

Snapshot Description: Application - Submitted by Applicant

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Agency Name: Fort Bend County

Grant/App: 4727301 **Start Date:** 10/1/2023 **End Date:** 9/30/2024

Project Title: The IRIS Women's Program

Status: Application Pending AO Certification

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:

746001969

Application Eligibility Certify:

Created on:1/5/2023 3:03:12 PM By:Najat Elsayed

Profile Information

Applicant Agency Name: Fort Bend County

Project Title: The IRIS Women's Program

Division or Unit to Administer the Project: Social Services

Address Line 1: 301 Jackson Street

Address Line 2:

City/State/Zip: Richmond Texas 77469-3108

Start Date: 10/1/2023

End Date: 9/30/2024

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: elva.lopez@fortbendcountytexas.gov

Address 1: 301 Jackson, Suite 533

Address 1:

City: Richmond, Texas 77469

Phone: 281-341-3769 Other Phone:

Fax:

Title: Mr.

Salutation: Mr.

Position: County Auditor

Project Director

Name: Najat Elsayed
Email: FBCSocialServicesGrants@fortbendcountytexas.gov
Address 1: 301 Jackson Street
Address 1:
City: Richmond, Texas 77469
Phone: 281-238-3506 Other Phone: 281-238-3526
Fax: 281-342-0557
Title: Ms.
Salutation: Ms.
Position: FBC Social Services Division Manager

Grant Writer

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Fax: 281-342-0557
Title: Ms.
Salutation: Ms.
Position: FBC Social Services Division Manager

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): 746001969
Unique Entity Identifier (UEI): MJG8N8EPN2L3

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.

Currently 95% of Fort Bend County Social Services (FBCSS) staff are representative of a wide variety of minority groups and/or identify as people of color who are proud of and share their culturally competence and are all excited to continue to learn, increase self-awareness, in addition to being respectful and sensitive to people of all cultures, faiths and backgrounds. This also aligns with FBCSS expectations, mission and vision to met those that we serve where they are at, with a nonjudgmental cultural sensitive lens. FBCSS also partners with diverse partners who align with the cultural competencies values that are not only important to the work we do as an organization but empower and advocate for the clients voice to be heard that we serve. Another area that FBCSS has been working on is hiring bilingual staff in over four languages and growing. Currently we have 63% of staff who are bilingual and able to provide that service to our clients who feel more comfortable to speak in their primary language when seeking services. We also have a relationship with caseworkers in partner organizations that can speak additional languages and work together in helping the clients we serve. FBCSS has an interpreter line as well that can speak to the client in over 90 languages including ASL that we utilize. We have also made an effort to ensure that our staff attends trainings and staffing to increase these skill sets. We have a community engagement coordinator who helps the caseworkers and supervisors stay in tune with partners, research and trends around cultural competencies and victim restoration, hand in hand with the social services mental health program manager to align with best therapeutic practices and interventions to help support the clients that we serve on their journey. Our department has also developed a health equity committee to continue to evaluate where we are at as an organization in relation to the community and their needs, especially given the counties growing demographics that include (9 languages, 8 different populations which consist of: 56.96% White (46.21% White non-Hispanic), 19.85% Black or African American, 0.30% Native American, 11.20% Asian, 0.04% Pacific Islander, 9.10% from other races, and 2.56% from two or more races. About 21.12% of the population were Hispanic or Latino of any race) according to the 2020 US Census Data.

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:

Constitutional Compliance

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

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 [CCybersecurity Training Certification for State and Local Government](#). 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

College Campus Confidential Direct Service Providers
 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. 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.

Uniform Crime Reporting (UCR)

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. The Texas specific reporting mandated by 411.042 TEC, 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 local units of government, including cities, counties, and other general purpose political subdivisions, as

Compliance with State and Federal Laws, Programs and Procedures
 To be considered eligible for funding, applicants must have local units of government, including cities, counties, and other general purpose political subdivisions, as well as institutions of higher education that operate a law enforcement agency, must comply with all applicable laws, programs, and procedures, as well as the Texas Department of Homeland Security (DHS) basis and response of information requested on DHS related to the 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 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 753, Subchapter C of the Texas Government Code.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses
 In accordance with Texas Government Code, Section 42B.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's Sexual Assault Evidence Tracking Program website for more information or to set up an account to begin participating.

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 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.

Immigration Legal Services
 Each non-profit 501(c)(3) organization must certify that it does not have, and will continue not to have any policy, procedure or agreement (written or unwritten) that in any way encourages, induces, entices, or aids

Policies that Prohibit or Materially Limit the Enforcement of Immigration Laws
 Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the any violations of immigration laws. Additionally, the organization certifies that it does not have in effect, purport to have in effect, and is not subject to or bound by any rule, policy, or practice (written or unwritten) that would: (1) encourage the concealment, harboring, or shielding from detection of fugitives from justice or aliens who illegally came to, entered, or remained 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, the organization certifies that it will not adopt, enforce, or endorse a policy which prohibits or materially limits the enforcement of immigration laws, and will not, as demonstrated by pattern or practice, prohibit or materially limit the enforcement of immigration laws.

