



INFORMATIONAL MEMORANDUM

TO: Finance Committee

FROM: Eric Drever, Chief of Police

BY: Rebecca Hixson, Senior Manager, Support Operations Division

CC: Mayor Ekberg

DATE: December 13, 2021

SUBJECT: NCHIP Grant for 2022-2023

ISSUE

The Tukwila Police Department has been awarded the National Criminal History Improvement Program (NCHIP) Grant totaling \$146,279.00. The Federal portion is 90 percent (\$131,651.10) for a temporary Disposition Research Specialist position from January 1, 2022-December 31, 2023. The Local share of this grant is \$14,627.90.

BACKGROUND

The Tukwila Police Department takes over 9,000 police reports annually. Over the years, corrections, additions, or dispositions need to be made to these cases and the associated criminal histories. To continue the current level of service to the community and other agencies and make the needed changes, the Tukwila Police Records Unit needs to add one temporary FTE to complete the disposition-related tasks.

FINANCIAL IMPACT

The Tukwila Police Department will allocate \$14,627.90 in support of a temporary Disposition Research Specialist from existing budgeted funds accounted for in the 2022-2023 budget.

RECOMMENDATION

Approval is needed from the Council to enter into the grant agreement.

ATTACHMENTS

Attachment 1: NCHIP Grant Application

2021 NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (NCHIP) GRANT

SUBRECIPIENT INFORMATION

PUBLIC AGENCY NAME	City of Tukwila
DEPARTMENT	Police
PHYSICAL ADDRESS (Use 9 digit zip code)	15005 Tukwila International Blvd, WA 98188
ADDRESS if different from physical address (Use 9 digit zip code)	
DUNS# (9-digit number)	10207504
EIN #	91-6001519
APPLICATION CONTACT INFO: NAME	Rebecca Hixson
TITLE	Senior Manager - Support Operations
PHONE NUMBER(S)	(206) 433-1806
EMAIL	R.Hixson@TukwilaWA.gov
CONTRACT CONTACT INFO: NAME	Jake Berry
TITLE	Public Safety Analyst
EMAIL	Pggrants@tukwilawa.gov
PHONE NUMBER(S)	(206) 433-1808
WHO IS AUTHORIZED TO SIGN CONTRACT? NAME	Allan Ekberg
TITLE	Mayor

CERTIFICATION:

By submitting this proposal for federal funding consideration, the Public Agency certifies the following:

1. There are no assurances that any extension requests will be granted; to the best of the Public Agency's knowledge, the project shall be completed within the period of performance.
2. The Public Agency's executive approving authority supports this proposal, and matching funds shall be allocated if proposal is awarded.

2021 NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (NCHIP) GRANT

City of Tukwila

Police

PROJECT INFORMATION

PRIORITY AREA

1. Updating and automating case outcomes from courts and prosecutors in state records and the FBI's Criminal History File

PROJECT TITLE

GUIDANCE: Succinct and concise descriptive title

Improve criminal history information in state and federal files through disposition work, records order execution and correcting booking information.

PROJECT ABSTRACT

GUIDANCE:

In ONE PARAGRAPH, describe to a general public the purpose of the proposal and what is anticipated outcome.

The City of Tukwila is located in Western Washington and shares a border with the City of Seattle. The Tukwila Police Department takes over 9,000 police reports annually, the majority of which are adjudicated in the Tukwila Municipal Court. There are four items that Tukwila Police Department can do to improve criminal history information, but, to continue the current level of service to the community and other agencies, the Tukwila Police Records Unit needs to add one temporary FTE to complete these tasks: 1.) Research missing dispositions and then include that data in relevant state and federal files; 2.) Complete the actions required by orders to vacate and orders to seal records; 3.) Continue to correct the offender booking information from SCORE; and, 4.) Review all Tukwila Booking files to ensure all information has been submitted to Washington State Patrol.

PROGRAM NARRATIVE

GUIDANCE:

Your proposal will be part of a statewide application. Be succinct; keep each responses to less than 500 words.

A. Background and Identification of Need. Provide just enough details so reviewers can understand the ISSUE(s) and PROPOSED SOLUTION using NCHIP funds

The Tukwila Police Department has made significant gains in increasing the compliance rate for dispositions by updating and automating case outcomes from courts and prosecutors in the state record system and the FBI's Criminal History File due to past years grant funding.

There are still four outstanding items that Tukwila Police Department can do to improve criminal history information, but, to continue the current level of service to the community and other agencies, the Tukwila Police Records Unit needs to add one temporary FTE to complete these tasks:

1) Research missing dispositions and then include that data in relevant state and federal files. After reviewing 2007 and 2008 case files, we found 183 missing dispositions that need to be researched and resolved. We estimate that there are roughly 100 missing dispositions per year in the 1980 - 2018 case files that need research and resolution. The grant-funded disposition specialist plans to complete many of these in 2021, but we do not anticipate being able to resolve all 38 years (~3,800 missing dispositions) by December 2021. If granted 24 months of grant funding, we would continue this work.

