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**Agency Name:** Fort Bend County  
**Grant/App:** 1364519 **Start Date:** 10/1/2020 **End Date:** 9/30/2021

**Project Title:** Victim Witness Staff Expansion  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

### Application Eligibility Certify:

Created on:1/14/2020 7:40:17 PM By:Le'Shae Haynes

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Victim Witness Staff Expansion  
**Division or Unit to Administer the Project:** Fort Bend County District Attorney's Office  
**Address Line 1:** 301 Jackson Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-3108  
**Start Date:** 10/1/2020  
**End Date:** 9/30/2021

**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: 281-633-7769  
**Fax:** 832-471-1858  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Financial Official

**Name:** Robert Sturdivant  
**Email:** Accounting@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

#### Project Director

**Name:** Le'Shae Haynes  
**Email:** leshae.haynes@fortbendcountytexas.gov  
**Address 1:** 301 Jackson Street  
**Address 1:**  
**City:** Richmond , Texas 77469  
**Phone:** 281-238-3260 Other Phone:  
**Fax:** 281-238-3340  
**Title:** Ms.

**Salutation:** Ms.

**Position:** Victim Assistance Coordinator

### **Grant Writer**

**Name:** Le'Shae Haynes

**Email:** leshae.haynes@fortbendcountytexas.gov

**Address 1:** 301 Jackson Street

**Address 1:**

**City:** Richmond , Texas 77469

**Phone:** 281-238-3260 Other Phone:

**Fax:** 281-238-3340

**Title:** Ms.

**Salutation:** Ms.

**Position:** Victim Assistance Coordinator

### **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**

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

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 on the [PSO Resource for Applicants and Grantees 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 PSO'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.

We agree to continue to promote collaboration and coordination with other agencies to provide the services that victims need throughout the judicial process. In order to provide culturally competent victim services, our victim witness assistance division attends training on cultural knowledge and sensitivity. That knowledge and sensitivity is incorporated into the services provided to victims of all backgrounds and cultures in our community. Being aware of a victim's specific cultural needs allows for more effective and efficient victim assistance. We provide equal services to all cultural groups within our community. We also provide information and resources from organizations and agencies that work with the specific needs of each cultural group. We recognize that each victim is different with different needs, feelings, ideas, and barriers. We understand that victims may be more willing to cooperate and receive services if their individual needs are addressed and met.

### **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**'.

N/A

### **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 8 992(a)(8) and (a)(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.

**Criminal History Reporting**

Entities receiving funds from PSO 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 66*. 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.

Beginning January 1, 2020, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions within seven business days to the Criminal Justice Information System at the Department of Public Safety. By January 1, 2021, such reporting must take place within five business days. Click [here](#) for additional information from DPS on this new reporting requirement.

**Uniform Crime Reporting (UCR)**

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.

**Conversion to National Incident-Based Reporting System (NIBRS)**

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). Additionally, the Federal Bureau of Investigations (FBI) will collect required crime statistics solely through the NIBRS starting January 1, 2021. Due to this federal deadline, 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 Public Safety Office.

**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.

**Discrimination**

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

**Records**

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

**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.

**Crime Victims' Compensation**

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

**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.

**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.

**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.)

### **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.

### **Effective Services**

Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. (See "Eligible Organizations" in the Funding Announcement.)

### **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 Street, Richmond, TX 77469

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

281-633-7769

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO 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.

**X I certify to all of the application content & requirements.**

### **Project Abstract :**

Our project will continue the coordination, with applicable resource organizations, social services and law enforcement agencies, in providing a network of services and resources that directly assist crime victims. The Fort Bend County District Attorney's Office Victim Assistance Coordinator, two Assistant Victim Assistance Coordinators and two Administrative Secretaries will continue to work with law enforcement's crime victim liaisons in providing a seamless transition for crime victims from the investigation of a crime to the prosecution of a crime. We will continue to provide and improve upon the personal attention given to victims. Our program will continue to contact every victim of crime, violent and non-violent, regardless of race or ethnicity. By achieving this goal, it is believed that the psychological and emotional trauma, that is so often incurred as a result of being a crime victim, will be minimized. Victims of crime will continue to be contacted via telephone, mail and email while assisted in a timely manner. The Victim Witness Assistance Division will continue providing victims with the appropriate assistance and/or referrals to meet their specific needs. This program will also educate victims about their rights with regard to the criminal justice process. The Victim Witness Assistance Division will continue to provide in-person assistance and support during trial preparation and trial court accompaniment. We will enlighten the victim as to the procedures of the Criminal Justice System and keep them informed of status and procedures. With the continuation of our staff expansion project, we will be able to effectively continue the services, care, and consideration that every crime victim has received in the past and that they so rightly deserve.

