

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, November 14, 2016**

- 1. CALL TO ORDER: 7:00 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES:
October 24, 2016 Regular Meeting**

- 5. COMMUNICATIONS:**
 - A. From the Public (Please limit comments to 3 minutes)**
 - B. From the Mayor**
 - C. From Staff or Employees**

- 6. COMMITTEE REPORTS:**
 - A. Finance – Audit Report on Current Bills**
 - B. Public Safety – November 1**
 - C. Public Works – November 1**
 - D. Administrative/Intergovernmental – November 14**
 - E. Community Development – No meeting**
 - F. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**

- 7. UNFINISHED BUSINESS:**
 - A. Ordinance No. 1573, Repeal CMC 2.44, Personnel Rules, 2nd Reading for Action**

- 8. NEW BUSINESS:**
 - A. Dept. of Ecology Presentation of Award to Sewer Plant**
 - B. Michelle Peters, Tourism Update**
 - C. Lodging Tax Committee Recommendation for Funding**
 - D. Authorize Street Closures for Christmas Parade**
 - E. Resolution No. 2016-12, Joint Powers Agreement for MPO**
 - F. Authorize STOP Grant Application**

- 9. COUNCIL COMMENTS**

- 10. EXECUTIVE SESSION: Union Negotiations**
- 11. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

CLARKSTON CITY COUNCIL MINUTES
October 24, 2016

ROLL CALL: Belinda Campbell, Monika Beauchamp, John Murray, Kelly Blackmon, Skate Pierce; Beadles and Kolstad were excused on a motion and second by Campbell/Pierce.

STAFF:

Chief Cooper, Chief Hastings, PWD Martin, City Attorney Richardson, Clerk Storey

AGENDA CHANGES: Add street closure for Halloween to New Business.

APPROVAL OF: Minutes of the October 10, 2016, Regular Meeting were approved as presented.

COMMUNICATIONS:

A. From the Public:

Lance Rinard, representing Lancer Lanes & Casino regarding gambling taxes.

B. From Mayor:

Mayor Lawrence reported that the MPO is reviewing its records and will be needing a resolution to confirm the formation of the MPO.

Mayor Lawrence read a letter from the League of Women Voters thanking the city for allowing public meetings to be held in the meeting rooms at no charge to the organizations.

Mayor Lawrence reported on training she and Clerk Storey attended in Spokane. They learned about the state's centralized business license program from the Dept. of Revenue and also more about digital hoarding, scanning and discarding documents and retention from the Secretary of State's office.

Our annual audit with the risk representative from WCIA will be tomorrow.

Mayor Lawrence said she is developing a form letter to respond to inquiries and complaints about nuisance properties.

Mayor Lawrence asked council to consider scheduling occasional workshops for general discussion.

From Staff:

Chief Cooper commented that passage of the EMS levy is important to support ambulance service in the City and urged people to vote.

COMMITTEE REPORTS

Finance: Councilmember Blackmon reported the bills were reviewed and approved for payment. Total expenditures for October 24, 2016 of \$190,809.69. MOTION BY BLACKMON/BEAUCHAMP to approve the bills as read. Motion carried.

Public Safety: Councilmember Pierce reported on the October 18 meeting. Chief Cooper discussed potentially portioning the valley into sectors for mutual aid response.

Area fire agencies are sharing the cost of some training that is being brought to the valley.

Discussion of ambulance and fire service standards.

Public Works: Councilmember Pierce reported on the October 18 meeting. WSDOT has found funding to replace up to two thirds of sidewalk, curb and gutter on Bridge Street.

Committee recommends awarding design of the Grantham School Safety Project to TD&H.

Garbage collection issues at the cruise boat docks is being discussed.

Southway Bridge – owners are working on funding for resurfacing and will be applying for any potential funding until 2018, which is when the project needs to be accomplished. Support letters will be needed as grant applications are made.

Committee is discussing scope of work that can be done with TBD funding.

Committee is discussing recycling.

Admin Committee: No meeting.

Community Development: Councilmember Campbell said committee discussed changing the name of Columbus Day. More discussion will be held.

Outside Organizations: Councilmember Campbell said the Lodging Tax Committee met. Budget recommendations will be brought to the next council meeting. Councilmember Pierce reported on the EMS Council meeting. Mayor Lawrence reported on the Health District meeting. The budget was discussed. Tri State has offered space for a WIC satellite office.

PUBLIC HEARING:

Public Hearing on Revenue Sources and Property Tax Levy for the 2017 Budget

Mayor Lawrence opened the Public Hearing at 7:22 p.m.

Clerk Storey gave a brief presentation on the revenue sources for the Current Expense Fund, including the fact that a 1% increase to the property tax levy is included in the preliminary budget. Total property tax increase including new construction value is \$15,000. Storey said the most significant change between 2016 and 2017 is the lack of anticipated grant funding. Most other revenue sources are comparable to 2016. Business taxes are planned down slightly. Avista is the largest source of revenue in this category and is down \$20,000 for the year. Gambling taxes are fairly consistent, however, Lancer Casino has asked the city to reduce or eliminate the card room tax which be a revenue loss of about \$60,000.

Councilmember Campbell asked when the last increase for business license was. Storey said it was in 2003.

Councilmember Murray asked about banked capacity for property tax. Storey said the former assessor could not provide an answer to what our capacity is, but since the city did not take the 1% increase for 6 or 7 years, there should be some. She will contact the assessor regarding banked capacity.

Councilmember Beauchamp asked if sales tax from marijuana sales was considered in the sales tax projections. Storey said the amount of sales tax to be generated is unknown and with the new tax exemption for medical marijuana, that will impact revenue.

