

AMENDMENT # 2
for
SUBGRANTEE AGREEMENT #ST-WSG-12-2366-11Y3

between the
STATE OF ARIZONA,
GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES
and
PRESCOTT VALLEY POLICE DEPARTMENT

Pursuant to Terms and Conditions, Section XVI, AMENDMENTS, the following sections of the above-referenced Subgrantee Agreement are hereby amended as follows:

Terms and Conditions, Section V, CONTRACT RENEWAL

Pursuant to Terms and Conditions, "Contract Renewal," of the above-referenced contract, the State of Arizona hereby exercises its option to renew the existing contract for the Subgrantee's grant program. This amendment provides a new contract award amount for the third year of operations for a period of twelve months. Subgrantee agrees to adhere to the goals, strategies and activities related to Subgrantee's Contract No. ST-WSG-12-2366-11 and the approved, updated grant activities in the Subgrantee's renewal application for Year Three funding. The contract renewal period shall be effective January 1, 2014 through December 31, 2014.

Grantor shall provide up to \$145,165 to Prescott Valley Police Department, as authorized by the STOP Violence Against Women Formula Grant Program, administered by the Governor's Office for Children, Youth and Families for costs approved in the Subgrantee's renewal budget for Year Three funding. Attachments A, Line Item Budget and Attachment B, Budget Narrative, are incorporated into this grant renewal by reference. The cumulative contract amount totals \$435,495.

The Subgrantee shall provide \$48,389 in matching funds to support this program.

Program Specific Requirements, Section IV, REPORTING REQUIREMENTS

The Subgrantee shall provide quarterly program activity reports to the Grantor. The reporting schedule is:

- January 1, 2014 – March 31, 2014 due April 30, 2014
- April 1, 2014 – June 30, 2014 due July 31, 2014
- July 1, 2014 – September 30, 2014 due October 31, 2014
- October 1, 2014 – December 31, 2014, due January 30, 2015
- Final Narrative Report due February 13, 2015
- The DOJ/OVW Annual Progress Report (Muskie) due February 13, 2015, for all activities for the calendar year 2014.

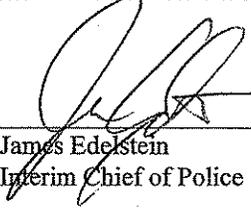
The Governor's Office for Children, Youth and Families shall provide the forms for the quarterly reports and final narrative report. The DOJ/OVW Annual Progress Report can be found on the internet at:
<http://muskie.usm.maine.edu/vawamei/stopformulaform.htm>.

Except as specifically stated herein, all other terms and conditions of this Subgrantee Agreement remain unchanged.

In Witness Whereof, the parties hereto agree to execute this Amendment.

PRESCOTT VALLEY POLICE DEPARTMENT

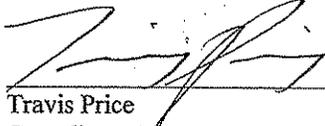
**GOVERNOR'S OFFICE FOR CHILDREN,
YOUTH AND FAMILIES**