2) Complete the actions required by orders to vacate and orders to seal records. We currently have three large boxes full of these orders, with an estimate of 1,000 total orders to research and resolve and then include that data in relevant state and federal files. The grant-funded disposition specialist anticipates resolving the majority of these orders in 2021 but, due to the complicated nature of juvenile records, we anticipate having some orders to resolve in 2022.

3) Continue to correct the offender booking information from SCORE. While the backlog has been resolved, the daily incoming records require attention.

4) Review Tukwila Booking files to ensure all content has been included in Washington State Patrol records. Submit information to Washington State Patrol in digital format as needed. We do not anticipate being able to resolve all TID and JID files by December 2021. If granted 24 months of grant funding, we would continue this work.

Current status in specific subject areas. Describe the status in each of the following subject areas and include the current number of records in each system, where applicable:

Dispositions available to III (including felonies and domestic violence misdemeanor convictions).

- Discuss the percentage of records with final dispositions or case outcomes linked to arrests and available at the time of a firearm background check.
- Provide information on efforts to improve reporting and availability at the national level.
- Discuss the extent to which dispositions requested in connection with a NICS inquiry have not been provided within the required time frame and identify any problems that are delaying instant responses to NICS inquiries and identify proposed solutions to these problems
- Provide the number and percentage of arrests (felonies and misdemeanors) that are missing final dispositions.
- Report the percentage of arrests (felonies and misdemeanors) missing final dispositions accessible to III.

Of the approximately 9,000 cases Tukwila Police Department handles per year, we estimate between 98-99 percent have final dispositions. Closing out the final approximately 100 cases per year that need disposition research will improve reporting and availability at the national level.

NICS Indices and mental health record availability.

- Discuss the extent to which Public Agency provides information to the FBI's NICS Indices or describe the prohibiting factors and any plans to overcome them. (Note: HIPAA is not considered to be a prohibiting factor.)
- Indicate whether mental health records are checked, either by the state POC or the FBI, during a NICS check. Where mental health records are accessible, include the number of records currently available and any plans to improve availability. If mental health records are not currently accessible at the time of a background check, describe factors that limit or prohibit exchange of mental health records.
- If not currently eligible for funding under the NARIP, discuss plans, if any, to establish a relief from disabilities program and progress toward NARIP eligibility.
- If no immediate plans to pursue development of a relief program, include a statement outlining the reasons for not pursuing one.
- Provide the current number of submissions, by prohibitor, in the NICS Indices. Counts for the following prohibitors should be addressed in the application: (1) felony conviction, (2) active felony indictment/information, (3) fugitive from justice, (4) controlled substance, (5) protection/restraining order, (6) MCDV, and (7) state prohibitor.

Tukwila Police Department is in the process of implementing procedures to be compliant with the FBI's NICS Indices. A mental health check is completed by the state POC.

Protection order file. Indicate whether Public Agency submits information for inclusion in the FBI's NCIC POF.

- If so, indicate the number of active protection orders provided to the FBI.
- If not, describe the prohibiting factors and any plans to overcome them.
- Provide the current number of records in the NCIC protection order file and a description of any known gaps in reporting.

We enter all court issued protection orders for our City into WACIC/NCIC.
There are no known gaps in reporting.

Warrants/wanted person records. Indicate whether Public Agency submit records for inclusion in the FBI's NCIC Wanted Persons file.

- If so, indicate the number provided to the FBI for the last full calendar year.
- If not, describe the prohibiting factors and any plans to overcome them.
- Provide the current number of active warrants in the NCIC Wanted Persons File and a description of any known gaps in reporting.

No, we don't. We only enter Municipal warrants into WACIC.

B. Previous NCHIP Funding

Has Public Agency received NCHIP funding in previous grant years?	Yes (complete questions below)
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Accomplishments and progress on record improvement goals. Summarize the major accomplishments achieved with funding under NCHIP. Describe, in quantifiable terms if possible, results achieved and advances made in the last decade of NCHIP funding (2008-19). Specifically address accomplishments relating to participation in each of the national databases and initiatives (i.e., III, NICS, NCIC Protection Order File, mental health records, and Livescan/AFIS capability). Where relevant, reference surveys and data quality audits.

Tukwila Police Department increased its compliance rate on criminal history check accuracy from 53.4% to 79.75% in March 2019 annual report. Without 2019 NCHIP funds, we have a one year backlog to complete.

If previously awarded NCHIP funds were not fully expended, describe the specific reasons that previously awarded NCHIP funds remain unexpended and include the current unexpended balance. Include the current status of open NCHIP awards, current unexpended balance, the projected end date, and a description of any challenges or delays

The 2018 NCHIP funds were not fully expended in 2019 because the disposition specialist moved out of state. She continued to work remotely 10 hours a week on the SCORE booking information maintenance. As we did not apply for the 2019 NCHIP funds, we did not post to fill the position with another full time staff. We have recieved 2020 NCHIP funds and are in the process of hiring for this position. We anticipate having someone in place April 1, 2021.

C. Project Design and Implementation

Describe the activities to be conducted with NCHIP funds over the project period and specifically address how activities relate to each of the NCHIP priority areas identified under "Priority areas for grant funding".

