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Agency Name: El Paso County

Grant/App: 5366501 **Start Date:** 10/1/2025 **End Date:** 9/30/2026

Project Title: County Attorney - Victim Advocate Program

Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:

17460007622005

Application Eligibility Certify:

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Profile Information

Applicant Agency Name: El Paso County

Project Title: County Attorney - Victim Advocate Program

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

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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:

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Title: The Honorable

Salutation: Judge

Position: County Judge

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Salutation: Ms.

Position: County Auditor

Project Director

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Salutation: Mr.

Position: Trial Team Chief

Grant Writer

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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):
17460007622005
Unique Entity Identifier (UEI): GJJHZSZVQWR6

Narrative Information

Introduction

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

Program-Specific Questions

Culturally Competent Victim Restoration

Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

Provide information in this section regarding how your organization is culturally competent when providing services to victims.

The El Paso County Attorney's Office recognizes the individual value that each client brings. We understand that everyone brings different needs, feelings, ideas, and barriers. With many of our applicants being Spanish speakers, we have taken steps to create a welcoming environment for applicants who may be from another country, and/or present with language barriers, and therefore are less likely to feel supported and understood. Many of our office staff also speak Spanish. In addition, our office pulls on other resources for translators and interpreters when necessary as we have a very culturally diverse population due to the local military base.

Culturally Specific and Underserved Populations

Following are relevant definitions needed to answer this question.

- Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.
- Culturally specific means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g)).
- Racial and ethnic minority group means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- Hispanic means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Does your program have a primary focus on serving a culturally specific population? (The organization must do more than merely provide services to an underserved population or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services designed to meet the specific needs of the target population in order to justify a YES response in the section below.)

☐ Yes

☒ No

If you answered '**YES**' above, you must explain in the box below how your organization's program is specifically designed to focus on and meet the needs of culturally specific populations. If this item does not apply enter '**N/A**'.

N/A

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.

Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 120 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

Confidentiality and Privacy

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

Activities that Compromise Victim Safety and Recovery

Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Polygraph Testing Prohibition

A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.

Protection Orders

Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

Offender Firearm Prohibition

The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC § 992(g)(8) and (g)(9).

Criminal Charges

In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.

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 Government](#). 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

deadline(s) established by PSO. 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.

Immigration Legal Services

PSO prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. PSO will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

Legal Representation in Divorce and Custody Cases

PSO limits eligibility for legal representation in divorce and custody cases to circumstances where the survivor has been directly victimized by intimate partner violence (IPV) within the last six (6) months. This may include physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner against the survivor or survivor's kin sharing the residence. Additionally, legal services in divorce and custody cases funded under this award are limited to emergency order assistance, safety planning, client representation in divorce or guardianship proceedings, and other family law matters directly resulting from the victimization. Through acceptance of this award, grantee agrees that reimbursement for divorce and custody-related legal services will be limited to circumstances listed above.

Discrimination

Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

Records

Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

Volunteers

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless PSO determines that a compelling reason exists to waive this requirement.

Crime Victims' Compensation

Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

Community Efforts

Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by PSO. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge

Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using VOCA funds.

Effective Services

Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. (See "Eligible Organizations" in the Funding Announcement.)

College Campus Confidential Direct Services Providers

All personnel compensated through OOG or match funds are Confidential Direct Service Providers that maintain victim's confidentiality for all case information (written or oral) and share information only at the victim's request and with the victim's informed consent, except when release of information is required by law. Confidential Direct Service Providers compensated with grant funds shall not be required to disclose client or case information to any entity, including a campus Title IX officer or coordinator, except when release of information is required by law. A victim may not be coerced or required to file a report or disclose information regarding their victimization with any entity as a condition of receiving services from a Confidential Direct Service Provider.

Failure to comply with this certification may result in PSO, at its sole discretion, withholding reimbursement on personnel line items contained in the program budget until satisfactory evidence of compliance is provided.

Compliance with State and Federal Laws, Programs and Procedures

Local Units of Government: 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.

Non-profit Organizations: Each non-profit 501(c)(3) organization must certify that it does not have, and will continue not to have any policy, procedure, or agreement (written or unwritten) that in any way encourages, induces, entices, or aids any violations of immigration laws. Additionally, the organization certifies that it does not have in effect, purport to have in effect, and is not subject to or bound by any rule, policy, or practice (written or unwritten) that would: (1) encourage the concealment, harboring, or shielding from detection of fugitives from justice or aliens who illegally came to, entered, or remained 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, the organization certifies that it will not adopt, enforce, or endorse a policy which prohibits or materially limits the enforcement of immigration laws, and will not, as demonstrated by pattern or practice, prohibit or materially limit the enforcement of immigration laws.

