



# Green Sheet NO: 3118833

Department/Office/Council:  
PD Police Department

Date Initiated:  
12 OCT 2010

Contact Person & Phone:  
Chief Thomas Smith  
266-5588

Must Be on Council Agenda by (Date):

Doc. Type: PUBLIC HEARING  
(RESOLUTION)

E-Document Required: Y  
Document Contact: Evette Scarver  
Contact Phone: 266-5541

Assign  
Number  
For  
Routing  
Order

	Department	Sent To Person	Initial/Date
0	Police Department	Police Department	
1	Police Department	Police Department	
2	City Attorney	City Attorney	
3	Financial Services	Director, FSO	
4	Mayor's Office	Mayor	
5	Council	Council	
6	City Clerk	City Clerk	
7	Police Department	Police Department	

Total # of Signature Pages \_\_\_\_\_ (Clip All Locations for Signature)

**Action Requested:**

Signatures on the attached council resolution authorizing a financing and spending plan for the First Light Accountability Response and Enforcement (FLARE-UP) grant.

**Recommendations: Approve (A) or Reject (R):**

- \_\_\_\_\_ Planning Commission
- \_\_\_\_\_ CIB Committee
- \_\_\_\_\_ Civil Service Commission
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Personal Service Contracts Must Answer the Following Questions:**

1. Has this person/firm ever worked under a contract for this department?  
Yes No
2. Has this person/firm ever been a city employee?  
Yes No
3. Does this person/firm possess a skill not normally possessed by any current city employee?  
Yes No

Explain all yes answers on separate sheet and attach to green sheet.

**Initiating Problem, Issues, Opportunity (Who, What, When, Where, Why):**

The Saint Paul Police Department wishes to enter into that attached grant agreement with the U.S. Department of Justice, Office on Violence Against Women authorization is needed.

**Advantages If Approved:**

Ability to use grant funds to assist victims of domestic violence.

**Disadvantages If Approved:**

None.

**Disadvantages If Not Approved:**

Lost opportunity to use grant funds to assist victims of domestic violence.

Total Amount of Transaction: \$56,125.00

Funding Source: 436

Cost/Revenue Budgeted:

Activity Number: 34252

Financial Information:  
(Explain)

## RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by \_\_\_\_\_

1 WHEREAS, the City of Saint Paul, Police Department has been awarded the First Light, Accountability, Response  
 2 and Enforcement (FLARE-UP) grant and wishes to enter into the grant agreement with the U.S. Department of  
 3 Justice, Office on Violence Against Women (Attachment A); and  
 4  
 5 WHEREAS, the grant funds will be used in collaboration with the St. Paul Domestic Abuse Intervention Project to  
 6 increase the safety of victims of domestic violence particularly those with increased barriers to accessing help,  
 7 improve the investigation of domestic violence cases, and increase offender accountability; and  
 8  
 9 WHEREAS, a 2010 financing and spending plan needs to be established for these funds; and  
 10  
 11 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there  
 12 are available for appropriation funds of \$56,125 in excess of those estimated in the 2010 budget; and  
 13

14 WHEREAS, the Mayor recommends that the following addition be made to the 2010 budget:

	Current Budget	Changes	Amended Budget
15 436-Police Special Projects			
16 FINANCING PLAN			
17 34252-FLARE-UP			
18 3066-Federal Grants	0	56,125	56,125
19 Total Changes to Finance	0	56,125	56,125
20			
21 SPENDING PLAN			
22 0111 - Salaries	0	27,387	27,387
23 0219 - Other Professional Services	0	11,113	11,113
24 0251-Transportation	0	5,000	5,000
25 0252 - Lodging - Meals	0	3,000	3,000
26 0439- Fringe Benefits	0	6,055	6,055
27 0545 - City Contribution to Outside Agency	0	3,570	3,570
28 Total Changes to Spending	0	56,125	56,125
29			
30			
31			

32 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter  
 33 into, and Chief Thomas Smith to implement the attached agreement with the U.S. Department of Justice; and  
 34

35 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2010 budget.

	Yeas	Nays	Absent
Bostrom			
Carter			
Harris			
Helgen			
Lantry			
Stark			
Thune			

Requested by Department of: \_\_\_\_\_

By: Thomas Smith

Approved by the Office of Financial Services

By: \_\_\_\_\_

Approved by City Attorney

By: \_\_\_\_\_

Approved by Mayor for Submission to Council

By: \_\_\_\_\_

Adopted by Council: Date \_\_\_\_\_

Adoption Certified by Council Secretary

By: \_\_\_\_\_

Approved by Mayor: Date \_\_\_\_\_

By: \_\_\_\_\_

**City of Saint Paul Financial Analysis**


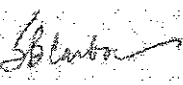
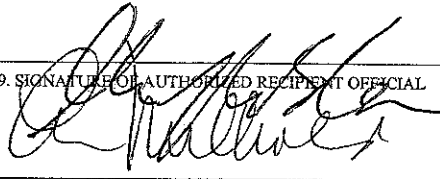
1	<u>File ID Number:</u>	10-1041
2		
3	<u>Budget Affected:</u>	Operating Budget                      Police Department                      Special Fund
4		
5	<u>Total Amount of Transaction:</u>	56,125
6		
7	<u>Funding Source:</u>	Grant
8		
9	<u>Charter Citation:</u>	10.07.1
10		

**Fiscal Analysis**

The City of Saint Paul, Police Department has been awarded the First Light, Accountability, Response and Enforcement (FLARE-UP) grant (\$400,000 from 10/1/2010-9/30/2012). The grant funds will be used in collaboration with the St. Paul Domestic Abuse Intervention Project to increase the safety of victims of domestic violence particularly those with increased barriers to accessing help, improve the investigation of domestic violence cases, and increase offender accountability.

**Detail Accounting Codes:**

Company	Accounting Unit	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
<b>Spending Changes</b>						
<i>(Action Accomplished)</i>						
436	34252	0111	Salaries	-	27,387	27,387
436	34252	0251	Transportation		5,000	5,000
436	34252	0252	Lodging, meals		3,000	3,000
436	34252	0545	City Contribution to Outside Agency		3,570	3,570
436	34252	0219	Other Professional Services		11,113	11,113
436	34252	0439	Fringe Benefits		6,055	6,055
				TOTAL:	0	56,125
<b>Financing Changes</b>						
<i>(Action Accomplished)</i>						
3099	34252	3099	Federal Grants	-	56,125	56,125
				TOTAL:	0	56,125

 Department of Justice Office on Violence Against Women		<b>Grant</b>		PAGE 1 OF 5																	
I. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Saint Paul 15 W. Kellogg Blvd. Saint Paul, MN 55102		4. AWARD NUMBER: 2010-WE-AX-0014																			
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012																			
		6. AWARD DATE 09/17/2010		7. ACTION Initial																	
IA. GRANTEE IRS/VENDOR NO. 416005521		8. SUPPLEMENT NUMBER 00		9. PREVIOUS AWARD AMOUNT \$ 0																	
3. PROJECT TITLE First Light, Accountability, Response & Enforcement United with Prosecution Program		10. AMOUNT OF THIS AWARD \$ 400,000		11. TOTAL AWARD \$ 400,000																	
		12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).																			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3796hh - 3796hh-4 (OVW - Arrest)																					
15. METHOD OF PAYMENT GPRS																					
AGENCY APPROVAL			GRANTEE ACCEPTANCE																		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Susan B. Carbon Director			18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Christopher Coleman Mayor																		
17. SIGNATURE OF APPROVING OFFICIAL 			19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 9/22/10																
AGENCY USE ONLY																					
20. ACCOUNTING CLASSIFICATION CODES <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>A</td> <td>W4</td> <td>29</td> <td>00</td> <td>00</td> <td></td> <td>400000</td> </tr> </tbody> </table>				FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT	X	A	W4	29	00	00		400000	21. W410D00033	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT														
X	A	W4	29	00	00		400000														

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice  
Office on Violence Against Women

**AWARD CONTINUATION  
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Grant**

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PROJECT NUMBER 2010-WE-AX-0014

AWARD DATE 09/17/2010

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office on Violence Against Women (OVW) Financial Grants Management Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audit of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of DOJ grant funds) are not satisfactory and promptly addressed as further described in the current edition of the OVW Financial Grants Management Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of OVW, in order to avoid violation of 18 USC § 1913. The recipient may, however, use federal funds to collaborate with and provide information to Federal, State, local, tribal and territorial public officials and agencies to develop and implement policies to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 42 USC 13925(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.



Department of Justice  
Office on Violence Against Women

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PROJECT NUMBER 2010-WE-AX-0014

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*SPECIAL CONDITIONS*

7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
8. The grantee agrees to comply with all relevant statutory and regulatory requirements which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968; 42 U.S.C 3711 et seq., the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, and OVW's implementing regulations at 28 CFR Part 90.
9. The Director of OVW, upon a finding that there has been substantial failure by the grantee to comply with applicable laws, regulations, and/or the terms and conditions of the grant or cooperative agreement, will terminate or suspend until the Director is satisfied that there is no longer such failure, all or part of the grant or cooperative agreement, in accordance with the provisions of 28 CFR Part 18, as applicable mutatis mutandis.
10. Under the Government Performance and Results Act (GPRA) and VAWA 2000, grantees are required to collect and maintain data that measure the effectiveness of their grant-funded activities. Accordingly, the grantee agrees to submit semi-annual electronic progress reports on program activities and program effectiveness measures. Information that grantees must collect under GPRA and VAWA 2000 includes, but is not limited to: 1) number of persons served; 2) number of persons seeking services who could not be served; 3) number and percentage of arrests relative to the number of police responses to domestic violence incidents; 4) number of protection orders issued; and 5) number of victim advocates supported by grant funding.
11. The grantee agrees to submit semiannual progress reports that describe project activities during the reporting period. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1-June 30 and July 1 - December 31 for the duration of the award. Future awards may be withheld if progress reports are delinquent. Grantees are required to submit this information online, through the Grants Management System (GMS), on the semi-annual progress report for the relevant OVW grant programs.
12. A final report, which provides a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award, is due 90 days after the end of the award. The Final Progress Report should be submitted to the Office on Violence Against Women through the Grants Management System with the Report Type indicated as "Final".
13. The recipient agrees that it will submit quarterly financial status reports to OVW on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at [www.whitehouse.gov/omb/grants/standard\\_forms/ff\\_report.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf)), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.

*CR*



Department of Justice  
Office on Violence Against Women

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PROJECT NUMBER 2010-WE-AX-0014

AWARD DATE 09/17/2010

*SPECIAL CONDITIONS*

14. Pursuant to 28 CFR §66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative works), for Federal Government purposes:

(a) any work that is subject to copyright and was developed under this award, subaward, contract or subcontract pursuant to this award; and

(b) any work that is subject to copyright for which ownership was purchased by a recipient, subrecipient or a contractor with support under this award.

In addition, the recipient (or subrecipient, contractor or subcontractor) must obtain advance written approval from the Office on Violence Against Women program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor or subcontractor as applicable) to ensure that this condition is included in any subaward, contract or subcontract under this award.

15. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. \_\_\_\_\_ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.
16. The grantee agrees that funds will not be used for prevention activities (e.g., outreach to elementary and secondary schools, implementation of educational programs regarding domestic and dating violence intervention, and public awareness campaigns). The grantee may use funds to provide outreach regarding the specific services offered under the grant.
17. The grantee agrees to use grant funds to strengthen legal advocacy service programs for victims of domestic violence, dating violence, sexual assault and stalking, including strengthening assistance to such victims in immigration matters. Grant funds may not be used to provide long-term or short-term legal representation.
18. The grantee agrees to submit for OVW review and approval any anticipated addition of, removal of, or change in collaborating partner agencies or individuals who are signatories of the Memorandum of Understanding, and if applicable, the Internal Memorandum of Agreement.
19. The grantee agrees to allocate project funds as designated by the Office on Violence Against Women for allowable costs to participate in OVW-sponsored technical assistance. Funds designated for OVW-sponsored technical assistance may not be used for any other purpose without prior approval of OVW and the issuance of a Grant Adjustment Notice (GAN) permitting such use. Technical assistance includes, but is not limited to, peer-to-peer consultations, focus groups, mentoring site visits, conferences and workshops conducted by OVW-designated technical assistance providers or OVW-designated consultants and contractors.
20. As a first time grant recipient under this grant program, the grantee agrees to send its project coordinator to an OVW technical assistance new grantee orientation seminar. Additionally, if there is a change in the project coordinator during the grant period, the grantee agrees to send the new project coordinator, regardless of prior experience with this or any other federal grant, to an OVW technical assistance new grantee orientation seminar.

