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## **El Paso County Agenda Item Details**

**Item Title:** DA / Victim Assistance Program / VOCA / FY26 Grant Application No. 1362525 (2025-0140)

**Submitted By:** James Montoya, District Attorney

**Department:** District Attorney's Office

**Department Phone Number:** 915-273-3542

**Subject:** GRANT APPLICATION - Approve and authorize the District Attorney's Office to apply for the FY26 Office of the Governor, General Victim Assistance Grant Program from October 1, 2025, through September 30, 2026, in the amount of \$219,044.16. A County match in the amount of \$60,845.60 and additional funding in the amount of \$24,339.24 is needed to supplement the program for a total of \$85,184.84. Funding is available in GF-GADM-XFER OUT-GRANT MATCH. Further, approve and authorize the County Judge to sign the accompanying resolution. (Contract No. 2025-0140)

**Background:** The 34th Judicial District Attorney's Office is providing compassionate and comprehensive prosecutor-based services. The goals are to reduce trauma caused by victimization through the utilization of community resources and to facilitate awareness of the Criminal Justice process while fostering respect and understanding for victims of crime.

**Fiscal Impact:** Fiscal Impact Historical  
Previous Grant Award (2024-0734) \$243,498.15 cash match \$327,141.85

Fiscal Impact Projected  
Grant amount \$219,004.16, total match and supplemental funding \$85,184.84

Long Account Number: Amount:

Long Account Number: GF-GADM-XFER OUT-GRANT MATCH  
COGF-1000-0000000-433-10-10000-0001-MATCH-800102-  
Amount: \$85,184.84

<b>Budget or Unbudgeted Match:</b>	\$85,184.84 is available in GF-GADM-XFER OUT-GRANT MATCH COGF-1000-0000000-433-10-10000-0001-MATCH-800102-
<b>Recommendation:</b>	GRANT APPLICATION - - Approve and authorize the District Attorney's Office to apply for the FY26 Office of the Governor, General Victim Assistance Grant Program from October 1, 2025, through September 30, 2026, in the amount of \$219,044.16. A County match in the amount of \$60,845.60 and additional funding in the amount of \$24,339.24 is needed to supplement the program for a total of \$85,184.84. Funding is available in GF-GADM-XFER OUT-GRANT MATCH. Further, approve and authorize the County Judge to sign the accompanying resolution. (Contract No. 2025-0140)
<b>Prior Action:</b>	Prior Awards: Contract Number: 2024-0734 Award amount \$243,498.15 match \$327,141.85. Contract Number: 2023-2024 Award amount\$ 270,553.50 match \$ 264,618.50
<b>Strategic Plan:</b>	<p>Goal:</p> <p>1. Lead Justice Reform</p> <p>Objective:</p> <p>1.2 Focus on Public Safety locations, staffing, and support services</p>
<b>Strategic Plan Information:</b>	The 34th Judicial District Attorney's Office is required by law to provide services to victims of crime in all criminal matters within its jurisdiction.
<b>Estimated Time Needed For This Item:</b>	Grants are due February 13, 2025



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*Laura Carpio*

BUDGET AND FISCAL POLICY DEPARTMENT  
GRANTS ADMINISTRATION DIVISION

## FY25 GRANT APPLICATION SUBMISSION APPROVAL FORM

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

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

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

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

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

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

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

#### PROGRAMMATIC ASSESSMENT

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

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

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

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

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

No







*Laura Carpio*

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No



**Agency Name:** El Paso County  
**Grant/App:** 1362525 **Start Date:** 10/1/2025 **End Date:** 9/30/2026

**Project Title:** District Attorney - Victim Assistance Program  
**Status:** Application Pending Submission

**Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460007622006

**Application Eligibility Certify:**

Created on:1/6/2025 7:28:05 PM By:Ricardo Samaniego

**Profile Information**

**Applicant Agency Name:** El Paso County  
**Project Title:** District Attorney - Victim Assistance Program  
**Division or Unit to Administer the Project:** Office Of The District Attorney  
**Address Line 1:** 500 E. San Antonio Suite 203  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79901-2420  
**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:** Culberson,El Paso,Hudspeth

**Grant Officials:**

**Authorized Official**

**Name:** Ricardo Samaniego  
**Email:** cjdjudge@epcounty.com  
**Address 1:** 500 E San Antonio, st. 301  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-546-2098 Other Phone: 915-546-2175  
**Fax:**  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

**Financial Official**

**Name:** Barbara Parker  
**Email:** b.parker@epcountytexas.gov  
**Address 1:** 320 S. Campbell  
**Address 1:** Suite 140  
**City:** El Paso, Texas 79901  
**Phone:** 915-273-3262 Other Phone: 915-887-1044  
**Fax:** 915-273-3266  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** County Auditor

**Project Director**

**Name:** Stephanie Valle  
**Email:** s.valle@epcounty.com  
**Address 1:** 500 E. San Antonio Ave  
**Address 1:** 2nd floor  
**City:** El Paso, Texas 79901  
**Phone:** 915-273-3542 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Special Projects Administrator

**Grant Writer**

**Name:** Gabriela Vasquez  
**Email:** g.vasquez@epcounty.com  
**Address 1:** 500 E. San Antonio  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-799-4215 Other Phone:

**Fax:**  
**Title:** --- Select One ---  
**Salutation:** Ms.  
**Position:** Accounting Specialist, Intermediate

### 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):**  
17460007622006  
**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 34th Judicial District Attorney, Victim Assistance Program has a strong history of cultural awareness, sensitivity, and geographically diverse population, and understands the specific and unique cultural background of El Paso, Texas. It is a border sister city to Ciudad Juarez, Mexico and neighbors to Las Cruces, New Mexico. El Paso and Ciudad Juarez, known as sister cities, continue to be a single entity as they have a close relationship with each other because of their family ties with one another. El Paso has an estimated population of 677,866 individuals in 2023. Ciudad Juarez is the largest city in the State of Chihuahua with an estimated population of 1.5 million individuals according to the world population. Despite the drug violence in Ciudad Juarez, thousands of people continue to go back and forth across the border every day. Both cities share the same history, food, music, culture, and language. Ft. Bliss is also located in El Paso, Texas. Ft. Bliss is a US military base and is home to the 1st Brigade First Armored Division. Ft. Bliss trains thousands of diverse US soldiers. Ft. Bliss is home to 167,358 active-duty military personnel, family members of active duty and retired personnel, civilians, and reservists. The soldiers and their families reside at Ft. Bliss and in El Paso for extended periods of time. El Paso is also a neighboring city to Las Cruces, New Mexico. The 2020 US census reported Las Cruces as having a population of 114,139 which many commute daily to El Paso for employment, school, visiting family, medical, and/or leisure. El Paso is uniquely positioned between the State of New Mexico and the Republic of Mexico, making El Paso extremely culturally diverse. The Victim Assistance Program understands the dynamics of the city. It understands the culture, language, social and economic differences of particular people such as the growing and migration population of Ciudad Juarez and other countries that escape the violence in their country and the growth in population from soldiers and their families stationed permanently at Ft. Bliss. The Victim Advocates are part of this community and are mindful of the need to respond appropriately to the 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. The victim advocates are bilingual in English and Spanish. They are trained and skilled in providing welcoming, culturally inclusive, physically accessible services to a sizeable victim population who oftentimes has language and educational barriers and who find themselves isolated due to emotional, social, economic, and geographic factors. Familiarity with a victim's perspective and culture is vital to deliver the services that correspond most appropriately with their needs as culture impacts every aspect of how a person views their world and their circumstances. It also determines how victims relate to others and how they perceive themselves. The District Attorney's Office has an organization-wide commitment to victims and is reflected in the office's environment, staff, brochures, website, program, and prosecutions. All materials are printed in English and Spanish notifying victims that services are provided equally without discriminating based on a person's race, color, religion, sex, nationality, age, disability, ancestry and/or martial status.

### **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 915-546-2218

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 :**

The Victim Assistance Program is designed to meet the needs of crime victims in the 34th Judicial District by providing compassionate and comprehensive prosecutor-based services. The goals are to reduce trauma caused by victimization through the utilization of community resources and to facilitate awareness of the Criminal Justice process while fostering respect and understanding for victims of crime. The 34th Judicial District Attorney's Office (DA's Office) is required by law to provide services to victims of crime in all criminal matters within its jurisdiction. Article 56.04 of the Texas Code of Criminal Procedure requires for the District Attorney to designate a victim assistance coordinator for the region who ensures that a victim, a guardian of a victim, or close relative of a deceased victim is afforded their rights

provided under Texas law. In El Paso, the Victim Assistance Director is mandated to work closely with law enforcement agencies, prosecuting attorneys, the Board of Pardons and Parole, and the judiciary in carrying out their duty. The 34th Judicial District DA's victim assistance staff has direct involvement with the community, particularly providing awareness and education on the multiple levels of services available for victims of crime. The DA's office provides public awareness so that the victims recognize the signs and symptoms of victimization and on how to report this behavior safely and confidentially to an authority, to include the District Attorney's Office. Crime does not stop during national pandemic crisis such as the one recently experienced with the covid pandemic. The DA's office was forced to implement measures to reach and assure victims that while services would not be carried out in a traditional manner, every effort would be strategized for continuity of services. The El Paso judiciary provided the 48-hour jail magistrate bond hearing docket to keep the local criminal justice apprised of offender release/status. The DA's victim assistance staff relied on this 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The Licensed Professional Counselors and victim advocates notify the victim of the impending release of the perpetrator. The Counselors will complete a basic counseling assessment/intervention and the victim advocates will make the necessary referrals. Other presentations are held to other community organizations with the same goal to educate and provide awareness of the multiple array of services available at the District Attorney's Office.

