

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

**DEPARTMENT:** Police  
**AGENDA DATE:** January 6, 2018  
**CONTACT PERSON/PHONE:** Assistant Chief Zina Silva, 212-4306  
**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL: NO. 2: Set the Standard for a Safe and Secure City**

**SUBJECT:**

The City Manager or designee is authorized to submit the grant application for the General Victim Services FY18 program to the Office of the Governor, Criminal Justice Division including all understandings and assurances contained therein, and to reject, alter and/or terminate the grant for the purpose of continuing the efforts of the Police Department's Victim Services Unit. In addition, the City Manager or designee is authorized to sign any related paperwork, including but not limited to, authorization of budget transfers, and/or revisions to the operation plan. Further, the City Manager or designee is authorized to execute any grant amendments, corrections or extensions of the grant agreement which increase, decrease or de-obligate program funds, provided that no additional City funds are required. Requesting \$115,954.20 Cash Match, total grant amount \$579,771.00.

**BACKGROUND / DISCUSSION:**

The FY18 General Victims Services grant will fund personnel, salaries, cell phones services and supplies for case managers.

**SELECTION SUMMARY:**

N/A

**PROTEST**

No protest received for this requirement.

Protest received.

**COUNCIL REPRESENTATIVE BRIEFING:**

Was a briefing provided?  Yes or  No Routine  
If yes, select the applicable districts.

- District 1
- District 2
- District 3
- District 4
- District 5
- District 6

- District 7
- District 8
- All Districts

**PRIOR COUNCIL ACTION:**

City Council approved acceptance of the award under the FY17 General Victims Services Grant on March 8, 2016.

**AMOUNT AND SOURCE OF FUNDING:**

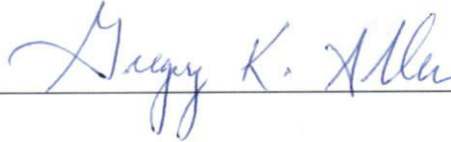
Account No: 560000-21060-321-1000-P2104  
Funding Source: General Fund  
Amount: \$115,954.20

**BOARD / COMMISSION ACTION:**

N/A

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

**DEPARTMENT HEAD:**



## RESOLUTION

**WHEREAS**, the El Paso City Council finds it in the best interest of the citizens of El Paso that the General Victims Services FY 2018 program be operated for the time period of October 1<sup>st</sup> 2018 to September 30<sup>th</sup> 2020; 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

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

1. The City Manager or designee is authorized to submit the grant application for the General Victim Services FY18 program to the Office of the Governor, Criminal Justice Division including all understandings and assurances contained therein, and to reject, alter and/or terminate the grant for the purpose of continuing the efforts of the Police Department's Victim Services Unit. In addition, the City Manager or designee is authorized to sign any related paperwork, including but not limited to, authorization of budget transfers, and/or revisions to the operation plan. Further, the City Manager or designee is authorized to execute any grant amendments, corrections or extensions of the grant agreement which increase, decrease or de-obligate program funds, provided that no additional City funds are required.
  
2. The City Council agrees that in the event of loss or misuse of the Criminal Justice Division funds that such funds will be returned to the Criminal Justice Division in full.

ADOPTED this 6<sup>th</sup> day of February, 2018

**CITY OF EL PASO**

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Dee Margo  
Mayor

ATTEST:

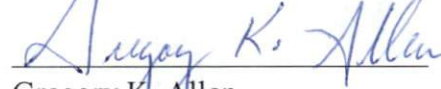
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Laura D. Prine  
Interim City Clerk

APPROVED AS TO FORM:

  
Oscar G. Gabaldón, Jr.  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Gregory K. Allen  
Chief of Police

[Print This Page](#)

**Agency Name:** El Paso, City of  
**Grant/App:** 2592806 **Start Date:** 10/1/2018 **End Date:** 9/30/2020

**Project Title:** General Victim Services  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460007499028

### Application Eligibility Certify:

Created on:12/29/2017 11:08:28 AM By:Adriana Romero

### Profile Information

**Applicant Agency Name:** El Paso, City of  
**Project Title:** General Victim Services  
**Division or Unit to Administer the Project:** Victim Services Unit El Paso Police Department  
**Address Line 1:** 300 N Campbell  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79901-1402  
**Start Date:** 10/1/2018  
**End Date:** 9/30/2020

**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:** Pat Degman  
**Email:** degmanpa@elpasotexas.gov  
**Address 1:** 300 N Campbell  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-212-1170 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Comptroller