Councilmember Pierce asked if the city receives sales tax from businesses in the Port. She said that we do.

Councilmember Murray asked if we are at the maximum rate for utility taxes. Storey said 6% is the maximum and we are there.

County Commissioner Shinn commented that the current assessor should be able to provide information about banked capacity.

Councilmember Campbell asked about the gambling tax. Storey explained there are different rates for different types of gambling. The state allows a maximum of 20% on card rooms, but our rate is 6%. We also tax punch boards, bingo and raffles. The state does not tax gambling activities.

Mayor Lawrence opened the floor to comments from the public. There was no public comment.

The public hearing was closed at 7:39.

UNFINISHED BUSINESS:

NEW BUSINESS:

A. Authorize Agreement with Invoice Cloud for On-line Bill Payment Services

Clerk Storey explained that Invoice Cloud is the company that works with our software provider for integrated bill presentment and on-line bill payment. We have been discussing going to on-line payment options for about a year. We plan to have this option up and running by January 1. There will be a convenience fee for making payments by credit card. Utility payments will have a flat fee of \$2.95. Other types of transactions will have a percentage based fee. We will set up a payment kiosk in the lobby because we will not be able to accept credit card payments over the counter. Visa and MC rules do not allow a fee on face to face transactions. Customers will still be able to pay by check or cash or through the bill payment system in their own bank account. Storey said the City has been absorbing the credit card fees which are running between \$450 and \$650 per month.

MOTION BY PIERCE/BEAUCHAMP authorizing the mayor to sign the necessary documents with Invoice Cloud. Motion carried.

B. Reappoint Bob Gilbertson to Planning Commission

Mayor Lawrence asked for a motion to reappoint Bob Gilbertson to the Planning Commission. MOTION BY BEAUCHAMP/MURRAY to reappoint Bob Gilbertson to the Planning Commission. Motion carried.

C. Award of Design Engineering for Grantham Safety Project to TD&H

PWD Martin stated that the City received a grant for design of the Grantham Safety Project. Proposals were reviewed and TD&H was the recommended firm. Martin asked council to approve the award to TD&H and authorize the mayor to sign the agreement. MOTION BY PIERCE/CAMPBELL to award the engineering design for Grantham Safety Project to TD&H. Motion carried.

D. Authorize Mayor to Sign any Available Grant Applications for Southway Bridge Resurfacing

PWD Martin explained that the four entities who own Southway Bridge have been meeting to discuss options for resurfacing. It has been determined that 2018 is the drop dead date for the project to take place. The group is planning to apply for any and all grants that might possibly help with funding for the project. He is asking council to give authorization for the mayor to sign any grant application that comes available. MOTION BY BLACKMON/BEAUCHAMP to authorize the mayor to sign any available grant applications for Southway Bridge resurfacing. Motion carried.

E. Resolution No. 2016-11, Employee Handbook/Personnel Policies

Resolution No. 2016-11 was read by title. MOTION BY CAMPBELL/MURRAY to approve Resolution No. 2016-11. Storey explained that this handbook was developed as a result of a recommendation from WCIA. It includes some new policies that were required, policies from the policy section of Chapter 2.44 of the municipal code (which will be repealed when this policy becomes effective) and other policies that have not been addressed in writing previously. Campbell commented on the policy that prohibits employees from bringing weapons to work and having them on city property. Councilmember Murray said he would like to talk about maternity leave at some future date. Storey explained that these policies can be revised by resolution as needed. Motion carried.

F. Ordinance No. 1573, Repeal CMC 2.44, Personnel Rules, 1st Reading

Ordinance No. 1573 was read by title.

G. Legislative Priorities – Discussion

Councilmember Murray said he has done some research to put together a legislative agenda for the council. Murray said the big issue in the legislature will be education funding and AWC is concerned that the legislature will be taking funding from local governments to fund the court ordered education requirements. Mayor Lawrence reminded council that there are legislative phone calls during session that council can attend to make our concerns known to our legislators. Murray said he is following the AWC priorities and added a priority that WSDOT funded projects should include funding for the entire project. He also added a concern that the county jail is inadequate and should be considered.

H. Sixth Street Closure for Halloween

PWD Martin said the City finally received the request for street closure for the downtown trick or treat event on October 31. MOTION BY BEAUCHAMP/CAMPBELL to approve the street closure request. Motion by Beauchamp/Campbell to amend the motion to include the requirement that the City be named as an insured party on the insurance certificate. Amendment carried. The motion as amended carried.

COUNCIL COMMENTS:

Councilmember Pierce urged the residents to vote for the Rescue One levy.

Councilmember Murray commended Clerk Storey for her work on the employee handbook.

EXECUTIVE SESSION:

Council went into executive session at 8:10 p.m. to discuss union negotiations. Anticipated length of session is twenty minutes. Action is expected as a result of the session.

Council returned to open session at 8:30 p.m.

MOTION BY PIERCE/BLACKMON to approve the proposed settlement agreement with the Police Guild and the Police Support employees. Motion carried.

ADJOURNMENT:

Meeting adjourned at 8:32 p.m.

Vickie Storey, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures, 10/24/26	Ck # 62635, 62654-62703, Exercise 9/16	\$70,255.62
Total Fund Expenditures, Payroll, 10/15/16	Ck # 62636-53	\$120,554.07

DRAFT

Public Safety Committee

November 1, 2016

Attendance: Mayor Lawrence, Chief Hastings, Chief Cooper, Skate Pierce, Jim Babino, Dick Jones, Terry Beadles

Chief Hastings reported that this year's Halloween was a reasonably quiet time for the Police Department.

The Chief presented the STOP grant application. The committee recommends Council approval of the STOP grant application. (Agenda item for Council action).