Records
 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. Each non-profit organization must download, complete and then upload into eGrants the [CEO/NGO Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements.

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

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

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:

Community Efforts
 Enter the Address for the Civil Rights Liaison:
 201 Jackson Street, Richmond, Texas 77469
 Regulatory Compliance Officer 201 Jackson St Richmond, TX 77469
 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 for providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Civil Rights Information
 Enter the Phone Number for the Civil Rights Liaison: (999) 999-9999 x9999
 281-241-8610
 Overall Certification

Victims of Federal Crimes
 Applicants within the PSO funding environment of the [Guide to Grants, the Grants Conditions and Responsibilities](#) that outlines federal, applicable state and federal statutes and regulations to be eligible for the program where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

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

Project Abstract :

Effective Services

Applicants applying for this grant must provide victim services to underserved populations of crime victims providing effective services to major victims (See "Eligible Organizations" in the Funding Announcement) senior victims of crime. The case managers for this program will provide in-depth assistance to victims by linking them to existing county resources, thus providing restoration in a more holistic manner. It is through existing services that the IRS Women's program are: 1) to continue to create and provide a more integrated and comprehensive system of care to victims; and 2) to improve upon the current fragmented system of services where the victims of domestic violence and senior victims of crime are under-served or overlooked.

Problem Statement :

When accessing The Crime Victims' Compensation (CVC) Funding Process, victims of crime are often forced to undergo an extended waiting period before they receive actual financial support. The IRIS Women's Program proposes to implement two (2) grant funded case managers that would link the target populations to existing Fort Bend County services and assistance during the waiting period prior to the CVC funding availability. Another factor, as reported by local shelters, is that the average income of survivors is below \$10,000 per year. There is a critical need to provide support to victims who may stay in abusive relationships due lack of income or financial abuse where the abuser is in control of all finances and utilizes that control over the survivor as another form of abuse. (Source: Fort Bend County Community Plan 2019-2020) According to the Victim Services Division 2021 Annual Report, the number of Victim Impact Statement (VIS) provided to victims to complete during a report was 2,392 forms for Fort Bend County. Out of those only 684 were returned completed; which amounts to only 29%. The underlying issue in the area is the depth of wrap-around services to assist and guide the survivor through the judicial and recovery process. Fort Bend County is one of the fastest growing counties in the nation, and the IRIS Women's Program will provide victims of crime with services and support to sustain a sense of safety and stability. As the designated point of contact, the assigned case manager will provide victims of crime with immediate needs including: Emergency Shelter, Transitional Supportive Housing, Food Assistance, Medication Assistance, Emergency Unmet Needs, and other local resources and services and customized service based referrals based on the survivors needs including but not limited to mental health support and employment as well as assistance with getting through the maze of applications for benefits or any other needs the client may have.

Supporting Data :

In 2016, estimates for victims of family violence provided by the Fort Bend County District Attorney's Office indicate that the total number of female victims was 391, while male victims numbered 114. The report also estimated that the number of female victims who identified as White numbered 221; White male 67; African-American female 123; African-American male 33; Asian female 17; Asian male 4; "Other" female 2; and no race specified as 8. The total number of individuals who identified as White was 288; African-American 156; Asian 21; and Other 4. As for victims who reported their age, 18 were 0-17; 165 were 18-29; 155 were 30-39; 91 were 40-49; 66 were 50-64; and 10 cases involved a 65+ individual. Of all domestic/crime cases, 128 individuals were aged 65+ and the number of seniors involved specifically in non-domestic violence cases was 118. In Fort Bend County, there is limited access to emergency shelters and basic human needs, and a continuing need for support services for survivors of domestic violence and sexual assault. The Texas Department of Public Safety's Crime in Texas Report indicated that in 2020, 1,042 incidents of family violence and 216 sexual assault offenses were reported to law enforcement in Fort Bend County. From September 2018 to October 2019, the Texas Department of Public Safety's Crime in Texas Report received approximately 2,300 domestic violence related cases from law enforcement. The Fort Bend County District Attorney's Office Victim Witness Division provided services to 7,477 victims from September 2018 to September 2019. Fort Bend Women's Center (FBWC) shelter is the only provider of emergency shelter services for domestic violence and/or sexual abuse survivors in the county and serves women, men, and children. In 2020, FBWC's shelter served 411 (338 new) victims of family violence and sexual assault. That same year, FBWC referred 752 unique callers to other shelters due to lack of space at the shelter. The non-residential program served 1168 clients (632 new) victims of family violence and sexual assault consisting of women, children, and men. (Source: Fort Bend Women's Center) On the east side of the county in 2020, the Missouri City Police Department Victim Assistance Program aided 214 victims of crime with 104 of those cases reported as domestic/family abuse and 52 of those cases reported as physical assault. (Source: Missouri City Police

