

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** POLICE

**AGENDA DATE:** February 10, 2009

**CONTACT PERSON/PHONE:** Assistant Chief Eric Shelton / 564-7309  
Griselda T. Martinez

**DISTRICT(S) AFFECTED:** Citywide

**SUBJECT:**

Approve a resolution authorizing the City Manager to approve to electronically submit a grant proposal to the Criminal Justice Division (Office of the Governor of the State of Texas) for General Victim Assistance, Direct Services – General Victim Services in the amount of \$148,782.65. In Accordance with Ordinance 16016 Section 1, which states “that unless a granting agency requires that the City’s top elected official be listed as the grant official in a grant document, the City Council hereby designates the City Manager or his or her designee to be listed as the authorized official and as the official with financial authority or similar designations on all grant applications, acceptances, and other documents and to sign all grant applications, acceptances, and other documents and to sign all grant applications, acceptances, and other grant documents on behalf of the City of El Paso.” The signature of the “Highest Elected Official” is not required for electronic submittal; Resolution of Mayor and City Council is required.

**BACKGROUND / DISCUSSION:**

General Victim Assistance, Direct Services – General Victim Services will fund personnel salary, fringe benefits of case managers, supplies and direct operating expenses, and travel and training.

**PRIOR COUNCIL ACTION:**

No.

**AMOUNT AND SOURCE OF FUNDING:**

A cash match is required in the amount of \$36,520.62 from Confiscated Funds for the Police Department.

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_  
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## **RESOLUTION**

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso that the General Victim Assistance – Direct Services program be operated for the time period of September 1, 2009 to August 31, 2010; and

WHEREAS, the El Paso City Council agrees to provide applicable matching funds for the said project as required by the Criminal Justice Division - Office of the Governor grant application; and

WHEREAS, the El Paso City Council agrees that in the event of loss or misuse of the Criminal Justice Division funds, the El Paso City Council assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the El Paso City Council designates City Manager Joyce Wilson as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

### **NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. That the El Paso City Council approves submission of the grant application for the General Victim Assistance – Direct Services program to the Office of the Governor, Criminal Justice Division.
2. The City Manager or her designee be authorized to sign the grant application including all understandings and assurances contained therein, and apply for, accept, reject, alter or terminate the grant in the amount of ONE HUNDRED FORTY EIGHT THOUSAND, SEVEN HUNDRED AND EIGHTY TWO 65/100 (\$148,782.65) from the City of El Paso Police Department to the Office of the Governor, Criminal Justice Division, for the purpose of continuing the efforts of the Police Department's Victim Services Unit; and and that the City Manager or her designee also be authorized to sign any related paperwork, including but not limited to authorization of budget transfers and submit necessary revision to the operational plan; and that the City Manager be authorized to execute on behalf of the City of El Paso, any grant amendments or corrections to the grant agreement which increase, decrease or de-obligate program funds provided that no additional City funds are required, or which decrease the amount of matching funds, and any documents to request and accept an extension of the award ending date for the grant.
3. The City of El Paso agrees to provide cash matching funds in the amount of \$36,520.62.
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City receives or provides to its Police Department at or after the time the grant is awarded.
5. That the City Manager be authorized to sign Cooperative Working Agreements relating to the grant with the following agencies: El Paso County Sheriff's; Court Appointed Special Advocates; Diocesan Migrant and Refugee Services, Inc., Battered Spouse Program; STARS; El

Paso County District Attorney, Victim Assistance Program; El Paso County District Attorney, Domestic Violence Unit; El Paso County Attorney's Office, VOCA Protective Orders Program; Center Against Family Violence; Advocacy Center for the Children of El Paso; West Texas Community Supervision and Corrections Department, Victim Services Program; Rio Grande Council of Governments; Family Service of El Paso, Crime Survivors Counseling Program; Transitional Living Center; and RE Thomason General Hospital, TCVC.

ADOPTED this 10<sup>th</sup> day of February 2009.

CITY OF EL PASO

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John Cook, Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Jennifer Callan  
Assistant City Attorney

## GRANT INFORMATION APPLICATION FORM (GIAF)

Departments planning to apply for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below for informational purposes only. This form must be submitted to Office of Management and Budget (OMB) **ONLY** if matching funds are required. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT.** If required by funding agency, the GIF may also be used, once application is completed, to certify legal review prior to obtaining City Manager's signature.