### **Problem Statement :**

Fort Bend County continues to be one of the fastest growing counties in the United States with a population of 787,858 (U.S. Census Bureau, 2018), and a continuing rise in the crime rate of most offenses, thus requiring additional personnel to effectively address the ever increasing caseload and afford victims the assistance that is mandated as well as the additional services they deserve. We currently have one Victim Assistance Coordinator, two Assistant Coordinators and two Administrative Secretaries to assist victims, whose cases are randomly assigned to five District Courts and six County Courts-at-Law.

### **Supporting Data :**

In FY 2019, we were able to serve and assist 5,747 victims; 234 with court accompaniment; 1,714 with completing and filing compensation claims; 3,071 with information about the criminal justice process; 2,573 with notification of criminal justice events; 568 with prosecution interview accompaniment. According to the Texas Department of Public Safety 2018 Texas Crime Report, Fort Bend County had a population of approximately 752,245 and 9,711 offenses. We serve and will continue to serve all victims regardless of race, age, and/or gender. Agency policy does not limit victim services to only those mandated by the Code of Criminal Procedure, but every crime filed with our agency, that includes a victim, is given support and assistance. Specific problems are identified in the Fort Bend County Public Safety Community Plan 2019-2020: Victim/Witness services for adults within the criminal court system (page 26-27) and Victim/Witness services for children in the criminal court system (page 46-47).

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

In order to provide a network of services and resources that directly assist crime victims, our project will continue the coordination with applicable resource organizations, social services, and law enforcement agencies. The Fort Bend County District Attorney's Office Victim Witness Assistance Division will continue to conduct personal interviews with the victims of crime regarding the prosecution of their cases while working with law enforcement's crime victim liaisons to provide a seamless transition for crime victims from the investigation of a crime to the prosecution of a crime. We will continue to provide the personal attention given to victims (i.e. court accompaniment, arranging meetings with prosecutors, explanation of court procedures and protocol). Our program will continue to contact each and every victim of crime, violent and non-violent, regardless of race or ethnicity. This contact is established by mail, telephone, email, or in-person. By achieving this goal, it is believed that the psychological and emotional trauma, that is so often incurred as a result of being a crime victim, will be minimized. Victims of crime will be contacted and assisted in a timely manner. The Victim Witness Assistance Division will continue to collect and review intake files to determine who has been victimized and to what extent assistance and referrals can be offered, contacting each victim and providing the appropriate assistance and/or referrals to meet their specific needs. This program will also educate victims about their rights with regard to the criminal justice process. Educational and informational literature will be made available to all victims. This Victim Witness Assistance Division will continue to provide assistance and support during trial preparation, investigations, and trial court accompaniment, and will enlighten the victim as to the procedures of the criminal justice

system and keep them informed of status, procedures and court settings. With the continuation of our staff expansion project, we will be able to effectively continue the services, care, and consideration that each and every crime victim has received in the past and that they so rightly deserve.

### **Capacity & Capabilities:**

The Fort Bend County District Attorney's Office focuses on the prosecution of criminal cases and employs approximately 77 attorneys and approximately 57 support staff personnel. The Victim Witness Assistance Division, within that office, focuses on assisting victims through the criminal justice process and employs one Victim Assistance Coordinator, two Assistant Victim Assistance Coordinators, and two Administrative Secretaries. The current Victim Assistance Coordinator has a Bachelor's Degree in Victim Studies as well as several years of experience in victim services in the District Attorney's Office setting. One of the Assistant Coordinators also has a Bachelor's Degree in Victim Studies as well as years of experience in the victim services field. The other Assistant Coordinator is new to the field of victim services, but carries years of customer service experience. In addition to office and courtroom experience, the Coordinators also attend multiple trainings throughout the year to receive updates and new information in the victim services field. Both Secretaries are fairly new to the victim services field, but have been receiving on-the-job training, and also have strong backgrounds in customer service. They are scheduled to attend conferences where they will receive more in-depth instruction. The combined experience, education, and passion of this division qualifies them to provide services to the crime victims of our county, using the methods, approaches, and activities mentioned above.

