

[Print This Page](#)**Agency Name:** Fort Bend County**Grant/App:** 3024002 **Start Date:** 10/1/2017 **End Date:** 9/30/2018**Project Title:** The IRIS Women's Program**Status:** Application Pending Submission**Eligibility Information****Your organization's Texas Payee/Taxpayer ID Number:**
17460019692080**Application Eligibility Certify:**

Created on:1/23/2017 11:47:30 AM By:Victor Ndando-Ngoo

Profile Information**Applicant Agency Name:** Fort Bend County**Project Title:** The IRIS Women's Program**Division or Unit to Administer the Project:** Social Services**Address Line 1:** 301 Jackson Street**Address Line 2:****City/State/Zip:** Richmond Texas 77469-3108**Start Date:** 10/1/2017**End Date:** 9/30/2018**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:** Ann.Werlein@fortbendcountytexas.gov**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**Position:** County Judge**Project Director****User Name:** Anna Gonzales**Email:** anna.gonzales@fortbendcountytexas.gov**Address 1:** 301 Jackson**Address 1:****City:** Richmond, Texas 77469**Phone:** 281-238-3506 Other Phone:**Fax:** 281-342-0557**Title:** Ms.**Salutation:** Ms.**Position:** Social Services Director**Financial Official****User Name:** Robert Sturdivant**Email:** linda.rosenberg@fortbendcountytexas.gov**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.**Position:** County Auditor**Grant Writer****User Name:** Anna Gonzales**Email:** anna.gonzales@fortbendcountytexas.gov

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Grant Vendor Information

Organization Type: County
Organization Option: applying to provide direct services to victims only
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):
 17460019692080
Data Universal Numbering System (DUNS): 081497075

Narrative Information

Introduction

This application covers grant applications for funds administered by CJD under the funding announcements for the General Victim Assistance – Direct Services Program ([VOCA](#)), Violence Against Women Justice and Training Program ([YAWA](#)), Building Capacity to Recover and Restore Survivors of Child Sex Trafficking ([VOCA-CST](#)), and Sexual Assault Services Program (SASP). See the relevant CJD funding announcement (linked above under "OOG Solicitation") for application instructions.

WARNING: This application has changed significantly since last year. It is essential to review the funding announcement (linked above) for instructions specific to each grant program. The funding announcements may require certain information – especially under the project narrative boxes – that your application may be considered incomplete without, resulting in the application being declared invalid and ineligible for funding.

Unless otherwise specifically instructed, DO NOT UPLOAD ATTACHMENTS with further information. Use the space provided here to address any aspects of the project you consider relevant.

Section 1: Program-Specific Questions

A. Culturally Competent Victim Restoration

Guidance

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.

Provide information in this section regarding how your organization is culturally competent when providing services to victims. Currently at Fort Bend County Social Services (FBCSS) 95% of its staff members are of minority status. Out of 19 staff members, 14 are female, and 83% are Hispanic and bilingual in English/Spanish. Fort Bend County has seen significant population and diversity growth. Based on data provided by Rice University in the 2015-2016 Fort Bend County Criminal Justice Community Plan, the county is cited as the most diverse in the United States, with a growth rate of 7.2% since 2010. Staff demographics closely align with the demographics of the Fort Bend County area whose population was estimated to be nearly 50% of minority status (U.S. Census Bureau, Census 2010). This increased growth and diversity impacts to an increase in population-specific needs. FBCSS regularly attends training focused on cultural sensitivity and the needs of the surrounding community. FBCSS recognizes that in Texas, 46.8% of individuals aged 65+ are economically vulnerable and training specific to this population is also regularly incorporated into staff education, policies and procedures. Effort is given to hiring case managers with a similar cultural background and awareness of socioeconomic needs of the victims of the Fort Bend County area in order to provide comprehensive services for these population groups.

B. Culturally Specific and Underserved Populations

Guidance

Following are relevant definitions needed to answer this question.

- Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.
- Culturally specific means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g))).
- Racial and ethnic minority group means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- Hispanic means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Does your program have a primary focus on serving a culturally specific population? (The organization must do more than merely provide services to an underserved population or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services designed to meet the specific needs of the target population in order to justify a **YES** response in the section below.)

☒ Yes
☐ No

If you answered '**YES**' above, you must explain in the box below how your organization's program is specifically designed to focus on and meet the needs of culturally specific populations. If this item does not apply enter '**N/A**'.

