

## GRANT CONTRACT

THIS GRANT CONTRACT is made and entered into by and between the **COUNTY OF LANCASTER, NEBRASKA**, a political subdivision of the State of Nebraska, hereinafter referred to as "Sponsor", and **FAMILY VIOLENCE COUNCIL**, a non-profit corporation, hereinafter referred to as "Grantee".

### WITNESSETH:

**WHEREAS**, the Grantee has established a program for the purpose of improving the local criminal justice system's response to women who are victims of domestic violence and sexual assault; and

**WHEREAS**, the Sponsor desires to expend Federal grant funds from the U.S. Department of Justice - Office on Violence Against Women, under the Violence Against Women Act (Grant #2017-WE-AX-0013, CFDA #16.590) for this purpose; and

**WHEREAS**, the Grantee has agreed to provide services for this purpose pursuant to the Memorandum of Understanding signed on February 4, 2017, as part of the grant application for the Outside Grant, as described in Attachment "C", attached hereto and hereby incorporated by this reference.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, it is agreed as follows by the parties hereto:

**1. Purpose:** The purpose of this Grant Contract is to ensure that Grantee continues operating the "Improved Community Response to Sexual Assault and Legal Advocacy Relating to Protection Orders and Immigrants in Lancaster County" program ("the "Project"), as described in Attachment "A", attached hereto and hereby incorporated by this reference.

**2. Scope of Services:** In exchange for partial funding of the Project, the Grantee agrees to perform throughout the Term the Services described in Attachment "B" attached hereto and hereby incorporated by this reference.

**3. Project:** Grantee agrees that it shall expend the funds granted hereunder only for the purposes of continuing the Project authorized in Paragraph 1 above and to perform the Services described in Paragraph 2 above.

**4. Term:** The Term of this Grant Contract shall be for October 1, 2017 through September 30, 2019.

Sponsor shall not be liable for any costs incurred prior to the beginning, or after

the conclusion, of the Term.

**5. Grant:** In order to assist the Grantee in financing the cost of the Project described in Paragraph 1 above during the Term, the Sponsor shall make a Grant in the amount of \$64,251.00 (Sixty Four Thousand Two Hundred Fifty One Dollars) from the Outside Grant.

**6. Project Budget:** A project budget shall be prepared and maintained by Grantee. The Project Budget shall detail all costs for which the Grant will be used during each calendar month of the Term. The Project Budget must be approved in writing by the Project Monitor. Grantee shall carry out the Project and shall incur costs and make disbursements of funds provided hereunder by the Sponsor only in conformity with the Project Budget. The current approved Project Budget is contained in Attachment B. Said Project Budget may be revised from time to time, but no Project Budget or revision thereof shall be effective unless and until the same is approved in writing by Project Monitor. The funds granted under this Grant Contract cannot be used to supplant (replace) other existing funds.

**7. Account Procedures and Records:**

**(a)** Grantee shall establish for the project one or more separate accounts that shall be approved by the Project Monitor. Said account or accounts shall be maintained within Grantee's existing accounting system or set up independently. Said account or accounts shall be referred to herein collectively as "Project Account."

**(b)** Grantee shall appropriately record in the Project Account, and deposit in a bank or other corporate fiduciary, all grant payments received from the Sponsor pursuant to this Contract.

**(c)** Grantee shall charge to the Project Account all costs of the Project in accordance with the Project Budget. Grantee shall not charge any costs to the Project Account that exceed the Project Budget or that are not contained in the Project Budget. Sponsor shall not be liable for any such Unauthorized Costs, directly or indirectly.

**(d)** All costs charged to the Project Account shall be supported by properly executed payroll, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. Any cost not properly supported as provided herein shall be deemed an Unauthorized Cost for which Sponsor shall not be liable, directly or indirectly.

**(e)** Any check or order drawn by Grantee with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file in the office of Grantee, stating in proper detail the purpose for which such check or order is drawn. Any cost related to a check or order

not drawn as provided herein shall be deemed an Unauthorized Cost for which Sponsor shall not be liable, directly or indirectly.

**(f)** All checks, payroll, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and to the extent feasible, kept separate and apart from all other documents maintained by Grantee.

**(g)** Grantee may not charge as direct or indirect costs against the Project Budget the costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions. Any such costs shall be deemed Unauthorized Costs for which Sponsor shall not be liable, directly or indirectly.

**8. Payment of Grant:** On or before the 25th day following the close of each calendar quarter that falls within the Term, Grantee shall submit an invoice to Project Monitor detailing all Project Account costs for the prior three calendar months, to the extent that the prior three calendar months fall within the Term, along with all supporting documentation and support therefor, as described in Section 7 of this Grant Contract. Costs contained in untimely, unsupported, or otherwise incomplete invoices shall be deemed Unauthorized Costs, for which Sponsor shall not be liable, directly or indirectly.

Grantee's invoices submitted hereunder shall be handled as all other claims against the Sponsor. No payment shall be made for Unauthorized Costs.

The Sponsor shall authorize payment for Grantee's invoices only after Project Monitor assures the Sponsor in writing that Services rendered by Grantee prior to the date of making the claim were performed in accordance with the Grant Contract, and that all costs conform to the Project Budget. Such assurance shall include the submission of all supporting documentation and support for costs as described in Section 7 of this Grant Contract.

**9. Reports:** Grantee shall submit Semi-Annual Performance and Narrative Reports via the Grants Management System with the Human Services Administrator receiving a copy of such reports, on or before the following report due dates to the extent that they fall within the Term:

For the period of October through December 2017, report due on or before January 30, 2018.

For the period of January through June 2018, report due on or before July 30, 2018.

For the period of July through December 2018, report due on or before January 30, 2019.