### **Performance Management :**

Our goals are to reduce the trauma associated with victimization in order to help victims live in a healthy and safe environment and to provide services mandated by law that victims so rightly deserve. To do that, our Victim Assistance Coordinator, Assistant Victim Assistance Coordinators, and Administrative Secretaries assist the victims we serve by providing information, status, and support regarding their individual cases. The Administrative Secretaries send out Victim Impact Statements and Crime Victims' Compensation packets as well as court setting notification letters. The Victim Assistance Coordinator and Assistant Victim Assistance Coordinators schedule personal interviews between victims and prosecutors to discuss their cases. They also address a victim's specific needs and make appropriate referrals for counseling and other resources to meet those needs. All positions within the division accompany crime victims to court to lend support and provide an explanation of the proceedings. Telephone contact and in-person contact is provided by all positions in the division. In order to achieve these goals, we need the continuation of this Staff Expansion Project, so we can effectively continue the services, care, and consideration that every crime victim deserves.

### **Target Group :**

Our target group is all crime victims (of crimes committed by adults) in Fort Bend County, regardless of gender, age, or race/ethnicity. The demographics of this county are diverse, and we strive to provide services to all groups represented.

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

The rights of crime victims and the duties of a victim assistance division within a District Attorney's Office are outlined in Chapter 56 of the Texas Code of Criminal Procedure, so most of our methods and activities are mandated by the law. We also follow procedures set out by the Texas Crime Victim Clearinghouse and the Texas Department of Criminal Justice-Victim Assistance Division. Often times, the methodology we ascribe to and the activities we perform are based on training and information we have received from attending training and webinars. Well established prosecution-based victim services divisions train on best practices for providing services to crime victims. We also stay updated on the field of victim services through organizations such as the National Organization for Victim Assistance (NOVA), the National Center for Victims of Crime, the Office of the Attorney General of Texas-Crime Victims Services Division, the Texas District and County Attorney's Association-Victim Services Division, and other organizations that provide training and updates.

## **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.

### **Program Evaluation and Assessment Activity**

**Special Instructions for Projects Selecting the Program Evaluation and Assessment Activity**

Programs selecting "Program Evaluation and Assessment" as a project activity must indicate within the Detailed Project Activity Section whether the proposed evaluation is a **Tier-One** or **Tier-Two** evaluation. For Tier-One evaluations, describe the best practice/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. For Tier-Two evaluations, describe why this new program model is needed and the goal(s) of the evaluation. See definitions below:

**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 will also review available program output and outcome information.

**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 model and to develop best practices that can be use in supporting similar efforts.

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Legal Advocacy	100.00	We provide crime victims of Fort Bend County with information and status regarding their cases. We address the specific needs of victims and make appropriate referrals for counseling, social services, and other resources. We assist victims in completing and filing applications for financial assistance through Crime Victims' Compensation. We inform crime victims of their rights according to the Code of Criminal Procedure, Ch. 56. Also, we provide an explanation of the criminal justice system and provide emotional support and accompaniment during court proceedings. We schedule and attend personal interviews with staff, attorneys, and/or investigators to discuss prosecution of their cases.

**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 survivors assisted through the legal process.	6034
Number of times survivors are accompanied to court.	246
Number of victims / survivors seeking services who were served.	6034
Number of victims seeking services who were not served.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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## Custom Output Measures

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

## 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 the Public Safety Office (PSO) 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 the PSO 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 PSO.

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

Select the appropriate response:

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.

Enter a description for monitoring contract compliance:

**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?

Select the appropriate response:

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?

Select the appropriate response:

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]:

10/1/2020

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

9/30/2021

### **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 (in Whole Dollars \$) of Federal Grant Funds expended:

27914603

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

6715061

### **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 PSO grant. However, PSO 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?

Select the appropriate response:

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:

9/30/2018

### **Equal Employment Opportunity Plan**

**Compliance**

Review the information below to determine which section of the federal [EEOP Certification Form](#) applies to your organization. The EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#). For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at <https://ojp.gov/about/ocr/eeop.htm>.