#### Project Director

**User Name:** Victor Vasquez  
**Email:** 1548@elpasotexas.gov  
**Address 1:** 911 N Raynor  
**Address 1:**  
**City:** El Paso, Texas 79930  
**Phone:** 915-212-4004 Other Phone: 915-212-4000  
**Fax:**  
**Title:** Mr.  
**Salutation:** Sergeant  
**Position:** Sergeant

#### Financial Official

**User Name:** Elda Hefner  
**Email:** rodriguez-hefner@elpasotexas.gov  
**Address 1:** 300 N. Campbell  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-212-1173 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grants Administrator

#### Grant Writer

**User Name:** Adriana Romero  
**Email:** romeroax1@elpasotexas.gov  
**Address 1:** 911 Raynor  
**Address 1:**  
**City:** El Paso TX, Texas 79903  
**Phone:** 915-212-4296 Other Phone:

**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grant Writer

### Grant Vendor Information

**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):**  
17460007499028  
**Data Universal Numbering System (DUNS):** 058873019

### Narrative Information

#### Introduction

This application is for grants under programs funded under the Victims of Crime Act.

Please read the [funding announcement](#) for program rules and application guidelines and review the *Guide to Grants, Grantee Conditions and Responsibilities* and *Standard Certifications and Requirements* - all available at [CJD's resources webpage](#) - for standard rules and conditions the applicant agrees to when certifying an application.

*How to Apply for a CJD Grant* contains special instructions for this application, and *Developing a Good Project Narrative* is essential reading for drafting effective responses to the nine boxes below in the "Project Narrative" section. Both are also available at [CJD's resources webpage](#), and applicants wishing to receive a grant should review them closely. Applicants that fail to adequately respond to the prompts will NOT be selected by CJD for funding.

Applications for local or regional projects under this announcement will first be reviewed and ranked by the relevant regional Council of Governments' (COG) Criminal Justice Advisory Committee, and some COGs have additional, mandatory application procedures. Applicants should contact their COG's criminal justice planner early as possible for instructions. The local criminal justice planners are also the first, best contact for questions regarding the application or program, and [their contact information can be found here](#).

Unless otherwise specifically instructed, DO NOT UPLOAD ATTACHMENTS with further information. Use the space provided here to address any aspects of the project you consider relevant.

### Program-Specific Questions

#### A. Culturally Competent Victim Restoration

##### Guidance

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

Provide information in this section regarding how your organization is culturally competent when providing services to victims. The Domestic Violence Officer (DVO) and the Victim Services Response Team (VSRT - civilian case managers) will provide services such as crisis intervention, resources, and education. Services will focus on the victim, empowering them by responding to their needs and by supporting the victims through the justice process. Furthermore, all of these services will be rendered in the most respectful and compassionate manner possible. The DVO and the VSRT Case Managers are extremely knowledgeable and well trained in handling domestic violence cases. The DVO and VSRT Case Managers receive training on topics such as victim awareness and sensitivity, cultural norms, crisis intervention, cultural diversity, racial profiling, sexual harassment/awareness, ethics, and customer service etiquette. To provide the best services to victims of domestic violence, the DVO and the VSRT Case Managers are comprised of a group of highly motivated individuals who possess awareness of the need to be sensitive to the victims of domestic violence allowing them to achieve an effective delivery of these services. In keeping with the El Paso Police Department's Discrimination Policy, DVO and VSRT Case Manager when providing services to the victims regardless of age, health, race, ethnicity, sex, sexual orientation, or cultural differences, and language consider sensitive aspects. Cultural differences and language are important aspects given the high percentage of the Hispanic population in the City of El Paso. The DVO and the VSRT Case Managers provide excellent bilingual services with an understanding of the cultural differences. Through multi-agency (District Attorney's Office, County Attorney's Office-Protective Order Unit, Center against Sexual and Family Violence CASFV, Texas Rio Grande Legal Aid- Divorce, Legal Aid, and Diocesan Migrant and Refugee Services), networking and sharing of information, the El Paso Police Department consistently assesses the needs of the community. This information helps to focus on problem areas to effectively provide outreach for victims of crime and the at risk population. In order to provide the best possible services the statistical information will be evaluated often.

**B. Culturally Specific and Underserved Populations****Guidance**

Following are relevant definitions needed to answer this question.

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

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

Yes  
 No

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

N/A

**C. Victim Referral Process**

Describe how victims are referred to your agency.

VSRT Case Managers will review reports generated by the El Paso Police Department (EPPD) and initiate contact with the victims of applicable crimes by making telephone contact or sending a letter. Initial contact can also be initiated through on-scene response. On-duty officers may initiate the call out process for incidents that require the VSRT Case Managers to respond. VSRT Case Managers will assist with transportation of victims. Other agencies will refer victims to the El Paso Police Department in the event those agencies need our assistance or the incident occurred within the EPPD's jurisdiction.

