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**Agency Name:** El Paso County

**Grant/App:** 5366901 **Start Date:** 10/1/2025 **End Date:** 9/30/2026

**Project Title:** County Attorney - Victim Services Unit

**Status:** Application Pending Submission

**Eligibility Information**

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

746000762

**Application Eligibility Certify:**

Created on:1/13/2025 4:53:54 PM By:Ricardo Samaniego

**Profile Information**

**Applicant Agency Name:** El Paso County

**Project Title:** County Attorney - Victim Services Unit

**Division or Unit to Administer the Project:** County Attorney's Office, Suite 503

**Address Line 1:** 500 East San Antonio

**Address Line 2:**

**City/State/Zip:** El Paso Texas 79901-2424

**Start Date:** 10/1/2025

**End Date:** 9/30/2026

**Regional Council of Governments(COG) within the Project's Impact Area:** Rio Grande Council of Governments

**Headquarter County:** El Paso

**Counties within Project's Impact Area:** El Paso

**Grant Officials:**

**Authorized Official**

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**Fax:**

**Title:** The Honorable

**Salutation:** Judge

**Position:** County Judge

**Financial Official**

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**Title:** Ms.

**Salutation:** Ms.

**Position:** County Auditor

**Project Director**

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**Salutation:** Mr.

**Position:** Trial Team Chief

**Grant Writer**

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**Fax:**  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** Senior Division Chief

### **Grant Vendor Information**

**Organization Type:** County  
**Organization Option:** applying to provide services to all others  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 746000762  
**Unique Entity Identifier (UEI):** GJJHZSZVQWR6

### **Narrative Information**

#### **Introduction**

The purpose of this funding is to support projects that promote the prevention, intervention, and reduction of crime and violence and provide essential crisis services to at-risk populations within Texas communities.

#### **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:

#### **Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

#### **Information Systems**

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

#### **Cybersecurity Training Requirement**

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Governments](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the [Texas Department of Information Resources Statewide Cybersecurity Awareness Training](#) page.

#### **Criminal History Reporting**

Entities receiving funds from PSO 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 66. 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.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

#### **Uniform Crime Reporting (UCR)**

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

#### **Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses**

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

### **DNA Testing of Evidentiary Materials**

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

### **Interoperable Communications**

Funds to support emergency communications activities must ensure compliance with the FY 2018 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time Statewide Interoperability Coordinator (SWIC) for Texas.

### **Twelve-Step Programs**

Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. PSO grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

### **Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### **National Instant Background Check System (NICS)**

Entities receiving funds under this solicitation that are to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations must have a system in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

### **Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2026 or the end of the grant period, whichever is later.

### **Equal Employment Opportunity Plan (EEO Plan)**

If awarded, applicant agrees to comply with the Equal Employment Opportunity Program (EEOP) requirements per 28 C.F.R. § 42 Subpart E. Agencies may use the EEO Utilization Report Builder to assist with preparing Verification Forms and, if required, Utilization Reports.

### **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 PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Sam Trujillo

Enter the Address for the Civil Rights Liaison:

500 E. Overland El Paso, TX 79901

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

915546-2218

### **Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO 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.

**X I certify to all of the application content & requirements.**

### **Project Abstract :**

This project proposes to establish a comprehensive Victim Services Unit within the El Paso County Attorney's Office by funding two new Victim Specialist positions and integrating them with the office's existing two Victim Advocates who currently provide services to the Juvenile and Criminal Units of the County Attorney's Office. This unit will provide direct services to a broad range of victims, assisting them in progressing from crisis to self-sufficiency and empowerment. The new victim specialists, in addition to serving victims of domestic violence, sexual assault and stalking, will also serve individuals requesting mental health services assistance (including emergency detention orders), victims of wage theft, and victims of deceptive business practices. The unit will aim to address the unique challenges faced by each victim, offering tailored support and resources. In addition, the VS will work to establish a Domestic Violence High Risk Team for El Paso County. VS (and other assigned current staff) will incorporate an evidenced based lethality assessment to each Intake. Depending on the score, cases will be referred to the multi-disciplinary DVHRT for further triage of emergency matters and coordination. The El Paso County Attorney's Office currently employs three victim specialists funded through an emergency state grant set to expire in April 2025. Over the past year and a half, these specialists have proven indispensable in supporting victims of domestic violence, stalking, and sexual assault. Their work has been instrumental in implementing effective policies and procedures tailored to meet victims' needs. Given the critical role they play and the tangible success of these initiatives, securing continued funding is imperative to sustain and build upon this essential support for victims in our community.