Chief Cooper presented an InterOffice Memorandum. Subject: Future Fire Department Organization, Staffing and Services Options Review. The document was discussed to help the committee understand the major points.

Reserve hours report was discussed by the Chief.

Fire Department testing for volunteer candidates will be held in the near future.

Public Works Committee
Nov. 1, 2016

Attendees: Skate P., Monika B., Monika L., Jim M.
(Belinda C., Elaine G., absent)

- 1) Curbside Recycling Investigation: Presently compiling background information relating to the process and what it takes to implement. This will be a very detailed and complicated process that will take some time.
- 2) Grantham School Safety Project: Design plans and specification contract with TD&H in for review with the City Attorney.
- 3) Rotary Shelter: No word on progress.
- 4) Southway Bridge Update: City and County staff have been meeting regularly to work on possible funding for the resurfacing of the Bridge. Shannon Grow the new MPO Director is playing an important part in this process.
- 5) Eye Care Specialists of 500 Port Drive has requested the installation of a street light on the north end of 5th Street in the vicinity of their parking lot and the westerly parking lot of Costco. There is a concern for their employees getting to vehicles at the end of the day with the homeless population in the area. I explained that they could certainly install lighting in their parking lot and we may be hard pressed to spend taxpayer dollars to benefit a private business. I did agree to approach the committee to discuss.
- 6) Transportation Benefit District: Need to fine tune our plan to insure we expend the available funds where we prefer. Would the committee be supportive of expending parts of those funds for the ongoing maintenance we deal with annually such as sealcoating our streets and maintaining our failing sidewalks? I would expect to bring a plan draft to Committee in the not too distant future.

Notes:

Skatepark: Is it truly being used and by how many? Possible liability given its' current condition. Possible use survey through the High School?

Farmer's Market: Discussion of moving to Vernon Park and whether it is desirable and practical. Lewiston has decided to drop theirs which may increase the participation in the Clarkston market in the future.

ORDINANCE NO. 1573

AN ORDINANCE REPEALING CLARKSTON MUNICIPAL CODE CHAPTER 2.44, WHICH ESTABLISHED PERSONNEL RULES FOR THE CITY OF CLARKSTON

WHEREAS, the City has adopted Resolution No. 2016-11, establishing an employee handbook which sets forth personnel policies and expectations, which will replace CMC 2.44;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1.0,

Repealer

The following ordinances as codified in Clarkston Municipal Code Chapter 2.44 are hereby repealed:

- Ordinance No. 985, City Personnel Policy, enacted December 10, 1985.
- Ordinance No., 1017, Amending Employee Probationary Period, enacted October 27, 1986.
- Ordinance No. 1399, Amending Travel Allowance, enacted October 24, 2005
- Ordinance No. 1190, Anti-Harassment Policy, enacted November 14, 1994.
- Ordinance No. 1105, Amending Personnel Policy, enacted December 20, 1990.
- Ordinance No. 1321, Amending Vacation Accrual, enacted May 8, 2000
- Ordinance No. 1030, Amending Vacation Accrual Method, enacted June 22, 1987.
- Ordinance No. 1232. Amending Sick Leave Policy, enacted May 28, 1996
- Ordinance No. 1079, Increasing Longevity Pay, enacted December 29, 1989.
- Ordinance No. 1233, Amending Life Insurance, enacted May 28, 1996
- Ordinance No. 1125, Shared Leave Policy, enacted December 23, 1991.

SECTION 2.0

Savings Clause.

Clarkston Municipal Code Chapter 2.44, which is being repealed by this ordinance, shall remain in full force and effect until the effective date of this ordinance.

SECTION 3.0

Severability

If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

SECTION 4.0

Effective Date.

This ordinance shall take effect five days after its passage, approval and publication.

Passed by the Clarkston City Council at a regular meeting thereof this _____ day of November, 2016.

Monika Lawrence, Mayor

Approved as to Form:

Todd Richardson, City Attorney

Attest:

Vickie Storey, City Clerk

Date of Publication: _____



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

August 30, 2016

The Honorable Monika Lawrence
Mayor of Clarkston
829 5th Street
Clarkston, WA 99403

Dear Mayor Lawrence:

Congratulations! The Clarkston Wastewater Treatment Plant is receiving the 2015 “Wastewater Treatment Plant Outstanding Performance” award. Of approximately 300 wastewater treatment plants statewide, yours is one of 119 that achieved full compliance with its National Pollutant Discharge Elimination System (NPDES) permit in 2015.

My staff evaluated wastewater treatment plants in Washington for compliance with the effluent limits, monitoring and reporting requirements, spill prevention planning, pretreatment, and overall operational demands of the NPDES permit.

It takes diligent operators and a strong management team, working effectively together, to achieve this high level of compliance. It is not easy to operate a wastewater treatment plant 24 hours a day, 365 days a year, without violations. The Washington State Department of Ecology (Ecology) appreciates the extraordinary level of effort your plant operators demonstrated throughout 2015. Talented and proficient operators are critical to successful plant operations and protecting the health of Washington’s waters. This is the second consecutive year the Clarkston Wastewater Treatment Plant received this award. Your excellent record is a credit to the dedicated operators who are responsible for operating this award-winning plant.

Ecology will issue a news release recognizing the 2015 award recipients including the Clarkston Wastewater Treatment Plant.

Please call Michael Hepp at (509) 329-3536 if you have any questions or comments about your award.

Thank you for the excellent service you provide. Congratulations!