**1. DEPARTMENT Grant Applicant/Contact Person**

Name: Griselda T. Martinez

Title: Grant Planner

Phone: (915) 564-7119

Requires Mayor or City Manager's Signature? Yes  No **2. GRANT DATA**

Grant Title: General Victim Services (Formerly VOCA)

Due Date: January 9, 2009

Fax No. (915) 564-7177

**3. FINANCIAL DATA**

Amount of Funding Request: \$112,262.03

Amount of Matching Funds: \$ 36,520.03

Amount of In-kind: \$ 0.00

Total Amount Requested \$148,782.65

Account No. for Matching Funds: Confiscated Funds

**4. GRANT CLASSIFICATION** Competitive (award based on competition among eligible Applicants) Entitlement (a set of funds determined under a formula grant) Continuation (on-going funding from existing funding agency) Other:Grant allows for operating/administrative costs:  Yes  No

**Notice: Legal Department must provide grant review prior to City Manager or Mayor's signature if required by grant.**

**Brief Summary of Grant Description:**

The El Paso Police Department is requesting the amount of \$112,262.03 to the Criminal Justice Division at the Office of the Governor to be utilized by the Victim Services Unit, with a cash match of \$36,520.03. The program will fund 3 Case Managers, training and travel, and supplies. The program General Victim Assistance, Direct Services – General Victim Services will provide assistance to all victims through awareness, education, and information of all available resources. The ultimate goal of this project is to ensure that a crime victim receives the necessary attention to restore the victims well being through referrals made by team members. The team member will serve as a facilitator between the victim and the various social services available in our community.

**Required Signatures**

1.

\_\_\_\_\_  
Department Director\_\_\_\_\_  
Date

2.

\_\_\_\_\_  
Financial Services – Grants Services Division\_\_\_\_\_  
Date

3.

\_\_\_\_\_  
OMB (Only if a match is required)\_\_\_\_\_  
Date

4.

\_\_\_\_\_  
Legal Department\_\_\_\_\_  
Date

5.

\_\_\_\_\_  
City Manager\_\_\_\_\_  
Date

**Agency Name:** City of El Paso - El Paso Police Department  
**Grant/App:** 2095101 **Start Date:** 9/1/2009 **End Date:** 8/31/2010

**Project Title:** General Victim Services  
**Status:** Pending CJD Review

## Eligibility Information

### Introduction

The Criminal Justice Division (CJD) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue.

In addition, CJD requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

### Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by CJD, applicants must submit their applications according to the requirements provided in the **RFA**. CJD may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC, §3.7*.

### Selection Process

All applications submitted to CJD are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC, §3.7*.

### Funding Decisions

All grant funding decisions rest completely within the discretionary authority of CJD. The receipt of an application for grant funding by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Neither the approval of a project nor any grant award shall commit or obligate CJD in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof.

CJD makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC, §3.7* and *3.9*.

### Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC, §3.19*.

## Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information regarding community plans, see *1 TAC*, §3.51.

## Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, §3.53.

## Monitoring

CJD will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to CJD or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, §3.2601.

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

746000749

### Application Eligibility Certify:

Created on: 12/2/2008 1:22:00 PM By: Griselda T. Martinez

## Profile Information

### Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD to review. This can be done by typing in the **Notes By Grantee / CJD** message box.

### Email Addresses & Grant Officials Information

#### Designating Grant Officials Within your Application:

Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

### **Updating Grant Officials on Active Grants:**

To reassign a grant official - **Authorized Official, Financial Officer, Project Director, or Grant Writer** - to your grant project, ensure that the new official registers for a user account in eGrants *first*. Next, go to the Request Adjustment tab and check the box indicating you would like to Designate a New Grant Official, provide a brief explanation for the change in the Grant Adjustment Justification box, and then click the 'Create Adjustment Request' button. This will open the Profile.Details tab allowing you to make the appropriate changes. After you have entered a valid email address for the new Official, go to the Certify Adjustment tab and click on the 'Certify Adjustment' button to send your request to CJD for review. If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