### **Problem Statement :**

Victims of domestic violence, sexual assault and stalking in El Paso County face significant barriers when attempting to access vital resources necessary to transition from crisis to self-sufficiency and empowerment. These barriers include personal safety concerns, lack of knowledge, language, transportation, childcare, lack of access to technology, and mental health issues. Other barriers include: • Victims of family violence, dating violence, sexual assault, and stalking often experience a crisis or are in trauma when they first seek assistance from the County Attorney's Office. These cases often involve family members and the most intimate types of criminal behavior. • The County Attorney's Office plays a critical role in assisting victims of domestic violence, sexual assault and stalking by providing access to protective orders. In 2023, the office received a record number of requests for assistance in obtaining a protective order. In total 3,017 requests were submitted to the office via the County Attorney website and through in-person applications. The cases included cases of elder abuse, child abuse, family violence, dating violence, stalking, and sexual abuse. The number of applications for protective orders has been increasing, partly as the result of the County Attorney's creation of an online application process approximately two years ago which makes it easier for victims to ask for legal assistance. • The Victim Specialist in coordination with the proposed Victim's Unit will aim to assist victims in navigating the post-crisis phase of their journey. The project aims to address the problem of limited access to resources for domestic violence, sexual assault and stalking victims. The program will provide direct services to victims of intimate partner violence, sexual assault, and/or stalking, helping them progress from crisis to self-sufficiency and empowerment. This approach aligns with the County Attorney's Office's mission to provide high-quality, cost-effective legal services, seek justice, protect the safety of all people, and enhance the quality of life in the community. The project also seeks to reach underserved populations who are at higher risk of dangerous outcomes, including LGBTQI individuals, people of color, disabled, elderly, impoverished, displaced, or marginalized people. • The project's approach includes assessing a victim's immediate and long-term needs, assessing the level of current and continuing danger, engaging victims in comprehensive safety planning, and coordinating access to various resources. This includes local, state, and federal programs such as housing, victim reimbursement, scholarships, lease agreements, and small business loans.

### **Supporting Data :**

As it relates to wage theft and deceptive business practice cases, workers and consumers in El Paso County are vulnerable to wage theft and deceptive business practices, which undermine their financial stability and trust in the marketplace. • Wage theft occurs when employers or contractors fail to pay workers for completed hours or services. The average victim of wage theft in Texas loses about \$4,000 per year, or about 29% of their income. • El Paso County has the fifth-highest rate in Texas of individuals who have not received wages. • Consumers are often defrauded by contractors who are not insured or bonded, who use high-pressure sales tactics, or who do not provide detailed contracts. Consumers may also be exploited by deceptive practices such as not obtaining required permits, not completing services, or not honoring warranties. • Many people may not report wage theft because they believe it is a civil matter, but the County Attorney's Office has the statutory prosecutorial authority to file wage theft and deceptive business cases in El Paso County.

### **Project Approach & Activities:**

**Family Violence, Sexual Assault and Stalking Cases** This project focuses on several evidence-based practices to assist victims of intimate partner violence, including family violence, sexual assault, and stalking. The core activities revolve around addressing both the immediate crisis and the long-term needs of victims. The Victim Specialist position is central to these activities. • **Initial Assessment:** The Victim Specialist (VS) will conduct an initial assessment with the survivor to determine their immediate and long-term needs, assess the level of danger, and create an initial safety and empowerment plan. The assessment includes screening for signs of depression and risk of suicidal ideation. • **Initial Protective Order Intake Packet:** The Victim Specialist is central to the intake process for protective order applications. The VS is responsible for contacting the applicant and completing the intake packet. Included in this is checking for prior Suits Affecting Parent-Child Relationships (SAPCR) and determining if a Criminal Liability Assessment (CLA) is needed. • **Danger Assessment Tool:** A key component of the initial assessment is using the Danger Assessment Tool, which is designed to determine risk factors. This tool considers factors like past death threats, the partner's employment status, and access to firearms. VS would then assign high scoring cases to the High Risk Team for further triage and addressing emergency issues amongst stakeholders. • **Safety Planning:** Following the initial assessment, the Victim Specialist will work with the victim to create a personalized safety plan. This is done through an interactive process that empowers the client and promotes their autonomy. Safety plans are designed to be simple, realistic, and include specific, behavioral strategies. The plans address multiple forms of safety (not just physical), identifies and strategizes how to address possible barriers, accounts for the victim's existing coping strategies, and is adaptable to new situations. • **Resource Coordination:** The Victim Specialist will

