

V0043-18-0185

1. ORGANIZATION

Unique Application Number (UAN)	V0043-18-0185
Legal Name of Applicant	Fort Bend County
Name of Agency Contact	Fort Bend County Sheriff's Office
Agency Contact's Telephone Number	281-341-4681

Purpose Areas (Check all that Apply)

- ☒ Direct Victim Services
 ☒ Outreach
 ☒ Training
- ☐ Check if applying for an OVAG Statewide Project

	Amount Requested	%of Personnel and Fringe Requested
FY 2018	\$42,000.00	100%
FY 2019	\$42,000.00	100%

2. MISSION STATEMENT

2.1 Provide the mission statement of your organization.

It is the mission of the person employed by the Sheriff's Office of Fort Bend County to protect the lives, property and rights of all people in this County. In accomplishing this mission, Sheriff's Office employees shall be at all times courteous, impartial and diligent. In the execution of their duties, they shall be guided by those constitutional and legal principles which are the foundation of the United States of America and the State of Texas.

3. DESCRIPTION OF THE ORGANIZATION

3.1 Provide a detailed description of the history of your organization including the purpose for which it was created.

The Sheriff's Office provides service and protection of lives, property and rights of all people located within its jurisdiction. The Fort Bend County Sheriff's Office is located in one of the most diverse and fastest growing counties in the nation. Out of an approximate population of 716,087, the Fort Bend County Sheriff's Office provides service to over 340,000. The Fort Bend County Sheriff's Office was established in 1838 and employs 755 full-time employees, 3 part-time, and approximately 40 reserve deputies.

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3.2 Provide a detailed description of how the organization has evolved to its current structure, this may include the scope of service, geographic areas covered, staff hierarchy, legal organization, etc.

The Sheriff's Office is a large facility containing 15 divisions, including the Fort Bend County Detention Facility, which now has an inmate capacity of more than 1,760. The Fort Bend County Sheriff's Office offers services in all facets of a law enforcement agency: Public Safety, Enforcement of law, Detention, Investigation, Identification, Public Information, Community Services, Communications for Police, Fire and Medical, Victim Services, Emergency Management, Law Enforcement Training Academy, Courthouse Security and the Fort Bend County Sheriff's Office Alumni Citizens Association. The Sheriff's Office has existing collaboration with the Fort Bend County District Attorney's Office, four Precinct Constable Offices, eight Municipal Police Departments, The Texas Department of Public Safety, The Texas Rangers, Adult & Juvenile Probation, 11 Emergency Medical Services, 12 Fire Departments and the Texas VINE project. The Sheriff's Office promotes victim rights and services through Public Relations, Media, Community Events and Public Presentations.

4. VICTIM SERVICES EXPERIENCE**YEARS**

4.1 How many years has the organization been providing victim-related services or assistance?

19

5. VICTIM SERVICES WORK

5.1 Provide a description of the work the organization is doing on behalf of victims of crime.

Our Victim Services Division is ultimately committed to having a positive impact in providing appropriate responses to the needs of all crime victims in a timelier manner in which to avoid inflicting "secondary victimization" that often characterizes much of the plight of the victims of crime. We strive to provide assistance and support to victims throughout their entire Criminal Justice process. In addition, we continue to raise public awareness of victims' rights and services offered through this agency to the public and law enforcement. With the addition of a Victim Liaison Assistant, through this grant, we have been successful in accomplishing our goal to help meet the needs of all crime victims.

V0043-18-0185**5.2 How does this work fit into the organization's overall goals and objectives?**

Services provided by our Victim Services Unit are listed as follows: Assist in contacting and providing victims with support through case disposition, referrals to counseling services, community resources and local financial aid. The liaison assists victims with securing Magistrate EPOs and safety planning; assists victims in accordance with the application process of CVC and VINE; assists in conducting presentations to the public and law enforcement to increase awareness of victim's rights and services available; attends conferences and training seminars to remain current on victim-related issues; responds to major crime scenes to provide immediate assistance to victims when needed; makes sure transportation is provided; and assists in handling phones and follow-up calls. An updated educational brochure has been created to be distributed by our first responders, stating the rights of crime victims, CVC procedures, as well as a list of resources and phone numbers available to assist crime victims.

