without identifying the other applicants

Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences will be conducted on the telephone and will be scheduled for a maximum of one hour.

Protest Procedure

In order to submit a protest under this application, an applicant must have submitted a proposal and have participated in a debriefing conference (see above). This protest process is the sole administrative remedy available within Commerce. The following is the process for filing a protest:

- 1) Debriefing Conference: see above
- 2) Grounds for Protest: A protest may be made based on these grounds only:
 - a) Mathematical errors were made by Commerce in computing the score
 - b) Commerce failed to follow the procedures established in this application document, or to following applicable State or federal laws or regulations
 - c) Bias, discrimination, or conflict of interest on the part of an evaluator
- 3) Protest Form and Content: A protest must state all of the facts and arguments upon which the protest is based, and the grounds for the protest. It must be in writing and signed by a person authorized to bind the applicant in a contractual relationship. The protest must include:

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- a) The name of the application, the applicant, mailing address, phone number, fax, email, and name of the individual responsible for submission of the protest
 - b) A detailed and complete statement of the specific action(s) by Commerce under protest
 - c) The grounds of the protest (see number 2 above)
 - d) Description of the relief or correction action requested
 - e) Any additional documentation the applicant may have to support their request
- 4) Submitting a Protest: Protests must be received by the [Application Coordinator](#) no later than 5:00 PM PST on the third business day following the Debriefing Conference (see number 1 above).
- a) Protests may be submitted by e-mail or facsimile, but must be followed by the document with an original signature
 - b) Applicants protesting shall follow the procedures described herein
 - c) Protests that do not follow these procedures shall not be considered
 - d) Protests not based on procedural matters will not be considered, and protests will be rejected as without merit if they address issues such as:
 - i) An evaluator's professional judgment on the quality of a proposal, or
 - ii) Commerce' assessment of its own and/or other agencies needs or requirements
- 5) Upon receipt of a protest, a protest review will be held by Commerce. The Commerce Director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another applicant that also submitted a proposal, such applicant will be given an opportunity to submit its views and any relevant information on the protest to the Application Coordinator.

- 6) The final determination of the protest shall:
- a) Find the protest lacking in merit and uphold Commerce' action; or
 - b) Find only technical or harmless errors in Commerce' application process and determine Commerce to be in substantial compliance and reject the protest; or
 - c) Find merit in the protest and provide Commerce options which may include:
 - i) Correct the errors and re-evaluate all proposals,
 - ii) Reissue the solicitation and begin a new process, or
 - iii) Make other findings and determine other courses of action as appropriate

If Commerce determines that the protest is without merit, Commerce will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

Application Questions

The Application Coordinator for this procurement is Bill Johnston, Criminal Justice Section Manager. Bill Johnston can be reached via email at bill.johnston@commerce.wa.gov.

All questions must be submitted to Bill Johnston via email.

Additionally, COMMERCE will develop a Q/A document and post it on the [COMMERCE website](#) no later than September 18, 2020. The Application Coordinator will periodically update this document; the final update of the Q/A document will be posted on November 13, 2020.

Application questions submitted after November 11, 2020 at 1pm PST, will not be responded to or included in the final posted Q/A update.

Bidder's Conference

An optional bidder's conference webinar will be held from 2:30 – 3:30 p.m. on October 14, 2020. Information for logging into the bidder's conference will be posted on a separate document in the application materials folder on the OCVA website (document title: Bidders Conference Information), or you may request the information via email by contacting the Application Coordinator at bill.johnston@commerce.wa.gov.

Letter of Intent

A Letter of Intent must be submitted to the Application Coordinator indicating the potential applicant's intent to submit a proposal for funding under the funds set-aside for Local Government, Tribes and Non-Profit Organizations under the CESF grant program. Submission of a Letter of Intent is not a binding commitment, but is required to the acceptance of a subsequent proposal's submission. Submission deadline is February 3, 2021 at 5:00 p.m..

Submission of Proposals and Due Date

The Application Coordinator must receive applications via email no later than 5:00 pm PST on November 16, 2020.

How to submit the application:

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- Email the application as a single PDF attachment to bill.johnston@commerce.wa.gov
- Subject Line: CESF By and For Application

Commerce cannot receive zipped files, and they cannot be used for submission of applications.

Commerce will disqualify any proposal and withdraw it from consideration if received after the due date and time, or if submitted by an organization which did not submit a Letter of Intent.