help victims obtain and complete necessary applications for programs and benefits by assessing the victim's immediate and long-term barriers preventing them from achieving self-sufficiency and empowerment. The VS will coordinate and directly assists the victim in accessing various local, state, and federal resources and programs. •Crisis Intervention: The VS will provide crisis intervention to victims as needed. This includes assisting with the emotional and physical needs of the victims, advising them of available services, and accompanying them to court when requested. •High Risk Team: The VS will convene and work with a High-Risk Team comprised of stakeholders such as law enforcement, criminal prosecution, and victims services agencies. The HRT will convene from time to time and as needed to address cases in which high lethality is indicated from an assessment and work together to address the lethality markers. •Follow-Up and Support: The VS will may meet with the victim several times, as needed, to assess their ongoing needs, conduct safety planning, and coordinate access to and follow-up on referrals. •Community Engagement: The VS will participate in community events, networks across county departments, and brings awareness to the nature of the unit's work. They will engage with the public to clarify the process through educational presentations. Mental Health Unit Cases •The Victim Specialist would assist the public in obtaining Emergency Detention Orders (EDO) for individuals needing emergency psychiatric evaluations. While their focus would be on the legal processes, they would also provide information to the public about immediate resources such as the local crisis hotline, the national suicide prevention lifeline, and other resources available through the website [www.ehnelpaso.org](http://www.ehnelpaso.org). Wage Theft and Deceptive Business Cases •The Victim Specialist would assist the public in receiving information about wage theft and Deceptive Business cases. While their focus would be on the legal processes, they would also provide information to the public about how to draft a demand letter, file a police report and filing an optional wage claim to the Texas Workforce Commission or U.S. Department of Labor •Community Outreach: The Victims Unit would provide information and resources through community presentations.

### **Capacity & Capabilities:**

The County Attorney's Office has experienced and trained staff in the Protective Order Unit, Mental Health Unit and Criminal Unit who are equipped to assist victims in those related areas. Many staff members and attorney are bilingual in Spanish. Currently there are Victim Specialists whose funding is set to expire at the end of April 2025 (Two Victim Specialists) and September 2025 (One Victim Specialist) unless more grant funding is obtained. Those specialists possess expertise in assessing danger levels, developing safety plans, and using solution-focused therapy practices to empower survivors. Victim specialists are trained in trauma-informed care, cultural sensitivity, and the dynamics of domestic violence, sexual assault and stalking. The office uses a criminal justice database system called Odyssey to maintain data. The office also uses the On-line questionnaire and database developed by the El Paso County ITD to accept cases. Finally, the office's Communication Unit has developed case management software using the Microsoft's Power App platform and Power BI to store and analyze data as well as automating the assignment of cases. Microsoft Power Bi reports have been developed which track and keep internal statics on conflict checks, intake, and screening of protective order applications. The office emphasizes the professionalization of victim services by providing training and professional development to personnel from the Protective Order, Mental Health, Criminal and Investigator Units. Collaborative Partnerships, the County Attorney's Office has strong partnerships with various community agencies. These partnerships are crucial to providing comprehensive support to victims and ensuring seamless access to resources. They include: o The Center Against Sexual and Family Violence (CASFV) . A formal Memorandum of Understanding (MOU) is in place to streamline client referrals and coordinate services. o El Paso Local mental health authority – Emergence Health Network (EHN) o Local hospitals. o Local law enforcement agencies. o The local military base. Specific Capacities Related to Each Case Type • Domestic Violence, Sexual Assault, Stalking : The office currently files 90% of all protective order applications filed in El Paso County Specialty Protective Order Court. • The office has a dedicated Victim Specialist to work with victims of intimate partner violence, sexual assault and/or stalking. • Staff is experienced in conducting intakes and dealing with victims of family violence. • Mental Health: The Mental Health Unit has experience assisting the public in obtaining Emergency Detention Orders. • Wage Theft: The office has recently created a Wage Theft Prosecution Program. • The office provides consumer education to help prevent consumer business fraud.

