

# RESOLUTION

**WHEREAS,** The **FORT BEND COUNTY COMMISSIONER'S COURT** finds it in the best interest of the citizens of **FORT BEND COUNTY** that the **VICTIM WITNESS STAFF EXPANSION** be operated for the **2016-2018** two-year period; and

**WHEREAS,** The **FORT BEND COUNTY COMMISSIONER'S COURT** agrees to provide matching funds for the said project in the amount of **\$157,393** or an amount equal to or exceeding 20% of the total project cost, as required by the grant application; and

**WHEREAS,** the **FORT BEND COUNTY COMMISSIONER'S COURT** agrees that in the event of loss or misuse of the Criminal Justice Division funds, the **FORT BEND COUNTY COMMISSIONER'S COURT** assures that the funds will be returned to the Criminal Justice Division in full.

**WHEREAS,** the **FORT BEND COUNTY COMMISSIONER'S COURT** designates **COUNTY JUDGE, ROBERT E. HEBERT** as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE, BE IT RESOLVED** that the **FORT BEND COUNTY COMMISSIONER'S COURT** approves submission of the grant application for the **VICTIM WITNESS STAFF EXPANSION** to the Office of the Governor, Criminal Justice Division, in the amount of **\$238,484.01** for a project total of **\$395,877.01**.

**PASSED, APPROVED AND RESOLVED ON THE** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, 2016.

\_\_\_\_\_  
Robert Hebert, County Judge

**ATTEST:**

\_\_\_\_\_  
Laura Richard, County Clerk

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**Agency Name:** Fort Bend County**Grant/App:** 1364517 **Start Date:** 10/1/2016 **End Date:** 9/30/2018**Project Title:** Victim Witness Staff Expansion**Status:** Application Pending Submission**Budget Details Information****Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Court Advocate	Assistant Victim Assistance Coordinator - full time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims Compensation, VINE, and other resources; providing victims with referrals for counseling, shelter, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors. Salary/Benefits Estimation Details (for two years): Salary=\$105,063.29; Payroll Taxes=\$8,037.35; Retirement=\$12,386.97; Workers' Comp & Unemployment=\$3,992.40; Insurance=\$23,561. Employee Initials: SC	\$74,768.01	\$78,273.00	\$0.00	\$0.00	\$153,041.01	100
Personnel	Court Advocate	Assistant Victim Assistance Coordinator - full time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims Compensation, VINE, and other resources; providing victims with referrals for counseling, shelter, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case;	\$86,680.00	\$44,392.00	\$0.00	\$0.00	\$131,072.00	100

		acting as liaison between victims and prosecutors. Salary/Benefits Estimation Details (for two years): Salary=\$87,237.10; Payroll Taxes=\$6,673.63; Retirement=\$10,285.26; Workers' Comp & Unemployment=\$3,315.01; Insurance=\$23,561. Employee Initials: BJT						
Personnel	Data Entry Operator	Administrative Secretary - full time position that will assist the Victim Assistance Coordinators and handle documentation and clerical needs. Duties include: mailing and processing Victim Impact Statements; mailing court setting notification letters and disposition letters; answering phone calls and assisting victims with court setting information and general questions; maintaining court setting calendar for victims that want to be notified; creating and maintaining victim files. Salary/Benefits Estimation Details (for two years): Salary=\$59,593.48; Payroll Taxes=\$4,558.91; Retirement=\$7,026.07; Workers' Comp & Unemployment=\$2,264.55; Insurance=\$23,561. Employee Initials: LH	\$65,228.00	\$31,776.00	\$0.00	\$0.00	\$97,004.00	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Every Victim Every Time Conference: Funds to be expended to send staff to training conference within the state of Texas that will enhance skills related to the delivery of crime victim services. Attending: all three personnel funded in this grant. Registration for Three People=\$150-\$300 approximately. Hotel for Three People=\$450 approximately. Mileage (at \$0.540/mile) for One Car=\$125 approximately. Per Diem (at \$36/day) for Three People=\$275 approximately. Travel policy to be followed: Fort Bend County Travel Policy. Double amount for two years.	\$1,840.00	\$460.00	\$0.00	\$0.00	\$2,300.00	0
	In-State Registration	In-State Travel - TVSA/CCAW Conference: Funds to be expended to send staff to training conference within the state of Texas that will enhance skills related to the delivery of crime victim services. We usually attend one of the two conference listed here: Texas Victims Services Association (TVSA) or Conference on Crimes Against						