Case Managers dedicated to assisting the victims of Domestic Violence in Fort Bend County will be sensitive to the fact that in 2015, nearly 77% (of the 391 reported cases) of victims were female. Of that total, 56.5% were classified as Hispanic or White. With the potential of encountering an overwhelming number of Hispanic female victims, it is imperative that the case managers be conscientious of the cultural specific issues related to this population. In coping with domestic violence, Hispanic women face unique challenges and patterns of help-seeking behavior. Political, social, and cultural barriers exist for abused Hispanic women, including social isolation, language barriers, discrimination, fear of deportation, gender role expectations within the home and cultural stigma tied to seeking a divorce or public assistance from outside agencies. These factors may exacerbate the effects of domestic violence on Hispanic women by prolonging/preventing access to assistance, or impacting their ability to escape from relationships that may be abusive. Employing case managers who are competent of these cultural barriers is essential in order to ensure that these victims are properly assessed, and communicated with, particularly during any waiting period that may precede the distribution of Crime Victim Compensation (CVC) funds. Senior victims of crime accounted for 128 of the total 2244 cases filed by the Fort Bend County District Attorney's Office in 2015. The IRIS Women's Program of FBCSS intends to target senior crime victims in the community, due to the fact that they are already an at-risk population prior to their victimization. Once victimized, there is an exponential impact on the life of a senior as compared to their younger counterparts. Challenges unique to this population that are exacerbated by their victimization, include the inability to retain information, memory loss, slow motor skills, decreased mobility, and the inability to navigate the complexities of the justice system and associated technology. The target population of seniors has proven to require more case management services during the waiting period that extends from the time they are victimized to when they are approved for financial support by CVC funds.

C. Victim Referral Process

Describe how victims are referred to your agency.

Qualifying Victims will be referred through victim liaison coordinators from local law enforcement offices, Fort Bend County District Attorney's Office, and the Fort Bend County Women's Center. FBCSS regularly provides assistance to clients/victims of domestic violence that may already be familiar with its services or were referred by its previous clients. FBCSS estimates that as many as 47 victims of domestic violence related crime were assisted in 2015. The IRIS Women's Program proposed to increase service to domestic violence victims by implementing a Case Manager Program to increase service assistance and outreach to senior crime victims and victims of domestic violence. The program's case managers will assist the victim's during the application process to obtain CVC funds.

D. Relevance to Priorities

Provide a brief explanation regarding the proposed project's relevance to any or all of the following priorities. If none of these items apply enter 'N/A'

Improving the criminal justice system response.

N/A

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

N/A

Strengthen victim restoration.

N/A

Increase collaboration and communications across all levels of government and among all victims services.

N/A

E. Sustainment

How many additional years, beyond this request, do you plan to request continuation funding?

3

1) If you entered three (3) years or fewer, provide a brief explanation of your sustainment plan (if you entered more than three years or the project will not be sustained, enter 'N/A'):

FBCSS proposes to sustain the IRIS Women's Program for at least three years. With the ongoing rapid expansion of the population of Fort Bend County, FBCSS routinely evaluates and examines annual-county and caseload data to determine the needs and current trends of the surrounding community. A reduction in funds will not change the primary goal of the project, which is to help domestic violence victims and senior victims of crime, but it will have an impact on the number of victims in these target populations that can be assisted. Plans for maintaining the project include securing funding from state and federal sources, local foundations, and corporate/individual contributions.

2) If you entered more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible (if you entered three years or fewer or the project will not be sustained, enter 'N/A'):

N/A

F. Rural Victim Services

Does your project serve victims in rural areas or rural counties, as defined by the Texas Health and Safety Code*?

* Texas Health and Safety Code and Title 25, Health Services Section of the Texas Administrative Code, define "rural area" as (1) a county with a population of 50,000 or less; or (2) a relatively large, isolated, and sparsely populated area in a county with a population of more than 50,000.

☐ Yes

☒ No

If you answered 'YES' above, list the counties or areas of service below and their populations to demonstrate how the definition of "rural area" is met. If you answered 'NO' above, enter 'N/A'.

N/A

G. Vehicle Purchases

VOCA applicants seeking grant funds for the purchase of a vehicle must describe below:

- 1) What are the current program transportation needs that will be addressed with vehicle purchases under this project;
- 2) What evidence exists to support the need for transportation funding that is specific to the program site;
- 3) What current transportation services exist at each specific program site and how will these current services be enhanced;
- 4) What transportation services will be provided; and
- 5) How the grantee will ensure the safe transportation of victims/survivors to and from the program site.

If this application does not seek funds for the purchase of a vehicle, enter 'N/A'.

NOTE: Applications for vehicle funds are only accepted from those providing direct services to victims in rural areas. Further restrictions apply. See the "Rural Victim Services Vehicle" section of the VOCA funding announcement for more information.

N/A

H. Applicants Performing Sexual Assault Forensic Exams

If an applicant is currently performing sexual assault forensic exams as any part of their current operations, provide the following information regarding the 12 months prior to submitting the application (enter "0" for all fields if the applicant does not currently perform sexual assault forensic exams).

Number of victims referred for an exam that did not complete one:

0

Number of report exams performed:

0

Number of non-report exams performed:

0

I. Evaluation Projects

This section regards any evaluation budget line item and/or selection of "Program Evaluation" as a project activity.

Tier-One Evaluations

Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation also will review available program output and outcome information.

Does this application include a tier-one evaluation?

☐ Yes

☒ No

If you answered 'YES' above, describe below the best practices/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. If you answered 'No' above, enter 'N/A'.

N/A

Tier-Two Evaluations

Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program's effectiveness and to produce data and evidence necessary for others to replicate the program models and to develop best practices that CJD can use in supporting similar efforts.

Does this application include a tier-two evaluation?

☐ Yes

☒ No

If you answered 'YES' above, describe below why this new program model is needed and the goal(s) of the evaluation. If you answered 'No' above, enter 'N/A'.

