

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

DEPARTMENT: POLICE

AGENDA DATE: March 27, 2007

CONTACT PERSON/PHONE: ASSISTANT CHIEF PAUL CROSS / 564-7310
MONICA HERNANDEZ / 564-7342

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

Approve a resolution authorizing the City Manager to electronically submit a grant proposal to the Criminal Justice Division (Office of the Governor of the State of Texas) for the VOCA grant program in the amount of \$99,076.16 with a local cash match of \$25,112.32 and an in-kind match of \$66,542.00 for a total of \$190,730.48. 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 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:

The VOCA grant will fund the Victim Services Response Team (VSRT) to staff the program with three (3) case workers to provide a variety of service to local victims of crime.

PRIOR COUNCIL ACTION:

Yes. The City of El Paso received VOCA funding in 2006.

AMOUNT AND SOURCE OF FUNDING:

Account # 21010050 Fund# 01101 Project #506000 Match allocated from General Fund
Grant is in the amount of \$99,076.16. Cash match of \$25,112.32 in cash and \$66,542.00 in-kind (volunteer services) is being provided for matching requirement.

*****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 Victim Services Response Team be operated for the July 1, 2007 – June 30, 2008 year; and

WHEREAS, the El Paso City Council agrees to provide applicable matching funds for the said project as required by the 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.

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 Victim Services Response Team project to the Office of the Governor, Criminal Justice Division.
2. The City Manager 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 \$99,076.16, 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 Response Team.
3. The City of El Paso agrees to provide cash matching funds in the amount of \$25,112.32 and in-kind match of \$66,542.00.
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. The City Manager be authorized to sign Cooperative Working Agreements relating to the grant with the following agencies: El Paso County Sheriff's Office; 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; and Family Service of El Paso, Crime Survivors Counseling Program.

CITY CLERK DEPT.
07 MAR 19 11:10 AM

ADOPTED this 27th day of March, 2007

CITY OF EL PASO

John Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Ernesto Rodriguez
Assistant City Attorney

CITY CLERK DEPT.
07 MAR 19 PM 4:10

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

RICHARD D. WILES
CHIEF OF POLICE



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
J. ALEXANDRO LOZANO, DISTRICT 3
MELINA CASTRO, DISTRICT 4
PRESI ORTEGA, JR., DISTRICT 5
EDDIE HOLGUIN, JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

POLICE DEPARTMENT

Date: March 14, 2007

To: Stuart Ed

From: Monica Hernandez

RE: Executive Summary for Victim of Crime Act (VOCA) 2008 Grant

The Victim of Crime Act (VOCA) grant offered by the Criminal Justice Division Office of Governor of the State of Texas will fund the Victim Services Response Team (VSRT) to staff the program with three case workers to provide a variety of services to local victims of crime. The available grant-funding amount is \$99,076.16 with a cash match requirement of \$25,112.32 and an in-kind match of \$66,542.00 for a grand total of \$190,730.48. The cash match will be funded through the general fund, account number 21010050-01101-506000.

CITY CLERK DEPT.
07 MAR 19 PM 4:10



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: Monica Hernandez

Title: Grant Planner

Phone: (915) 564-7342

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

Grant Title: Victim of Crime Act

Due Date: April 2, 2007

Fax No. (915) 564-7177

3. FINANCIAL DATA

Amount of Funding Request: \$99,076.16

Amount of Matching Funds: \$25,112.32

Amount of In-kind: \$66,542.00

Total Amount Requested \$190,730.48

Account No. for Matching Funds: 21010050-506000-01101

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 VOCA Grant will fund the Victim Services Response Team (VSRT) to staff the program with three case workers to provide a variety of services to local victims of crime.

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

Print This Page

Agency Name: El Paso, City of

Grant/App: 1359009 **Start Date:** 7/1/2007 **End Date:** 6/30/2008

Project Title: Victim Services Response Team/Crisis Response Team

Status: New Application

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 version 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.

Your organization's Texas Payee/Taxpayer ID Number:
17460007499009

Application Eligibility Certify:
Created on:3/1/2007 2:42:13 PM By:Zina Jurado

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 the **Save and Continue** button and navigate away from the page, your work will be lost. 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

Grant Officials Information: 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.

Applicant Agency Name: El Paso, City of
Project Title: Victim Services Response Team/Crisis Response Team
Start Date: 7/1/2007
End Date: 6/30/2008
Division or Unit to Administer the Project: El Paso Police Department Auxiliary Support Division
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
Address Line 1: 911 N. Raynor
Address Line 2:
City/State/Zip: El Paso Texas 79903
Payment Address Line 1: 2 Civic Center Plaza, 7th Floor
Payment Address Line 2:
Payment City/State/Zip: El Paso Texas 79901

Grant Officials:
Authorized Official
User Name: Joyce Wilson
Email: citymanager@elpasotexas.gov
Address 1: 2 Civic Center Plaza 10th fl
Address 1:
City: El Paso, Texas 79901
Phone: 915-541-4844 Other Phone:
Fax: 915-541-4866
Agency:
Title: Ms.
Salutation: Ms.