Commerce does not assume responsibility for problems with an applicant's email. If Commerce email is not working, appropriate allowances will be made.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the Application Coordinator. Late proposals will not be accepted and will be automatically disqualified from further consideration, unless Commerce e-mail is found to be at fault. All proposals and any accompanying documentation become the property of Commerce and will not be returned.

Application Summary

Review the application summary and checklist carefully to ensure all required forms are completed. Following is an explanation of the required forms and/or materials applicants must submit.

Applicant Information Form – Attachment A

Complete the Applicant Information Form. All information is required.

Subcontractor Information Form – Attachment B

If this is a proposal with one lead agency and one or more subcontractors, complete the Subcontractor Information Form for each subcontractor.

Proposal Narrative – Attachment C

Submit a narrative description that details the proposed services for the entire grant period October 1, 2020 thru September 30, 2022; this should include a description of the type of program/activity, the services, and the agency capacity for the proposed scope of work.

Proposed Services Form – Attachment D

Complete the proposed services form, reflecting the services you will provide over the entire grant period October 1, 2020 thru September 30, 2022. This should include the staff name, program type, service area, and estimated number of individuals that will be served and/or number of activities provided.

A sample of a proposed services form is included; please use this sample as a template for how to complete this form.

Budget Detail Worksheets – Attachment E

Applicants should submit a budget for the first year (October 1, 2020 – September 30, 2021) of the twenty-four (24) month grant period.

Under [Budget Line Items and Guidance](#), you will find budget terms and definitions. Please complete the blank Budget Detail Worksheets.

Budget Justification

Please provide a budget justification for expenses listed within each line item of your proposed budget.

MTDC Verification Form – Attachment F

This form is only required if your organization opts to use the indirect charging method of 10% of the Modified Total Direct Costs (MTDC). Not applicable to Non-Profit applicants.

Indirect Rate Approved by a Federal Agency– Attachment G

This form is required if your agency has a federally approved indirect rate. Not applicable to Non-Profit applicants.

Do not provide additional materials that are not requested, such as brochures or samples of materials. These items will be discarded and not reviewed or scored.

Application Checklist

Please use this checklist to make sure you have completed the required materials to send to OCVA. *You do NOT need to include the application checklist with your application submission.*

All applicable Attachments:

- | | |
|--|---|
| <input type="checkbox"/> Attachment A: | 'By and For' Eligibility Description Form ⁵ |
| <input type="checkbox"/> Attachment B: | Applicant Information Form |
| <input type="checkbox"/> Attachment C: | Subcontractor Information Form (if applicable) |
| <input type="checkbox"/> Attachment D: | Proposal Narrative |
| <input type="checkbox"/> Attachment E: | Proposed Services Form |
| <input type="checkbox"/> Attachment F: | Budget Detail Worksheets (for the entire award period) |
| <input type="checkbox"/> Attachment G: | MTDC Certification Form (if applicable) |
| <input type="checkbox"/> Attachment H: | Indirect Rate Approved by a Federal Agency
(if applicable) |

If you are unsure whether you need to include any of the forms listed above, please contact the [Application Coordinator](#), Bill Johnston.

EXHIBIT A

'By and For' Eligibility Description Form

Complete All Fields

Agency/Organization/Tribe/Tribal Organization Name:	
Applicant is:	
<input type="checkbox"/> Local Government	<input type="checkbox"/> Federally Recognized Tribe
<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Tribal Organization (refer to dictionary of Terms)
Please indicate the specific marginalized community to be served in this proposal.	
Does your agency have a primary mission and history of serving this specific marginalized community?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
Please describe:	
Please describe how you agency is culturally based, directed, and substantially controlled by individuals from the specific marginalized population you serve.	

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ATTACHMENT B

Applicant Information Form

Complete All Fields

Agency/Organization/Tribe/Tribal Organization Name:		City:	
Address:		State:	
		Zip:	
Mailing Address (if different than above):			
City:		State:	ZIP:
Phone:	Fax:	E-mail:	
Primary Contact Name/Title:	Program Contact Name/Title: <i>If different than primary</i>	Fiscal Contact Name/Title:	
Primary Contact's Phone:	Program Contact's Phone:	Fiscal Contact's Phone:	
Primary Contact's E-mail:	Program Contact's E-mail:	Fiscal Contact's E-mail:	
Statewide Vendor Number (SWV):		Washington State UBI Number:	
Federal DUNS Number:		Registered in System for Award Management (SAM): <input type="checkbox"/> YES <input type="checkbox"/> NO	
Accounting Period: (Example: Jan-Dec or Jul-Jan)		Did your agency expend \$750,000 in federal funds during your past fiscal year? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Federally Negotiated Indirect Rate: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, include rate:			
For Agencies, Organizations and Tribal Organizations Only Does the location where services are primarily provided comply with ADA requirements for accessibility? <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div style="width: 65%;"> If No, how will you accommodate people with disabilities that request services? </div> </div>			