N/A

☒ If you answered NO to both questions above, check this box.

J. Child Sex Trafficking Victim Project Type

For applicants applying to serve victims of child sex trafficking, select the project type below (see Building Capacity to Recover and Restore Survivors of Child Sex Trafficking Funding Announcement for definitions and requirements).

☐ Community-based drop-in program

☐ Specialized foster care program

☐ Advocacy program

☐ Project serves victims of child sex trafficking, but application is under the General Victim Assistance – Direct Services Program Funding Announcement and is not one of the above three project types

☒ Project does not serve victims of child sex trafficking

Section 2: Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

A. 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.

B. Confidentiality and Privacy

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. 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.

C. 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:

301 Jackson Street, Richmond Texas 77469

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

(281) 341-8608

D. Activities that Compromise Victim Safety and Recovery

Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

E. Legal Assistance for Victims (LAV) Certification

The applicant certifies that it meets the following federal statutory requirements in regards to the provision of legal advocacy:

(1) Any person providing legal assistance through a program funded under this VAWA Program

(a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or

(b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Does the applicant meet the criteria outlined above?

☐ Yes

☒ No

F. 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.

G. 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.

H. Offender Firearm Prohibition

Per 18 USC § 992(g), offenders convicted of a felony or misdemeanor level crime of domestic violence and anyone subject to a domestic violence protective order is prohibited from possessing a firearm.

I. 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.

J. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the previous year.

K. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

L. Immigration and Customs Enforcement Requests

The full text of this certification can be found [here](#). To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

☐ Applicant is not a county or municipal government

☐ Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time

☒ Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.

☐ Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found on the aforementioned CJD website. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

M. Immigration Legal Services

CJD prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. CJD will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

N. Services to Victims of Crime

Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security. If the application is for a project that serves victims of sexual assault, applicant agrees to provide services to victims of sexual assault which includes providing core services, direct intervention, and related assistance to victims of sexual assault in order to assist with their recovery from the physical and psychological trauma of rape and sexual assault.

O. Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless CJD determines that a compelling reason exists to waive this requirement.

P. Crime Victims' Compensation

Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Q. Community Efforts

Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

R. Records

Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

S. Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

T. Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

U. No Charge

Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

V. Discrimination

Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

W. Effective Services

Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources. (See "Capacity & Capabilities" instructions in the Funding Announcement.)

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the CJD Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

☒ I certify to all of the application content & requirements.

Project Abstract :

FBCSS aims to assist the underserved population of crime victims in its county by implementing a Case Management Program for victims of domestic violence and senior victims of crime. The case managers of this program will provide more in-depth assistance to victims after victimization by linking them to existing county services that provide restoration in a more holistic manner. It is through existing available services that the IRIS Women's Program proposes to more thoroughly address the crime victims' social and psychological needs. The goal is to create and provide a more integrated and comprehensive system of care to victims, and improve upon a current fragmented system of services, where the victims of domestic violence and senior victims of crime are underserved or "fall through the cracks."

Problem Statement :

The CVC funding process is often accompanied by a waiting period from when the victims are victimized to when they receive the actual financial support. The IRIS Women's Program proposes to hire one program coordinator, and three grant funded case managers. The newly hired personnel would immediately link the target populations to existing Fort Bend County services (within the department and from other agencies) available to them during this period of time.

Supporting Data :

The 2015 statistics concerning victims of family violence provided by the Fort Bend County District Attorney's Office in January 2016

estimated that the total number of female victims was 391, while male victims numbered 114. The report also estimated that the number of female victims who identified as white numbered 221; white male 67; black female 123; black male 33; Asian female 17; Asian male 4; "other" female 2; and no race specified as 8. The total number of individuals who identified as white was 288; black 156; Asian 21; and other 4. As for victims who reported their age, 18 were 0-17; 165 were 18-29; 155 were 30-39; 91 were 40-49; 66 were 50-64; and 10 cases involved a 65+ individual. 128 of all cases (domestic/crime) included someone aged 65+. The number of seniors involved specifically in non-domestic violence cases was 118.

Project Approach & Activities:

In an effort to ensure that victims are connected with existing Fort Bend County services and assistance programs, FBCSS aims to collaborate with the county law enforcement agency's victim liaisons and the County District Attorney to enroll potential crime victims into the IRIS Women's Program. The IRIS Women's program aims to connect the target population with short-term assistance for emergency needs such as utilities, food, medications, rental/mortgage assistance and shelter placement. The victims who seek assistance often require immediate resources that incur immediate costs and expenses from the time they are victimized to when actual financial support is awarded by CVC. The program's goal is to improve victims' social, financial, physical, and emotional well-being immediately after victimization and while they wait for CVC funding. Based on previous case management experience provided by FBCSS to domestic violence/crime victims, linking victims after their initial victimization to services offered, often involves a minimum of 2-3 days processing and coordination time just to start services. Case managers dedicated to these target populations would allow for more comprehensive and individualized attention in order to provide more thorough and comprehensive support. Furthermore, as previously noted, 2015 data for Fort Bend County indicates that a substantial portion of its county population who are victims of family violence are female, of Hispanic decent or identify as White non-Hispanic. Communication and cultural barriers can be significant obstacles when attempting to provide assistance to these victims. Case managers with a similar cultural background and awareness of socioeconomic needs of these target groups would ease the complications of these factors during the registration process and continued case management support.

