

RESOLUTION

WHEREAS, The **FORT BEND COUNTY COMMISSIONER'S COURT** finds it in the best interest of the citizens of FORT BEND COUNTY that the **VIOLENCE AGAINST WOMEN PROSECUTOR AND INVESTGATOR GRANT** be operated for the **2015-2016** year; and

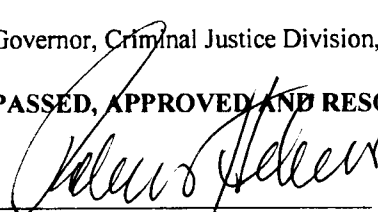
WHEREAS, The **FORT BEND COUNTY COMMISSIONER'S COURT** agrees to provide matching funds for \$103,205.99 or an amount equal to or exceeding 35% of the total project cost, as required by the grant application; and

WHEREAS, the **FORT BEND COUNTY COMMISSIONER'S COURT** agrees that in the event of loss or misuse of the Criminal Justice Division funds, the **FORT BEND COUNTY COMMISSIONER'S COURT** assures that the funds will be returned to the Criminal Justice Division in full.

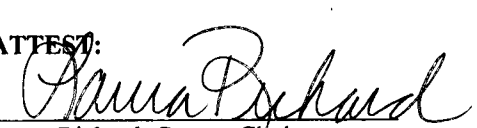
WHEREAS, the **FORT BEND COUNTY COMMISSIONER'S COURT** designates **COUNTY JUDGE, ROBERT E. HEBERT** as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the **FORT BEND COUNTY COMMISSIONER'S COURT** approves submission of the grant application for the **VIOLENCE AGAINST WOMEN PROSECUTOR** to the Office of the Governor, Criminal Justice Division, in the amount of \$126,625.01 for a project total of \$229,831.00.

PASSED, APPROVED AND RESOLVED ON THE 24 DAY OF February, 2015.


Robert Hebert, County Judge

ATTEST:


Laura Richard, County Clerk



Position: County Auditor

Grant Writer

User Name: Terri Leach

Email: terri.leach@fortbendcountytexas.gov

Address 1: 301 Jackson Street

Address 1:

City: Richmond, Texas 77469

Phone: 281-238-3260 Other Phone: 832-867-3767

Fax: 281-238-3303

Title: Ms.

Salutation: Ms.

Position: Victim Assistance Coordinator

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide direct services to victims only

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):
17460019692080

Data Universal Numbering System (DUNS): 081497075

Narrative Information

Primary Mission and Purpose

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.

Funding Levels

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Grantees, other than Native American Tribes, must provide matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through either cash or in-kind contributions or a combination of both.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

Note: If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.

Program Requirements

Preferences

Preference will be given to applicants that provide core services to victims and that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also strongly encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

Criminal History Reporting

Entities receiving funds from CJD 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 60*. 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.

Program Emphasis

Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.

Indicate the percentage (%) of your project that benefits:

Victim Services – any nonprofit, nongovernmental organization that assists victims.

100

Law Enforcement – any public agency charged with policing functions.

0

Prosecution – any public agency charged with direct responsibility for prosecuting criminal offenders.

0

Court – any civil or criminal court system.

0

Other – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

Culturally Competent Victim Restoration

Provide information in this section regarding how your organization is culturally competent when providing services to victims. Here are some guidelines to follow: 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.

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

Culturally Specific and Underserved Populations

UNDERSERVED POPULATIONS - The term '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 - The term '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))).

The term '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.

The term 'Hispanic' means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

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.

Does your program have a **primary focus** on serving a culturally specific population?

☐ Yes

☒ No

If you answered **YES** to the question 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.

Victim Referral Process

Describe how victims are referred to your agency:

Law enforcement agencies submit criminal cases to the District Attorney's Office to be reviewed and/or go before the Grand Jury. After a case has been indicted or accepted, the Victim Witness Assistance Division sends out a Victim Impact Statement packet. Victims often contact our division after receiving that packet. Victims may also be referred to our division by a prosecutor, by court personnel, or by other victim assistance providers in the county.

Services to Victims of Crime

Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.

Effective Services

Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.

Volunteers

Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.

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.

Crime Victims' Compensation

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

Records

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

Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge

Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

Confidentiality

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.

Discrimination

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

Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

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.

Nondisclosure of Confidential or Private Information

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 will be taken to protect the privacy and safety of the persons affected by the release of information.

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Jenetha Jones

Enter the Address for the Civil Rights Liaison:

301 Jackson St, Richmond, TX 77469

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

281-344-3994

Certification

Each applicant agency must certify to the specific criteria detailed above under **Program Requirements** to be eligible for General Victim Assistance - Direct Services Program Solicitation.

☒ **I certify to all of the above eligibility requirements.**

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Fort Bend County continues to be one of the fastest growing counties in the United States with a population exceeding 606,000 (according to the Texas Dept of Public Safety's The Texas Crime Report for 2013, Crime by Jurisdiction), with a continuing rise in the crime rate, thus requiring additional personnel to effectively address the ever increasing caseload and afford victims the assistance that is mandated as well as the additional services they deserve. We currently have one Victim Assistance Coordinator, one Assistant Coordinator and two Administrative Secretaries to assist victims, whose cases are randomly assigned to 4 District Courts and 4 County Courts-at-Law. We are also hoping to add one additional Assistant Coordinator to help address the increasing caseload and victim assistance needs.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

With the grant funding provided for 2014, we were able to serve and assist 4,514 victims; 4,498 in justice support/advocacy; 288 with follow-up contacts; 382 with in-person information and/or referrals; 1,651 with completing and filing compensation claims; 970 telephone contacts for information and/or referrals. According to the Texas Department of Public Safety's 2013 Texas Crime Report, Crime by Jurisdiction, Fort Bend County had a population of approximately 606,395 and 10,116 offenses. We serve and will continue to serve all victims regardless of race, age, and/or gender. Agency policy does not limit victim services to only those mandated by the Code of Criminal Procedure, but every crime filed with our agency that includes a victim is given support and assistance.