6. VOLUNTEERS**6.1 Does the organization currently have a volunteer program, or plan to implement one this grant term?**

Yes

6.2 How many volunteers were active within the last year?

25

6.3 Describe how the organization utilizes or plans to utilize volunteers to support the organization's mission, including any specific victim-related services.

Fort Bend County Sheriff's Office personnel participate in an area-wide volunteer organization, Crime Victims Response Team (CVRT). CVRT volunteers all have a connection with victim services. They work for the district attorney's office, law enforcement agencies and non-profit organizations such as Katy Christian Ministries, the Fort Bend Women's Shelter and Catholic Charities. They not only work on behalf of the Sheriff's Office, but all other victim-related agencies in Fort Bend County. They do so by presenting and promoting victim-related educational seminars twice a year, focusing on victim services professionals and law enforcement personnel in general. In turn, each agency benefits from these trainings and services provided by CVRT and thus, so do the victims they serve. As well, the Sheriff's Office Victim Liaison works directly with volunteers from other agencies who provide services. Some of those agencies include the Fort Bend Women's Center, the Katy Christian Ministries, Catholic Charities and Second Mile Mission.

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6.4 Describe training for volunteers including both training required prior to providing services and ongoing training conducted throughout the volunteer's service.

Most of the volunteers relied on by the Sheriff's Office Victim Liaison are trained professionals who complete their own training each year through such organizations as the Texas Victim Services Association, MADD and others.

6.5 Describe how the organization recruits and retains volunteers or plans to do so.

CVRT volunteers, relied on by the Sheriff's Office Victim Liaison Coordinator Assistant, are employed by area Law Enforcement agencies as well as charitable agencies that handle victims' needs. The organization has a considerable membership and participation from existing agencies. Its leadership is vigilant in recruiting new members from new and existing victim services-related agencies in the county.

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7. COLLABORATIONS

7.1 Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).

The Fort Bend County Sheriff's Office continues to build on existing relationships through constant communication and to maximize services to all crime victims with numerous organizations. The Fort Bend County Sheriff's Office Victim Services Unit works with these agencies and organizations -- quite often on a daily basis. It is our goal to build on these already existing relationships with constant public relations, assistance and support as well as participation in annual projects based on training and public awareness. We also participate in monthly collaborative meetings, which include representatives from all listed organizations, in order to make certain victims' needs are recognized and fulfilled. The liaison also is involved in a regional victim services group, Multi-County Interagency Coalition Against Sexual Assault.

7.2 If your organization collaborates, provide a list of the organizations, including the organization type (law enforcement agency, advocacy center, hospital, task force, etc.) the applicant collaborates with to serve victims of crime for the purpose of supporting or assisting in victim recovery.

Fort Bend County District Attorney's Office, Fort Bend County Women's Center, Federal Bureau of Investigation, all law enforcement agencies within the county, local civic organizations throughout the area (Multi-County Interagency Coalition Against Sexual Assault, Fort Bend Children's Advocacy Center) community resources and local financial aid providers, (i.e.; Salvation Army, United Way, Helping Hands, Second Mile Ministries, etc.)

