

STATE OF TEXAS
COUNTY OF FORT BEND

§
§
§

**RESOLUTION IN SUPPORT OF THE VICTIM WITNESS
STAFF EXPANSION GRANT**

WHEREAS, Fort Bend County desires to provide assistance to the victims of crime in Fort Bend County; and

WHEREAS, the County wishes to continue to support the Victim Witness Assistance Division of the Fort Bend County District Attorney's Office ("the Project") to assist crime victims and offer more comprehensive services to these victims; and

WHEREAS, the County finds it in the best interest of the citizens of the Fort Bend County area, that the VICTIM WITNESS STAFF EXPANSION GRANT be operated for the 2018-2020 fiscal years; and

WHEREAS, Fort Bend County agrees to provide all applicable matching funds for the project as required by the General Victim Assistance Direct Services Program grant application submitted to the Office of the Governor, Criminal Justice Division on February _____, 2018, and attached as Exhibit A; and

WHEREAS, Fort Bend County agrees that in the event of loss or misuse of the Office of the Governor, Criminal Justice Division funds, Fort Bend County assures that the funds will be returned to the Office of the Governor, Criminal Justice Division in full; and

WHEREAS, Fort Bend County designates the Honorable Judge Robert E. Hebert, County Judge of the Fort Bend County Commissioners Court, as the County's authorized official giving him the power to electronically apply for, accept, reject, alter or terminate the grant on behalf of the County;

NOW THEREFORE, BE IT RESOLVED that Fort Bend County approves submission of the grant application for the VICTIM WITNESS STAFF EXPANSION GRANT to the Office of the Governor, Criminal Justice Division.

Approved by the Commissioners Court of Fort Bend County on the 27 day of February, duly put and carried;

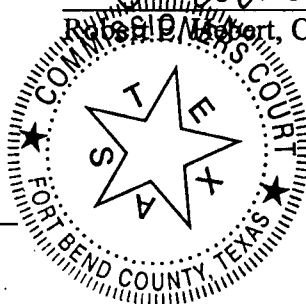
Robert E. Hebert

Robert E. Hebert, County Judge

Attest:

Laura Richard

Laura Richard, County Clerk



Grant Number: 3627601

[Print This Page](#)

Agency Name: Fort Bend County
Grant/App: 3627601 **Start Date:** 10/1/2018 **End Date:** 9/30/2020

Project Title: Victim Witness Staff Expansion
Status: Pending OOG Review

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746001969

Application Eligibility Certify:

Created on:2/12/2018 2:17:03 PM By:Betty Terry

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: 10/1/2018
End Date: 9/30/2020

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

User Name: Robert Hebert
Email: Ann.Werlein@fortbendcountytexas.gov
Address 1: 401 Jackson Street
Address 1: Office of the County Judge
City: Richmond, Texas 77469
Phone: 281-341-8608 Other Phone: 281-341-8634
Fax: 271-341-8609
Title: The Honorable
Salutation: Judge
Position: County Judge

Project Director

User Name: Betty Terry
Email: betty.terry@fortbendcountytexas.gov
Address 1: 301 Jackson St
Address 1:
City: Richmond, Texas 77469
Phone: 281-238-2237 Other Phone:
Fax: 281-238-3340
Title: Ms.
Salutation: Ms.
Position: Victim Assistance Coordinator

Financial Official

User Name: Robert Sturdivant
Email: linda.rosenberg@fortbendcountytexas.gov
Address 1: 309 S. 4th Street, Suite 533
Address 1:
City: Richmond, Texas 77469
Phone: 281-341-3760 Other Phone: 281-341-3769
Fax: 281-341-3774
Title: Mr.
Salutation: Mr.
Position: County Auditor

Grant Writer

User Name: Betty Terry
Email: betty.terry@fortbendcountytexas.gov
Address 1: 301 Jackson St
Address 1:
City: Richmond, Texas 77469

Phone: 281-238-2237 Other Phone:
Fax: 281-238-3340
Title: Ms.
Salutation: Ms.
Position: Victim Assistance Coordinator

Grant Vendor Information

Organization Type: County
Organization Option: applying to provide direct services to victims only
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):
 746001969
Data Universal Numbering System (DUNS): 081497075

Narrative Information

Introduction

This application is for grants under programs funded under the Victims of Crime Act.