*CB*



Department of Justice  
Office on Violence Against Women

**AWARD CONTINUATION  
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PROJECT NUMBER 2010-WE-AX-0014

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*SPECIAL CONDITIONS*

21. The grantee will provide the Office on Violence Against Women (OVW) with the agenda for any training seminars, workshops, or conferences not sponsored by OVW that project staff propose to attend using grant funds. The grantee must receive prior approval from OVW before using OVW grant funds to attend any training, workshops, or conferences not sponsored by OVW. To request approval, grantees must submit a Grant Adjustment Notice (GAN) request through the grants management system to OVW with a copy of the event's brochure, curriculum and/or agenda, a description of the hosts or trainers, and an estimated breakdown of costs. The GAN request should be submitted to OVW at least 20 days before registration for the event is due. Approval to attend non-OVW sponsored programs will be given on a case-by-case basis.
22. Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the Office on Violence Against Women prior to obligation or expenditure of such funds.
23. Pursuant to 42 USC 3796hh(d), the grantee understands that 5% of this award is being withheld and that it may not obligate, expend or drawdown that 5% unless, by the period ending on the date on which the next session of the State legislature ends, the State or unit of local government, --
  - (1) certifies that it has a law or regulation that requires -
    - (A) the State or unit of local government at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented;
    - (B) as soon as practicable notification to the victim, or parent and guardian of the victim, and defendant of the testing results; and
    - (C) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph (B).

The "next session of the State legislature" means the next session after the date on which the application for this award was submitted.

If the grantee submits a certification, a Grant Adjustment Notice (GAN) will be issued, and the funds will become available for drawdown. If, by the date on which the next session of the State legislature ends, the grantee is not in compliance with this provision, the withheld funds will be deobligated from the amount of funds awarded for this award period.

If the grantee is an Indian Tribe, it should contact OVW to determine whether it falls within the definition of -unit of local government- as defined by 42 USC § 3791. If it does not, a GAN will be issued and the condition will be removed.

24. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
25. The recipient's budget is pending approval; therefore the recipient may not drawdown funds until the Office on Violence Against Women, Grants Financial Management Division has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition. Any obligations or expenditures incurred by the recipient prior to the budget being approved are made at the recipient's own risk.

*CSC*





Department of Justice  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 17, 2010

The Honorable Christopher Coleman  
City of Saint Paul  
15 W. Kellogg Blvd.  
Saint Paul, MN 55102

Dear Mayor Coleman:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

#### **Ensuring Access to Federally Assisted Programs**

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

#### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

#### **Ensuring Equal Treatment for Faith-Based Organizations**

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/oct/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

## Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

### Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEO Plan), 28 C.F.R. § 42.301-308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

#### 1) Meeting the EEO Plan Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEO Plan reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEO Plan and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEO Plan, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEO Plan specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEO Plan, but it does not have to submit the EEO Plan to OCR for review. Instead, your organization has to maintain the EEO Plan on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEO Plan requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

#### 2) Submitting Findings of Discrimination

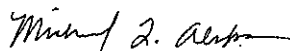
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

### Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEO Plan, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice

Office on Violence Against Women

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Marnie R. Shiels, Attorney Advisor

**Subject:** Categorical Exclusion for City of Saint Paul

The Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program (Arrest) implements certain provisions of the Violence Against Women Act, which was enacted in September 1994 as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, the Violence Against Women Act of 2000 and reauthorized in the Violence Against Women Act in 2005. The program enhances victim safety and offender accountability in cases of domestic violence, sexual assault, dating violence and stalking by encouraging jurisdictions to implement mandatory and pro-arrest policies as an effective domestic violence intervention that is part of a coordinated community response. An integral component of Arrest Program initiatives is the creation and enhancement of collaborative partnerships between criminal justice agencies, victim services providers, and community organizations which respond to domestic violence, sexual assault, dating violence and stalking. None of the following activities will be conducted under the OVW federal action: 1. New construction. 2. Any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year floodplain. 3. A renovation which will change the basic prior use of a facility or significantly change its size. 4. Research and technology whose anticipated and future application could be expected to have an effect on the environment. 5. Implementation of a program involving the use of chemicals. Consequently, the subject federal action meets the criteria for a categorical exclusion as contained in paragraph 4.(b) of Appendix D to Part 61 of the Code of Federal Regulations (adopted by OVW at 28 CFR § 0.122(b)).



Department of Justice  
Office on Violence Against Women

**GRANT MANAGER'S MEMORANDUM, PT. I:  
PROJECT SUMMARY**

**Grant**

PROJECT NUMBER

2010-WE-AX-0014

PAGE 1 OF 1

This project is supported under 42 U.S.C. 3796hh - 3796hh-4 (OVW - Arrest)

1. STAFF CONTACT (Name & telephone number)

Ada Clark-Edwards  
(202) 305-1658

2. PROJECT DIRECTOR (Name, address & telephone number)

Amy Brown  
Research And Grants Manager  
367 Grove Street  
Saint Paul, MN 55101-2295  
(651) 266-5507

3a. TITLE OF THE PROGRAM

OVW FY 10 Community-Defined Solutions to Violence Against Women Program

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

First Light, Accountability, Response & Enforcement United with Prosecution Program

5. NAME & ADDRESS OF GRANTEE

City of Saint Paul  
15 W. Kellogg Blvd.  
Saint Paul, MN 55102

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2010 TO: 09/30/2012

8. BUDGET PERIOD

FROM: 10/01/2010 TO: 09/30/2012

9. AMOUNT OF AWARD

\$ 400,000

10. DATE OF AWARD

09/17/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Community-Defined Solutions to Violence Against Women Program (herein referred to as the Community-Defined Solutions/Arrest Program) implements certain provisions of the Violence Against Women Act, which was enacted in September 1994 as Title IV of the Violent Crime Control and Law Enforcement Act of 1994, reauthorized in the Violence Against Women Act of 2000 and the Violence Against Women and Department of Justice Reauthorization Act of 2005. The program enhances victim safety and offender accountability in cases of domestic violence, dating violence, sexual assault and stalking by encouraging jurisdictions to implement pro-arrest policies as an effective intervention that is part of a coordinated community response. An integral component of the Arrest Program is the creation and enhancement of collaborative partnerships between criminal justice agencies, victim services providers, and community organizations which respond to domestic violence, sexual assault, dating violence and stalking.

The City of Saint Paul, Minnesota is part of Ramsey County, which is the second most populated county in the state and has an urban population of 511,000.

Ramsey County also has the second highest crime rate in the state and one of the highest percentages of children living in poverty. The City of Saint Paul has a population of 287,151 with 13% of this population being from communities of color and 16% of the population speaking a language other than English in the home. Additionally, Saint Paul has one of the largest Hmong and Somali populations in the United States.

The City of Saint Paul, in collaboration with its non-profit, non-governmental victim service partner Saint Paul Domestic Abuse Intervention Project and members of the First Light Accountability & Enforcement United with Prosecution (FLARE-UP) Program's "Coordinated Community Response Team - CCRT", will implement this project to increase the safety of victims of domestic violence, particularly those with increased barriers to accessing help, improve the investigation of domestic violence cases, and increase offender accountability. Through this continuation award, the project will: 1) target chronic offenders by utilizing established protocols in conjunction with lethality screening criteria; 2) enhance procedures addressing the law enforcement response to "gone on arrival" (GOA) incidents; 3) provide one part-time county attorney, one full-time city attorney, one full-time police investigator and one full-time advocate to work collaboratively in addressing incidents of domestic violence; 4) evaluate program and community response and effectiveness through various means of assessment; and 5) implement the "St. Paul Blueprint", a collective policy establishing best practices for partnering agencies from the 911 call to final case disposition, in order to guide the criminal justice system's response to domestic violence and address gaps in the current program.

CANCF

# MEMORANDUM OF UNDERSTANDING

Between

The City of St. Paul, the St. Paul Police Department and Participating Agencies in the

“FLARE-UP”

(First Light, Accountability, Response & Enforcement United with Prosecution Program)

February 10, 2010

## I. History of Collaborating Relationships and Current Collaborations

St. Paul is located in Ramsey County and is the Capitol city of Minnesota.

With an estimated population of 287,151, St. Paul contains one of the largest Hmong and Somali populations in the U.S., as well as a rich diversity of Latin, Native, Asian, African and European Americans. Fifty-two percent of the city’s inhabitants are female and sixteen percent of the population speaks a language other than English in the home. Over the past fifteen years the population living at or below poverty level has increased by fifty-three percent.

The city has a long history of working collaboratively among all criminal justice agencies and with victim advocacy programs, and was home to one of this country’s first battered women’s shelters (Women’s Advocates), which housed its first woman in 1972. Soon after the shelter opened, the need outgrew the available space. It became obvious to organizers that they would have to find the means to enable

battered women and their children to stay in their homes, and require that the abuser be the one to leave and be held accountable for their violent behavior. This realization and practical need brought advocates into the police station, courtrooms, probation offices, sheriff's departments and judicial chambers; seeking avenues and protection for women to safely return home with their children.

The early years of systems and advocacy programs connecting could hardly be described as collaborative. Every intervening agency was resistant to change and each concession made was born out of struggle.

Those days are now far behind us; the partners referred to throughout this MOU and the grant request have worked together for more than a quarter century to address the serious crime of domestic abuse. From those early days of tense negotiations and at times even confrontation, we have emerged as a unified group of public and private organizations committed to reducing and one day eliminating a) the abuse of women in their intimate relationships; b) the considerable toll domestic abuse has taken on the thousands of children who must live with it everyday, and c) the drain domestic violence has on our community's resources, well-being and spirit.

#### **Current Collaborative Efforts:**

In the past two years two major collaborative initiatives have come into being:

## **The Partnership for Domestic Abuse Services (PDAS).**

This coalition came together with the intent of pooling our individual agencies resources and expertise in better serving victims of domestic violence. To guide this process over two hundred and fifty victims were surveyed in four different languages, stating what services they needed and how they needed to have them delivered. As a result, in May of 2008 both government and community-based programs co-located portions of their staff, services and support within a five thousand square foot space in city hall (donated free of charge by the Mayor and the city of St. Paul). The bringing together of victim advocacy and criminal justice/government programs under one roof was inspired by the OVW Family Justice Center Program, and has been reshaped into a model that is community-based and with a centralized role of victim advocacy programs and their philosophical orientations. Providers at the Center include, but are not limited to, six battered women's and children's advocacy organizations, the City Attorneys Office, the Domestic Abuse Office, the County Attorney's office, the St. Paul Police, Healthcare providers, Legal Aid, the Sheriff's Department and in-house children's activities specialist. Partners connected to the center as hands on resources include, but are not limited to, Wilder, Probation, Work Force Solutions, Children's Safety Center, neighboring Law Enforcement Agencies, community Legal Services, Public Health, Sexual Offence Services, Outfront Minnesota-serving Gay, Lesbian, Bi-sexual and Transgender populations, Child Protective Services, Adult Protective Services, Breaking Free-working with women involved in prostitution, Child Care Services, Custody & Parenting Time Evaluators,



Counseling Services and Faith-Based Supports. In its first full year of operation, PDAS's victim service center served over 975 victims.