Sincerely,

Heather R. Bartlett
Water Quality Program Manager



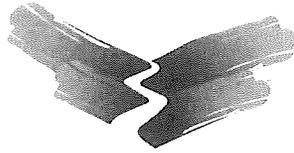
**CITY OF CLARKSTON LODGING TAX COMMITTEE
MEETING NOTES OCTOBER 17TH, 2016**

Attendees: Danielle Conklin, Michelle Peters, Sara Barr (Kristin Kemak voted via email)

The City of Clarkston Lodging Tax Committee met on Tuesday, October 17th. Two applications were presented for review and discussion.

The first, the Clarkston Rotary Club, a non-profit organization, requested funding of \$3750. The request pertains to the Rotary's promotion of their cycling event, Rotary Rivers and Ridges Ride. The money requested will help the Clarkston Rotary to reach out via promotions and marketing to various communities throughout the Northwest to invite them to participate in Rivers and Ridges Ride. Their marketing includes design work for advertising in print media, radio ads, social media boosts, website hosting/updating, posters, brochures, registration forms. A motion was made by Danielle Conklin, a second by Michelle Peters and a unanimous vote allowed us to approve this request.

The second application for review was made from the Visit Lewis Clark Valley, a non-profit organization, in the amount of \$85,000. VLCV promotes the City of Clarkston and surrounding areas to encourage visitors from across the World to visit our community. They accomplish this through many various advertising venues that include print and on-line advertising, a responsive website design, social media campaigns, digital-on-line campaigns, press trips and trade shows. Visit LC Valley promotes experiences for visitors, not just things to look at. As the Gateway to Hells Canyon, the LC Valley is a premier visitor destination for its cultural, historic and leisure activities, sports and recreation events and now with our new designation as an American Viticultural Area, we can include winery tastings/events. A motion was made by Danielle Conklin with a second from Sara Barr. With Kristin Kemak voting through email, we made a unanimous decision to grant this application request as well.



lewis clark valley
chamber of commerce

October 21, 2016

Mayor Monika Lawrence
City of Clarkston
829 5th Street
Clarkston, WA 99403

RE: 2016 Lighted Christmas Parade

We are gearing up for the 30th Annual Lighted Christmas Parade and are working with WSDOT on the street closure.

The Lighted Christmas Parade is planned for Saturday, December 3, 2016 at 4:30 p.m. I am requesting permission to hold this parade on the streets we have indicated.

The participants will lineup on Diagonal Street. The Parade will proceed west to 6th Street (Highway 129). At 6th Street we will head south and go past Chestnut Street and end our parade at Vernon Park. As in the past, I am requesting assistance with traffic control on the streets we have indicated.

We hope this will meet the approval of the Clarkston City Council and the Clarkston Police Department.

We look forward to working with you on this worthwhile community event.

Sincerely,

Kristin Kemak
President/CEO

(509) 758-7712 • fax (509) 751-8767

502 Bridge Street • Clarkston, WA 99403 • lcvalleychamber.org

RESOLUTION No. 2016-12

A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON REITERATING THE CITY'S PARTICIPATION IN THE LEWIS CLARK VALLEY METROPOLITAN PLANNING ORGANIZATION LCVMPO CONFIRMING CITY COUNCIL ACTION TAKEN ON JUNE 27, 2005 CONFIRMING THE AUTHORIZATION OF THE CITY COUNCIL FOR THE MAYOR AND CLERK TO EXECUTE THE JOINT POWERS AGREEMENT FOR THE LEWIS CLARK VALLEY METROPOLITAN PLANNING ORGANIZATION (LCVMPO) AND PROVIDING EFFECTIVE DATE.

WHEREAS, the City approved the LCVMPO Joint Agreement on the 27th day of June 2005, a copy of which is attached hereto, and

WHEREAS, the City has continued to participate in the LCVMPO and has implemented the Joint Powers Agreement, dated July 12, 2005, and

WHEREAS, the City wants to renew its commitment and confirm the City Council's authorization for the execution of the LCVMPO Joint Powers Agreement, and

WHEREAS, the City has statutory authority pursuant to the Revised Code of Washington, Title 39, Chapter 34 Interlocal Cooperation Act to participate in the LCVMPO.

NOW THEREFORE, BE IS RESOLVED by the City Council of the City of Clarkston:

1. That the Joint Powers Agreement of the LCVMPO between the participating entities of Nez Perce County, Asotin County and the Cities of Lewiston, Clarkston and Asotin is acceptable and the terms and conditions as set out in the attached are approved.
2. That the Mayor and City Clerk are authorized to execute the LCVMPO Joint Powers Agreement on behalf of the City and provide a copy of the executed agreement to the LCVMPO.
3. This Resolution is to confirm City Council action taken on June 27, 2005 authorizing the signature of the Mayor and City Clerk.
4. This Resolution shall take effect and be in full force and be in effect after its passage and approval.

This Resolution is approved and adopted by the City Council of the City of Clarkston on the 14th of November, 2016.

Monika Lawrence, Mayor

ATTEST:

Vickie Storey, City Clerk

Revised July 12, 2005

Joint Powers Agreement
Lewis-Clark Valley Metropolitan Planning Organization

Prelude	Introduction
Article I	Definitions
Article II	Creation of LCVMPO
Article III	Purposes and Duration
Article IV	Financial Operations
Article V	Non-Waiver of Governmental or Other Immunity
Article VI	LCVMPO Powers and Duties
Article VII	Jurisdictional Area.
Article VIII	Participation
Article IX	Obligations of Member Organizations
Article X	Budgeted Expenditures
Article XI	Policy Board
Article XII	Powers and Duties of the Policy Board
Article XIII	Meetings of the Policy Board
Article XIV	Liability of Policy Board or Officers
Article XV	Withdrawal from Membership
Article XVI	Contractual Obligation
Article XVII	Distribution of Property, Funds and Supplies upon Termination of Agreement
Article XVIII	Severability
Article XIX	Amendments
Article XX	Effective Date and Termination of Agreement

Revised July 12, 2005

JOINT POWERS AGREEMENT

Lewis-Clark Valley Metropolitan Planning Organization

This Interagency Agreement is entered into pursuant to the provisions of Idaho Code, Sections 67-2326 through 67-2333 and the and the Revised Code of Washington (RCW) Title 39, Chapter 34 – “Interlocal Cooperation Act” relating to the Joint Exercise of Powers, by and among the following public agencies of the States of Idaho and Washington: the city of Lewiston and Nez Perce County, Idaho, and the city of Asotin, Washington, the city of Clarkston, Washington and Asotin County, Washington to form a Metropolitan Planning Organization, define its organization and powers, and establish a jurisdictional area.