Please read the [funding announcement](#) for program rules and application guidelines and review the *Guide to Grants, Grantee Conditions and Responsibilities* and *Standard Certifications and Requirements* - all available at [CJD's resources webpage](#) - for standard rules and conditions the applicant agrees to when certifying an application.

How to Apply for a CJD Grant contains special instructions for this application, and *Developing a Good Project Narrative* is essential reading for drafting effective responses to the nine boxes below in the "Project Narrative" section. Both are also available at [CJD's resources webpage](#), and applicants wishing to receive a grant should review them closely. Applicants that fail to adequately respond to the prompts will NOT be selected by CJD for funding.

Applications for local or regional projects under this announcement will first be reviewed and ranked by the relevant regional Council of Governments' (COG) Criminal Justice Advisory Committee, and some COGs have additional, mandatory application procedures. Applicants should contact their COG's criminal justice planner early as possible for instructions. The local criminal justice planners are also the first, best contact for questions regarding the application or program, and [their contact information can be found here](#).

Unless otherwise specifically instructed, DO NOT UPLOAD ATTACHMENTS with further information. Use the space provided here to address any aspects of the project you consider relevant.

Program-Specific Questions

A. Culturally Competent Victim Restoration

Guidance

Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

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

B. Culturally Specific and Underserved Populations

Guidance

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

C. 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.

D. Relevance to Priorities

Provide a brief explanation regarding the proposed project's relevance to any or all of the following priorities. If none of these items apply enter '**N/A**'

Improving the criminal justice system response.

As a victim assistance division within a District Attorney's Office, our part in improving the criminal justice system response involves reaching out to crime victims in a timely manner as well as acting as liaison between victims and prosecutors so victims feel like they are a part of the criminal justice response in their case.

Improve court services regarding domestic violence, sexual assault, dating violence, and stalking.

As a victim assistance division within a District Attorney's Office, our part in improving court services regarding domestic violence, sexual assault, dating violence, and stalking involves seeking specialized training in these areas and then utilizing this training to model the appropriate example in the courtroom in the way we work with victims of these types of crimes, hoping others will follow that example.

Strengthen victim restoration.

As a victim assistance division within a District Attorney's Office, our part in strengthening victim restoration involves all of the services we provide to crime victims. Our goal is that, by providing these services, we will hopefully minimize the psychological and emotional trauma that is so often incurred as a result of being a crime victim.

Increase collaboration and communications across all levels of government and among all victims services.

As a victim assistance division within a District Attorney's Office, our part in increasing collaboration and communications among victims services involves participating in a multi-disciplinary team where we discuss victim related issues concerning our County and State. Our program is not tasked with increasing collaboration and communications across all levels of government.

E. Sustainment

How many additional years, beyond this request, do you plan to request continuation funding?

4

1) If you entered three (3) years or fewer, provide a brief explanation of your sustainment plan (if you entered more than three years or the project will not be sustained, enter '**N/A**):

N/A

2) If you entered more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible (if you entered three years or fewer or the project will not be sustained, enter '**N/A**):

We request that this grant continue to be funded for as long as possible. As has been determined by CJD year after year, this grant funds a worthy cause-direct victim services. The longer term sustainment plan would involve asking our County Commissioners Court for the funds from the county's general budget to cover the positions in this grant. The likelihood of obtaining the funds from our County Commissioners Court is uncertain, especially during these austere economic times. Without these positions/employees providing direct victim services, the victims in our county would suffer dramatically. If those positions were not funded by this grant or our county, we would not be able to provide the mandated services to the ever increasing number of crime victims in Fort Bend County. The estimated four additional years to request continuation funding is due to the fact that it may take that amount of time, or even longer, for our Commissioners Court to plan and budget to absorb the positions currently funded by this grant. In four or more years, our county and state would hopefully be in a period of renewed economic prosperity.

F. Rural Victim Services

Does your project serve victims in rural areas or rural counties, as defined by the Texas Health and Safety Code*?

* Texas Health and Safety Code and Title 25, Health Services Section of the Texas Administrative Code, define "rural area" as (1) a county with a population of 50,000 or less; or (2) a relatively large, isolated, and sparsely populated area in a county with a population of more than 50,000.