**The creation of the St. Paul (and Minnesota) Blueprint for Safety:** All of the agencies identified in this MOU have participated in the creation of a *Blueprint* (following a two year examination/audit of how we individually and collectively respond to cases of domestic violence with a focus on victim safety and offender accountability) to guide the criminal justice systems response to domestic violence cases from 911 to final case disposition. The Minnesota Legislature awarded a grant to the city of St. Paul in 2007 that set into motion a multi-disciplined effort (practitioners, advocates, victims, researchers, and national experts) to define in detail each agencies and each practitioner's roles, duties and responsibilities under our collective response at each point of case processing. The *Blueprint* encompasses policy changes, administrative procedural changes, documentation and information dissemination agreements, ongoing multi-agency training agreements, agreements on common philosophical approaches to cases, and agreements on monitoring and evaluating interventions on an ongoing basis. The *Blueprint* acts as a guide for (a) increasing the criminal justice system's accessibility, accountability, services and protections to all victims of domestic abuse (and their children), and (b) improving the response of intervening practitioners to ensure consistency with the level of violence of the crime/incident and dangerous actions of the assailant, which is wholly adaptable to other jurisdictions. In addition, the St. Paul Domestic Abuse Intervention Project, created a companion piece to the *Blueprint* regarding the

concurrent provision of grass-roots, community-based, legal and systems victim advocacy services.

The partners signing onto this agreement are agreeing to continue to support these two efforts.

The funds applied for in this grant will continue to successfully address the major gaps in ensuring victim safety and perpetrator accountability. The city of St. Paul, police department, city and county attorney's offices, county probation department and the primary domestic violence criminal justice advocacy program participated in ongoing meetings to determine the best use of OVW funds to support the City and County's long term plan for enhancing victim safety. This plan is fully supported by Sheriff Office and ISALAH (who have been strong partners in supporting these efforts), and coincides with the mission and intent of the PDAS victim service center.

\* \* \*

## **II. The partners' collective history in addressing domestic abuse:**

Below are a number of the milestones that the partners, who are represented in this MOU, have collectively achieved over the past thirty-plus years in improving the way St. Paul responds to domestic violence by partaking in:

- The states first multi-agency task force to eliminate domestic violence organized by the Minnesota Department of Corrections;

- Establishing the St. Paul Domestic Abuse Intervention Project in response to a community forum (of community based and government agencies, victims/survivors and members of the community) to address the unmet needs of victims and their children;
- Adopting a pro-arrest policy in domestic assault cases based on probable cause that a crime has been committed and a shall arrest policy for misdemeanors with visible signs of injury or impairments, a dangerous weapon is involved, an order for protection has been violated, an assault is alleged and supported by other evidence and a victim is in fear of immediate bodily harm.
- Establishing the Ramsey County Corrections Probation Department's Domestic Violence Unit.
- Establishing the City Attorney's Office's Domestic Abuse Unit;
- Establishing Second Judicial District Domestic Violence Coordinating Council;
- Establishing Joint County and City Domestic Abuse Prosecution Unit (JPU) to respond to domestic abuse cases in which children were present during the crime;
- Establishing the St. Paul Police Department's Sexual and Family Violence Unit;
- Establishing the Coordinated Community Response Team (CCRT) to develop a method to identify and red-flag repeat chronic offenders;

- Establishing the First Light Program to focus on domestic abuse victims with increased risk of further injury and/or imminent harm; and highly lethal perpetrators;
- Establishing the AIMHIGH program which focuses on law enforcement and battered women's advocates breaking down the barriers that prevent members of the Muslim community from understanding and utilizing police services, and seeking help for domestic abuse issues;
- Establishing a multi-agency training team to identify and appropriately respond to victims of elder abuse;
- Establishing a community-based Victim Service Center;
- Developing multi-lingual training manuals and materials on domestic abuse and community resources;
- Securing OVW funding for, and in turn conducting an audit of eight intervening agencies (911 through case charging) in processing criminal domestic abuse (and related) cases;
- Securing state funding based on the collaborative work of the safety audit, which lead to the creation and current implementation of the St. Paul *Blueprint*, a fully integrated detailed framework outlining the responsibilities of each practitioner within the criminal justice systems in responding to domestic assault related cases, centralizing attention on victim safety, perpetrator accountability and ensuring effective approaches in a diverse community.

**III. The following section briefly describes each participating partner's individual role in addressing domestic violence and identifies their specific obligations under this MOU.**

➤ **The City of St. Paul:**

**Responsibilities under this MOU:**

- Providing the governmental vehicle for the inter-agency response to domestic abuse by fully supporting the "FLARE-UP" (First Light, Accountability, Response & Enforcement United with Prosecution Program).
- Assigning its Police Department to act as the lead agency for the city in collaborating with other city, county and private agencies in full-filling the terms of the grant and in properly administrating the \$400,000 of grant monies.
- Acting as the a) conduit in administering, and b) primary partner in ensuring the implementation of the St. Paul *Blueprint*.
- Continuing to ensure the successful changes made through this project are systemic and sustainable for years to come.

➤ **The St. Paul Police Department**

**Responsibilities under this MOU:**

- Administering the OVW funds on behalf of the City of St. Paul and ensuring compliance with the stated goals of the grant monies and all reporting requirements.

- Continuing the provision of a FTE investigator position to the family violence unit to act as a key collaborator in the “FLARE-UP” (First Light, Accountability, Response & Enforcement United with Prosecution Program).
- Continue to provide FSVU patrol officer support to First Light home visits.
- Co-locate the investigator in the newly created victim service center in ensuring all FLARE-UP members are positioned at the same site.
- Actively supporting the achievement of the FLARE-UP Team’s goals and objectives.
- Instituting the successful outcomes of the OVW grant into the St. Paul *Blueprint*.
- Provide in-kind support, which includes, but is not limited to, a portion of a two year investigator’s salary and benefits, a two year patrol officers salary, administrating the grant, coordination and compilation of data essential to the grant, the completion of all required reports, providing an accurate and full account of all grant expenditures, supporting personnel, utilities, printing, consumable supplies, phone, internet access, postage, and project staff supervision.
- Utilize from the grant monies \$182,279 to support two years of the investigators salary.
- Utilize \$15,000 from the grant monies for partner participation in required OVW trainings.

➤ The St. Paul Domestic Abuse Intervention Project

**Responsibilities under this MOU:**

- Continue the provision of a FT battered women's legal advocate position to act as a key collaborator in the "FLARE-UP" (First Light, Accountability, Response & Enforcement United with Prosecution Program).
- Co-locate the legal advocate in the newly created victim service center in ensuring all FLARE-UP members are positioned at the same site.
- Actively support the achievement of the FLARE-UP Team's goals and objectives.
- Ensure compliance with the stated goals of the grant monies and assist in reporting requirements.
- Assist in instituting the successful outcomes of the OVW grant into the St. Paul *Blueprint* to organize every practitioner's intervention with domestic cases, with victim safety as a central goal.
- Receive and utilize \$88,905 from the grant monies to support the salary and benefits of the FT advocate position.
- Provide in-kind support, which includes, but is not limited to, portion of the legal advocate's salary and benefits, assist in the compilation of data essential to the grant, support for the completion of all required reports, provide an accurate and full account of all grant expenditures, supporting

personnel, utilities, printing, consumable supplies, phone, internet access, postage, and project staff supervision.

- Participate in the implementation of the St. Paul *Blueprint*.

➤ **St. Paul City Attorney's Office**

**Responsibilities under this MOU:**

- Continue the provision of a FTE city attorney position to act as a key collaborator in the "FLARE-UP" (First Light, Accountability, Response & Enforcement United with Prosecution program).
- Co-locate the city attorney in the newly created victim service center in ensuring all FLARE-UP members are positioned at the same site.
- Actively support the achievement of the Domestic FLARE-UP Team's goals and objectives.
- Ensure compliance with the stated goals of the grant monies and assist in reporting requirements.
- Assist in instituting the successful outcomes of the OVW grant into the St. Paul *Blueprint* to organize every practitioner's intervention with domestic cases, with victim safety as a central goal.
- Receive and utilize \$85,256 from the grant monies to support the salary and benefits of the 2-year .5 FT city attorney position.
- Provide in-kind support, which includes, but is not limited to, portion of the city attorney's salary and benefits, assist in the compilation of data essential to the grant, support for the completion of all required reports,



provide an accurate and full account of all grant expenditures, supporting personnel, utilities, printing, consumable supplies, phone, internet access, postage, and project staff supervision.

- Participate in the implementation of the multi-agency St. Paul *Blueprint*.

➤ **Ramsey County Attorneys office**

**Responsibilities under this MOU:**

- To act as a key collaborator in the “FLARE-UP” (First Light, Accountability, Response & Enforcement United with Prosecution Program).
- Receive and utilize \$28,560 from the grant monies to support the salary and benefits of the 2-year 2 FT county attorney position.
- Support the newly created victim service center in ensuring all FLARE-UP members are positioned at the same site.
- Actively support the achievement of the FLARE-UP goals and objectives.
- Participate in the continued development and implementation of the St. Paul *Blueprint*.

➤ **Ramsey County Community Corrections (probation)**

**Responsibilities under this MOU:**

- Continue to work with the First Light initiative.
- Actively support the achievement of the “FLARE-UP” (First Light, Accountability, Response & Enforcement United with Prosecution program) goals and objectives.

- Participate in the continued development and implementation of the St. Paul Blueprint.

➤ **Ramsey County Sheriffs Department**

**Responsibilities under this MOU:**

- Actively support the achievement of the “FLARE-UP” (First Light, Accountability, Response & Enforcement United with Prosecution Program<sup>s</sup>) goals and objectives.
- Participate in the continued development and implementation of the St. Paul *Blueprint*.

➤ **ISAIAH:** (a collection of congregations)

**Responsibilities under this MOU:**

- Continue to support the Participate in the continued development and implementation of the St. Paul *Blueprint*.

➤ **The Partnership for Domestic Abuse Services (PDAS):**

**Confirmation within this MOU:**

- Confirms that space within the newly created service center is allocated to the primary FLARE-UP partners referred to in this grant. Because PDAS is a collaboration of agencies it is not signing to anything else within this MOU, in realizing that many of its member partners have obligated services and responsibilities in signing.

\*\*\*\*

**An agreement to continue participating in the implementation of the St. Paul Blueprint**

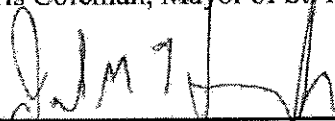
*The success of our community's collaborative work is reflected in the completion of the St. Paul Blueprint, a detailed "framework" for criminal justice systems in responding to the crime of domestic abuse. The St. Paul Blueprint (as well as the Minnesota Blueprint) engaged a team approach, involving each arm of the system, in outlining the responsibilities of each practitioner within the criminal justice systems in responding to domestic assault related cases. In result, the Blueprint encompasses policy change, administrative procedural changes, documentation and information dissemination agreements, ongoing multi-agency training agreements, agreements on common philosophical approaches to cases, and agreements on monitoring and evaluating interventions in ensuring both effectiveness and sustainability.*


- **In signing this Memorandum of Understanding each partner also agrees to continue to support and contribute resources to this collaborative effort in:**
  - Each agency agrees to fully consider all recommendations of the *Blueprint*. Directors/Department Heads agree to enact those changes that they feel meet the mission of its agency, the needs of victims and the capabilities of the agency to implement.
  - Each agency will continue to articulate its case processing needs in the implementation of the *Blueprint*, and attempt whenever possible and practical to incorporate the needs of other intervening agencies into its routine work practices.

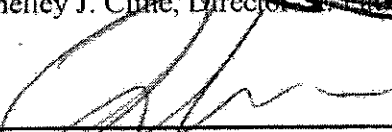
- Each agency agrees to send representatives, when possible, to collaborative meetings regarding the implementation of the *Blueprint*.
- Each agency agrees to provide input and analysis toward the successful implementation of the *Blueprint* as appropriate.