Capacity & Capabilities:

The staff at FBCSS currently consists of one department director who holds a master's degree in social work and has 25 years of micro/macro practice experience. The director manages and oversees all department operational logistics, particularly pertaining to staff activities/responsibilities and their interaction with clients. Staff members also consists of: One program coordinator, who is responsible for planning, implementing and evaluating activities associated with collaborative partnerships within Fort Bend County; One eligibility specialist, and five eligibility workers who manage short-term emergency assistance; six case managers who provide more extensive client support services; two receptionists that oversee client appointments and initial (phone/walk-in) registration; and one administrative assistant who manages department data.

Performance Management :

Due to the caseload intensity of the target populations mentioned above, FBCSS' IRIS Women's Program aims to serve, before 2018, 100 victims of family violence and 20 senior crime victims who are eligible for CVC funds. By September 30, 2017, the IRIS Women's Program intends to provide supportive case management to 100% of the victims who are recruited, in order to improve the quality of their lives by increasing access to community resources within the first 30 days of enrollment. The objective is to also enhance program services by providing individualized case management for 6-12 months. 2015 data indicated a significant number of "carry-over" cases where crime victims were provided with assistance or case management longer than 1 calendar year. The IRIS Women's Program anticipates that as much as 25% (20) of "carry-over" cases of the target population will continue over each calendar year, potentially totaling 100 cases annually or more.

Data Management:

With the use of CaseWorthy, an in-house records management system, the IRIS Women's Program will have the ability to capture and manage demographic data, track case progress, and manage client/victim documentation. The CaseWorthy system is capable of tracking services and resources used for each individual client and can be used to determine program effectiveness on an individual and overall target population basis. FBCSS coordinators would provide quality control support to ensure that cases are properly managed and victims are properly served. Data is examined on a monthly basis to ensure integrity, quality assurance, and to review areas for strengths and improvement. All data is handled and stored in a manner that maintains confidentiality via a secure internal network.

Target Group :

Fort Bend County Social Services has identified two target populations: Senior Crime Victims (65+) and Domestic Violence Crime Victims. The IRIS Women's Program aims to provide assistance to the family violence crime victim population as well as any senior (aged 65+) crime victim. Data from 2015 indicates that the family violence crime victims make up 23% of the crime victim population and are underserved in the crime victim's compensation benefits process. The victims of family violence who are eligible and approved for CVC funding often require immediate resources that incur immediate costs and expenses to the victims before they receive any financial assistance. Victims categorized as seniors (65+), one of the fastest growing and most vulnerable populations in society, would also be targeted by the IRIS Women's Program due to the fact that seniors often require more assistance, guidance, and case management during the waiting period between the time they are victimized to when actual financial support is awarded by CVC.

Evidence-Based Practices:

In consulting with local law enforcement liaisons and Fort Bend County district attorney victim liaison personnel, it became apparent that immediate resources and assistance was needed for individuals who were seniors or who were victimized by family violence. While victims are routinely provided with opportunities to apply for CVC benefits, these funds were often not made available to them until their case was sent to prosecution. This time period often caused a huge financial and social burden to the victim that could not be met due to the circumstances of their victimization. Research presented by the National Institute of Justice (NIJ) states that tertiary intervention that focus on dealing with the consequences of abuse, as the IRIS Women's Program proposes to focus on, can require as much as 12 months of

advocacy by a case manager. Fort Bend County liaisons are presently overloaded with providing initial crime victims services and providing extensive tertiary services over an extended period of time for each victim is not feasible. Research by NIJ also suggests that victims that receive advocacy after their victimization, engaged in a greater number of activities to address their educational needs, safety planning, legal issues, and acquiring material goods and services. This method of practice and commitment to a specific time period, to assist victims of domestic abuse and crime, seems to be more effective in increasing access and utilization of community resources, opposed to women not receiving assistance or advocacy in a timely manner.

Project Activities Information

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Section 1: Program Enrolled/Served Population

This question is relevant for projects that serve or enroll specific individuals, rather than targeting the general public. This could include training, providing services, treatment programs, or offender programs. Please estimate the following for the project period, or if this does not apply to your project, enter "0" in each box.

Number of individuals NEWLY enrolled or BEGAN being served:

120

Number of carry-over individuals enrolled/being served in the program at the beginning of the project period:

30

Number of individuals who will successfully complete the program / full course of services:

70

Choose one:

☐ My program does not serve or enroll specific individuals

☐ My program's typical designed (ideal) length is best measured in HOURS of services delivered/ enrollment for each individual

☒ My program's typical designed (ideal) length is best measured in DAYS of services delivered/ enrollment for each individual

Enter the number of hours or days (depending on selection above) of the typical designed (ideal) length of the program for each individual. Enter "0" if you indicated that your program does not serve or enroll specific individuals:

180

Section 2: Special Project Types and Information

Select all special project types that apply to your project.

Task forces: Project will support the operations and coordination activities of a task force.