Each non-profit organization must download, complete and then upload into eGrants the [CEO/NGO Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements.

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.

Employment of Advocates for Sexual Assault

Will this project use grant funds to support the employment of Advocates for Sexual Assault as defined by Chapter 420, section 420.051 of the Texas Government Code?

☐ Yes

☒ No

If yes, have those advocates completed a sexual assault training program certified by the Attorney General?

☐ Yes

☐ No

☒ N/A

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 Texas 79901

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

915-546-2218

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.

☒ I certify to all of the application content & requirements.

Project Abstract :

This grant will enhance the County Attorney's Office ability to provide services to victims of intimate partner violence, sexual assault and/or stalking, who are in the process of progressing from crisis to self-sufficiency and empowerment. The Victim Advocate position will provide the following services: monitor and assist victims to follow through with supportive service providers; respond to the emotional and physical needs of crime victims; provide crisis intervention and assistance to the victim and their family; advise victims of available services and assistance programs; advise of the criminal justice system including Crime Victim's Rights; accompany victims to court, as requested; assist with paperwork; assist Attorneys and Investigators in interviewing victims and witnesses and coordinating appointments

and trial appearances; maintain statistical data on the number of victims served, referrals, etc. Because many barriers may prevent victims from accessing any or all the resources available to them, the Victim Advocate will help in the above manner to generally help coordinate access to local, state, and federal programs. This project will look to provide more in-depth services to victims coming to the Protective Order Unit than has previously been possible.

Problem Statement :

Victims of family violence, dating violence, sexual assault, and stalking, face many barriers when attempting to access vital resources necessary to transition from crisis to self-sufficiency and empowerment. These may include personal safety concerns, lack of knowledge, language, transportation, child-care, lack of access to technology, and mental health. Due to these challenges and others, too often victims do not utilize resources available to them. That said, during times of ongoing violence, a victim in crisis will sometimes seek a protective order to address their immediate safety concerns, which provides a significant opportunity to address other needs. The County Attorney's Office can assist victims with a protective order in a time of crisis; the Victim Specialist will help victims with the various risk factors that arise when leaving an abusive relationship. Victim Specialists are focused on intervening upon clients' environments, in order to upend factors which are contributing to high-risk survival driven behaviors, and/or perpetuating continued violence. Addressing a victim's immediate safety concerns in a time of crisis may be the only step a victim takes unless our office is intentional about offering additional resources in an informed, victim-centered manner. This project aims to usher the victim past crisis and into surviving, thriving, and ultimately empowerment. Ultimately the project will help victims identify the specific barriers contributing to continued crisis and provide them tools and resources to break through these individual barriers. The project staff, Victim Advocate, identifies those specific challenges through needs assessments, ongoing safety planning, and the development of an empowerment plan. After identifying such barriers, the Victim Advocate will coordinate and directly assist the victim's access to various local, state, and federal resources and programs while addressing the identified barriers including the court process both related to civil protective orders and related criminal matters.

Supporting Data :

Victims that are seeking assistance from the County Attorney's Office are among the more egregious victim-intensive crimes (family and dating violence, stalking, and sexual assault); these cases often involve a family member and at the least some of the most intimate criminal behavior. The following supporting data and caseload statistics are compiled from El Paso County's Justice System "Odyssey" database. In 2024, 3,209 people applied for a protective order with the County Attorney's Office; the office completed staff completed 2,560 "conflicts" check; Victim Specialists completed 2,560 Intakes (interviews with victims to gauge whether the Applicant qualifies). These included Applications from victims of elder abuse, child abuse, family violence, dating violence, stalking and sexual abuse. By the end of 2024, the office obtained 457 final protective orders. Since 2019, the number of applications has continued to climb significantly in part due to increased needs related to the pandemic and in part due to the creation of an on-line application process (unique to El Paso County). Over time, this approach to allowing Applicants to start the process on-line has been a game changer for survivors to be able to apply from anywhere they are – we are proud of the increased safety and convenience for applicants. The City of El Paso is the 6th largest city in Texas, the 22nd largest city in the United States of America and the largest Texas city directly on the US/Mexico border. The County of El Paso includes both the Tigua Indian Reservation and the Fort Bliss military installation. The US Census Bureau Quick Facts for 2022 reports that 20.1% of persons in El Paso County live below the poverty level compared to 14.2% for the State of Texas, and 11.6% for the U.S. Based on the U.S. Bureau of Labor Statistics, as of October 2022, El Paso's unemployment rate is 4.3%, slightly higher than the State average rate of 4.0%, for that same exact period. Approximately 69.3% of the population, over the age of five, speaks a language other than English at home; this almost 200% higher than the state and over 300% higher than the national average. El Paso County is still experiencing growing pains, as a result of the growth at Fort Bliss Military Base and White Sands Missile Range. This change is seen in all parts of the County, challenging our local government resources. Furthermore, El Paso's sister city Ciudad Juarez, Mexico, which lies opposite and directly to the South across the Rio Grande River has a major impact on the area. The area, collectively, creates a bi-national community of more than 2 million people and is one of the single largest bi-national metropolitan areas in North America. In addressing our Problem Statement, this project would tackle many of the barriers to empowerment like language, poverty, and lack of education by facilitating access and navigation of services leading to the successful transition from crisis to empowerment.