For the period of January through June 2019, report due on or before July 30, 2019.

For the period of July through September 2019, due on or before December 30, 2019.

**10. Audit and Inspection:** Grantee shall permit and shall require its agents and employees to permit the Sponsor or its authorized representative to inspect all work, materials, payroll, records of personnel, invoices of materials, and other relevant data and records; and to audit the books, records, and accounts of Grantee pertaining to the Grant Contract and Project provided herein. Grantee shall submit two copies of its annual independent audit to the Sponsor or its designated representative within thirty (30) days of receipt of such audit. Grantee is aware of the requirements imposed on them by Federal laws, including but not limited to applicable Federal statutes, regulations, executive orders, and administrative guidance. Grantee will meet the audit requirements of 2 CFR 200 if it expends \$500,000 or more in Federal awards during Grantee's fiscal year. All records related to this Grant Contract shall be retained for five (5) years from the date of the annual independent audit conducted pursuant to this paragraph, unless an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

**11. Project Monitor:** The project shall be monitored by the Sponsor through the Director of the Lincoln-Lancaster County Human Services Department ("Project Monitor"). The Grantee shall provide Sponsor and/or Project Monitor with such financial and program service reports as the Sponsor and/or Project Monitor shall deem necessary during the Term. Based upon these reports and upon the Project Monitor's observations of the operation of the Project, the Project Monitor shall submit reports required by Sponsor, containing the Project Monitor's review of the progress of the Project. In the event of noncompliance with this Grant Contract by Grantee, the Project Monitor shall report said noncompliance to the Lancaster County Board for further action which may include termination of the Grant Contract.

**12. Contract of Grantee:** Grantee shall provide the Project Monitor with written notice before Grantee executes any subcontract or obligates itself in any other manner with any third party with respect to the Project described in Attachment "A".

**13. Not Discriminate:** In its performance of this Grant Contract, the Grantee shall not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation or disability, with respect to either provision of services or in its employment practices. In the event a federal or state court or administrative agency makes a finding of discrimination against Grantee

after a due process hearing, Grantee shall forward a copy of the finding to Project Monitor. Grantee shall be required to comply with 28 CFR 42.301 et seq. to formulate an Equal Employment Opportunity Program (EEOP).

**14. Sponsor Not Obligated to Third Parties:** This Grant Contract is not intended to, and does not, create any rights or benefits on behalf of any person other than the Parties to this Grant Contract. Sponsor shall not be obligated or liable hereunder to any person other than the Grantee.

**15. Prohibited Interests:** Neither Grantee nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement in connection with the project provided herein, or any property included or planned to be included in the Project in which any officer, agent, or employee of Grantee during his tenure or for one year thereafter has any financial interest, direct or indirect.

**16. Nonperformance:** In the event the Grantee fails to perform the duties outlined in Attachment "A" or fails to meet any of the requirements outlined in this Grant Contract, then and upon the happening of such event, Sponsor shall give written notice to Grantee of such failure to perform, and this Grant Contract shall terminate immediately upon such notice. Upon receipt of such notice, Grantee shall immediately surrender to Project Monitor or Project Monitor's designated representative any balance remaining in the Project Account. Grantee shall be liable to Sponsor for immediate repayment of any unauthorized expenditure of funds from Project Account. Grantee shall be compensated pursuant to the terms of this Grant Contract for authorized Project Account costs charged against the Project Account prior to the date of termination according to the approved Project Budget.

**17. Severability:** If any portion of this Grant Contract is held invalid, the remainder hereof shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of the applicable law.

**18. Lack of Funding:** The Parties recognize that the compensation provided for in this Grant Contract is based solely upon funds from the Office on Violence Against Women, Grant Number 2017-WE-AX-0013 ("Outside Grant"). The Parties further recognize that the Sponsor may terminate this Grant Contract in whole or in part immediately upon written notice to Grantee if Outside Grant's funds run out or are no longer available. The date Project Monitor sends the written notice of termination shall be the date of termination. The Grantee understands and agrees that the Sponsor shall not provide for funding under this Grant Contract from the Lancaster County General Fund, tax revenue, or any other source, and that the sole source of funding for this Grant Contract is the aforementioned Outside Grant. In the event that grant funds under the Outside Grant are no longer available or run out, the Grantee shall be compensated pursuant to the terms of this Grant Contract for authorized Project

Account costs charged against the Project Account prior to the date of termination according to the approved Project Budget. Grantee agrees that Grantee has no reasonable expectation of payment for unauthorized costs, or for payment of any kind from any other source. The Grantee further understands and agrees that any costs not covered by the current Grant Contract are not authorized.

**19. Termination:**

(a) This Grant Contract may be terminated by Sponsor for lack of funding as provided in Section 19 above.

(b) This Grant Contract may be terminated by either Sponsor or Grantee for breach of the terms of this Grant Contract. The Sponsor may terminate the Contract for breach as provided in Section 17 above. Upon breach by Sponsor, Grantee shall provide Sponsor written notice of such breach and shall provide Sponsor 30 days to cure the breach. During the cure period, both Parties shall continue to perform under the Grant Contract. If, after 30 days, Sponsor has failed to cure the breach, Grantee may terminate the Grant Contract immediately upon written notice to Sponsor.

(c) This Grant Contract may be terminated by Sponsor for convenience upon 30 days written notice to Grantee. Grantee shall be compensated pursuant to the terms of this Grant Contract for authorized Project Account costs charged against the Project Account prior to the date of termination according to the approved Project Budget.