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ATTACHMENT C

Subcontractor Information Form

Subcontractor Name:		
Address:		
City:	State:	Zip:
Mailing Address (<i>if different than above</i>)		
City:	State:	Zip:
Organization Phone:	Organization Fax:	
Primary Contact Person – and Job Title:		
Primary Contact's Phone:	Primary Contact's E-mail:	
Program Type(s): Describe the categories of activity the subcontractor will perform under this award		
Does the location where the subcontractor will provide services comply with ADA requirements for accessibility? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, how will you accommodate people with disabilities that request services (<i>attach an additional sheet if needed</i>):		
Did this subcontractor expend \$750,000 in federal funds during the past fiscal year? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Washington State UBI Number:		

ATTACHMENT D

Proposal Narrative

In six pages or less respond to the following (New Times Roman, Arial, or Calibri, 11 or 12 point font):

1. Type of Program/Activity to be funded:
2. Rationale for Proposed Services:
How will the services directly and positively impact the community served?
3. How are the services related to the coronavirus?
4. Proposed Services Description:
What do you see as the overall benefit(s) that will be achieved from the proposed activity?
5. Agency capacity

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ATTACHMENT E

Proposed Services Form

Staff Name and Position	Program Type	Type of Service	Geographic Area to be Served	Description of Services & Population to be Served	Approx. # of People to Receive Service

Insert/add additional lines as necessary

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ATTACHMENT F
Salaries

BUDGET DETAIL WORKSHEET

Agency Name: _____

Salaries – List each position to be paid with these funds by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to this award. Salaries may include individuals providing direct services, essential supervision, or essential support staff.

FTEs must be calculated using 40 hours per week. See Budget Line Items and Guidance for more details.

Name/Position	Annual Salary or Hourly Salary	Computation Based on FTE	Cost for Initiative
<i>(sample)</i>	<i>(sample)</i>	<i>(sample)</i>	<i>(sample)</i>
<i>Jane Doe/Advocate</i>	<i>\$40,000</i>	<i>55% (.55 FTE) \$40,000 x .55 x 2 Years</i>	<i>\$44,000</i>
TOTAL SALARIES			

Insert/add additional lines as necessary

List activities associated with all positions in the worksheet above:

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ATTACHMENT F
Benefits

BUDGET DETAIL WORKSHEET

Agency Name: _____

Benefits – Benefits must be for the personnel names in Salaries. Benefits should be based on actual known costs or an established formula. Benefits should only be for the percentage of time devoted to these services. Only the allowable portion of costs such as employer payroll taxes, insurance, and other fringe benefits for personnel listed on the Salaries worksheet may be included in this category.

Benefit Description for Name/Position	Annual Cost	Computation Based on FTE	Cost for Initiative
<i>(sample)</i>	<i>(sample)</i>	<i>(sample)</i>	<i>(sample)</i>
Medical for Jane Doe/Advocate	\$10,000	55% (.55 FTE) \$10,000 x .55 x 2 Years	\$11,000
TOTAL BENEFITS			

Insert/add additional lines as necessary

List details associated with all benefits listed above, if needed:

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ATTACHMENT F
Subcontracts/Consultants

BUDGET DETAIL WORKSHEET

Agency Name: _____

Subcontracted Services/Consultant Fees – List subcontractors needed to provide services.
Compensation cannot exceed \$650 per day (excluding travel and per diem) for an eight-hour day or
cannot exceed \$81.25 per hour for less than an eight day.

Subcontracted Services/Consultants	Computation Based on FTE	Cost for Initiative
<i>(sample)</i> <i>Jenny Doe/Interprets for Groups</i>	<i>(sample)</i> <i>16 hours of interpretation @ \$65/hr for two interpreters</i>	<i>(sample)</i> <i>\$1,040</i>
TOTAL SUBCONTRACTED SERVICES		

Insert/add additional lines as necessary

Provided a description of the services that will be performed by subcontractors, trainers, and speakers:

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ATTACHMENT F
Goods and Services

BUDGET DETAIL WORKSHEET

Agency Name: _____

Goods and Services – Goods and services must be related to the provision of services and activities. Only costs that are incurred providing services and activities on this grant can be included here, such as supplies, utilities, rent, professional liability insurance, travel, and telephones, etc. Attach an additional page if needed to provide complete information.