THIS AGREEMENT made and entered in to this _____ day of _____, 2005, by and among the City of Lewiston, Idaho, the City of Asotin, Washington, the City of Clarkston, Washington, Nez Perce County, Idaho and Asotin County, Washington, hereinafter referred to as the “Member Organizations.”

W I T N E S S E T H:

WHEREAS, each of the parties hereto is a “public agency” pursuant to the terms of Idaho Code 67-2327 and the Revised Code of Washington (RCW 39.34) and it is the intent and purpose of the parties to exercise their powers and authority jointly in accordance with the provisions of Idaho Code 67-2326 through 67-2333 and the Revised Code of Washington Title 39, Chapter 34 – “Interlocal Cooperation Act”, and

WHEREAS, certain of the parties hereto have transportation planning duties, responsibilities, and authority, and the parties hereto recognize that each of them are in need of planning services, and

WHEREAS, the United States Census Bureau has designated an area encompassing the cities of Lewiston, Clarkston, and Asotin, and portions of Nez Perce County, Idaho and Asotin County, Washington, as the Lewiston, ID-WA Urbanized Area, and

WHEREAS, Federal legislative and regulatory requirements specified in 23 U.S.C. 134, and 49 U.S.C. Section 5303, as amended, CFR 49 Part 613, subpart A and 23 CFR Part 450, subpart C, require a Metropolitan Planning Organization be established for each urbanized area, and

WHEREAS, the Parties wish to make the most efficient use of their powers by cooperating to their mutual advantage in coordinating local government transportation planning functions, and

WHEREAS, this Joint Power Agreement is entered into in order to establish the Metropolitan Planning Organization as a separate legal entity and to set forth the powers and authority of that separate legal entity; and

Revised July 12, 2005

WHEREAS, public agencies with transportation planning functions in Nez Perce and Asotin counties have the common responsibility to study, discuss, and recommend policies for the area's transportation system of direct concern to the performance of their constitutional and statutory powers and responsibilities, and have the right to jointly exercise these powers and responsibilities and expend public funds for these purposes, and

WHEREAS, the Member Organizations acknowledge that this agreement does not relieve them of any obligation or responsibility imposed on them by law, and

WHEREAS, the Governors of Idaho and Washington will be requested to designate the Lewis-Clark Valley Metropolitan Planning Organization as the Metropolitan Planning Organization for the Lewiston, ID-WA Urbanized Area.

NOW, BE IT THEREFORE RESOLVED, and in consideration of the mutual advantages and benefits to each public agency, which is a party hereto, and the mutual covenants herein contained, the public agencies agree as follows:

ARTICLE I. DEFINITIONS.

As used in this agreement, the following terms shall have the meaning hereinafter set forth:

1. **LCVMPO.** The Lewis-Clark Valley Metropolitan Planning Organization, established by this Joint Powers Agreement pursuant to the statutes of the States of Washington and Idaho.
2. **MEMBER ORGANIZATION.** The public agencies which originally enter into this Joint Powers Agreement and any other public agencies which qualify and agree to the terms of this agreement subsequent to the original formation of LCVMPO.
3. **POLICY BOARD.** The Policy Board of LCVMPO shall be the governing body of LCVMPO for purposes of 23 USC §134(b) (2) and shall consist of representatives appointed by each of the Member Organizations of LCVMPO in accordance with the adopted bylaws to serve on the Policy Board. There shall be eight (8) Policy Board members. Each Policy Board member shall have one (1) vote on the Policy Board.
4. **AFFIRMATIVE VOTE.** An affirmative or prevailing vote will consist of affirmative votes being cast by at least five (5) of the members of the Policy Board.

ARTICLE II. CREATION OF LCVMPO.

A regional body comprised of the Member Organizations, is hereby created which shall be called the Lewis-Clark Valley Metropolitan Planning Organization, referred to hereinafter as the "LCVMPO". The Lewis-Clark Valley Metropolitan Planning

Organization is hereby created as a separate Joint Powers Entity, separate and apart from any member political subdivision or public agency, through this Joint Powers Agreement by the Member Organizations pursuant to the provisions of Idaho Code, Sections 67-2326 through 67-2333 and Revised Code of Washington (RCW) 39.34.

ARTICLE III. PURPOSES AND DURATION.

- (1) Recognizing that coordinated transportation planning of the Member Organizations is necessarily interwoven and interdependent and that the interests of all citizens will best be served by coordinated and cooperative transportation planning, LCVMPO is established to facilitate such appropriate coordination and cooperation and provide for continuing area wide transportation planning.

The LCVMPO is not authorized to in any way supersede the authority vested in the Member Organizations or its represented agencies, but is intended to meet the prerequisites of Federal legislative and regulatory requirements specified in 23 U.S.C 134, and Title 49, Section 5303 of the Federal Transit Act, as amended, CFR 49 part 613, subpart A and 23 CFR part 450, subpart C.