### **Problem Statement :**

The 34th Judicial District Attorney's Office provides services to victims of all crimes in El Paso, Hudspeth, and Culberson Counties, to include the military base, Ft. Bliss. El Paso is the largest metropolitan area on the U.S./Mexican border and is located at the western tip of Texas, where New Mexico and Ciudad Juarez, Chihuahua meet. El Paso County provides a culturally diverse population. The number one priority and on-going problem is ensuring the safety and security of crime victims, which translates to a safe community. The unsteadiness of a fluctuating population attributes and breeds the opportunity for crime and victimization. The growing population that is due to the over-flow from Ciudad Juarez, the growing military base, and the on-going migration of immigrants brings an increase in criminal cases filed in the 34th Judicial District Attorney's office. El Paso County has been at the epicenter of a non-stop influx of thousands of immigrants, and this already has presented a problem for law enforcement as several incidents have included the victimization of some El Pasoans. In August and September of 2021, Afghanistan refugees arrived in El Paso. In September 2021 a female service member was assaulted by a group of Afghan refugees. The current wave of migrants coming to El Paso began in April 2022 with the sudden surge in late August 2022. By September 2022 as many as 1,000 migrants were arriving to El Paso daily with no shortage of crimes involving victims. Income levels of the region are low and present challenges for victims that may require assistance with transportation and information about services available through governmental and other provider organizations. No one of any socioeconomic background is ever prepared to become a victim of a crime, so it is not inherent to have knowledge and awareness of any services available for them. It is the District Attorney's Office mission and priority to ensure that every victim of crime has a victim advocate to assist them to understand and participate in the criminal justice system. In addition, the District Attorney's office continuously works to provide awareness and education to the community about crimes, specifically victimization involving domestic/family violence, which is perceived as a private matter between two people. However, domestic and family violence is a crime that affects families and our community, and in many cases go unreported due to the lack of knowledge of crime victims' rights. The District Attorney's office is committed to helping victims of all crimes who have decided to come forward to hold an offender accountable.

### **Supporting Data :**

The following supporting data is compiled from the El Paso County's Justice System "Odyssey" database and DA's portal system. The District Attorney victim assistance program prioritizes all victim-intensive cases that are assigned to specialized units within the DA's office such as the Special Victims Unit (victims of Sexual Assault, Injury to Child, Indecency of a Child by contact or exposure, Capital Murder of a child 10 yrs. or younger & continuous Sexual Assault of a Child) and the Homicide Unit of which includes the 2019 indictment of the Walmart shooting case. From October 2020 through December 2023 the 34th Judicial District Attorney's Office provided services to 38,148 victims of all crimes that included but not limited to, Homicide, Kidnapping, Aggravated Assaults, Sexual Assaults, Domestic/Family Violence, Burglary, DWI, Robbery, Criminal Mischief, and others. Unfortunately, this figure does not include the victims of the 2019 Walmart shooting which account for 4,870 services provided to victims from January 2020 through December 2023. A notable fluctuation in victims served was due to the restrictions in place for the judiciary in carrying out in-person hearings. To further exacerbate prompt and timely justice for some victims for scheduled virtual hearings, was the fact that some victims were not equipped with electronic devices and/or did not have the capability to operate such devices. As such, the Judiciary continues to provide accommodations on a case-by-case basis. The specialized units engage in vertical prosecutions, where a team of experienced prosecutors works closely with law enforcement detectives and special traffic investigators to investigate and prosecute the more heinous crimes in the 34th Judicial District. The victim assistance staff works expeditiously to ensure these victims receive the care and guidance required to navigate the criminal justice process and help them access compensation through the Texas Attorney General's Crime Victims' Compensation Program. While the DA's office prioritizes all cases with a victim involved, among the more violent and frequent criminal cases referred to the DA's office were the domestic/family violence cases from late 2020 to late 2022 of which 8,326 victims were served, representing a fourth of the total victims served. A prior District Attorney administration had a Domestic Violence Unit that was exclusive to prosecuting cases of this nature. This unit was restructured to hire a licensed counselor to address victims on a more intimate level, provide a long-term skill set to overcome residual trauma caused by the violence, and assist the victims in stabilizing their lives after victimization. The Victim Assistance Staff are privy to the 48-hour jail magistrate bond hearing docket and know when the perpetrator will have a bond hearing for their potential release. The Staff will make immediate contact with the victim and notify them of the hearing and prepare them with as much literature on the process as possible. Among the more egregious and more victim intensive crimes are the offenses involving rape and child abuse. In general, these cases are extremely difficult as in most of the situations the perpetrator is a family member. From 2020-2023, victim advocates assisted the prosecutors in rape and child abuse cases with 3,579 child victims served. White collar cases are motivated by financial gain, and it is not a victimless crime; 1,058 victims were served. Although not a physical violent crime, these crimes are emotionally violent as they destroy and devastate families. Offenders lie, cheat, and steal thousands often from elderly friends, and or family members wiping out their entire life savings or their monthly social security pensions. Of these offenses, Victim advocates served 568 victims from 2020-2023. Victim advocates will provide support, court accompaniment and will provide information about their case. The victim advocate will explain the victim's rights, the Criminal Justice System, the court hearings, and procedures. The victim advocates will provide them with referrals and services available to them. The 34th Judicial District DA's office provides services to victims of all crimes in El Paso, Hudspeth, and Culberson Counties, to include the military base, Ft. Bliss. El Paso is the largest metropolitan area on the U.S./Mexican border and is located at the western tip of Texas, where New Mexico and Ciudad Juarez, Chihuahua, Mexico meet. El Paso County provides a culturally diverse population. The geographic region of the counties is largely wide-open rural countryside. According to the 2020 U.S. Census, Hudspeth counts with a population of 5,082, 73% speak a language other than English. Culberson counts with 2,125 residents, 62.3% speak a language other than English. In 2023 El Paso counts with 667,866 residents, 73% of residents speak a language other than English. The population for the counties is vastly Hispanic or Latino, Hudspeth 76.9%, Culberson 72.9%, and El Paso

82.9%. In 2023 Ft. Bliss counts with 167,358 active duty, military personnel and their families, reservists, and other civilians. The geographic region is diverse with both metropolitan and rural areas where data indicates the County & City of El Paso have grown and continue to grow exponentially. Inhabitants of the region are primarily Hispanic with family ties to Ciudad Juarez, Chihuahua Mexico (1.5 million population), and is the scene of a bitter feud between drug cartels and known for its femicide ratio with an all high in 2021 with 173 murders of women from a total of 1,421 murders. Homicide deaths in Ciudad Juarez reached a three year low in 2022, 4,569 (of which 524 femicides from 2019-2021) and only because of the world-wide attention amid increased deaths of women with several brutal killings that prompted outrage and street protests. It is not uncommon for American citizens from El Paso visiting relatives in Ciudad, Juarez, not to get caught in the gun fire. Despite all the atrocities as recorded above, El Paso consistently ranks as one of the safest big cities in America with low rates of both violent and non-violent crimes. The 34th Judicial District DA's office goal is to continue to keep the city safe by finding the offender accountable for their actions and serving all victims of crime. References: <https://El Paso Matters Newsletter>, Homicides in Juarez reach three-year low amid increased attention to femicides, 01/03/2023; <https://www.Travellers Worldwide>, Is El Paso Safe in 2023? 01/03/2023.

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

The 34th Judicial District DA's office victim assistance program provides direct services that respond to each of the local priority areas. Specifically, the DA's office is mandated to provide information, advocacy, and assistance to promote and safeguard victims' rights in the criminal justice system. Services entail advocating for the victim in the court system by keeping an open line of communication with prosecutors. Local priorities continue to focus on responding to the emotional, mental, and physical needs of crime victims in the region. Priority is also placed on advocacy and restoration efforts to improve the physical, mental, and emotional health of all crime victims. Fourteen (14) advocates, two (2) Licensed Professional Counselors, bilingual in English and Spanish, are trained and skilled in reducing trauma of victimization by helping victims navigate the criminal justice process. A therapy dog, Buddy, has been adopted by the DA's office to provide comfort to the victims while they attend a preliminary pre-hearing with the prosecutor at the DA's office. Having to relive the details of the crime is traumatic and studies have shown that a therapy dog helps people cope with emotional problems and comforts them. In most cases, the victim advocates accompany victims to arraignments, court hearings, and trial proceedings. If a victim prefers to not attend in person, and if a hearing is available virtually, the victim advocate will accommodate the victim's preference. Further the victim advocates provide crisis intervention services to all victims to include victims of a murdered relative/acquaintance, victims of intoxication manslaughter, domestic/family violence, and victims of sexual assault. The victim advocate will introduce the victim to the toll-free number and website of the Texas Victim Information and Notification Everyday (VINE) so that they may have peace of mind and be empowered to know/track the offender at any interval of their judicial process. Victim advocates explain the victim's rights, the criminal justice process, court procedures and court decorum and provide and explain the Victim Impact Statement (VIS). The DA's office is the only agency mandated by law to provide the VIS. The VIS is a description of the harm and suffering that a crime/perpetrator has caused the victim. Historically, not all victims fill out the form and return it to the DA's victim assistance staff but ongoing efforts to have this form filled out 100% continue. The DA's victim assistance staff make all strides to assist the victim in filling out the form and have modified the form to make it "user friendly". In addition, a returned pre-paid envelope is included with the VIS to assist the victim with the cost of returning the statement. At the conclusion of a case the original VIS is sent to the Community and Corrections Supervision Department if the offender was placed on probation or if the offender is sentenced to prison, the VIS is sent to the Institutional Division of the Texas Department of Criminal Justice System as part of a packet turned in by the District Clerk's office. At the end of the sentencing, the victim will be afforded the right to tell the offender how they feel and how they were impacted because of the crime. This phase of the sentencing brings closure and restoration to the victim as this will be the only time the victim will be able to address the offender in a court of law. Because of the volatile nature of certain cases like murder, domestic/family violence, sexual assault cases, within a certain set time, the Counselor(s) and victim advocates contact the victim to notify them of an upcoming bond hearing, regarding the possibility that the offender may be released out into the streets as soon as a bond is posted for their release. The DA's victim assistance staff rely on the 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The victim advocate's goal is to reduce the trauma caused by the victimization while advancing the progress of crime victim's rights in the criminal justice system and making the victim feel safe and secured. The 24-hour contact initiative had been highly lauded as effective and efficient to assist victims of domestic/family violence during the critical time window. However, because of covid the 48-hour jail magistrate docket allowed for provisions to be implemented that included contacting all victims of any crime immediately. The DA's office goal regardless of worldwide crisis was to reduce the trauma caused by the victimization and to keep the victim informed and provide access to critical offender information.

