



County of Fort Bend, Texas

Grant Intent to Apply Form

Name of Grant: Victim Witness Staff Expansion		
Purpose of Grant: The purpose of the grant is to provide services and assistance directly to victims of crime.		
Department/Division: District Attorney		
Point of Contact: LeShae Haynes		Phone Number: (281) 238-3260
Announcement Date: 12/14/20	Commissioners Court: 2/2/21	Submission Deadline: 2/11/21

Pre-Application Considerations:

1) Financial

i) Financial Breakdown (First-year applicants, please provide best estimates.)

Grant Funding Request:	\$105,290.00	
Match	Amount	Source
Cash:	\$86,895.00	Fort Bend County General Fund
In-kind:		
Program Income:		
Total Project Cost:	\$192,185.00	

ii) Staffing Requirements (including salary and benefits increases for multi-year grants, number of personnel and brief description of duties. If this a first-year application, please provide best estimates.)

One Administrative Secretary and two Assistant Victim Assistance Coordinators.

Administrative Secretary - 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. Salary/Benefits Estimation Details: Salary=\$35,554; Payroll Taxes=\$2,720; Retirement=\$4,384; Workers' Comp and Unemployment=\$1,351; Insurance=\$13,100.

iii) Operational Needs (i.e., office space, equipment, IT needs, etc.)

All office space, IT and equipment needs have already been fulfilled during prior grant cycles.

iv) Grant Financial History (Two-year history if available. Please write N/A for first-year applications.)

The Victim Witness Staff Expansion grant has been funded for about 20 years. The Auditor's Office has made all reports to CJD in an accurate and timely fashion. The amount of cash match and CJD funds has been relatively stable since the addition of our second Assistant Victim Assistance Coordinator.

v) Sustainability Plan (continuation for grant-funded program if grant funding is reduced or terminated)

Absorption by Fort Bend County

2) Programmatic

i) Alignment with department/program's plans and priorities

It is the District Attorneys offices mission to assist all crime victims that we serve by providing information in regards to victims rights, status, referrals to resources such as counseling and shelter as well as support. 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 as they navigate the criminal justice process.

ii) Department's capacity to administer the financial and administrative aspects of the grant

The District Attorney's Office has a long history of successfully administering this grant and being in compliance with CJD guidelines. As mentioned above, the Auditor's Office has made all reports to CJD in an accurate and timely fashion.

iii) Prior year performance data and accomplishments (Please write N/A for first-year applications.)

The Victim Witness Staff Expansion Grant has met the performance measures set by CJD during the last grant cycle as well as prior grant cycles. The current grant cycle may present problems due to the COVID-19 pandemic conditions.