8. STATE AND FEDERAL FUNDS EXPERIENCE**YEARS**

8.1 How many years of experience does the organization have in managing state or federal grant funds?

19

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9. OUTPUT TARGET CALCULATION					
OUTPUT CATEGORIES	Grant Funded Personnel listed in Section 10 of TAB C		Professional & Consultant listed in Section 11 of TAB C		
	OUTPUT TARGET		OUTPUT TARGET		
DIRECT VICTIM SERVICES					
VICTIMS SERVED	FY 2018	FY 2019	FY 2018	FY 2019	
Number of Unique Victims Served	1500	1500			
DIRECT VICTIM SERVICES PROVIDED	FY 2018	FY 2019	FY 2018	FY 2019	
Assistance with Crime Victims' Compensation	400	400			
Assistance with Texas SAVNS	400	400			
Information and Referral	1500	1500			
Assistance with Restitution	0	0			
Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors' Offices and Courts	400	400			
Advocacy	0	0			
Assistance with Victim Impact Panels	0	0			
Assistance with Victim Impact Statements	0	0			
Crisis Intervention	0	0			
Emergency Funds	0	0			
Follow-up with Victim	0	0			
Groups (Support, Therapeutic)	0	0			
Individual Counseling	0	0			
Legal Assistance	0	0			
Lodging	0	0			
Peer Support Services	0	0			
Transportation	0	0			
Other Direct Victim Services	400	400			
EDUCATION					
OUTREACH	FY 2018	FY 2019	FY 2018	FY 2019	
Total Number of Public Speeches	2	2			
Total Number of Participants	200	200			
Informational Booths	2	2			
Total Attendees at Informational Booths	200	200			
25% of Total Attendees (auto-calculates)	50	50	0	0	
TRAINING	FY 2018	FY 2019	FY 2018	FY 2019	
Total Number of all Training Sessions	4	4			
Faith-Based Individuals Trained	0	0			
Law Enforcement Individuals Trained	300	300			
Medical Individuals Trained	0	0			
Prosecution/Judicial Individuals Trained	0	0			
School Faculty Individuals Trained	0	0			
Volunteer Individuals Trained	0	0			
Other Individuals Trained	100	100			
Total Number of all Individuals Trained	400	400	0	0	
9.1 If Targets were entered for "Other Direct Victim Services", identify the type of service and provide targets for each type of service in the box below. <p>The targets input in the Other Direct Victim Services, consists of our Liasion reaching out to victims one on one and informing them of Thanksgiving dinners, special events that will benefit their situations, events that will benefit a child victim. Our target for these one on one services is 400.</p>					

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10. PERSONNEL & FRINGE

Title of Position	Sched- uled to work	Sched- uled on this grant	Direct Services on this grant	Admin. on this grant	Outreach and Training on this grant	Annual Salary	Total Salary Requested on this grant	% Salary Funded by this grant	Annual Fringe Benefits for the Position	Fringe Funds Requested on this grant	% Fringe Funded by this grant
FY 2018		HOURS PER WEEK				SALARY			FRINGE		
1 Victim Liaison Coordinator Assistant	40	40	40			\$ 31,500.00	\$ 31,500.00	100.00%	\$ 10,500.00	\$ 10,500.00	100.00%
2		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
7		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
8		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
9		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
10		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 31,500				\$ 10,500	
FY 2019		HOURS PER WEEK				SALARY			FRINGE		
1 Victim Liaison Coordinator Assistant	40	40	40			\$ 31,500.00	\$ 31,500.00	100.00%	\$ 10,500.00	\$ 10,500.00	100.00%
2		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
7		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
8		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
9		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
10		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 31,500				\$ 10,500	

10.1 FY 2018 POSITION NARRATIVE

Provide a summary justification for each position listed which details how the position will be used to support the project's goal.

1	Victim Liaison Coordinator Assistant	Responds by phone or in person to inquiries relating to victims' cases; provides victims with information regarding victims' assistance, rights and Crime Victims' Compensation. Acts as a liaison for the department with the Victim Liaison Coordinator in the District Attorney's Office and other county departments. Coordinates and assists with special activities, events and programs to raise community awareness regarding victims' rights. Fringe: Payroll Taxes 7.65%, Retirement 11.95%, W/C Unemploy 3.80%, Group Ins. \$11,561
2		
3		
4		
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6		
7		

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8		
9		
10		

10.2 FY 2019 POSITION NARRATIVE

Provide a summary justification for each position listed which details how the position will be used to support the project's goal.

1	Victim Liaison Coordinator Assistant	
2		
3		
4		
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REQUESTS FOR EXCEPTIONS: If an Applicant is requesting an exception for one or both of the Personnel Requirements, the below questions must be answered for each exception requested.

10.3 REQUEST FOR EXCEPTION TO OVAG/VCLG REQUIREMENTS: 75% Personnel and Fringe Requirement

Indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.

10.4 REQUEST FOR EXCEPTION TO OVAG/VCLG REQUIREMENTS: 20 Hours Direct Victim Service Requirement

Indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.