Item Description	Computation	Cost for Initiative
<i>(sample)</i>	<i>(sample)</i>	<i>(sample)</i>
Cell Phone for Advocates	\$65/month x 36 months x .55 FTE	\$1,287
TOTAL GOODS AND SERVICES		

Insert/add additional lines as necessary

If the budget includes shared costs (costs that benefits multiple programs), describe how you determined what portion of that cost to bill to this grant.

ATTACHMENT F
Computer Networks

BUDGET DETAIL WORKSHEET

Agency Name:

Computer Networks – Federal funds cannot be used to maintain or establish a computer network, unless such networks block the viewing, downloading, and exchange of pornography.

In order to be in compliance with this condition grantees have two options:

1. Maintain or establish a network that blocks the viewing, downloading, and exchange of pornography
2. Do not use grant funds to establish or support a computer network

The Application Coordinator is available to answer any questions you may have regarding this requirement.

1) Does the Goods and Services budget include expenses related to establishing or supporting a computer network?		Yes/No
If YES to #1	2) Does the network block the viewing, downloading, and exchange of pornography?	Yes/No

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ATTACHMENT F
Summary

BUDGET DETAIL WORKSHEET

Agency Name: _____

Budget Summary – Include the totals from each budget worksheet. This should reflect the budget for the entire award period..

Budget Line Items	Total Amount
Salaries	\$
Benefits	\$
Subcontracted Services	\$
Goods and Services	\$
Indirect	\$
TOTAL BUDGET	\$

Complete either attachment
F or G as appropriate

ATTACHMENT G

**10% of the Modified Total Direct Costs (MTDC)
Certification Form**

Governmental applicants utilizing the indirect rate option of 10% of the Modified Total Direct Costs must certify the calculation of a county/county auditor/treasurer.

(Only government entities may claim indirect from Coronavirus CESF funds)

Would like to use the 10% MTDC Indirect Rate

(organization name)

MTDC total (for this grant): \$ _____

10% of that total: \$ _____
(Indirect budget total)

The calculation of our organization's MTDC is certified by:

Name

Organization / Title

Signature

Date

Modified Total Direct Cost¹ is defined as: *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

¹Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>-

ATTACHMENT H

Indirect Rates Approved by a Federal Agency (Not MTDC)

Governmental applicants with an indirect rate approved by a federal agency must use their approved indirect rate, or forego claiming indirect from any federal grant source.

(organization name)

Approval:

Date the indirect rate was approved: _____

Date the indirect rate approval lapses: _____

Approved By:

☐ Local Executive Board

☐ Federal Agency: _____

Calculation:

The Indirect Rate is (percent): _____ % \approx \$ _____

Of the following:

☐ Salary

☐ Benefits

☐ Goods & Services

☐ Total projected expenditure/budget

☐ Other¹ (specify)

☐ Other² (specify)

☐ Applicable only
to Contractor's
expenses

☐ Applicable only
to Sub-recipient's
expenses

Indirect rate is based upon: ☐ Negotiated Indirect Cost Rate

☐ OMB Indirect Calc/Instructions

Exempted Expenses: (supported by direct fees/Charges)

Specify any categories of expense or
specific expenses which Indirect may
not be applied

☐ Salaries

☐ Benefits

☐ Overtime

☐ Travel/Training

☐ Hosted Conferences

☐ Other¹ _____

☐ Other² _____

☐ Audit

☐ Contracting/Overhead

☐ Communications (phones)

☐ Copying/Printing

☐ Fiscal Management

☐ Other¹ _____

☐ Other² _____

Signature

Insurance Requirements

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant. Failure to maintain the required insurance coverage may result in termination of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall submit to COMMERCE within fifteen (15) calendar days of a written request by COMMERCE, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, if required or requested, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

- **Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.
- **Automobile Liability.** In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
- **Professional Liability, Errors and Omissions Insurance.** The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under contract to the Grantee. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

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APPLICATION INSTRUCTIONS

- **Fidelity Insurance.** Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:
 - A. The amount of fidelity coverage secured pursuant to this Grant shall be \$100,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
 - B. Subgrantees/subcontractors that receive \$10,000 or more per year in funding through this Grant shall secure fidelity insurance as noted above. Fidelity insurance secured by Subgrantee/subcontractors pursuant to this paragraph shall name the Grantee as beneficiary.

Federal Eligibility Package

The Federal Eligibility Package consists of the forms used to determine the applicant's eligibility to receive federal grant funds award to the state by the Department of Justice.

