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**Agency Name:** Fort Bend County  
**Grant/App:** 3806201 **Start Date:** 9/1/2019 **End Date:** 8/31/2020

**Project Title:** Additional Fort Bend County DV Investigator  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
746001969

### Application Eligibility Certify:

Created on:2/5/2019 1:52:13 PM By:Chad Bridges

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Additional Fort Bend County DV Investigator  
**Division or Unit to Administer the Project:** Fort Bend County DA's Office  
**Address Line 1:** 301 Jackson  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469  
**Start Date:** 9/1/2019  
**End Date:** 8/31/2020

**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

**Name:** KP George  
**Email:** county.judge@fortbendcountytexas.gov  
**Address 1:** 301 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 281-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**Name:** Chad Bridges  
**Email:** Chad.Bridges@fortbendcountytexas.gov  
**Address 1:** 301 Jackson  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3353 Other Phone: 832-867-0471  
**Fax:** 281-238-3340  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** Assistant District Attorney

#### Financial Official

**Name:** Robert Sturdivant  
**Email:** Liliانا.Jimenez@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

**Name:** Chad Bridges  
**Email:** Chad.Bridges@fortbendcountytexas.gov

**Address 1:** 301 Jackson

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-3353 Other Phone: 832-867-0471

**Fax:** 281-238-3340

**Title:** Mr.

**Salutation:** Mr.

**Position:** Assistant District Attorney

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide services to all others

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
746001969

**Data Universal Numbering System (DUNS):**

## Narrative Information

### Introduction

The purpose of this funding is to solicit applications for projects that promote a coordinated, multi-disciplinary approach to improve the justice system's response to violent crimes against women, including domestic violence, sexual assault, dating violence, and stalking.

Please read the funding announcement for program rules and application guides, available on the [eGrants Calendar](#) page. Additionally, you should review the *Guide to Grants* available at [CJD's resources webpage](#) for information and guidance related to the management and use of grant funds.

Use the space provided below to describe your project. For help with your narrative, see CJD's [Developing a Good Project Narrative Guide](#).

**Note:** Do not upload attachments with further information unless specifically instructed to do so.

### Program-Specific Questions

#### Culturally Competent Victim Restoration

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.

Our intake for protective orders is done through bilingual office members. Whenever possible, we provide relevant resource materials in English and Spanish and also have resource materials to groups we partner with that deal with cultural specific issues that pertain to domestic violence. We provide translators in all languages free of charge in protective order cases and victims testifying at trial. We have staff members in our office of various cultures and language capabilities that can assist with victims.

#### Culturally Specific and Underserved Populations

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'.

#### Victim Referral Process

Describe how victims are referred to your agency. For local units of government, please also explain your protocols for victim intake and referral.

Local law enforcement agencies refer criminal cases to the District Attorney's Office. At the scene of domestic violence cases, first responders give referral information for the victim of that criminal case about protective orders. In addition to protective order referrals from associated criminal cases, many people come in from word of mouth or by referral from partner agencies.

#### State Priorities

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

Improving the criminal justice system response.

This grant allows for stronger prosecution of criminal domestic violence charges and protective order applications. Stronger prosecution leads to more just results for survivors of domestic violence. Specifically, the grant funds an additional experienced, specially trained, domestic violence investigator that assists the prosecutors in the family violence division.

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

The additional investigator funded by this grant aids in service of reluctant witnesses with subpoenas and serving protective order applications on respondents. The investigator also assists in preparing exhibits for trial presentation.

Strengthen victim restoration.

Stronger prosecution of domestic violence cases and protective orders leads to more just results for survivors of domestic violence.

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

The investigator to be funded by this grant will participate with Fort Bend County's coordinated community response team for domestic violence, CVRT, which involves victim service groups and law enforcement from throughout Fort Bend County. The investigator will work with law enforcement on an every day basis.

#### **Sustainment**

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

10

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**'):

N/A

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**'):

The population of Fort Bend County will only continue to grow in the next 10 years and with continued growth will come an increased domestic violence case load. There will be an need for additional prosecutors (who will need training) as well as domestic violence dedicated investigators to continue to provide for safety of victims and successful prosecution of offenders

#### **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

#### **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:

**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.

**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.

**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.

**Polygraph Testing Prohibition**

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

**Protection Orders**

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

**Offender Firearm Prohibition**

The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC § 992(g)(8) and (g)(9).