### **Performance Management :**

The County Attorney's Office maintains data through a criminal justice database system called the Enterprise Justice System (formerly known as Odyssey). This data is maintained through El Paso County's Information Technology department and data input is completed by the employees of the office. In domestic violence, sexual assault and stalking cases, applicant's and respondent's data is gathered both on-line and in person and that data is transferred into the Odyssey database by function of the program. There are various reports that can be obtained from the Enterprise Justice System and data can be analyzed in various ways depending on the reports it runs. The Victim Specialists have also developed a case log spreadsheet that will track the different types of services provided to each victim, the dates of service, the number of times each service is provided, and amount of time spent providing each service. Data is gathered as to how many victims are assisted in getting benefits and the types of benefits will be tracked. In 2023, the County Attorney's Office set out to improve our method for gathering client demographics and key information needed for grant reports. The office previously relied on a self-reporting method, in which clients were sent out a link via email to complete an online form but due to low response rates, it incorporated the online form into our intake form, which is filled out by an intake specialist when conducting the intake interview with applicants. This aims to capture all other data necessary for state and federal reporting purposes. In addition to improving our data collection, a new case management system was created within Microsoft SharePoint that allows the Victim Specialist to track cases as they progress through the court process. This system allows the Victim Specialist to better evaluate which victims are appropriate for services.

### **Target Group :**

The grant project seeks to service all accepted applicants that come through our office under the protective services division. The protective services division provides services to victims of family violence, victims of sexual assault, victims of stalking, victims of dating violence, victims of elder abuse, victims of child abuse, and victims of assaults committed by their mentally ill loved ones. All those who have been disempowered through the dynamics of an abusive relationship are who we hope to serve. We are also prepared to engage with highly vulnerable and high-risk populations such as LGBTQI, people of color, disabled, elderly, impoverished, displaced or otherwise marginalized populations. These populations are at higher risk of dangerous outcomes, as their needs are often ignored and overlooked by established institutions of power, systemic racism and oppression. In addition to serving victims of domestic violence, sexual assault and stalking, the target group will also be individuals requesting mental health services or assistance, victims of wage theft and deceptive business practices. This expanded scope aims to provide comprehensive support to a wider population of vulnerable individuals. The unit will aim to address the unique challenges faced by each victim, offering tailored support and resources.

### **Evidence-Based Practices:**

As it relates to domestic violence, sexual assault and stalking cases, the project's design is rooted in several evidence-based practices for working with survivors of intimate partner violence, including domestic violence, sexual assault, and stalking. The Victim Specialist uses

risk and danger assessment, comprehensive safety planning, and solution-focused therapy to empower and transition the survivor from crisis to thriving. The project focuses on several different evidence-based practices in working with survivors of intimate partner violence, including family violence, sexual assault, and stalking. Specifically, the Victim Specialist focuses on assessing the danger level, ongoing comprehensive safety planning, and solution-focused therapy practices to empower and transition the survivor from crisis to thriving. The Victim Specialist begins by conducting an initial assessment with the survivor to determine the survivor's immediate and long-term needs, assess the level of danger, initial safety planning, and empowerment planning. This initial meeting includes assessing the victim's state of mind by screening for signs of depression and risk of suicidal ideation, and the victim's level of danger by utilizing the Danger Assessment Tool originally developed by Jacquelyn Campbell (1986) with consultation and content validity support from battered women, shelter workers, law enforcement officials, and other clinical experts on battering. The Danger Assessment is an instrument that helps to determine the level of danger an abused woman has of being killed by her intimate partner. The 20-item instrument uses a weighted system to score yes/no responses to risk factors associated with intimate partner homicide. Some of the risk factors include past death threats, partner's employment status, and partner's access to a gun (for more information on the Danger Assessment Tool go to <https://www.dangerassessment.org/about.aspx>). After conducting the initial danger assessment, the Victim Specialist is then able to begin with the initial safety planning. According to the research literature, safety planning should be done through an interactive process that engages the professional and the client in identifying general and specific strategies to promote the client's safety (Campbell 2002; Melbin 2010; Murray and Graves 2012), and this process should involve a conversation that empowers and promotes the client's autonomy (Campbell 2002). The end result of the safety planning process typically is a document with a personalized plan for the unique needs of the victim (Kress et al. 2008; Murray and Graves 2012). The plan should be simple; realistic; and include specific, behavioral strategies (Kolar and Davey 2007; Murray and Graves 2012). A safety plan should not be overly prescriptive, but it should address the client's unique context and characteristics (Campbell 2002). Ideally, safety plans address multiple forms of safety (not just physical), identify and strategize how best to address possible barriers, account for the coping strategies the victim uses already, and can be adaptable to new situations (Lindhorst et al. 2005). Usually, safety planning practices typically focus more on immediate, crisis-related safety issues and less on longer-term issues that survivors face. Although the immediate, crisis-related safety risks can be high, the process of leaving an abusive relationship can be extended and unpredictable (Wuest and Merritt-Gray 2001), and different safety needs may arise at different points in this process. This project aims to address the different ongoing safety needs that arise throughout a victim's journey. By providing for follow-up meetings with the Victim Specialist and ongoing safety planning the project addresses not only the immediate, crisis related safety issues but goes further to address the longer -term issues that typical safety planning does not address. The project strives to improve outcomes by focusing on transitioning the survivor out of crisis and into more long-term stability. Throughout the Victim Specialist relationship with the survivor there is a focus on Solution-Focused Therapy practices (Lee, 2007). Solution-Focused Therapy emphasizes the client's strengths and resources in moving toward the ultimate goal of safety (Lee, 2007). The Victim Specialist develops a Personal Empowerment Plan with the survivor that focuses on existing strengths, sets realistic concrete goals, and plans for the conducive to assisting the victim's transition from crisis to self-sufficiency and empowerment. The same intensive case management approach will be taken with individuals seeking mental health services through the filing of emergency detention applications and victims of wage theft and deceptive business practices.