**SIGNATURE AND DATE**

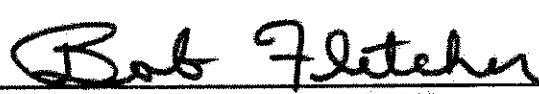
 2/11/2010  
 Chris Coleman, Mayor of St. Paul Date

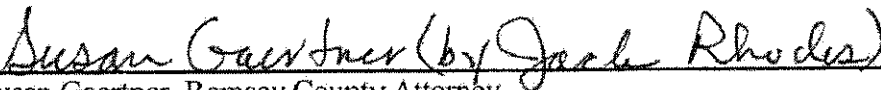
 2/16/2010  
 John M. Harrington, Chief of St. Paul Police Date


~~~~ 2/16/2010  
 Shelley J. Cline, Director - ~~St. Paul~~ Domestic Abuse Intervention Project Date

 2/11/10  
 John L. Choi, St. Paul City Attorney Date

 2/11/10  
 Carol Pender-Roberts, Director-Dept. of Corrections Date

 2/12/10  
 Bob Fletcher, Ramsey County Sheriff Date

 2/13/10  
 Susan Gaertner, Ramsey County Attorney Date

 2/13/10  
 Grant Stevensen, ISAIAH Date



CITY OF SAINT PAUL  
OFFICE OF THE MAYOR

CHRISTOPHER B. COLEMAN  
Mayor

January 10, 2010

Director, Office on Violence Against Women  
800 K Street  
Suite 920  
Washington, DC 20530

Dear Director:

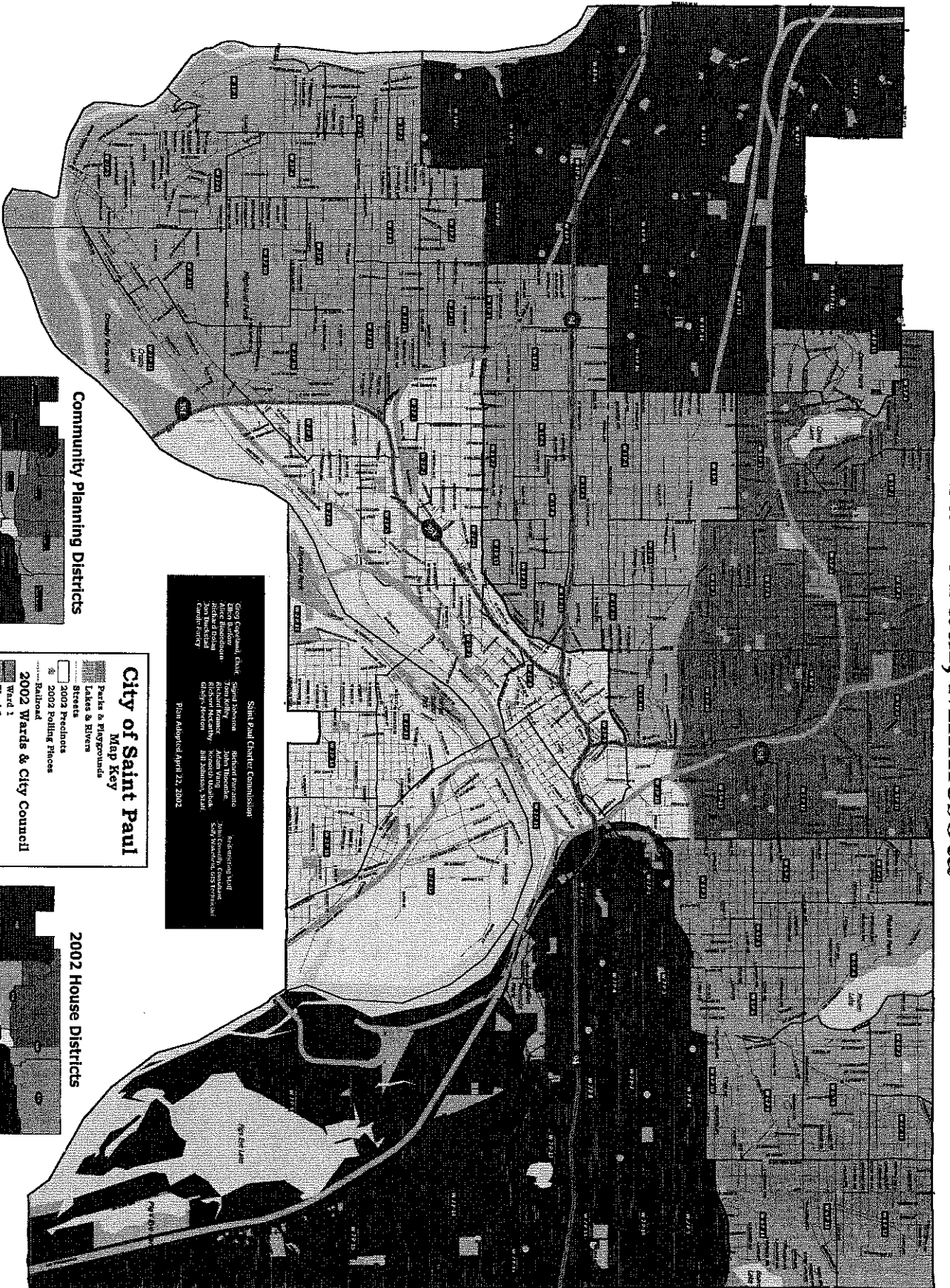
The City of Saint Paul certifies that any funds awarded through the Grants to Encourage Arrest Policies and Enforcement of Protection Orders Program will be used to supplement existing funds for program activities and will not replace (supplant) nonfederal funds that have been appropriated for the purpose of providing services to victims of domestic violence, dating violence and child victimization.

The City of Saint Paul understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and /or criminal penalties.

Sincerely,

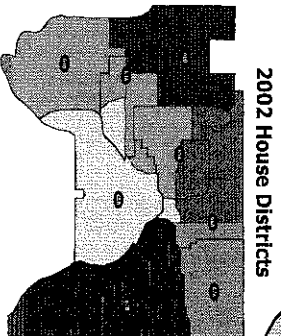
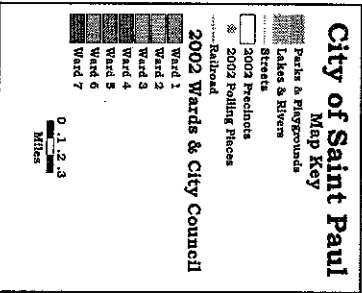
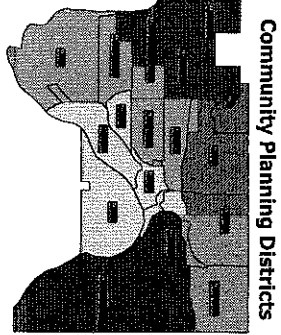
Christopher B. Coleman  
Mayor

# Saint Paul, Minnesota



**Saint Paul Charter Commission**  
 Greg Capeland, Chair  
 Alvin Buehler  
 Richard Dohal  
 Tom Husted  
 Chris Kelly  
 David Johnson  
 Richard Johnson  
 Richard Koenig  
 Richard Koenig  
 Bill Johnson, Mayor  
 Richard Koenig  
 Bill Johnson, Mayor  
 Richard Koenig  
 Bill Johnson, Mayor

Plan Adopted April 22, 2002



Prepared by the City of Saint Paul, Minnesota, in cooperation with the Minnesota State Auditor. The map is a representation of the City of Saint Paul, Minnesota, as of the date of preparation. The City of Saint Paul, Minnesota, is not responsible for any errors or omissions. The City of Saint Paul, Minnesota, is not responsible for any errors or omissions. The City of Saint Paul, Minnesota, is not responsible for any errors or omissions.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Battered Women's Advocate	1 employee = 2 years x \$35,360 per year	\$70,720.00
Saint Paul Police Investigator	1 employee = (\$73,298, year 1 + \$77,036, year 2)	\$150,334.00
Ramsey County Attorney	.2 employee = (2 years x \$12,309)	\$24,618.00
Saint Paul City Attorney	.56 employee = (2 years x \$34,379)	\$68,759.00
<b>SUB-TOTAL</b>		<b>\$314,431.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Battered Women's Advocate	FICA (7.6%, \$5,375) + Other Benefits (24%, \$12,810) = \$18,185 Total	\$18,185.00
Saint Paul Police Investigator	FICA (7.6%, \$11,425) + Other Benefits (13.65%, \$20,520) = \$31,945 Total	\$31,945.00
Ramsey County Attorney	FICA (7.6%, \$1,871) + Other Benefits (8.4%, \$2,071) = \$3,942 Total	\$3,942.00
Saint Paul City Attorney	FICA (7.6%, \$5,225) + Other Benefits (16.392%, \$11,272) = \$16,497 Total	\$16,497.00
<b>SUB-TOTAL</b>		<b>\$70,569.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$385,000.00</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Required Training and Technical Assistance Session	Regional Training Location	Transportation	4 people x 1 transportation expense x \$2,200	\$8,400.00
Required Training and Technical Assistance Session	Regional Training Location	Lodging	4 people x 4 days x \$300	\$4,800.00
Required Training and Technical Assistance Session	Regional Training Location	Meals	4 people x 4 days x \$112.50	\$1,800.00
<b>TOTAL</b>				<u>\$15,000.00</u>

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
<b>TOTAL</b>		<u>\$0.00</u>



**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
			<i>Subtotal</i> <u>\$0.00</u>

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
			<i>Subtotal</i> <u>\$0.00</u>

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
<i>Subtotal</i> <u>\$0.00</u>	
<b>TOTAL</b> <u>\$0.00</u>	

**H. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**Budget Summary**- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$314,431.00</u>
<b>B. Fringe Benefits</b>	<u>\$70,569.00</u>
<b>C. Travel</b>	<u>\$15,000.00</u>
<b>D. Equipment</b>	<u>\$0.00</u>
<b>E. Supplies</b>	<u>\$0.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$0.00</u>
<b>H. Other</b>	<u>\$0.00</u>
<b>Total Direct Costs</b>	<u>\$400,000.00</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$400,000.00</u>

<b>Federal Request</b>	<u>\$400,000.00</u>
<b>Non-Federal Amount</b>	<u>\$0.00</u>

## **IX. BUDGET NARRATIVE**

### **A. PERSONNEL**

1.0 FTE Battered Women's Advocate to assist the FLARE-UP Project in assisting victims at increased risk of further injury/harm. The total cost is \$70,720 = (\$35,360 x 2 years).

1.0 FTE Saint Paul Police Investigator to assist the FLARE-UP Project in investigating and ensuring the arrest of highly lethal/repeat domestic perpetrators. The total cost is \$150,334 = (\$73,298 for year one + \$77,036 for year two)

0.2 FTE Ramsey County Attorney position to assist the FLARE-UP Project in screening and charging highly lethal/repeat offenders' cases to ensure accountability for, and restrictions to prevent continued violence behaviors. The total cost is \$24,618 = (\$12,309 x 2 years)

0.56 FTE Saint Paul City Attorney to assist the FLARE-UP Project in charging and prosecuting domestic assault cases (this Office will contribute a 0.44 FTE attorney position as an in-kind contribution to the project). The total cost is \$68,759 = (\$34,379 x 2 years)

In total **\$314,431** = \$70,720 + \$150,334 + \$24,618 + \$68,759.

### **B. FRINGE BENEFITS**

Battered Woman's Advocate fringe benefits include FICA (7.6% of two-year salary), and health/disability/workers compensation/unemployment insurance which combined have a total of 24% of the two-year salary. In total (FICA \$5,375) + (other benefits \$12,810) = \$18,185 = 25.714% of total salary.

Saint Paul Police Investigator fringe benefits include FICA (7.6% of two-year salary) and total police investigator benefits totaling 13.65% of the two year salary, which includes employment insurance/retiree insurance/severance pay/health/workers compensation. In total (FICA \$11,425) + (other benefits \$20,520) = \$31,945 = 21.249% of total salary.

Ramsey County Attorney fringe benefits include FICA (7.6% of two-year salary) and health/disability/workers compensation/unemployment insurance which combined has a total of 8.4% of the two-year salary. In total (FICA \$1,871) + (other benefits \$2,071) = \$3,942 = 16.013% of total salary.

Saint Paul City Attorney fringe benefits include FICA (7.6% of two-year salary) and health/disability/workers compensation/unemployment insurance which combined has a total of 16.392% of the two-year salary. In total (FICA \$5,225) + (other benefits \$11,272) = \$16,497 = 23.992% of total salary.

In total: **\$70,569** = \$18,185 + \$31,945 + \$3,942 + \$16,497.

### **C. TRAVEL**

Travel expenses for four people to attend a required training and technical assistance session will total \$15,000. The four attendees will have a total roundtrip transportation cost of \$8,400 (4 people x \$2,200). The four attendees will have hotel rooms that will have a total cost of \$4,800 (4 people x 4 days x \$300). The four attendees will also have meal costs that will total \$1,800 (4 people x 4 days x \$112.50).

In total **\$15,000** = \$8,400 + \$4,800 + \$1,800.

**D. EQUIPMENT**

No costs.

**E. SUPPLIES**

No costs.

**F. CONSTRUCTION**

No costs.

**G. CONSULTANTS/CONTRACTS**

No costs.

**H. OTHER COSTS**

No costs.

## **IX. BUDGET SUMMARY**

### **A. PERSONNEL**

Total costs = \$314,431

### **B. FRINGE BENEFITS**

Total costs = \$70,569

### **C. TRAVEL**

Total costs = \$15,000

### **D. EQUIPMENT**

Total costs = \$0

### **E. SUPPLIES**

Total costs = \$0

### **F. CONSTRUCTION**

Total costs = \$0

### **G. CONSULTANTS/CONTRACTS**

Total costs = \$0

### **H. OTHER**

Total costs = \$0

### **I. INDIRECT COSTS**

Total costs = \$0

## VIII. PROJECT NARRATIVE - PURPOSE OF APPLICATION

**Program Description, Problem & Funding Benefit:** The First Light, Accountability, Response & Enforcement United with Prosecution (FLARE-UP) Program will continue its critical focus on a) perpetrators who are chronic offenders, highly lethal and/or Gone On Arrivals (GOAs) being held accountable and prevented from continued acts of violence, and b) ensuring victims' of domestic violence (particularly at increased risk of further injury or imminent harm) receive the protections and safety they deserve. Funding will enable the FLARE-UP Program to continue its successful work in improving victim safety, the investigation of domestic violence cases and ultimately, the perpetrators' accountability for their violent behavior throughout the city of St. Paul. Annually, St. Paul receives over 12,000 domestic violence and domestic abuse related 911-calls. The program will continue to ensure that each day the FLARE-UP team, representing advocacy, police and prosecution, screens all domestic reports (where the perpetrator is either in custody or a Gone On Arrival) to assess for high lethality and/or Repeat/Chronic Offenders. FLARE-UP's practices, procedures and protocols will enable the successful identification of, placement of legal sanctions upon, and increased protection of the victims of over 1,200 highly lethal, repeat/chronic offenders. The program will also focus on reaching domestic abuse victims with increased barriers to accessing help.

The FLARE-UP Program's "Coordinated Community Response Team -CCRT", comprised of the St. Paul Police, St. Paul Intervention Project (SPIP), Ramsey County Probation, St. Paul City and Ramsey County Attorney's Offices, will continue to review new and ongoing cases that have been red-flagged by the criteria (offenders with three or more domestic incidences in the last eighteen months) for an on-going tracking of Chronic/Highly Lethal Offenders. Focus will be on: How many times they offend; Severity of the offenses; Offenders' cooperation with their



probation officers; Past criminal histories, and lastly, History and type of contacts the offender has had with members of CCRT. The Highly Lethal/Chronic Offenders List will be disseminated to the different arms of the justice system, as well as to SPIP advocates.

The program will review over 2,000 domestic police reports, using the lethality criteria established by the team and Chronic Offenders list to red-flag specific offences. Team members will conduct over 1,200 home visits/personal contacts with victims of the perpetrators who fit the dual screening criteria in a) ensuring victims' and their families safety, b) acting as a conduit for victims to understand and if desired, participate in the criminal process, c) providing victims and their families with the critical support and resources they need and d) gathering additional information that could assist in holding the perpetrators responsible for their violent actions. Whether the perpetrator is in-custody or a Gone On Arrival, the battered women's advocate and police officer visit the victim to learn how she was doing, offer assistance in getting medical attention or emergency shelter, provide information and referrals, introduce SPIP's array of culturally and linguistically diverse programs and services, explain the investigation and charging process, gather additional evidence and witness statements, develop a protection plan for her and her children, and ensure she has SPIP's 24-hour crisis line

The FLARE-UP Program will work closely with the City and County Attorney's Offices, as well as Project Remand (conducts bail evaluations and monitors offenders' conditional releases) and Probation in responding to the identification of victims or offenders during periods of high risk, to ensure successful victim safety planning and arrest of perpetrators. The FLARE-UP Program's police and probation officers will continue to track chronic offenders who have violated their probation with the goals of 1) locating offenders in violation of Court Orders, and

2) face to face meetings with the victims to build trust in and utilization of the criminal justice system for protection.

Throughout the city of St. Paul, approximately 70% of all domestic abuse cases involve GOAs. The challenge with GOAs is that in the state of Minnesota a police officer only has 24-hours from arriving on the scene of an assault to arrest a perpetrator without a warrant. Chronic offenders know the system and regularly evade arrest by hiding and/or staying away from the victim for those 24-hours. Prior to the FLARE-UP Program, GOAs would often take ten months before the first court appearance; taking 4 ½ months to go from the police to the prosecutors' office (prosecutors would first screen cases for charging of in-custody offenders with the most recent GOAs going to the bottom of the stack). GOA cases would often take five to six weeks for the charging decision, with another five months before the suspect's first appearance in court. In addition, within the City Attorney's Office, screening was rotated between morning and afternoon shifts and different people on any given day. During this long interim the perpetrator had no restrictions placed on their behavior; often leaving the victim not trusting the justice system and at a high risk of repeat injury. FLARE-UP will continue its team approach in the handling and reviewing of an estimated 2,500 Gone On Arrival cases during the grant period; greatly decreasing the time it takes for a case to be charged from months into days, while increasing the overall rate of case charging and conviction. The program will continue ensuring high level and quality of domestic reports, as well as a proactive arrest of an estimated 1200 offenders annually.