**20. Independent Contractor:** It is the express intent of the Parties that this Grant Contract shall not create an employer-employee relationship, and the Grantee, or any other employee or other person acting on behalf of Grantee in the performance of this Grant Contract, shall be deemed to be independent contractor(s) during the entire term of this Grant Contract or any renewals thereof. Grantee shall not receive any additional compensation in the form of wages or benefits from the Sponsor which are not specifically set forth in this Grant Contract. Grantee shall assume full responsibility for payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security and income tax law, with respect to Grantee or any such employees of Grantee as may be engaged in the performance of this Grant Contract. It is the express intent of the Parties that this Grant Contract shall not create an agency relationship between the Parties. Neither the Sponsor nor its employees shall be deemed agents of the Grantee, and neither the Grantee nor its employees shall be deemed to be agents of the Sponsor.

**21. Hold Harmless:** To the fullest extent permitted by law the Grantee shall indemnify, defend, and hold harmless the Sponsor, its elected officials, officers, employees, agents, consultants, and employees, from and against claims, damages,

losses and expenses, including but not limited to attorney fees, arising out of or resulting from performance of the Project, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, to injury to or destruction of tangible or intangible property, but only to the extent caused by the negligent, wrongful, or intentional acts or omissions of the Grantee, a subcontractor of Grantee, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by the negligence of a party indemnified hereunder. In the event the claim, damage, loss or expense is caused in part by the negligence of a party indemnified hereunder, the indemnification by the Grantee shall be prorated based on the extent of the liability of the party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce obligations of indemnity which would otherwise exist as to a party or person described in this Section. Nothing herein shall be construed to be a waiver of sovereign immunity by the Sponsor.

**22. Insurance Requirements:** The Grantee shall, prior to beginning work, provide proof of insurance coverage in a form satisfactory to the Sponsor, which shall not withhold approval unreasonably. The coverages and minimum levels required by this contract are set forth below and shall be in effect for all times that work is being done pursuant to this Contract. No work on the Project or pursuant to this Contract shall begin until all insurance obligations herein are met to the satisfaction of the Sponsor, which shall not unreasonably withhold approval. Self-insurance shall not be permitted unless consent is given by the Sponsor prior to execution of the Agreement and may require submission of financial information for analysis. Deductible levels shall be provided in writing from the Grantee's insurer and will be no more than \$25,000.00 per occurrence. Said insurance shall be written on an **OCCURRENCE** basis, and shall be **PRIMARY, with any insurance coverage maintained by the Sponsor being secondary or excess.**

**a) Workers' Compensation:** Grantee shall provide proof of workers compensation insurance of not less than minimum statutory requirements under the laws of the State of Nebraska and any other applicable State. Employers' Liability coverage with limits of not less than \$500,000.00 each accident or injury shall be included. The Grantee shall also be responsible for ensuring that all subcontractors have workers' compensation insurance for their employees before and during the time any work is done pursuant to this Contract.

**b) Commercial General Liability:** The Grantee shall provide proof of Commercial General Liability Insurance with a minimum limit of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate. These minimum limits can be met by primary and umbrella liability policies. Coverage shall include: Premises-Operations, Products/Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury. Such coverage shall be endorsed for the general aggregate to be on a **PER PROJECT** basis, and the Grantee shall provide an additional

insured endorsement acceptable to the Sponsor. The required insurance must include coverage for all projects and operations of Grantee or similar language that meets the approval of the Sponsor, which approval shall not be unreasonably withheld.

**c) Automobile Liability:** The Grantee shall provide proof of Automobile Liability coverage, which shall include: Owned, Hired and Non-Owned. Bodily Injury and Property Damage Combined Single Limit shall be at least \$1,000,000 Per Accident.

**d) Additional Insured:** An Additional Insured endorsement shall be provided to Sponsor naming Sponsor as additional insured under the commercial general liability policy.

**e) Certificates:** The Grantee shall provide certificates of insurance and endorsements evidencing compliance with these requirements. The Grantee's insurance shall include an endorsement to provide for at least thirty (30) days' firm written notice in the event of cancellation. Intent to notify is not acceptable. During the term of the Agreement and during the period of any required continuing coverages, the Grantee shall provide, prior to expiration of the policies, certificates and endorsements evidencing renewal insurance coverages. The parties agree that the failure of Sponsor to object to the form of a certificate and/or additional insured endorsement provided shall not constitute a waiver of this requirement.

**f) Minimum Scope of Insurance:** All Liability Insurance policies shall be written on an "Occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted otherwise.

**g) Sovereign Immunity:** Nothing contained in this clause or other clauses of this Agreement/Contract shall be construed to waive the Sovereign Immunity of the Sponsor.

**23. Employee Verification:** In accordance with Neb. Rev. Stat. §§ 4-108 through 4-114, Grantee agrees to register with and use a federal immigration verification system, to determine the work eligibility status of new employees performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, otherwise known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986. Grantee shall not discriminate against any employee or applicant for employment to be employed in the performance of this section pursuant to the requirements of state law and 8 U.S.C. § 1324b. Grantee shall



require any subcontractor to comply with the provisions of this section.

**24. Forbearance Not Waiver:** Sponsor's failure or neglect to enforce any of its rights under this Grant Contract shall not be deemed to be a waiver of Sponsor's rights.

### **SPECIAL CONDITIONS**

**25. Copies to OVW and Acknowledgement of Funding:** For the exclusive purpose of submission to OVW, Grantee shall submit to Sponsor one paper copy, as well as a computer diskette in Corel or compatible format, of any final reports or publications, and the master tape and/or electronic file for any video, CD, or DVD products developed with or in response to Federal funds granted pursuant to this Grant Contract. Any publications or products, whether published at Grantee's or government's expense, shall contain the following statements:

"This project was supported by Grant No. 2017-WE-AX-0013, 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."