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Victim Witness Services for Adults (Page 26 of Fort Bend County Criminal Justice Community Plan 2014-2015). Victim Witness Services for Children (Page 45).

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

To reduce the trauma associated with victimization in order to live in a healthy and safe environment. To assist the victims we serve with information, status and support regarding their individual cases. To schedule personal interviews with Assistant District Attorneys to discuss the prosecution of their cases. To address a victim's specific needs and to make appropriate referrals for counseling and other resources.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

Fort Bend County Women's Center - refers victims of domestic violence and/or sexual assault for services such as shelter, counseling, and rental assistance for relocation. Fort Bend County Community Supervision & Corrections Department - provides information regarding restitution through the Victim Impact Statement for its use in collecting restitution for crime victims. Rosenberg Police Department, Richmond Police Department, Sugar Land Police Department, Stafford Police Department, Missouri City Police Department and the Fort Bend County Sheriff's Office - Working together to expedite services provided to the victim and insure a seamless transition from the investigation stage to the prosecution stage of the criminal justice system. Crime Victims Response Team - organizations work together to encourage and promote professional training and public education on domestic violence and sexual assault. Child Advocates of Fort Bend County - works to limit a child victim from repeating his/her victimization over and over by conducting and providing audio and video

taped interviews for prosecution needs.

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

n/a

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

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

Project Activities Information**Type of Crime Victim**

Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%):

1

Domestic Abuse Percentage (%):

19

Child Abuse Percentage (%):

5

DUI / DWI Crashes Percentage (%):

5

Survivors of Homicide Percentage (%):

3

Assault Percentage (%):

23

Adults Molested as Children Percentage (%):

0

Elder Abuse Percentage (%):

0

Robbery Percentage (%):

44

Stalking Percentage (%):

0

Dating/Acquaintance Violence Percentage (%):

0

Human Trafficking Percentage (%):

0

Selected Project Activities:

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

Geographic Area:

Service area encompasses the entirety of Fort Bend County.

Target Audience:

All types of crime victimization.

Gender:

We serve all victims, regardless of gender.

Ages:

We serve victims of all ages.

Special Characteristics:

We also serve victims in rural areas such as Fresno, Beasley, Pleak, Fulshear, and Guy, that do not have their own police departments. We provide services to approximately 376 victims and family members per month, roughly 4,514 per year, and to 16 law enforcement jurisdictions within the county. The demographics of Fort Bend County are diverse with services provided to all represented ethnicities and cultural groups.

Measures Information**Progress Reporting Requirements****Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):**

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of times survivors are accompanied to court.	87	89
Number of victims seeking services who were not served.	0	0
Number of victims / survivors seeking services who were served.	4514	4604
Number of survivors assisted through the legal process.	4514	4604

Custom Objective Output Measures

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	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Court Advocate	Two Assistant Victim Assistance Coordinators - full time positions that provide information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims Compensation, VINE, and other resources; providing victims with referrals for counseling, shelter, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors.	\$80,724.00	\$44,747.00	\$0.00	\$0.00	\$125,471.00	100
Personnel	Data Entry Operator	Administrative Secretary - a full time position that will assist the Victim Assistance Coordinators and handle documentation and clerical needs. Duties include: mailing and processing Victim Impact Statements; mailing court setting notification letters and disposition letters; answering phone calls and assisting victims with court setting information and general questions; maintaining court setting calendar for victims that want to be notified; creating and maintaining victim files.	\$32,614.00	\$21,695.00	\$0.00	\$0.00	\$54,309.00	100
	In-State	In-State Travel - Funds to be expended to send staff to training conferences within the state of Texas that will enhance skills related to the delivery of crime victim services. Usually attend the Texas Victim Services Association (TVSA) Conference, and/or the Attorney General's Victim Services Conference, and/or the Conference						

Travel and Training	Registration Fees, Training, and/or Travel	on Crimes Against Women. Also attend smaller local conferences/workshops in Houston and surrounding areas. Conference registration fees usually range between \$200-\$400 per person per conference. Our county has a set per diem rate of \$36 per day for meals per person. Hotel rates depend on the locatin of the conference and conference discounts. Airfare depends on the flights available. Current mileage rate is \$.575 per mile.	\$4,800.00	\$1,200.00	\$0.00	\$0.00	\$6,000.00	0
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Certified budget funds allocated to the District Attorney's Office - County General Fund	Cash Match	\$67,642.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$67,642.00	\$67,642.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$113,338.00	\$66,442.00	\$0.00	\$0.00	\$179,780.00
Travel and Training	\$4,800.00	\$1,200.00	\$0.00	\$0.00	\$6,000.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$118,138.00	\$67,642.00	\$0.00	\$0.00	\$185,780.00

Condition Of Fundings Information

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