The applicant is not required to complete this package at the time of application. Should the applicant be selected for funding the applicant will be requested to complete and return the package during the Contract Negotiation phase.

Requirements addressed in the package include:

- Statement of Assurances
- Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions (Sub-Recipient)
- Certification Regarding Lobbying, Debarment, Suspension and Other Matters; and Drug-Free Workplace
- National Environmental Protection Act
- Acknowledgement of Federal Funds
- Acknowledgement of allowable and Unallowable Costs
- Compliance with Relevant Federal and State Laws
- Non-Disclosure Agreements
- Civil Rights Training
- Equal Employment Opportunity Plan (EEOP) Certificate
- Equal Employment Opportunity Plan, submit copy (Does not apply to Non-Profits)
- Office of Civil Rights Compliance Checklist (Parts do not apply to Non-Profits)
- Federal Funding Accountability and Transparency Act
- Certificate of Insurance

Eligibility Package Link:

<https://deptofcommerce.app.box.com/s/6lx7hgbcnw2nglye3s95bfrqzcr2woxf>

Contract Templates

Links to the two most likely contract templates follow:

Contract template for Non-Profit Organizations:

<https://deptofcommerce.app.box.com/s/2uxt1j4pzaggow77jlusdt5xdgs69w5e>

Contract template for Units of Local Government:

<https://deptofcommerce.app.box.com/s/t6xcyg9a9kkv7swlmhdg9q2q08n5zrnk>



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.

Please complete each section, if applicable.

Date Stamp

POSITION APPLYING FOR: Police Ombudsman Commissioner

Applicant's Name: Barbara Liliana Navarrete (Lili)

Residence Address: [REDACTED]

Email: _____ Home Phone: _____ Cell Phone: _____

How long have you been a continuous resident of the City of Spokane? 32 yrs.

Are you registered to vote in the City of Spokane? Yes

Have you ever used or been known by any other name? Lili Navarrete

EDUCATIONAL HISTORY

High School: Ferris High School Diploma Earned: H.S. Diploma

Address: 3020 E 37th Ave Spokane, WA. 99223

College/University: Eastern Washington University Degree Earned: Bachelor of Arts

Address: 526 5th St. Cheney, WA. 99004

EMPLOYMENT HISTORY

Present or Last Employer: Planned Parenthood of Greater Washington and North Idaho Position: Director of Public Affairs and Raiz Dates: August 2015-Present

Address: 123 E. Indiana Spokane, WA. 99207 Phone: 509 207-3017

Previous Employer: Plaza De Mexico Mexican Restuarant Position: Co-Owner Dates: April 2013-August 2015

Address: 9420 E. Sprague AVE. Spokane Valley, WA. 99206 Phone: 509 924-3959

REFERENCES

The following individuals are qualified to comment on my capabilities. Please identify one personal and one professional reference.

Name: Paul Dillon Relationship: Supervisor Phone: 509 818-7574

Name: Walter Kendricks Relationship: Community Partner/Friend Phone: 206 909-7665



Application For Committees/Boards/Commissions

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and City Council in considering your appointment.
Please complete each section, if applicable.

BACKGROUND INFORMATION

Describe your civic involvement in the Spokane community. _____

My name is Lili Navarrete and I am interested as a constituent to represent District 2 on the Ombudsman Commission. I currently serve as the Commissioner on Hispanic Affairs for the Northeast region of Washington State. I was born and raised in Mexico City and immigrated with my family at the age of 11 years old to the United States in 1988. Spokane has been our second home for 32 years now. I am the Director of Public Affairs and Raiz of Planned Parenthood of Greater Washington and North Idaho. I was the Vice President for the past two years for the Hispanic Business Professional Association (HBPA), and transitioned into a new role of Director of Social Justice at HBPA. I was the 2020 Activist in Residence at Eastern Washington University, Steering Committee member for WAISN (Washington Immigrant Solidarity Member) and SIRC (Spokane Immigrant Rights Coalition).

Describe why you are interested in serving on this Committee/Board/Commission. _____

Being an immigrant woman, I have, and continue to experience injustices, humiliation, and racial harassment/profiling. I am not alone. Many community members who are of my same background are in the same situation. I have turned these awful experiences into education opportunities. I am also working to better the treatment of our BIPOC and marginalized communities in Spokane. My hope and goal is to keep working to better the lives of the constituents and being part of the Ombudsman Commission will be a great opportunity to achieve that. I would also be a face of trust within the growing Latin Community and the other communities I serve and help.