Grantee must submit to Sponsor all grant-funded reports and products for review and comment by OVW prior to publication. All such reports and products may display the OVW logo on the cover (or other location) with the Grant Contract of the OVW program office.

**26. Reporting of Potential, Fraud, Waste, Abuse, or Misconduct:** Grantee shall promptly refer to Sponsor 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, 31 U.S.C. §§ 3729-3733; or 2) committed a criminal or civil violation of law pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. Grantee shall report to Sponsor any potential fraud, waste, abuse or misconduct involving Grant funds. If at any time an impropriety is found in the accounting or use of any funds received by Grantee, Grantee shall notify Sponsor immediately and shall inform Sponsor of remedial steps Grantee proposes to take with respect to the impropriety. Grantee agrees to comply with any additional requirements that may be imposed as a result of Grantee's performance under this Grant Contract. Grantee acknowledges that misuse of funds may result in civil and/or criminal penalties, and Grantee agrees that, in the event Grantee misuses funds granted pursuant to this Grant Contract, in addition to other remedies provided to Sponsor under this Grant Contract, Sponsor also may suspend current and future funds and/or seek recoupment of the funds granted pursuant to this Grant Contract.

**27. Drug Free Work Place:** Grantee shall establish and maintain a drug-free work place policy.

**28. Program Income:** Grantee agrees that all income generated as a direct result of this Grant Contract shall be deemed program income. Program income includes, but is not limited to, income from fees for services provided or fundraising activities. Grantee agrees that expenses for the program(s) or service(s) funded by this Grant Contract shall be paid with program income funds before using the grant dollars awarded by this Grant Contract. All program income earned must be accounted for and used for the purposes of funds provided under this Grant Contract, including such use being consistent with the other conditions of this Grant Contract, the effective edition of the OVW Financial Guide, and, as applicable, either (1) 28 CFR Part 66 or (2) 28 CFR Part 70 and 2 CFR Part 215 (OMB Circular A-110).

**29. Anti-lobbying:** Grantee shall not use any Federal funds granted pursuant to this Grant Contract in support of the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government.

**30. ACORN Limitation:** Grantee shall not use any Federal funds, either directly or indirectly, granted pursuant to this Grant Contract, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

**31. Training or Training Materials:** Grantee agrees that any training or training materials developed or delivered with federal funding granted pursuant to this Grant Contract must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees at:

[http://ojp.gov/funding/Implement\[TrainingPrinciplesForGrantees-Subgrantees.htm](http://ojp.gov/funding/Implement[TrainingPrinciplesForGrantees-Subgrantees.htm).

**32. Intellectual Property:** Grantee acknowledges that the Office on Violence Against Women (OVW) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under this Grant Contract; and (2) any rights of copyright to which Grantee purchases ownership with Federal support using Federal funds granted under this Grant Contract. Grantee acknowledges that OVW has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced pursuant to this Grant Contract; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. As used in this paragraph, "data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (rights in Data - General). Grantee must obtain advance written approval from Sponsor before: 1) using grant funds to purchase ownership of, or a license to use, copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this Grant Contract.

**33. Web Sites:** If Grantee funds in whole or in part a web site using Federal funds granted pursuant to this Grant Contract, Grantee shall include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service:

"This Web site is funded [insert "in part," if applicable] through a grant from the Office on Violence Against Women, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services provided)."

The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement maybe included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.

**34. Limited English Proficiency:** The Grantee must comply with the Department of Justice Guidance pertaining to title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d. Grantee must take reasonable steps to provide meaningful access to their program(s) and activities for persons with limited English proficiency (LEP). For information on the civil right responsibilities, see <http://www.lep.gov>.

**35. Counterparts:** This Grant Contract may be executed in two counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

EXECUTED by Grantee this 10<sup>th</sup> day of January, 2018.

FAMILY VIOLENCE COUNCIL  
A Nonprofit Corporation, Grantee

Jannice Metzger  
Witness

BY: [Signature]  
Executive Director  
Title

EXECUTED by Sponsor this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

APPROVED AS TO FORM THIS  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

LANCASTER COUNTY, NEBRASKA  
A Political Subdivision, Sponsor

BY: \_\_\_\_\_  
for JOE KELLY  
Lancaster County Attorney

BY: \_\_\_\_\_  
TODD WILTGEN, Chair  
Lancaster County Board of Commissioners

**PURPOSE**

The purpose of this grant contract is to further the goals and objectives of the "Improved Community Response to Sexual Assault and Legal Advocacy Relating to Protection Orders and Immigrants in Lancaster County" project. The goals of the project are:

Goal 1: Empower victims of domestic violence/dating violence, stalking and sexual assault through an active, cohesive coordinated community response.

Goal 2: Improve prosecutions and related investigations of sexual assault cases.

Goal 3: Improve response to sexual violence on campuses by tying into our community coordinated response and developing training, victim advocacy and perpetrator accountability options.

Goal 4: Improve community professionals' capacity to assessment threats and make appropriate referrals involving threatened violence against women.

Goal 5: Improve safety of domestic violence victims/survivors by improving assistance to victims seeking protection orders and improved outreach to high-risk immigrant and refugee populations.

Family Violence Council (FVC) Executive Director, Bob Moyer, will oversee the entire array of grant activities and serve as project coordinator. He will also serve on the Project Management Team and staff that Team's activities, and staff the Case Management Team and SART meetings. FVC data entry clerk Jan Metzger will provide clerical support for project administration and data entry related to the project.