**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.

**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 (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

**National Incident-Based Reporting System**

The Texas Department of Public Safety (DPS) has established a goal set by the Texas Legislature for all local law enforcement agencies to implement and report crime statistics data by using the requirements of the National Incident-Based Reporting System (NIBRS) no later than September 1, 2019. Additionally, the Federal Bureau of Investigations (FBI) will collect required crime statistics solely through the NIBRS starting January 1, 2021. Due to these upcoming state and federal deadlines, grantees are advised that eligibility for future grant funding may be tied to compliance with NIBRS. Financial grant assistance for transitioning to NIBRS may be available for your jurisdiction from the Criminal Justice Division (CJD)

**Criminal History Reporting**

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

**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.

**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.

**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 VAWA funds.

**Discrimination**

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

**Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2021 or the end of the grant period, whichever is later.

**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

**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:

Frances Desmond

Enter the Address for the Civil Rights Liaison:

301 Jackson Richmond, Texas 77469

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

281.633.7769

**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 :**

Due to rapid population growth in Fort Bend County in recent years (fastest-growing large county in the U.S. 2013-2015, current population of 741,237 - U.S. Census Bureau, July 2016), expansion of the law enforcement agencies and the judicial systems have been necessary in order to maintain a safe environment for the citizens. The project supports the Family Violence Division of the Fort Bend County D.A.'s Office with additional investigative resources. The growing population of Fort Bend county has continued the need for extra assistance in the specialized prosecution of domestic violence cases.

**Problem Statement :**

This grant targets the issue of domestic violence in Fort Bend County, Texas. More specifically, this grants supports an existing specialized prosecution unit, namely the Family Violence Division of the Fort Bend County District Attorney's Office. Fort Bend County is one of the fastest growing counties in the United States. The population is nearing 750,000 and is still growing. As the population of Fort Bend County has increased over the years, the number of domestic violence cases referred has generally grown. The general increase in caseload over the years can be tracked through PPRI prior reports from prior cycles of this continuation grant. The number of cases and courts have generally grown causing the number of court settings to increase.

**Supporting Data :**

As a continuation project, the unit's caseload has shown a continued general increase in both the number of cases referred for prosecution and cases actually litigated. The statistics included in PPRI's last report showed that the number of cases referred, filed, and successfully prosecuted at or relatively near the current grant cycle's goals. Specifically, in the 2014 calendar year our division received over 1200 case referrals for domestic violence related cases. Every single case must be reviewed by a prosecutor and in 2014 over 630 of those cases charges were filed. In the 2015 calendar year the numbers remained consistent, with over 1200 case referrals and 620 cases in which charges were filed. In the 2016 calendar year our division received 1330 case referrals for domestic violence related cases and filed over 730 of them. In the 2017 calendar year our division received approximately 1600 case referrals for domestic violence related cases.

### **Project Approach & Activities:**

The program's overall target is to decrease violence against women by holding domestic violence abusers accountable in the court system. We believe that having a well trained group of seasoned prosecutors and DA Investigators employing an evidence based prosecution method is the best way to ensure just outcomes that enhance victim safety. Our division is responsible for reviewing all domestic violence cases referred to our office for prosecution. We must review each case and make a decision whether to prosecute. Of those cases filed out prosecutors must attend numerous court dockets and hearings and occasionally have a full jury trial on the matter. This includes communication with and preparation of victims for the court process. In addition, our division reviews applications for protective orders, represents applicants in court and occasionally have full hearings on the protective order.

### **Capacity & Capabilities:**

The Fort Bend County District Attorney's office has a staff in excess of 100. The family violence division consists of seven assistant district attorneys, one investigator, two protective order clerks and a chief prosecutor. Having an additional dedicated investigator assists the division in having more successful prosecution of domestic violence cases as well as success in seeking protective orders for victims.

### **Performance Management :**

A primary project goal is to successfully prosecute domestic violence offenders and procure protective orders against domestic violence offenders in Fort Bend County, Texas. By successfully prosecuting criminal cases and protective orders we increase victim safety by keeping the abuser away by: either a no contact condition of probation or protective order, no contact with a victim via jail or prison time, or by providing counseling to abusers as a condition of either probation or a protective order. Success can be measured by disposition data. For us success means justice - sometimes justice is a conviction and jail time, sometimes justice is probation, and sometimes justice is a dismissal. Justice is a difficult thing to measure in numbers but success can be determined by having a high number of dispositions on cases so that we know we are keeping the system moving. While the projects goal is to reduce the occurrence of domestic violence and properly punish and rehabilitate offenders the objective is to increase the disposition of cases, reduce the number of cases dismissed and enhance the safety and trust of domestic violence offenders. The success of the project can be measured by determining the number of cases disposed and the number of cases dismissed in addition to determining the number of cases reviewed for charges and the number of cases filed.