Describe how your specific experience makes you qualified for this particular Committee/Board/Commission. _____

I believe that making folks and organizations accountable for their actions, is a positive way to learn from each other. Honesty is the best policy. There is much work to do within the BIPOC and marginalized community- within city government. I believe that it is about time there is more BIPOC representation in city positions, commissions, and boards. As BIPOC, we know the struggle and we know the needs that we are lacking. I want to be that voice and representation. We need to gain the lost trust of some of our community members. I hope I am given the opportunity to be part of this board as I can bring my experience and share how Spokane and departments see us through a diversity, equity, and inclusion lens.

UNDERSTANDING OF APPLICATION

I, Lili Navarrete, certify that I have read and understand all questions and statements contained in this application, further, that all statements I have made herein are true and correct to the best of my knowledge and belief.

I understand that if selected for a position to serve on a Committee, Board, or Commission, that I will be required to attend a majority of the meetings held.

I understand that if selected for a position to serve, that I will be subject to the City's Code of Ethics set forth in Chapter 1.04 of the Spokane Municipal Code.

I understand that applications are subject to the Washington State Public Records Act, which provides an exemption from public inspection and copying of certain personal information as set forth in the Act.

I understand this application authorizes a reference check and hereby authorize any individual, company, or institution with whom I have been associated to furnish the City of Spokane any pertinent information concerning my employability which they may have on record or otherwise. I do hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damages whatsoever incurred in furnishing such information.

NOTE: Information contrary to State laws against discrimination is not sought or utilized.

SIGNATURE OF APPLICANT: Lili Navarrete Lorenzo DATE: 01/06/2021

PLEASE RETURN A HARD COPY OF THIS FORM TO THE MY SPOKANE SERVICE DESK



Application For Committees/Boards/Commissions

The information provided on this questionnaire will be used by the Mayor
and City Council in considering your appointment.
Please complete each section, if applicable.

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

(This information is voluntary and in no way affects the outcome of your application.)

POSITION APPLYING FOR: Police Ombudsman Commissioner

Applicant's Name: Lili Navarrete

Sex: _____ Female ☒ Male Date of Birth: 08/03/1977

Ethnic Origin (please select one of the following):

- ☒ **Hispanic / Latino** (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race)
- _____ **White** (having origins in any of the original peoples of Europe, the Middle East, or North Africa)
- _____ **Black / African American** (having origins in any of the black racial groups of Africa)
- _____ **Native Hawaiian / Other Pacific Islander** (having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands)
- _____ **Asian** (having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)
- _____ **American Indian / Alaska Native** (having origins in any of the original peoples of North, Central, and South America, and who maintain tribal affiliation or community attachment)
- _____ **Two or More Races** (all persons who identify with more than one of the above)

Veteran Status:

- ☒ Not a veteran _____ Vietnam-era veteran
- _____ Disabled veteran _____ Any other veteran

Disability Status:

- _____ Disabled ☒ Non-Disabled

MEMORANDUM OF UNDERSTANDING
Between
The NATIVE Project, a non-profit Indian Organization, Spokane, WA
And
Spokane Police Department, City of Spokane, WA

This Memorandum of Understanding is between The NATIVE Project and the Spokane Police Department ("SPD") who recognize a mutual concern and responsibility to the Native American citizen population in the City of Spokane, WA.

The parties enter into this Memorandum in order to create a better relationship between the Urban Native community and the City of Spokane Police Department.

It is the intention of the parties to set forth a framework of communication and conferring protocols to be undertaken in pursuit of the terms of this Memorandum.

The NATIVE Project and the Spokane Police Department mutually agree:

1. NATIVE Project and the SPD both agree to share information regarding mutual clients who are Native American/ Alaska Native (NA/AN) or consider themselves to be NA/AN. Information sharing will be limited to comply with CFR or HIPAA (need to know basis). The following may be examples:
 - To be respectful of each other's legal requirements for the sharing of sensitive information. To this end, each exchange shall be handled within the full extent of all local, state and federal laws, including the regulations regarding the use of body cameras in a health care facility;
 - To comply with a court order or court-ordered warrant or document;
 - In the case of a threat of harm to self or others, to respond to a request for PHI (personal health information) for purposes of identifying or locating a suspect, fugitive, material witness or missing person (especially in the cases of an Amber Alert or Missing or Murdered Indigenous Woman); but NATIVE Project must limit disclosures to name and address, date and place of birth, social security number, ABO blood type and RH factor, date and time of treatment, date and time of death, and a description of distinguishing physical characteristics;
 - To respond to a request for PHI about a victim of a crime and the victim agrees in writing or in person (verbally). If, because of an emergency or the person's incapacity, the individual cannot agree, NATIVE Project may disclose the PHI if law enforcement officials represent that the PHI is not intended to be used against the victim, is needed to determine whether another person broke the law, the investigation would be materially and adversely affected by waiting until the victim could agree, and NATIVE Project believes in its professional judgment that doing so is in the best interest of the individual whose information is requested;
 - To report PHI to law enforcement when required by law to do so. For example, Washington State commonly requires health care providers to report incidents of gunshot or stab wounds or other violent injuries;

