



State of Texas  
Office of the Governor  
Criminal Justice Division

Rick Perry  
Governor

October 07, 2013

The Honorable Robert Hebert  
County Judge  
PREVIEW - Fort Bend County - PREVIEW -  
301 Jackson  
Richmond, Texas 77469-3108

Dear Judge Hebert:

Congratulations on your award! To activate your agency's grant, the Authorized Official must log on to eGrants at <https://eGrants.governor.state.tx.us> and go to the 'My Home' tab. In the 'Project Status' column, locate the application that is in 'Pending Acceptance of Award' status. Click on the grant number and proceed to the 'Accept Award' tab. From this tab, click on the 'Accept' button. Grants must be accepted within 45 calendar days of the date the award was issued.

Be sure to review the attached memo for a quick overview of general items every grantee should be aware of. You can also find more detailed information on the eGrants website including helpful resources, links, and tools needed to properly administer CJD grants. The Guide to Grants, also on the website, contains answers to questions frequently asked by grantees. The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

If you have any questions regarding this award, feel free to contact your grant manager, whose name is referenced in the attached Statement of Grant Award or you may always contact our office via the eGrants Help Desk at [eGrants@governor.state.tx.us](mailto:eGrants@governor.state.tx.us).

We look forward to working with you to ensure the success of your program.

A handwritten signature in black ink, appearing to read "Chris Burnett", with a large, sweeping flourish extending from the end of the name.

Christopher Burnett  
Executive Director

OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION  
**STATEMENT OF GRANT AWARD**

<b>Grant Number:</b>	WF-13-V30-15157-15	<b>CFDA or State ID:</b>	16.588
<b>Program Fund:</b>	WF-Violence Against Women Formula Grants		
<b>Grantee Name:</b>	PREVIEW - Fort Bend County - PREVIEW -		
<b>Project Title:</b>	Violence Against Women Investigator		
<b>Grant Period:</b>	09/01/2013 - 08/31/2014		
<b>Liquidation Date:</b>	11/29/2014		
<b>Date Awarded:</b>	October 07, 2013		
<b>CJD Grant Manager:</b>	Reilly Webb		

<b>CJD Award Amount:</b>	\$47,000.00
<b>Grantee Cash Match:</b>	\$34,975.00
<b>Grantee In Kind Match:</b>	\$0.00
<b>Total Project Cost:</b>	\$81,975.00

The Statement of Grant Award is your official notice of award from the Governor's Criminal Justice Division (CJD). The approved budget is reflected in the Budget/Details tab for this record in eGrants. The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded. By clicking on the 'Accept' button within the 'Accept Award' tab, the grantee accepts the responsibility for the grant project and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

**Condition(s) of Funding and Other Fund-Specific Requirement(s):**

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**Agency Name:** Fort Bend County

**Grant/App:** 1515715 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

**Project Title:** Violence Against Women Investigator

**Status:** Pending AO Acceptance of Award

### **Profile Information**

**Applicant Agency Name:** Fort Bend County

**Project Title:** Violence Against Women Investigator

**Division or Unit to Administer the Project:** Fort Bend County DA's Office

**Address Line 1:** 301 Jackson

**Address Line 2:**

**City/State/Zip:** Richmond Texas 77469-3108

**Start Date:** 9/1/2013

**End Date:** 8/31/2014

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council

**Headquarter County:** Fort Bend

**Counties within Project's Impact Area:** Fort Bend

### **Grant Officials:**

#### **Authorized Official**

**User Name:** Robert Hebert

**Email:** werleann@co.fort-bend.tx.us

**Address 1:** 309 South 4th Street, Suite 719

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-8608 Other Phone: 281-341-8634

**Fax:** 271-341-8609

**Title:** The Honorable

**Salutation:** Judge

#### **Project Director**

**User Name:** Chad Bridges

**Email:** cbridges@co.fort-bend.tx.us

**Address 1:** 301 Jackson

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-3789 Other Phone: 832-867-0471

**Fax:** 281-238-3340

**Title:** Mr.

**Salutation:** Mr.

#### **Financial Official**

**User Name:** Robert Sturdivant

**Email:** Robin.McGuire@co.fort-bend.tx.us

**Address 1:** 309 S. 4th Street, Suite 533

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-3760 Other Phone: 281-341-3769

**Fax:** 281-341-3774

**Title:** Mr.

**Salutation:** Mr.

#### **Grant Writer**

**User Name:** Chad Bridges

**Email:** cbridges@co.fort-bend.tx.us

**Address 1:** 301 Jackson

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-3789 Other Phone: 832-867-0471

**Fax:** 281-238-3340

[Print This Page](#)**Agency Name:** Fort Bend County**Grant/App:** 1515715 **Start Date:** 9/1/2013 **End Date:** 8/31/2014**Project Title:** Violence Against Women Investigator**Status:** Pending AO Acceptance of Award

## Narrative Information

### Primary Mission and Purpose

The purpose of this funding is to assist in developing and strengthening effective law enforcement, prosecution and court strategies to combat family violence, sexual assault, dating violence, and stalking crimes against women and to develop and strengthen victim services in such cases.