**SCOPE OF SERVICES**

The Grantee agrees to provide the services under this contract to further the goals and objectives of the "Improved Community Response to Sexual Assault and Legal Advocacy Relating to Protection Orders and Immigrants in Lancaster County" project. Family Violence Council (FVC) Executive Director, Bob Moyer, will serve as Project Coordinator. Services will include:

- Provide oversight and coordination of the grant activities including regular meetings with program partners to meet goals and objectives.
- Insure the formation of the Project Management Team and call for regular meetings of the team.
- Staff the Project Management Team and generally insure that all project goals and objectives are met.
- Coordinate community domestic abuse team, the Case Management Team, including providing ongoing data for the Case Management Team and the community Sexual Assault Response Team (SART).
- Contract for a Campus liaison/Threat assessment specialist who work with Family Violence Council and Voices of Hope to improve perpetrator accountability on community campuses and develop and provide training to community professionals on threat assessment.
- Coordinate project trainings, including identifying trainers, arranging and publicizing trainings, procuring training sites, arranging for trainers lodging, airfare and other logistics.
- Attend Lincoln Threat Advisory Team meetings and continue to maintain database on threat cases for the team.
- Create materials as needed for the project.
- Coordinate information from the partners for the purpose of grant reporting.
- Be responsible for completing semi-annual progress reports.
- Review and determine approval of all travel expenses, including getting approvals to attend events using travel dollars.

**Goals and Objectives:**

Goal 1: Empower victims of domestic violence/dating violence, stalking and sexual assault through an active, cohesive coordinated community response.

- Objective 1: Establish active, engaged Project Management Team (PMT).
- Objective 2: Maintain domestic violence and sexual assault coordinated response teams.
- Objective 3: Ensure community response is victim centered and services to victims are widely available and comprehensive.

Goal 2: Improve prosecutions and related investigations of sexual assault cases

- Objective 1: Provide training on drug-facilitated sexual assaults.
- Objective 2: Provide training on trauma-informed prosecutions.

## ATTACHMENT B

- Objective 3: Provide training on sex-based trafficking cases.

Goal 3: Improve response to sexual violence on campuses by tying into our community coordinated response and developing training, victim advocacy and perpetrator accountability options.

- Objective 1: Hire a law enforcement specialist as a primary developer of the project.
- Objective 2: Create relationships with campuses, including Title IX, Student Affairs and Judicial Affairs.
- Objective 3: Create collaboration among the campuses
- Objective 4: Provide training on holding perpetrators accountable and alternative bank of options for perpetrator accountability.

Goal 4: Improve community professionals' capacity to assessment threats and make appropriate referrals involving threatened violence against women.

- Objective 1: Hire the same specialist as in the campus goal for this project.
- Objective 2: Identify professionals to target for initial training.
- Objective 3: Develop and implement targeted training.

Goal 5: Improve safety of domestic violence victims/survivors by improving assistance to victims seeking protection orders and improved outreach to high-risk immigrant and refugee populations.

- Objective 1: Voices of Hope (VOH) and Lincoln Police Department Victim/Witness Unit (LPD V/W) will hire staff to work on project goals and objectives.
- Objective 2: VOH will contract with El Centro de las Americas (ECDLA) and Asian Community and Cultural Center (ACCC) to provide outreach and assist with safety planning and protection orders for victims of violence against women.
- Objective 3: Partnerships with VOH, LPD V/W, ACCC and ECDLA will be sustained through working agreements and regular meetings of staff members.
- Objective 4: Support groups staffed by VOH and ECDLA will be sustained.
- Objective 5: FVC will provide data at least quarterly to Case Management Team on protection order requests and approvals.

As services are provided through the project, Grantee will take reasonable steps to ensure that persons with limited English proficiency (LEP) have meaningful access to recipients' programs and activities and ensure that these programs and activities are readily accessible to qualified individuals with disabilities, including Deaf or hard of hearing individuals.

**ATTACHMENT B**

Grant funds will be used in alignment with the following Budget:

BUDGET:		Cost	Total
Personnel:	Executive Director	\$ 33,052	
	Data Entry Clerk	2,832	
Fringe Benefits:	FICA	2,745	\$35,884
	Retirement	1,076	
	State Unemployment tax	578	
Supplies	Office supplies	1442	4,399
	Postage	24	
Contracts/Consultants:	Law Enforcement Specialist	5,000	1,466
Other Costs:	Laptop	210	5,000
	Office space	2,879	
	Media (telephone and internet)	1,245	
	Accounting Services	2,471	
	Insurance	1,040	
	Speaker fees – 11 days @ \$650/day	7,150	
	Speaker airfares – 3 @ \$500 ea	1,500	
	Speaker lodging – 6 days @ \$100	600	
Speaker per diem – 8 days @ \$51	408		
			17,502
BUDGET TOTAL			\$64,251



## 9. Memorandum of Understanding

The Lancaster County enters into a memorandum of understanding with the Family Violence Council (FVC), Lincoln Police Department (LPD), Voices of Hope (VOH), the Asian Community and Cultural Center (AC) and El Centro de las Américas (EC). The purpose of this MOU is to identify each partner's roles, responsibilities and commitments as they relate to this project: "Improved Community Response to Sexual Assault and Legal Advocacy Relating to Protection Orders and Immigrants in Lancaster County."

### I. Description of Project Partners

**Lancaster County:** Lancaster County is a unit of local government in the state of Nebraska. Lancaster County includes the City of Lincoln, which is the state's capital. The U.S. Bureau of Census estimates the county's population at 306,468 as July 1, 2015. Of that total, 277,348 are estimated to reside in Lincoln. By agreement with the City of Lincoln, Lancaster County staffs a Joint Budget Committee of city and county government that recommends allocation of funds related to human services in Lancaster County and oversees distribution of those funds through the Human Services Administration. In 2014, on behalf of community partners, Lancaster County successful submitted an application for OVW Grants to Encourage Arrest Policies and Enforcement of Project Orders Program grant. Lancaster County has been the fiscal agent for that project and will remain the fiscal agent for this application.

