



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

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HB 2015 - Procedure for Local Sales & Use Tax Verification Submittals

HB 2015 was enacted in the 2025 legislative session to provide public safety funding for local governments and law enforcement agencies through a grant program and through authorization of local taxing authority. The Washington State Criminal Justice Training Commission (CJTC) was tasked with overseeing the grant program and verifying that local governments meet the requirements for adopting the local sales & use tax.

Money received from the tax imposed must be expended for criminal justice purposes. "Criminal justice purposes" means activities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice and behavioral health systems occurs, including:

- a) Domestic violence services, such as those provided by domestic violence programs, community advocates, and legal advocates, as those terms are defined in RCW 70.123.020;
- b) Staffing adequate public defenders to provide appropriate defense for individuals;
- c) Diversion programs;
- d) Reentry work for inmates;
- e) Local government programs that have a reasonable relationship to reducing the numbers of people interacting with the criminal justice system including, but not limited to, reducing homelessness or improving behavioral health;
- f) Community placements for juvenile offenders; and Community outreach and assistance programs, alternative response programs, and mental health crisis response including, but not limited to, the recovery navigator program.

Cities and counties that impose the tax authorized must, within one calendar year of imposition of the tax, and annually thereafter, make a report to either the Association of Washington Cities or the Washington State Association of Counties on how the moneys received from the tax were expended.

Sales & Use Tax eligibility verification submittals must be signed and attested to by the Mayor or County Executive and the sheriff, chief, or marshal.

Submittals must provide a link to the resolution or ordinance that includes the requisite finding that the City or County has met the statutory requirements.

Cities and Counties may make their submittals now, prior to WACJTC posting the submittal form online. Once the submittal form is posted online, submittals must be made electronically using the Sales & Use Tax Verification Form available on CJTC's website, and all materials provided electronically. The submittal must provide sufficient documentation for CJTC to be able to verify that the statutory requirements have been met. So that CJTC is able to verify

compliance with the requirements that policies have been issued and implemented, the City or County must provide links to the relevant policy and operations manual, rather than submit hard copies of the relevant policies.

- I. The Program Manager will acknowledge receipt of the initial grant submittal, advise the City or County that initial review will be conducted within 45 days, and that CJTC may request additional information after its initial review, to ensure that the statutory criteria have been met.
- II. The Program Manager will, in consultation with the Attorney General's Office Policy Team (AGO), review submittals for compliance with the statutory requirements. The Program Manager will let the City or County know within 45 days whether the statutory requirements are met, or whether additional information is needed. If additional information is needed, follow-up meetings between the Program Manager and the City or County are permitted to help facilitate successful completion of the submittal.
- III. If the statutory requirements are met, the Program Manager will recommend to CJTC's Executive Director that the submittal be approved and will notify the City or County by electronic communication.
- IV. If the statutory requirements are not met, the Program Manager will notify the City or County by electronic communication what additional information needs to be provided to meet the requirements.
- V. The City or County must then submit the additional information within 30 days.
- VI. If the necessary information is provided by the deadline, the Program Manager will then recommend to the CJTC Executive Director that the submittal be approved.
- VII. If the requirements are not met, the Program Manager will then recommend to CJTC's Executive Director that the submittal not be approved. The Program Manager will notify the City or County by electronic communication the reasons for non-compliance.
- VIII. If the City or County disagrees, there will be an opportunity to meet with CJTC's Executive Director and the Program Manager before a final decision is made.
- IX. If the Program Manager determines that the statutory criteria have been met other than completion of certain training requirements, the Program Manager may work with the City or County for the purpose of the relevant agency fulfilling the training requirements within a required timeline.
- X. If the City or County has not rectified all deficiencies within 180 calendar days of its initial submittal, as verified by CJTC, the State Treasurer's Office must withhold \$100,000 of the tax collected each month until the month in which the City or County comes into compliance with the requirements, as verified by CJTC.

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