## **Getting Started**

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Applicant Agency Name:** City of El Paso - El Paso Police Department

**Project Title:** General Victim Services

**Division or Unit to Administer the Project:** Victim Services

**Address Line 1:** 2 Civic Center Plaza

**Address Line 2:** 7th Floor

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

**Payment Address Line 1:** 2 Civic Center Plaza

**Payment Address Line 2:** 7th Floor

**Payment City/State/Zip:** El Paso Texas 79901

**Start Date:** 9/1/2009

**End Date:** 8/31/2010

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

**Headquarter County:** El Paso

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

### **Grant Officials:**

#### **Authorized Official**

**User Name:** Joyce Wilson

**Email:** studerwf@ci.el-paso.tx.us

**Address 1:** 2 Civic Center Plaza

**Address 1:**

**City:** El Paso, Texas 79901

**Phone:** 915-541-4468 Other Phone:

**Fax:** 915-541-4464

**Agency:**

**Title:** Ms.

**Salutation:** Ms.

#### **Project Director**

**User Name:** Ignacio Hernandez

**Email:** HernandezI@elpasotexas.gov

**Address 1:** 911 N. Raynor St.

**Address 1:**

**City:** El Paso, Texas 79903

**Phone:** 915-564-7311 Other Phone: 915-564-7039

**Fax:** 915-564-7177

**Agency:**

**Title:** Mr.

**Salutation:** Lieutenant

### **Financial Official**

**User Name:** Carmen Arrieta-Candelaria

**Email:** arrietacx@elpasotexas.gov

**Address 1:** 2 Civic Center Plaza

**Address 1:**

**City:** El Paso, Texas 79901

**Phone:** 915-541-4293 Other Phone: 915-541-4011

**Fax:** 915-541-4446

**Agency:**

**Title:** Ms.

**Salutation:** Ms.

### **Grant Writer**

**User Name:** Griselda T. Martinez

**Email:** martinezgt@elpasotexas.gov

**Address 1:** 911 North Raynor

**Address 1:**

**City:** El Paso, Texas 79903

**Phone:** 915-564-7119 Other Phone: 915-564-7174

**Fax:** 915-564-7177

**Agency:**

**Title:** Ms.

**Salutation:** Ms.

## **Grant Vendor Information**

### **Introduction**

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable).

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### **Direct Deposit**

In order to receive payments from CJD, complete the Vendor Direct Deposit Authorization and Application for Payee Identification Number forms which can be downloaded from the Texas Comptroller's [website](https://fm.xcpa.state.tx.us/fm/forms/index.php) at <https://fm.xcpa.state.tx.us/fm/forms/index.php> and Form W-9 which can be downloaded from the Internal Revenue Services' [website](http://www.irs.gov/) at <http://www.irs.gov/>. Send these completed and signed forms to the Office of the Governor, Financial Services Division, Post Office Box 12428, Austin, Texas 78711.

### **Getting Started**

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**Organization Type:** Unit of Local Government (City, Town, or Village)

**Organization Option:** applying to provide direct services to victims only

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 746000749

**Data Universal Numbering System (DUNS):** 058873019

**Payment Address Line 1:** 2 Civic Center Plaza

**Payment Address Line 2:** 7th Floor

**Payment City/State/Zip:** El Paso Texas 79901

## Narrative Information

### Introduction

The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible.

Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement, and Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### Getting Started

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### Primary Mission and Purpose

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 system. 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.

### Funding Levels

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award – None
- Grantees, other than Native American Tribes, must provide a matching funds of at least twenty percent (20%) of total project expenditures. Native American Tribes may be required to provide a five percent (5%) match. This requirement may be met through cash or in-kind contributions or a combination of both.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

***Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

## **Prohibitions**

Grant funds may not be used to support the following services, activities, and costs:

1. proselytizing or sectarian worship;
2. lobbying and administrative advocacy;
3. perpetrator rehabilitation and counseling or services to incarcerated individuals;
4. needs assessments, surveys, evaluations, and studies;
5. prosecution activities;
6. reimbursing crime victims for expenses incurred as a result of the crime;
7. most medical costs. Grantees may not use grant funds for nursing-home care (except for short-term emergency), home health-care costs, in-patient treatment costs, hospital care, or other types of emergency or non-emergency medical or dental treatment. Grant funds cannot support medical costs resulting from a crime, except for forensic medical examinations for sexual assault victims;
8. relocation expenses. Grant funds may not support relocation expenses for crime victims such as moving expenses, security deposits on housing, rent, and mortgage payments;
9. administrative staff expenses. Grantees may not use grant funds to pay salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless the grantee incurs the expense while providing direct services to crime victims;
10. costs of sending individual crime victims to conferences;
11. activities exclusively related to crime prevention or community awareness;
12. non-emergency legal representation such as for divorces or civil restitution recovery efforts;
13. victim-offender meetings that serve to replace criminal justice proceedings;
14. management and administrative training for executive directors, board members, and other individuals that do not provide direct services;
15. training to persons or groups outside the applicant agency;
16. indirect organization costs;
17. fundraising activities;
18. property loss. Grant funds may not be used to reimburse crime victims for expenses incurred as a result of a crime, such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills;
19. any portion of the salary of, or any other compensation for, an elected or appointed government official;
20. vehicles or equipment for governmental agencies that are for general agency use;
21. admission fees or tickets to any amusement park, recreational activity, or sporting event;
22. promotional gifts;
23. food, meals, beverages, or other refreshments unless the expense is for a working event where full participation by participants mandates the provision of food and beverages and that event is not related to amusement and/or social activities in any way; and
24. membership dues for individuals.

## **Program Requirements**

**Preferences** - Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

**Program Requirements** - Grant funds can support the following services, activities, and costs:

1. Crisis services;
2. Forensic interviews;
3. Legal Advocacy;
4. Multi-disciplinary teams and case coordination;
5. Peer support groups;
6. Professional therapy and counseling;
7. Protective order assistance;
8. Public presentations;
9. Shelter; and
10. Victim-offender meetings.

**Program Emphasis** - The applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the State would fall under the "law enforcement" category because the training is to benefit law enforcement.

**Note:** *Although each area under the **Program Emphasis** section may not be applicable to all applicants, a numeric value **must** be entered in each box and total no more than 100%. Applicants should enter a zero ("0") in the boxes below even if the area is not applicable to this project.*

Indicate the percentage (%) of your project that benefits:

**Victim Services** – any nonprofit, nongovernmental organization that assists victims.

100

**Law Enforcement** – any public agency charged with policing functions.

0

**Prosecution** – any public agency charged with direct responsibility for prosecuting criminal offenders.

0

**Court** – any civil or criminal court system.

0

**Other** – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

**Culturally Competent Victim Restoration** - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and support a seamless delivery of a continuum of services that focus on each individuals return to full physical, mental, and emotional health while incorporating an emphasis on cultural competency in underserved populations. An example of this type of approach is advocacy, law enforcement, prosecution, and other government and non-government services working together in a professional environment of cooperation and respect among service providers.

Provide a detailed description of how multiple disciplines within your community (city, county, district, etc.) fit into the restoration process.

Through community policing, the El Paso Police Department is focused on promoting proactive problem-solving and police community partnerships to address crime issues. The El Paso Police Department remains focused on working with other community organizations to keep our City safe and to enhance the quality of life for all citizens. Partnering organizations include other law enforcement agencies, community groups, support groups, and victim services service providers. The department combats crime through collaboration efforts with these organizations as well as active community involvement. The El Paso Police Department Domestic Abuse Response Team is committed to providing services in the most effective and efficient manner to victims of crime and will continuously strengthen partnerships to enhance the quality of services for the victims of crime. Restoration efforts are made by providing immediate contact with victims to inform them on the available services including crisis intervention, resources, and education. Services will focus on helping the victims recover from the crisis and to feel empowered. Victims are provided with information that will give a broader view of their disadvantaged situation, including help to cover their basic needs, provide opportunities for direct/indirect victims, and involve and support victims through the justice process. Outreach efforts will be a priority of this program. Propagation of information on the subject of domestic violence to all citizens in the community is important in order to increase the level of awareness of the general public. Community awareness often reflects in a decrease of the crime occurrence.