FLARE-UP team members will continue to work together in developing and enhancing protocols and policies to systemically address emerging issues. Through this grant request the Program will be continuing the following core positions: 1 FTE battered women's advocate;

1FTE Police Investigator and .56 FTE City and .2 FTE County attorneys. The city is contributing the additional .5FTE attorney position and 1 FTE police officer. Program Team Members will be frequently co-located at the newly created Victim Service Center.

**Direct Benefit of Project:** The FLARE-UP Program will continue to produce increased victim safety; more arrests and prosecution of GOAs; an increase in appropriate case disposition in relation to criminal history and level of assault; stronger cases for prosecution based on increased investigation, and more cases being charged. The program successfully addresses these and other gaps by 1) developing and implementing procedures for law enforcement for responding to GOAs, 2) having one prosecutor in the City Attorney's Office assigned to screen cases for charging and issuing warrants on GOAs, 3) having both City and County prosecutors reviewing cases to ensure charging at all levels, 4) having a police investigator screen all GOAs against the Chronic Offender database, as well as for high lethality, and provide the needed follow-up for a prosecutor to issue a complaint for an arrest warrant, 5) having a battered women's program advocate and police officer review all domestic cases and conduct home visits for highly lethality and repeat offender crimes, and victims' at high risk of further injury and/or having increased barriers to accessing help (language, mental or physical capacity, etc.), and 6) providing 24-hour, multi-lingual/multi-cultural battered women's advocacy services for victims' (particularly those at increased risk) immediate safety, crisis, support and transitional needs. The collaborative nature of the First Light program will continue to strengthen the response to victims' safety and apprehension of perpetrators. Its case-by-case, multi-disciplined response will bring critical protection, support and services to victims, while sending a clear message to violent offenders that their behavior will not be tolerated by the justice system or the community as a whole.

**Addressing Further Gaps:** Problems identified in the FLARE Program’s 2007 Safety Audit (OVW funded) included: Incomplete police reports; Photographs documenting evidence not taken; No documentation of individuals who witnessed a crime; Officers not able to promptly amend incomplete reports; No clear method of follow-up on perpetrators who flee the scene (GOAs); No system for feedback to patrol officers from the investigators, prosecutors, etc.; Physical distances between central arms of the system impacting case processing during serious time limitations; The Domestic Abuse Protocol not being up-to-date; Complexities in law enforcement’s ability to adequately respond to diverse cultural/language needs of victims; Obstacles in accessing information critical to holding perpetrators accountable and increasing victim safety; Problems with conditionally released offenders placing victims’ safety of at risk; Warrants office lacking sufficient information to serve warrants; Delay time in activating warrants making them harder to serve or obsolete; Victims not contacted/notified when warrant arrests are made; No standardized method for first responders identifying/prioritizing level of risk/danger in domestic violence cases; Lack of communication between the prosecutors’ offices and other arms of the system; Lack of coordination/effectiveness in holding highly lethal offenders accountable; Domestic misdemeanor/gross misdemeanor Gone On Arrivals (GOAs) taking too long to charge, and Language barriers for non-English speaking victims and cultural issues with immigrant battered women. In large part, in response to our audit findings, the city of Saint Paul in partnership with the St. Paul Domestic Abuse Intervention Project and ISAI AH, sought the support of the state legislature for the creation of a “Blueprint” to increase a) the criminal justice system’s accessibility, accountability, services and protections to all victims of domestic abuse and b) the response of intervening practitioners to insure consistency with the level of violence of the crime and dangerous actions of the assailant. In 2009, after extensive

work of ten different arms of the system, advocacy programs and victim input the “St. Paul Blueprint” was created; a unique document incorporating into one piece best practices extending from 911 to final case disposition and adaptable to other jurisdictions throughout the state of Minnesota. Each chapter of the Blueprint is tailored for each individual arm of the system, and each chapter is closely linked to the whole. The Blueprint acts as a collective policy, simultaneously focusing on a) what victims need to be safe, b) what practitioners need from one another to do their job and c) what is required from each worker and agency to hold the offender accountable. In order for the “St. Paul Blueprint” to wholly address victims of domestic abuse successfully accessing services and protections through the criminal justice system, it was imperative that a companion piece be created delineating the concurrent provision of grass-roots, community based legal and system advocacy services. St. Paul and members of the FLARE-UP Program will be implementing the Blueprint during this grant period to guide our justice system’s response to domestic violence and address the gaps identified in the audit.

**Target Population:** Domestic violence victims; who are primarily women. Domestic violence accounts for over 25 percent of all violent crime victims in Minnesota, (*The Criminal Justice Statistics Center at Minnesota Planning*). During the six months following an episode of domestic violence, 32% of battered women are victimized again (*Bureau of Justice Statistics*). It is estimated that one out of three women in the state is battered, and approximately 13,000 Orders for Protection are filed each year, (*MN State Court Administrator's Office*). In recent years, there has been a notable decrease in intimate partner homicides in St. Paul. The police department and SPIP believe that the OVW funded FLARE-UP Program, which annually identifies and monitors over 600 highly lethal offenders, has greatly added to this reduction.

**Current Services:** St. Paul has a continuum of services specifically for victims of domestic abuse: Three battered women's shelters, SPIP's multi-cultural/multi-lingual legal, medical and community advocacy programs, SPIP's partnership with the Immigrant Law Center for legal support of immigrant battered women and their children; city and county justice systems whose specific units/departments focus on domestic abuse, FLARE-UP and Chronic Offenders Response Team, and a community-based victim service center located in the court house.

**Project's Community Service Area:** Ramsey County, which includes the City of St. Paul, is the second most populous county in the state with an urban population of 511,000, 52% of which is female. It has the second highest crime rate in the state and one of the highest percentages of children living in poverty. The county also has the highest population density rate in the state. The City of St. Paul has a population of 287,151. Thirty-three percent of St. Paul's population is from communities of color, and almost 16% of the population speaks a language other than English in the home. There are over 120 languages spoken in the metro area, (*Minneapolis and Saint Paul Independent School Districts, 2007*). St. Paul has one of the largest Hmong and Somali populations in the U.S. Communities of color in are also represented by 12.4% Asian, 11.71% African and 8% Latin Americans and 1.13% American Indian.

**State's STOP Violence Against Women Implementation Plan:** The Minnesota Office of Justice Programs' STOP Violence Against Women implementation plan focuses on three program areas: 3, 5, and 7. FLARE-UP addresses the state's program area 3: Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.

**GOALS & OBJECTIVES:** addressing the following statutory purposes/program priority areas:

1. Implement pro-arrest program and policies in Police Depts. including order violations.
2. Develop policies, educ. programs, protection order registries and training in Police Depts. to improve tracking of sexual assault, domestic violence, dating violence, and stalking (sa/dv/dv/stlk) cases. Activities shall incorporate confidentiality/privacy protections for victims.
3. Centralize and coordinate police enforcement/prosecution/judicial responsibility for sa/dv/dv/stlk cases in teams/units of police, prosecutors, parole/probation officers & judges.
4. Coordinate computer tracking systems to ensure communication between police-prosecutors-parole-probation officers, and both criminal and family courts.
5. Strengthen legal advocacy programs for sa/dv/dv&stlk victims, including immigrant victims.
6. Educate judges in criminal and civil courts (including juvenile) about sa/dv/dv&stlk and improve judicial handling of cases.
7. Develop and strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sexual assault and domestic violence against older individuals and individuals with disabilities.
8. Develop State, Tribal, Territorial, or local policies, procedures, and protocols for preventing dual arrests and prosecutions in cases of sa/dv/dv&stlk, and develop effective methods for identifying the pattern and history of abuse that indicates which party is the actual perpetrator.
9. Plan, develop and establish comprehensive victim service and support centers, in order to improve safety, access to services, and confidentiality for victims and families.

10. Develop and implement policies and training for police-prosecutors-probation-parole officers-judiciary in recognizing, investigating, and prosecuting instances of sexual assault, with an emphasis on recognizing the threat to the community for repeat offenses.

11. Demonstrate a commitment to strong enforcement of laws, and prosecution of cases involving sa/dv/dv&stlk including the enforcement of protection orders from other States and jurisdictions (including Tribal jurisdictions).

12. Establish and/or demonstrate cooperative agreements with neighboring jurisdictions to facilitate enforcement of protection orders from other States/jurisdictions/Tribal jurisdictions.

13. OVW also has an interest in initiatives that address sexual assault, domestic violence, dating violence, and/or stalking among diverse and traditionally underserved populations.

14. Develop and implement risk/danger assessments for victims who are at high risk of lethality.

15. Develop a specialized unit to provide intense supervision and monitoring of domestic violence and sexual assault offenders.

16. Develop new and/or enhanced existing protection orders, policies and/or protocols that support victims of dating violence.

17. Provide basic and advanced training and services that address the intersection of domestic violence and prisoner re-entry, providing advocacy services to battered women convicted of crimes, victims of prison rape, and women whose batterers are returning from prison.

**GOAL 1:** To increase victim safety by a) holding offenders accountable for their violence through improved systems collaboration, protocols, investigation, charging, prosecution and final case disposition, and b) monitoring victim safety throughout case handling from first response through case disposition. This project will handle 1,200 cases during the grant period.



**Objective 1.1a:** To identify offenders in custody at high risk of lethality, for aggressive case investigation and processing to strengthen domestic cases through increased evidentiary value.

**Activities:**

1. Convene the FLARE-UP Program team.
2. FLARE-UP will continue to implement protocols to be used in conjunction with the lethality screening criteria currently being used with chronic offenders. These protocols focus on getting GOAs arrested and in-custody; enhancing charges whenever possible; increasing evidentiary value of cases; managing perpetrator behavior throughout case processing; closely monitoring and increasing victim safety, and holding perpetrators accountable for their violence per appropriate final case disposition. Elements that are reviewed in making the screening decisions include: criminal history, police reports, original report, victim input, and history of other victims.