James Edelstein
Interim Chief of Police

12/30/13
Date


Tammy B. Paz Combs
Acting Director

12/20/13
Date


Travis Price
Compliance Finance and Procurement Manager
Office of the Governor

12/23/13
Date

Line Item Budget

Budget period: January 1, 2014 – December 31, 2014

Budget Category	Line Item	Requested Funds	Matching Funds/Source	Total Cost
Personnel and Fringe Benefits				
<u>Personnel</u>	FVU Detective James Tobin, 75%, 12 months, FT	\$44,227.00		\$44,227.00
	FVU Detective James Tobin, 25%, 12 months, FT		\$14,742.00 (TOPV)	\$14,742.00
	FVU Community Service Officer, Traci Shelburg, 75%, 12 months, FT	\$31,982.00		\$31,982.00
	FVU Community Service Officer, Traci Shelburg, 25%, 12 months, FT		\$10,661.00 (TOPV)	\$10,661.00
	FVU Technical Assistant, Dorothy Shippen, 75%, 12 months, PT (24 hrs/wk)	\$12,773.00		\$12,773.00
	FVU Technical Assistant, Dorothy Shippen, 25%, 12 months, PT (24 hrs/wk)		\$4,258.00 (TOPV)	\$4,258.00
<u>Fringe Benefits</u>	FVU Detective James Tobin, 75%, 12 months, FT	\$23,842.00		\$23,842.00
	FVU Detective James Tobin, 25%, 12 months, FT		\$7,947.00 (TOPV)	\$7,947.00
	FVU Community Service Officer, Traci Shelburg, 75%, 12 months, FT	\$11,643.00		\$11,643.00
	FVU Community Service Officer, Traci Shelburg, 25%, 12 months, FT		\$3,881.00 (TOPV)	\$3,881.00
	FVU Administrative Specialist, Dorothy Shippen, 75%, 12 months, PT (24 hrs/wk)	\$1,077.00		\$1,077.00
	FVU Administrative Specialist, Dorothy Shippen, 25%, 12 months, PT (24 hrs/wk)		\$359.00 (TOPV)	\$359.00

Budget Category	Line Item	Requested Funds	Matching Funds/Source	Total Cost
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<u>Overtime</u>	FVU Unit Personnel (Detective Sergeant, Corporal, FVU Detective, FVU CSO, FVU Administrative Specialist, and Grant Coordinator) for STOP grant activities at approximately \$50/hour for 194 hours during 12 month period, 75%	\$7,279.00		\$7,279.00
	FVU Personnel (Detective Sergeant, Corporal, FVU Detective, FVU CSO, FVU Administrative Specialist, and Grant Coordinator) for STOP grant activities at approximately \$50/hour for 194 hours during 12 month period, 25%		\$2,426.00 (TOPV)	\$2,426.00

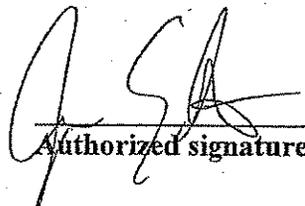
Travel

<u>In-State Training:</u> Three project staff to attend 2 in-state program related trainings each (to be approved by GOCYF as opportunities are determined throughout the year)	Registration (3 persons) at approx. \$75 each, per training, 75%	\$338.00		\$338.00
	Registration (3 persons) at approx. \$75 each, per training, 25%		\$112.00 (TOPV)	\$112.00
	Per Diem (3 persons) at \$36/day x 1 day each, 75%	\$162.00		\$162.00
	Per Diem (3 persons) at \$36/day x 1 day each, 25%		\$54.00 (TOPV)	\$54.00
	Lodging (3 persons/2 rooms) at \$100/night x 1 night each, 75%	\$300.00		\$300.00
	Lodging (3 persons/2 rooms) at \$100/night x 1 night each, 25%		\$100.00 (TOPV)	\$100.00
<u>In-State Training:</u> Administrative Specialist job specific training for technical functions of position as needed	Registration (1 person) at approx. 150, 75%	\$112.00		\$112.00
	Registration (1 person) at approx. \$150, 25%		\$38.00 (TOPV)	\$38.00
	Per Diem (1 person) at \$36/day x 1 day, 75%	\$27.00		\$27.00

Budget Category	Line Item	Requested Funds	Matching Funds/Source	Total Cost
<u>Advanced Domestic Violence Seminar</u>	Per Diem (1 person) at \$36/day x 1 day, 25%		\$9.00 (TOPV)	\$9.00
	Lodging (1 person) at \$100/night, 75%	\$75.00		\$75.00
	Lodging (1 person) at \$100/night, 25%		\$25.00 (TOPV)	\$25.00
	To be used as needed for speaker fees, mileage, travel time, per diem and lodging for outside instructors at our Advanced Domestic Violence Seminar, 75%	\$375.00		\$375.00
	To be used as needed for speaker fees, mileage, travel time, per diem and lodging for outside instructors at our Advanced Domestic Violence Seminar, 25%		\$125.00 (TOPV)	\$125.00
Supplies and Other Operating				
<u>Cell Phones</u>	Stipend cell phone service for FVU Detective and CSO, 12 months, 75%	\$810.00		\$810.00
	Stipend cell phone service for FVU Detective and CSO, 12 months, 25%		\$270.00 (TOPV)	\$270.00
<u>Wireless network access:</u>	Wireless network access through GoToMyPC.com, 2 lines for FVU Detective and CSO, 12 months, 75%	\$98.00		\$98.00
	Wireless network access through GoToMyPC.com, 2 lines for FVU Detective and CSO, 12 months, 25%		\$33.00 (TOPV)	\$33.00
<u>Computer Software</u>	Computer software program for downloading evidence such as cell phones, computers, computer imaging, and the like, 75%	\$264.00		\$264.00
	Computer software program for downloading evidence such as cell phones, computers, computer imaging, and the like, 25%		\$89.00 (TOPV)	\$89.00