**Services to Victims of Crime** - Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical needs of crime victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system; and providing victims with safety and security.

**Effective Services** - Applicant must demonstrate a record of providing effective services to crime victims. If the applicant cannot yet demonstrate a record of providing effective services, the applicant must demonstrate that at least 25 percent of its financial support comes from non-federal sources.

**Volunteers** - Applicant agrees to use volunteers to support either the project or agency-wide services, unless CJD determines that a compelling reason exists to waive this requirement.

**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.

**Crime Victims' Compensation** - Applicant agrees to assist crime victims in applying for crime victims' compensation benefits.

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

**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 CJD. 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.

**Confidentiality** - Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law.

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

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

Enter the Name of the Civil Rights Liaison:

Linda Ball Thomas

Enter the Address for the Civil Rights Liaison:

2 Civic Center Plaza 3rd Floor El Paso, TX 79901

Enter the Phone Number for the Civil Rights Liaison:

9155414108

### **Certification**

Each applicant agency must certify to the specific criteria detailed above under **Program Requirements** to be eligible for General Victim Assistance - Direct Services Program Solicitations.

**X** I certify to all of the above eligibility requirements.

### **Problem Statement:**

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

Victims of domestic violence are often unaware of their rights or the resources available to them these circumstance. Unawareness often results in victims of crime making decisions under assumptions of shame, fear, financial disadvantages, or the lack of alternate options. The Victim Services Unit within the El Paso Police Department is committed to providing assistance to all victims through increasing their level of awareness, education, and information about the available resources in the community. This is done with the respect and dignity victims deserve, and with the purpose to mitigate the physical and emotional trauma the victims suffer as a result of victimization. The Victim Services Response Team (VSRT) members will make every effort to provide information to the victims on all available services in the most compassionate, efficient, and just manner. The VSRT team will assist with information to each victim of crime within the City of El Paso. As necessary, the victims the VSRT team will provide the details on the application process as well as guidance to all available resources to help the affected parties in the arduous process of recovery from a crisis situation.

### **Supporting Data:**

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Number of Incidents of Crime in 2007: Approximately 31,881 There were approximately 13,984 victims of violent crime including bodily injury, death, victims of a sexual assault, kidnapping, aggravated robbery, or the close relative such as spouses, parents, siblings, and/or children of the victim. (City of El Paso 2007 Annual Report, 2008). Year Number of Victims Served Compensation Applications 2004 9920 1199 2005 9455 1131 2006 4802 1060 2007 4685 1125 2008 7987 (as of Nov 30) 1149 (as of Nov 30)

### **Community Plan:**

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

This project will provide victims of crime and neglect with support services, essential information, and referrals by conducting the following: a. Identify multi-disciplinary, comprehensive psychotherapy and/or counseling programs. b. Provide victims with referrals to emergency shelter, transitional living, and assist in locating permanent housing. c. Provide information on crime victim's rights, the stale compensation fund and facilitate an understanding among victims on the workings of the criminal justice system. d. Provide crisis intervention and outreach; identify support groups for victims of sexual assault and their significant others. e. Provide emotional support, grief counseling, as well as conflict and trauma resolution for crime victims. f. Provide updates to victims of crime on individual cases as they progress through the criminal justice system. g. Ensure that victims know that they have the opportunity to submit a statement to the court regarding the impact of the crime committed against them and their families. The project will coordinate community efforts to aid crime victims by providing in-service learning and on the job learning opportunities to volunteers and student interns from the high school level to the post-graduate level. The project will also provide adequate training and continuing education to service providers, volunteers and student interns.

**Goal Statement:**

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

The goal of the Victim Services Response Team (VSRT) is to provide every person who files a police report for a crime that occurred within the jurisdiction of the El Paso Police Department information on victim's rights, victim's compensation, crisis intervention, and all other available resources. In addition to this, the VSRT team will make an effort to have a long term impact in the victims' lives by informing and reassuring victims of domestic violence that resources are available in order for them to feel empower to make lifetime improvements in their quality of life. The VSRT team members will serve as a facilitator and liaisons between the victims and the various social services available in the community. The VSRT team will also train and inform every patrol officer and the unit's volunteers to have all information on the services available to further disseminate the information to as many outlets in the community as possible. Dissemination of information throughout the community helps increasing the level of awareness of the general. Research shows there is a direct relationship between the awareness of a community on crimes and the decrease in the occurrence of that crime. The ultimate goal of this project is to ensure that a crime victim receives the necessary attention to restore a victim's well-being.

**Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each **CWA**. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the **CWA(s)**. You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

**Continuation Projects:**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

**Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

The El Paso Police Department is committed to providing its community with the highest level of service possible for its population of over 600,000 citizens. During 2007, The El Paso Police Department responded to approximately 30,019 incidents of domestic violence. One of the priorities from the El Paso Police Department is to assist victims of crime. It is recognized that immediate intervention from the appropriate crisis intervention advocate is essential to the healing process for a victim. Unfortunately, it is often the case that victims of domestic violence are unaware of being involved in a dangerous situation. If the victims are awareness of this situation being a problem, victims are often not aware of the services and program available to anyone under the circumstances of domestic violence. The Victim Services Response Team (VSRT) will contribute to the recovery of the victims of domestic violence by being an informative team, as well as an available resource for referrals, moral support, and legal advocacy. Victims include victims of crime who suffer bodily injury, death or emotional trauma. The VSRT will be an important element in the joint efforts including efforts at the local state and national level in order to contribute to the improvement of quality of life of victims of domestic violence. This project will focus primarily on providing victim services and community involvement. Crisis services, forensic interviews,

case coordination and follow-up, protective order assistance, and on holding public presentations are some of the strategies that will be used to accomplish the goal of the project. The VSRT will serve the citizens of the City of El Paso, which is within the jurisdiction of the El Paso Police Department (EPPD). The VSRT will assist in responding to crime scenes at the request of police dispatchers, officers investigating the crime, a victim's family, field supervisors, and/or at the request of a victim. The team will respond to each request and will provide crisis intervention, explain available services, make appropriate referrals and conduct follow up sessions with each victim as needed. Services available through the VSRT team include transportation of victims and/or witnesses their homes and/or to police facilities. Records on the activities for the VSRT team member will be maintained on a daily basis, and then compiled into monthly reports. Analysis of these reports will translate into possible improvement to the program by prioritizing tasks and activities to most needed and important. The team is trained in victim awareness and sensitivity, cultural norms, crisis intervention, crisis counseling, Critical Incident Stress Management (CISM) and on completing Texas Crime Victim Compensation Program applications (TCVC). In addition to this and taking into consideration the large Hispanic population for the City of El Paso, all case managers are bilingual English-Spanish, enabling the team in providing all information in the language the victim is more comfortable. The team prioritizes incidents involving victims of violent crime resulting in bodily injury, death or emotional trauma. VSRT members will provide information and make referrals either by phone or in person and conduct follow ups to ensure crime victims are receiving the needed services. Among the referrals that a victim may be offered by the VSRT team member include a referral to the Center against Family Violence, information on the availability of other shelter and advocacy services. VSRT members will be available to respond 24 hours a day, seven days a week to a crime scene, hospital, or any other location where the victims may be found. The team members will immediately assess the victims' basic needs in order to determine what services are needed. Notifications to all participating agencies to cover the needs of the victim takes place in order to begin the healing process. Victims will receive immediate assistance, which will be made available at minimal travel distance to the victim, as service delivery will begin at the scene of the crime or the victim's home. The team will facilitate the coordination and the communication with other agencies ensuring a smooth transition for the victims of domestic violence as they go through the healing process, as well as through the criminal justice system if they decide to press charges. The project will also promote community involvement through volunteerism. Volunteer recruiting will take place through public outreach efforts such as media releases, during community presentations, and at safety fairs. VSRT members will coordinate community efforts to aid crime victims by providing opportunities for volunteers and student interns from the high school level to the post-graduate level in-service and on the job learning opportunities. The project will provide adequate training and continuing education to service providers, volunteers and student interns. In-service training is provided to current volunteers during regularly scheduled monthly meetings. Pre-service training for VSRT volunteers and interns will consist of an 80 hour training module. The team will network with El Paso Police Department field officers to provide information about the services offered by VSRT. Through network and informative session, the VSRT will make sure that all field officers are capable of providing information about the services available for domestic violence victims or population at risk. VSRT members will attend roll call meetings at each of the five regional command centers where field officers are assigned to update officers on the various services available through VSRT and the Texas Crime Victim Compensation Program (TCVC).