- (2) It is the intent of the Member Organizations of LCVMPO to create an entity with unlimited duration which will perform the coordinated transportation planning duties of a Metropolitan Planning Organization for the area designated in the United States Census Bureau as the Lewiston, ID-WA Urbanized Area as provided in federal legislative and regulatory requirements specified in 23 U.S.C 134, and Title 49, Section 5303 of the Federal Transit Act, as amended, CFR 49 part 613, subpart A and 23 CFR part 450, subpart C and any subsequent regulations relating to the duties of a metropolitan planning organization, unless terminated or dissolved as herein provided.
- (3) The operations of LCVMPO shall be governed by the terms of this Joint Powers Agreement and any bylaws passed and adopted by its governing Policy Board.

ARTICLE IV. FINANCIAL OPERATIONS.

Financial operations of LCVMPO shall be committed to the sound discretion of the Policy Board. All income and assets of LCVMPO shall be at all times dedicated to the exclusive benefit of its Member Organizations through LCVMPO.

ARTICLE V. NON-WAIVER OF GOVERNMENTAL OR OTHER IMMUNITY.

Member Organizations of LCVMPO and their appointed representatives, by participation in this program, do not waive any immunities or limitations of liability provided to political subdivisions or their employees by any state or federal law.

ARTICLE VI. LCVMPO POWERS AND DUTIES.

The powers of LCVMPO to perform and accomplish the purposes set forth above shall, within the budgetary limits and procedures set forth in this Agreement, be the following:

- (1) To perform the functions of a Metropolitan Planning Organization within the jurisdictional area defined herein, including those functions required under law of a Metropolitan Planning Organization and certain other functions allowed by public law and as determined by the Policy Board.
- (2) To prepare, develop, and approve a twenty-year multi-modal transportation plan (Long Range Transportation Plan) that identifies strategies and actions for improving and integrating transportation services in the metropolitan planning area as specified in 23 USC 134(g) and 49 USC 5303 (f).
- (3) To prepare, develop, and approve a Metropolitan Transportation Improvement Program (MTIP) as specified in 23 USC 134 (h) and 49 USC 5304.
- (4) To provide opportunities for public comment and review of metropolitan area transportation plans and programs as required by 23 USC 134 and 49 USC 5303 and 5304.
- (5) To participate in the development and maintenance of transportation related data base information.
- (6) To contract with appropriate entities in order to meet requirements of State and/or Federal Transportation legislation.
- (7) To create technical and citizen committees, and any other committees deemed necessary, to advise LCVMPO on transportation related matters.
- (8) To perform such other transportation planning related functions as the Policy Board may hereinafter determine to be in the best interests of the LCVMPO and the citizens of Member Organizations.
- (9) To receive grants-in-aid from the State or Federal Government or any other department or agency and may accept gifts for the purpose of carrying out the terms of this Agreement.
- (10) To employ agents, employees and independent contractors.
- (11) To purchase, sell, encumber and lease real property; to incur obligations on behalf of the program to the extent permitted by Idaho and Washington State laws; and to purchase, sell, or lease equipment, machinery, and personal property.
- (12) To invest funds as allowed by Idaho and Washington statutes.
- (13) To carry out such other activities as are necessarily implied or required to carry out the purposes of LCVMPO specified in Article III of this Agreement or the specific powers enumerated in this Article.
- (14) To sue and be sued.

- (15) To provide security for the official responsibilities of all officers, Policy Board members, and employees of LCVMPPO.

ARTICLE VII. JURISDICTIONAL AREA.

The LCVMPPO's jurisdictional area shall consist of the area as described in Attachment "A" and may include contiguous areas across county or state boundaries as deemed appropriate and which meet the criteria of State and/or Federal Transportation legislation.

ARTICLE VIII. PARTICIPATION.

Any Member Organization of the LCVMPPO shall be permitted to participate in the activities of LCVMPPO as provided in this Agreement. Additional public agencies authorized under Idaho Code and the RCW to participate in a joint powers agreement may be included as a Member Organization upon an affirmative vote of the existing Policy Board to allow said public agency to participate, conditioned upon the public agency agreeing, in writing, to be subject to the terms of this Agreement.

ARTICLE IX. OBLIGATION OF MEMBER ORGANIZATIONS.

The obligations of Member Organizations of LCVMPPO shall be as follows:

- (1) To pay promptly the Member Organization's pro-rata share of the annual cost of the budgeted expenditures for the LCVMPPO in such amounts as shall be established by the Policy Board pursuant to this agreement.
- (2) To designate the representative(s) to be voting members of the Policy Board of LCVMPPO.
- (3) To cooperate fully with the officers, agents and employees of LCVMPPO in activities relating to the purposes and powers of LCVMPPO.
- (4) To continue their respective functions as provided by charter and/or State law, including preparation of City and County Comprehensive Plans, to which the Long Range Transportation Plan shall be coordinated, and administering the zoning, subdivision and similar implementing controls as may be assigned them by their respective legislative bodies.
- (5) To pay promptly the Member Organization's share of the projects and programs which provide a particular benefit to that Member Organization.

ARTICLE X. BUDGETED EXPENDITURES.

The POLICY BOARD of LCVMPPO shall establish the annual operating budget for the LCVMPPO and determine the pro-rata share of each Member Organization and establish the time period for which the pro-rata share payment is due. The pro-rata share shall be as defined in Attachment "B". The annual budget and/or work program of the Policy Board

may be amended by an affirmative vote of the Policy Board. After approval of the Policy Board budget, no Member Organization may terminate or withhold its share during the year of which it was allocated.

ARTICLE XI. POLICY BOARD.