### **Data Management:**

### **Target Group :**

The family violence division of the Fort Bend County District Attorney's Office is responsible for prosecuting domestic violence offenders and protective orders for Fort Bend County, Texas and victims of domestic violence that are primarily adults. The population that the project supports are domestic violence victims throughout Fort Bend County by prosecuting the offender and representing the victim as an applicant for a protective order. These victims are primarily adult women. Fort Bend County, Texas currently has an estimated population nearing 750,000. Approximately 540,000 of those individuals are adults and of those adults approximately 50% are women - which means there are over 250,000 adult women living in Fort Bend County. Approximately 57% of Fort Bend County residents are Caucasian, 21% African American and 20% Asian. Some statistics show that 1 in 4 women will be victims of violence by an intimate partner in their lifetimes - this means that on any given day our targeted group could be over 125,000 women! This target group faces immeasurable challenges ranging from fear, embarrassment, guilt, financial stress, lack of trust in the system and lowered self-esteem to name a few.

### **Evidence-Based Practices:**

Prosecutors managing domestic violence cases face a constant problem of victims who are unable or unwilling to cooperate with prosecution. This occurs for a variety of reasons and includes seeking dismissal of charges, lying to prosecutors or police, recanting statements about the abuse, refusing to talk about the abuse, perjuring themselves in court to protect the abuser, or refusing to come to court altogether. (See "Explaining Counter-intuitive Behavior in Domestic Violence and Sexual Assault Cases," The Voice Volume 1, Issue 4, National Center for the Prosecution of Violence Against Women, 2006.) Evidence-based prosecution can be used to prosecute individuals in domestic violence cases either without placing pressure on the victim to cooperate or when such pressure is applied but ineffective. The benefits of evidence-based prosecution include a higher number of convictions of domestic abusers and keeping victims safer by placing less emphasis on their role in prosecution - both of which hopefully result in a drop in domestic violence homicides. For evidence-based prosecution to truly work it requires dedicated, well-trained, and experienced prosecutors as well as cooperation, training and awareness of other members of the community response team, including police officers. Several studies seem to indicate that the approach and determination of prosecutors, rather than the availability of victims accounts for varying rates of prosecution. (See "Evidence Based Prosecution: An Effective Tool in Adjudicating DV," Verve Volume 2, Number 2, Domestic Violence Crisis Center, 2012.)

### **Project Activities Information**

#### **Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Prosecution	100.00	Prosecution of domestic violence criminal cases and prosecution of protective orders and the activities necessary to accomplish prosecution of both. Specifically, the Investigator will help prosecutors in the unit with serving subpoenas and protective orders, getting exhibits into court ready form and interfacing with local law enforcement.

**CJD Purpose Areas**

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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**Measures Information**

## Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of sexual assault, domestic violence and / or stalking cases filed.	750
Number of sexual assault, domestic violence, and / or stalking cases referred.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of cases resulting in conviction or deferred adjudication.	450
Number of charges dismissed or acquitted.	200

## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## 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.

## 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.

## 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

## 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]:

10/1/2019

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

9/30/2020

## 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:

21433431

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

8086205

## 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:

9/30/2017

## Equal Employment Opportunity Plan

### Compliance

Review the information below and complete either Section A, B, or C of the federal [EEOP Certification Form](#). The completed form must be sent to the Office of Civil Rights, Office of Justice Programs email address at [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEOP Certification.* For more information and guidance on how to complete and submit the form, please see the instructions attached at the bottom of the EEOP Certification Form.

### 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

- 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, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must complete **Section A** of the EEOP Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

### 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

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, 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 OOG, OOG'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;
- the applicant must complete **Section B** of the EEOP Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

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

Kathy Novosad 301 Jackson Street Richmond, Texas 77469

### Type III Entity

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

### Requirements

- 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; and
- the applicant must complete **Section C** of the EEOP Certification Form and send it to the Office for Civil Rights (OCR).

### Certification

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

## 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.

## 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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Certified Peace Officer - All Others	One DA Investigator that supports the Family Violence Division of the Fort Bend County DA's Office. \$96,482.00 is the total salary amount including fringe benefits. The Investigator locates and serves protective order respondents and witnesses, prepares exhibits for court, works with local law enforcement, and handles additional investigation requests from the prosecutors in the Family Violence Division.	\$66,482.00	\$30,000.00	\$0.00	\$0.00	\$96,482.00	100

## Source of Match Information

### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Fort Bend County General Fund	Cash Match	\$30,000.00

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00

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

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$66,482.00	\$30,000.00	\$0.00	\$0.00	\$96,482.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$66,482.00	\$30,000.00	\$0.00	\$0.00	\$96,482.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** KPGeorge