



County of Fort Bend, Texas

Grant Intent to Apply Form

Name of Grant: Victim Coordinator and Liaison Grant		
Purpose of Grant: The purpose of the grant is to gain additional personnel to provide services and assistance dir		
Department/Division: District Attorney		
Point of Contact: Le'Shae Haynes		Phone Number: (281) 238-3260
Announcement Date: 3/26/21	Commissioners Court: 4/27/21	Submission Deadline: 4/23/21

Pre-Application Considerations:

1) Financial

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

Grant Funding Request:	\$25,454.00	
Match	Amount	Source
Cash:	\$0.00	
In-kind:		
Program Income:		
Total Project Cost:	\$25,454.00	

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 Part-Time Victim Assistance Clerk - Providing direct victim services and clerical needs to the Victim Witness division. Due to the growing population and the recovery of the criminal justice system from the current pandemic we are requesting a Victim Assistance part-time clerk in hopes of being able to reach more victims to provide education and information in regards to the criminal justice system. Estimated salary is 15,080.00 with no fringe.

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

Operational needs have been requested to be fully covered in the grant. This includes a workstation, desk phone, computer, chair and basic supplies such as a stapler and things of that nature.

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

N/A

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

If this program were to no longer be funded we would hope that Fort Bend County would absorb the cost so that the victims in our county do not lose the services that are mandated for them to receive.

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 other grants and being in compliance with all guidelines. As mentioned above, the Auditor's Office has made all reports in an accurate and timely fashion.

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

N/A