Department Victim Assistance Program, 2020) Daya, Inc. provides culturally specific, non-residential services to South Asian and other similar immigrant groups who are survivors of domestic and sexual violence. In 2019, Daya served 409 domestic violence/sexual assault survivors from Fort Bend County and provided 1790 hours of counseling to victims of domestic violence. (Source: Daya SnapShot-2020)

Project Approach & Activities:

To ensure that victims of crime are connected with existing Fort Bend County services and assistance programs, Fort Bend County Social Services (FBCSS) collaborates with victim liaisons from county law enforcement agencies and the County District Attorney to enroll victims into the IRIS Women's Program. The IRIS Women's program connects the target populations with short-term assistance for emergency needs including utilities, food, medications, rental/mortgage assistance and shelter placement. The victims who seek assistance typically require immediate resources and incur immediate costs/expenses from the time they are victimized to when actual financial support is awarded by Crime Victim Compensation (CVC). The program's goal is to improve victims' social, financial, physical, and emotional well-being immediately after victimization while they wait for CVC funding. Based on previous FBCSS case management experience with domestic violence/crime victims, linking victims to services after their initial victimization often takes a minimum of three days processing and coordination time, although same day emergency shelter is available on a case by case basis. Dedicated case managers allow for more individualized attention, thus providing more thorough and comprehensive support in addition to having mental health support and a navigator to help with employment and other needs the clients may have. Furthermore, the 2019-2020 Fort Bend County Community Plan indicates that a substantial portion of the county population who are victims of family violence are female, of Hispanic descent or identify as an ethnic minority. Language and cultural barriers can be significant obstacles when attempting to provide assistance to these victims. Case managers with a similar cultural background and awareness/empathy of socioeconomic needs of these target groups would ease the complications of these factors during the registration process and continued case management.

Capacity & Capabilities:

The Division Manager of FBC Social Services is a licensed psycho-therapist (LPC) and is certified to conduct EMDR treatment. She holds a Masters Degree in Education and has over 20 years of micro/macro experience in working with vulnerable populations. This individual manages and oversees all department operational logistics, particularly pertaining to staff activities/responsibilities and their interaction with clients. The remaining staff members include: 5 program coordinators who are responsible for planning, implementing and evaluating activities associated with collaborative partnerships within Fort Bend County; five eligibility workers who manage short term emergency assistance; five case managers who provide more extensive client support services; two receptionists, one part-time clerk that oversee client appointments and initial (phone/walk-in) registration; and one administrative assistant who manages department data. Under the division we also have a senior wellness center as well as an indigent health program. Within social services we have a developing mental health program and a quality control unit that ensures grant compliance and reporting in addition to a bereavement program coordinator who manages the indigent pauper burial program for the unclaimed decedents in the county. FBCSS has two open case managers positions for which they are currently recruiting and have interviewed for and will be extending offers to candidates soon. The division is growing to be able to provide services to an ever growing county and has a history of serving the county for over 30 years as well as investing in the capacity and capabilities of being able to carry out this project and continuing to build our network of collaborations within and outside of Fort Bend County. We have a dedicated individual who specifically works with community engagement and resource building relationships who provides needed information to the team and maintains relationships with partners to be able to have the most up to date information available with over 200 partners and growing.

Performance Management :

In this current year, FY 2022, the goal of the IRIS Women's Program is to provide intensive case management services to 450 victims of crime. In the first year of funding FBCSS provided 562 victims of crime with services. This surpassed the program's annual projected goal (150 clients) by more than 200%. In the upcoming FY 2023, we propose to provide intensive case management services to 450 victims of crime. Objective: In a 12-month period, 450 victims of crime, (with 50 being carried over from the previous year) will receive 3, 6, 9 or 12 months of intensive case management services based on the needs of the client, and needs assessments by September 30, 2023. (Measured: Count the number clients seen monthly through Caseworthy reporting.) Objective: 30% of the victims of crime will be assisted with emergency shelter within the first 24 to 48 hours they are referred to the Iris Women's Program. (Measured: Count the number clients receiving emergency shelter monthly through Caseworthy reporting.) Objective: 30% of the victims of crime

will receive a food voucher within the first 24-48 hours they are referred to the Iris Women's Program. (Measured: Count the number clients receiving food vouchers monthly through Caseworthy reporting.) Objective: Two (2) Social Workers will provide 4,176 hours of case management services by September 30, 2023. (Measured: Count the number of hours of case management hours provided to the victims monthly through Caseworthy reporting.) Objective: Two (2) Social Workers will provide 450 individual victims of crime with case management services by September 30, 2023. (Measured: Count the number of victims of crime receiving case management services monthly through Caseworthy reporting.) Objective: Two Social Workers will provide 450 individual victims of crime with advocacy, accompaniment and assistance for criminal justice system interactions within a one year period. (Measured: Count the number of advocacy/accompaniment for criminal justice system interaction monthly through Caseworthy reporting.) Objective: One employment/re-entry navigator will assist at least 60% of victims in seeking employment opportunities Objective: Two mental health therapists will assist 85% of survivors with any mental health needs