**D. Relevance to Priorities**

Provide a brief explanation regarding the proposed project's relevance to any or all of the following priorities. If none of these items apply enter '**N/A**'

Improving the criminal justice system response.

In keeping with the mission and vision of the City of El Paso, the El Paso Police Department Victim Services Response Team will continue to support victims of crime by providing the resources necessary to help victims of crime recover and feel safe again in their communities. The VSRT unit conducts fieldwork in order to provide support to public safety by working family violence operations. These operations consist of a case manager paired with a police officer to respond to domestic violence calls and provide the necessary services while on the scene of the incident. This operation includes the delivery and explanation of emergency protective orders and other available services such as a safety plan. The VSRT Case Managers take this opportunity to educate the victims in order to help them recognize the power of prevention and individual empowerment.

Improve court services regarding domestic violence, sexual assault, dating violence, and stalking.

N/A

Strengthen victim restoration.

When conducting fieldwork, as first responders, the VSRT unit provides on-scene crisis intervention and outreach for victims of crime and delivers expanded services and assistance in the healing process. The VSRT unit is constantly looking for ways to strengthen victim restoration. The VSRT unit has implemented a Repeat Call Operation where a case manager is paired up with a police officer to visit locations with more than three domestic calls for service within the month. These operations address issues or concerns that may be causing the need for police response. This type of operation shows the victims that the El Paso Police Department is following up on the victim's status and will address any concerns or questions. Additionally, offenders are made aware that they are being monitored for any further acts of violence against the victim. The Pebble Hills Regional Command (PHRC) has started an emergency protective order (EPO) violation operation that consists of visiting locations where an EPO has been issued to ensure compliance by all parties involved. This operation will be monitored for compliance and non-compliance with a possibility of implementation in all the other regions. This operation will be measured by comparing the number of locations with active EPOs visited, the respondents adhering to the EPO and the respondents not adhering to the EPO.

Increase collaboration and communications across all levels of government and among all victims services.

The El Paso Police Department Victim Services Response Team has a very good working relation, collaboration and communication with other law enforcement and victim services agencies in all levels of government to include, but not limited to; • District Attorney's Office • County Attorney's Office-Protective Order Unit • Center against Sexual and Family Violence CASFV • Texas Rio Grande Legal Aid • Diocesan Migrant and Refugee Services • CPS/APS • Center against Sexual and Family Violence (CASFV) • Ft. Bliss Advocacy Center • Child Crisis Center • General Assistance The El Paso Police Department VSRT Case Manager's primary function is to assist victims of crime as they recover and work toward being made whole. The VSRT Case Managers will make the necessary referrals to other agencies for social services, shelter/housing, crisis management and long-term assistance. It is important to maintain an open line of communication. The VSRT Case Managers will conduct shift training for officers, public presentations, attend local training, and participates in interagency committees such as the High-Risk FAMV committee formed by the District Attorney's Office.

**E. Sustainment**

How many additional years, beyond this request, do you plan to request continuation funding?

6

1) If you entered three (3) years or fewer, provide a brief explanation of your sustainment plan (if you entered more than three years or the project will not be sustained, enter '**N/A**):

N/A

2) If you entered more than three (3) years, explain the longer term sustainment plan or why other resources cannot be used to continue this project and why a sustainment strategy is not possible (if you entered three years or fewer or the project will not be sustained, enter 'N/A'):

The General Victim Assistance (GVA) Program is an asset to the El Paso Police Department (EPPD). The EPPD relies on funding resources to continue assisting the Domestic Violence Officer (DVO) by allowing victims to benefit from a VSRT Case Manager assigned to each of the five regional commands. The addition of one more case manager assigned to Police Headquarters (PDHQ) will allow more victims to be served. The additional VSRT Case Manager will enable case managers to remain at their assigned regions without having to alternate coverage at PDHQ. El Paso Police Department faces financial challenges and GVA resources have made it possible to continue providing a VSRT Case Manager to each of the 5 regional commands. The GVA makes it possible for the case managers to assist the DVO who would otherwise be responsible for providing victims services to all regional commands by himself.

**F. Rural Victim Services**

Does your project serve victims in rural areas or rural counties, as defined by the Texas Health and Safety Code\*?

\* Texas Health and Safety Code and Title 25, Health Services Section of the Texas Administrative Code, define "rural area" as (1) a county with a population of 50,000 or less; or (2) a relatively large, isolated, and sparsely populated area in a county with a population of more than 50,000.