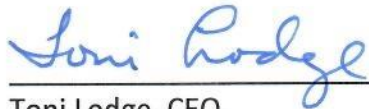
- To alert law enforcement to the death of the individual, when there is a suspicion that death resulted from criminal conduct;
 - To report PHI that NATIVE Project, in good faith, believes to be evidence of a crime that occurred on NATIVE Project's premises;
 - When responding to an off-site medical emergency, as necessary to alert law enforcement about criminal activity;
 - For certain other specialized governmental law enforcement purposes. For example, if a correctional facility was requesting PHI for an inmate, if the facility represents that the PHI is needed to provide health care to the individual; for the health and safety of the individual, other inmates, officers or employees, or others at the correctional institution or responsible for the transporting or transferring inmates; or for the administration and maintenance of the safety, security, and good order of the correctional facility, including law enforcement on the premises of the facility;
 - The SPD will respond to NATIVE Project's requests for assistance or support in a timely manner and, when vetted by Urban Indian community organizations, appoint a Native Community Liaison from the SPD to the Urban Spokane Indian community.
2. NATIVE Project and SPD both agree to hold bi-annual community conversations or forums to discuss issues of mutual interest, including SPD program planning surrounding reducing racial disproportionality in community policing, racial bias training and staff training and development.
 3. SPD will notify and debrief NATIVE Project of any critical incident involving a Native person, their family member or the Native population as soon as reasonably possibly but not to exceed 7 business days of the incident. Per State of WA law, SPD agrees to notify and work with the local AI/AN urban community organizations in the cases of missing children or missing or murdered adults.
 4. The SPD also agrees to consult with the local urban Indian community as to cultural norms and customs when dealing with traumatic, critical or fatal incidents. The death of a community members shall be treated with dignity, including the use of body screens and other forms of privacy and respect.
 5. NATIVE Project agrees to be a committed community partner with the City of Spokane SPD to promote public safety for the Urban Indian community and help keep the peace within various factions of the over 300 tribal nations' citizens who live and work in Spokane.

Terms of the Agreement:

1. The NATIVE Project and SPD shall respect each other's organization and each organization will be liable for its own acts and failures to act which may give rise to any liability whatsoever and neither will indemnify the other against any such liability.

2. Either party can call for a meeting for the purpose of resolving disputes and negotiating issues. Through this Memorandum, the NATIVE Project and SPD strive to strengthen their collective ability to successfully resolve issues of mutual concern.
3. This Memorandum of Understanding shall remain in full force and effect for two years of this signed document, unless cancelled by either party upon written 30-day notice to the other party.
4. **Nothing in this Memorandum of Understanding obligates any other party to expend unavailable financial or human resources or act in a manner contrary to law. It does compel both parties to work together to the highest level of problem solving, justice, protection and peace making.**

IN WITNESS WHEREOF, the parties have entered into and executed this memorandum.



Toni Lodge, CEO,
The NATIVE Project



Date



Craig Meidl, Chief of Police
City of Spokane Police Department



Date



Debbie Rattler, Indian Community Member
Police Advisory Committee



Date



Intake & Release Center

FEBRUARY 2020

Project Overview

- Process eligible charges for book and release, pursuant to Municipal and District Courts' General Orders
- Provide Voluntary Peer services
- Funded by CARES Relief dollars

Hours of Operation	Staffing (per shift)	
Monday – Friday 15:30 – 23:30	Detention Services Officers	3
	Medical	1
	Community Health Worker/Peer	1

Goals of the Project

1. Decrease the risk of COVID-19 spread and exposure in the jail by enhancing social distancing in the booking area;
2. Reduce the occurrence of red-light status and increase efficiencies for law enforcement by reducing the length of time to complete exchange of custody and providing property storage on the Spokane County campus for the IRC;
3. Improve safety and increase efficiencies within the Jail's booking area by alleviating pressure placed on Detention Services booking staff during peak booking times;
4. Decrease FTAs and rearrests by providing individuals with the opportunity to meet with a Community Health Worker in the IRC prior to release.