Target Group :

Although Fort Bend County will assist any victims of crime, Fort Bend County Social Services has identified two target populations: 1) senior crime victims, aged 60 and over; and 2) survivors of domestic violence and their families. The IRIS Women's Program aims to provide assistance to family violence crime victims as well as senior (aged 60+) crime victims. Data from 2018 Texas Department of Public Safety Family Violence Totals indicates that in Fort Bend County, there were 4,065 incidents of family violence. Family violence crime victims make up 23% of the crime victim population and are underserved in the crime victim's compensation benefits process. Victims of family violence who are eligible and approved for CVC funding often require immediate resources and incur immediate costs/expenses before they receive any financial assistance. Victims categorized as seniors (60+), one of the fastest growing and most vulnerable populations in society, would also be targeted by the IRIS Women's Program. Seniors often require more assistance, guidance, and case management during the waiting period between the time they are victimized to when actual financial support is awarded by CVC.

Evidence-Based Practices:

In consulting with victim liaisons from local law enforcement and Fort Bend County District Attorney's Office, it became apparent that immediate resources and assistance were needed for individuals who were seniors or those who were victimized by family violence. While victims are routinely provided with opportunities to apply for CVC benefits, these funds were often not made available to them until their case is sent to prosecution. This time period often causes a huge financial and social hardship to the victims. Research presented by the National Institute of Justice (NIJ) indicates that tertiary intervention that focuses on the consequences of abuse, the focus of the IRIS Women's Program, can require as much as 12 months of advocacy by a case manager. Currently, Fort Bend County victim liaisons are overloaded with providing initial crime victim services, so providing extensive tertiary services over an extended period of time for each victim is not feasible. Research by NIJ also suggests that victims who receive advocacy after their victimization engage in a greater number of activities to address: educational needs, safety planning, legal issues, and material goods and services. This method of practice and commitment to a specific time period to assist victims of domestic abuse and crime seems to be more effective in increasing victims' access and utilization of community resources in a timely manner. In addition to providing mental health support and assistance with employment according to current research will assist to empower the client to be able to work through challenges and be able to be empowered to be financially self-sufficient along their journey to recovery.

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
Crisis Services	50.00	Emergency services provided to help victims during the crisis phase. Typical services include crisis counseling, phone and in-person information, and/or internal and external resources and referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter) transportation, emergency financial assistance, crime victim filing.

Multi-Disciplinary Teams and Case Coordination	30.00	Agency will meet with therapist, social workers, navigators, employment and housing staff, along with victim liaisons to coordinate a plan of action. Agencies agree to meet on a monthly basis with external partners but on a weekly or bi weekly basis to discuss open cases daily support is available if needed (based on client need), in addition to participating in any outreach events to reach a wider range of survivors and provide screening and services to the community around VOCA services available.
Professional Therapy and Counseling	20.00	Mental Health Therapists and employment counselors will dedicate 100% of their time and effort. The Employment counselor will provide assistance and information to VOCA clients on all aspects of employment search and career planning including but not limited to resume writing, job seeking, an interviewing skills. He/she will provide advice and information to employers and VOCA clients regarding employment issues and human resources. He/she will support clients who are planning, seeking, and managing their career and life/work direction The Licensed Therapists will counsel victims of crime to promote optimum mental health. He/she will help victims of crime work through symptoms and triggers of PTSD, thoughts of suicide; family, parenting, and marital challenges that stemmed or were exacerbated from victimization including stress management; problems with self-esteem; and issues associated with aging and mental and emotional health. He/she would evaluate clients physical or mental condition based on review of client information, medical history and psychological assessments to be used to help with treatment plans. He/she would develop and implement treatment plans based on clinical experience and knowledge. He/she would act as a client advocate to coordinate required services or to resolve emergencies or crisis events

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 cases reviewed by the multi-disciplinary team.	225
Number of counseling hours provided to survivors.	400
Number of meetings held by multi-disciplinary teams.	12
Number of survivors receiving counseling / therapy.	400
Number of survivors receiving crisis counseling.	400
Number of victims / survivors seeking services who were served.	450

Number of victims seeking services who were not served.	0
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Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of cases resulting in charges filed.	450
Number of convictions.	200

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Resolution from Governing Body