Budget Category	Line Item	Requested Funds	Matching Funds/Source	Total Cost
<u>Office Supplies/Printing</u>	Miscellaneous office supplies for FVU, 12 month supply, 75%	\$4,531.00		\$4,531.00
	Miscellaneous office supplies for FVU, 12 month supply, 25%		\$1,510.00 (TOPV)	\$1,510.00
<u>Emergency Victim Service Supplies</u>	Items to assist victims with temporary security of residence, transportation, food, etc., 75%	\$750.00		\$750.00
	Items to assist victims with temporary security of residence, transportation, food, etc., 25%		\$250.00 (TOPV)	\$250.00
<u>Vehicle Maintenance:</u>	Maintenance costs for 2 FVU vehicles (preventative maintenance, fuel and misc. repairs), 12 months, 75%	\$4,500.00		\$4,500.00
	Maintenance costs for 2 FVU vehicles (preventative maintenance, fuel and misc. repairs), 12 months, 25%		\$1,500.00 (TOPV)	\$1,500.00
TOTAL		\$145,165.00	\$ 48,389.00	\$193,554.00

*As shown, a line item budget justification for each component MUST be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.



 Authorized signature

10/24/13

 Date

Budget Narrative

Personnel:

FVU Detective: James Tobin

- One (1) full-time detective: 40 hours/week, 52 weeks/year, full-time on grant
- Annual salary \$58,969.00 per year (\$27.92 per hour plus a potential 2% prorated merit increase based on the Detective's anniversary date)

FVU Community Service Officer: Traci Shelburg

- One (1) full-time community service officer: 40 hours/week, 52 weeks/year, full-time on grant
- Annual salary \$42,643.00 per year (\$20.00 per hour plus a potential 2% prorated merit increase based on the Community Service Officer's anniversary date)

FVU Administrative Specialist: Dorothy Shippen

- One (1) part-time administrative specialist: 24 hours/week, 52 weeks/year, full-time on grant
- Annual salary \$17,031.00 per year (\$13.47 per hour plus a potential 2% prorated merit increase based on the Administrative Specialist's anniversary date)

Fringe Benefits:

FVU Detective and Community Service Officer:

- Fringe benefits for both positions were calculated based on the expenditures from Fiscal Year 2013 for both positions, together with a potential 2% prorated merit increase based on specific anniversary dates. The Town of Prescott Valley provides for the following employee related expenses: Health Insurance, Dental Insurance, Long-Term/Short-Term Disability, ICMA Retirement Plan (civilian position only), Public Safety Personnel Retirement System (sworn position only), ICMA Retirement Health System, FICA/Medicare, and Workers Compensation.

FVU Administrative Specialist:

- Fringe benefits for this position were calculated based on the expenditures from Fiscal Year 2013 for the position, together with a potential 2% prorated merit increase based on specific anniversary date. The Town of Prescott Valley provides for the following employee related expenses for part-time personnel based on Federal requirements: Social Security, FICA/Medicare, Unemployment and Workers Compensation. No other benefits are paid for this position.

Overtime:

Overtime will be for Family Violence Unit staff to include the Detective Sergeant, Program Coordinator/Corporal, Detective, Community Service Officer, Administrative Specialist, and

Grant Coordinator to carry out STOP grant activities in addition to their regular work duties. Sworn hours would include service of orders of protection, holdovers for major cases, callouts for on-scene crisis response and other duties as authorized by Town policy. Civilian hours would include performing follow-up, providing victim assistance, special reporting related to management of the grant, and administrative support work related to grant.