Yes

No

If you answered '**YES**' above, list the counties or areas of service below and their populations to demonstrate how the definition of "rural area" is met. If you answered '**NO**' above, enter '**N/A**'.

N/A

G. Vehicle Purchases

VOCA applicants seeking grant funds for the purchase of a vehicle must describe below:

- 1) What are the current program transportation needs that will be addressed with vehicle purchases under this project;
- 2) What evidence exists to support the need for transportation funding that is specific to the program site;
- 3) What current transportation services exist at each specific program site and how will these current services be enhanced;
- 4) What transportation services will be provided; and
- 5) How the grantee will ensure the safe transportation of victims/survivors to and from the program site.

If this application does not seek funds for the purchase of a vehicle, enter '**N/A**'.

N/A

H. Applicants Performing Sexual Assault Forensic Exams

If an applicant is currently performing sexual assault forensic exams as any part of their current operations, provide the following information regarding the 12 months prior to submitting the application (enter "0" for all fields if the applicant does not currently perform sexual assault forensic exams).

Number of victims referred for an exam that did not complete one:

0

Number of report exams performed:

0

Number of non-report exams performed:

0

I. Evaluation Projects

This section regards any evaluation budget line item and/or selection of "Program Evaluation" as a project activity.

Tier-One Evaluations

Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation also will review available program output and outcome information.

Does this application include a tier-one evaluation?

Yes

No

If you answered 'YES' above, describe below the best practices/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. If you answered 'No' above, enter 'N/A'.

N/A

Tier-Two Evaluations

Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program's effectiveness and to produce data and evidence necessary for others to replicate the program models and to develop best practices that CJD can use in supporting similar efforts.

Does this application include a tier-two evaluation?

Yes

No

If you answered 'YES' above, describe below why this new program model is needed and the goal(s) of the evaluation. If you answered 'No' above, enter 'N/A'.

N/A

If you answered **NO** to both questions above, check this box.

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:

A. 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.

B. 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.

C. 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:

Office of the County Judge 301 Jackson Street Richmond TX 77469

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

281-341-8608

D. 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.

E. Legal Assistance for Victims (LAV) Certification

The applicant certifies that it meets the following federal statutory requirements in regards to the provision of legal advocacy:

(1) Any person providing legal assistance through a program funded under this VAWA Program

(a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or

(b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Does the applicant meet the criteria outlined above?

Yes
 No

F. 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.

G. 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.

H. Offender Firearm Prohibition

Per 18 USC § 992(g), offenders convicted of a felony or misdemeanor level crime of domestic violence and anyone subject to a domestic violence protective order is prohibited from possessing a firearm.

I. 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.

J. Uniform Crime Reports

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the previous year.

K. Criminal History Reporting

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

L. Immigration and Customs Enforcement Requests

The full text of this certification can be found [here](#). To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

Applicant is not a county or municipal government

Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time

Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.

Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found on the aforementioned CJD website. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

M. Immigration Legal Services

CJD prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. CJD will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

N. 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. If the application is for a project that serves victims of sexual assault, applicant agrees to provide services to victims of sexual assault which includes providing core services, direct intervention, and related assistance to victims of sexual assault in order to assist with their recovery from the physical and psychological trauma of rape and sexual assault.

O. Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless CJD determines that a compelling reason exists to waive this requirement.

P. Crime Victims' Compensation

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

Q. 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.

R. Records

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

S. 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.

T. 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.)

U. 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.

V. Discrimination

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

W. Effective Services

Applicants applying for funds to provide victim services 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. (See "Capacity & Capabilities" instructions in the Funding Announcement.)

Overall Certification

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

I certify to all of the application content & requirements.

Project Abstract :

Our project will continue the coordination, with applicable resource organizations, social services and law enforcement agencies, in providing a network of services and resource that directly assist crime victims. The Fort Bend County District Attorney's Office Victim Witness Assistance division will continue to work 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 provide and improve upon the personal attention given to victims. Our program will continue to contact every victim of crime, violent and non-violent, regardless of race or ethnicity. By achieving this goal, it is believed that the psychological and emotional trauma, that is so often incurred as a result of being a crime victim, will be minimized. Victims of crime will be contacted and assisted in a timely manner. The Victim Witness Assistance Division will continue providing victims with the appropriate assistance and/or referrals to meet their specific needs. This program will also educate victims about their rights with regard to the criminal justice process. The Victim Witness Assistance Division will continue to provide 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 and procedures. With the continuation of our staff expansion project, we will be able to effectively continue the services, care, and consideration that every crime victim has received in the past and that they so rightly deserve.