### **Capacity & Capabilities:**

The 34th Judicial District DA's office, with an approximate & variation of staff of 196, has managed and administered numerous grants, to include the Victim Assistance Program, now in existence for almost 30 years. This grant application is being requested to fund the full-time salaries for Two (2) victim advocates and the partial salary of the Assistant Director. To continue the goal to meet the mental health, emotional and sometimes financial needs of all the victims affected by a crime, the DA's office hired two Licensed Professional Counselors (LPC's) to provide immediate assessments of the victims and make the necessary referrals for long-term care. The victim assistance department has 14 victim advocates that provide as many services as possible to the victims daily. The victim assistance program is spear-headed by a Director and Assistant Director and their managerial skills are utilized to track & record statistics to measure the success of services provided to victims and/or to improve with additional services accordingly. They also spear-head the community-based intervention presentations and regularly meet with victims. A Grant Analyst position has been added to the DA's manning table to perform all grant duties 100% of the time to include write/maintain applications and submit quarterly reports, and this is in addition to the County's support of an entire team of Grant Analysts that are ready to assist with any grant issue at any time. Of the approximate 196 DA's staff, 78 attorneys and 22 investigators come into initial contact with the victims, paving the way for a successful prosecution of the case, but providing the victims a semblance of security and safety first. As the County/City population grows so has the DA's office and victim assistance staff. Structural alterations have been built and extended at the DA's office inside the Courthouse to accommodate the growing needs of the program. The office space has been built to house all the victim assistance department. Several conference rooms are available on a rotating basis to conduct pre-trials with victims. A waiting area is equipped with a television, table, sofa, and coffee maker for the availability of victims waiting to testify. Buddy, the therapy dog, is available to provide the emotional support and comfort the victim may need prior to testifying in court and is brought into the office as needed. The Counselors are assigned a separate office away from the other victim assistance staff to conduct private and confidential assessments and create an ambiance of sensitivity to the victim. The work area for the victim assistance staff and Counselors are equipped with computers, laptops, scanners, printers, fax machines, copiers, and software necessary to accommodate & meet the daily needs of victim advocates to fulfill their daily work duties. After security clearance, the victim advocates are given access to the Odyssey (El Paso County's Justice System database), and the Secure Portal, (In-house electronic case files). Lastly, the victim advocates have access to the RMS-HxGN On Call Records Police and Sheriff portal (El Paso Police & Sheriff Department Reporting System) & C.R.A.S.H. to download police reports and self-educate on the offender's behavior towards the victim.



## **Performance Management :**

The purpose of the victim assistance program is to provide all crime victims with compassionate, culturally competent support, mental health education/awareness while advocating on their behalf to promote justice and healing in an accessible manner. The victim assistance staff works hard to reduce the trauma caused by victimization by helping victims navigate the criminal justice system while addressing pertinent emotional, mental health, financial and physical needs to aid them in the recovery process. The program is not able to predict the number of crime victims for the next fiscal year. Nevertheless, the objective of their duties is the safety of the community and to provide services to victims of all crimes that come through the DA's office daily. Through the presentations and outreach to the community, it is our goal to reach as many citizens as possible. To ensure that the victim assistance program is providing quality advocacy for victims of crime, a staff is comprised of 14 victim advocates, two Licensed Professional Counselors, a Director, Assistant Director, and a large pool of employees from the DA's office. \*Buddy, the therapy dog is a new addition for the DA's office, but the concept of a therapeutic animal has been rooted since the late 1700's. Buddy's mission is to comfort and provide emotional support to every victim that enters the DA's office while awaiting to recount every horror they have experienced as a victim. The DA's office achieves its goals by being adequately staffed and by having an efficient procedure in place to give victims of crime information and allow the victim advocate to give a victim their full attention when needed. The 14 bilingual victims' advocates are assigned to 32 criminal courts, misdemeanor and felony, specialized units within the DA's office and approximately 78 prosecutors. The victim advocate serves as the liaison between the prosecutor and the victims, specifically those who do not speak English. They also attend pre-trials with the prosecutors and help the victim navigate through the court hearings, pleas, and trial proceedings to provide encouragement and support through the difficult journey. Meetings are held regularly where cases are reviewed to make recommendations and to keep the victim advocates informed as much as possible to better assist the victims. What separates the DA's office victim assistance program is the process of serving and aiding the victim to confront their perpetrator. To empower the victims to attain this milestone, the Victim Impact Statement (VIS) is the single most important document that the judiciary acknowledges them to use during the sentencing phase of the perpetrator. PROGRAM AUDIT: Improvement area: The amount of VIS (Victim Impact Statement) packets returned by the victim has staggered throughout the years. Through meetings & trainings with the staff, it was discovered that in the prior administration the initial contact with the victim was attempted through the mailing of the VIS with no follow-up. CORRECTIVE ACTION: Ensuring an increase of VIS packets returned by retraining the victim advocates on their approach during the initial contact with the victim. MILESTONE: After several trainings, with minor success, of having the victim advocates increase the number of VIS returned by the victims, an Office Assistant has been tasked exclusively to obtain and manage the VIS. The importance of filling out the enclosed information and educating the victim on the mental health benefits to write down their story, has thus far increased the volume of returned packets. Additionally, the VIS packet was updated to create a universal packet that includes restitution information, VINE court notification instructions and a survey. TIMELINE: The Office Assistant has been performing this task the past several months and it is too soon to calculate the percentage of VIS packets returned. MILESTONE: After 3 months of having hired the Office Assistant to compile the VIS data, the volume of VIS's has been notable. Feedback from the Texas Department of Criminal Justice has been positive on the volume and timeliness of VIS's received. TIMELINE: To continue to ensure a high volume of VIS turned in, the Office Assistant will keep records of the VIS turned in. Victims that walk into the DA's office to inquire on the case status or hearing, are asked about the VIS and are assisted in filling out if not on the database. A tracking system has been in place to track VIS packets sent out by each victim advocate and measures continue to be revamped as needed to procure a desired percentage of VIS turned in. \*Reference: [www.ncbi.nlm.nih.gov](http://www.ncbi.nlm.nih.gov)>National Institutes of Health; Oct 18,2019; 01/06/2023

## **Target Group :**

The target group are all the victims of crime that include adults, teenagers, children, in the following types of cases but not limited, Homicide, various types of Intoxicated Assaults, Domestic/Family Violence, Assaults, Aggravated Assaults, Sexual Assaults of Adults and Children, Robbery, Kidnapping, Terroristic Threats, Burglary of homes and vehicles, Arson, and other crimes that are not typically experienced, such as the crimes committed from some immigrants. The District Attorney's office is the only agency qualified to interact with all the crime victims in El Paso, Culberson, and Hudspeth Counties. According to the 2020 U.S. Census, Hudspeth counts with a population of 5,082, 73% speak a language other than English. Culberson counts with 2,125 residents, 62.3% speak a language other than English. In 2023 El Paso counts with 677,866 residents, 73% of residents speak a language other than English. The population for the counties is vastly Hispanic or Latino, Hudspeth 76.9%, Culberson 72.9%, and El Paso 82.9%. Ft. Bliss counts with 167,358 active duty, military personnel and their families, reservists, and other civilians. The geographic region is diverse with both metropolitan and rural areas where data indicates the County & City of El Paso have grown and continue to grow exponentially. Inhabitants of the region are primarily Hispanic with family ties to Ciudad Juarez, Chihuahua Mexico, with an approximate 1.5 million population. The El Paso is home to an approximate 47,893 military veterans steadily holding for the past four years. Reference: <https://www.livestories.com>statistics>texas>el-paso, 01/04/2023>. Other target groups to mention, but not completely reliable because the victims fear deportation, is the pool of 45,200 undocumented residents in the region. Reference: <https://elpasomatters.org>2022/11/22>immigrants, 01/04/2023>.