**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, Human Resources, 301 Jackson Street, Richmond, TX 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

### Victim Services Information

**Agency Type**

Implementing Agency Type - Government

Which designation best describes your agency

- Prosecutor

**Purpose of Award**

- Continue an OOG-funded victim project funded in a previous year

**Type of Crime Funding Distribution**

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	Percent of Funds Dedicated to Crime Enter whole percentages only	Funds Dedicated to Crime Current Award x Percent Entered
Child Physical Abuse	2	\$2,135.70
Child Sexual Abuse	0	\$0.00
Domestic and Family Violence	32	\$34,171.20
Child Sexual Assault	4	\$4,271.40
Adult Sexual Assault	1	\$1,067.85
DUI/DWI Crashes	6	\$6,407.10
DUI/DWI Crashes	6	\$6,407.10
Assault	13	\$13,882.05
Adults Molested As Children	0	\$0.00
Elder Abuse	1	\$1,067.85
Robbery	21	\$22,424.85
Survivors of Homicide	2	\$2,135.70
Adult Human Trafficking	0	\$0.00
Child Human Trafficking	0	\$0.00
Other Violent Crimes	10	\$10,678.50
Description:	Stalking, Terroristic Threat, Deadly Conduct	
Other Non-Violent Crimes	8	\$8,542.80
Description:	Burglary, Other Vehicular Victimization	
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget
		\$106,785.00

**Use of Funds**

Does this project provide DIRECT SERVICES to victims:

Yes  
 No

#### Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

#### Personal Advocacy/Accompaniment

- Transportation assistance (includes coordination of services)
- Interpreter services

#### Emotional Support or Safety Services

#### Shelter/Housing Services

#### Criminal/Civil Justice System Assistance

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Criminal advocacy/accompaniment

#### Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

All VOCA-funded direct service projects MUST assist victims with seeking crime victim compensation benefits. Please explain why your agency is not assisting victims with crime victim compensation benefits:

## Types of Victimitizations

Check the types of victimization that best describe the victims the grant-funded project will serve. "Other" refers to a type that Is Not associated with any of the types provided in the list. Check all that apply:

### Types of Victimitizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Adults sexually abused/assaulted as children
- Arson
- Bullying (verbal, cyber, or physical)
- Burglary
- Child physical abuse or neglect
- Child pornography
- Child physical abuse or neglect
- Domestic and/or family violence
- DUI/DWI incidents
- Elder abuse or neglect
- Human trafficking: labor
- Human trafficking: sex
- Identity theft/fraud/financial crime

- Kidnapping (noncustodial)
  
- Kidnapping (custodial)
  
- Mass violence (domestic/international)
  
- Other vehicular victimization (e.g., hit and run)
  
- Robbery
  
- Stalking/harassment
  
- Survivors of homicide victims
  
- Teen dating victimization
  
- Terrorism (domestic/international)
  
- Other

If Other is TRUE provide explanation:

Violation of Court Order, Terroristic Threat, Deadly Conduct, Indecent Exposure

### **Budget and Staffing**

Answer the questions below based on your current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services program.

Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year:

Identify by source the amount of funds allocated to the victimization program/services budget for your agency. DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY. OTHER FEDERAL includes all federal funding except the award amount for this grant.

OOG Current Budget:  
\$106,785.00

Other State Funds:  
\$0.00

Other Local Funds:  
\$77,792.00

Other Federal Funds:  
\$0.00

Other Non-Federal Funds:  
\$0.00

Total Victimization Program Budget:  
\$184,577.00

Total number of paid staff for all grantee victimization program and/or services:  
COUNT each staff member once. Both full and part time staff should be counted as one staff member. DO NOT prorate based on FTE.

Total number of staff:  
5

Number of staff hours funded through THIS grant award (plus match) for grantee's victimization programs and/or services:

Total COUNT of hours to work by all staff supporting the work of this award, including match.

Total number of hours:  
6240

Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services:

COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:  
1

Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs:

Total COUNT of hours to work by all volunteers supporting the work of the award, including match

Total hours to work by all volunteers:  
444

Explain how your organization uses volunteers to support its victimization programs or if your organization does not use volunteers explain any circumstances that prohibit the use of volunteers.