**Family Violence Council.** FVC has worked to enhance the response to violence against women in Lancaster County since its inception in 1996. FVC has provided project coordination for a number of regional and statewide projects that included Lancaster County partners. FVC has been project manager/coordinator on numerous federal grant funded projects. FVC provides staff support and coordinates the community's criminal justice domestic violence and sexual assault coordinated response teams, and serves on the Lincoln Threat Advisory Team, which is coordinated by LPD. FVC also is the primary provider of training in Nebraska for facilitators of men's domestic violence intervention programs. FVC has also been asked by the community to create a 24-7 Sexual Assault Nurse Examiner program to provide SANEs to do forensic exams at local hospitals. FVC is the primary planning entity in Lancaster County relating to domestic violence and sexual assault.

**Lincoln Police Department Victim/Witness Unit.** The V/W Unit provides services to all victims of crimes including help with protection orders, court accompaniment and other legal advocacy services. Although a part of LPD, V/W Unit also serves the victims of crimes in the jurisdiction of the Lancaster County Sheriff's Office and serves as a resource as well for the Lancaster County Attorney's Office. By agreement with the City of Lincoln, all domestic violence, stalking, sexual violence and dating violence crimes are prosecuted by the Lancaster County Attorney's Office.

**Victims of Violence Against Women non-governmental Service Provider:**  
**Voices of Hope.** VOH provides a continuum of services to victims/survivors, their children and significant others who are faced with the traumatic aftermath of sexual assault, domestic violence, dating violence, and stalking. These services include 24-hour crisis line, drop-in crisis counseling, case management, support groups, 24-hour advocacy to hospitals and criminal justice coordinated response, assistance with protection orders and basic needs. VOH also provides prevention, outreach and an education and training program. VOH has been a close partner with the Family Violence Council on many community projects including a model

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community plan to stop violence against women and their children. VOH has been in existence for more than 40 years.

**The Asian Community and Cultural Center.** AC is a non-profit organization that was founded in 1992 to support and empower Asian people and share Asian cultures with the broader community. AC has programs for youths and senior citizens, an ELL program and citizenship classes, and various programs for women. AC has partnered with Voices of Hope to develop outreach to several Asian populations in Lancaster County that have been identified as the greatest risk to experience violence against women.

**El Centro de las Américas.** EC is a non-profit organization that was founded in 1982 to help the Hispanic/Latino population of Lancaster County to become fully integrated into the community. EC programs include family support services and a prevention program for Hispanic/Latino juvenile males who are in the justice system or at high risk. Also, the center provides a place where Spanish-speaking immigrants can learn how to enhance their individual capacity to succeed in Lincoln and become fully engaged in the local community through a variety of programs such as computer classes, tax clinics, GED classes, citizenship tutoring, and health outreach. EC is a partner in our community's STOP-grant funded coordinated response.

## II. History of Relationship

Lancaster County has a history of relationships with all the organizations through Joint Budget Committee funding and other partnerships. FVC has collaborated extensively with VOH and LPD since its establishment in 1996. VOH and LPD V/W have had a working agreement for more than 30 years. EC and AC have actively collaborated with the domestic violence/sexual assault programs for more than 10 years.

## III. Resources to be contributed to the project

FVC will provide additional staff support for the project and in-kind office supplies, telephone, postage and other coordinator needs. VOH will provide additional staff support and supervision for the project in addition to staff back up for 24-hour crisis services. LPD V/W Unit will assist with staff backup and helping with access to city/county resources, such as meeting and training rooms. EC and AC will provide staffing, supervision, and office support.

## IV. Development of the Application

The current proposal has resulted from the analysis and assessment of the impact of our ongoing collaboration that was triggered by a community-wide planning process in 2000-2001 that involved more than 70 organizations in the community and more than 150 volunteers. That process emphasized improving victim safety and offender accountability through a community coordinated response that was inclusive of all Lancaster County residents, including refugees and immigrants.

Relating to sexual assaults, Lancaster County has completed three Safety And Accountability Audits in recent years to improve its response to sexual assault survivors. This has led to new "belief-based" training programs for law enforcement that emphasize treating victims with respect, moving sexual assault investigations away from street officers to specially trained investigators; improvements in advocacy training and response; and efforts to create a community-based 24-7 SANE program for forensic exams among other changes. In developing this proposal our community-based Sexual Assault Response Team and project partners identified next steps to be improve investigations prosecutions of sexual assaults involving drug-

facilitated assaults; trauma-informed investigations and prosecutions; and improve investigations and prosecutions of sex-based trafficking cases.

Another need we have identified is improve local campus responses to sexual offenses on the numerous campuses in Lancaster County. The county is home to the University of Nebraska-Lincoln, Southeast Community College, which is part of the state's two-year post-secondary school system; Nebraska Wesleyan University and Union College. In addition Doane College maintains a Lincoln campus. Overall, Lancaster County has more than 40,000 college students on various campuses. These campuses in recent years have been working to improve their Title IX response and generally improve their response to sexual offenses.

We now would like to provide training and assistance to these campuses on how better to hold offenders accountable through improved investigations and policies.

One audit focused on the intersection of sexual assault and domestic violence: intimate partner sexual violence. We have worked to improve our response to these cases, including for the first time creating a separate incident code with LPD so that we can readily identify these cases. We have done training and improved advocacy in response to the study. This has generally impacted investigation of domestic violence cases. LPD has developed new policies requiring documentation of predominant aggressor which has significantly reduced the rate of women being arrested and the number of dual arrests.