☐ Yes

☒ No

If you answered 'YES' above, enter the name of the task force. If you selected **No**, enter **N/A**.

N/A

If you answered 'YES' above, enter the agencies or organizations that participate in the above-named task force. If you selected **No**, enter **N/A**.

N/A

Gang activity: Project involves a focus specifically on gang activity.

☐ Yes

☒ No

Transnational and organized crime: Project involves a focus specifically on transnational and organized crime.

☐ Yes

☒ No

Border activities: Project involves a focus specifically related to the Texas-Mexico border.

☐ Yes

☒ No

Human trafficking (select all that apply):

☐ Project focuses on human trafficking

☐ Project specifically focuses on trafficking of minors

☐ Project specifically focuses on trafficking of adults

☐ Project specifically focuses on sex trafficking

☐ Project specifically focuses on labor trafficking

☒ Project does not have any particular focus on human trafficking

Section 3: Juvenile Justice Projects

Select all categories that describe the project's juvenile crime activities. Definitions are available [here](#).

- ☐ Diversion
- ☐ Mental health services
- ☐ Aftercare/reentry
- ☐ After-school programs
- ☐ Alternatives to detention
- ☐ Community-based programs and services
- ☐ Delinquency prevention
- ☐ Girl-focused services
- ☐ School programs
- ☐ Substance and alcohol abuse
- ☐ Disproportionate minority contact
- ☐ Mentoring, counseling and training programs
- ☐ Job training
- ☐ Aptitude testing
- ☐ Diversion in a rural setting
- ☒ Project does NOT have a particular focus on juvenile crime

Section 4: Campus-Based Projects

This project is based on – or serves – one or more specific educational campuses (K-12 or higher education).

How many TOTAL students at ALL campuses will be served by the project? (enter "0" if this project is not based on – or serves – specific educational campuses):

0

List each educational campus that will be served by this project. Enter 'N/A' if this project is not based on – or serves – specific educational campuses.

N/A

Section 5: Crime or Victim Type

This question is for justice projects that target specific crimes and ALL victim services projects. Others may enter "100" under "All other crimes". Applicants to serve victims of or prosecute/investigate/prevent exclusively child sex trafficking victims should assign 100% to that category.

Select the type(s) of crime or crime victim this project targets and provide the percentage of time dedicated to each. Applicants with projects that target multiple-offense offenders or multiple-victimization victims should assign percentages that best describe the activity. Percentages may not exceed 100%.

Sexual assault (%):

2

Domestic abuse (%):

81

Child abuse (%):

1

DUI / DWI (crashes for victim services) (%):

2

Survivors of homicide (%):

1

Assault (%):

2

Adults molested as children (%):

2

Elder abuse (%):

2

Robbery (%):

2

Stalking (%):

2

Dating/acquaintance violence (%):

1

Human trafficking (%):

2

Child sex trafficking (%):

0

All other crimes (%):

0

Section 6: Child Sex Trafficking

This section is only for projects serving victims of child sex trafficking. All others should enter "0" when asked to provide a number.

CJD acknowledges that grantees serving child sex trafficking victims may initially enroll, serve, or assess individuals who are eventually determined to be ineligible for services due to their age. For planning purposes, project the total number of victims expected to be served/enrolled that will be:

Under the age of 18:

0

Ages 18 – 22:

0

Over the age of 22:

0

As a component of your organization's victim services, do you offer direct medical care to victims?

☐ Yes
☒ No

Of the number of victims expected to be served/enrolled (see under Section 1 above), how many victims are projected to be served for:
 Under 6 months:

0

6-12 months:

0

Over 12 months:

0

Estimate figures related to screenings and assessments:

Number of screenings for child sex trafficking victim status performed:

0

Number of individuals screened for child sex trafficking victim status:

0

Number of individuals screened with the result of "reason to believe" or "suspicions not confirmed":

0

Number of individuals assessed for victim-related needs:

0

Multi-disciplinary teams.

Number of expected regular team meetings:

0

Number of estimated emergency team meetings:

0

Wrap-around services:

Number of hours of wrap-around services provided to victims during regular business hours:

0

Number of hours of wrap-around services provided to victims outside of regular business hours:

0

Respite:

Number of nights of respite provided to foster children:

0

Number of respite episodes facilitated for foster families:

0

Selected Project Activities:

| ACTIVITY | PERCENTAGE: | DESCRIPTION |
|--|-------------|--|
| Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support | 100.00 | Emergency services provided to help victims following their victimization. Assist victims connect with services, and provide phone and in-person information and/or referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.) transportation (to and from appointments), crime victim compensation filing. |

Measures Information

Objective Output Measures

| OUTPUT MEASURE | TARGET LEVEL |
|--|--------------|
| *REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered by EMPLOYEES | 0 |
| *REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered BY VOLUNTEERS | 0 |
| *REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Individuals receiving | 120 |
| Advocacy/ accompaniment / assistance for criminal justice system interactions: Victim individuals receiving | 120 |
| | 0 |

| | |
|---|-----|
| Advocacy/ accompaniment for medical care: Individuals receiving | |
| Case management or advocacy (general): Individuals receiving | 120 |
| Casework, non-licensed counseling, advocacy, or other support: Individuals receiving AFTERCARE | 0 |
| Casework/support/care needs assessment NOT performed by a licensed therapist: Individuals receiving | 0 |
| Mentoring (general): Individuals receiving | 0 |
| Peer support (general): Individuals receiving | 0 |
| Referrals to other agencies: Individuals referred | 75 |
| Victims assisted with developing safety plans (non-residential) | 0 |
| Victims-offender meetings: Victims participating | 0 |