## **Evidence-Based Practices:**

The 34th Judicial District Attorney's office victim assistance program's objective is to adjust to the times to improve the delivery and quality of services for the victims of crime. The DA's Victim Assistance staff has implemented the best practices model of trauma informed care. The safety, protection, and mental wellness of the victim in a timely manner is the essential key to better serve the victim. The victim assistance program provides experienced court advocacy with a combined 50 years of experience and addresses the aftermath of traumatic events. A total of 38,148 victims of all types of crime were served from October 2020 through December 2023. The victim assistance staff ensures that everyone has access to support and services. All victims of crime and trauma are served regardless of race, sex, age, religion, nationality, sexual orientation, disability, and language barriers. Because the need for assistance is great, the victim assistance staff collaborate with organizations such as the police and sheriff departments, and other local care and safety organizations. The DA's victim assistance staff rely on the 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The victim assistance staff will call a victim to notify them that the perpetrator is going before a judge to have a bond set for a potential release from jail. This type of news may create many emotions for the victim, but of certainty is a high level of fear that the offender will come after them in retaliation for having them arrested. In this effort, the Licensed Professional Counselors reach out to victims of all crimes to provide victim outreach services that include assessment of safety, identification of any mental health issues, substance abuse issues, support systems, and resources available to them. Using behavior activation techniques, cognitive restructuring, motivational interviewing skills, mindfulness, and relaxation techniques emotional regulation is addressed as well as symptoms and patterns of behavior associated with trauma and victimization. Outreach services empower victims to establish boundaries and become assertive. Providing victims access to licensed counselors supports trauma-informed care and best practices for reducing re-

victimization through the criminal justice process. The Counselors provide special emphasis to cases of domestic/family violence, survivors of homicide and sexual assault. The goal is to ensure the victim's safety and offer services available to help them with their immediate and long-term needs. While the major goal is to serve current victims of crime, it is a goal to provide community outreach to all community-based agencies and provide awareness and education of victim services. A second model of evidence-based practice implemented for the Victim Services staff is the community-based interventions by offering presentations of their services as victim advocates at community sponsored events. A total of 60 community-based interventions were held in 2021-2023. A Therapeutic dog (or Service dog), Buddy, has been incorporated as part of creating relaxation and trust, and easing stress for the victim prior to testifying in court. The science and research behind a therapy dog is the major source of people's positive reactions to pets because they have been trained to be attentive to a person's needs and offer unconditional love and stabilize intense emotions. [www.americanhumane.org/uploads.2018/05](http://www.americanhumane.org/uploads.2018/05) Sep 27, 2021; 01/13/2023. Buddy has been widely received by the victims and the community.

## 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	50.00	The Victim Assistance program carries out the statutory mandate to inform victims of their rights in the criminal justice system, and the Victim Impact Statement. No other agency is mandated to provide this information. The program provides services to all crime victims by responding to their emotional, mental health and physical needs. The trained, bilingual advocates provide and explain information about resources available to help victims with their pain and loss. Taking into consideration the victims' cultural background, and needs, advocates are well poised to assess the immediate needs of crime victims and make referrals to shelters, protective orders, counseling, group supports and other agencies. It also provides and explains the victims' rights, the criminal justice system, the VINE link, the court process and notify victims of future court proceedings. Advocates coordinate with case managers at the AG's Office to process and file the crime Victims compensation Applications. Victims are given heads-up about the impending release of the offender to prepare them emotionally and prepare a safety plan via the 48-hour jail magistrate bond hearing docket. Advocates accompany victims to court proceedings, translate, coordinate case meetings between prosecutors, and assist the victims in providing the financial impact documentation to the prosecutors. Buddy the therapy dog provides emotional support for victims while awaiting to testify in court. A waiting area has been designated to victims in a secure location within the office. A phone line for victims attended by an advocate has been assigned during normal business hours. Accommodations to include accompaniment either virtually or in person will be afforded to the victim and will provide a safe and secure environment.
Legal Advocacy	50.00	Victim advocates provide and explain information about the criminal justice system, court process, resources available to them such as the Texas Crime Victims Compensation (TCVC) application. Advocates assist in filling and filing the TCVC application. They also coordinate with case managers at the AG's Office to process additional documentation needed to continue with the application process. Victim advocates explain the restitution process and provides and collects information regarding restitution. This paperwork is entered into the odyssey System and the prosecutor is informed of the information provided. Victims are also referred to the County Attorney's Office for protective orders. The criminal justice process is intimidating, for this reason, advocates and prosecutors provide victims with a visit to the courtroom so they know what to expect during the trial proceeding and to keep them engaged in the investigation and prosecution process. The Victim advocates and counselors will continue to notify the victim when an offender is scheduled for a bond hearing may potential be released; this will give the victim time to emotionally process the release of the offender and implement a safety plan. Victim advocates will refer and educate the victims on the toll number and website for the Texas Information and Notification everyday (VINE) to stay abreast on any updates of the offender's judicial process and status.

### 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 survivors assisted through the legal process.	12000
Number of survivors receiving crisis counseling.	2500



Number of times survivors are accompanied to court.	500
Number of victims / survivors seeking services who were served.	12000
Number of victims seeking services who were not served.	0

#### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

#### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
-----------------------	--------------

#### 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

- Continue an OOG-funded victim project funded in a previous year

##### 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	1	\$2,190.44
Child Sexual Abuse	16	\$35,047.07

Domestic and Family Violence	23	\$50,380.16	
Child Sexual Assault	0	\$0.00	
Adult Sexual Assault	2	\$4,380.88	
DUI/DWI Crashes	8	\$17,523.53	
DUI/DWI Crashes	8	\$17,523.53	
Assault	16	\$35,047.07	
Adults Molested As Children	0	\$0.00	
Elder Abuse	1	\$2,190.44	
Robbery	2	\$4,380.88	
Survivors of Homicide	7	\$15,333.09	
Adult Human Trafficking	0	\$0.00	
Child Human Trafficking	0	\$0.00	
Other Violent Crimes	2	\$4,380.88	
Description:	Stalking, harassing, kidnapping		
Other Non-Violent Crimes	22	\$48,189.72	
Description:	arson, criminal mischief, criminal trespassing, unauthorized use of vehicle, identified theft, fraud/financial, violation of protective order, burglary, interfering with emergency call		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$219,044.16

### 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
- Transportation assistance (includes coordination of services)

- Interpreter services
- 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.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)

#### 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
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- 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:

N/A

#### **Types of Victimizations**

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 Victimizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Arson
- Burglary
- Child physical abuse or neglect
- Child pornography
- Child physical abuse or neglect
- Domestic and/or family violence
- DUI/DWI incidents
- Elder abuse or neglect
- Human trafficking: labor
- Human trafficking: sex
- Identity theft/fraud/financial crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass violence (domestic/international)
- Other vehicular victimization (e.g., hit and run)
- Robbery
- Stalking/harassment
- Survivors of homicide victims

- Other

If Other is TRUE provide explanation:

include financial, emotional and or property loss such as arson, criminal mischief, criminal trespassing, unauthorized use of vehicle, identify theft, fraud/ financial, violation of protective order, burglary, interfering with emergency call, stalking and kidnapping.

### **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:

\$219,044.16

Other State Funds:

\$0.00

Other Local Funds:

\$85,183.84

Other Federal Funds:

\$0.00

Other Non-Federal Funds:

\$0.00

Total Victimization Program Budget:

\$304,228.00

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:

19

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:

6240

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.

The District Attorney's Office has extremely sensitive information regarding cases it is not for public knowledge.

## **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	Court Advocate	Victim Advocate, Intermediate (J. Arellano) - Will provide services, information, referrals, crisis intervention, court advocacy, court accompaniment, court legal advocacy and inform crime victims of their rights to all crime victims to respond to their emotional and physical needs. The Court Advocate will provide information and will explain the criminal justice system and the court process. The Court Advocate provides crime victims with the Victim Impact Statement form. The Court Advocate will participate in pre-trial hearings with the crime victim and the prosecutor. Court Advocate will answer phone calls from the victim services direct line and accept and assist visitors to our office. Court Advocate assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and	\$59,264.64	\$23,047.36	\$0.00	\$0.00	\$82,312.00	100

		will participate in presentations and local community efforts to identify and aid crime victims when needed. The Court Advocate will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assists with the completion and process of the Texas Crime Victims Compensation Program and will provide follow-ups. The Court Advocate will also provide translation when needed. The Court Advocate may also provide training to volunteers and interns when needed. Annual Salary = \$54,156.00 Annual Fringe = \$28,156.00 Total Salary = \$82,312.00. OOG portion = \$59264.64 Cash Match = \$23047.36						
Personnel	Administrative and/or Assistant Director	Administrative and/or Assistant Director (VACANT) - Will provide supervision to fellow colleagues. Will provide services, information, referrals, crisis intervention, court advocacy, court accompaniment, court legal advocacy and inform crime victims of their rights to all crime victims to respond to their emotional and physical needs. Will provide information and will explain the criminal justice system and the court process. Will provide crime victims with the Victim Impact Statement form. Will participate in pre-trial hearings with the crime victim and the prosecutor. Will answer phone calls from the victim services direct line and accept and assist visitors to our office. Assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and will participate in presentations and local community efforts to identify and aid crime victims when needed. Will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assist with the completion and process of the Texas Crime Victims Compensation Program and will provide follow-ups. Will also provide translation when needed. Provide training to advocates, volunteers and interns when needed. Will provide administrative supervision of department; will serve as a liaison with other community agencies and provide crisis intervention. Annual Salary = \$62,150.0 Annual Fringe Benefits = \$30,322.00 Total Salary & Fringe = \$92,482.00 OOG portion= \$66587.04 cash match = \$25894.96	\$66,587.04	\$25,894.96	\$0.00	\$0.00	\$92,482.00	100
Personnel	Executive Director	Director (E. Rios) - Will provide administrative supervision of the department; serves as a liaison with other community agencies. The Director when needed, will provide services, information, referrals, crisis intervention,	\$93,192.48	\$36,241.52	\$0.00	\$0.00	\$129,434.00	100