- Estimated at \$50/hour (including fringe benefit costs) for all positions included, although this will vary amongst employees utilizing overtime funds.
- At the estimated \$50/hour, this will provide approximately 194 hours of overtime service during the 12 month period. This need was based on the amount of overtime hours used in 2013 and anticipated for 2014.

Travel:

In-state position related training for FVU staff (Coordinator/Corporal, Detective and CSO) based on average costs for 1 day training in the Phoenix-metro area per departmental policy.

- Registration for 3 people at approximately \$75 per class, per person, for 2 trainings/year each = \$450.00
- Per Diem for 3 people at \$36/day, approximately 1 day each training, for 2 trainings/year each = \$216.00
- Lodging for 3 people (2 rooms) at \$100/night, 1 night for 2 trainings = \$400.00
- No mileage, departmental vehicle provided

In-state position related technical training for FVU Administrative Specialist position based on average costs for 1 day training in the Phoenix-metro area per departmental policy.

- Registration for 1 person at approximately \$150 per class, for 1 training = \$150.00
- Per Diem for 1 person at \$36/day, approximately 1 day for 1 training = \$36.00
- Lodging for 1 person at \$100/night, 1 night for 1 training = \$100.00
- No mileage, departmental vehicle provided

Advanced Domestic Violence Seminar hosted by Prescott Valley Police Department. This is the fourth year for hosting this type of training. Based on costs in 2013 for outside speakers, this would allow us to bring other instructors to our area again and provide for speaker fees, per diem, travel, lodging, and other related expenses.

Supplies and Operating Expenses:

Stipend cell phone service for (2) existing FVU unit phones for Detective and CSO. Phones are needed due to 24/7 on-call status, field work and high volume of calls while working in the field.

- \$45/month per phone, for 2 phones, 12 months = \$1,080.00

Wireless network access for FVU Detective and CSO to access network files while in the field. Annual cost for (2) access logins.

- \$10.91/month x 12 months = \$131.00

Software. This is to purchase a computer software program which allows for the downloading of evidence such as cell phones, computers, computer imaging, and the like.

- \$332.00, plus \$21.00 tax = \$353.00

Office Supplies for FVU to include supplies for victim packet materials, training materials and apparel, public awareness and education materials. Specific items listed below.

- Toner cartridges for FVU color printer- \$300 each for 6 color cartridges and 12 black cartridges at \$160 each, plus tax = \$4,080.00
- Recycled copy paper, white, 10 boxes per year at \$41.99, plus tax= \$460.00
- Business cards, 250 each for 3 FVU personnel= \$111.00
- Outside professional printing for 1,000 tri-fold FVU flyers/brochures, plus tax= \$202.00
- Candlelight Vigil flyers/brochures, 100 at \$0.49= \$49.00
- Manila folders, post-it notes, small/medium/large binders clips, file folder labels, Sharpie markers, binders, pens, staples, paperclips, index tabs, CD's, parchment paper, correction tape, hanging folders, file guides, desk pad calendars, white board markers, plus tax = \$1,139.00

Emergency victim service supplies would include pre-paid phone cards, cell phones, lodging, transportation, bus tickets, shuttle services, restaurant/food gift cards for victims in need that are unable to obtain these items without assistance.

Vehicle maintenance costs are related to the expenses for two (2) department vehicles utilized exclusively by the FVU Detective and Community Service Officer to perform functions related to the grant activities and their positions.

- Detective vehicle costs include -
 - \$2,000.00 for fuel
 - \$150.00 for preventative maintenance
 - ❖ (oil changes 4 times per year at approximately \$37.50 each)
 - \$1,150.00 repairs and other maintenance
- Community Service Officer vehicle costs include -
 - \$1,400.00 for fuel
 - \$150.00 for preventative maintenance
 - ❖ (oil changes, etc. 4 times per year at \$37.50 each)
 - \$1,150.00 repairs and other maintenance

Authorized Signature: _____



Date: _____

10/24/13

Job Title: Chief of Police