Objective Outcome Measures

| OUTCOME MEASURE | TARGET LEVEL |
|-----------------|--------------|
|-----------------|--------------|

Custom Output Measures

| CUSTOM OUTPUT MEASURE | TARGET LEVEL |
|-----------------------|--------------|
| | |
| | |
| | |

Custom Outcome Measures

| CUSTOM OUTCOME MEASURE | TARGET LEVEL |
|------------------------|--------------|
| | |
| | |
| | |
| | |

Section 1: Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Section 2: Contract Compliance

Will CJD grant funds be used to support any contracts for professional services?

☐ Yes
☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

N/A

Section 3: Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

Section 4: Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

Section 5: Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979724

Section 6: Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2016

Section 7: Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the [Certification Form](#) and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Kathy Novosad Human Resources 301 Jackson St. Richmond, TX 77469

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- ☐ Type I Entity
☒ Type II Entity
☐ Type III Entity

Section 8: Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify
☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Section 9: FFATA Certification**Certification of Recipient Highly Compensated Officers**

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes
☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

Fiscal Capability Information

Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

☐ Yes
☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes
☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes
☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.
 Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.
 Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
 Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

| CATEGORY | SUB CATEGORY | DESCRIPTION | CJD | CASH MATCH | IN-KIND MATCH | GPI | TOTAL | UNIT/% |
|-----------|--------------|--|-------------|------------|---------------|--------|-------------|--------|
| Personnel | Case Manager | Case Manager Specialist will work with the proposed target audience (victims of crime). The Case Manager Specialist will be responsible for assisting clients navigate through community resources, and insuring clients receive basic needs to include food, shelter, means of transportation, counseling, insuring client is connected to resources and client is safe and prepared to face future challenges. Case management services will be provided for a minimum of 6 months. This is a vacant position. The Case Manager Specialist position is a grade 9 with a salary range of \$16.29-\$23.07 an hour. The total cost of this position is \$71,002.98. This amount includes both salary and fringe benefits. The salary provided was determined at the highest end of pay grade (\$23.07) at 2088 hours (\$23.07 X 2088 full time employment=\$48,170.16) Fringe benefits include: payroll taxes 7.65% @ \$48,170.16=\$3,685.02, Retirement 11.95% @ \$48,170.16=\$5,756.33, Worker's Compensation/Unemployment 3.8% @ | \$71,002.98 | \$0.00 | \$0.00 | \$0.00 | \$71,002.98 | 100 |

| | | | | | | | | |
|--|---|---|-------------|------------|--------|--------|-------------|-----|
| | | \$48,170.16=\$1,830.47, Health Insurance @\$11,561.00. | | | | | | |
| Personnel | Case Manager | Case Manager Specialist will work with the proposed target audience (victims of crime). The Case Manager Specialist will be responsible for assisting clients navigate through community resources, and insuring clients receive basic needs to include food, shelter, means of transportation, counseling, insuring client is connected to resources and client is safe and prepared to face future challenges. Case management services will be provided for a minimum of 6 months. This is a filled position. The Case Manager Specialist position is a grade 5 with a salary range of \$16.29-\$23.07 an hour. The total cost of this position is \$57,604.70. This amount includes both salary and fringe benefits. The salary provided was determined at the Midpoint of pay grade (\$17.87)at 2088 hours (\$17.87 X 2088 full time employment=\$37,312.56) Fringe benefits include: payroll taxes 7.65% @ \$37,312.56=\$2,854.41, Retirement 11.95% @\$37,312.56=\$4,458.85, Worker's Compensation/Unemployment 3.8% @ \$37,312.56=\$1417.88, Health Insurance @\$11,561.00. | \$57,604.70 | \$0.00 | \$0.00 | \$0.00 | \$57,604.70 | 100 |
| Personnel | Case Manager | Case Manager Specialist will work with the proposed target audience (victims of crime). The Case Manager Specialist will be responsible for assisting clients navigate through community resources, and insuring clients receive basic needs to include food, shelter, means of transportation, counseling, insuring client is connected to resources and client is safe and prepared to face future challenges. Case management services will be provided for a minimum of 6 months. This is a filled position. The Case Manager Specialist position is a grade 5 with a salary range of \$16.29-\$23.07 an hour. The total cost of this position is \$57,604.70. This amount includes both salary and fringe benefits. The salary provided was determined above the minimum of pay grade (\$17.87)at 2088 hours (\$17.87 X 2088 full time employment=\$37,312.56) Fringe benefits include: payroll taxes 7.65% @ \$37,312.56=\$2,854.41, Retirement 11.95% @\$37,312.56=\$4,458.85, Worker's Compensation/Unemployment 3.8% @ \$37,312.56=\$1417.88, Health Insurance @\$11,561.00. | \$57,604.70 | \$0.00 | \$0.00 | \$0.00 | \$57,604.70 | 100 |
| Supplies and Direct Operating Expenses | Cellular, Fax, Pager, and/or Office Telephone | Purchase of telephone product, telephone lines and data lines will give a total cost for four offices at \$3,000. | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 | 0 |
| Personnel | Clerk | Lead Eligibility Worker Leticia Hernandez is responsible for completing monthly reports, training and purchasing, tracking and monitoring the budget. She reports directly to the Director of Social Services. Her current annual salary is \$36,458.38. | \$0.00 | \$9,114.60 | \$0.00 | \$0.00 | \$9,114.60 | 25 |