		<p>court advocacy, court accompaniment, court legal advocacy, and inform crime victims of their rights to all crime victims so respond to their emotional and physical needs. The Director will provide information and will explain the criminal justice system and the court process when needed. The Director provides crime victims with the Victim Impact Statement form when needed. The Director will participate in pre-trial hearings with the crime victim and the prosecutor when needed. The Director will answer phone calls from the victim services direct line and accept and assist visitors to our office when needed. The Director assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and will participate in presentations and local community efforts to identify and aid crime victims when needed. The Director will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assist with the completion and process of the Texas Crime Victims Compensation Program and will provide follow up when needed. The Director will provide translation when needed; will provide training to advocates, volunteers and interns; will provide administrative supervision of department; will serve as a liaison with other community agencies and will provide crisis intervention. Annual Salary \$91,194 Annual fringe= \$38,240.00 Total Salary &amp; Fringe = \$129,434.00 OOG portion = \$93,192.48 cash match = \$36241.52</p>						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
General Funds	Cash Match	\$85,183.84

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$85,183.84	\$85,183.84	\$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	\$219,044.16	\$85,183.84	\$0.00	\$0.00	\$304,228.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$219,044.16	\$85,183.84	\$0.00	\$0.00	\$304,228.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** cjdjudge

**Agency Name:** El Paso County  
**Grant/App:** 1362525 **Start Date:** 10/1/2025 **End Date:** 9/30/2026

**Project Title:** District Attorney - Victim Assistance Program  
**Status:** Application Pending Submission

**Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460007622006

**Application Eligibility Certify:**

Created on:1/6/2025 7:28:05 PM By:Ricardo Samaniego

**Profile Information**

**Applicant Agency Name:** El Paso County  
**Project Title:** District Attorney - Victim Assistance Program  
**Division or Unit to Administer the Project:** Office Of The District Attorney  
**Address Line 1:** 500 E. San Antonio Suite 203  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79901-2420  
**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:** Culberson,El Paso,Hudspeth

**Grant Officials:**

**Authorized Official**

**Name:** Ricardo Samaniego  
**Email:** cjdjudge@epcounty.com  
**Address 1:** 500 E San Antonio, st. 301  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-546-2098 Other Phone: 915-546-2175  
**Fax:**  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

**Financial Official**

**Name:** Barbara Parker  
**Email:** b.parker@epcountytexas.gov  
**Address 1:** 320 S. Campbell  
**Address 1:** Suite 140  
**City:** El Paso, Texas 79901  
**Phone:** 915-273-3262 Other Phone: 915-887-1044  
**Fax:** 915-273-3266  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** County Auditor

**Project Director**

**Name:** Stephanie Valle  
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### 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):**  
17460007622006  
**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 34th Judicial District Attorney, Victim Assistance Program has a strong history of cultural awareness, sensitivity, and geographically diverse population, and understands the specific and unique cultural background of El Paso, Texas. It is a border sister city to Ciudad Juarez, Mexico and neighbors to Las Cruces, New Mexico. El Paso and Ciudad Juarez, known as sister cities, continue to be a single entity as they have a close relationship with each other because of their family ties with one another. El Paso has an estimated population of 677,866 individuals in 2023. Ciudad Juarez is the largest city in the State of Chihuahua with an estimated population of 1.5 million individuals according to the world population. Despite the drug violence in Ciudad Juarez, thousands of people continue to go back and forth across the border every day. Both cities share the same history, food, music, culture, and language. Ft. Bliss is also located in El Paso, Texas. Ft. Bliss is a US military base and is home to the 1st Brigade First Armored Division. Ft. Bliss trains thousands of diverse US soldiers. Ft. Bliss is home to 167,358 active-duty military personnel, family members of active duty and retired personnel, civilians, and reservists. The soldiers and their families reside at Ft. Bliss and in El Paso for extended periods of time. El Paso is also a neighboring city to Las Cruces, New Mexico. The 2020 US census reported Las Cruces as having a population of 114,139 which many commute daily to El Paso for employment, school, visiting family, medical, and/or leisure. El Paso is uniquely positioned between the State of New Mexico and the Republic of Mexico, making El Paso extremely culturally diverse. The Victim Assistance Program understands the dynamics of the city. It understands the culture, language, social and economic differences of particular people such as the growing and migration population of Ciudad Juarez and other countries that escape the violence in their country and the growth in population from soldiers and their families stationed permanently at Ft. Bliss. The Victim Advocates are part of this community and are mindful of the need to respond appropriately to the 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. The victim advocates are bilingual in English and Spanish. They are trained and skilled in providing welcoming, culturally inclusive, physically accessible services to a sizeable victim population who oftentimes has language and educational barriers and who find themselves isolated due to emotional, social, economic, and geographic factors. Familiarity with a victim's perspective and culture is vital to deliver the services that correspond most appropriately with their needs as culture impacts every aspect of how a person views their world and their circumstances. It also determines how victims relate to others and how they perceive themselves. The District Attorney's Office has an organization-wide commitment to victims and is reflected in the office's environment, staff, brochures, website, program, and prosecutions. All materials are printed in English and Spanish notifying victims that services are provided equally without discriminating based on a person's race, color, religion, sex, nationality, age, disability, ancestry and/or martial status.

### **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 915-546-2218

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 :**

The Victim Assistance Program is designed to meet the needs of crime victims in the 34th Judicial District by providing compassionate and comprehensive prosecutor-based services. The goals are to reduce trauma caused by victimization through the utilization of community resources and to facilitate awareness of the Criminal Justice process while fostering respect and understanding for victims of crime. The 34th Judicial District Attorney's Office (DA's Office) is required by law to provide services to victims of crime in all criminal matters within its jurisdiction. Article 56.04 of the Texas Code of Criminal Procedure requires for the District Attorney to designate a victim assistance coordinator for the region who ensures that a victim, a guardian of a victim, or close relative of a deceased victim is afforded their rights

provided under Texas law. In El Paso, the Victim Assistance Director is mandated to work closely with law enforcement agencies, prosecuting attorneys, the Board of Pardons and Parole, and the judiciary in carrying out their duty. The 34th Judicial District DA's victim assistance staff has direct involvement with the community, particularly providing awareness and education on the multiple levels of services available for victims of crime. The DA's office provides public awareness so that the victims recognize the signs and symptoms of victimization and on how to report this behavior safely and confidentially to an authority, to include the District Attorney's Office. Crime does not stop during national pandemic crisis such as the one recently experienced with the covid pandemic. The DA's office was forced to implement measures to reach and assure victims that while services would not be carried out in a traditional manner, every effort would be strategized for continuity of services. The El Paso judiciary provided the 48-hour jail magistrate bond hearing docket to keep the local criminal justice apprised of offender release/status. The DA's victim assistance staff relied on this 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The Licensed Professional Counselors and victim advocates notify the victim of the impending release of the perpetrator. The Counselors will complete a basic counseling assessment/intervention and the victim advocates will make the necessary referrals. Other presentations are held to other community organizations with the same goal to educate and provide awareness of the multiple array of services available at the District Attorney's Office.

#### **Problem Statement :**

The 34th Judicial District Attorney's Office provides services to victims of all crimes in El Paso, Hudspeth, and Culberson Counties, to include the military base, Ft. Bliss. El Paso is the largest metropolitan area on the U.S./Mexican border and is located at the western tip of Texas, where New Mexico and Ciudad Juarez, Chihuahua meet. El Paso County provides a culturally diverse population. The number one priority and on-going problem is ensuring the safety and security of crime victims, which translates to a safe community. The unsteadiness of a fluctuating population attributes and breeds the opportunity for crime and victimization. The growing population that is due to the over-flow from Ciudad Juarez, the growing military base, and the on-going migration of immigrants brings an increase in criminal cases filed in the 34th Judicial District Attorney's office. El Paso County has been at the epicenter of a non-stop influx of thousands of immigrants, and this already has presented a problem for law enforcement as several incidents have included the victimization of some El Pasoans. In August and September of 2021, Afghanistan refugees arrived in El Paso. In September 2021 a female service member was assaulted by a group of Afghan refugees. The current wave of migrants coming to El Paso began in April 2022 with the sudden surge in late August 2022. By September 2022 as many as 1,000 migrants were arriving to El Paso daily with no shortage of crimes involving victims. Income levels of the region are low and present challenges for victims that may require assistance with transportation and information about services available through governmental and other provider organizations. No one of any socioeconomic background is ever prepared to become a victim of a crime, so it is not inherent to have knowledge and awareness of any services available for them. It is the District Attorney's Office mission and priority to ensure that every victim of crime has a victim advocate to assist them to understand and participate in the criminal justice system. In addition, the District Attorney's office continuously works to provide awareness and education to the community about crimes, specifically victimization involving domestic/family violence, which is perceived as a private matter between two people. However, domestic and family violence is a crime that affects families and our community, and in many cases go unreported due to the lack of knowledge of crime victims' rights. The District Attorney's office is committed to helping victims of all crimes who have decided to come forward to hold an offender accountable.