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

1. Authorization by your governing body for the submission of the application to 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:
Nicole Ledet, MA-HRD, SHRM-CP, PHR (Director of Human Resources) 301 Jackson St Richmond, TX 77469-3108 Phone: 281-341-8624 nicole.ledet@fortbendcountytexas.gov

Type III Entity

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

Requirements

- The EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO 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 EEO 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

Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Other – Describe Below

If Other is selected describe below:

Social Services

Purpose of Award

- Continue an OOG-funded victim project funded in a previous year
- Expand or enhance an existing project not funded by OOG in the 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	1	\$5,500.00
Child Sexual Abuse	1	\$5,500.00

Domestic and Family Violence	80	\$440,000.00	
Child Sexual Assault	1	\$5,500.00	
Adult Sexual Assault	1	\$5,500.00	
DUI/DWI Crashes	1	\$5,500.00	
DUI/DWI Crashes	1	\$5,500.00	
Assault	5	\$27,500.00	
Adults Molested As Children	0	\$0.00	
Elder Abuse	1	\$5,500.00	
Robbery	5	\$27,500.00	
Survivors of Homicide	2	\$11,000.00	
Adult Human Trafficking	1	\$5,500.00	
Child Human Trafficking	1	\$5,500.00	
Other Violent Crimes	0	\$0.00	
Description:			
Other Non-Violent Crimes	0	\$0.00	
Description:			
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$550,000.00

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

- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

Emotional Support or Safety Services

- Crisis Intervention (in-person, includes safety planning, etc.)
- Individual counseling
- Other therapy (traditional, cultural, or alternative healing
- art, writing, or play therapy
- etc.)
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

Shelter/Housing Services

- Emergency shelter or safe house
- Transitional housing

- Relocation assistance (includes assistance with obtaining housing)

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)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment

Assistance in Filing Compensation Claims

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:

N/A

Types of Victimizations

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 Victimizations

- 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
- Hate crime: racial/religious/gender/sexual orientation/other

If Hate Crime is TRUE provide explanation:

We will assist with all survivors of crime and will do our best to serve all victims of crime including those who self report a hate crime where we will assist with financial support and case management as well as referral to the appropriate government agency for additional assistance.

- 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:
any form of self reported victimization

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:
\$550,000.00

Other State Funds:
\$250,000.00

Other Local Funds:
\$441,500.00

Other Federal Funds:
\$0.00

Other Non-Federal Funds:
\$0.00

Total Victimization Program Budget:
\$1,241,500.00

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:
10440

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:
13

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:
1560

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.

Graduate level non clinical and Graduate level clinical interns assist existing caseworkers/social workers in identifying services for clients. In addition, they will assist with making home visits when necessary and/or provide services or referrals. They also assist in gathering the required data and processing of grant deliverables for reporting purposes and processing of financial assistance services. clinical interns will be providing supervised therapy sessions for clients who have mental health challenges, trauma or PTSD symptoms. All interns are background checked and drug tested and are bound to follow all county, department, and division policies including confidentiality and privacy policies as well as licensure regulations in working with vulnerable populations.

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	Clerk	Coordinates the pre-award planning, organization, and preparation, and the post-award administration of various grants assigned to one or more social services programs. Interacts	\$82,000.00	\$0.00	\$0.00	\$0.00	\$82,000.00	100

with investigators and administrative staff to ensure the grants are in compliance with regulatory, funding, agency and policy requirements. Assists with auditing data and producing required grant reports, on a daily, monthly, quarterly and annual basis for both internal and external stakeholders. Assists with data entry, reconciliation and can assist with grant writing as needed. Maintains case management database system compliance and training. Works with staff to assist in reconciliation and training as needed. Assists with the processing and reconciliation of social services financial quality control measures and processing of those funds in a timely and efficient manner. Is a resource to staff and leadership team in reference to grant and fund compliance and department protocols. Assists in providing data reports to research specialists and analyzes data for trends and patterns. Maintains a professional knowledge base to ensure efficient, effective and productive results. Produces and submits reports and conducts audits on programs for grant and funding compliance. Analyzes department data points and reports for trends and patterns to assist staff in increasing quality and efficient processing and disbursement of funds while staying in compliance with fund regulations. Reconciles funds and financial programs as a quality control measure to ensure accurate financial reporting to the internal auditors as well as external grant agencies while providing required documentation for reimbursement grants. Prepares documents on expenditures and inputs information into databases. Assists and/or instructs other employees and leadership with their duties in reference to grant or fund compliance and training.. The salary total cost would be \$52,200.00. The breakdown would consist of: \$25.00 per