| | | | | | | | | |
|--|---|---|-------------|-------------|--------|--------|-------------|-----|
| Personnel | Clerk | Administrative Assistant Megan Ramos is responsible for completing monthly reports, purchasing, submitting payroll and registering staff for training and conferences. She reports directly to the Director of Social Services. Her current annual salary is \$34,786.08. | \$0.00 | \$8,000.80 | \$0.00 | \$0.00 | \$8,000.80 | 23 |
| Personnel | Coordinator | Program Coordinator is responsible for supervision of staff, insures data collection, software is current and up to date with services provided, assists with data collection and compiles reports. The program coordinator position is a grade 10 with a salary range of \$21.75-\$30.82 an hour. The total cost of this position is \$90,971.56. This amount includes both salary and fringe benefits. The salary provided was determined at the highest end of pay grade (\$30.82) at 2088 hours (\$30.82 X 2088 full time employment=\$90,971.56 Fringe benefits include: payroll taxes 7.65% @ \$90,971.56=\$4,922.94, Retirement 11.95% @ \$90,971.56=\$7,690.08, Worker's Compensation/Unemployment 3.8% @ \$90,971.56=\$2,445.38, Health Insurance @ \$11,561.00. | \$90,971.56 | \$0.00 | \$0.00 | \$0.00 | \$90,971.56 | 100 |
| Supplies and Direct Operating Expenses | Costs for Space (lease or rental) | The \$1280.00 in-kind match will come from General Funds for the use of four county offices. The office space is figured at \$1.25 per square feet @ 256 square feet for a total cost for one office is \$320.00 (for one office) total cost for four offices is \$1280.00 | \$0.00 | \$5,120.00 | \$0.00 | \$0.00 | \$5,120.00 | 0 |
| Personnel | Executive Director | Anna Gonzales, MSW is the Director of Fort Bend County Social Services. She will be responsible for the overall development and implementation of this grant. She will interview and hire applications for this grant. She will be responsible for program outcomes, and the day to day operations of the grant. Her current annual salary is \$79,050.15. | \$0.00 | \$19,762.54 | \$0.00 | \$0.00 | \$19,762.54 | 25 |
| Travel and Training | In-State Incidentals and/or Mileage | Visit victims of domestic violence and seniors at homes , conduct outreach, travel to victim appointments. Mileage rate at 53.5 cents per mile. The \$5,500.00 match will come from General Funds which the cost of department vehicle, gas and maintenance. | \$1,060.00 | \$5,500.00 | \$0.00 | \$0.00 | \$6,560.00 | 0 |
| Travel and Training | In-State Registration Fees, Training, and/or Travel | Conferences regarding victims of domestic violence, 4 staff, 3 days- The cost of travel is an estimated cost for the following conference/training registration fees \$500.00 X 4= \$2000.00, Meals \$34.00 per day for 3 days for four staff=\$408.00, Lodging (Hotel) \$110.00 per day (County policy does not allow lodging to exceed the GSA daily allowance) for two nights X 4 staff= \$880.00. Local one day training \$144.00. Fort Bend County follows the State of Texas Contract Rate. Please find attached Fort Bend County's Travel Policy. | \$3,432.00 | \$0.00 | \$0.00 | \$0.00 | \$3,432.00 | 0 |
| Supplies and Direct Operating Expenses | Laptop System and Accessories (\$5,000 or | Two laptops, two docking stations, two scanners and two monitors will be purchased to assist two case management document services. Laptops and scanners are requested to | \$4,953.42 | \$0.00 | \$0.00 | \$0.00 | \$4,953.42 | 0 |