The Policy Board will be composed of one or more representative(s) of each of the Member Organizations as voting members as outlined in the Bylaws. Each Member of the Policy Board shall serve for the term designated by the Member Organization which they represent, consistent with the adopted bylaws. Each Policy Board Member may be allowed to provide a proxy in accordance with bylaws adopted by the Policy Board.

ARTICLE XII. POWERS AND DUTIES OF THE POLICY BOARD.

The Policy Board shall have the following powers and duties:

- (1) To annually elect a Chair and Secretary-Treasurer in accordance with the provisions of the adopted by laws. Each officer shall serve until his or her successor is elected.
- (2) To admit new Member Organizations in accordance with Article VIII.
- (3) To establish the annual operating budget for the LCVMPPO and determine the pro-rata share of each Member Organization and establish the time period for which the pro-rata share payment is due.
- (4) To provide for selection of all personnel and contractors necessary for the administration of LCVMPPO.
- (5) To establish a schedule for all Policy Board meetings.
- (6) To exercise all powers of LCVMPPO, except powers reserved to the Member Organizations.
- (7) To prepare and adopt a proposed Unified Planning Work Program (UPWP). The UPWP shall include administrative and transportation planning activities to be accomplished by LCVMPPO and list specific work projects to be undertaken. The Policy Board or their designee shall confer with and inform Member Organizations concerning the preparation of and progress on the technical areas of work programs and projects.
- (8) To make reports to the Member Organizations at their meetings.
- (9) To provide for the investment and disbursement of funds.
- (10) To establish bylaws, rules and regulations governing its own conduct and procedures and the powers and duties of its officers, not inconsistent with this Agreement.

- (11) To provide to Member Organizations an annual report of operations and financial affairs.
- (12) To form committees and advisory panels, and to provide other services as needed by LCVMPPO. The Policy Board shall determine the method of appointment and terms of members of committees and advisory panels.
- (13) To dissolve the LCVMPPO in accordance with 23 CFR 450.306, or any other federal regulations governing the dissolution of a Metropolitan Planning Organization.
- (14) To disburse its assets upon dissolution of the LCVMPPO, provided that notice of the intent to dissolve shall be provided to all Member Organizations at least thirty (30) days before such vote.
- (15) To do all acts necessary and proper for the implementation of this Agreement.

ARTICLE XIII. MEETINGS OF THE POLICY BOARD.

- (1) The Policy Board may set a time and place for regular meetings in accordance with applicable law. All provisions of law of the States of Idaho and Washington applicable to open public meetings shall be observed.
- (2) The Chair of the Policy Board may call a special meeting under provisions defined in the adopted bylaws.
- (3) Five (5) members of the Policy Board shall constitute a quorum to do business. All acts of the Policy Board shall require an affirmative vote of five (5) members present and voting.
- (4) Each Policy Board member shall be entitled to one vote.

ARTICLE XIV. LIABILITY OF POLICY BOARD OR OFFICERS.

The Members and officers of LCVMPPO should use ordinary care and reasonable diligence in the exercise of their power, and in the performance of their duties hereunder; they shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor selected with reasonable care. No member or officer shall be liable for any action taken or omitted by any other member or officer. The assets of LCVMPPO shall be used to defend and indemnify any member, officer, or employee for actions taken by each such person in good faith within the scope of his or her authority for LCVMPPO. LCVMPPO may purchase insurance providing coverage for members, officers and employees.

ARTICLE XV. WITHDRAWAL FROM MEMBERSHIP.

Revised July 12, 2005

Any Member Organization may withdraw from LCVMPPO after giving written notice to the Policy Board prior to August 1 of any year, for the following year, except any Member Organization may withdraw from LCVMPPO within fifteen (15) days after the adoption of an amendment to this agreement by giving notice in writing to the Policy Board of its intent to withdraw. Any withdrawal of membership is subject to the provisions of Article X.

ARTICLE XVI. CONTRACTUAL OBLIGATION.

This document shall constitute a Joint Powers Agreement among those public agencies which are Member Organization of LCVMPPO. The terms of this Agreement may be enforced in court by LCVMPPO itself or by any of its Member Organizations. The consideration for the duties herewith imposed upon the Policy Board members and Member Organizations to take certain actions and to refrain from certain other actions is based upon the mutual promises and agreements of the Policy Board members and Member Organizations set forth herein. Except to the extent of the financial contributions to LCVMPPO agreed to herein, or such additional obligations as may come about through amendments to this Agreement, no Member Organization agrees or contracts herein to be held responsible for any claims in tort or contract made against any other Member Organization. The contracting parties intend in the creation of LCVMPPO to establish an organization for coordinated transportation planning only within the scope therein set out, and have not herein created as between Member Organization and Member Organization any relationship of surety, indemnification or responsibility for the debts of or claims against any other Member Organization.

ARTICLE XVII. DISTRIBUTION OF PROPERTY, FUNDS AND SUPPLIES UPON TERMINATION OF THIS AGREEMENT.

In the event of termination of this Agreement, all unused consumable supplies, non-consumable supplies or other property acquired by LCVMPPO shall be disposed of in a manner permissible by law, and the proceeds of such liquidation shall be disbursed to the Member Organizations at a rate equal to each Member Organization's pro rata share of the assets of LCVMPPO based upon the Member Organization's contribution of funds and in-kind services relevant to the acquisition of the asset from the time said Metropolitan Planning Organization was created until the time that it was terminated. Said determination shall be made by the Policy Board.

ARTICLE XVIII. SEVERABILITY.

In the event that any Article, provision, clause or other part of this Agreement should be held invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability with respect to other Articles, provisions, clauses, applications or occurrences, and these agreements are expressly declared to be severable.

ARTICLE XIX. AMENDMENTS.

