

Agency Name: Fort Bend County
Grant/App: 1364523 **Start Date:** 10/1/2024 **End Date:** 9/30/2025

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:12/12/2023 2:16:13 PM By:Terri Stuart

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: 10/1/2024
End Date: 9/30/2025

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: Mandy Lesko
Email: accounting@fortbendcountytexas.gov
Address 1: 301 Jackson St
Address 1: Suite 701
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Phone: 281-344-3951 Other Phone:
Fax:
Title: Ms.
Salutation: Ms.
Position: Accountant

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:
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Title: Ms.
Salutation: Ms.
Position: Victim Assistance Coordinator

Grant Writer

Name: Terri Stuart
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Address 1: 1422 Eugene Heimann Circle
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City: Richmond, Texas 77469

Phone: 281-341-4455 Other Phone: 832-243-2593

Fax:

Title: Ms.

Salutation: Ms.

Position: Grants 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

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.

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.

According to recent US Census reports, Fort Bend County is one of the nation's most diverse communities. The Fort Bend County District Attorney's Office staff attend training on cultural knowledge and sensitivity to provide more comprehensive services to victims from all backgrounds and cultures in our community. Awareness of a victim's cultural needs allows for more effective and efficient victim assistance. We provide equal services to all cultural groups within our community. Bilingual office staff handle our protective order intake. Whenever possible, we provide relevant resource materials in English and Spanish and resource materials for groups we partner with (such as Daya) who focus on culturally specific issues in the domestic violence sphere. We provide translators in all languages, free of charge, in protective order cases, and for criminal cases. We have staff members in our office from many cultural backgrounds who speak many languages who also assist victims. 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 has different needs, feelings, ideas, and barriers. Victims may be more willing to cooperate and receive services if their needs are addressed and met. In addition, the staff of the Fort Bend County DA's Office is representative of our county's residents regarding race and ethnicity. Because of our staff's diversity, we have employees who share the culture and many of the languages spoken by our victims. Victim Witness Assistance Coordinators are always ready to assist with insight, outreach, and translation and can provide additional translation for victims free of charge. Finally, our office and the county have made training on diversity and the recognition of bias a priority for all employees.

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 [Cybersecurity 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 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

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.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, 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. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

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.

Legal Representation in Divorce and Custody Cases

PSO limits eligibility for legal representation in divorce and custody cases to circumstances where the survivor has been directly victimized by intimate partner violence (IPV) within the last six (6) months. This may include physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner against the survivor or survivor's kin sharing the residence. Additionally, legal services in divorce and custody cases funded under this award are limited to emergency order assistance, safety planning, client representation in divorce or guardianship proceedings, and other family law matters directly resulting from the victimization. Through acceptance of this award, grantee agrees that reimbursement for divorce and custody-related legal services will be limited to circumstances listed above.

Discrimination

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

Records

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

Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless 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: 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, 2025 or the end of the grant period, whichever is later.

Non-profit Organizations: 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 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.

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.

Equal Employment Opportunity Plan (EEO Plan)

If awarded, applicant agrees to comply with the Equal Employment Opportunity Program (EEOP) requirements per 28 C.F.R. § 42 Subpart E. Agencies may use the EEO Utilization Report Builder to assist with preparing Verification Forms and, if required, Utilization Reports.

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:

Kim Dzierzanowski, Human Resources

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]:

281-341-8616

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

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

Project Abstract :

The Fort Bend County District Attorney Office's Victim Witness Expansion Project provides services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process, which includes responding to the emotional and physical needs of crime victims through trauma-informed care, assisting victims in stabilizing their lives after victimization with a variety of resources, assisting victims in understanding and participating in the criminal justice system, educating victims as to their rights in the

criminal justice system, and providing victims with safety and security through assistance with obtaining protective orders and regular updates on criminal events related to their respective case.