But despite these significant improvements in our domestic abuse response, our county remains among the worst in the state in the rate of approvals of protection orders. As a result, our current project focused on improving the legal advocacy response including doing a fourth Safety and Accountability Audit to look at ways to improve victims' ability to get protection orders.

The study showed very clearly the importance of improved advocacy assistance in getting protection orders. So, we are also seeking to sustain and improve our advocacy response. The study also showed the particular challenges of some the county's minority and ethnic communities. So with this project we want to continue and enhance outreach to some of the most challenging populations in terms of trust and safety.

We have established five goals to meet these needs and challenges, improve victim safety, increase perpetrator accountability and enhance our coordinated response to domestic abuse and sexual violence. They are:

Goal 1: Empower victims of domestic violence/dating violence, stalking and sexual assault through an active, cohesive coordinated community response; Goal 2: Improve prosecutions and related investigations of sexual assault cases; Goal 3: Improve response to sexual violence on campuses by tying into our community coordinated response and developing training, victim advocacy and perpetrator accountability options; Goal 4: Improve community professionals' capacity to assess threats and make appropriate referrals involving threatened violence against women; Goal 5: Improve safety of domestic violence victims/survivors by improving assistance to victims seeking protection orders and improved outreach to high-risk immigrant and refugee populations.

#### **V. Roles and Responsibilities**

Lancaster County will:

- Submit the proposal and be the recipient of the grant.
- Contract with the Family Violence Council to facilitate project implementation, monitor and evaluate the project and write required reports, including semi-annual project reports.

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- Provide grant administration such as contracts and financial management which includes submission of required financial reports to the Grantor.
- Track all grant expenditures and outlays.

Lancaster County Human Services Administrator Sara Hoyle and Lancaster County Grants Coordinator Rhonda Ryan will complete these activities.

Family Violence Council (FVC) will:

- Provide oversight and coordination of the grant activities including regular meetings with program partners to meet goals and objectives.
- Insure the formation of the Project Management Team and call for regular meetings of the team.
- Staff the Project Management Team and generally insure that all project goals and objectives are met.
- Coordinate community domestic abuse team, the Case Management Team, including providing ongoing data for the Case Management Team and the community Sexual Assault Response Team (SART).
- Contract for a Campus liaison/Threat assessment specialist who work with Family Violence Council and Voices of Hope to improve perpetrator accountability on community campuses and develop and provide training to community professionals on threat assessment.
- Coordinate project trainings, including identifying trainers, arranging and publicizing trainings, procuring training sites, arranging for trainers lodging, airfare and other logistics.
- Attend Lincoln Threat Advisory Team meetings and continue to maintain database on threat cases for the team.
- Create materials as needed for the project.
- Coordinate information from the partners for the purpose of grant reporting.
- Be responsible for completing semi-annual progress reports.
- Review and determine approval of all travel expenses, including getting approvals to attend events using travel dollars.

FVC Executive Director Bob Moyer will oversee the entire array of grant activities and serve as project coordinator. He will also serve on the Project Management Team and staff that Team's activities. He will also staff the Case Management Team and SART meetings. FVC data entry clerk Jan Metzger will provide clerical support for project administration and data entry related to the project.

Voices of Hope (VOH) will:

- Provide crisis and supportive services for victims of domestic violence, dating violence, sexual assault and stalking in accessing a wide array of services including support through law enforcement involvement, protection order assistance and immigration advocacy.
- Provide outreach and advocacy targeted toward Latina battered women and sexual assault survivors and their families.

- Participate in community Case Management Team and SART and on-going review of policies and procedures.
- Conform to confidentiality and safety protocols developed for this project.
- Participate in case and/or systems review with project partners.
- Participate in training activities.
- Assist in providing support groups for Spanish-language victims who are victims of domestic violence, dating violence, sexual assault and stalking.
- Assist with sexual assault training and provide sexual assault technical assistance.
- Attend case and system review meetings and other grant coordination meetings.
- Track agreed-upon data required by the granting agency and provide it to FVC when requested for the purpose of semi-annual progress reports to the Office of Violence Against Women as allowable within the agency's legal limits and established policies and procedures.

An Advocate will provide advocacy, case management, and provide crisis services to victims of intimate partner violence, sexual assault and stalking. She will also participate in assistance with protection orders, safety assessments and project activities with partners in this project including monthly coordination meetings and training. A bilingual Advocate will provide outreach, crisis intervention, advocacy, community support group, and services to Latina battered women and sexual assault survivors and their children. This advocate will also provide criminal justice system advocacy service and assistance with immigration. VOH Executive Director Marcee Metzger will participate in oversight of this project and serve on the Project Management Team.

Lincoln Police Department (LPD) Victim/Witness Unit will:

- Provide staffing that will focus on assisting victims with protection orders but also provide general advocacy relating victims of crimes involving domestic violence, dating violence, sexual assault and stalking.
- Conform to confidentiality and safety protocols developed for this project.
- Participate in case and/or systems review with project partners.
- Participate in outreach and providing appropriate referrals relating to legal advocacy for victims who have experienced domestic violence, dating violence, sexual assault or stalking.
- Participate in coordinated response activities.
- Attend case and system review meetings and other grant coordination meetings.
- Track agreed-upon data required by the granting agency and provide it to FVC when requested for the purpose of semi-annual progress reports to the Office of Violence Against Women as allowable within the agency's legal limits and established policies and procedures.

An Advocate in the Victim/Witness unit will provide referral assistance to victims of domestic violence and dating violence, assist with protection orders, accompany victims for court actions, and provide victim contacts for the County Attorney's office. Victim/Witness Unit manager Elizabeth McQueen will provide oversight for the project and serve on the Project Management Team. The Victim/Witness unit is a unit of the LPD and as such, staff will comply with the items of agreement above.

