



Laura Carpio

BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION

FY25 GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	1-22-2025
Requesting Department/Division:	DA – Victim Assistance Coordinators
Department/Division Contact:	Stephanie Valle
Anticipated Commissioners Court Meeting Grant Approval Date:	February 10, 2025
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 – Criminal Justice Division
Type of Grant (State, Federal, Private, Local, Other):	State
Is this a continuation or a new grant?	New
Is this grant for a new program?	Yes
CobbleStone Number for Most Recent Grant Award:	2024-0874
Grant Due Date:	February 13, 2025
Grant Period:	October 1, 2025 – September 31, 2026

Grant Proposal Summary (one paragraph or less):	The 34th Judicial District Attorney's Office has demonstrated a long-term commitment to providing support and information to crime victims in a culturally competent and accessible manner. This competence is reflected in our attitudes, our agency structure, the professional services we provide, as we understand the importance of connecting with the community that it serves and making sure victims feel safe and supported when accessing services. The Victim Assistance Program assists victims of all crimes and takes the time to explain the criminal justice system and the court process and helps them participate in the process.
GRANT FINANCES	
A. Grant Funding to be Requested:	\$123,391.50
B. Total Match Contribution (if applicable):	\$41,130.50
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):	20% cash match is required by the funder. Cash Match goes towards salaries and benefits of the Victim Advocates
a. Match Source Account(s) (if applicable):	GF-GADM-XFER OUT-GRANT MATCH COGF-1000-0000000-433-10-10000-0001-MATCH-800102-
b. What fiscal year(s) will County match funding be needed? Please indicate the fiscal years and the match needed per fiscal year.	FY26
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):	N/A
C. Anticipated Program Income (if applicable):	0.0
D. Total Project Amount (A + B + C):	164522.00
FINANCIAL ASSESSMENT	

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>Victim Advocate – D. Dominguez - Annual Salary = 54,115.00 Annual Benefits = \$28,146.00 Total Salary & Benefits = 82,261.00 OOG Portion = \$61695.75 cash match = \$20565.25</p> <p>Victim Advocate – M. Gaytan – Annual Salary = 54,115.00 Annual Benefits = \$28,146.00 Total Salary & Benefits = 82,261.00 OOG Portion = \$61695.75 cash match = \$20565.25</p>
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.
<p>Grant#3927404 Award amount \$125,000.00</p>
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?
<p>N/A</p>
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?
<p>This grant addresses General Victim Services in the County Attorney’s Office and provides direct services to victims of crime, with the goal of speeding their recovery and aiding them through the civil justice process.</p>
2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.
<p>The County Attorney’s Office will administer this grant in collaboration with the County Auditor’s, the Grant Administration Division.</p>
3) Will this grant require the use of contractual services? <i>If so, please contact the Purchasing Department, upon a ward acceptance to ensure your department follows applicable procurement policies and procedures.</i>
<p>No.</p>