Project Director
User Name: Zina Jurado
Email: JuradoZ@elpasotexas.gov
Address 1: 911 N. Raynor
Address 1:
City: El Paso, Texas 79903
Phone: 915-494-7377 Other Phone: 915-564-7037
Fax: 915-680-6552
Agency:
Title: Ms.

Salutation: Lieutenant

Financial Official

User Name: William Studer
Email: StuderWF@elpasotexas.gov
Address 1: 2 Civic Center Plaza 7th fl
Address 1:
City: El Paso, Texas 79901
Phone: 915-541-4215 Other Phone:
Fax: 915-541-4760
Agency:
Title: Mr.
Salutation: Mr.

Grant Writer

User Name: Zina Jurado
Email: JuradoZ@elpasotexas.gov
Address 1: 911 N. Raynor
Address 1:
City: El Paso, Texas 79903
Phone: 915-494-7377 Other Phone: 915-564-7037
Fax: 915-680-6552
Agency:
Title: Ms.
Salutation: Lieutenant

Grant Vendor

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 the **Save and Continue** button and navigate away from the page, your work will be lost. 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.

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

Data Universal Numbering System (DUNS): Payment Address Line 1: 2 Civic Center Plaza, 7th Floor

Payment Address Line 2:

Payment City/State/Zip: El Paso Texas 79901

Purpose 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.

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. 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.

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.

Primary Mission and Purpose

The Victims of Crime Act (VOCA) program provides funding for direct services to victims of crime. These direct services 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 the Victims of Crime Act (VOCA) program are as follows:

- Minimum Award - \$5,000
- Maximum Award – None
- The Victims of Crime Act program requires a grantee match of at least 20% which is calculated on the total project costs, not on the amount CJD. The match requirement may be met through cash and/or in-kind contributions.

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

Program Requirements

Services to Victims of Crime - Applicant agrees to provide services to victims of crime which include: responding to the emotional and physical victims; assisting victims in stabilizing their lives after victimization; assisting victims to understand and participate in the criminal justice system 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 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 to waive this requirement.

Community Efforts - Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coo and private efforts to aid crime victims. Coordination efforts qualify an organization to receive VOCA funds, but are not activities that can be sup VOCA 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 VOCA victim services.

Civil Rights Information - Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, aq of victims served, within the timeframe established by CJD. This requirement is waived when providing services, such as telephone counseling 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 violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has juris 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 fede

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

Civil Rights Liaison - Applicants must designate a civil rights liaison who will serve as the grantee's civil rights contact point and who will bear th for ensuring that the grantee meets all applicable civil rights requirements. The designee will act as the grantee's liaison in civil rights matters w 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 El Paso, TX 79901

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

9155414105

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for Victims of Crime Act (V
_ 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:

Between the year 1999 - 2006 the El Paso Police Department has reached out to over 68,000 victims of crime. Calls for service over this time period have increased over 15% from 27,419 to 31,608. The Victims Services Response Team assisted nearly six thousand victims with the filing of the Texas Crime Victims Compensation application. Although El Paso has been named the "3rd safest City in America", in 2005 El Paso was the 2nd safest city. This is a clear indication that even in El Paso, crime is on the rise. The need for immediate crisis intervention and prevention for victims is needed now more than ever. Immediate crisis intervention provides victims with the necessary means to stabilize their mental and emotional state and move towards health and healing. The lack of awareness of resources and available assistance increases a victims risk of continued emotional trauma and the inability to return to a normal life.

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:

City of El Paso Year Calls for Services # of victims served crime victims compensation applications 1999 27,419 5,584 288 2000 28,717 8,729 271 2001 28,149 8,947 387 2002 26,669 7,032 577 2003 28,132 7,621 626 2004 29,045 9,920 1,199* 2005 30,019 9,455 1,131 2006 31,608 10,848 1,060 * in 2004 there was a 92% increase in applications filed Source: El Paso Police Department

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 and/or information and referrals by conducting the following: a. identify multi-disciplinary, comprehensive psychotherapy and/or counseling programs b. provide victims with referrals to emergency shelters, transitional living and assistance in locating permanent housing c. provide information on crime victims rights, the state compensation fund and facilitate an understanding among victims on the workings of the criminal justice system d. provide crisis intervention and outreach, and identify or create support groups for victims of sexual assault and their significant others e. provide emotional support, grief counseling, conflict and trauma resolution, and group or family therapy for crime victims f. provide updates to victims of crime on their cases as they progress through the criminal justice system g. assure that victims know that they have the opportunity to submit a statement to the court regarding the impact of the crime committed against themselves and their families. The project will also coordinate communities efforts in the assistance for crime victims by providing opportunities to use volunteers and student interns from the high-school level to the post graduate level in service learning situations. The project will provide exemplary 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 overall goals of this project is to provide victims of crime with immediate crisis intervention, an increased awareness of victims rights, provide information and direction to available resources and assistance with filing the Texas Crime Victims Compensation application.