Project Approach & Activities:

The Victim Advocate (VA) will: complete a risk and danger assessment, provide ongoing safety planning, crisis intervention to victims; monitor and assist victims to follow through with supportive service providers; respond to the emotional and physical needs of crime victims; provide crisis intervention and assistance to the victim and their family; advise victims of available services and assistance programs; advise of the criminal justice system including Crime Victim's Rights; accompany victims to court, as requested; assist with paperwork; assist Attorneys and Investigators in interviewing victims and witnesses and coordinating appointments and trial appearances; maintain statistical data on the number of victims served, referrals, etc. Moreover, the VA at the victims request will work with the victim to help obtain and complete necessary applications for available programs and benefits. The VA may meet with the victim more than once (in-person, telephonically or otherwise) to assess ongoing needs, conduct safety planning, and coordinate access to and follow-up on referrals. The VA will develop resource guides that will be made available to victims in both English and Spanish providing information on local, state, and federal resources. We define the program's objective and goals as follows: Objective: To provide applicants with a response to victimization that builds safety, stability, and resilience, while ultimately empowering them to break the cycle of violence Goals w/ delivery measures: 1) Assess risk and danger, provide applicants with a safety plan to mitigate risk -50% of applicants served will receive crisis intervention, including safety planning 2) Assess for and address barriers to utilizing available resources -90% of applicants served will receive information and resources -60% of applicants served will report engaging an applicable resource (CASV, Emergence MH, benefits etc.) 3) Help the victim better understand and work within the criminal and civil justice systems. -60% of applicants served will report having a better understanding of the criminal and civil justice systems and feeling supported in them. In addition to providing individual intervention to applicants, the VA intends to contribute to public health preventative and proactive efforts against violence as much as possible. This will be achieved through participation in community events, networking across county departments, and bringing awareness to the nature of our unit. The VA will interface with the public to address ambiguity about the process by participation in educational presentations whenever possible. The VA will serve as an advocate and voice for our applicants as it pertains to relevant policy and legislation. Additionally, the VA will serve as a resource to internal staff, should they have any questions or concerns regarding clients.

Capacity & Capabilities:

The County Attorney's office has the mission of representing the County of El Paso and the State of Texas by providing high quality, cost-effective legal services in an ethical, professional, and competent manner. We seek justice, secure the protection and safety of all people, and enhance the quality of life in our community. In doing so we treat all people with dignity, respect, honesty, and fairness. The County

Attorney's office currently files 90% of all protective order applications filed in the specialty protective order court. The Office represents the Department of Family and Protective Services, Adult Protective Services, and we process applications for emergency detention for individuals suffering from mental illness. Our office handles over 3,000 applications for protective orders for victims of family violence, sexual assault, stalking and dating violence on an annual basis. The work our office does with CPS and APS aids over 200 victims each year; over 150 community individuals seek out our office to assist family members or clients suffering from mental illness and hundreds more referrals come from hospitals and other agencies. Our office has one victim advocate that dedicates most of their time to assisting these victims, and one LMSW funded through previous grants for this program, who serves victims applying for protective orders. The majority of staff members are bilingual, experienced, and trained in doing intakes and dealing with victims of family violence and mental illness, these individuals will be able to assist in making the grant program a continued success by identifying individuals who need more in-depth screening from the grant program staff member. Additionally, our office already has strong partnerships with various agencies throughout the community such as, the Center Against Sexual and Family Violence, the local mental health authority, the local hospitals, all local law enforcement, local churches, non-profits and social programs to include veterans programs and our local military base. Maintaining and nurturing those partnerships will only benefit the grant project. The grant project also contemplates improving and strengthening those relationships with our partner agencies by establishing policies and procedures for referrals and follow up. A formal MOU has already been approved between the El Paso County Attorney's Office and the Center Against Sexual and Family Violence that allows for a streamlined client referral process and coordination of services between both agencies.

