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Agency Name: Fort Bend County
Grant/App: 1364824 **Start Date:** 10/1/2026 **End Date:** 9/30/2027

Project Title: Victim Services Program
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460019692053

Application Eligibility Certify:
Created on:12/28/2025 7:55:05 PM By:Stanford Polk

Profile Information

Applicant Agency Name: Fort Bend County
Project Title: Victim Services Program
Division or Unit to Administer the Project: Fort Bend County Community Supervision and Corrections Department
Address Line 1: 4520 Reading Road, Suite B
Address Line 2:
City/State/Zip: Rosenberg Texas 77471-2582
Start Date: 10/1/2026
End Date: 9/30/2027

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council
Headquarter County: Fort Bend
Counties within Project's Impact Area: Fort Bend

Grant Officials:

Authorized Official

Name: KP George
Email: county.judge@fortbendcountytexas.gov
Address 1: 301 Jackson Street
Address 1: Office of the County Judge
City: Richmond, Texas 77469
Phone: 281-341-8608 Other Phone: 281-633-7769
Fax: 832-471-1858
Title: The Honorable
Salutation: Judge
Position: County Judge

Financial Official

Name: Robert Sturdivant
Email: accounting@fortbendcountytexas.gov
Address 1: 301 Jackson St.
Address 1: Suite 701
City: Richmond, Texas 77469
Phone: 281-341-3769 Other Phone:
Fax:
Title: Mr.
Salutation: Mr.
Position: County Auditor

Project Director

Name: Stanford Polk
Email: Stan.Polk@fortbendcountytexas.gov
Address 1: 4520 Reading Road Suite B
Address 1:
City: Rosenberg, Texas 77471
Phone: 281-238-3236 Other Phone: 281-633-7200
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Title: Mr.
Salutation: Mr.
Position: Assistant Director

Grant Writer

Name: Stanford Polk
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Title: Mr.
Salutation: Mr.
Position: Assistant Director

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): 17460019692053
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.

Culturally Specific and Underserved Populations

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 as defined by 34 USC § 12291 (a)(46) or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services as defined by 34 USC § 12291(a)(9) designed to meet the specific needs of the target population in order to justify a YES response in the section below.)

Yes
 No

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:

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a fully executed resolution with the application to be considered eligible for funding. The resolution must contain the following elements (see [Sample Resolution](#)):

- 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;
- A commitment to provide all applicable matching funds;
- 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;
- A designation of the name and/or title of a financial officer who is given the authority to submit financial and/or performance reports or alter a grant; and
- A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

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 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, 8 U.S.C. § 1324(a)(1)(A)(iii); (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); (3) encourage or induce an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv); (4) result in the illegal transport or movement of aliens within the United States, 8 U.S.C. § 1324(a)(1)(A)(ii). 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, 2027 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, 8 U.S.C. § 1324(a)(1)(A)(iii); (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); (3) encourage or induce an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv); (4) result in the illegal transport or movement of aliens within the United States, 8 U.S.C. § 1324(a)(1)(A)(ii). 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.

Employment of Advocates for Sexual Assault

Will this project use grant funds to support the employment of Advocates for Survivors of Sexual Assault as defined by Chapter 420, section 420.051 of the Texas Government Code?

Yes
 No

If yes, will those advocates provide in-room hospital accompaniment during sexual assault forensic exams as defined by Texas Code of Criminal Procedure Article 56A.351?

Yes
 No
 N/A

If yes, have those advocates completed a sexual assault training program certified by the Attorney General as defined by Texas Government Code 420.011?

Yes
 No
 N/A

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:

Gregory Roberts

Enter the Address for the Civil Rights Liaison:

401 Jackson Street, 3rd Floor, Richmond, TX 77469 Mailing Address: 301 Jackson Street, Richmond, TX 77469

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:
281-238-3267

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.

I certify to all of the application content & requirements.

Project Abstract :

The Victim Service Program provides victims of crime, victims' family members, and other parties of interest with support and information about offenders placed on Community Supervision (Adult Probation), including assisting victims seeking crime victim compensation benefits. The program provides funding for a Victim Liaison Personnel who provides information on victim rights to all victims. Services include notifying victims when offenders are placed on Community Supervision (probation). At each victim's request, the Victim Liaison tracks and monitors each offender's probation status and, when applicable, notifies victims of that status. The Victim Liaison oversees all restitution for the Community Supervision and Corrections Department (Adult Probation Department), including notifying victims of court-ordered restitution payments. The Victim Liaison retrieves victim information to ensure accurate restitution collection, which is then forwarded monthly to victims. The Victim Liaison also assists in locating and disbursing delinquent restitution for victims. The program strives to achieve 99% disbursement on all refunds collected during the year while continuing to find victims who have relocated or whose whereabouts are unknown.