		hour X 2088 (Full time position) = \$52,200.00. The total cost of fringe benefits for the Quality Control Specialist is \$52,200.00. The breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$52,200.00 = \$3,993.30. Retirement @ 13.07% x \$52,200.00= \$6,822.54. Workman's Comp and Property/Casualty/Liability @ 3.8% x \$52,200.00=\$1,983.60. Health Insurance total cost \$17,000.						
Personnel	Counselor and/or Therapist (licensed)	<p>The Licensed Mental Health Therapist (to be determined) will counsel victims of crime to promote optimum mental health. He/she will help victims of crime work through symptoms and triggers around PTSD, thoughts of suicide; family, parenting, and marital challenges that stem or are exacerbated due to their victimization including stress management; problems with self-esteem; and issues associated with aging and mental and emotional health. He/she would evaluate clients physical or mental condition based on review of client information, mental and physical health medical records as well as conduct psychological assessments to assist with treatment plans. He/she would develop and implement treatment plans based on clinical experience and knowledge. He/she would act as a client advocate to coordinate required services or to resolve emergency and crisis oriented events. The salary total cost would be \$70,000. The breakdown would consist of: \$33.53 per hour X 2088 (Full time position) = \$70,00. The total cost of fringe benefits for the Licensed Therapist is \$34,410 the breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$70,000 = \$5,335. Retirement @ 13.45% x \$70,000= \$9,415. Workman's Comp and Property/Casualty/Liability @ 3.8% x \$70,000=\$2,660, Health Insurance total cost \$17,000.</p>	\$104,410.00	\$0.00	\$0.00	\$0.00	\$104,410.00	100

Personnel	Case Manager	<p>Social Worker 1 (Elizabeth Romo) will be hired as case managers for this program. They will be responsible for assessing the beneficiary's eligibility for services and work closely with the other FBCSS staff, and other local agencies that work with victims of crime (ex: AVDA, FBC Sheriff's Dept., FBC Woman's Center). She will complete the initial assessment, gather information and identify problems and formulate a service plan to help the client meet their needs. The worker will also coordinate care services and assist the beneficiary to identify and obtain resources. The caseworker will also be responsible for advocating on the beneficiary's behalf with external parties, such as legal services, health insurance organizations or other social service organizations. She will be responsible for assisting clients to navigate community resources and to ensure clients receive basic needs including food, shelter, transportation, and counseling. The Social Worker will also ensure that clients are safe and prepared to face future challenges. Case Management Services will be provided for a minimum of six months to a year. She will also be responsible for ensuring the client satisfaction. The cost for her position including a potential COLA increase is a Professional grade 10 with a salary of \$26.64 an hour. The salary provided above was determined at her current rate plus allowance for COLA increase at 2088 hours. (\$26.64 X 2088 full time employment = \$55,650). The total cost of fringe benefits per Social Worker is \$30,750. The breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$55,650 = \$4,260. Retirement @ 13.45% x \$55,650 = \$7,300, Workman's Comp and Property/Casualty/Liability @ 3.8% x \$55,650 = \$2,150, Health Insurance total cost \$17,000.</p>	\$86,450.00	\$0.00	\$0.00	\$0.00	\$86,450.00	100
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Personnel	Case Manager	<p>Social Worker 2 (Chioma Nkwocha) will be hired as case managers for this program. They will be responsible for assessing the beneficiary's eligibility for services and work closely with the other FBCSS staff, and other local agencies that work with victims of crime (ex: AVDA, FBC Sheriff's Dept., FBC Woman's Center). He/she will complete the initial assessment, gather information and identify problems and formulate a service plan to help the client meet their needs. The worker will also coordinate care services and assist the beneficiary to identify and obtain resources. The caseworker will also be responsible for advocating on the beneficiary's behalf with external parties, such as legal services, health insurance organizations or other social service organizations. She will be responsible for assisting clients to navigate community resources and to ensure clients receive basic needs including food, shelter, transportation, and counseling. The Social Worker will also ensure that clients are safe and prepared to face future challenges. Case Management Services will be provided for a minimum of six months to a year. She will also be responsible for ensuring the client satisfaction. The cost for this position is a Professional grade 10 with a salary of \$28.74 an hour. The salary provided above was determined at her current salary plus COLA increase (\$28.74) at 2088 hours. (\$28.74 X 2088 full time employment = \$60,000). The total cost of fringe benefits per Social Worker is \$31,300. The breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$60,004 = \$4600. Retirement @ 13.07% x \$60,000= \$7,900, Workman's Comp and Property/Casualty/Liability @ 3.8% x \$60,000=\$2,300, Health Insurance total cost \$17,000.</p>	\$92,000.00	\$0.00	\$0.00	\$0.00	\$92,000.00	100
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Personnel	Clerk	<p>The administrative Clerk will provide professional and courteous assistance to clients; answers questions, directs public to proper area or person, collects and pre-screens documentation required. Responds to incoming telephone inquiries, resolves or refers to proper person/department. Maintains daily record of phone calls and clients seen. Assists clients in completion of application forms and refers to appropriate agency. Types correspondence, memos, reports and documents as needed. Screens clients. Transports clients to and from appointments He/she would act as a client advocate to coordinate required services or to resolve emergency or crisis events. The salary total cost would be \$31,320.00 The breakdown would consist of: \$15.00 per hour X 2088 (Full time position) = \$31,320.00 The total cost of fringe benefits for the Mental Health Receptionist is \$31,320.00. the breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$31,320.00 = \$2,400. Retirement @ 13.07% x \$31,320.00= \$4,100. Workman's Comp and Property/Casualty/Liability @ 3.8% x \$31,320.00=\$1,200.00 Health Insurance total cost \$17,000.</p>	\$55,720.00	\$0.00	\$0.00	\$0.00	\$55,720.00	100
Personnel	Professional Trainer	<p>The Employment counselor (to be determined) will provide assistance and information to clients who are victims of crime on all aspects of employment search and career planning including but not limited to resume writing, job seeking, an interviewing skills. He/she will provide advice and information to employers and clients regarding employment issues and human resources. He/she will support victims of crime clients who are planning, seeking, and managing their career and life/work direction. The employment counselor position is a Grade 10 Admin/Clerical Position with a salary range of \$17.80-27.07.</p>	\$85,930.00	\$0.00	\$0.00	\$0.00	\$85,930.00	100