Problem Statement :

Fort Bend County continues to be one of the fastest growing counties in the United States with a population exceeding 702,000 (according to the Texas Department of Public Safety's The Texas Crime Report for 2016, Crime by Jurisdiction), with a continuing rise in the crime rate of most offenses, thus requiring additional personnel to effectively address the ever increasing caseload and afford victims the assistance that is mandated as well as the additional services they deserve. We currently have one Victim Assistance Coordinator, two Assistant Coordinators and two Administrative secretaries to assist victims, whose cases are randomly assigned to five District Courts and five County Courts-at-Law.

Supporting Data :

With the grant funding provided for 2017 we were able to serve and assist 4,987 victims; 393 with Court Accompaniment; 1,310 with completing and filing compensation claims; 3,631 with information about the criminal justice process; 3,099 with notification of criminal justice events; 429 with prosecution interview accompaniment. According to the Texas Department of Public Safety 2016 Texas Crime Report, Crime by Jurisdiction, Fort Bend County had a population of approximately 702,338 and 10,438 offenses. We serve and will continue to serve all victims regardless of race, age, and/or gender. Agency policy does not limit victim services to only those mandated by the Code of Criminal Procedure, but every crime filed with our agency, that includes a victim, is given support and assistance. Specific problems are identified in the Fort Bend County Public Safety Community Plan 2017-2018: Victim/Witness services for adults within the criminal court system (page 28) and Victim/Witness services for children in the criminal court system (page 49).

Project Approach & Activities:

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

Capacity & Capabilities:

The Fort Bend County District Attorneys Office focuses on the prosecution of criminal cases and employs approximately 65 attorneys and approximately 55 support staff personnel. The Victim Witness Assistance Division, within that office, focuses on assisting victims thru the criminal justice process and employs one Victim Assistance Coordinator, two Assistant Victim Assistance Coordinators, and two Administrative Secretaries. The current Victim Assistance Coordinator has several years of experience in Victim Services in the D.A.'s office setting. The two Assistant Coordinators, while newer to the victim services field, have Bachelor's Degrees in Victim Studies. 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 Secretaries are brand new to the Victim Services field, but are already receiving on-the-job training and are scheduled to attend conferences where they will receive more in-depth instruction. The combined experience, education, and passion of this division qualifies them to provide services to the crime victims of our county, using the methods, approaches, and activities mentioned above.

Performance Management :

In the victim services field, success means crime victims are receiving the services they need and deserve. That success is often measured by statistics. Our goals are 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 between victims and prosecutors to discuss the prosecution of their cases; and to address a victim's specific needs and make appropriate referrals for counseling and other resources to meet those needs. By measuring our performance with statistics (number of victims served, types of victimization, types of services, etc), we are better able to determine the problem areas and the continued need for the staff expansion of this division.

Data Management:

The Fort Bend County District Attorney's Office uses the Odyssey Attorney Manager computer system. This system contains the case information for the criminal cases prosecuted in our office, as well as information about the victims, defendants, and witnesses involved in those cases. Odyssey contains a few reporting solutions within the system. We are currently working to add more reporting solutions, as well as improve the existing reports, to better obtain the statistics needed for grant reporting.

Target Group :

Our target group is all crime victims (of crimes committed by adults) in Fort Bend County, regardless of gender, age, or race/ethnicity. The demographics of this county are diverse, and we strive to provide services to all groups represented.

Evidence-Based Practices:

The rights of crime victims and the duties of a victim assistance division within a District Attorney's Office are outlined in Chapter 56 of the Texas Code of Criminal Procedure, so most of our methods and activities are mandated by the law. We also follow procedures set out by the Texas Crime Victim Clearinghouse and the Texas Department of Criminal Justice-Victim Assistance Division. Often times, the methodology we describe 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 thru organizations such as 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 Attorneys 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.