Problem Statement :

Victims of crimes need notification after judgment, including when offenders are placed on probation. The Community Supervision and Corrections Department Victim Services Program assists victims who would not be notified post-judgment when an offender is placed on Community Supervision. Victims would not be kept apprised of any continued legal proceedings involving offenders. For over twenty-seven years, the Fort Bend County Community Supervision and Corrections Department has assisted crime victims with the information needed to contact the State of Texas Crime Victim Compensation Fund and local Judicial Courts. Without the Community Supervision and Corrections Department's Victim Services Program, victims of offenders placed on Community Supervision would not be notified when an offender is placed on Community Supervision, nor would they be kept apprised of any continued legal proceedings involving offenders. In addition, victims who are owed restitution and relocate without notifying the CSCD of their new address would not be able to receive their reimbursement, which is being held.

Supporting Data :

As the Census Bureau reported, Fort Bend County has experienced significant growth, with its population exceeding 900,000. Fort Bend County ranks among the fastest-growing counties in the United States. The growth has led to a rise in crime involving victims, underscoring the need to continue to provide services to victims of criminal activities. As of December 2025, the Fort Bend County Community Supervision and Corrections Department had 2549 probationers under direct supervision and 3475 offenders under Pre-Trial Diversion and Bond Supervision. The total number of probationers/defendants served through the Fort Bend County Community Supervision and Correction Department was for FY 2025 was 11,109. The number served included 41 homicides, 137 sexual assaults, 171 other sex offenses, 157 robberies, 2293 assaults, 122 kidnappings, 233 burglaries, 1233 thefts, 90 stolen vehicles, 28 forgery, and 390 other property crimes. (Source: TDCJ Monthly Community Supervision and Corrections Report and Offender Profile Data for Community Supervision Direct Population and the Offender Profile Data for Community Supervision Populations for 2025). FY 2025, the CSCD collected \$1,004,104.00 in restitution owed to victims and disbursed \$983,564.71, including outstanding restitution payments owed to victims located through the CSCD Victim Service Program. During FY 2025, the Victim Liaison provided services to 2721 victims, which included notification of probation case status, court hearings, revocations of probation, early terminations, and notification of offenders being placed on probation.

Project Approach & Activities:

The CSCD's Victim Services Program is critical to the criminal justice system's response by providing and receiving information about victims' rights. While also providing emotional support to each victim. The Victim Services Program provides a link for victims to obtain assistance. Victims often feel disconnected from the process in the criminal justice system when they try to receive help or information. The Victim Liaison monitors cases through the assigned probation officer and communicates needed information to victims. In addition, the Victim Liaison is responsible for ensuring that crime victims receive financial restitution as ordered by the court. Victims are informed each time an

offender returns to court due to violations or early termination hearings, enters a residential program, transfers, absconds, completes probation, or if the offender is deceased. The Victim Liaison mails an information packet to each harmed victim, requesting that they complete it if they wish to be notified of future court proceedings. Harmed victims also communicate with the Victim Liaison for referral services or to request that the Liaison accompany them to a hearing if the offender returns to court. The victim also communicates any new information about the offender with the Victim Liaison, such as if a violation must be documented to the probation officer while an offender is on court-ordered supervision. The Victim Liaison assists in completing applications for financial support with the State of Texas Crime Victim Compensation Fund. The Victim Liaison also assists in locating victims who fail to provide an updated address by searching for those who have moved and updating their contact information. The department uses the clear search engine to locate victims who move without providing an address or a contact telephone number. This software assists victims in receiving their court-ordered reimbursements and helps locate offenders who owe restitution. Any new information on an offender is provided to probation officers to assist the offender in becoming compliant and current toward monies owed to the CSCD for victims. The Victim Services Program will continue to aid victims of crime post-judgment with information, resources, and advocacy. The CSCD will also strive to achieve a high disbursement on all restitution collected during the year while continuing to locate victims who have relocated or who, at present, cannot be located to receive the court-ordered reimbursement owed. The Victim Services Program will continue supporting crime victims, assist victims in understanding the criminal justice system, serve as a liaison between the probation officer and community counterparts regarding victims' problems and concerns, and keep victims updated on the offender's case. Maintaining the personnel to provide the mandated services for victims is essential.