We utilize interns from universities that are interested in the victim services field. They assist our Secretaries with clerical duties as well as shadow our Coordinators in the courtrooms.

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

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	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Data Entry Operator	Administrative Secretary - full-time position that will assist the Victim Assistance Coordinators and handle documentation and clerical needs. Duties include: mailing and processing Victim Impact Statements; mailing court setting	\$34,759.00	\$19,807.00	\$0.00	\$0.00	\$54,566.00	100

		<p>notification letters and disposition letters; answering phone calls and assisting victims with court setting information and general questions; maintaining court setting calendar for victims that want to be notified; creating and maintaining victim files.                      Salary/Benefits Estimation Details:                      Salary=\$35,554; Payroll Taxes=\$2,720; Retirement=\$4,441; Workers' Comp and Unemployment=\$1,351; Insurance=\$10,500.                      Employee Initials: BP</p>						
Personnel	Court Advocate	<p>Assistant Victim Assistance Coordinator - full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims' Compensation, VINE, and other resources; providing victims with referrals for counseling, shelters, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors.                      Salary/Benefits Estimation Details:                      Salary=\$41,042; Payroll Taxes=\$3,140; Retirement=\$5,126; Workers' Comp and Unemployment=\$1,560;</p>	\$38,508.00	\$22,860.00	\$0.00	\$0.00	\$61,368.00	100

		Insurance=\$10,500. Employees Initials: JS						
Personnel	Court Advocate	Assistant Victim Assistance Coordinator - full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims' Compensation, VINE, and other resources; providing victims with referrals for counseling, shelters, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors. Salary/Benefits Estimation Details: Salary=\$42,741; Payroll Taxes=\$3,270; Retirement=\$5,338; Workers' Comp and Unemployment=\$1,624; Insurance=\$10,500. Employees Initials: RW	\$29,382.00	\$34,091.00	\$0.00	\$0.00	\$63,473.00	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Every Victim Every Time Conference: Funds to be expended to send staff to training conference within the state of Texas that will enhance skills related to the delivery of crime victim services. Attending: All three personnel funded in this grant. Registration for three people=\$225 approximately. Hotel for three people=\$206 approximately. Mileage	\$748.00	\$187.00	\$0.00	\$0.00	\$935.00	0

		(at \$0.575/mile) for one car=\$125 approximately. Per Diem (at \$36/day) for three people=\$325 approximately. Travel Policy to be followed: Fort Bend County Travel Policy.						
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - TVSA / CCAW Conference: Funds to be expended to send staff to training conference within the state of Texas to enhance skills related to the delivery of crime victim services. We usually attend one of the two conferences listed here: Texas Victims Services Association (TVSA) or Conference on Crimes Against Women (CCAW). Attending: All three personnel funded by this grant. Registration total for three people=\$750 to \$1,575 approximately. Hotel total for three people=\$475 to \$715 approximately. Mileage (at \$0.575/mile) for one car=\$405 to \$310 approximately. Per Diem (at \$36/day) for three people=\$540 approximately. Travel Policy to be followed: Fort Bend County Travel Policy.	\$2,588.00	\$647.00	\$0.00	\$0.00	\$3,235.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Texas Victim Assistance Training Academy: Funds to be expended to send newer staff to training within the state of Texas that will enhance skills related to the delivery of crime victim services. Attending: Two newest grant funded personnel. Registration total for two people=FREE. Hotel total for two	\$800.00	\$200.00	\$0.00	\$0.00	\$1,000.00	0

		people=\$425 approximately. Mileage (at \$0.575/mile) for one car=\$215 approximately. Per Diem (at \$36/day) for two people=\$360 approximately. Travel Policy to be followed: Fort Bend County Travel Policy.						
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### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Certified Budget Funds allocated to the District Attorney's Office - County General Fund	Cash Match	\$77,792.00

#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$77,792.00	\$77,792.00	\$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	\$102,649.00	\$76,758.00	\$0.00	\$0.00	\$179,407.00
Travel and Training	\$4,136.00	\$1,034.00	\$0.00	\$0.00	\$5,170.00

#### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$106,785.00	\$77,792.00	\$0.00	\$0.00	\$184,577.00

### Condition Of Fundings Information

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