This Agreement may be amended by a mutual agreement of all of the Member Organizations that are a party hereto.

Revised July 12, 2005

ARTICLE XX. EFFECTIVE DATE AND TERMINATION OF AGREEMENT.

The effective date of this Joint Powers Agreement shall be the date signed by the Member Organizations. This Agreement shall remain in effect until such time as the MPO is re-designated or dissolved as provided for in 23 CFR 450.306.

IN WITNESS WHEREOF, the Member Organizations hereto have entered into this Joint Powers Agreement.

Date: _____

ATTEST:

Revised July 12, 2005

ATTACHMENT "A"

Map of Urbanized Area

ATTACHMENT “B”

Funding for the Lewis Clark Valley Metropolitan Planning Organization

Funding for the required local match for planning funds is the responsibility of the Member Organizations.

This funding is based upon a two-part formula which allocates fifty (50) percent of the funding requirement on a percentage of the metropolitan area population as shown in column 1 below. The remaining fifty (50) percent is based upon the number of votes held by each Member Organization as shown in column 2 below. There are a total of eight votes allocated among the Member Organizations; each vote is 12.5% of the total number of votes.

Column 3 below identifies the percentage of the total local match required of the Lewis Clark Valley Metropolitan Planning Organization allocated to each of the Member Organizations in accordance with the above-described formula.

<u>Member Organization</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>
	<i>50% of Funding Population Component</i>	<i>50% of Funding Voting Component</i>	Percentage of Total Match for Each Voting Member
City of Lewiston – 3 votes	<i>61.42%</i>	<i>37.5%</i>	49.46%
Asotin County – 2 votes	<i>21.74%</i>	<i>25.0%</i>	23.37%
City of Asotin – 1 vote	<i>2.18%</i>	<i>12.5%</i>	7.34%
Nez Perce County – 1 vote	<i>0.08%</i>	<i>12.5%</i>	6.29%
City of Clarkston – 1 vote	<i>14.58%</i>	<i>12.5%</i>	13.54%
Total			100%

Following the release of official population counts at each Decennial Census by the US Bureau of the Census, or when changes in membership occur, the Policy Board may review and amend the funding formula.

Revised July 12, 2005



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

WA State STOP Formula Grant Application for FFY 2016 Funds

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

Incomplete applications may cause a delay in receiving a grant.

Application Due:

on or before

Monday; October 17, 2016

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

Planning Meeting

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

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

OCVA Violence Against Women Contact Information

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

Program Staff

Anita Granbois
Anita.Granbois@commerce.wa.gov

Ashley Wancha
Ashley.Wancha@commerce.wa.gov

Cheryl Rasch
Cheryl.Rasch@commerce.wa.gov

Jodi Honeysett
Jodine.Honeysett@commerce.wa.gov

Assigned Counties

Asotin, Garfield, Kittitas, Lincoln, Spokane, Thurston, Whitman, Yakima

Cowlitz, Grays Harbor, Island, Jefferson, Kitsap, Klickitat, Mason, Okanogan, San Juan, Skamania, Wahkiakum

Adams, Clallam, Clark, Ferry, Grant, King, Lewis, Pacific Pend Oreille, Pierce, Stevens, Whatcom

Benton, Chelan, Columbia, Douglas, Franklin, Skagit, Snohomish, Walla Walla

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

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

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

STOP Grant Program Purpose Areas

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

- 1) training law enforcement officers and prosecutors to more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a));
- 2) developing and implementing law enforcement and prosecution policies or protocols on responding to adult or youth victims of sexual assault, domestic violence, dating violence or stalking;
- 3) system improvements such as interpreters or translation of forms relevant to the crimes of domestic violence, sexual assault, dating violence or stalking of adult or youth victims, age 11 and older;
- 4) direct services for adult or youth victims, age 11 and older, of domestic violence, sexual assault, dating violence, or stalking, including people with disabilities, elderly, tribal, or immigrant victims; or
- 5) training sexual assault nurse examiners to provide forensic medical exams to adult or youth victims, age 11 and older, of sexual assault.

WA State FFY 2016 STOP Formula Grant Application

Key Goal of the Washington State STOP Formula Grant

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

Applications

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

Coordinated Community Response (CCR) Team Participation

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

Function Areas

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

IRS 501(c)(3) Status

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

Reporting Requirements

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

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

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

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

BUDGET SUMMARY AND MATCH

Budget Categories	Totals
SALARIES	\$15,150.00
BENEFITS	
SUBGRANTEES	
CONSULTANTS	
GOODS AND SERVICES	
ADMINISTRATIVE COSTS or MODIFIED TOTAL DIRECT COSTS	
INDIRECT COSTS	
TOTAL GRANT AMOUNT	\$15,150.00
MATCH - Required for Law Enforcement and Prosecutors (Optional: non-profit, non-governmental agencies and American Indian Tribes)	\$7,565.00

NON-FEDERAL BUDGET MATCH

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

Description of Benefit for Name/Position in Salaries	Computation	Cost
Phone, supplies, and equipment	$\$100.00 \times 12$	\$1,200.00
Supervision and training	$4\text{hrs} \times \$41.67 \times 12$	\$2,000.00
Office space	363.74×12	\$4,365.00
TOTAL BENEFITS		\$7,565.00

Officer Time and/or Prosecution of Cases as Match

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

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

Match Calculation

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

Grant Amount \div 75% Federal Share = Adjusted Project Costs
 Adjusted Project Costs \times 25% Recipient's Share = Required Match

Example: 75/25% Required Match:

For a Federal grant amount of \$30,000, required match would be calculated as follows:

$\$30,000 \div 75\% = \$40,000$

$\$40,000 \times 25\% = \$10,000$ Required Match