Capacity & Capabilities:

The CSCD's Victim Services Program has a long-standing, successful track record of meeting the targeted goals outlined in previous Victim Services grant applications/awards. The CSCD has dedicated one staff member to serve as the Victim Liaison, and it is anticipated that the assigned staff member will continue to assist victims and meet the program's targeted goals. The current CSCD Victim Liaison is also a member of the Fort Bend County Crime Victim's Response Team, a group of Victim Liaisons in Fort Bend County, and the District Attorney's office to address any issues that need to be modified or enhanced in Victim Services. The Victim Liaison attends victims' training each year to remain informed about current trends in serving victims of crime. The Victims Liaison submits quarterly reports to the Governor's Office to verify that the CSCD's Victim Service Program meets its targeted goals. In addition, the CSCD's financial analyst and the Fort Bend County Auditor's Office ensure that expenditures are properly documented and that all financial reports are submitted promptly. The Victim Service Program serves each court-ordered client under the statute who is required to pay restitution or complete a court-ordered directive. With victim notification and the collection and disbursement of reimbursement, the program has ensured that each victim is made whole.

Performance Management :

The CSCD's Victims Service Program has developed an effective strategy to serve victims and achieve its targeted goals and objectives. These specific goals include having the Victim Liaison contact victims of assaultive offenses and property crimes, advise victims of an offender's probation status, update victims on the offender's status and any scheduled legal proceedings, and assist in the collection and distribution of monetary restitution owed to victims. When a victim requests notification of the above-mentioned legal proceedings, the victim is notified of the date, time, and location. An offender's probation conditions may be modified, revoked, or terminated during this legal procedure. The Victim Liaison is responsible for tracking various legal proceedings and notifying the victim of the dates and times of those proceedings. The Victim Liaison will occasionally assist victims with referrals to social service agencies and assist them with making an application to the Crime Victims Compensation Fund. The Victims Liaison tracks the above-noted activities, contacts victims, and submits quarterly reports verifying that the CSCD's Victims Program meets its noted goals and objectives. The Victim Service Program Supervisor reviews the Victim Liaison's monthly contact statistics with victims to ensure that victims are contacted promptly, as required by law, and that restitution is collected and disbursed to victims as needed. The CSCD goal is to have no restitution on hold or restitution required to be forwarded to the State of Texas due to the department being unable to locate the named victim. The CSCD will continue to use available search engines to locate and disburse funds to the named victims. With continued population growth in Fort Bend County, we project a 5% increase in the number of victims served. The department anticipates serving an additional 5% of clients through restitution payments, victim referrals, court notifications, and court escorts for hearings. The department will continue to use improved search engines to locate victims and work with the courts and the District Attorney to obtain detailed information to reduce wait times in providing services to identified crime victims. Each year, the CSCD goal is to reduce the number of clients placed on hold regarding receiving their court-ordered restitution or referrals due to incomplete documents or no contact information.

Target Group :

The CSCD's Victim Service Program targets victims of crime, specifically those whose perpetrators have been placed on a term of Community Supervision (Probation). The CSCD's Victim Service Program has been in existence since 1998. The CSCD thoroughly understands the target victims the program serves. This program has demonstrated its ability to make the required number of victim contacts/notifications and to disburse restitution to victims. The Victim

Service Program serves a representative population of Fort Bend County. However, it does not target a specific racial or gender group since victims of crime come from all racial groups within Fort Bend County. According to the US Census Bureau, Fort Bend County has a diversity index of 76.3%. The Victim Service Program serves victims of crime, including the following offense categories: sexual assault, domestic violence, theft, burglary, child abuse, DWI-related crashes, assault, elder abuse, robbery, and stalking.

Evidence-Based Practices:

The CSCD's Victim Service Program employs effective practices and strategies to achieve its objectives and provide services to crime victims. Progressive interventions are used to address felony offenders, and court admonishment dockets are used to manage misdemeanor offenders who do not comply with their respective supervision conditions. With these evidence-based practices, the department has increased the number of clients who comply with their supervision requirements regarding court-ordered restitution payments, thereby assisting in making victims of crime whole. In cases involving domestic violence and assaults, clients are required to attend the State of Texas-approved Batterer's Intervention Programs. Those engaged in substance abuse are required to attend treatment. Each provider must offer treatment with a cognitive-behavioral component to address any issues an offender may be experiencing. Without the CSCD's Victim Service Program, victims of offenders placed on Community Supervision would not be notified when an offender is placed on Community Supervision, nor would they be kept apprised of any ongoing legal proceedings involving the offender. In addition, victims who are owed restitution and relocate without notifying the CSCD of their new address would not receive the reimbursement. As noted in the Fort Bend Public Safety Community Plan, there is a documented shortage of full-time Crime Victim Liaisons and Coordinators in Law Enforcement and criminal justice areas. The CSCD's Victim Liaison plays a critical role in the criminal justice system's response to victims by ensuring all necessary victim notification is completed, restitution is disbursed, and victim contacts are tracked and adequately reported.