For the activities under the "OOG-Defined Project Activity Area" section near the end of this page, see *CJD Grant Activities and Measures* for definitions and related measures, available at [CJD's resources page](#).

Estimated Individuals Participating/Served/Trained

This question is for the majority of CJD grants that serve or train individuals, or has individuals participating in a program. This question does not apply to projects that ONLY purchase equipment, etc., that will be used generally (such as purchasing a colposcope, vehicle, or communications system), or target the general public (a public awareness campaign, etc.). Please estimate the following for the project period, or if this does not apply to your project, enter "0" in each box.

Number of individuals NEWLY participating/ trained/ being served:

0

Number of carry-over individuals participating/ training/ being served in the program at the beginning of the project period:

0

Number of individuals who will receive the full course of services/ successfully complete the program or training:

0

Choose one:

My program does not have individuals served or participating

My program's typical designed (ideal) length is best measured in HOURS of services delivered/ participation/ training for each individual

My program's typical designed (ideal) length is best measured in DAYS of services delivered/ participation/ training for each individual

Enter the number of hours or days (depending on selection above) of the typical designed (ideal) length of the program for each individual. Enter "0" if you indicated that your program does have individuals participating, served, or trained:

0

Special Project Types and Information

Select all special project types that apply to your project.

Task forces: Project will support the operations and coordination activities of a task force.

Yes

No

If you answered 'YES' above, enter the name of the task force. If you selected **No**, enter **N/A**.

N/A

If you answered 'YES' above, enter the agencies or organizations that participate in the above-named task force. If you selected **No**, enter **N/A**.

N/A

Gang activity: Project involves a focus specifically on gang activity.

Yes

No

Transnational and organized crime: Project involves a focus specifically on transnational and organized crime.

Yes

No

Border activities: Project involves a focus specifically related to the Texas-Mexico border.

Yes

No

Human trafficking (select all that apply):

Project focuses on human trafficking

Project specifically focuses on trafficking of minors

Project specifically focuses on trafficking of adults

Project specifically focuses on sex trafficking

Project specifically focuses on labor trafficking

Project does not have any particular focus on human trafficking

Campus-Based Projects

This project is based on – or serves – one or more specific educational campuses (K-12 or higher education).

How many TOTAL students at ALL campuses will be served by the project? (enter "0" if this project is not based on – or serves – specific educational campuses):

0

List each educational campus that will be served by this project. Enter 'N/A' if this project is not based on – or serves – specific educational campuses.

N/A

Crime or Victim Type

Select the type(s) of crime or crime victim this project targets and provide the percentage of time dedicated to each. Applicants with projects that target multiple-offense offenders or multiple-victimization victims should assign percentages that best describe the activity. Percentages may not exceed 100%.

Sexual assault (%):

1

Domestic abuse (%):

27

Child abuse (%):

5
 DUI / DWI (crashes for victim services) (%):
 5
 Survivors of homicide (%):
 5
 Assault (%):
 20
 Adults molested as children (%):
 0
 Elder abuse (%):
 0
 Robbery (%):
 33
 Stalking (%):
 0
 Dating/acquaintance violence (%):
 0
 Human trafficking (%):
 0
 Child sex trafficking (%):
 0
 All Other Crimes / No Specific Crimes or Victims Targeted (%):
 4

Child Sex Trafficking

This section is only for projects serving victims of child sex trafficking. All others should enter "0" when asked to provide a number.

CJD acknowledges that grantees serving child sex trafficking victims may initially enroll, serve, or assess individuals who are eventually determined to be ineligible for services due to their age. For planning purposes, project the total number of victims expected to be served/enrolled that will be:

Under the age of 18:
 0
 Ages 18 - 22:
 0
 Over the age of 22:
 0

As a component of your organization's victim services, do you offer direct medical care to victims?

Yes
 No

Of the number of victims expected to be served/enrolled (see under Section 1 above), how many victims are projected to be served for:

Under 6 months:
 0
 6-12 months:
 0
 Over 12 months:
 0

Estimate figures related to screenings and assessments:

Number of screenings for child sex trafficking victim status performed:
 0
 Number of individuals screened for child sex trafficking victim status:
 0
 Number of individuals screened with the result of "reason to believe" or "suspicions not confirmed":
 0
 Number of individuals assessed for victim-related needs:
 0
 Multi-disciplinary teams.