## 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.

#### Selected Project Activities:

| ACTIVITY                                           | PERCENTAGE: | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Crisis Intervention                                | 30.00       | Victim specialists will perform Intakes with those seeking emergency detention orders or other related mental health intervention; Applicants may include family members, friends or others in the community including law enforcement. VS will work with family members and other affected as well knowing that they can experience trauma as a result of their loved-ones actions.                            |
| Interpersonal Violence Prevention and Intervention | 70.00       | Victim specialists will perform Intakes with Applicants for protective orders based on domestic violence, stalking and sexual assault. They will also offer immediate crisis counseling and safety planning and offer resources to Applicants seeking services. In general, they will serve as the first, often most important interaction with the Applicant and do so in a caring and victim-centered manner. |

### CJD Purpose Areas

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

## Measures Information

### Objective Output Measures

| OUTPUT MEASURE                                                                                   | TARGET LEVEL |
|--------------------------------------------------------------------------------------------------|--------------|
| Community-based Care: Number of hours of services provided.                                      | 0            |
| Community-based Care: Number of individuals receiving behavioral and/or mental health treatment. | 0            |

|                                                                                                                              |      |
|------------------------------------------------------------------------------------------------------------------------------|------|
| Community-based Care: Number of individuals screened/assessed for services.                                                  | 40   |
| Crisis Intervention Team: If applicable, number of emergency detentions (as defined by Health and Safety Code Sec. 573.001). | 0    |
| Crisis Intervention Team: Number of crisis intervention teams established.                                                   | 1    |
| Crisis Intervention Team: Number of individuals referred to behavioral/mental health treatment or other support services.    | 40   |
| Crisis Intervention Team: Number of individuals screened/assessed for services.                                              | 40   |
| Crisis Intervention Team: Number of responses to individuals in crisis.                                                      | 0    |
| Domestic Violence Court Programs: Number of carry-over individuals participating.                                            | 0    |
| Domestic Violence Court Programs: Number of individuals NEWLY participating.                                                 | 0    |
| Domestic Violence Court Programs: Number of individuals who will successfully complete the program.                          | 0    |
| Domestic Violence High Risk Teams: Number of agencies participating.                                                         | 6    |
| Domestic Violence High Risk Teams: Number of evidence-based risk assessments conducted.                                      | 2000 |
| Domestic Violence High Risk Teams: Number of high-risk cases receiving a coordinated response.                               | 50   |
| Domestic Violence High Risk Teams: Number of offenders monitored.                                                            | 0    |
| Domestic Violence High Risk Teams: Number of survivors receiving supportive services.                                        | 40   |
| Equipment or technology: Individuals/Operators equipped                                                                      | 0    |
| Targeted Investigation: Criminal cases resulting in arrest.                                                                  | 0    |
| Targeted Investigation: Grant-funded investigations carried out by the unit/division                                         | 0    |
| Targeted Prosecution: Criminal cases resulting in conviction/deferred adjudication.                                          | 0    |
| Targeted Prosecution: Grant-funded prosecutions carried out by the unit/division.                                            | 0    |
| Training or professional development: Individuals provided                                                                   | 3    |
| Training or professional development: Individuals received                                                                   | 200  |

#### 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 the Public Safety Office (PSO) 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 the PSO 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 PSO.

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

Select the appropriate response:

☐ 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.

Enter a description for monitoring contract compliance:

#### 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?

Select the appropriate response:

☐ 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?