Yes  
 No

If you answered 'YES' above, list the counties or areas of service below and their populations to demonstrate how the definition of "rural area" is met. If you answered 'NO' above, enter 'N/A'.

N/A

**G. Vehicle Purchases**

VOCA applicants seeking grant funds for the purchase of a vehicle must describe below:

- 1) What are the current program transportation needs that will be addressed with vehicle purchases under this project;
- 2) What evidence exists to support the need for transportation funding that is specific to the program site;
- 3) What current transportation services exist at each specific program site and how will these current services be enhanced;
- 4) What transportation services will be provided; and
- 5) How the grantee will ensure the safe transportation of victims/survivors to and from the program site.

If this application does not seek funds for the purchase of a vehicle, enter 'N/A'.

N/A

**H. Applicants Performing Sexual Assault Forensic Exams**

If an applicant is currently performing sexual assault forensic exams as any part of their current operations, provide the following information regarding the 12 months prior to submitting the application (enter "0" for all fields if the applicant does not currently perform sexual assault forensic exams).

Number of victims referred for an exam that did not complete one:  
0

Number of report exams performed:  
0

Number of non-report exams performed:  
0

**I. Evaluation Projects**

This section regards any evaluation budget line item and/or selection of "Program Evaluation" as a project activity.

**Tier-One Evaluations**

Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation also will review available program output and outcome information.

Does this application include a tier-one evaluation?  
 Yes  
 No

If you answered 'YES' above, describe below the best practices/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. If you answered 'No' above, enter 'N/A'.  
N/A

**Tier-Two Evaluations**

Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program's effectiveness and to produce data and evidence necessary for others to replicate the program models and to develop best practices that CJD can use in supporting similar efforts.

Does this application include a tier-two evaluation?  
 Yes  
 No

If you answered 'YES' above, describe below why this new program model is needed and the goal(s) of the evaluation. If you answered 'No' above, enter 'N/A'.

N/A

If you answered **NO** to both questions above, check this box.

### Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

#### A. Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 96 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. The evidence collection portion of the exam is to be paid by law enforcement per state law. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

#### B. Confidentiality and Privacy

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

#### C. 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 Thomas

Enter the Address for the Civil Rights Liaison:

300 N. Campbell El Paso Texas, 79901

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

(915) 212-1240

#### D. Activities that Compromise Victim Safety and Recovery

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

#### E. Legal Assistance for Victims (LAV) Certification

The applicant certifies that it meets the following federal statutory requirements in regards to the provision of legal advocacy:

(1) Any person providing legal assistance through a program funded under this VAWA Program

(a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or

(b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.

(2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.

(3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.

(4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Does the applicant meet the criteria outlined above?

Yes

No

**F. Polygraph Testing Prohibition**

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

**G. Protection Orders**

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

**H. Offender Firearm Prohibition**

Per 18 USC § 992(g), offenders convicted of a felony or misdemeanor level crime of domestic violence and anyone subject to a domestic violence protective order is prohibited from possessing a firearm.

**I. Criminal Charges**

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

**J. Uniform Crime Reports**

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety for inclusion in the annual Uniform Crime Report (UCR) and must have been current for the previous year.

**K. Criminal History Reporting**

The county (or counties) in which the applicant is located must have a 90% average on both adult and juvenile criminal history dispositions reported to the Texas Department of Public Safety for calendar years 2011 through 2015.

**L. Immigration and Customs Enforcement Requests**

The full text of this certification can be found [here](#). To be in compliance with this requirement, any county or municipal government that includes a department that detains individuals after arrest for a criminal violation must provide a letter signed by the head of each such department certifying to the requirements. This letter may be used for any application submitted to OOG for a period of up to two years from the date it is signed. If that period expires during the project period of any grant, the grantee must submit an updated letter for each such grant to remain in compliance with this requirement.

All applicants must select one of the following options:

- Applicant is not a county or municipal government
- Applicant is a county or municipal government and does not include any department that detains individuals after arrest for a criminal violation at any time
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. Letters certifying compliance and signed by the heads of all such departments have been uploaded to this application.
- Applicant is a county or municipal government that includes department(s) that detain individuals after arrest for a criminal violation. The Authorized Official has read the certification found on the aforementioned CJD website. Further, the Authorized Official will not be submitting signed letters certifying compliance from the heads of all such departments and understands that failure to comply with this certification may result in OOG, at its sole discretion, rejecting this application and any other application from the relevant county or municipal government.

**M. Immigration Legal Services**

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

**N. 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. If the application is for a project that serves victims of sexual assault, applicant agrees to provide services to victims of sexual assault which includes providing core services, direct intervention, and related assistance to victims of sexual assault in order to assist with their recovery from the physical and psychological trauma of rape and sexual assault.