Performance Management :

The County Attorney's Office maintains data through a criminal justice database system called Odyssey. This data is maintained through El Paso County's Information Technology department and data input is completed by the employees of the office. The applicant's and respondent's data are generated when an intake is performed on an electronic application and then those fields are transferred into the Odyssey database by function of the program. There are various reports that can be obtained from the Odyssey program and data can be analyzed in various ways depending on the reports that are run. The Victim Specialist has 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 will be gathered as to how many victims are assisted in getting benefits and the types of benefits will be tracked. This will ensure that all other data necessary for state and federal reporting purposes is recorded. In 2023, we set out to improve our method for gathering client demographics and key information needed for grant reports. We 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, we incorporated the online form into our intake form, which is filled out by an intake specialist when conducting the intake interview with applicants. This method ensures we are capturing all the required data for grant reporting purposes. In addition to improving our data collection, we incorporated a new case management system within 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 engage 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. These victims are often in crisis when they seek assistance from our office and the grant program seeks to assist them in their transition from crisis to survival, then to see them thriving, and ultimately gaining self-sufficiency and empowerment. 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.

Evidence-Based Practices:

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 Advocate (VA) focuses on assessing the danger level, ongoing comprehensive safety planning, and solution-focused practices to help the victim move through the criminal and civil justice systems and access other services in the community. The VA conducts an initial assessment with the survivor to determine the survivor's immediate needs, assess the level of danger, initial safety planning, and empowerment planning. This occurs in an Intake and 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 a locally influenced danger assessment tool similar to the ones 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 assessment is an instrument that helps to determine the level of danger an abused woman has of being killed by her intimate partner. The 25-item instrument uses a weighted system to score responses to risk factors associated with intimate partner homicide. 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 VA works with the victim on 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 hopes to foster more successful outcomes due to this focus on transitioning the survivor out of crisis and into more long-term stability. The VA develops a general plan with the survivor that focuses on existing strengths, sets realistic goals, and plans for the best utilization of local resources that will enhance

the victim's safety and transition to striving and self-sufficiency. By focusing on the victim's individual strengths and creating a plan for coordination and utilization of local resources, the project creates an environment conducive to assisting the victim's transition from crisis to self-sufficiency and empowerment.

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 Services	20.00	Initial crisis intervention, danger assessment, needs assessment, safety planning, and coordination of referrals and resources.
Legal Advocacy	20.00	Survivors are identified after their cases are accepted, provided information on victims' rights (e.g., restitution, crime victim compensation), and provided information about the criminal and civil justice system. Concerns are addressed regarding court power dynamics, court process and barriers which may hinder the cases chances of success.
Protective Order Assistance	60.00	Assist individuals that come into our office seeking assistance with obtaining a protective order through assessing the individual's needs, level of danger, and conducting an intake.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of final protective orders granted / obtained.	260
Number of final protective orders requested.	500
Number of survivors assisted through the legal process.	1000
Number of survivors receiving crisis counseling.	300
Number of temporary protective orders granted / obtained.	0
Number of temporary protective orders requested.	0
Number of times survivors are accompanied to court.	100
Number of victims / survivors seeking services who were served.	1200
Number of victims seeking services who were not served.	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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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?

☐ 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?

☒ 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

Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Prosecutor

Purpose of Award

- Start up a new victim services project

Type of Crime Funding Distribution

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	Percent of Funds Dedicated to Crime Enter whole percentages only	Funds Dedicated to Crime Current Award x Percent Entered
Child Physical Abuse	15	\$18,142.20
Child Sexual Abuse	5	\$6,047.40
Domestic and Family Violence	55	\$66,521.40
Child Sexual Assault	10	\$12,094.80
Adult Sexual Assault	15	\$18,142.20
DUI/DWI Crashes	0	\$0.00
DUI/DWI Crashes	0	\$0.00
Assault	0	\$0.00
Adults Molested As Children	0	\$0.00
Elder Abuse	0	\$0.00
Robbery	0	\$0.00
Survivors of Homicide	0	\$0.00
Adult Human Trafficking	0	\$0.00
Child Human Trafficking	0	\$0.00
Other Violent Crimes	0	\$0.00
Description:		

Other Non-Violent Crimes	0	\$0.00
Description:		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget \$120,948.00

Use of Funds

Does this project provide DIRECT SERVICES to victims:

- ☒ Yes
☐ No

Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

Personal Advocacy/Accompaniment

- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

Emotional Support or Safety Services

- Crisis Intervention (in-person, includes safety planning, etc.)