11. PROFESSIONAL & CONSULTANT SERVICES

		FY 2018			FY 2019		
Name of Professional/Company that Applicant will contract with to perform Professional & Consultant Services	Description of Professional & Consultant Services	No. of Days of Consultation	Daily Rate of Compensation	Cost	No. of Days of Consultation	Daily Rate of Compensation	Cost
1			\$ -	\$ -		\$ -	\$ -
2			\$ -	\$ -		\$ -	\$ -
3			\$ -	\$ -		\$ -	\$ -
4			\$ -	\$ -		\$ -	\$ -
5			\$ -	\$ -		\$ -	\$ -
6			\$ -	\$ -		\$ -	\$ -
				\$ -			

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11.1 FY 2018 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

Provide a summary justification for Professional & Consultant Services which details how the Services will be used to support the project's goal.

11.2 FY 2019 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

Provide a summary justification for Professional & Consultant Services which details how the Services will be used to support the project's goal.

12. TRAVEL

			FY 2018			FY 2019		
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type	Expense Type	Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Conference								
OAG Conference		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Car Rental/Shuttle	\$ -	0%	\$ -	\$ -	0%	\$ -
		Parking	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
TOTAL					\$ -			\$ -
Additional Training								
		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Car Rental/Shuttle	\$ -	0%	\$ -	\$ -	0%	\$ -
		Parking	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
TOTAL					\$ -			\$ -
Additional Training								
		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Car Rental/Shuttle	\$ -	0%	\$ -	\$ -	0%	\$ -
		Parking	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
TOTAL					\$ -			\$ -
Additional Training								
		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Car Rental/Shuttle	\$ -	0%	\$ -	\$ -	0%	\$ -
		Parking	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
TOTAL					\$ -			\$ -

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Additional Training								
		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Car Rental/Shuttle	\$ -	0%	\$ -	\$ -	0%	\$ -
		Parking	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
		TOTAL			\$ -			\$ -
Local Travel			FY 2018			FY 2019		
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant
Local Travel (Mileage Only)		Mileage		\$ -	\$ -		\$ -	\$ -
					\$ -		\$ -	
12.1 FY 2018 TRAVEL NARRATIVE								
Provide a summary justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.								
12.2 FY 2019 TRAVEL NARRATIVE								
Provide a summary justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.								

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13. EQUIPMENT						
	FY 2018			FY 2019		
Item	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -			\$ -

13.1 FY 2018 EQUIPMENT NARRATIVE

Provide a summary justification for Equipment which relates to the project's goal. This should include the grant funded position(s) which will be using the equipment and why the equipment is needed.

13.2 FY 2019 EQUIPMENT NARRATIVE

Provide a summary justification for Equipment which relates to the project's goal. This should include the grant funded position(s) which will be using the equipment and why the equipment is needed.

14. SUPPLIES						
	FY 2018			FY 2019		
Item	Total Cost of Supplies	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Supplies	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -			\$ -

14.1 FY 2018 SUPPLIES NARRATIVE

Provide a summary justification for Supplies which relates to the project's goal. This should include what the Supplies will be used for and which grant funded position(s) will be using the Supplies.

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14.2 FY 2019 SUPPLIES NARRATIVE

Provide a summary justification for Supplies which relates to the project's goal. This should include what the Supplies will be used for and which grant funded position(s) will be using the Supplies.

15. OTHER DIRECT OPERATING EXPENSES (ODOE)

Item	FY 2018			FY 2019		
	Total Cost of ODOE	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of ODOE	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Conference Registration	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
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	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -

15.1 FY 2018 OTHER DIRECT OPERATING EXPENSES NARRATIVE

Provide a justification for Other Direct Operating Expenses which relates to the project's goal.

15.2 FY 2019 OTHER DIRECT OPERATING EXPENSES NARRATIVE

Provide a justification for Other Direct Operating Expenses which relates to the project's goal.

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16. PROJECT SUMMARY

16.1 Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of] services in [geographic locations]."