Number of expected regular team meetings:
 0
 Number of estimated emergency team meetings:
 0
 Wrap-around services:

Number of hours of wrap-around services provided to victims during regular business hours:
 0
 Number of hours of wrap-around services provided to victims outside of regular business hours:
 0
 Respite:

Number of nights of respite provided to foster children:
 0
 Number of respite episodes facilitated for foster families:
 0

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Casework, Non-Licensed Counseling,	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 thru

Individual Advocacy, or Other Support	Crime Victims Compensation. We inform crime victims of their rights according to the Code of Criminal Procedure, Ch.56. Also, we provide an explanation of the criminal justice system and provide emotional support and accompaniment during court proceedings. We schedule and attend personal interviews with staff, attorneys, and/or investigators to discuss prosecution of their cases. We participate in a multi-disciplinary team to discuss victim related issues within our County and the State.
---------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
-------------------	--------------	--------------------------

Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered by EMPLOYEES	6240
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered BY VOLUNTEERS	0
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Individuals receiving	4987
Advocacy/ accompaniment / assistance for criminal justice system interactions: Victim individuals receiving	4987
Advocacy/ accompaniment for medical care: Individuals receiving	0
Case management or advocacy (general): Individuals receiving	0
Casework/ support/ care: Individuals assessed or screened for needs	0
Mentoring (general): Individuals receiving	0
Peer support (general): Individuals receiving	0
Referrals to other agencies: Individuals referred	60
Victim-offender meetings: Victims participating	0
Victims assisted with developing safety plans (non-residential)	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

Custom Output Measures

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

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 CJD 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 CJD 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 CJD.

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 CJD grant funds be used to support any contracts for professional services?

- 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.

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?

- 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?

- 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]:

10/1/2018

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

9/30/2019

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 (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

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 CJD grant. However, CJD 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?

- 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:
 3/21/2017

Equal Employment Opportunity Plan

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

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

Requirements for a Type I Entity

- The applicant is exempt from the EEOP requirements required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the Certification Form and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity

Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity - Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:
 Kathy Novosad Human Resources 301 Jackson Street Richmond, TX 77469

Type III Entity

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

Requirements for a Type III Entity - Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- Type I Entity
 Type II Entity
 Type III Entity

Debarment

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

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

Select the appropriate response:

I Certify
 Unable to Certify

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

FFATA Certification

Certification of Recipient Highly Compensated Officers

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

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

Yes
 No

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

Yes
 No

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

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

Fiscal Capability Information

Section 1: Organizational Information

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	Assistant Victim Assistance Coordinator - full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness	\$74,410.00	\$38,108.00	\$0.00	\$0.00	\$112,518.00	100

		<p>coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims Compensation, VINE, and other resources; providing victims with referrals for counseling, shelters, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors. Salary/Benefits Estimation Details (for two years): Salary = \$74,547; Payroll Taxes = \$5,703; Retirement = \$9,035; Workers' Comp and Unemployment = \$2,833; Insurance = \$20,400. Employee Initials: JS</p>						
Personnel	Court Advocate	<p>Assistant Victim Assistance Coordinator - full-time position that provides information, assistance, and support to directly serve victims of crime. Duties include: court accompaniment; victim and witness</p>	\$54,897.00	\$57,471.00	\$0.00	\$0.00	\$112,368.00	100

		coordination during trial; answering victims' questions regarding court settings, court procedure, and case information; providing victims with information about Crime Victims Compensation, VINE, and other resources; providing victims with referrals for counseling, shelters, and other resources; scheduling and attending meetings between prosecutors and victims to discuss their case; acting as liaison between victims and prosecutors. Salary/Benefits Estimation Details (for two years): Salary = \$74,426; Payroll Taxes = \$5,694; Retirement = \$9,020; Workers' Comp and Unemployment = \$2,828; Insurance = \$20,400. Employee Initials: LH						
Personnel	Data Entry Operator	Administrative Secretary - Full-time position that will assist the Victim Assistance Coordinators and handle documentation and clerical needs. Duties include: mailing and processing Victim Impact Statements;	\$71,261.00	\$34,715.00	\$0.00	\$0.00	\$105,976.00	100