## Project Activities Information

### Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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## Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **red delete** icon – click on this icon to delete the item.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

## Type of Crime Victim

Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%):

0

Domestic Abuse Percentage (%):

0

Child Abuse Percentage (%):

0

DUI / DWI Crashes (%):

0

Survivors of Homicide (%):

0

Assault (%):

0

Adults Molested as Children (%):

0

Elder Abuse (%):

0

Robbery (%):

0

Stalking (%):

0

Other Violent Crimes (%):

0

Description of Other Violent Crimes - If you selected **Other Violent Crimes** above, provide a brief description of the types of other violent crime victims served. Examples include: federal crimes, gang violence, hate/bias crimes, economic exploitation, or fraud.

Enter a description:

## Ineligible Activities and Costs

The *Texas Administrative Code* contains information regarding ineligible activities applicable to funded projects. For a description of all of the ineligible activities and costs, please click on the **Information** icon.

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crisis Services	25.00	Services are provided to help victims during the complete healing process. Services offered include providing information and/or referrals to the different agencies that provide services to victims of Domestic Violence, accompaniment to court hearings, crime victim compensation, and advocacy for all necessary crisis procedures including medical, legal, shelter, to mentioned some.

Forensic Interviews	15.00	During the case manager's assessment of a victim's needs, the victim may volunteer information to the case manager/team member of other incidents of victimization. A victim may be more comfortable discussing crime incidents with the case manager.
Legal Advocacy	25.00	Victims are identified as per the Police Reports generated at the Police Department. When victims are contacted, information on the victims' rights is given to the victim of Domestic Violence. The team also provides comprehensive crisis and follow-up support. This support is necessary in order for the Victim of crime to keep engaged in the process of the investigation and the prosecution.
Multi-Disciplinary Teams and Case Coordination	10.00	Victims are referred to the resource center where agencies such as the District Attorney and County Attorney.
Protective Order Assistance	15.00	Victims are provided information on the existence and the process of obtaining a protective order. A case manager will explain the function of the protective order and assist a victim in completing the order. If necessary the case manager will hand deliver the protective order application to the proper government agency.
Public Presentations	10.00	Provide the general public with information in order to increase the level of awareness of Domestic Violence. Presentation topic include family violence, dating violence, elder abuse, sesual assault, services available to victims of Domestic Violence and how to access them.

**Geographic Area:**

City of El Paso

**Target Audience:**

Victims of crime in which a victim

**Gender:**

Male and Females victims of crime

**Ages:**

All ages

**Special Characteristics:**

Socio-demographic characteristics of the City of El Paso accounts for approximately 80% of the population, therefore a vast majority of the population to be served with this program will be Hispanic. This minority population is often monolingual in Spanish, placing these victims of crime in severely disadvantaged situations. In addition to this fact, the percentage of the population of El Paso living under the poverty level represents approximately 28% of the total population. Combining these two facts often being victims of domestic violence are not able to receive professional services to help themselves or their dependants in their recovery from victimization. In addition to the lack of resources, the level of awareness regarding domestic violence issues is very limited, more so being the case with this disadvantaged population.

**Measures Information**

**Introduction**

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page.

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## Progress Reporting Requirements

### Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

### Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of community outreach efforts.	40	45
Number of times survivors are accompanied to court.	15	50
Number of final protective orders requested.	507	532
Number of forensic medical exams.	0	0
Number of meetings held by multi-disciplinary teams.	0	0
Number of new publications or presentations developed.	0	0
Number of presentations provided (by topic or target audience).	115	120
Number of publications or presentations revised.	0	0
Number of safety plans developed.	337	400
Number of temporary protective orders requested.	1134	1191
Number of victims seeking services who were not served.	0	0