This project funds one staff member to serve victims of violent crimes by providing assistance with Crime Victims' Compensation, assistance with Texas VINE, information and referral, Law Enforcement accompaniment, crisis intervention, follow-up with victims, legal assistance, transportation and victim advocacy services for the unincorporated area of Fort Bend County.

17. TARGET POPULATION**SPECIFIC VICTIMIZATIONS**

Assault	X
Child Abuse	X
DUI/DWI	X
Family Violence	X
Hate/Bias Crimes	X
Human Trafficking	X
Physical Abuse and/or Neglect	X
Robbery	X
Sexual Assault	X
Survivors of Homicide Victims	X
Other Victims of Crime	X

SPECIFIC POPULATIONS

African-American	X
Asian	X
Elderly (65 and up)	X
Gay/Lesbian/Bisexual/Transgender	X
Hispanic	X
Persons with Disabilities	X
Rural	X
Spanish-speaking	X
Other	X

18. PROBLEM STATEMENT

18.1 Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in 17. Target Population of Tab D - Project Summary.

There are problems and trauma that exist for people who are victims of a violent crime and crimes resulting in significant hardships. The failure to provide needed assistance in a timely manner often results in a re-victimization of the crime victim and can lead to lack of trust in law enforcement agencies who in all actuality may have contributed to the re-victimization.

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19. SUPPORTING DATA

19.1 Provide data that supports the victim-related issue(s) and/or specific victimization types this project is designed to address. Cite research and/or data that is geographically relevant and specific to your service area.

The Fort Bend County Sheriff's Office is located in one of the most diverse and fastest growing counties in the nation. Out of the approximate population of 716,087, the Fort Bend County Sheriff's Office provides service to over 340,000 people. There have been a total of 7,927 crimes reported from January 1, 2016 through December 31, 2016. This is based on the Part I Crimes reported through UCR. These offenses include: Criminal Homicide, Forcible Rape, Robbery, Assault (including simple, not aggravated assault), Burglary, Larceny-Theft, and Motor Vehicle Theft. These statistics are projected to increase due to the rapid growth of our county. The Fort Bend County Sheriff's Office needs continued additional manpower to more effectively serve all crime victims within the Fort Bend County jurisdiction. Statistics were provided by the Uniform Crime Statistics Report from DPS and our Records Division of the Fort Bend County Sheriff's Office.

20. PROJECT GOAL

20.1 Provide a project goal, which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal should be a "SMART" goal: **Specific, Measurable, Achievable, Realistic and Timely.**

The project goal is to have a positive impact in providing appropriate responses, direct services, resources and information, ongoing aid and support and follow-up contact in order to meet the needs of all crime victims in an efficient manner. It is our objective to avoid inflicting "secondary victimization" that has often characterized much of the plight of the victims of crime. In addition, the project goal is to continue to raise public awareness of victims' rights and related services offered through this agency to the public as well as Law Enforcement in general. The project goal will be accomplished by the constant full-time support of a Victim Liaison Coordinator Assistant funded by the VCLG grant to facilitate the needs of all crime victims in Fort Bend County.

21. OUTPUT ASSESSMENT AND EVALUATION

21.1 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.

In order to have proficiency in the project goal, we will provide continued assistance to victims of violent crimes and crimes resulting in significant hardships by contacting and providing support through case disposition, referrals to counseling services, community resources, local financial aid, securing MOEP and assisting with the application process of CVC and VINE. The V.L.A. will use a Tracking Form/Survey which encompasses personal statistics and observations on the victim and whether they were satisfied with the services received. As well, we will ensure the victim has received an increase in knowledge of their rights. This form will be revised as needed. The information that is provided on the Victim Tracking Form/Survey will be compiled and forwarded to the OAG at the appropriate reporting times. Crime victim information and case details are entered into the computer Case Management System provided and maintained by the Sheriff's Office. We continue to facilitate public awareness presentations of victims' rights and related services to Law Enforcement and the general public in order to increase awareness of the rights and services available. In doing so, our project goal will prosper.