**O. Volunteers**

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

**P. Crime Victims' Compensation**

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

**Q. 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.

**R. Records**

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

**S. 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.

**T. 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.)

**U. No Charge**

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

**V. Discrimination**

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

**W. Effective Services**

Applicants applying for funds to provide victim services 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. (See "Capacity & Capabilities" instructions in the Funding Announcement.)

**Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the CJD Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

I certify to all of the application content & requirements.

**Project Abstract :**

The El Paso Police Department (EPPD) will utilize GVA funding for additional resources to continue funding the five EPPD victim services case managers and add an additional case manager to serve an underserved district. Additionally, VSRT has 15-trained VSRT Volunteers who will supplement the VSRT Case Managers during the evening hours and weekends. Historically, the volunteers will work 4 to 6 hours per shift, once a week usually on the weekend. The VSRT Volunteers will require the use of the VSRT equipment and supplies. The El Paso Police Department the largest local law enforcement agency responsible for providing services to 100% of the El Paso population. The VSRT Case Managers' main priority is to assist victims of crime. The program recognizes that immediate intervention from the VSRT Case Manager is essential to the healing process for a victim. The victims of domestic violence are often unaware that they are involved in a very volatile and dangerous situation. The EPPD currently has five VSRT Case Manager and is requesting one additional VSRT Case Manager to cover Police Headquarters (PDHQ) and to have the flexibility to adjust their schedules in order to provide more coverage during the day. The VSRT Case Managers currently alternate a day to cover the PDHQ leaving their region unattended for at least one day out the week. The Domestic Violence Officer (DVO) and the Victims Services Response Team (VSRT) members will contribute to the recovery of the victims of domestic violence by being able to provide expanded coverage and availability during a greater part of the day. The DVO and VSRT Case Managers will assist in responding to crime scenes while conducting field operations, at the request of police dispatch and officers investigating a crime. The DVO or VSRT Case Manager will respond or make contact with victims of crime via, telephone, home visits, on a walk-in basis at one of the regions or at police headquarters and provide crisis intervention, explain available services, make appropriate referrals and conduct follow up sessions with each victim as needed. Another way of communication will be by sending a letter explaining all of the victim services available to the victim.

**Problem Statement :**

The City of El Paso is the 19th largest city in the United States and the 6th largest city in Texas. El Paso is the largest metropolitan city on the U.S.-Mexico border, covering over 255 square miles. El Paso has a population just under 700,000 people. The El Paso region in combination with

its international neighbor city, Ciudad Juarez, Mexico, the most populated city in the Mexican state of Chihuahua, and its neighboring state of New Mexico forms a larger region with a population of over 2.5 million people, many of whom come every day to visit, work and play. El Paso is among the fastest growing metropolitan areas in the nation with an average growth per-decade of 21% from 1960 to 2010. In addition to this population influx, El Paso has a strong federal and military population. This population expansion and close proximity to the international border presents unique challenges for the local law enforcement community, most notably to the number of victims of crime.

### **Supporting Data :**

Nationally recognized as a great place to live, El Paso maintains its standing as a top safe city in the United States with a population larger than 300,00. El Paso is among the fastest growing metropolitan areas in the nation with an average growth per-decade of 21% from 1960 to 2010. As previously mentioned, while its population is under 700,000 people, El Paso is a global, cultural and economic center in a larger region of 2.5 million people that visit El Paso. El Paso surrounds Fort Bliss, the Army's fourth largest installation though not considered within the City limits: This military base has a population of 45,189 soldiers and family members who call El Paso home. The post supports a population of 168,135 including veterans, retirees and family members. This population and close proximity to El Paso's sister city on the Mexican side of the border, Ciudad Juarez can present challenges for the local law enforcement community. For the fiscal year 2017, VSRT reached out to over 8,100 victims and of these cases, 3,724 were domestic and/or family violence cases. Family violence cases total approximately 46% of all crimes reviewed and handled by the VSRT. For FY-2017, Police responded to approximately 32,400 calls for service in reference to domestic disturbances. Although not every call resulted in a need to make an arrest, this overwhelming need for police intervention warrants that domestic violence be closely monitored and targeted. The VSRT Case Managers play an incredibly critical role for the victims and their families. The EPPD's constant dedication to public safety has developed and sustains an excellent working partnership with the community. The program will maintain records compiled from computer aided dispatch services and local records management system.