| | | | | | | | | |
|--|--|--|------------|------------|--------|--------|------------|----|
| | less per unit) | insure that case managers are mobile and have the ability to provide services where the client is. Laptops, docking stations scanners and monitors will assist case managers in completing the day to day operations of the program and insure program goals, objectives and services are met in a timely manner. The unit cost per laptop is \$1,909.22 ($\$1909.22 \times 2 = \$3,818.44$), unit cost per scanner is \$281.00 ($\$281.00 \times 2 = \562.00), unit cost per docking station is \$127.49 ($\$127.49 \times 2 = \254.98) and unit cost per monitor is \$159.00 ($\$159.00 \times 2 = \318.00). | | | | | | |
| Supplies and Direct Operating Expenses | Network and Server Software and/or Licenses (\$5,000 or less per unit) | Currently Fort Bend County Social Services utilized Caseworthy computer software system. This data collection will allow the three case managers to track demographic data, numbers of services provided and the number of clients served. Three additional licenses will be purchased to utilize this software system. The match of \$510 will come from General Funds. This cost will cover use of the computer software system by the Program Coordinator. | \$1,530.00 | \$510.00 | \$0.00 | \$0.00 | \$2,040.00 | 0 |
| Supplies and Direct Operating Expenses | Office Supplies (e.g., paper, postage, calculator) | It is anticipated that the two case managers will utilize 4 boxes for the year. The pricing (\$66.00) is based on the current county cost as per vendor. Additional office supplies include: stapler, staples, highlighters, specialty paper, pens pencils, tablets, post-it pads, business cards, annual calendar, tape, folders, binders, calculator. The match of \$2126.00 will come from Generals Funds. This cost will cover any additional office supplies, paper, ink cartridges needed by the three case managers. | \$2,000.00 | \$2,000.00 | \$0.00 | \$0.00 | \$4,000.00 | 0 |
| Supplies and Direct Operating Expenses | Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit) | Four network printers, two mobile scanners and two network fax machines will be available for the four case managers to use. The funds for use of this printer will come for Social Services General Funds. | \$0.00 | \$6,250.00 | \$0.00 | \$0.00 | \$6,250.00 | 0 |
| Personnel | Receptionist | Gloria Molina is the current clerk for the Social Services Rosenberg Office. She takes incoming calls, schedules client appointments, provides referrals and completes monthly call log report. She is bilingual and at times assists with translating for clients when necessary. Her current annual salary is \$31,008.86. | \$0.00 | \$6,821.95 | \$0.00 | \$0.00 | \$6,821.95 | 22 |
| Personnel | Receptionist | Teresa Gutierrez is the current clerk for the Social Services Missouri City Office. She takes incoming calls, schedules client appointments, provides referrals and completes a monthly call log report. She is bilingual and at times assists with translating for clients when necessary. Her current annual salary is \$33,487.86 | \$0.00 | \$6,697.57 | \$0.00 | \$0.00 | \$6,697.57 | 20 |

Source of Match Information

Detail Source of Match/GPI:

| DESCRIPTION | MATCH TYPE | AMOUNT |
|---|------------|-------------|
| In-kind match will come from General funds. use of existing office supplies at FBCSS | Cash Match | \$16,880.00 |
| Cash-match will come from general funds to pay for support staff | Cash Match | \$50,397.46 |
| In town travel, in-kind match will come from general funds use of county vehicle, gas maintenance | Cash Match | \$5,500.00 |

Summary Source of Match/GPI:

| Total Report | Cash Match | In Kind | GPI Federal Share | GPI State Share |
|--------------|-------------|---------|-------------------|-----------------|
| \$72,777.46 | \$72,777.46 | \$0.00 | \$0.00 | \$0.00 |

Budget Summary Information**Budget Summary Information by Budget Category:**

| CATEGORY | CJD | CASH MATCH | IN-KIND MATCH | GPI | TOTAL |
|--|--------------|-------------|---------------|--------|--------------|
| Personnel | \$277,183.94 | \$50,397.46 | \$0.00 | \$0.00 | \$327,581.40 |
| Supplies and Direct Operating Expenses | \$8,483.42 | \$16,880.00 | \$0.00 | \$0.00 | \$25,363.42 |
| Travel and Training | \$4,492.00 | \$5,500.00 | \$0.00 | \$0.00 | \$9,992.00 |

Budget Grand Total Information:

| CJD | CASH MATCH | IN-KIND MATCH | GPI | TOTAL |
|--------------|-------------|---------------|--------|--------------|
| \$290,159.36 | \$72,777.46 | \$0.00 | \$0.00 | \$362,936.82 |

Condition Of Fundings Information

| Condition of Funding / Project Requirement | Date Created | Date Met | Hold Funds | Hold Line Item Funds |
|--|--------------|----------|------------|----------------------|
|--|--------------|----------|------------|----------------------|

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[Print This Page](#)**Agency Name:** Fort Bend County**Grant/App:** 3024002 **Start Date:** 10/1/2017 **End Date:** 9/30/2018**Project Title:** The IRIS Women's Program**Status:** Application Pending Submission**Budget Summary Information****Budget Summary Information by Budget Category:**

| CATEGORY | CJD | CASH MATCH | IN-KIND MATCH | GPI | TOTAL |
|--|--------------|-------------|---------------|--------|--------------|
| Personnel | \$277,183.94 | \$50,397.46 | \$0.00 | \$0.00 | \$327,581.40 |
| Supplies and Direct Operating Expenses | \$8,483.42 | \$16,880.00 | \$0.00 | \$0.00 | \$25,363.42 |
| Travel and Training | \$4,492.00 | \$5,500.00 | \$0.00 | \$0.00 | \$9,992.00 |

Budget Grand Total Information:

| CJD | CASH MATCH | IN-KIND MATCH | GPI | TOTAL |
|--------------|-------------|---------------|--------|--------------|
| \$290,159.36 | \$72,777.46 | \$0.00 | \$0.00 | \$362,936.82 |

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