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):

Family Services of El Paso - Collaboration of efforts to serve victims of crime El Paso County Sheriff's Office - To coordinate efforts to victims who reside in the county CASA - to work with court appointed special advocates to assist juvenile victims Diocesan Migrant Refugee Services - to assist in filing U-Visas STARS - to refer rape victims to the appropriate resource center District Attorney's Office - to collaborate on cases for better prosecution and services to victims Center Against Family Violence - To maintain a strong working relationship to transfer homeless victims to the Center and to provide crime victims compensation Advocacy Center for Children of El Paso - To provide services to victim children and their parents Rio Grande Council of Government - Collaboration of efforts to serve victims of crime West Texas Commission of Supervision & Corrections Department - to collaborate with the parole system

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:

Goals are being met at this time

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:

Victims of crime resulting in bodily injury, death or emotional trauma need to receive immediate crisis intervention at the scene of the crime from advocates who are specially trained in the area of crisis intervention and stabilization in order to help these victims start the healing process sooner. Whenever possible, the team will respond immediately to the crime scene, however if this is not practical, the team will respond as quickly as possible to the location of the victim. The Victims Services Response Team, comprised of three case managers and 125 trained volunteers will respond to crime scenes at the request of police dispatchers, officers investigating the crime, the victim's family and/or at the request of the victim themselves. The team will respond to each request and will provide immediate crisis intervention, explain crime victims rights, discuss and explain available resources and services, make appropriate referrals, assist with crime victims compensation applications, discuss protective orders and conduct follow-up sessions with each victim as needed. The team serves citizens of the City of El Paso (population 592,099 - US Census Bureau, 2004 Population Estimates which falls within the jurisdiction of the El Paso Police Department (EPPD)). The El Paso Police Department responded to approximately 31,608 calls for service during the year 2006. The team prioritizes their response to incidents involving victims of crime resulting in bodily injury, death or emo

Activity 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 the **Save and Continue** button and navigate away from the page, your work will be lost. 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.

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 more than one type; however, the sum of the percentages should be 100%.

Sexual Assault Percentage (%):

25

Domestic Abuse Percentage (%):

50

Child Abuse Percentage (%):

25

DUI / DWI Crashes (%):

0

Survivors of Homicide (%):

0

Assault (%):

0

Adults Molested as Children (%):

0

Elder Abuse (%):

0

Robbery (%):

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

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 VOCA funded projects, as well as all fund source description of all of the ineligible activities and costs, please click on the **Information** icon.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crisis Services	65.00	The Team is available 24 hours a day 7 days a week to provide immediate crisis intervention to victims as soon as possible to help the healing process. The Team explains crime victims rights, resources and a basic overview of the criminal justice system. The Team assists in filling out and filing crime victims compensation applications to include follow-up visits. The team provides transportation services to shelters, doctors appointments and legal proceedings.
Public Presentations	35.00	The Victims Services Response Team provides education and training to schools, media, advocates, civic organizations and health fairs. The team has received 40 hours of public speaking training and are well equipped to provide noteworthy presentations to the public. Brochures, pamphlets, handouts and surveys are a necessary part of all public speaking engagements. The Team presents a multitude of topics that are not limited to, dating violence, assaults, crime victims rights and compensation.

Geographic Area:

The target geographic area for this project is the City of El Paso, Texas

Target Audience:

The target audience for this project is victims of all major crimes

Gender:

The target gender for this project is both male and female

Ages:

This project targets all age groups

Special Characteristics:

The special characteristic of the target group is the underserved population consisting of disadvantaged, monolingual Spanish speakers and the homeless.

Objective 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. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click the **Save and Continue** button and navigate away from the page, your work will be lost. 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.

Reserved

This section left intentionally blank.

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of community outreach efforts.	11	20

Number of new products developed (e.g., brochures, manuals, etc).	0	2
Number of presentations provided (by topic or target audience).	29	40
Number of products revised.	0	2
Number of safety plans developed.	2439	2500
Number of victims / survivors seeking services who were not served.	0	0
Number of victims provided with medical advocacy.	0	0
Number of victims receiving crisis counseling.	1495	1550
Number of victims receiving information and / or referral (in person / by phone).	6064	6200
Number of victims receiving victim / survivor advocacy (e.g., obtaining housing, employment, etc.).	1270	1400

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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Document 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 the **Save and Continue** button and navigate away from the page, your work will be lost. 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.