Project Activities Information

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Legal Advocacy	100.00	The CSCD Victim Liaison notifies victims of assaultive offenses and property crimes of the offender's probation status, updates them on the offender's status, and assists in collecting and distributing monetary restitution owed to the victims. When a victim requests further notification, it is mandated by law that the victim be notified of the date, time, and location of any hearing or proceeding, when the conditions of the offenders' supervision may be modified, revoked or terminated. The Victim Liaison is responsible for tracking these various legal proceedings and notifying the victim of the date and time of the occurrences. The Victim Liaison will occasionally assist victims with referral to social service agencies as well as assist them with making an application to the Crime Victims Compensation Fund.

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.	650
Number of times survivors are accompanied to court.	2
Number of victims / survivors seeking services who were served.	2700

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

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

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

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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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

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.

Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Corrections

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	4	\$2,624.66
Child Sexual Abuse	8	\$5,249.31
Domestic and Family Violence	20	\$13,123.28
Child Sexual Assault	2	\$1,312.33
Adult Sexual Assault	0	\$0.00
DUI/DWI Crashes	3	\$1,968.49
DUI/DWI Crashes	3	\$1,968.49
Assault	15	\$9,842.46
Adults Molested As Children	0	\$0.00

Elder Abuse	1	\$656.16	
Robbery	0	\$0.00	
Survivors of Homicide	1	\$656.16	
Adult Human Trafficking	0	\$0.00	
Child Human Trafficking	0	\$0.00	
Other Violent Crimes	0	\$0.00	
Description:			
Other Non-Violent Crimes	46	\$30,183.54	
Description: Burglary, Fraud, Credit Card Abuse, Theft			
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$65,616.39

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

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

Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

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

Types of Victimitizations

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

Types of Victimitizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Adults sexually abused/assaulted as children
- Arson
- 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
- Identity theft/fraud/financial crime
- Other vehicular victimization (e.g., hit and run)
- Robbery
- Stalking/harassment
- Survivors of homicide victims

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:
\$65,616.39

Other State Funds:
\$0.00

Other Local Funds:
\$0.00

Other Federal Funds:
\$0.00

Other Non-Federal Funds:
\$0.00

Total Victimization Program Budget:
\$65,616.39

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:

1

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:

2080

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:

0

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:

0

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.

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	Court Advocate	Victim Liaison - The Victim Liaison (VL) contacts all victims of offenders placed on community supervision and informs the victims of the offender's status within the criminal justice system. Concerning restitution matters, the VL coordinates with the victim to complete the documents required to receive offender restitution payments. The VL also assists with the collection of delinquent restitution payments. The VL works with other agencies to ensure that necessary information related to victims is obtained and that any needed	\$65,616.39	\$14,111.93	\$0.00	\$0.00	\$79,728.32	100

		referrals are made on behalf of victims. The VL's salary amount (based upon a 12-month projection, which includes actual salary & fringe) is \$79,728.21.							
Travel and Training	In-State Registration Fees, Training, and/or Travel	The Texas Victim Service Association Biennial Training Conference. The Victim Liaison will attend the training, and will incur all associated expenses related to said training program to include travel and lodging expenses. The general purpose of the conference is to enhance her skills so that she can better serve victims of crime. The following are the expenses to be incurred: 1) Training registration cost: \$375.00, 2) Three nights' hotel expenses (\$163.02x 3 nights=\$489.06), and 3) Per Diem @ \$36.00 per day X4 =\$144.00. Total anticipated expenses in this category are \$1008.06.	\$0.00	\$1,008.06	\$0.00	\$0.00	\$1,008.06	0	
Supplies and Direct Operating Expenses	Specialized Computer Software (\$5,000 or less per unit)	Skip tracing computer program allows for tracking of victims who have moved, so additional notification/restitution payments can be sent to victim(s). The Victim's Program utilizes the Thomson Reuters Clear software program to assist in searching for victims that are owed restitution. The program is used for 12 months with an	\$0.00	\$349.20	\$0.00	\$0.00	\$349.20	0	

		annual cost of \$349.20						
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Victim brochures, envelopes, postage, paper supplies, and toner cartridges- Victim Liaison business cards	\$0.00	\$934.92	\$0.00	\$0.00	\$934.92	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
TDCJ-CJAD Basic Supervision Funds State Funds	Cash Match	\$16,404.11

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$16,404.11	\$16,404.11	\$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	\$65,616.39	\$14,111.93	\$0.00	\$0.00	\$79,728.32
Supplies and Direct Operating Expenses	\$0.00	\$1,284.12	\$0.00	\$0.00	\$1,284.12
Travel and Training	\$0.00	\$1,008.06	\$0.00	\$0.00	\$1,008.06

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$65,616.39	\$16,404.11	\$0.00	\$0.00	\$82,020.50

Condition Of Fundings Information

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