- Dollar amounts should be included for each funded task.
- Provide quantitative measures to assess or describe the impact each project will have on the quality, completeness, and availability of records at the national level.

1.) Research missing dispositions and then include that data in relevant state and federal files; 2.) Complete the actions required by orders to vacate and orders to seal records; 3.) Continue to correct the offender booking information from SCORE; and 4.) Resolve Tukwila booking information with Washington State Patrol records.

This work would all be accomplished with one full time temporary Disposition Research Specialist at \$73,139.50 for 12 months / \$146,279 for 24 months.

Performance measures listed below will be reported quarterly.

Project Timeline - Provide details of milestones and dates (deliverables and dates)

- 1) Missing dispositions research - complete one year's worth (~100) per month
- 2) Complete orders to vacate or seal record, including juvenile records, by Dec. 2022.
- 3) Complete 100 Tukwila booking files a month
- 4) Complete backlogged booking records by Dec. 2022.

D. Capabilities and Competencies - Coordination

Describe any coordinated efforts with relevant emergency management task forces and agencies to ensure that records development activities are compatible with security measures for preventing acts of terrorism.

Tukwila Police Department meets the Washington State Patrol standards for records and data security.

COMPATIBILITY WITH OTHER SYSTEMS: *Describe the extent to which proposed activities are compatible with NIBRS, NCIC, NICS, NGI and other applicable statewide or regional criminal justice information sharing standards or plans, including state anti-terrorism.*

All records corrected and updated through this work are available to all authorized local, state and federal agencies. It is a high priority to provide the most accurate and up-to-date information. All funded activities will support these goals.

E. Performance Measures

Describe how Public Agency will gather the required data should it receive funding to demonstrate the understanding of the performance data reporting requirements for this grant program.

If this proposal is funded the City of Tukwila will monitor progress using the metrics below and provide updated information in project quarterly reports:

- Number of open arrests researched
- Number of dispositions located for open arrests
- Number of arrests entered into WASIS
- % of dispositions located on those researched
- Number of records vacated or sealed

2021 NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM (NCHIP) GRANT

City of Tukwila

BUDGET

Complete the Budget Narrative and appropriate Budget tabs

For reference, see Budget Detail Worksheet: <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

BUDGET NARRATIVE

Budget narrative describing every category of expense listed in the line item budget; including the 10% match required by the grant program.

GUIDANCE:

Thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Demonstrate how agency will maximize cost effectiveness of award expenditures. Generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, detail why planned in-person meetings are necessary or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet.

Explain how the applicant estimated and calculated all costs and how those costs are necessary to the completion of the proposed project. Include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should describe costs by year.

The Tukwila Police Department's Support Operations Team does not have adequate staffing or budget to research and process court, case, and prosecutor documents and disposition records, and to correct errors within those documents to ensure the accuracy of these documents' contributions to the FBI's database. We are seeking funding to support the temporary employment of one FTE for this project. The funds, if received, will be a direct pass-through to this employee and will cover only that employee's salary, wages, and benefits.

Annual salary for the temporary FTE Disposition Research Specialist is \$54,568. The Federal portion of this is \$49,111 while the Local portion is \$5,457.

Annual Fringe Benefits for the temporary FTE include medical, dental, FICA, medicare, retirement, and industrial benefits and amount to \$18,571.50. The Federal portion is \$16,714.35 while the Local share is \$1,857.15

Total estimated Federal share comes to \$65,825.35 while the Local share of this estimate is \$7,314.15. Total estimated cost of this project is \$73,139.50.

BUDGET SUMMARY

GUIDANCE: this section is LOCKED. It is populated from entries made in the respective Budget tabs.

AFTER completing the budget tabs, review the Budget Summary to ensure budget is captured correctly and that the 10% match is met.

Instructions: Complete the appropriate Budget tab. The data you enter in the Budget tabs will populate the summary below.

	CATEGORY	FEDERAL	NON-FEDERAL	TOTAL
A.	Personnel	\$ 49,111.00	\$ 5,457.00	\$ 54,568.00
B.	Fringe Benefits	\$ 16,714.35	\$ 1,857.15	\$ 18,571.50
C.	Travel	\$ -	\$ -	\$ -
D.	Equipment	\$ -	\$ -	\$ -
E.	Supplies	\$ -	\$ -	\$ -
F.	Construction	\$ -	\$ -	\$ -
G.	Consultant/Contract	\$ -	\$ -	\$ -
H.	Other Costs	\$ -	\$ -	\$ -
	DIRECT COSTS	\$ 65,825.35	\$ 7,314.15	\$ 73,139.50
I.	Indirect Costs	\$ -	\$ -	\$ -
	TOTAL PROJECT COSTS	\$ 65,825.35	\$ 7,314.15	\$ 73,139.50

10% MATCH VALIDATION:

Non-federal amount must be at least 10% of the total project.

	REQUIRED 90/10	BUDGETED	BUDGETED %
PROJECT TOTAL	\$ 73,139.50	\$ 73,139.50	100%
FEDERAL	\$ 65,825.55	\$ 65,825.35	90.00%
NON-FEDERAL	\$ 7,313.95	\$ 7,314.15	10.00%