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Asian Community and Cultural Center (AC) will:

- Make referrals to law enforcement and other partner agencies in domestic violence, dating violence, sexual assault and stalking.
- Conduct outreach activities in the Asian community of Lancaster County.
- Provide information and referrals to Voices of Hope and LPD Victim/Witness Unit as determined by client needs.
- Conform to confidentiality and safety protocols developed for this project.
- Participate in case and/or systems review with project partners.
- Participate in coordinated response activities.
- Attend case and system review meetings and other grant coordination meetings.
- Track agreed-upon data required by the granting agency and provide it to FVC when requested for the purpose of semi-annual progress reports to the Office of Violence Against Women as allowable within the agency's legal limits and established policies and procedures.

A Bilingual Case Manager will engage the community and spread awareness about AC and partner agency services, domestic and dating violence, the criminal justice response, and will provide additional referrals as needed to other project partners including assistance with protection orders and navigating the criminal justice system. A bookkeeper/grant manager will support the case manager. Executive Director Sheila Dorsey Vinton will provide oversight for the project and serve on the Project Management Team.

El Centro de las Américas (EC) will:

- Make referrals to law enforcement and other partner agencies in domestic violence, dating violence, sexual assault and stalking.
- Conduct outreach activities in the Latino/Hispanic community of Lancaster County.
- Provide information and referrals to Voices of Hope and LPD Victim/Witness Unit as determined by client needs.
- Assist in providing support groups for Spanish-language victims of domestic violence, dating violence, sexual assault and stalking.
- Conform to confidentiality and safety protocols developed for this project.
- Participate in case and/or systems review with project partners.
- Participate in coordinated response activities.
- Attend case and system review meetings and other grant coordination meetings.
- Track agreed-upon data required by the granting agency and provide it to FVC when requested for the purpose of semi-annual progress reports to the Office of Violence Against Women as allowable within the agency's legal limits and established policies and procedures.


A Bilingual Case Manager will engage the community and spread awareness about EC and partner agency services, domestic and dating violence, the criminal justice response, and will provide additional referrals as needed to other project partners including assistance with protection orders and navigating the criminal justice system. Executive Director Romeo Guerra will provide oversight for the project and serve on the Project Management Team.

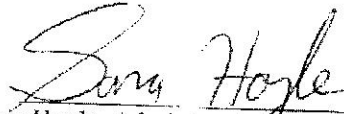
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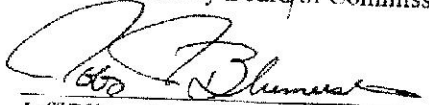
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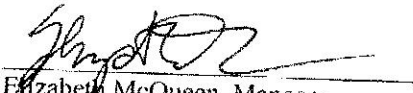
**VI. Commitment to Partnership**

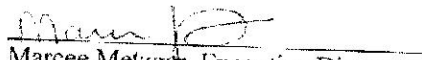
We, the undersigned, have read and agree with this MOU. We are committed to work together and achieve stated project goals. Further, we have reviewed the portion of the proposed project budget pertaining to the collaborative effort described here, and approve it.

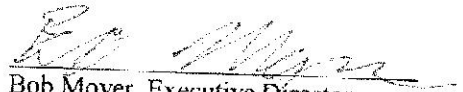
  
Fodd Wiltgen, Chairman ~~Bill Avey~~, Vice Chair  
Lancaster County Board of Commissioners


  
Sara Hoyle, Administrator  
Lancaster County Human Services


  
Jeff Bliemeister, Chief  
Lincoln Police Department

  
Elizabeth McQueen, Manager  
LPD Victim/Witness Unit

  
Marcee Metzger, Executive Director  
Voices of Hope

  
Bob Moyer, Executive Director  
Family Violence Council

  
Romeo Guerra, Executive Director  
El Centro de las Américas

  
Sheila Dorsey Vinton, Executive Director  
Asian Community and Cultural Center

Date: 2/14/17

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: INSPRO Insurance, P.O. Box 6847, Lincoln, NE 68506, 402 483-4500. CONTACT NAME: Becky Kempston, PHONE: 402-484-4876, FAX: 402-483-7977, E-MAIL ADDRESS: rkempston@insproins.com. INSURER(S) AFFORDING COVERAGE: INSURER A: The Hartford, INSURER B: Monitor Liability Managers, Inc.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with 10 columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, and Management L.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) City of Lincoln &/or Lancaster County is listed as additional insured in regards to General Liability on a primary and occurrence basis including a 30-day notice of cancellation.

CERTIFICATE HOLDER: City of Lincoln &/or Lancaster County &/or City of Lincoln, Lancaster County Public Building, Commission, 555 S 10th St, Lincoln, NE 68508. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



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POLICY NUMBER: 91 SBA UG7477



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

ADDITIONAL INSURED - PERSON-ORGANIZATION

CITY OF LINCOLN  
575 S. 10TH ST  
LINCOLN, NE 68508

LANCASTER COUNTY  
575 S. 10TH ST  
LINCOLN, NE 68508



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF OUR RIGHT TO RECOVER  
FROM OTHERS ENDORSEMENT**

**Policy Number:** 91WECIN3493  
**Effective Date:** 07/18/2017  
**Named Insured and Address:**

Family Violence Council  
4600 Valley Road Ste 408  
Lincoln, NE 68506

**Endorsement Number:** WC000313

Effective hour is the same as stated on the Information Page of the policy.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**SCHEDULE**

Any person or organization that you perform work for that is liable for an injury, covered by this policy, that prior to the injury has written contract requiring a waiver of our right to recover from them.

Countersigned by \_\_\_\_\_  
Authorized Representative