#### **Supporting Data :**

The following supporting data is compiled from the El Paso County's Justice System "Odyssey" database and DA's portal system. The District Attorney victim assistance program prioritizes all victim-intensive cases that are assigned to specialized units within the DA's office such as the Special Victims Unit (victims of Sexual Assault, Injury to Child, Indecency of a Child by contact or exposure, Capital Murder of a child 10 yrs. or younger & continuous Sexual Assault of a Child) and the Homicide Unit of which includes the 2019 indictment of the Walmart shooting case. From October 2020 through December 2023 the 34th Judicial District Attorney's Office provided services to 38,148 victims of all crimes that included but not limited to, Homicide, Kidnapping, Aggravated Assaults, Sexual Assaults, Domestic/Family Violence, Burglary, DWI, Robbery, Criminal Mischief, and others. Unfortunately, this figure does not include the victims of the 2019 Walmart shooting which account for 4,870 services provided to victims from January 2020 through December 2023. A notable fluctuation in victims served was due to the restrictions in place for the judiciary in carrying out in-person hearings. To further exacerbate prompt and timely justice for some victims for scheduled virtual hearings, was the fact that some victims were not equipped with electronic devices and/or did not have the capability to operate such devices. As such, the Judiciary continues to provide accommodations on a case-by-case basis. The specialized units engage in vertical prosecutions, where a team of experienced prosecutors works closely with law enforcement detectives and special traffic investigators to investigate and prosecute the more heinous crimes in the 34th Judicial District. The victim assistance staff works expeditiously to ensure these victims receive the care and guidance required to navigate the criminal justice process and help them access compensation through the Texas Attorney General's Crime Victims' Compensation Program. While the DA's office prioritizes all cases with a victim involved, among the more violent and frequent criminal cases referred to the DA's office were the domestic/family violence cases from late 2020 to late 2022 of which 8,326 victims were served, representing a fourth of the total victims served. A prior District Attorney administration had a Domestic Violence Unit that was exclusive to prosecuting cases of this nature. This unit was restructured to hire a licensed counselor to address victims on a more intimate level, provide a long-term skill set to overcome residual trauma caused by the violence, and assist the victims in stabilizing their lives after victimization. The Victim Assistance Staff are privy to the 48-hour jail magistrate bond hearing docket and know when the perpetrator will have a bond hearing for their potential release. The Staff will make immediate contact with the victim and notify them of the hearing and prepare them with as much literature on the process as possible. Among the more egregious and more victim intensive crimes are the offenses involving rape and child abuse. In general, these cases are extremely difficult as in most of the situations the perpetrator is a family member. From 2020-2023, victim advocates assisted the prosecutors in rape and child abuse cases with 3,579 child victims served. White collar cases are motivated by financial gain, and it is not a victimless crime; 1,058 victims were served. Although not a physical violent crime, these crimes are emotionally violent as they destroy and devastate families. Offenders lie, cheat, and steal thousands often from elderly friends, and or family members wiping out their entire life savings or their monthly social security pensions. Of these offenses, Victim advocates served 568 victims from 2020-2023. Victim advocates will provide support, court accompaniment and will provide information about their case. The victim advocate will explain the victim's rights, the Criminal Justice System, the court hearings, and procedures. The victim advocates will provide them with referrals and services available to them. The 34th Judicial District DA's office provides services to victims of all crimes in El Paso, Hudspeth, and Culberson Counties, to include the military base, Ft. Bliss. El Paso is the largest metropolitan area on the U.S./Mexican border and is located at the western tip of Texas, where New Mexico and Ciudad Juarez, Chihuahua, Mexico meet. El Paso County provides a culturally diverse population. The geographic region of the counties is largely wide-open rural countryside. According to the 2020 U.S. Census, Hudspeth counts with a population of 5,082, 73% speak a language other than English. Culberson counts with 2,125 residents, 62.3% speak a language other than English. In 2023 El Paso counts with 667,866 residents, 73% of residents speak a language other than English. The population for the counties is vastly Hispanic or Latino, Hudspeth 76.9%, Culberson 72.9%, and El Paso

82.9%. In 2023 Ft. Bliss counts with 167,358 active duty, military personnel and their families, reservists, and other civilians. The geographic region is diverse with both metropolitan and rural areas where data indicates the County & City of El Paso have grown and continue to grow exponentially. Inhabitants of the region are primarily Hispanic with family ties to Ciudad Juarez, Chihuahua Mexico (1.5 million population), and is the scene of a bitter feud between drug cartels and known for its femicide ratio with an all high in 2021 with 173 murders of women from a total of 1,421 murders. Homicide deaths in Ciudad Juarez reached a three year low in 2022, 4,569 (of which 524 femicides from 2019-2021) and only because of the world-wide attention amid increased deaths of women with several brutal killings that prompted outrage and street protests. It is not uncommon for American citizens from El Paso visiting relatives in Ciudad, Juarez, not to get caught in the gun fire. Despite all the atrocities as recorded above, El Paso consistently ranks as one of the safest big cities in America with low rates of both violent and non-violent crimes. The 34th Judicial District DA's office goal is to continue to keep the city safe by finding the offender accountable for their actions and serving all victims of crime. References: <https://El Paso Matters Newsletter>, Homicides in Juarez reach three-year low amid increased attention to femicides, 01/03/2023; <https://www.Travellers Worldwide>, Is El Paso Safe in 2023? 01/03/2023.

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

The 34th Judicial District DA's office victim assistance program provides direct services that respond to each of the local priority areas. Specifically, the DA's office is mandated to provide information, advocacy, and assistance to promote and safeguard victims' rights in the criminal justice system. Services entail advocating for the victim in the court system by keeping an open line of communication with prosecutors. Local priorities continue to focus on responding to the emotional, mental, and physical needs of crime victims in the region. Priority is also placed on advocacy and restoration efforts to improve the physical, mental, and emotional health of all crime victims. Fourteen (14) advocates, two (2) Licensed Professional Counselors, bilingual in English and Spanish, are trained and skilled in reducing trauma of victimization by helping victims navigate the criminal justice process. A therapy dog, Buddy, has been adopted by the DA's office to provide comfort to the victims while they attend a preliminary pre-hearing with the prosecutor at the DA's office. Having to relive the details of the crime is traumatic and studies have shown that a therapy dog helps people cope with emotional problems and comforts them. In most cases, the victim advocates accompany victims to arraignments, court hearings, and trial proceedings. If a victim prefers to not attend in person, and if a hearing is available virtually, the victim advocate will accommodate the victim's preference. Further the victim advocates provide crisis intervention services to all victims to include victims of a murdered relative/acquaintance, victims of intoxication manslaughter, domestic/family violence, and victims of sexual assault. The victim advocate will introduce the victim to the toll-free number and website of the Texas Victim Information and Notification Everyday (VINE) so that they may have peace of mind and be empowered to know/track the offender at any interval of their judicial process. Victim advocates explain the victim's rights, the criminal justice process, court procedures and court decorum and provide and explain the Victim Impact Statement (VIS). The DA's office is the only agency mandated by law to provide the VIS. The VIS is a description of the harm and suffering that a crime/perpetrator has caused the victim. Historically, not all victims fill out the form and return it to the DA's victim assistance staff but ongoing efforts to have this form filled out 100% continue. The DA's victim assistance staff make all strides to assist the victim in filling out the form and have modified the form to make it "user friendly". In addition, a returned pre-paid envelope is included with the VIS to assist the victim with the cost of returning the statement. At the conclusion of a case the original VIS is sent to the Community and Corrections Supervision Department if the offender was placed on probation or if the offender is sentenced to prison, the VIS is sent to the Institutional Division of the Texas Department of Criminal Justice System as part of a packet turned in by the District Clerk's office. At the end of the sentencing, the victim will be afforded the right to tell the offender how they feel and how they were impacted because of the crime. This phase of the sentencing brings closure and restoration to the victim as this will be the only time the victim will be able to address the offender in a court of law. Because of the volatile nature of certain cases like murder, domestic/family violence, sexual assault cases, within a certain set time, the Counselor(s) and victim advocates contact the victim to notify them of an upcoming bond hearing, regarding the possibility that the offender may be released out into the streets as soon as a bond is posted for their release. The DA's victim assistance staff rely on the 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The victim advocate's goal is to reduce the trauma caused by the victimization while advancing the progress of crime victim's rights in the criminal justice system and making the victim feel safe and secured. The 24-hour contact initiative had been highly lauded as effective and efficient to assist victims of domestic/family violence during the critical time window. However, because of covid the 48-hour jail magistrate docket allowed for provisions to be implemented that included contacting all victims of any crime immediately. The DA's office goal regardless of worldwide crisis was to reduce the trauma caused by the victimization and to keep the victim informed and provide access to critical offender information.