Problem Statement :

According to U.S. Census data from 2020, Fort Bend County was one of the nation's top counties with the most significant gains in population nationwide. Rapid population growth in Fort Bend County in recent years (current population 822,779 - U.S. Census Bureau, 2020) required increasing the number of law enforcement officers, investigators, prosecutors, judges, and available courts to address the increased number of cases and subsequent victims of crime. Recent projections (2022 Population Estimates, Texas Demographic Institute, University of Texas San Antonio) show a 6.8% population increase to 878,774 residents between 2020 and 2022. Both the growth in population and number of reported offenses required additional victim witness personnel to effectively address the ever-increasing number of victims to afford them access to mandated assistance and the additional services they deserve. The Victim Witness Assistance Division assists crime victims by providing ongoing services throughout the life of the case, which may take several years to dispose of, thereby increasing the caseload for each team member. The Victim Witness Assistance division consists of six staff members, one Director of Victim Services, one Deputy Director of Victim Services, two Victim Assistance Coordinators, and two Administrative Assistants to assist victims, whose cases are assigned randomly to five District Courts and six County Courts-at-Law. However, as population growth is projected to reach over 1 million residents by 2025, community stakeholders are discussing adding more district courts and county courts-at-law in the coming year. Additional courts with the additional cases that follow will require additional victim witness personnel to manage the caseloads associated with those respective courts.

Supporting Data :

According to the Texas Department of Public Safety 2022 Texas Crime Report, Fort Bend County reported 11,993 offenses compared to only 10,423 offenses in 2021, reflecting a 15% increase in reported offenses. 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). In FY 2022-23, the Victim Witness Division of the Fort Bend County District Attorney's Office assisted 5,541 victims with a variety of services, which included accompanying 185 victims to court for various hearings and trials, assisting 1,323 victims with completing and filing compensation claims through the Texas Crime Victims Compensation Fund; provided 2,463 victims with information about the criminal justice process and notified 1,959 victims concerning criminal justice events related to their cases; and accompanied 534 victims to their interviews with the prosecutors working on their case. The Fort Bend County District Attorney's Office does not limit victim services to only those mandated by the Code of Criminal Procedure and assists victims associated with every case filed by our office.

Project Approach & Activities:

The Victim Witness Division of the Fort Bend County District Attorney's Office supports victims of violent crime in Fort Bend County by coordinating the initial transition of their case from law enforcement's original investigation and arrest to prosecution in the Fort Bend County District Attorney's Office. Victim Witness Assistance Coordinators with the Fort Bend County District Attorney's Office work closely with other victim liaisons with various law enforcement agencies throughout Fort Bend County to ensure victims are supported throughout the life cycle of their case. Victim support services provided by the District Attorney's Office include assisting victims with filing and obtaining protective orders, accompanying victims to court hearings and trial, preparing victims to testify at trial, assisting victims with filing claims to receive financial reimbursement of qualified expenses through the Texas Crime Victims Compensation Fund, and notifying victims of activities regarding the status and final disposition of their case. This program also educates victims about their rights in the criminal justice system and their role in the legal process. Our project will continue coordinating with applicable resource organizations, social services, and law enforcement agencies to provide a network of services and resources that directly assist crime victims. The Fort Bend County District Attorney's Office Victim Witness Assistance Division conducts 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, and explanation of court procedures and protocol). Our program will continue to contact every victim of crime, violent and non-violent, regardless of race or ethnicity. This contact is established by mail, telephone, email, SMS (Short Messaging Service), 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 staff team contacts victims to work towards developing a trust-based relationship to minimize the psychological and emotional trauma experienced by crime victims. The Fort Bend County District Attorney's Office does not limit victim services to only those mandated by the Code of Criminal Procedure and assists victims associated with every case filed by our office.

Capacity & Capabilities:

The Victim Witness Division of the Fort Bend County District Attorney's Office consists of a Director of Victim Services, a Deputy Director of Victim Services, two Victim Witness Assistance Coordinators, and two Administrative Assistants. This support team provides personalized attention and hands-on support to victims of violent crime, regardless of race or ethnicity, to minimize the psychological and emotional trauma that manifests as a result of being a crime victim. The Fort Bend County District Attorney's Office represents the 248th Judicial District on behalf of the people of the State of Texas in criminal prosecutions for crimes in Fort Bend County. There are 86 attorneys, 22 investigators, and 62 support staff for 170 employees. The Victim Witness Assistance Division assists victims through the criminal justice process. It employs one Director of Victim Services, one Deputy Director of Victim Services, two Victim Assistance Coordinators, and two Administrative Assistants. The current Director of Victim Services has a Bachelor's Degree in Victim Studies with several years of experience in victim services in the District Attorney's Office setting. The Deputy Director is bilingual with several years of experience working in the victim services field with specific skills in obtaining protective orders and working with social services. One of the Victim Assistance Coordinators, a retired police officer assigned to be the victim liaison at that agency, has over twenty years of experience in the victim services field. The other Victim Assistance 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. Both Administrative Assistants possess years of experience in customer service and administration and have been receiving on-the-job training. They also have strong backgrounds in the criminal justice field. They also attend conferences and activities to further their knowledge of victim services. One of them is also bilingual as well. The combined experience, education, and passion of this division qualify them to provide services to the

crime victims of our county using the methods, approaches, and activities mentioned above.

Performance Management :

The primary goal of the project is to reduce the trauma associated with victimization 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 Director of Victims Services, Deputy Director, Victim Assistance Coordinators, and Administrative Assistants assist the victims we serve by providing information, status, and support regarding their cases. The administrative assistants send victim impact statements, crime victim compensation packets, and court-set notification letters. The Director of Victim Services, Deputy Director, and Victim Assistance Coordinators schedule personal interviews between victims and prosecutors to discuss their cases. They also address a victim's specific needs and make appropriate referrals for counseling and other resources to meet those needs. All positions within the division accompany crime victims to court to lend support and provide an explanation of the proceedings. All positions in the division provide telephone contact and in-person contact. To achieve these goals, we must continue this Staff Expansion Project to 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, 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 Fund. We inform crime victims of their rights according to the Code of Criminal Procedure, Ch. 56. Also, we explain 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 the 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.	800
Number of times survivors are accompanied to court.	120
Number of victims / survivors seeking services who were served.	800
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
Number of protective orders filed	40
Number of protective orders granted	40

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL

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]:

10/1/2024

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

9/30/2025

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:

116214776

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

7053433

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:

3/10/2023

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify
☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

FFATA Certification

Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient’s preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes
☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: “Total compensation” means the complete pay package of each of the sub recipient’s compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:
Position 1 - Total Compensation (\$):
0
Position 2 - Name:
Position 2 - Total Compensation (\$):
0
Position 3 - Name:
Position 3 - Total Compensation (\$):
0
Position 4 - Name:
Position 4 - Total Compensation (\$):
0
Position 5 - Name:
Position 5 - Total Compensation (\$):
0

Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Prosecutor

Purpose of Award

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

Type of Crime Funding Distribution

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

Type of Crime	Percent of Funds Dedicated to Crime Enter whole percentages only	Funds Dedicated to Crime Current Award x Percent Entered
Child Physical Abuse	2	\$2,456.00
Child Sexual Abuse	3	\$3,684.00

Domestic and Family Violence	30	\$36,839.99	
Child Sexual Assault	3	\$3,684.00	
Adult Sexual Assault	1	\$1,228.00	
DUI/DWI Crashes	5	\$6,140.00	
DUI/DWI Crashes	5	\$6,140.00	
Assault	18	\$22,103.99	
Adults Molested As Children	0	\$0.00	
Elder Abuse	1	\$1,228.00	
Robbery	10	\$12,280.00	
Survivors of Homicide	7	\$8,596.00	
Adult Human Trafficking	0	\$0.00	
Child Human Trafficking	0	\$0.00	
Other Violent Crimes	2	\$2,456.00	
Description:	Arson, Bullying, child pornography, kidnapping, mass violence, Stalking/ Harassment, Terrorism, Terroristic Threat,Deadly Conduct, Indecent Exposure		
Other Non-Violent Crimes	18	\$22,103.99	
Description:	Burglary, Theft, Fraud, other vehicular victimization, violation of court order, criminal mischief,		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$122,799.95

Use of Funds

Does this project provide DIRECT SERVICES to victims:

☒ Yes
☐ No

Information and Referral

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

Personal Advocacy/Accompaniment

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

Emotional Support or Safety Services

Shelter/Housing Services

Criminal/Civil Justice System Assistance

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

Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

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

Types of 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
- Human trafficking: labor
- Human trafficking: sex
- Identity theft/fraud/financial crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass violence (domestic/international)
- Other vehicular victimization (e.g., hit and run)
- Robbery
- Stalking/harassment
- Survivors of homicide victims
- Teen dating victimization
- Terrorism (domestic/international)
- Other

If Other is TRUE provide explanation:

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

Budget and Staffing

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

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

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

OOG Current Budget:

\$122,799.95

Other State Funds:
\$0.00

Other Local Funds:
\$176,264.00

Other Federal Funds:
\$0.00

Other Non-Federal Funds:
\$0.00

Total Victimization Program Budget:
\$299,063.95

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:
6

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:
7488

Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services:
COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:
1

Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs:
Total COUNT of hours to work by all volunteers supporting the work of the award, including match

Total hours to work by all volunteers:
444

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

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

Fiscal Capability Information

Section 1: Organizational Information

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

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

Enter the Employer Identification Number Assigned by the IRS: 0

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

Enter the Year in which the Corporation was Founded:

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

Enter the Employer Identification Number Assigned by the IRS:

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

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- ☐ Yes
- ☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes
- ☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes
- ☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes

☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Data Entry Operator	Administrative Secretary - Employee: Elexis Warren. Full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include court accompaniment; victim and witness coordination during the 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 = \$52,256.38 plus fringe benefits = \$29,180.00 for a Total Compensation = \$81,436.00	\$47,223.60	\$34,212.40	\$0.00	\$0.00	\$81,436.00	58
Personnel	Court Advocate	Assistant Victim Assistance Coordinator - Employee: 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 the 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	\$35,199.45	\$43,063.55	\$0.00	\$0.00	\$78,263.00	45

		and victims to discuss their case; acting as liaison between victims and prosecutors. Salary = \$49,709.02 plus fringe benefits \$28,554.00 for a Total Compensation = \$78,263.02.						
Personnel	Court Advocate	Assistant Victim Assistance Coordinator - Employee: Amy Cummins. Full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include court accompaniment; victim and witness coordination during the 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 = \$52,511.00 plus fringe benefits= \$29,241.00 for a Total Compensation = \$81,752.00	\$38,415.92	\$43,336.08	\$0.00	\$0.00	\$81,752.00	47
Travel and Training	In-State Registration Fees, Training, and/or Travel	Every Victim Every Time Conference, Date: (TBD) usually in April, Location: Bryan/College Station, Texas. This conference provides those who work with crime victims an opportunity to learn valuable information in direct victim services and victim issues related to the criminal justice system, which will enhance their knowledge in the victim services field. Attending: All three personnel are funded by this grant. Registration is \$60 per person X 3 people = approximately \$180. Hotel \$119+tax (8.25) X 2 nights X 3 rooms=\$773 approximately. Mileage for one car 230 miles X \$0.65 =\$150 approximately. Per Diem \$148/per person (44.25+59+44.25)X 3 people=\$442.50 approximately. 80% requested in grant funds. Total compensation=\$1,405. Travel Policy to be followed: Fort Bend County Travel Policy.	\$463.81	\$1,082.24	\$0.00	\$0.00	\$1,546.05	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel- Conference on Crimes Against Women, Date: (TBD), Location: Dallas, Texas. Registration total for three people=\$1,875.00 approximately. Hotel total for three people= \$1968.00 approximately. Mileage (at \$0.65/mile) for one car=\$351.08 approximately. Per Diem (at \$59/day) for three people=\$796.50 approximately. Funds to be expended to send staff to training conference within the state of Texas to enhance skills related to the delivery of crime victim services. Travel Policy to be followed: Fort Bend County Travel Policy.	\$1,497.17	\$3,493.40	\$0.00	\$0.00	\$4,990.57	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Fort Bend County General Fund	Cash Match	\$125,187.67

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$125,187.67	\$125,187.67	\$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	\$120,838.97	\$120,612.03	\$0.00	\$0.00	\$241,451.00
Travel and Training	\$1,960.98	\$4,575.64	\$0.00	\$0.00	\$6,536.62

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$122,799.95	\$125,187.67	\$0.00	\$0.00	\$247,987.62

Condition Of Fundings Information

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