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

In keeping with the mission and vision of the City of El Paso, the El Paso Police Department Victim Services Response Team will continue to support victims of crime. Some of the priorities for this project include family violence, child abuse/neglect, victims of violent crimes, and quality of life issues. The program for which funding is requested covers all of these important aspects that will result in the enhancement of quality of life for the citizens and visitors of El Paso. As a way of reaching this goal, the DVO and the VSRT Case Managers will strive to provide communication channels and networking opportunities among service providers to evaluate the needs of the community and to address existing issues through collaboration. The El Paso Police Department is aligned with the vision and mission of the community plan for El Paso by constantly monitoring the types of crime related to domestic violence and by having close working relationships with other service providers for domestic violence. This project will provide victims of crime and neglect with support services and/or information and referrals by conducting the following; • Identify multi-disciplinary, comprehensive psychotherapy and/or counseling programs. • Provide victims with referrals to emergency shelter, transitional living and assist in locating permanent housing. • Provide information on crime victims' rights, the state compensation fund and facilitate an understanding among victims on the workings of the criminal justice system. • Provide crisis intervention and outreach, and identify support groups for victims of sexual assault and their significant others. • Provide emotional support, grief counseling, conflict and trauma resolution for crime victims. • Provide updates to victims of crime on their cases as they progress through the criminal justice system. • 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 learning situations. • Provide adequate training and continuing education to service providers, volunteers and student interns. • Make a concentrated effort to be proactive in an effort to reduce or minimize the domestic violence type calls by targeting repeat offenders and repeat call for service at the same locations. • The project will conduct follow-up visits to locations where an emergency protective order has been issued, to ensure compliance by all parties involved.

### **Capacity & Capabilities:**

The El Paso Police Department (EPPD) is a Municipal Law Enforcement Agency whose jurisdiction falls within the City of El Paso. In efforts to keep up with the rising population of El Paso, The EPPD currently employs 1027 commissioned police officers and 229 civilian support staff. The Department is comprised of Police Headquarters and five Regional Command Centers, which consist of patrol sections, detective units, traffic sections and other various specialized units. Through Community Policing, the Department is focused on promoting proactive problem solving and police community partnerships to address the cause of crime and fear of crime within the city of El Paso. The EPPD embraces the task of assisting victims of domestic violence and understands the positive impact of early intervention and proactive prevention. All commissioned department employees and the VSRT Case Managers have received training on our victim assistance program and have an in depth understanding of how the program functions. Officers identify a need and quickly summon one of our case managers who deliver expanded services and assistance to help in the healing process. All of our case managers have a cumulative minimum of 9-years experience within the VSRT program, have received training, and will continue to attend training and presentations related to family violence. VSRT Case Managers will keep up with any changes, certifications and updates.

### **Performance Management :**

The goal of the Victim Services Unit of the El Paso Police Department is to provide every person who files a police report for an eligible crime, Crisis Management, Legal Advocacy and Protective Order assistance. The project will be measured by extracting records supplemented by our case managers and then will be compared to cases, which have not been serviced. The objective is to achieve 100 percent service rate to all cases reported to the police department and the measure of its success rate will be examined every quarter. For example, this quarter summary (10/17-12/17): a total of 1779 cases were supplemented by VSRT Case Managers to document that an attempt was made to reach the victims out of the total number of cases reported 1,942 this yields a 91.6% service rate.

### **Data Management:**

The El Paso Police Department maintains all records produced in a records management system called I/Leads. This system allows the means to enter accurate data into the records management system allowing current and correct information is immediately available throughout the department. The agency is able to manage incident records in a single database to promote cross-jurisdictional communications and collaboration, pinpoint incident trends, and respond appropriately to reduce the risks of specific types of crimes. This system also allows users to extract data from various report options. This data can then be analyzed in any format and provides an excellent tool for proper planning. Part of the data gathered from I-leads will be used to identify the addresses that are generated repeatedly in domestic violence calls. The VSRT Case Managers will be able to use this information to identify the source of the problem and take a proactive approach in finding a solution instead of a reactive one. The information provided by the record management system is helpful in providing information such as; what the incidents is, who the offender is, whom the victims is, dates of the offenses and if it is a reoccurring offense, addresses, and phone numbers available to contact either the victims or the offender. This information is helpful in providing the means necessary to research and find ways to help reduce

the number of calls for service.