### **Capacity & Capabilities:**

The 34th Judicial District DA's office, with an approximate & variation of staff of 196, has managed and administered numerous grants, to include the Victim Assistance Program, now in existence for almost 30 years. This grant application is being requested to fund the full-time salaries for Two (2) victim advocates and the partial salary of the Assistant Director. To continue the goal to meet the mental health, emotional and sometimes financial needs of all the victims affected by a crime, the DA's office hired two Licensed Professional Counselors (LPC's) to provide immediate assessments of the victims and make the necessary referrals for long-term care. The victim assistance department has 14 victim advocates that provide as many services as possible to the victims daily. The victim assistance program is spear-headed by a Director and Assistant Director and their managerial skills are utilized to track & record statistics to measure the success of services provided to victims and/or to improve with additional services accordingly. They also spear-head the community-based intervention presentations and regularly meet with victims. A Grant Analyst position has been added to the DA's manning table to perform all grant duties 100% of the time to include write/maintain applications and submit quarterly reports, and this is in addition to the County's support of an entire team of Grant Analysts that are ready to assist with any grant issue at any time. Of the approximate 196 DA's staff, 78 attorneys and 22 investigators come into initial contact with the victims, paving the way for a successful prosecution of the case, but providing the victims a semblance of security and safety first. As the County/City population grows so has the DA's office and victim assistance staff. Structural alterations have been built and extended at the DA's office inside the Courthouse to accommodate the growing needs of the program. The office space has been built to house all the victim assistance department. Several conference rooms are available on a rotating basis to conduct pre-trials with victims. A waiting area is equipped with a television, table, sofa, and coffee maker for the availability of victims waiting to testify. Buddy, the therapy dog, is available to provide the emotional support and comfort the victim may need prior to testifying in court and is brought into the office as needed. The Counselors are assigned a separate office away from the other victim assistance staff to conduct private and confidential assessments and create an ambiance of sensitivity to the victim. The work area for the victim assistance staff and Counselors are equipped with computers, laptops, scanners, printers, fax machines, copiers, and software necessary to accommodate & meet the daily needs of victim advocates to fulfill their daily work duties. After security clearance, the victim advocates are given access to the Odyssey (El Paso County's Justice System database), and the Secure Portal, (In-house electronic case files). Lastly, the victim advocates have access to the RMS-HxGN On Call Records Police and Sheriff portal (El Paso Police & Sheriff Department Reporting System) & C.R.A.S.H. to download police reports and self-educate on the offender's behavior towards the victim.



## **Performance Management :**

The purpose of the victim assistance program is to provide all crime victims with compassionate, culturally competent support, mental health education/awareness while advocating on their behalf to promote justice and healing in an accessible manner. The victim assistance staff works hard to reduce the trauma caused by victimization by helping victims navigate the criminal justice system while addressing pertinent emotional, mental health, financial and physical needs to aid them in the recovery process. The program is not able to predict the number of crime victims for the next fiscal year. Nevertheless, the objective of their duties is the safety of the community and to provide services to victims of all crimes that come through the DA's office daily. Through the presentations and outreach to the community, it is our goal to reach as many citizens as possible. To ensure that the victim assistance program is providing quality advocacy for victims of crime, a staff is comprised of 14 victim advocates, two Licensed Professional Counselors, a Director, Assistant Director, and a large pool of employees from the DA's office. \*Buddy, the therapy dog is a new addition for the DA's office, but the concept of a therapeutic animal has been rooted since the late 1700's. Buddy's mission is to comfort and provide emotional support to every victim that enters the DA's office while awaiting to recount every horror they have experienced as a victim. The DA's office achieves its goals by being adequately staffed and by having an efficient procedure in place to give victims of crime information and allow the victim advocate to give a victim their full attention when needed. The 14 bilingual victims' advocates are assigned to 32 criminal courts, misdemeanor and felony, specialized units within the DA's office and approximately 78 prosecutors. The victim advocate serves as the liaison between the prosecutor and the victims, specifically those who do not speak English. They also attend pre-trials with the prosecutors and help the victim navigate through the court hearings, pleas, and trial proceedings to provide encouragement and support through the difficult journey. Meetings are held regularly where cases are reviewed to make recommendations and to keep the victim advocates informed as much as possible to better assist the victims. What separates the DA's office victim assistance program is the process of serving and aiding the victim to confront their perpetrator. To empower the victims to attain this milestone, the Victim Impact Statement (VIS) is the single most important document that the judiciary acknowledges them to use during the sentencing phase of the perpetrator. PROGRAM AUDIT: Improvement area: The amount of VIS (Victim Impact Statement) packets returned by the victim has staggered throughout the years. Through meetings & trainings with the staff, it was discovered that in the prior administration the initial contact with the victim was attempted through the mailing of the VIS with no follow-up. CORRECTIVE ACTION: Ensuring an increase of VIS packets returned by retraining the victim advocates on their approach during the initial contact with the victim. MILESTONE: After several trainings, with minor success, of having the victim advocates increase the number of VIS returned by the victims, an Office Assistant has been tasked exclusively to obtain and manage the VIS. The importance of filling out the enclosed information and educating the victim on the mental health benefits to write down their story, has thus far increased the volume of returned packets. Additionally, the VIS packet was updated to create a universal packet that includes restitution information, VINE court notification instructions and a survey. TIMELINE: The Office Assistant has been performing this task the past several months and it is too soon to calculate the percentage of VIS packets returned. MILESTONE: After 3 months of having hired the Office Assistant to compile the VIS data, the volume of VIS's has been notable. Feedback from the Texas Department of Criminal Justice has been positive on the volume and timeliness of VIS's received. TIMELINE: To continue to ensure a high volume of VIS turned in, the Office Assistant will keep records of the VIS turned in. Victims that walk into the DA's office to inquire on the case status or hearing, are asked about the VIS and are assisted in filling out if not on the database. A tracking system has been in place to track VIS packets sent out by each victim advocate and measures continue to be revamped as needed to procure a desired percentage of VIS turned in. \*Reference: [www.ncbi.nlm.nih.gov](http://www.ncbi.nlm.nih.gov)>National Institutes of Health; Oct 18,2019; 01/06/2023

## **Target Group :**

The target group are all the victims of crime that include adults, teenagers, children, in the following types of cases but not limited, Homicide, various types of Intoxicated Assaults, Domestic/Family Violence, Assaults, Aggravated Assaults, Sexual Assaults of Adults and Children, Robbery, Kidnapping, Terroristic Threats, Burglary of homes and vehicles, Arson, and other crimes that are not typically experienced, such as the crimes committed from some immigrants. The District Attorney's office is the only agency qualified to interact with all the crime victims in El Paso, Culberson, and Hudspeth Counties. According to the 2020 U.S. Census, Hudspeth counts with a population of 5,082, 73% speak a language other than English. Culberson counts with 2,125 residents, 62.3% speak a language other than English. In 2023 El Paso counts with 677,866 residents, 73% of residents speak a language other than English. The population for the counties is vastly Hispanic or Latino, Hudspeth 76.9%, Culberson 72.9%, and El Paso 82.9%. Ft. Bliss counts with 167,358 active duty, military personnel and their families, reservists, and other civilians. The geographic region is diverse with both metropolitan and rural areas where data indicates the County & City of El Paso have grown and continue to grow exponentially. Inhabitants of the region are primarily Hispanic with family ties to Ciudad Juarez, Chihuahua Mexico, with an approximate 1.5 million population. The El Paso is home to an approximate 47,893 military veterans steadily holding for the past four years. Reference: <https://www.livestories.com>statistics>texas>el-paso, 01/04/2023>. Other target groups to mention, but not completely reliable because the victims fear deportation, is the pool of 45,200 undocumented residents in the region. Reference: <https://elpasomatters.org>2022/11/22>immigrants, 01/04/2023>.

## **Evidence-Based Practices:**

The 34th Judicial District Attorney's office victim assistance program's objective is to adjust to the times to improve the delivery and quality of services for the victims of crime. The DA's Victim Assistance staff has implemented the best practices model of trauma informed care. The safety, protection, and mental wellness of the victim in a timely manner is the essential key to better serve the victim. The victim assistance program provides experienced court advocacy with a combined 50 years of experience and addresses the aftermath of traumatic events. A total of 38,148 victims of all types of crime were served from October 2020 through December 2023. The victim assistance staff ensures that everyone has access to support and services. All victims of crime and trauma are served regardless of race, sex, age, religion, nationality, sexual orientation, disability, and language barriers. Because the need for assistance is great, the victim assistance staff collaborate with organizations such as the police and sheriff departments, and other local care and safety organizations. The DA's victim assistance staff rely on the 48-hour jail docket and have been successful in providing immediate services to the victims for their safety and security. The victim assistance staff will call a victim to notify them that the perpetrator is going before a judge to have a bond set for a potential release from jail. This type of news may create many emotions for the victim, but of certainty is a high level of fear that the offender will come after them in retaliation for having them arrested. In this effort, the Licensed Professional Counselors reach out to victims of all crimes to provide victim outreach services that include assessment of safety, identification of any mental health issues, substance abuse issues, support systems, and resources available to them. Using behavior activation techniques, cognitive restructuring, motivational interviewing skills, mindfulness, and relaxation techniques emotional regulation is addressed as well as symptoms and patterns of behavior associated with trauma and victimization. Outreach services empower victims to establish boundaries and become assertive. Providing victims access to licensed counselors supports trauma-informed care and best practices for reducing re-

victimization through the criminal justice process. The Counselors provide special emphasis to cases of domestic/family violence, survivors of homicide and sexual assault. The goal is to ensure the victim's safety and offer services available to help them with their immediate and long-term needs. While the major goal is to serve current victims of crime, it is a goal to provide community outreach to all community-based agencies and provide awareness and education of victim services. A second model of evidence-based practice implemented for the Victim Services staff is the community-based interventions by offering presentations of their services as victim advocates at community sponsored events. A total of 60 community-based interventions were held in 2021-2023. A Therapeutic dog (or Service dog), Buddy, has been incorporated as part of creating relaxation and trust, and easing stress for the victim prior to testifying in court. The science and research behind a therapy dog is the major source of people's positive reactions to pets because they have been trained to be attentive to a person's needs and offer unconditional love and stabilize intense emotions. [www.americanhumane.org/uploads.2018/05](http://www.americanhumane.org/uploads.2018/05) Sep 27, 2021; 01/13/2023. Buddy has been widely received by the victims and the community.