Important Note Regarding Resolutions: CJD will implement an "Upload" function in the future to enable applicants to submit resolutions from governing bodies electronically with their application. It is not necessary to submit your resolution to CJD by fax or email. If your application is awarded, CJD will place a special condition on each application submitted and notify your agency via email with instructions when the "Upload" function is available. At that time you will be required to login to eGrants and submit each resolution electronically using the "Upload" feature in eGrants. The special condition will be removed once the resolution is uploaded. CJD anticipates adding this feature to eGrants by April 30, 2007.

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, cc

commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items 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 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 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.

If your agency's governing body has approved a resolution for this project, enter the date for this approval below:

3/27/2007

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 (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 officer or employee of a department or agency in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the making 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 or cooperative agreement?

Select the Appropriate Response:

Yes
 No
 N/A

Single Audit

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

Select the Appropriate Response:

Yes
 No

Enter the amount (\$) of combined Federal Funds:

55930067

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

12476665

Enter the Amount (\$) of Local Government Funds:

0

Enter the Amount (\$) of Private Funds:

0

Provide the name and amount for any other source of financial support not listed above:
Other Sources of Financial Support:

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

In addition, for 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:

4/10/2006

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]:

9/1/2005

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

8/31/2006

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 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 El Paso, Texas 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 of Civil Rights Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP 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 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 a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, 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 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 Detail 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 the **Save and Continue** button and navigate away from the page, your work will be lost. 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.

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Advocate	Three Case Managers who provide immediate crisis intervention, telephone contacts, information and referrals and assist with crime victims applications. Base Salary 28,840 1st Case Manager CJD pays 100% + Fringe Benefits - \$41,396.16 2nd Case Manager CJD pays 100% Base Salary - \$28,840 EPPD pays Fringe Benefits - \$12,556.16 3rd Case Manager CJD pays 100% Base Salary - \$28,840 EPPD pays Fringe Benefits - \$12,556.16 Fringe Benefits breakdown- Pension - 11.68% \$3,368.51 FICA - 6.2% \$1,788.08 Social Security 1.45% \$418.18 Workmans Compensation .0050% \$1.44 Unemployment .001% .29 Health Insurance \$6,944.16 (yearly rate) Life Insurance \$35.50 (yearly rate) Total Fringe Benefits - \$12,556.12 Volunteers provide immediate crisis intervention, assist with resources, assist in filing crime victims compensation and provide transportation services as needed. 9,506 volunteer hours @ \$7.00/hr. - \$66,542.00	\$99,076.16	\$25,112.32	\$66,542.00	\$0.00	\$190,730.48	100

Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Airtime for three (3) cellular phones @ \$45.00 per month per phone	\$1,620.00	\$0.00	\$0.00	\$0.00	\$1,620.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Consumable office supplies (printer paper, staples, envelopes, tape, postage, pens)	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0
Travel and Training	Registration Fees, Training, and/or Travel	In-state travel and training conferences using the El Paso Police Departments travel policy, which includes \$59.00 per diem and \$120.00 per night for lodging plus lowest airfare and applicable conference fees	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0

Fiscal Document

Introduction

The **Budget Fiscal Document** tab is optional, and may be used by CJD staff to setup and load in additional fields regarding any budgetary information for collection from the grantee.

Record Of Match

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. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on the **Save and Continue** button and navigate away from the page, your work will be lost. 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. For further information regarding matching funds refer to 1 TAC, §3.3; for program income refer to 1 TAC, §3.73 and §3.87.

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Cash match funds will be derived from the El Paso Police Departments General Fund Budget	Cash Match	\$25,112.32
Volunteer services at the rate of \$7.00/hr - 9,506 hours	In Kind Match	\$66,542.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
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\$91,654.32	\$25,112.32	\$66,542.00	\$0.00	\$0.00
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Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$99,076.16	\$25,112.32	\$66,542.00	\$0.00	\$190,730.48
Supplies and Direct Operating Expenses	\$3,420.00	\$0.00	\$0.00	\$0.00	\$3,420.00
Travel and Training	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$106,996.16	\$25,112.32	\$66,542.00	\$0.00	\$198,650.48

Budget Summary Information by Budget Category:

CATEGORY	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$99,076.16	\$25,112.32	\$66,542.00	\$0.00	\$190,730.48
Supplies and Direct Operating Expenses	\$3,420.00	\$0.00	\$0.00	\$0.00	\$3,420.00
Travel and Training	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00

Budget Grand Total Information:

CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$106,996.16	\$25,112.32	\$66,542.00	\$0.00	\$198,650.48

Condition Of Fundings

DESCRIPTION	CREATED	MET	HOLD FUND
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Fiscal Capability Information

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) 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 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?

a) Total funds authorized 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 the 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:

You are logged in as **User Name:** zj1799