		mailing court setting notification letters and disposition letters; answering phone calls and assisting victims with court setting information and general questions; maintaining court setting calendar for victims that want to be notified; creating and maintaining victim files. Salary/Benefits Estimation Details (for two years), Salary = \$69,253; Payroll Taxes = \$5,298; Retirement = \$8,393; Workers' Comp and Unemployment = \$2,632; Insurance = \$20,400. MP						
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Every Victim Every Time Conference: Funds to be expended to send staff to training conference within the State of Texas that will enhance skills related to the delivery of crime victim's services. Attending: All three personnel funded in this grant. Registration for three people = \$150-\$300 approximately. Hotel for three people= \$450 approximately. Mileage (\$0.545 / mile) for One Car = \$125	\$1,840.00	\$460.00	\$0.00	\$0.00	\$2,300.00	0

		<p>approximately; Per diem (at \$36 /day) for three people = \$275 approximately. Travel policy to be followed: Fort Bend County Travel Policy. Double amount for two years.</p>						
Travel and Training	In-State Registration Fees, Training, and/or Travel	<p>In-State Travel - TVSA/CCAW Conference: Funds to be expended to send staff to training conference within the State of Texas to enhance skills related to the delivery of crime victims' services. We usually attend one of the two conferences listed here: Texas Victims' Services Association (TVSA) or Conference on Crimes' Against Women (CCAW). Attending: All three personnel funded by this grant. Registration total for three people = \$1,380 to \$1,470 Approximately. Hotel total for three people = \$1,500 Approximately. Mileage (at \$0.545/mile) for one car = \$300 Approximately. Per Diem (at \$36/day) for three people = \$550 Approximately. Travel policy to be followed: Fort Bend County</p>	\$6,112.00	\$1,528.00	\$0.00	\$0.00	\$7,640.00	0

		Travel Policy. Double amount for two years.						
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State travel - Office of the Attorney General Victim Services Conference: Funds to be expended to send staff to training conference within the State of Texas that will enhance skills related to the delivery of crime victim services. Attending: All three personnel funded by this grant. Registration total for three people = \$825 Approximately. Hotel total for three people = \$720 Approximately. Mileage (at \$0.545/mile) for one Car = \$150 Approximately. Per diem (at 36 / day) for three people = \$275. Double amount for two years.	\$3,152.00	\$788.00	\$0.00	\$0.00	\$3,940.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State Travel - Texas Victim Assistance Training Academy: Funds to be expended to send newer staff to training within the State of Texas that will enhance skills related to the delivery of crime victims' services. Attending: Two newest grant funded personnel.	\$792.00	\$198.00	\$0.00	\$0.00	\$990.00	0

		Registration total for two people = FREE. Hotel total for two people = \$425 Approximately. Mileage (at \$0.545/mile) for one car = \$205 Approximately. Per diem (at \$36/day) for two people = \$360. One year only.						
Travel and Training	In-State Registration Fees, Training, and/or Travel	Possible In-State Travel - Multi-County Inter-Agency Coalition Against Sexual Assault (MICA); Catholic Charities; Asian's Against Domestic Abuse (AADA); TDCJ - Victim Services Division; Aid to Victims of Domestic Abuse (AVDA); and/or other training: Funds to be expended to send staff to train conference within the State of Texas that will enhance skills related to the delivery of crime victim services. Attending: Any or all three personnel funded by this grant. Estimated registration total for three people = \$75 - \$150 approximately. Estimated mileage (at \$0.545/mile) for one care = \$25 - \$50 approximately.	\$493.00	\$123.00	\$0.00	\$0.00	\$616.00	0

		Estimated per diem (at \$36/day) for three people = \$108. Travel policy to be followed: Fort Bend County Travel policy. Double amount for two years.						
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--

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	\$133,391.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$133,391.00	\$133,391.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$200,568.00	\$130,294.00	\$0.00	\$0.00	\$330,862.00
Travel and Training	\$12,389.00	\$3,097.00	\$0.00	\$0.00	\$15,486.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$212,957.00	\$133,391.00	\$0.00	\$0.00	\$346,348.00

Condition Of Fundings Information

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

You are logged in as **User Name:** BettyJean