3. All new hires in the City and County Attorney's Offices, the SPPD Family and Sexual Violence Unit and SPIP's advocates will be trained on the criteria and protocols.
4. FLARE-UP will continue to disseminate multi-lingual victim information cards.
5. Twice a year present at police roll calls to keep the officers abreast of project's progress, the impact of their participation, and what things would assist more.
6. Investigator will check both in-custody and GOA perpetrators against the Chronic Offender database, and make a notation in each file where the perpetrator is found in the database.
7. Prosecutors will examine all domestic abuse perpetrators in-custody cases for charging. Those cases determined as meeting the threshold level for lethality will be assigned to the FLARE-UP project for further investigation and potential for enhancement of charges.

8. FLARE-UP members will continue to implement victim safety/perpetrator accountability measures to be monitored during case processing.

**Objective 1.1b:** To identify GOA offenders at high risk of lethality for more aggressive investigation and case processing to strengthen evidentiary value.

**Activities:**

1. Investigator will review GOAs to issue a “pick-up and hold” on those perpetrators still within the twenty-four hour window for an (non-warrant) arrest.
2. Investigator, Prosecutor and Battered Women’s Advocate will screen GOAs per the screening criteria to identify offenders at high risk of lethality.
3. Investigator will check both in-custody and GOA perpetrators against the Chronic Offender database, and make a notation in each file where the perpetrator is found in the database.
4. Investigator will identify needed follow-up, such as taking witness statements, photographing emerging injuries, and establish if suspect is currently on probation or has an active No Contact Order or Order For Protection with the victim, etc.
5. Investigator and prosecutors will identify evidence needed to strengthen case.
6. FLARE-UP prosecutor will issue warrants for perpetrators’ arrest.
7. Battered Women’s Advocate will work with the victims on both crisis- and long-term protection planning for themselves and their children/family, and other emergency services they request (i.e. obtaining an Order For Protection, securing shelter, food, clothing or medical attention, etc.) In addition, advocate will work with victims in securing their long-term, transitional needs so they can continue to live free from violence.
8. FLARE-UP members will identify victim safety/perpetrator accountability measures to be monitored during case processing.

**Objective 2:** To improve communication, effectiveness and timeliness of systems responses to perpetrators at risk of high lethality.

**Activities:**

1. Continue to co-locate FLARE-UP team members at the Domestic Abuse Service Center with ability to walk-through complaints generated by prosecutors for judge's signature and then immediately to law enforcement for an arrest.
2. Continue screening process and implementation of protocols for GOAs and coordination amongst FLARE-UP team members resulting in more and faster arrests.
3. SPIP providing advocacy services that reflect the diverse sexual orientation, multi-lingual/-cultural (Spanish, Hmong, Somali) backgrounds, older and younger populations, and different spiritual practices of the communities we serve (both at SPIP's office and the Domestic Abuse Service Center to be available to FLARE-UP and walk-in victims).
4. As part of screening protocol, battered women's advocate will contact victims to further assess perpetrator's potential lethality risk.
5. Battered women's advocate will contact victims to inform them when a warrant arrest has been made on a GOA.

**GOAL 2:** To evaluate the effectiveness of the Program in a) increasing victim safety, b) holding perpetrators accountable and c) improving the systems response to highly lethal perpetrators.

**Objective 2.1:** Assess victim safety from first response through (and following) case disposition.

**Activities:**

1. Family & Sexual Violence Unit police officer and battered women's advocate will meet face to face with victims (if perpetrators are in-custody or not). Advocate will offer assistance in immigration matters as applicable.

2. Family & Sexual Violence Unit police officer, battered women's advocate, investigator, probation officer and prosecutors will meet monthly to review chronic offender cases and corresponding victim safety.
3. Battered women's advocate will maintain contact with the victim from first contact (usually immediately following the assault), through and following case disposition.
4. Battered women's advocate will interview the victim after case disposition per evaluation form to ascertain her level of safety during the process (i.e. did victim continue to receive threatening phone calls or was assaulted again before an arrest warrant was issued, etc.)
5. Battered women's advocate will also ask the victim during the post case disposition interview what worked and what did not work in keeping her safe, and what suggestions she has for improving the systems response to her specific case.
6. FLARE-UP members will meet to review and examine data, and generate findings and recommendations at the 3-month, year-one and year-two reviews.

**Objective 2.2:** To evaluate the FLARE-UP Program's ability to increase perpetrators' accountability for their violent behaviors.

**Activities:**

1. FLARE-UP members will meet on a monthly basis specifically to review perpetrator accountability data per (including but not limited to): when incidents occurred in relation to case processing, screening criteria score in anticipating additional/escalating incidents, etc.
2. FLARE-UP members will meet monthly to specifically review final case disposition in relation to perpetrator's criminal history; history of domestic abuse and severity of domestic abuse incidents, and the appropriateness of the final case disposition

**Objective 2.3:** To evaluate the improvement in system's response to highly lethal perpetrators of domestic violence.

**Activities:**

1. All appropriate systems personnel will be trained on the screening protocol and criteria (law enforcement, battered women's advocates and prosecutors).
2. FLARE-UP prosecutors will document the number of warrants issued on GOAs, bail levels for perpetrators, number of misdemeanors/gross misdemeanors/felonies charged in FLARE-UP cases, number of enhanced charges directly attributed to increased Investigator follow-up and number of OFPs/HROs issued in all domestic abuse cases during the grant period.
3. FLARE-UP investigator will document the number of FLARE-UP GOA arrests, number of FLARE-UP cases handled with additional follow-up photos and witness statements, number where Warrants Division found additional outstanding warrants on FLARE-UP perpetrators, and the number and percentage of arrests relative to the number of police responses to domestic violence incidents.

**TIMELINE – 24 MONTHS** -Throughout the implementation phase of this project the following ongoing services will be provided: battered women's general, legal and transitional advocacy services; screening per criteria – charging – calendaring of highly lethal GOA's; investigation of highly lethal GOAs; compiling case data to evaluate project from first response through case disposition; implementing the "St. Paul *Blueprint*", and implementing recommendations from evaluation reports. The FLARE-UP Program will meet all reporting requirements associated with this grant. All other activities are listed below:

### **MONTHS 1-3:**

- Current F.L.A.R.E. battered women's advocate, city and county attorneys, police investigator and patrol officer will continue as the primary partners in the program.
- Probation officers, St. Paul Intervention, the St. Paul Police Department Family Violence Unit and the City and County Attorney's staff will continue to support the goals and objectives of the program.
- Project partners will continue to assess project's lethality criteria and response protocols.
- Continue to screen GOA cases according to the lethality/chronic offender criteria and implement corresponding protocols.
- Assist in the continued implementation of the "St. Paul *Blueprint*"
- Compile data on all FLARE-UP cases with special attention on victim safety from first response through case disposition, inconsistencies in application of screening protocols and procedures, number of GOA warrants issued and number resulting in arrests, charging levels, enhancements of charges per Investigator follow-up, and post case disposition interviews with victims.

### **MONTHS 4-6:**

- Train partnering agencies' new staff on corresponding policies, screening protocols and procedures in relation to domestic abuse cases in general and specifically on the First Light, Accountability, Response & Enforcement United with Prosecution Program.
- Charge both misdemeanor and felony domestic abuse cases according to level and history of violence utilizing county and city attorney partners.
- Analyze all data compiled during first three months of implementation, and generate findings and recommendations.

- Share analysis of first quarter implementation with project partners.
- Assist in the continued implementation of the “St. Paul *Blueprint*”

**MONTHS 7-12:**

- Ongoing project implementation of FLARE-UP Program.
- Implement recommendations for modifications resulting from first 3 months data analysis.
- Continue to compile data on all cases and generate year one evaluation report with findings and recommendations on project.
- Share evaluation report with all project partners.
- Assist in the continued implementation of the “St. Paul *Blueprint*”.

**MONTHS 13-24:**

- Ongoing project implementation of FLARE-UP.
- Implement any recommendations for modifications resulting from year one evaluation report.
- Continue to compile data on all cases and generate year-two evaluation report with findings and recommendations on the program.
- Share evaluation report with all project partners and determine measures to implement recommendations.
- Assist in the continued implementation of the “St. Paul *Blueprint*”.

**How will additional funding enhance the project?** Without funding requested from OVW Community-Defined Solutions, this program cannot be implemented. In order for the FLARE-UP Program to be successful it requires a minimum of 1.0 FTE Investigator, 1.0 FTE Battered Women’s Advocate, .56 City and .2 County Prosecutors. Each partner is contributing in-kind: a portion of salary/fringe, supervision, grant administration, office space and supplies, telephone

and internet, front desk support, printing, mileage, etc. It is not possible for partners to pay the total salaries and benefits of the four positions necessary to the program's success.

**PROJECT IMPLEMENTATION:** The partners implementing the FLARE-UP Program have a long and rich collaborative history (as elaborated in the MOU) in addressing domestic abuse; ranging from the development of a victim safety center to conducting an in-depth audit on the way our system responds to domestic violence.

**The City of St. Paul**, its city council and mayor's office are fully committed to supporting the goals and objectives of the "FLARE-UP" (First Light, Accountability, Response & Enforcement United with Prosecution Program); and will act as the government vehicle in continuing the intent of the safety audit process (through a collaborative process) in the implementation of the "*Blueprint*" outlining the responsibilities of each practitioner within the criminal justice systems in responding to domestic assault related cases.

**The St. Paul Police Department (SPPD)** has a staff of 605 peace officers and 205 support staff that reflect the diversity of the community they serve. The SPPD will administer the OVW funds and ensure compliance with the goals of the grant and all reporting requirements. The department will continue the FTE investigator as a key collaborator in the "FLARE-UP" Program and provide patrol officer support to First Light home visits. Will actively support the achievement of the FLARE-UP team's goals and objectives, and institute its successful outcomes. Will participate in all mandatory trainings and provide all necessary in-kind support (as detailed in the MOU) to ensure the success of the grant. SPPD will lead in the implementation of the "*Blueprint*" with victim safety as the central goal.

**The St. Paul Domestic Abuse Intervention Project (SPIP)** "the victim service organization partner" is a non-profit, grassroots battered women's advocacy program that serves the greater



St. Paul area. Since 1984, the Intervention Project has provided direct services using the criminal justice system to secure increased protection and critical services for victims, and hold perpetrators as highly accountable as possible. SPIP provides legal/general advocacy services to over 4,800 battered women each year; systems advocacy, general and transitional advocacy services; outreach and education; culturally competent services; 24-hour advocacy within the health care system, and specific programming for immigrant/refugee, Muslim, Hmong and Latino communities, older battered women, and children and young adults impacted by domestic violence. SPIP will continue the FT battered women's advocate as a key collaborator in the "FLARE-UP" Program. Will actively support the achievement of the FLARE-UP Team's goals and objectives, and ensure compliance with all reporting and OVW training requirements. SPIP will assist in the implementation of the "*Blueprint*" for criminal justice systems responding to domestic assault related crimes and instituting the successful outcomes of the FLARE-UP. SPIP will provide in-kind support, which includes but not limited to, administrative, financial, support personnel and access to all multi-cultural/lingual advocates and programming.