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21.2 OUTPUTS SUMMARY		PROJECTED TARGET	
DIRECT VICTIM SERVICES	FY 2018	FY 2019	
Number of Unique Victims Served	1500	1500	
Assistance with Crime Victims' Compensation	400	400	
Assistance with Texas SAVNS	400	400	
Information and Referral	1500	1500	
Assistance with Restitution	0	0	
Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors' Offices and Courts	400	400	
Advocacy	0	0	
Assistance with Victim Impact Panels	0	0	
Assistance with Victim Impact Statements	0	0	
Crisis Intervention	0	0	
Emergency Funds	0	0	
Follow-up with Victim	0	0	
Groups (Support, Therapeutic)	0	0	
Individual Counseling	0	0	
Legal Assistance	0	0	
Lodging	0	0	
Peer Support Services	0	0	
Transportation	0	0	
Other Direct Victim Services	400	400	
OUTREACH	FY 2018	FY 2019	
Total Number of Public Speeches	2	2	
Total Number of Participants	200	200	
Informational Booths	2	2	
Total Attendees at Informational Booths	200	200	
25% of Total Attendees (auto-calculates)	50	50	
TRAINING	FY 2018	FY 2019	
Total Number of all Training Sessions	4	4	
Faith-Based Individuals Trained	0	0	
Law Enforcement Individuals Trained	300	300	
Medical Individuals Trained	0	0	
Prosecution/Judicial Individuals Trained	0	0	
School Faculty Individuals Trained	0	0	
Volunteer Individuals Trained	0	0	
Other Individuals Trained	100	100	
Total Individuals Trained	400	400	
22. OUTCOMES			
22.1 Outcome Statements (Auto-Fills based on Purpose Area Selection on Tab A)			
DIRECT SERVICE OUTCOME: Increase in knowledge of crime victims' rights			
DIRECT SERVICE OUTCOME: Increase in knowledge of community resources and services			
OUTREACH OUTCOME: Increase in knowledge of community resources and services			
TRAINING OUTCOME: Increase in knowledge of crime victims' rights.			
22.2 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outcomes listed in Section 22.1.			
<p>Direct Services - Crime Victim Rights and Community Resources and Service: Victims of crime receive a booklet issued by the deputy at the time of the report. This booklet contains information regarding their rights, referrals, crime victim compensation, and emergency information. Victims are asked to sign a page in the book acknowledging that they have received this information; this signed document is turned in with the official report of the crime. The victim is then contacted via phone or mail by a victim service provider to confirm they have the information and then assist them in their specific needs and inform them of the process going forward. Victims are tracked using an excel spreadsheet and a tracking form administered by our agency. All contact and communication is documented throughout this process.</p> <p>Outreach - Community Resource and Service: A Victim Service provider attends a community outreach program several times a year. During these programs, our agency along with partner agencies passes out informational brochures and flyers that inform the community of victim rights and other services that are available.</p>			

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23. DETAILED IMPLEMENTATION PLAN

23.1 Describe this project's specific activities, which will be done over the next two years.

The project goal is to have a positive impact in providing appropriate responses, direct services, utilize resources and information, provide on-going aid and support and follow-up contact in order to meet the needs of all crime victims in an efficient manner. It is our objective to avoid inflicting "secondary victimization" that has often characterized much of the plight of the victims of crime. In addition, the project goal will be to continue to raise public awareness of victims' rights and related services offered through this agency to the public as well as Law Enforcement. The project goal will be accomplished by the constant full-time support of a Victim Liaison Coordinator Assistant with the salary being funded by the VCLG grant to facilitate the needs of all crime victims in Fort Bend County.

23.1 Continued:

In order to have proficiency in the project goal we will provide continued assistance to victims of violent crimes and crimes resulting in significant hardships by contacting and providing support through case disposition, referrals to counseling services, community resources, local financial aid, securing Magistrate Emergency Protective Orders, assisting with the application process of CVC and VINE. The Victim Liaison Assistant will use a Victim Tracking Form/Survey which encompasses personal statistics on the assisted victim as well as a survey of personal observations on the victim and whether they were satisfied with the services received, and received an increase in knowledge of their rights. This form will be revised as needed. We strive to enhance Law Enforcements knowledge and awareness on how to provide needed assistance in a timely manner which often results in a re-victimization of the crime victim through additional training, improved Victim Rights' Informational Packets, and updated and easily accessed documents.