Travel and Training	Fees, Training, and/or Travel	Women (CCAW). Attending: all three personnel funded by this grant. Registration Total for Three People=\$825-\$1,200 approximately. Hotel Total for Three People=\$450-\$800 approximately. Mileage (at \$0.540/mile) for One Car=\$100-\$225 approximately. Per Diem (at \$36/day) for Three People=\$275-\$450 approximately. Travel policy to be followed: Fort Bend County Travel Policy. Double amount for two years.	\$4,280.00	\$1,070.00	\$0.00	\$0.00	\$5,350.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Office of the Attorney General Victim Services Conference: Funds to be expended to send staff to training conference within the state of Texas that will enhance skills related to the delivery of crime victim services. Attending: all three personnel funded by this grant. Registration Total for Three People=\$825 approximately. Hotel Total for Three People=\$450 approximately. Mileage (at \$0.540/mile) for One Car=\$100 approximately. Per Diem (at \$36/day) for Three People=\$275. Double amount for two years.	\$2,640.00	\$660.00	\$0.00	\$0.00	\$3,300.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	Possible In-State Travel - Multi-County Inter-Agency Coalition Against Sexual Assault (MICA); Catholic Charities; Asians Against Domestic Abuse (AADA); TDCJ-Victim Services Division; Aid to Victims of Domestic Abuse (AVDA) and/or other trainings: Funds to be expended to send staff to training conference within the state of Texas that will enhance skills related to the delivery of crime victim services. Attending: any or all three personnel funded by this grant. Estimated Registration Total for Three People=\$75-\$150 approximately. Estimated Mileage (at \$0.540/mile) for One Car=\$25-\$50 approximately. Estimated Per Diem (at \$36/day) for Three People=\$125 approximately. Travel policy to be followed: Fort Bend County Travel Policy. Double amount for two years.	\$840.00	\$210.00	\$0.00	\$0.00	\$1,050.00	0
Supplies and Direct Operating Expenses	Printer, Fax, and/or Scanner Equipment and Accessories (\$5,000 or less per unit)	HP 05A Black Original Toner Cartridge (CE505A) - Need two cartridges per year, per printer = 8 total. Each cartridge is approximately \$95 (x8=\$760).	\$608.00	\$152.00	\$0.00	\$0.00	\$760.00	0

Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Fujitsu Fi-7180 Sheetfed Scanner - Needed to scan letters or other documents to email to victims. Needed to scan pictures, letters, and other documents from victims. This scanner is compatible with our data management system (Tyler Odyssey).	\$1,200.00	\$300.00	\$0.00	\$0.00	\$1,500.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	HP LaserJet P2035 Monochrome Laser Printer - Two printers needed for Assistant Victim Assistance Coordinators - To print letters to send to victims, to print offense reports and letters to send to Crime Victims Compensation, to print training information, to print witness lists for hearings and trials, to print emails for the victim files and/or criminal files, to print letters to send to TDCJ-Victim Services Division (for parole/release notification and for protest reasons), to print offense reports for review, and to print any other information needed to assist victims. Each printer approximately \$250 (x2=\$500).	\$400.00	\$100.00	\$0.00	\$0.00	\$500.00	0

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**Agency Name:** Fort Bend County

**Grant/App:** 1364517 **Start Date:** 10/1/2016 **End Date:** 9/30/2018

**Project Title:** Victim Witness Staff Expansion

**Status:** Application Pending Submission

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Certified budget funds allocated to the District Attorney's Office - County General Fund	Cash Match	\$157,393.00

#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$157,393.00	\$157,393.00	\$0.00	\$0.00	\$0.00

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### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$226,676.01	\$154,441.00	\$0.00	\$0.00	\$381,117.01
Supplies and Direct Operating Expenses	\$2,208.00	\$552.00	\$0.00	\$0.00	\$2,760.00
Travel and Training	\$9,600.00	\$2,400.00	\$0.00	\$0.00	\$12,000.00

#### Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$238,484.01	\$157,393.00	\$0.00	\$0.00	\$395,877.01

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