The Process

Arresting Officers escort book and release charges to the IRC, unless the individual is actively combative and presents an imminent threat of danger.

- Store property in outdoor property lockers.

Naphcare personnel screen for COVID-19 symptoms and/or medical emergencies.

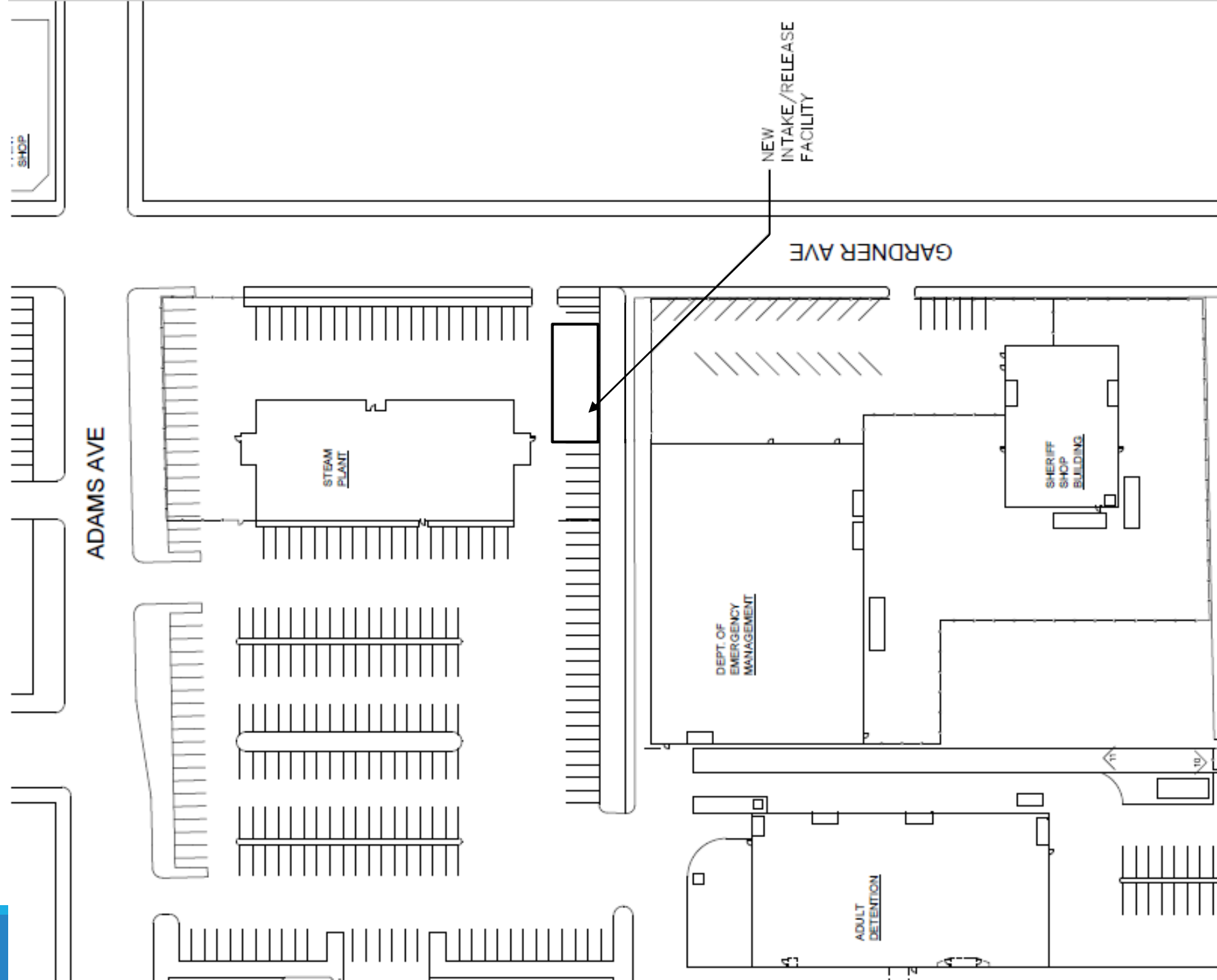
Detention Services conducts:

- Pat down
- Fingerprints
- Photographs
- Other data entry

Prior to release, the individual has the option of meeting with Peer in the facility to address immediate needs (shelter, transportation, etc.).

Note: A workstation is available to law enforcement inside the IRC.

Location



INTAKE &
RELEASE
CENTER

ENTRANCE

NOT
AN
ENTRANCE