23.1 Continued:

23.2 Describe how these activities will help to reach the project's goal.

It is our goal this year to enhance Law Enforcement's knowledge and awareness as a First Responder on how to provide needed assistance in a timely manner to avoid re-victimization of the crime victim. We shall do so through additional training, improved Victim Rights' Informational Packets, and updated and easily accessed documents. We also will continue collaborative efforts among agencies and stay abreast of projects designed to better assist victims in Fort Bend County by attending the monthly meetings (MCSA - Multi-County Interagency Coalition Against Sexual Assault and CVRT - The Fort Bend County Crime Victim Response Team).

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24. COMMUNITY RESOURCES	Yes/No
24.1 Is collaboration with one or more outside organizations required to achieve specific project activities in the detailed implementation plan?	Yes
24.2 Do these collaborations currently exist?	Yes
24.3 Describe why these agreements are required.	
<p>To maximize services to all crime victims, the Fort Bend County Sheriff's Office continues to build on existing relationships through constant communication with the Fort Bend County District Attorney's Office, Fort Bend County Women's Center, Federal Bureau of Investigation, all law enforcement agencies within the county, local civic organizations throughout the area (Multi-County Interagency Coalition Against Sexual Assault, Fort Bend Children's Advocacy Center) community resources and local financial aid providers, (i.e.; Salvation Army, United Way, Helping Hands, 2nd Mile Ministries, etc.). The Fort Bend County Sheriff's Office Victim Services Unit works with these agencies and organizations -- quite often on a daily basis. It is our goal to continue to build on these existing relationships with constant public relations, assistance and support as well as participation in annual projects based on training and public awareness. We also participate in monthly collaborative meetings, which include representatives from just about all of the above listed organizations, in order to make certain victims' needs are recognized and fulfilled.</p>	
25. SUSTAINABILITY PLAN	
25.1 Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.	
<p>In the event that OAG grant funds are no longer available, the County of Fort Bend plans to maintain the Victim Liaison Assistant hired with the (VCLG) grant funds which will be obtained from general fund revenues. We as a community have made a commitment to providing assistance to crime victims and will retain this position in the event the funds are not made available to us.</p>	
26. FINANCIAL	
26.1 FINANCIAL SYSTEMS	
26.2 Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.	
<p>We have a Human Resources Department that coordinates with Payroll in the Budget Department and further coordinates with the Auditor's Office, utilizing an individual system called Lawson. Lawson's program tracks time sheets, and, submits quarterly financial statements. The Treasurer's Office requests draws on the funds after approval by the Auditor's Office.</p>	

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26.3 BUDGET NARRATIVE

26.4 Provide a justification, which relate to the project's goal, for each requested budget category summarized in 27. Budget on Tab D - Project Summary.

The funds are requested for the salary and fringe benefits of the full-time Victim Liaison Assistant, who will devote 100 percent of her time in accomplishing the project goals outputs, and outcomes

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27. BUDGET SUMMARY					
PERSONNEL					
Description	% of Positions	Hrs./Week	FY 2018 Requested	FY 2019 Requested	Total Project Cost
Victim Liaison Coordinator Assistant	100%	40	\$ 31,500	\$ 31,500	\$ 63,000
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
Total FTEs	1.00				
Personnel Total			\$ 31,500	\$ 31,500	\$ 63,000
FRINGE					
Victim Liaison Coordinator Assistant			\$ 10,500	\$ 10,500	\$ 21,000
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Fringe Total			\$ 10,500	\$ 10,500	\$ 21,000
PROFESSIONAL & CONSULTANT					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Professional & Consultant Total			\$	\$	\$
TRAVEL					
OAG Conference			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Local Travel (Mileage Only)			\$	\$	\$
Travel Total			\$	\$	\$
EQUIPMENT					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Equipment Total			\$	\$	\$
SUPPLIES					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Supplies Total			\$	\$	\$
OTHER DIRECT OPERATING EXPENSES					
OAG Conference Registration			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Other Direct Operating Expenses Total			\$	\$	\$

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TOTAL BUDGET	\$ 42,000	\$ 42,000	\$ 84,000