### Target Group :

The City of El Paso is the sixth largest city in state of Texas and the nineteenth largest city in the nation; El Paso has a population of just under 700,000 people. The El Paso region in combination with its international neighbor city, Ciudad Juarez, Mexico, forms a metropolitan area with a population of 2.5 million people. Approximately 82% of the population of El Paso are Hispanic, 12.3 are White-non Hispanic, 4% are African American, and 1% are American Indian and Alaskan Native, 1.3% are Asian and less than 0.2% are Native Hawaiian and other Pacific Islander. Statistics for the El Paso Police Department during the last quarter (10/17-12/17) show that of the total number of cases supplemented 79.5% of the victims were Hispanic, 13.9% were White Non-Hispanic and 5.5% are African American, with approximately 1% other. The median age of the population in the City of El Paso is 31 years old. 49.1% males, 50.9% females. Additionally, El Paso surrounds Fort Bliss, the Army's fourth largest installation though not considered within the City limits: This military base has a population of 45,189 soldiers and family members who call El Paso home. The post supports a population of 168,135 including veterans, retirees and family members.

### Evidence-Based Practices:

By measuring performance on specific work tasks, we ensure proper handling of cases by our case managers and provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. In keeping with the mission of the City of El Paso to deliver outstanding services to support a high quality of life for residents and visitors the program will monitor the types of crime related to domestic violence and continue to work closely with other service providers for domestic violence. Victims of family violence are referred to the Center Against Sexual and Family Violence (CASFV) Shelter and non-shelter services (Family Resource Center). These services include transportation, long-term therapy, relocation and assistance throughout the criminal justice process. The VSRT Case Managers and Domestic Violence Officer (DVO) will provide information on crime victims' rights, the state compensation fund and facilitate an understanding among victims on the workings of the criminal justice system. We will provide assistance with completing a Crime Victims Compensation application. This will ensure that the victim of crime receives personal advocacy and is provided with an opportunity to recover monetary losses resulting from the crime. The VSRT Case Manager and the DVO provide crisis intervention (on-scene as first responders) / outreach, and identify support groups for victims of sexual assault and their family, provide emotional support, grief counseling, conflict and trauma resolution for crime victims. We will provide victims of crime updates on their cases as they progress through the criminal justice system. The VSRT Case Managers will be available to provide court accompaniment to ensure that victims are supported throughout the court process. The project will coordinate community efforts to aid crime victims by providing opportunities for volunteers and student interns. The volunteers and student interns will receive an initial 25 hours of training to become VSRT volunteers with continued family violence training and presentations quarterly. The training will include crisis management to long-term referrals to augment services to victims of crime when case managers need assistance. The purpose of this is to ensure that victims of crime have as much access to VSRT advocates as possible in order to aid in the recovery and criminal justice process.

## Project Activities Information

### Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

For the activities under the "OOG-Defined Project Activity Area" section near the end of this page, see *CJD Grant Activities and Measures* for definitions and related measures, available at [CJD's resources page](#).

### Estimated Individuals Participating/Served/Trained

This question is for the majority of CJD grants that serve or train individuals, or has individuals participating in a program. This question does not apply to projects that ONLY purchase equipment, etc., that will be used generally (such as purchasing a colposcope, vehicle, or communications system), or target the general public (a public awareness campaign, etc.). Please estimate the following for the project period, or if this does not apply to your project, enter "0" in each box.

Number of individuals NEWLY participating/ trained/ being served:

0

Number of carry-over individuals participating/ training/ being served in the program at the beginning of the project period:

0

Number of individuals who will receive the full course of services/ successfully complete the program or training:

0

Choose one:

- My program does not have individuals served or participating  
 My program's typical designed (ideal) length is best measured in HOURS of services delivered/ participation/ training for each individual  
 My program's typical designed (ideal) length is best measured in DAYS of services delivered/ participation/ training for each individual

Enter the number of hours or days (depending on selection above) of the typical designed (ideal) length of the program for each individual. Enter "0" if you indicated that your program does have individuals participating, served, or trained:

0

### Special Project Types and Information

Select all special project types that apply to your project.

Task forces: Project will support the operations and coordination activities of a task force.

Yes  
 No

If you answered **'YES'** above, enter the name of the task force. If you selected **No**, enter **N/A**.

N/A

If you answered **'YES'** above, enter the agencies or organizations that participate in the above-named task force. If you selected **No**, enter **N/A**.

N/A

Gang activity: Project involves a focus specifically on gang activity.

Yes  
 No

Transnational and organized crime: Project involves a focus specifically on transnational and organized crime.

Yes  
 No

Border activities: Project involves a focus specifically related to the Texas-Mexico border.

Yes  
 No

Human trafficking (select all that apply):

- Project focuses on human trafficking
- Project specifically focuses on trafficking of minors
- Project specifically focuses on trafficking of adults
- Project specifically focuses on sex trafficking
- Project specifically focuses on labor trafficking
- Project does not have any particular focus on human trafficking

### Campus-Based Projects

This project is based on – or serves – one or more specific educational campuses (K-12 or higher education).

