



Laura Carpio

BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION

FY25 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	1-28-2025
Requesting Department/Division:	El Paso District Attorney's Office/Victim Assistance Program
Department/Division Contact:	Stephanie Valle
Anticipated Commissioners Court Meeting Grant Approval Date:	02/10/2024
Who from your department/division will speak on the agenda item?	Stephanie Valle
Please list accompanying grant documents requiring the County Judge's signature.	Resolution
GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	FY26 General Victim Assistance Grant Program,
Grantor Agency:	Office of the Governor's Office
Type of Grant (State, Federal, Private, Local, Other):	State
Is this a continuation or a new grant?	continuation
Is this grant for a new program?	no
CobbleStone Number for Most Recent Grant Award:	
Grant Due Date:	02/013/2025
Grant Period:	10/01/2025-09/30/2026

<p>Grant Proposal Summary (one paragraph or less):</p>	<p>The Victim Assistance Program is designed to meet the needs of crime victims in the 34th Judicial District by providing compassionate and comprehensive prosecutor-based services. The goals are to reduce trauma caused by victimization through the utilization of community resources and, to facilitate awareness of the Criminal Justice process while fostering respect and understanding for victims of crime.</p>
<p align="center">GRANT FINANCES</p>	
<p>A. Grant Funding to be Requested:</p>	<p>\$219,044.16</p>
<p>B. Total Match Contribution (if applicable):</p>	<p>\$85,183.84</p>
<p>I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):</p>	<p>This grant is on a sustainability plan, this is the 4th of 5 years. Cash Match = \$85,183.84. A 20% cash match is required by the funder. Additional cash match is needed to fulfill the program needs. The cash match will pay for salaries for Victim Advocate, Assistant Director and Director Salaries & Fringe</p>
<p>a. Match Source Account(s) (if applicable):</p>	<p>GF-VICTIMWIT-XFEROUT-GRTMTCH COGF-1000-0000000-433-20-21002-0187-MATCH-800102</p>
<p>b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.</p>	<p>FY26</p>
<p>II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):</p>	<p>None</p>
<p>C. Anticipated Program Income (if applicable):</p>	<p>0</p>
<p>D. Total Project Amount (A + B + C):</p>	<p>304,228.00</p>
<p align="center">FINANCIAL ASSESSMENT</p>	
<p>1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants. Have Job Descriptions and Impact forms been created for personnel?</p>	

Jose Arrellano, Victim Advocate, Inter.: Annual Salary = \$54,156.00 Annual Fringe = \$28,156.00 Total Salary = \$82,312.00. OOG portion = \$49158.56 Cash Match = \$33153.44
 Elizabeth Rios, Director: Annual Salary \$91,194 Annual fringe= \$38,240.00 Total Salary & Fringe = \$129,434.00 OOG portion = \$78199.71 cash match = \$51234.29
 VACANT Assistant Director: Annual Salary = \$62,150.0 Annual Fringe Benefits = \$30,322.00 Total Salary & Fringe = \$92,482.00 OOG portion= \$55233.31 cash match = \$37249.69.

2) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.

Yes. This grant has been awarded for the past 24 years; last year's award is still active for FY25.

3) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?

The District Attorney's Office is part of a five-year sustainable plan. The DA's office will request funding during budget hearings to continue to provide services, these are essential and make an impact on the victims and is state mandated program. At last resort the DA's office will have to downsize the program.

PROGRAMMATIC ASSESSMENT

1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and the El Paso County community?

The 34th Judicial District Attorney's Office is required by law to provide services to victims of crime in all criminal matters within its jurisdiction. Article 56.04 of the Texas Code of Criminal Procedure requires for the district attorney to designate a victim assistance coordinator for the region who ensures that a victim, a guardian of a victim, or close relative of a deceased victim is afforded their rights provided under Texas law. The victim assistance coordinator is mandated to work closely with law enforcement agencies, prosecuting attorneys, the Board of Pardons and Paroles, and the judiciary in carrying out their duty.

2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.

The DA's office has staff to properly administer the grant and complete all programmatic reporting requirements during the grant period.

3) Will this grant require the use of contractual services? *If so, please contact the Purchasing Department, upon award acceptance to ensure your department follows applicable procurement policies and procedures.*

No