## 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	50.00	The Victim Assistance program carries out the statutory mandate to inform victims of their rights in the criminal justice system, and the Victim Impact Statement. No other agency is mandated to provide this information. The program provides services to all crime victims by responding to their emotional, mental health and physical needs. The trained, bilingual advocates provide and explain information about resources available to help victims with their pain and loss. Taking into consideration the victims' cultural background, and needs, advocates are well poised to assess the immediate needs of crime victims and make referrals to shelters, protective orders, counseling, group supports and other agencies. It also provides and explains the victims' rights, the criminal justice system, the VINE link, the court process and notify victims of future court proceedings. Advocates coordinate with case managers at the AG's Office to process and file the crime Victims compensation Applications. Victims are given heads-up about the impending release of the offender to prepare them emotionally and prepare a safety plan via the 48-hour jail magistrate bond hearing docket. Advocates accompany victims to court proceedings, translate, coordinate case meetings between prosecutors, and assist the victims in providing the financial impact documentation to the prosecutors. Buddy the therapy dog provides emotional support for victims while awaiting to testify in court. A waiting area has been designated to victims in a secure location within the office. A phone line for victims attended by an advocate has been assigned during normal business hours. Accommodations to include accompaniment either virtually or in person will be afforded to the victim and will provide a safe and secure environment.
Legal Advocacy	50.00	Victim advocates provide and explain information about the criminal justice system, court process, resources available to them such as the Texas Crime Victims Compensation (TCVC) application. Advocates assist in filling and filing the TCVC application. They also coordinate with case managers at the AG's Office to process additional documentation needed to continue with the application process. Victim advocates explain the restitution process and provides and collects information regarding restitution. This paperwork is entered into the odyssey System and the prosecutor is informed of the information provided. Victims are also referred to the County Attorney's Office for protective orders. The criminal justice process is intimidating, for this reason, advocates and prosecutors provide victims with a visit to the courtroom so they know what to expect during the trial proceeding and to keep them engaged in the investigation and prosecution process. The Victim advocates and counselors will continue to notify the victim when an offender is scheduled for a bond hearing may potential be released; this will give the victim time to emotionally process the release of the offender and implement a safety plan. Victim advocates will refer and educate the victims on the toll number and website for the Texas Information and Notification everyday (VINE) to stay abreast on any updates of the offender's judicial process and status.

### 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 survivors assisted through the legal process.	12000
Number of survivors receiving crisis counseling.	2500

Number of times survivors are accompanied to court.	500
Number of victims / survivors seeking services who were served.	12000
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

- Continue an OOG-funded victim project funded in a previous year

##### 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	1	\$2,190.44
Child Sexual Abuse	16	\$35,047.07

Domestic and Family Violence	23	\$50,380.16	
Child Sexual Assault	0	\$0.00	
Adult Sexual Assault	2	\$4,380.88	
DUI/DWI Crashes	8	\$17,523.53	
DUI/DWI Crashes	8	\$17,523.53	
Assault	16	\$35,047.07	
Adults Molested As Children	0	\$0.00	
Elder Abuse	1	\$2,190.44	
Robbery	2	\$4,380.88	
Survivors of Homicide	7	\$15,333.09	
Adult Human Trafficking	0	\$0.00	
Child Human Trafficking	0	\$0.00	
Other Violent Crimes	2	\$4,380.88	
Description:	Stalking, harassing, kidnapping		
Other Non-Violent Crimes	22	\$48,189.72	
Description:	arson, criminal mischief, criminal trespassing, unauthorized use of vehicle, identified theft, fraud/financial, violation of protective order, burglary, interfering with emergency call		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$219,044.16

### 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
- Transportation assistance (includes coordination of services)

- Interpreter services
- 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.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)

#### 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
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- 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:

N/A

#### **Types of Victimizations**

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 Victimizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Arson
- Burglary
- Child physical abuse or neglect
- Child pornography
- Child physical abuse or neglect
- Domestic and/or family violence
- DUI/DWI incidents
- Elder abuse or neglect
- Human trafficking: labor
- Human trafficking: sex
- Identity theft/fraud/financial crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass violence (domestic/international)
- Other vehicular victimization (e.g., hit and run)
- Robbery
- Stalking/harassment
- Survivors of homicide victims

- Other

If Other is TRUE provide explanation:

include financial, emotional and or property loss such as arson, criminal mischief, criminal trespassing, unauthorized use of vehicle, identify theft, fraud/ financial, violation of protective order, burglary, interfering with emergency call, stalking and kidnapping.

### **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:

\$219,044.16

Other State Funds:

\$0.00

Other Local Funds:

\$85,183.84

Other Federal Funds:

\$0.00

Other Non-Federal Funds:

\$0.00

Total Victimization Program Budget:

\$304,228.00

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:

19

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:

6240

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.

The District Attorney's Office has extremely sensitive information regarding cases it is not for public knowledge.

## **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	Court Advocate	Victim Advocate, Intermediate (J. Arellano) - Will provide services, information, referrals, crisis intervention, court advocacy, court accompaniment, court legal advocacy and inform crime victims of their rights to all crime victims to respond to their emotional and physical needs. The Court Advocate will provide information and will explain the criminal justice system and the court process. The Court Advocate provides crime victims with the Victim Impact Statement form. The Court Advocate will participate in pre-trial hearings with the crime victim and the prosecutor. Court Advocate will answer phone calls from the victim services direct line and accept and assist visitors to our office. Court Advocate assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and	\$59,264.64	\$23,047.36	\$0.00	\$0.00	\$82,312.00	100



		will participate in presentations and local community efforts to identify and aid crime victims when needed. The Court Advocate will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assist with the completion and process of the Texas Crime Victims Compensation Program and will provide follow-ups. The Court Advocate will also provide translation when needed. The Court Advocate may also provide training to volunteers and interns when needed. Annual Salary = \$54,156.00 Annual Fringe = \$28,156.00 Total Salary = \$82,312.00. OOG portion = \$59264.64 Cash Match = \$23047.36						
Personnel	Administrative and/or Assistant Director	Administrative and/or Assistant Director (VACANT) - Will provide supervision to fellow colleagues. Will provide services, information, referrals, crisis intervention, court advocacy, court accompaniment, court legal advocacy and inform crime victims of their rights to all crime victims to respond to their emotional and physical needs. Will provide information and will explain the criminal justice system and the court process. Will provide crime victims with the Victim Impact Statement form. Will participate in pre-trial hearings with the crime victim and the prosecutor. Will answer phone calls from the victim services direct line and accept and assist visitors to our office. Assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and will participate in presentations and local community efforts to identify and aid crime victims when needed. Will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assist with the completion and process of the Texas Crime Victims Compensation Program and will provide follow-ups. Will also provide translation when needed. Provide training to advocates, volunteers and interns when needed. Will provide administrative supervision of department; will serve as a liaison with other community agencies and provide crisis intervention. Annual Salary = \$62,150.0 Annual Fringe Benefits = \$30,322.00 Total Salary & Fringe = \$92,482.00 OOG portion= \$66587.04 cash match = \$25894.96	\$66,587.04	\$25,894.96	\$0.00	\$0.00	\$92,482.00	100
Personnel	Executive Director	Director (E. Rios) - Will provide administrative supervision of the department; serves as a liaison with other community agencies. The Director when needed, will provide services, information, referrals, crisis intervention,	\$93,192.48	\$36,241.52	\$0.00	\$0.00	\$129,434.00	100

		<p>court advocacy, court accompaniment, court legal advocacy, and inform crime victims of their rights to all crime victims so respond to their emotional and physical needs. The Director will provide information and will explain the criminal justice system and the court process when needed. The Director provides crime victims with the Victim Impact Statement form when needed. The Director will participate in pre-trial hearings with the crime victim and the prosecutor when needed. The Director will answer phone calls from the victim services direct line and accept and assist visitors to our office when needed. The Director assists in visiting crime victims at their home and provides transportation to local shelters when needed; refers crime victims to local and state agencies and non-governmental organizations and will participate in presentations and local community efforts to identify and aid crime victims when needed. The Director will provide information on shelters, safety plans, protective orders, and may accompany victims to protective order hearings when needed. Will assist with the completion and process of the Texas Crime Victims Compensation Program and will provide follow up when needed. The Director will provide translation when needed; will provide training to advocates, volunteers and interns; will provide administrative supervision of department; will serve as a liaison with other community agencies and will provide crisis intervention. Annual Salary \$91,194 Annual fringe= \$38,240.00 Total Salary &amp; Fringe = \$129,434.00 OOG portion = \$93,192.48 cash match = \$36241.52</p>						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
General Funds	Cash Match	\$85,183.84

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$85,183.84	\$85,183.84	\$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	\$219,044.16	\$85,183.84	\$0.00	\$0.00	\$304,228.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$219,044.16	\$85,183.84	\$0.00	\$0.00	\$304,228.00

**Condition Of Fundings Information**

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