Select the appropriate response:

☐ 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]:

9/1/2024

Enter the End Date [mm/dd/yyyy]:  
8/31/2025

### 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 (in Whole Dollars \$) of Federal Grant Funds expended:

44622835

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

10168498

### Single Audit

Applicants who expend less than \$1,000,000 in federal grant funding or less than \$1,000,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO 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 \$1,000,000 or more, or state grant funding of \$1,000,000 or more during the most recently completed fiscal year?

Select the appropriate response:

☒ 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:

9/16/2024

### 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?

Select the appropriate response:

☐ 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?

Select the appropriate response:

☒ 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**

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

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 | Counselor and/or Therapist (non-licensed) | Crime Victim's Specialist #2 (HIRED - ZS)- works under direct supervision of the Protective Order Unit Trial Team Chief. The incumbent provides direct services for the emotional and physical needs of all victims to include human trafficking victims, and/or family members (as defined under the Uniform Crime Recording). The incumbent will assist victims in: stabilizing their lives | \$88,549.00 | \$0.00     | \$0.00        | \$0.00 | \$88,549.00 | 100    |

|           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |        |        |        |             |     |
|-----------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------|--------|--------|-------------|-----|
|           |                                           | <p>after victimization, processing them through the criminal justice system, and providing victims with safety and security, through the following duties and responsibilities.</p> <p>Provides crisis intervention and assistance to the victim and their family and advising them of available services and assistance programs; perform intakes with applicants for protective orders, Advises the crime victim and/or their family on the criminal justice system, their rights under the Crime Victim's Rights Bill, and accompany victims to court, as requested; Assists victims with submission of paperwork; Assists Attorneys and Investigators in interviewing victims and witnesses and coordinating appointments and trial appearance; Maintains statistical data on number of victims served and referrals provided; Works with community support services to ensure linkage and communication; Refers victims to community based providers and monitor service engagement; Provides appropriate case management; follows up on cases, and data collection; and completes scheduled case reviews, data collection and evaluation activities in a timely manner. . Annual Salary = \$59,057.00 Annual Benefits = \$29,491.00 Total annual salary and benefits = \$88,549.0</p>                                                                                                                                                                                                                                                                                                                                                                                          |             |        |        |        |             |     |
| Personnel | Counselor and/or Therapist (non-licensed) | <p>Victim's Specialist #3 (HIRED - MP)- works under direct supervision of the Protective Order Unit Trial Team Chief. The incumbent provides direct services for the emotional and physical needs of all victims to include human trafficking victims, and/or family members (as defined under the Uniform Crime Recording). The incumbent will assist victims in: stabilizing their lives after victimization, processing them through the criminal justice system, and providing victims with safety and security, through the following duties and responsibilities.</p> <p>Provides crisis intervention and assistance to the victim and their family and advising them of available services and assistance programs; perform intakes with applicants for protective orders; Advises the crime victim and/or their family on the criminal justice system, their rights under the Crime Victim's Rights Bill, and accompany victims to court, as requested; Assists victims with submission of paperwork; Assists Attorneys and Investigators in interviewing victims and witnesses and coordinating appointments and trial appearance; Maintains statistical data on number of victims served and referrals provided; Works with community support services to ensure linkage and communication; Refers victims to community based providers and monitor service engagement; Provides appropriate case management; follows up on cases, and data collection; and completes scheduled case reviews, data collection and evaluation activities in a timely manner.. Annual Salary = \$59,057.00 Annual Benefits = \$29,491.00 Total annual salary and benefits = \$88,549.00.</p> | \$88,549.00 | \$0.00 | \$0.00 | \$0.00 | \$88,549.00 | 100 |

Source of Match Information

Detail Source of Match/GPI:

| DESCRIPTION | MATCH TYPE | AMOUNT |
|-------------|------------|--------|
|-------------|------------|--------|

Summary Source of Match/GPI:

| Total Report | Cash Match | In Kind | GPI Federal Share | GPI State Share |
|--------------|------------|---------|-------------------|-----------------|
| \$0.00       | \$0.00     | \$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 | \$177,098.00 | \$0.00     | \$0.00        | \$0.00 | \$177,098.00 |

Budget Grand Total Information:

| OOG          | CASH MATCH | IN-KIND MATCH | GPI    | TOTAL        |
|--------------|------------|---------------|--------|--------------|
| \$177,098.00 | \$0.00     | \$0.00        | \$0.00 | \$177,098.00 |

Condition Of Fundings Information

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

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