

[Print This Page](#)**Agency Name:** Fort Bend County**Grant/App:** 1364521 **Start Date:** 10/1/2022 **End Date:** 9/30/2023**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:12/29/2021 12:10:04 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:** 10/1/2022**End Date:** 9/30/2023**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.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

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 120 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. 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.

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Cybersecurity Training Certification for State and Local Governments. A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources Statewide Cybersecurity Awareness Training page.

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.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. 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 by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

Immigration Legal Services

PSO prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. PSO 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

Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless PSO 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 PSO. 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.)

College Campus Confidential Direct Services Providers

All personnel compensated through OOG or match funds are Confidential Direct Service Providers that maintain victim's confidentiality for all case information (written or oral) and share information only at the victim's request and with the victim's informed consent, except when release of information is required by law. Confidential Direct Service Providers compensated with grant funds shall not be required to disclose client or case information to any entity, including a campus Title IX officer or coordinator, except when release of information is required by law. A victim may not be coerced or required to file a report or disclose information regarding their victimization with any entity as a condition of receiving services from a Confidential Direct Service Provider.

Failure to comply with this certification may result in PSO, at its sole discretion, withholding reimbursement on personnel line items contained in the program budget until satisfactory evidence of compliance is provided.

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 PSO and is active until August 31, 2023 or the end of the grant period, whichever is later.

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 PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Yvette R. Maldonado

Enter the Address for the Civil Rights Liaison:

301 Jackson St Richmond, TX 77469-3108

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

281-341-8630

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.

☒ **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, one Domestic Violence High Risk Team Coordinator 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 822,779 (U.S. Census Bureau, 2020), 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, one Domestic Violence High Risk Team Coordinator 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 2021, we were able to serve and assist 8,388 victims; 139 with court accompaniment (this number was impacted by the Covid-19 court closures and is expected to increase with courts reopening); 2,020 with completing and filing compensation claims; 4,354 with information about the criminal justice process; 2,841 with notification of criminal justice events; 785 with prosecution interview accompaniment. According to the Texas Department of Public Safety 2021 Texas Crime Report, Fort Bend County had approximately 9,888 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 2021-2022: Victim/Witness services for adults within the criminal court system (page 30) and Victim/Witness services for children in the criminal court system (page 52).

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 83 attorneys and approximately 74 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, one Domestic Violence High Risk Team Coordinator 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 over five years of experience in the victim services field. The other Assistant Coordinator has a couple of years of experience in victim services, and 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. The Domestic Violence High Risk Team coordinator is fairly new to the victim witness division and has years of experience working in the victim services field and is experienced with protective orders and social services. She is also bilingual. Both Secretaries possess years of experience in the victim services field, and have been receiving on-the-job training. They also have strong backgrounds in customer service and the criminal justice field. They also attend conferences and trainings to further their knowledge in victim services. 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, Domestic Violence High Risk Team Coordinator 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, Assistant Victim Assistance Coordinators, and Domestic Violence High Risk Team Coordinator 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 including 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.

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 filling 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.	8388
Number of times survivors are accompanied to court.	139
Number of victims / survivors seeking services who were served.	8388
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
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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 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]:

10/1/2022

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

9/30/2023

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:

92377738

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

6782504

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:

9/30/2020

Equal Employment Opportunity Plan**Compliance**

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:

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

Requirements

- The applicant agency is exempt from the requirement 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 submit EEOP Certification information 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:

- has 50 or more employees, and
- 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 submit EEOP information 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:

Carolyn Manville, Human Resources, 301 Jackson St, Richmond, TX 77469-3108

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 submit EEOP information 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

*** 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 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=\$22,630; Payroll Taxes=\$1,731; Retirement=\$3,044; Workers' Comp and Unemployment=\$860; Insurance=\$9,378 Employee: Brittany Perez	\$37,643.00	\$0.00	\$0.00	\$0.00	\$37,643.00	58
Personnel	Court Advocate	Assistant Victim Assistance Coordinator, Robbin Williams: 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	\$33,119.00	\$0.00	\$0.00	\$0.00	\$33,119.00	45

		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=\$20,779; Payroll Taxes=\$1,589; Retirement=\$2,795; Workers' Comp and Unemployment=\$790; Insurance=\$7,166.						
Personnel	Court Advocate	Assistant Victim Assistance Coordinator, Jordan Schlafer: 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=\$27,043 Payroll Taxes=\$2,069; Retirement=\$3,637; Workers' Comp and Unemployment=\$1,028.	\$33,777.00	\$0.00	\$0.00	\$0.00	\$33,777.00	60
Travel and Training	In-State Registration Fees, Training, and/or Travel	In- State Travel -Every Victim Every Time Conference, Date: (TBD) usually in April, Location: Bryan/College Station, Texas. Attending: All three personnel funded in this grant. Registration for three people =\$225 approximately. Hotel for three people=\$492 approximately. Mileage (at \$0.56/mile) for one car=\$133 approximately. Per Diem (at \$36/day) for three people=\$270 approximately. 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. Travel Policy to be followed: Fort Bend County Travel Policy.	\$1,120.00	\$0.00	\$0.00	\$0.00	\$1,120.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$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	\$104,539.00	\$0.00	\$0.00	\$0.00	\$104,539.00
Travel and Training	\$1,120.00	\$0.00	\$0.00	\$0.00	\$1,120.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$105,659.00	\$0.00	\$0.00	\$0.00	\$105,659.00

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:** Leshaeraelyn