		The salary provided above was determined at the paygrade of \$26.45/ hour @ 2088 hours (\$26.45 x 2088 full time employment = 55,230). The total cost of fringe benefits for the employment counselor is \$30,700. The breakdown of cost per benefits is as follows: Payroll Taxes @ 7.65% x \$55,000 = \$4210. Retirement @ 13.45% x \$55,000= \$7400, Workman's Comp and Property/Casualty/Liability @ 3.8% x \$55,000=\$2090, Health Insurance total cost \$37,700.						
Travel and Training	In-State Registration Fees, Training, and/or Travel	Travel Costs-(per diem & lodging), 5 staff @ 3 days (2 nights). Per Diem Rate \$70 per day for 3 days for 3 staff = \$650. Lodging (hotel) per GSA Rate \$122 per day (county policy does not allow lodging to exceed the GSA daily allowance) for two nights. 2 nights x \$122 night= \$244. \$244 x 3 staff = \$732. Per Fort Bend County follows the Star of Texas Contract Rate. Please see attached FBC Travel Policy. In addition to travel the registration costs for the conference include Every Victim Every Time Conference. The training typically occurs in April in Bryan, TX. This two-day conference provides law enforcement, social service agencies, mental health professionals, and others working with crime victims an opportunity to learn valuable information about victim issues related to the criminal justice system. The cost of travel is an estimated cost for the following conference/training registration fees \$350 x 3 staff= \$1050. \$2500 total cost for travel, lodging, per diem and registration attendance costs to attend.	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	2023 Annual Crimes Against Persons Conference usually takes place yearly in February. Actual date for 2024 is yet TBD and takes place in Stafford, TX around Jan/Feb. This conference provides law enforcement agencies, counselors, medical staff, victim advocates, CPS	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0

		workers, prosecutors, judges, probation officers, volunteers, and other service providers with important information on assisting victims of crimes. This training features a combination of keynote speakers and breakout sessions to unify service providers on best practices, while still allowing them to personalize their learning experience based on the needs of their respective fields. Attendees will be exposed to the current trends in victim services, trauma-informed practices from across Texas, and practical strategies on improving victim services. workshop training cost is \$150 x 3 = \$450 for registration attendance costs only.						
Travel and Training	In-State Incidentals and/or Mileage	Social Workers and Therapist will travel to meet clients on a per needed basis. They will travel to accompany client to local law enforcement , medical followup appts., court dates, and transporting clients, trainings, and conferences in their own vehicles. The cost of mileage is set by the county @ 58 cents a mile. It is estimated that on average 2491 miles will be driven @ 58 cents= \$1445 total mileage reimbursement.	\$1,445.00	\$0.00	\$0.00	\$0.00	\$1,445.00	0
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	3 cell phones for the new positions (1 Mental Health Therapists, 1 Employment Counselor and 1Accounting Clerk) are being requested @ \$150 for a total of \$450. Monthly service for 5 lines (2 Social Workers, 1 Mental Health Therapists, and 1 Administrative Clerk, 1 accounting Clerk) is being requested @ \$50 a month= \$250. \$250 x 12 months cell service= \$3000	\$3,450.00	\$0.00	\$0.00	\$0.00	\$3,450.00	0
Supplies and Direct Operating Expenses	Laptop System and Accessories (\$5,000 or less per unit)	3 laptops are being requested for both positions requested. The laptops will be used to complete the day to day operations of the program and will allow for the staff to complete necessary documentation both at office and in the field. Total cost 3 laptops x \$1500= \$4500.. 3 monitors to connect to the laptop to enable workers to	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0