**St. Paul City Attorney's Office's Domestic Abuse Unit** is responsible for prosecuting domestic misdemeanor and gross-misdemeanor cases, protecting victims from further abuse, and deterring perpetrators from committing further acts of violence. The City Attorney's Office continue to provide 1 FTE attorney position to act as a key collaborator in the "FLARE-UP" Program, and part-take in the developing and instituting the program's policies and procedures. Will actively support the achievement of the FLARE-UP Team's goals and objectives, and comply with all the reporting and training requirements. CAO will also assist in the implementation of the "*Blueprint*". Will provide in kind support as necessary to ensure the success of the Program.

**Ramsey County Attorneys Office** is responsible for prosecuting all adult felony level crimes and all juvenile cases in Ramsey County. It is also home to the Joint Domestic Abuse Prosecution Unit, where city/county attorneys are cross-deputized to prosecute domestic abuse cases where children are present. The County Attorney's Office will continue providing county attorney support to act as a key collaborator in the "FLARE-UP" Program. And will provide in-kind support as necessary to ensure the success of the Program; will actively support the achievement of the FLARE-UP goals and objectives; ensure compliance with the stated reporting requirements, and also assist in the implementation of the "*Blueprint*".

**Ramsey County Community Corrections (Probation)** provides supervision, treatment and custody of adult and juvenile offenders referred by the court, monitors/enforces court orders, and investigates/delivers relevant information to the court. The department will continue to work in partnership with the "FLARE-UP" Program; actively support the achievement of the Program's goals and objectives, and also participate in the implementation of the "*Blueprint*".

**Ramsey County Sheriffs department** has a 400-member Department providing a array of law enforcement services to an urban community of 500,000 residents within a metropolitan area of over 2.5 million. Services include full police service to 7 contract communities, operating a pre-trial detention center, apprehension unit, warrant office and performing a host of court services. The Department will actively support the achievement of the "FLARE-UP" Program's goals and objectives, and participate in the implementation of the "*Blueprint*".

**ISIAAH** is a collection of congregations who have committed themselves to build power for a worldview that prioritizes racial and economic justice. An ecumenical, multi-ethnic and nonpartisan 85 member organization, whose congregations focus on leadership development in order to enable people to work effectively on behalf of social issues in the public arena. ISIAAH

have long been advocates for battered women's programming, acts as a conduit in bringing dv services into the faith communities, and will continue to support the "*Blueprint*".

**SUSTAINABILITY** - The commitment to this project is solid, as demonstrated by the partners' willingness to develop and implement new protocols that would institutionalize changes that address the Safety & Accountability Audit findings, and the hiring of new positions. One major success of FLARE-UP's collaborative work is in completing the "St. Paul *Blueprint*" a fully integrated plan detailing best collaborative practices for criminal justice systems in responding to the crime of domestic abuse. The "*Blueprint*" which engaged a team approach involving each arm of the system, outlines the responsibilities of each practitioner within the criminal justice system in responding to domestic assault related cases; reflecting policy change, procedural changes, documentation and information dissemination agreements, ongoing multi-agency training agreements, agreements on common philosophical approaches to cases, and agreements on monitoring and evaluating interventions in ensuring both effectiveness and sustainability. New learnings through the FLARE-UP Program will be incorporated into our justice system. The program partners remain dedicated to finding additional funding sources to continue this work as it evolves, just as it had done in securing the \$500,000 for the creation of the "*Blueprint*". Each partner contributes in-kind donations of time, equipment, office space, administration and other services, and will continue to do so beyond this grant period. The impressive success of the FLARE-UP Program in increasing victim safety is a strong selling point to potential funders of the project. The entities represented through the program are consistently researching potential foundation and corporate funders for support.



CITY OF SAINT PAUL  
OFFICE OF THE MAYOR

CHRISTOPHER B. COLEMAN  
Mayor

February 23, 2010

Office on Violence Against Women  
Department of Justice  
800 K Street, NW  
Suite 920  
Washington DC 20530

Re: Community-Defined Solutions/Arrest Program

Dear Director:

As chief executive officer of City of Saint Paul, I submit this letter to:

- 1) Certify to the following:
  - a) the laws or official policies of the City of Saint Paul encourage or mandate the arrest of domestic violence offenders based on the probable cause that an offense has been committed;
  - b) the laws or official policies of the City of Saint Paul encourage or mandate the arrest of domestic violence offenders who violate the terms of a valid and outstanding protection order;
- 2) Demonstrate that the laws, policies, or practices and the training programs of the City of Saint Paul discourage dual arrests of offenders and victims;
- 3) Certify that the laws, policies or practices of the City of Saint Paul prohibit issuance of mutual restraining orders of protection except in cases where both spouses file a claim and the court makes detailed findings of fact indicating that both spouses acted primarily as aggressors and that neither spouse acted primarily in self-defense; and
- 4) Certify that the laws, policies, and practices of the City of Saint Paul do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance registration, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence or stalking, that the victim bear the costs associated with the filing of criminal

charges against the offender, or the costs associated with the filing, issuance, registration, or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction;

- 5) Certify that the laws, policies or practices of the City of Saint Paul ensure that:
- a) no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under federal, tribal, state or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense; and
  - b) the refusal of a victim to submit to an examination described in subparagraph a) shall not prevent the investigation of the offense

In addition to the above certifications for the Community-Defined Solutions/Arrest Program funding, I:

- 1) Certify that the City of Saint has a law or regulation that requires:
- a) the City of Saint Paul, at the request of a victim to administer to a defendant, against whom an information or indictment is presented for a crime in which by force or threat of force the perpetrator compels the victim to engage in sexual activity, testing for the immunodeficiency virus (HIV) not later than 48 hours after the date on which the information or indictment is presented;
  - b) as soon as practicable notification of the victim, or parent and guardian of the victim, and defendant of the testing results; and
  - c) follow-up tests for HIV as may be medically appropriate, and that as soon as practicable after each such test the results be made available in accordance with subparagraph B).

Sincerely,



Christopher B. Coleman  
MAYOR

### III. Financial Accounting Practices

Will all funds awarded under this program be maintained in an account that is separate and distinct from other sources of revenue/funding? **Yes**

Does that applicant have written accounting procedures? **Yes**

What type of inventory system does the applicant have in place? **Oracle-Inventory**

Does the applicant's current accounting system allow the applicant to separately track grant draw-downs and expenditures? **Yes. Each grant has a separate, fully qualified account code. Expenditures are tracked in detail by vendor number, invoice number and interdepartmental bills. Revenues are tracked by cash receipts and registered bills.**

Does the applicant have a risk management assessment process in place to identify and mitigate potential risks? **Yes**

What is the applicant's records retention policy? **Seven years**

Has the individual primarily responsible for fiscal oversight attended a Fiscal Management Training Seminar put on by a US government agency? **Yes**

If yes, when and which government agency? **US Department of Justice. Financial Management Training Seminars for the American Recovery and Reinvestment Act (Recovery Act). San Antonio, TX, November 17-18, 2009**

#### IV. SUMMARY DATA SHEET

**Name:** Amy Brown, Research & Development Director, Saint Paul Police Department

**Address:** 367 Grove Street, St. Paul, MN 55101

**Telephone:** 651-266-5507

**E-mail Address:** Amy.Brown@ci.stpaul.mn.us

**Agency:** City of Saint Paul

**Type of Agency:** Local government

**Non-profit & Non-governmental Victim Services Program Collaborating on this Project:**

The Saint Paul Domestic Abuse Intervention Project

**Type of Application:** Continuation **Type of Project:** Local **Service Area:** City of Saint Paul

**Expended more than \$500,000 in federal grants in past fiscal year:** Yes **End fiscal year:**

December 31 **Other Fed grant programs currently receiving grant funding in fed fiscal yr**

**2010:** Dept HS: 2006-2008 Buffer Zone, 2007-2009 HSG, Port Security; OJP: AIMCOP, Cold Case, COPS Hiring (R), COPS Tech radio and camera, 2007-2008 Coverdell, FLARE, GREAT, Human Trafficking, 2005 & 2009 ICAC, ICAC (R), 2006-2009 JAG, JAG (R), VAWA; OJJPD: JABG; US DOT: Safe and Sober Applied for in 2010; OJJPD: PALYAP, Curfew Center

**Community Defined Solutions Statutory Purpose Areas & Priority Areas Addressed:**

1. Implement pro-arrest prog. and policies in police departments (PD) including for protection order (PO) viol.; 2. Dev. policies, educ. prog., PO registries, and training in PD to improve tracking of cases involving sexual assault, domestic violence, dating violence, and stalking (sa/dv/dv&stlk). Grant activities shall incorporate confidentiality, and privacy protections for victims; 3. Centralize and coor. police enforcement/prosecution/judicial responsibility for sa/dv/dv&stlk cases in teams/units of police officers, prosecutors, parole and probation officers/judges; 4. Coor. computer tracking systems to ensure communication between police-prosecutors-parole-probation officers, and both criminal and family courts; 5. Strengthen legal advocacy service prog. for victims of sa/dv/dv&stlk, including immigrant victims; 6. Educ. judges in criminal and civil courts (including juvenile) about sa/dv/dv&stlk and improve judicial handling of cases; 7. Dev./ strengthen policies and training for police, prosecutors, and the judiciary in recognizing, investigating, and prosecuting instances of sa&dv against older individuals and individuals with disabilities; 8. Dev. State, Tribal, Territorial, or local policies, procedures, protocols for preventing dual arrests and prosecutions in cases of sa/dv/dv&stlk, and dev. effective methods for identifying pattern and history of abuse that indicates which party is the actual perpetrator; 9. Plan, dev. and establish comprehensive victim service and support centers, in order to improve safety, access to services, and confidentiality for victims and families; 10. Dev. and implement policies and training for police-prosecutors-probation-parole officers-judiciary in recognizing, investigating, and prosecuting instances of SA, with an emphasis on recognizing the threat to the community for repeat offenses; 11. Demonstrate a commitment to strong enforcement of laws, and prosecution of cases involving sa/dv/dv&stlk including the enforcement of POs from other States and jurisdictions (including Tribal jurisdictions); 12. Demonstrate cooperative agreements with neighboring jurisdictions to facilitate enforcement of POs from other States/jurisdictions/Tribal jurisdictions; 13. OVW also has an interest in initiatives that address sa, dv, dat viol, and/or stlk among diverse and traditionally underserved populations; 14. Dev. and implement risk/danger assessments for victims who are at high risk of lethality; 15. Dev. a specialized unit to provide intense supervision and monitoring of domestic violence and sexual assault offenders; 16. Dev. new and/or enhanced existing PO policies and/or protocols that support victims of dating violence; and 17. Provide basic/advanced training and services that address battered women convicted of crimes, victims of prison rape, and women whose batterers are returning from prison.