Shelter/Housing Services

Criminal/Civil Justice System Assistance

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Civil legal assistance in obtaining protection or restraining order
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)

- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment

Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

All VOCA-funded direct service projects MUST assist victims with seeking crime victim compensation benefits. Please explain why your agency is not assisting victims with crime victim compensation benefits:

Types of Victimitizations

Check the types of victimization that best describe the victims the grant-funded project will serve. "Other" refers to a type that Is Not associated with any of the types provided in the list. Check all that apply:

Types of Victimitizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Child physical abuse or neglect
- Child physical abuse or neglect
- Domestic and/or family violence
- Human trafficking: sex
- Stalking/harassment
- Teen dating victimization

Budget and Staffing

Answer the questions below based on your current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services program.

Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year:

Identify by source the amount of funds allocated to the victimization program/services budget for your agency. DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY. OTHER FEDERAL includes all federal funding except the award amount for this grant.

OOG Current Budget:
\$120,948.00

Other State Funds:

\$0.00

Other Local Funds:

\$40,316.00

Other Federal Funds:

\$0.00

Other Non-Federal Funds:

\$0.00

Total Victimization Program Budget:

\$161,264.00

Total number of paid staff for all grantee victimization program and/or services:

COUNT each staff member once. Both full and part time staff should be counted as one staff member.DO NOT prorate based on FTE.

Total number of staff:

3

Number of staff hours funded through THIS grant award (plus match) for grantee's victimization programs and/or services:

Total COUNT of hours to work by all staff supporting the work of this award, including match.

Total number of hours:

4160

Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services:

COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:

0

Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs:

Total COUNT of hours to work by all volunteers supporting the work of the award, including match

Total hours to work by all volunteers:

0

Explain how your organization uses volunteers to support its victimization programs or if your organization does not use volunteers explain any circumstances that prohibit the use of volunteers.

We do not use volunteers for this project due to a combination of factors: 1) The job description for a victim advocate does not support supervisory functions which would include supervising a volunteer; 2) The nature of the position requires vetting for confidentiality of both victim information as well as the County Attorney's systems and protocols, which is not conducive to volunteer service.

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)	Victim Advocate (VACANT) Monitors and assists the victims to follow through on service providers that have been identified as a source of support for them to help promote long term success and by helping them stabilize their living environment; responds to the emotional and physical needs of the crime victims; provides crisis intervention and assistance to the victim and their family and advising them of available services and assistance programs; 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, referrals, etc.;. Annual Salary = \$52,835.0 Annual benefits = \$27,797.0 Total = 80,632.0 OOG funds \$60,474.00 Cash Match = \$20,158.00	\$60,474.00	\$20,158.00	\$0.00	\$0.00	\$80,632.00	100
Personnel	Counselor and/or Therapist (non-licensed)	Victim Advocate #2 (VACANT #2) Monitors and assists the victims to follow through on service providers that have been identified as a source of support for them to help promote long term success and by helping them stabilize their living environment; responds to the emotional and physical needs of the crime victims; provides crisis intervention and assistance to the victim and their family and advising them of available services and assistance programs; 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	\$60,474.00	\$20,158.00	\$0.00	\$0.00	\$80,632.00	100

		interviewing victims and witnesses and coordinating appointments and trial appearance; Maintains statistical data on number of victims served, referrals, etc.;. Annual Salary =\$52,835.0 Annual benefits = \$27,797.0 Total = \$80,632.00 OOG funds \$60,474.0 Cash Match = \$20,158.0						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
General Funds	Cash Match	\$40,316.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$40,316.00	\$40,316.00	\$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	\$120,948.00	\$40,316.00	\$0.00	\$0.00	\$161,264.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$120,948.00	\$40,316.00	\$0.00	\$0.00	\$161,264.00

Condition Of Fundings Information

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