### Funding Levels

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Grantees must provide matching funds of at least thirty-five percent (35%) of total project expenditures. This requirement may be met through either cash or in-kind contributions or a combination of both.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

**Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.

## Program Requirements

### Preferences

Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### Criminal History Reporting

Entities receiving funds from CJD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public (DPS) Safety as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

### Program Emphasis

Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.

Indicate the percentage (%) of your project that benefits:

Victim Services - any nonprofit, nongovernmental organization that assists victims.

0

Law Enforcement - any public agency charged with policing functions.

0

Prosecution - any public agency charged with direct responsibility for prosecuting criminal offenders.

100

Court - any civil or criminal court system.

0

Other – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

### **Culturally Competent Victim Restoration**

Provide information in this section regarding how your organization is culturally competent when providing services to victims. Here are some guidelines to follow: Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

Our intake for protective orders is done through bilingual office members. Whenever possible, we provide relevant resource materials in english and spanish and also have resource materials to group we partnet with that deal with cultural specific issues that pertain to domestic violence. Examples of these groups are Asians Against Domestic Abuse and DAYA.

### **Forensic Medical Examination Payments**

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

### **Polygraph Testing Prohibition**

A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.

### **Protection Orders**

Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

### **Judicial Notification**

Offenders involved in a protection order are not allowed to possess a firearm unless the offender is a peace officer who is actively engaged in employment as a sworn, full-time paid employee of a state agency or political subdivision.

### **Criminal Charges**

In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.

### **Nondisclosure of Confidential or Private Information**

Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

### **Victim Referral Process**

Describe how victims are referred to your agency:

Referrals are typically made from the law enforcement agencies sending criminal domestic violence cases for review. Some of our protective applicants are walk-ins from word of mouth that do not having a related criminal case. The investigator receives requests from the prosecutors handling protective orders or domestic violence criminal cases that involve victims.

### **Statewide Priorities**

**Applicants must address one or more of the following statewide priorities (enter 'N/A' if not applicable):**

Improve the criminal justice system response to victims of violence against women.

Provide a brief explanation:

This grant supports the Family Violence Division of the Fort Bend County DA's Office. Specifically, this grant provides an investigator who improves the response and increases the safety of victims of domestic violence by serving protective order respondents, locating witnesses for domestic violence cases, and preparing exhibits for domestic violence prosecutors.

Improve court services regarding domestic violence, sexual assault, dating violence, and stalking.

Provide a brief explanation:

This grant provides a DA Investigator who serves subpoenas and protective orders when normal law enforcement services aren't adequate, so prosecutions of protective orders and criminal cases related to domestic violence can proceed. The DA Investigator helps prepare court ready exhibits that allows for cases to better prepared for trial.

Strengthen victim restoration.

Provide a brief explanation:

The DA Investigator improves victim restoration by serving protective orders on Respondents and subpoenas on witnesses to ensure that more domestic violence cases can go forward, thereby providing a better overall quality of justice for domestic violence victims.

Increase collaboration and communication across all levels of government and among all victim services.

Provide a brief explanation:

The DA Investigator is an important go-between for the prosecutors in the Family Violence Division and law enforcement agencies sending domestic violence cases for prosecution. Occasionally there is interaction by the DA Investigator with the Women's Center and other victim services groups.

### Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Jenetha Jones

Enter the Address for the Civil Rights Liaison:

County Judge's Office 301 Jackson Richmond, Texas 77469

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

(281) 341-8608

### Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation.

☒ I certify to all of the above eligibility requirements.

### Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

The many years of rising population of Fort Bend County has resulted in a generally sustained increase in domestic violence cases, more courts, and number of requests for investigative assistance of our existing domestic violence investigator. The work this investigator does is invaluable when it comes to serving subpoenas and protective orders when regular constable service cannot be accomplished and by preparing and collecting exhibits for trial.

### Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Per the Fort Bend County website - "While the state of Texas grew at a rate of 7.9%, the U.S. Bureau of Census concluded that Fort Bend County grew at a rate of 23.4% in 2000 through 2004. That growth is predicted to continue - Woods and Poole Economics ranks Fort Bend as 2nd in growth for all U.S. counties with more than 250,000 in population for the years 2003 - 2025. The Texas State Data Center estimates that the population could reach 770,060 by the year 2020. In other words, it took 160 years for Fort Bend to gain its first 350,000 residents, but will add the next 350,000 residents within the next 20 years. The population increases daily with the construction of new homes and subdivisions." The U.S. Census Bureau (at this link: <http://quickfacts.census.gov/qfd/states/48/48157.html>) shows Fort Bend County Population to be close to 600,00 in 2010. The booming growth of this county creates an ongoing need for this continuation project. The last PPRI report shows 143 cases closed by DADJ or conviction. 317 cases were referred during that reporting period. As a continuation project, the unit's caseload has shown a continued general increase in both the number of cases received, filed and disposed over the years. In the most recent PPRI last quarterly report, indicates the number of referrals have dropped due to a spike in referrals during the last grant cycle. There has been a proportional drop in cases filed due to the fewer referrals.

### Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Domestic Violence

### Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

To successfully prosecute domestic violence offenders and procure protective orders against domestic violence offenders in Fort Bend County, Texas. By successfully prosecuting criminal cases and protective orders we increase victim safety by keeping the abuser away by 1. either a no contact condition of probation or protective order, 2. no contact with a victim via jail or prison time, or by providing counseling to abusers as a condition of either probation or a protective order. Specifically, the investigator supplied by the grant supports the Family Violence Division by successfully locating and serving witnesses, preparing trial exhibits, reconstructing old cases, serving protective orders, & obtaining evidence for domestic violence cases

### Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each

participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Fort Bend County Crime Victims Response Team The Fort Bend County Crime Victim's Response Team is a longstanding partner that provides training to those who aid victims of domestic violence and sexual assault. It is the coordinated community response group for Fort Bend County on these issues. Partners include law enforcement, counseling services, the Women's Center and several other agencies that combat domestic violence.

### Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

As noted above, the last PPRI quarterly report shows us behind last years number and goals. However, going back over a longer sampling period show us on a generally level amount of cases received, filed, and disposed. The last grant cycle saw an upward spike from the prior grant cycle that has not been repeated during the current cycle.

### Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

This project supports the Family Violence Division of the Fort Bend County DA's Office. This is a specialized prosecution unit that focuses on prosecution of domestic violence offenders and assists victims of domestic violence in obtaining protective orders. Specifically the projects allows a DA Investigator to help prepare cases for court, serve protective orders, and locate witnesses.

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**Agency Name:** Fort Bend County  
**Grant/App:** 1515715 **Start Date:** 9/1/2013 **End Date:** 8/31/2014

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**Status:** Pending AO Acceptance of Award

## Measures Information

### Progress Reporting Requirements

**Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):**

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

#### Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of arrests made.	0	0
Number of cases investigated.	0	400
Number of cases referred for prosecution.	0	0
Number of dual arrests made (both partners arrested).	0	0
Number of incident reports.	0	0
Number of civil orders of protection violated.	0	0
Number of sexual assault, domestic violence and / or stalking cases filed.	565	600
Number of sexual assault, domestic violence, and / or stalking cases referred.	1181	1200

#### Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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#### Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of charges dismissed or acquitted.	523	0
Number of felony charges filed.	0	0
Number of felony convictions.	0	0
Number of cases resulting in conviction or deferred adjudication.	656	650

#### Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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**Budget Details Information**  
**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Certified Peace Officer - All Others	One DA Investigator that supports the Family Violence Division of the Fort Bend County DA's Office. \$78,475 is the total salary amount including fringe benefits.	\$43,500.00	\$34,975.00	\$0.00	\$0.00	\$78,475.00	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	For Texas training and travel for TCLEOSE approved and/or TDCAA events for investigators handling domestic violence cases and protective orders in support of the family violence division. Per diem is different for individual cities. All lodging must be approved by the District Attorney and is typically the same location (hotel) as the actual seminar.	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0

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[Print This Page](#)**Agency Name:** Fort Bend County**Grant/App:** 1515715 **Start Date:** 9/1/2013 **End Date:** 8/31/2014**Project Title:** Violence Against Women Investigator**Status:** Pending AO Acceptance of Award**Project Activities Information****Type of Crime Victim**

Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%):

1

Domestic Abuse Percentage (%):

98

Stalking Percentage (%):

1

Dating/Acquaintance Percentage (%):

0

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Investigation	50.00	The position funded by this grant performs investigative duties supporting prosecution. This includes serving protective orders on respondents, locating and serving witnesses, preparing exhibits for trial, and helping obtain evidence from law enforcement agencies.
Prosecution	50.00	The position funded by this grant performs investigative duties supporting prosecution. This includes serving protective orders on respondents, locating and serving witnesses, preparing exhibits for trial, and helping obtain evidence from law enforcement agencies

**Geographic Area:**

Fort Bend County, Texas

**Target Audience:**

Domestic violence victims

**Gender:**

Overwhelmingly female

**Ages:**

Overwhelmingly Adult - 17 years and older.

**Special Characteristics:**

Domestic violence victims

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