## **V. Status of the current OVW (Community Defined Solutions/Arrest Program) Grant**

The major goal of our OVW grant was to continue to develop the successful work of the FLARE-UP Program. The FLARE-UP Program (FL) concentrated on St. Paul's domestic violence and domestic abuse related crimes (over 12,000 911-calls annually) to improve victim safety, the investigation of domestic violence cases and ultimately, the perpetrators' accountability for their violent behavior. Each morning FLARE-UP team members (representing advocacy, police and prosecution) screen all the domestic reports, where the perpetrator is either in custody or a Gone On Arrival, to assess for high lethality and/or for Repeat/Chronic Offenders. The team also focuses on domestic abuse victims with increased barriers to accessing help. Each year the FLARE-UP's procedures and protocols have enabled the successful identification of, placement of legal sanctions upon, and increased protection of the victims of over 600 highly lethal, repeat/chronic offenders.

The program's "Coordinated Community Response Team -CCRT", which is comprised of the St. Paul Police, St. Paul Intervention Project (SPIP), Ramsey County Probation, and the City and County Attorney's Office, convenes monthly to review new and ongoing cases which have been red-flagged by the criteria (offenders with three or more domestic incidences in the last eighteen months) for the Master Chronic/Highly Lethal Offenders List. Each month the Team composes a list of 22 Offenders from the Master List, determined by the following criteria; 1) How many times they offend; 2) Severity of the offenses; 3) Their cooperation with their probation; 4) Past criminal histories, and lastly, 5) History and type of contacts the offender has had with members of the CCRT. Over 90% of the individuals identified as Highly Lethal/Chronic Offenders have either a Court-issued No Contact Orders or Orders for Protection. The Top-22 and Master Lists are disseminated to the different arms of the justice system, as well as SPIP advocates.

Annually, the FL officer and advocate review over 1000 domestic police reports, using the lethality criteria established by the team and the Chronic Offenders list to red-flag specific offences; making over 600 home visits/personal contacts with victims of the perpetrators who fit the dual screening criteria. These contacts have been instrumental in a) ensuring victims' and their family's safety, b) acting as a conduit for victims to understand and if desired, participate in the criminal process, c) providing victims and their families with the critical support and resources they need and d) gathering additional information to assist in holding the perpetrators responsible for their violence. The Team works closely with the City and County Attorney's Offices, as well as Project Remand (conducts bail evaluations/monitors offenders' conditional releases), receiving weekly requests from attorneys identifying victims or offenders during critical periods for the team to make contact in regard to victim safety/offender accountability (many of these contacts have been successful in victim safety planning and arresting perpetrators (several convicted of felony Violation for Orders for Protections and serving time in prison).

Twice each month, the FLARE-UP's police and probation officers track chronic offenders who violated their terms of probation with two goals in mind; 1) to locate offenders in violation of No Contact Orders, Orders for Protection or probation orders, and 2) to meet with the victims face to face to build trust with, and encourage utilization of the police and/or probation for protection. Probation also contacts the officer if an offender, who is a suspect in a domestic-related crime, is scheduled for an appointment. Prior to the Gone On Arrivals (GOA) component of the program,



GOA's typically would take four and a half months to go from the Police Department to the Prosecuting Attorney's Office. From there it could take an additional five to six weeks for the charging decision, and another five months before the suspect's first appearance in court. Unfortunately, during this long interim the perpetrator has had no restrictions placed on their behavior, and often would keep reoffending the victim (leaving them with the assumption that it's useless to involve the justice system). FLARE-UP instituting a team approach in handling GOA cases has had a substantial impact on victim safety. The Team reviews roughly 125 GOA cases each month, in which approximately 34% are referred for possible charging. The charging decisions are generally made within 8.5 days, with an over 75% charging rate. To date, the GOA cases having reached final disposition have a conviction rate of 85.7%. Due to the FLARE-UP initiatives the St. Paul Police are creating proactive and a high level of reports. Similarly, there has been a 259% increase in cases that have been Cleared by Arrest; estimated 1,200 per year.

The collaborative nature of FLARE-UP has strengthened the response to victims' safety and apprehension of perpetrators. This case-by-case, combined response reassures victims of their safety; bringing critical support and services directly to them, while sending a clear message to violent offenders that their behavior will not be tolerated by the justice system or the community. The majority of the offenders removed from the chronic offenders list are now serving time.

In large part, in response to our safety and accountability audit findings (funded through OVW) the city of Saint Paul in partnership with the St. Paul Domestic Abuse Intervention Project and ISALAH, sought the support of the state legislature for the creation of a "Blueprint" to increase the a) criminal justice system's accessibility, accountability, services and protections to all victims of domestic abuse (and their children), and b) response of intervening practitioners to insure consistency with the level of violence of the crime and dangerous actions of the assailant.

In 2009, after extensive work of ten different agencies/arms of the system, and the ongoing input of advocacy programs and victims, St. Paul completed the "St. Paul Blueprint", a unique document incorporating into one piece best practices extending from 911 to final case disposition. Each chapter of the Blueprint is tailored for each individual arm of the system, and each chapter is closely linked to the whole. The Blueprint acts as a collective policy, which simultaneously focuses on a) what victims need to be safe, b) what practitioners need from one another to do their job and c) what is required from each worker and agency to hold the offender accountable. In order for the "St. Paul Blueprint" to wholly address victims of domestic abuse successfully accessing services and protections through the criminal justice system, it was imperative that we also create a companion piece delineating the concurrent provision of grass-roots, community based legal and system advocacy services. The Blueprint is adaptable in other jurisdictions throughout the state of Minnesota. St. Paul and members of the FLARE-UP Program are currently implementing the Blueprint to act as a guide for our criminal justice system's response to domestic violence.

During this grant period, we have completed required the following OVW trainings: Domestic Violence Danger Assessment & Risk Management 7-24-07; Domestic Violence Instructor Training Program, 9-22-08, Milwaukee WI; National Prosecution of Domestic Violence, 8/12/08, Chicago IL. The unobligated funds as of January 31, 2010, were \$248,936; and will be expended by the end of the grant period.

## SECTION VI. FLARE-UP PROJECT ABSTRACT

The FLARE-UP Program's "Coordinated Community Response Team", comprised of the St. Paul Police, St. Paul Intervention Project, Ramsey County Probation, St. Paul City Attorney's Office and Ramsey County Attorney's Office, convenes monthly to review new and ongoing cases which have been red-flagged by the criteria (offenders with three or more domestic incidences in the last 18 months) for the Master Chronic/Highly Lethal Offenders List. Each month the Team composes a list of 22 Offenders from the Master List, determined by the following criteria; 1) How many times they offend; 2) The severity of the offenses; 3) Their cooperation with their probation officers; 4) Their past criminal histories, and lastly, 5) The history and type of contacts the offender has had with members of the CCRT. Over 90% of the individuals identified as Highly Lethal/Chronic Offenders have either Court-issued No Contact Orders (NCOs) or Orders for Protection (OPF). The top 22 Chronic Offenders List, as well as the Master Chronic Offenders List, is disseminated to the different arms of the justice system, as well as St. Paul Intervention Project advocates. Twice each month, the FLARE-UP's police and probation officers will track chronic offenders who have violated their terms of probation with two goals in mind; 1) to locate offenders in violation of NCOs, OPF or probation orders, and 2) to meet with the victims face to face to build trust with, and encourage utilization of the police and/or probation for their protection. Probation also contacts the officer if an offender, who is a suspect in a domestic-related crime, is scheduled for an appointment. Advocate and Police Officer will conduct over 1,200 in person visits to victims at high risk of imminent harm; ensuring protections and services are available.

**GOAL 1:** To increase victim safety by a) holding offenders accountable for their violence through improved systems collaboration, protocols, investigation, charging, prosecution and final case disposition, and b) monitoring victim safety throughout case handling from first response through case disposition. This project will handle 1,200 cases during the grant period.

**Objective 1.1a:** To identify offenders in custody at high risk of lethality for more aggressive case investigation and processing to strengthen domestic abuse cases through increased evidentiary value. **Objective 1.1b:** To identify GOA offenders at high risk of lethality for more aggressive investigation and case processing to strengthen evidentiary value.

**Objective 2:** To improve communication, effectiveness and timeliness of systems responses to perpetrators at risk of high lethality.

**GOAL 2:** To evaluate the effectiveness of the program in a) increasing victim safety, b) holding perpetrators accountable, and c) improving the systems response to highly lethal perpetrators.

**Objective 2.1:** To assess victim safety from first response through (and following) case disposition. **Objective 2.2:** To evaluate the FLARE-UP project's ability to increase perpetrators' accountability. **Objective 2.3:** To evaluate the improvement in systems response to highly lethal perpetrators.

In 2009, after extensive work of ten different arms of the system St. Paul completed the "Blueprint", a unique document incorporating best practices extending from 911 to final case disposition. Each chapter of the Blueprint is tailored for each individual arm of the system, and is closely linked to the whole; simultaneously focusing on a) what victims need to be safe, b) what practitioners need from one another and c) what is required from each worker and agency to hold the offender accountable. In this grant period FLARE-UP members will assist in the implementation of the "Blueprint" throughout each arm of the justice system.

## **VII. SUMMARY OF CURRENT OVW PROJECTS**

**1) Program:** First Light, Accountability, Response and Enforcement; **Award #2005-WE-AX-0054**

**Project Period:** 7/1/2005-9/30/2010

**Remaining grant funds as of application date:** \$248,936 on schedule to be expended by 9/30/2010.

**The total funds remaining in the following categories:**

Personnel - \$224,241; Contract/Consultants - \$0; Travel - \$20,043

**To date the trainings completed are as follows:** The Orientation for New Grants-1-30-05; Engendering Change-7-18-05; How to Perform a Safety & Accountable Audit-3-6-06; Milestones & Momentums 6-25-07; Domestic Violence Danger Assessment & Risk Management 7-24-07; Domestic Violence Instructor Training Program, 9-22-08, Milwaukee WI; National Prosecution of Domestic Violence, 8/12/08, Chicago IL;

**2) Program:** Violence Against Women Recovery; **Award #2010-RASC-00119**

**Project Period:** 8/1/2009-4/30/2011

**Remaining grant funds as of application date:** \$114,715 and on schedule to be expended by 4/30/2011

**The total funds remaining in the following categories:**

Personnel - \$36,965; Contract/Consultants - \$77,750 and Travel - \$0

**To date the trainings completed are as follows:** OVW sponsored training and technical assistance events project staff or partners participated in are the Blueprint for Safety Orientation and Training in Saint Paul, Minnesota on 2/11-2/12/2010 and future scheduled training dates are 2/18-2/19/2010 and 4/1-4/2/2010.