		work efficiently. Each monitor with HDMI connections cost \$150.00 \$150 x 3= \$450. 3 wireless mouse are being requested as a needed laptop accessory. 3 mice x \$20= \$60.00						
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Business Cards are being requested for each worker. FBC estimated quotes are for 500 business cards is \$40. The minimum order is 500 business cards. \$40 x 3 employees= \$120.00 total cost	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	General Office supplies will be purchased to carry out the day to day operations and ensure all activities are carried out in a timely and organized manner. FBCSS estimates that the cost of the general office supplies per employee is \$680 annually. The cost of office supplies was calculated based on a currently monthly purchase of office supplies to dates and is approximately \$56 a month x 12 months= \$680. Items to be purchased with general office supplies would include: office paper, staples, 5 new staplers, staple removers, 5 calculators, 5 tape dispensers, tape, paperclips, cleaning duster aerosol cans, 5 corkboards, thumbtacks, postits for notetaking, notepads, 5 scissors, sanitizing wipes, air sanitizer spray, pens, highlighters, dry erase markers, calculator tape, calculator ink, file folders, mailing envelopes, binder clips, labels, frames to hold licenses, desktop organizer/sorters, 5 laptop carrying case, batteries (used in wireless mouse and keyboards), permanent markers, and 1 dolly for carrying heavy items/supplies back and forth between offices. Ink/toner is needed to print documents, its total cost is \$500. The total cost of these items is \$680+ \$500= \$1180. \$1180 x 5 employees = \$5900 total cost for general office supplies	\$5,900.00	\$0.00	\$0.00	\$0.00	\$5,900.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery,	Curriculum Material will be utilized in the treatment of clients. Curriculum material/workbooks would cover: PTSD, trauma and grief	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0

	flexicuff, drug testing kit)	component therapy, depression and anxiety, substance abuse, complex trauma, Distressed tolerance therapy, (Dialectical Behavioral therapy (DBT), Cognitive Behavioral Therapy (CBT-trauma focused), DBT skills training, Art Therapy curriculum, and EMDR (Eye Movement Desensitization Reprocessing). Each set of curriculum costs \$1000 based on current catalog pricing. 5 sets will be ordered to have for clients. The total cost for the curriculum would be: 5 x \$1000= \$5000.						
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Sensory materials would be utilized in the treatment of clients to assist them with stimulation of their five senses which can be used to improve the well-being of developmentally disabled adults and people with neurocognitive disorders. The total cost of the material would be \$500. EMDR supplies would include but not limited to light bars, pulsars, tappers, ball chair, soft toys, colors, crayons, map pencils, sand tray, therapeutic coloring books, paints, brushes, journals, journal pens, fidget toys, playdough, paper to paint on, easel, spiky tactile cushion for a total cost not to exceed \$10,500.	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Psychological Assessment licenses are required to obtain access to UCLA PTDS Assessment Tools used to assess clients. FBCSS is requesting a total of \$675 to purchase 1 license @ \$675 each. One for the VOCA Mental Health Therapist.	\$675.00	\$0.00	\$0.00	\$0.00	\$675.00	0
Supplies and Direct Operating Expenses	Office Storage and/or Workstation (\$5,000 or less per unit)	An office desk/credenza will be utilized on a day to day basis by the therapist to complete work and interview clients. The price of the desk and credenza is \$1,500 x 3 staff= \$4500. Office chairs will be utilized by the staff to perform the day to day duties of the program. 3 chairs for staff and 2 for client to be used during interviews for a total cost of 6 chairs x \$350= \$2100.	\$5,600.00	\$0.00	\$0.00	\$0.00	\$5,600.00	0

Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	A scanner will be utilized both in the office and when necessary while doing home/field visits or enrolling clients for services while away from the office. 3 portable scanners are requested to carry out day to day scanning of documents. The cost of the each scanner is \$500. 3 scanners x \$500= \$1500	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	FBCSS is requesting to purchase an office 3 printers to print monthly, quarterly, annual reports, and conduct the day-to-day operations of the program. The printers will be shared and utilized by the 1 VOCA therapist, 2 VOCA social workers and 1 VOCA Administrative Clerk and 1 VOCA Accounting Clerk who will all be responsible for the day-to-day management of the grant both for direct services to VOCA clients as well as grant reporting elements for the VOCA grant, and services related to providing and supervising VOCA services. The cost of the printer is \$420 based on current catalog pricing. \$450 x 3 printers= \$1350	\$1,350.00	\$0.00	\$0.00	\$0.00	\$1,350.00	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	\$506,510.00	\$0.00	\$0.00	\$0.00	\$506,510.00
Supplies and Direct Operating Expenses	\$39,095.00	\$0.00	\$0.00	\$0.00	\$39,095.00
Travel and Training	\$4,395.00	\$0.00	\$0.00	\$0.00	\$4,395.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$550,000.00	\$0.00	\$0.00	\$0.00	\$550,000.00

Condition Of Fundings Information

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