Number of victims / survivors seeking services who were served.	2803	2943
Number of survivors assisted through the legal process.	175	200
Number of survivors assisted with crime victim compensation applications.	378	400
Number of survivors interviewed for case information.	17	20
Number of survivors provided with medical advocacy.	15	25
Number of survivors receiving crisis counseling.	156	330
Number of survivors receiving information and / or referral (in person / by phone).	2803	2943
Number of survivors receiving advocacy for emergency services (e.g., legal assistance, shelter, law enforcement, etc.).	40	100
Number of volunteers trained to provide direct assistance to victims / survivors.	25	35
Number of cases reviewed by the multi-disciplinary team.	0	0
Number of survivors contacted regarding court ordered restitution.	0	0

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Number of cases resulting in charges filed.	1977	2175
Number of children placed with a permanent care provider (for CASA programs).	0	0
Number of felony charges filed.	0	0
Number of felony convictions.	0	0
Number of final protective orders granted / obtained.	507	532
Number of temporary protective orders granted / obtained.	1134	1191
Number of subscribers issued publications or presentation materials.	0	0
Number of survivors receiving partial court ordered restitution.	0	0
Number of survivors receiving full court ordered restitution.	0	0

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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## Documents Information

### Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

### Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD 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 CJD 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 CJD.

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 CJD 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]:

9/1/2009

Enter the End Date [mm/dd/yyyy]:

8/31/2010

### **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 (\$) of Federal Grant Funds:

66300582

Enter the amount (\$) of State Grant Funds:

3971715

### **Single Audit**

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

- Yes  
 No

**Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

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 Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the date of your last annual single audit:  
8/31/2007

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

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Linda Ball Thomas 2 Civic Center Plaza 3rd Floor El Paso, TX 79901

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

### Debarment

Each applicant agency will certify that it and its principles:

- 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 unenumerated in section 1.2(a) in the Certification and Assurances document cited above in the **Introduction**; 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.

Enter the debarment justification:

## Fiscal Capability Information

### Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for CJD grant funds.

***Note:** If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.*

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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### **Organizational Information**

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:

### **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:

### **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:

### **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:

### 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

### Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of CJD funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the

required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for CJD to review. This can be done by typing in the **Notes By Grantee / CJD** message box.

## Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon – click on this icon to expand a list of items.
-  = a **minus** icon – click on this icon to collapse a list of items.
-  = a **new** icon – click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Case Manager	Case Manager No. 1	\$16,720.65	\$18,773.54	\$0.00	\$0.00	\$35,494.19	100
Personnel	Case Manager	Case Manager No. 2	\$35,494.19	\$8,873.54	\$0.00	\$0.00	\$44,367.73	100
Personnel	Case Manager	Case Manager No. 3	\$35,494.19	\$8,873.54	\$0.00	\$0.00	\$44,367.73	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	Training and Travel	\$9,680.00	\$0.00	\$0.00	\$0.00	\$9,680.00	0
Supplies and Direct Operating Expenses	Presentation and/or Training Supplies	Supplies	\$14,873.00	\$0.00	\$0.00	\$0.00	\$14,873.00	0

## Source of Match Information

### Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries.

For further information regarding matching funds refer to *1 TAC*, §3.3; for program income refer to *1 TAC*, §3.73 and §3.87.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you

do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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## Getting Started

On this tab you will notice certain icons that are displayed.

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-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Detail Source of Match/GPI :

DESCRIPTION	MATCH TYPE	AMOUNT
Confiscated Funds	Cash Match	\$36,520.62

### Summary Source of Match/GPI :

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$36,520.62	\$36,520.62	\$0.00	\$0.00	\$0.00

## Budget Summary Information

### Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$87,709.03	\$36,520.62	\$0.00	\$0.00	\$124,229.65
Supplies and Direct Operating Expenses	\$14,873.00	\$0.00	\$0.00	\$0.00	\$14,873.00
Travel and Training	\$9,680.00	\$0.00	\$0.00	\$0.00	\$9,680.00

### Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$112,262.03	\$36,520.62	\$0.00	\$0.00	\$148,782.65

**Condition Of Fundings Information**

DESCRIPTION	CREATED	MET	HOLD FUND
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You are logged in as **User Name:** EPPDGrants