How many TOTAL students at ALL campuses will be served by the project? (enter "0" if this project is not based on – or serves – specific educational campuses):

0

List each educational campus that will be served by this project. Enter **'N/A'** if this project is not based on – or serves – specific educational campuses.

N/A

### Crime or Victim Type

Select the type(s) of crime or crime victim this project targets and provide the percentage of time dedicated to each. Applicants with projects that target multiple-offense offenders or multiple-victimization victims should assign percentages that best describe the activity. Percentages may not exceed 100%.

Sexual assault (%):

0

Domestic abuse (%):

73

Child abuse (%):

1

DUI / DWI (crashes for victim services) (%):

3

Survivors of homicide (%):

1

Assault (%):

15

Adults molested as children (%):

0

Elder abuse (%):

1

Robbery (%):

0

Stalking (%):

0

Dating/acquaintance violence (%):

6

Human trafficking (%):

0

Child sex trafficking (%):

0

All Other Crimes / No Specific Crimes or Victims Targeted (%):

0

### Child Sex Trafficking

This section is only for projects serving victims of child sex trafficking. All others should enter "0" when asked to provide a number.

CJD acknowledges that grantees serving child sex trafficking victims may initially enroll, serve, or assess individuals who are eventually determined to be ineligible for services due to their age. For planning purposes, project the total number of victims expected to be served/enrolled that will be:

Under the age of 18:

0

Ages 18 – 22:

0

Over the age of 22:

0

As a component of your organization's victim services, do you offer direct medical care to victims?

Yes

No

Of the number of victims expected to be served/enrolled (see under Section 1 above), how many victims are projected to be served for:

Under 6 months:

0

6-12 months:

0

Over 12 months:

0

Estimate figures related to screenings and assessments:

Number of screenings for child sex trafficking victim status performed:

0

Number of individuals screened for child sex trafficking victim status:

0

Number of individuals screened with the result of "reason to believe" or "suspicions not confirmed":

0

Number of individuals assessed for victim-related needs:

0

Multi-disciplinary teams.

Number of expected regular team meetings:

0

Number of estimated emergency team meetings:

0

Wrap-around services:

Number of hours of wrap-around services provided to victims during regular business hours:

0

Number of hours of wrap-around services provided to victims outside of regular business hours:

0

Respite:

Number of nights of respite provided to foster children:

0

Number of respite episodes facilitated for foster families:

0

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Casework, Non-Licensed Counseling, Individual Advocacy, or Other Support	85.00	Victim Services Response Team (VSRT) case managers provide crime victims services to assist them during the healing process. Services offered include providing information and/or referrals to the different agencies that provide services to victims of Domestic Violence, companionship to court hearings, assistance with crime victims compensation applications and advocacy for all necessary crisis procedures including medical, legal and shelter. During the case manager's assessment of the victim's needs, the victim may volunteer information to the case manager of other incidents of victimization. The El Paso Police Department will generate a police report or referral that will identify victims of crime. The Victim Services Response Team (VSRT) case managers will contact the victim, provide information and explain the victims' rights to them. The VSRT case managers also provide comprehensive crisis and follow-up support. This support is necessary in order for the victim of a crime to remain engaged in the process of the investigation and prosecution. In addition to this, the Domestic Violence Officer (DVO) will meet with the VSRT Case Managers monthly to review and discuss cases in order to improve areas and to ensure victims are provided the appropriate services throughout the prosecution process. The VSRT Case Manager will advocate for the crime victims and help them navigate the justice system. The VSRT Case Managers will stand alongside the victim through the process to include referrals to the appropriate agencies such as legal advocacy. The VSRT Case Managers will accompany the victims to obtain protective orders if need be and be present with the victim at court appearances if the victim so desires. The VSRT Case Managers will conduct legal referrals to the District Attorney's Office, County Attorney's Office-Protective Order Unit, Texas Rio Grande Legal Aid and the Diocesan Migrant & Refugee Services.
General Law Enforcement or Public Safety	10.00	The Victim Services Response Team (VSRT) case managers conduct fieldwork in order to provide services and support to improve the public safety by working family violence operations, which consist of a case manager paired with a police officer in order to respond to domestic violence calls and provide the necessary assistance. This operation will also include the delivery and detailed explanation of any emergency protective orders and other services available to the victims to include a safety plan. The VSRT case managers take this opportunity to educate the victims in order to help them recognize the power of prevention and individual empowerment. When conducting fieldwork, as first responders, the VSRT unit provides on-scene crisis intervention and outreach for victims of crime and deliver expanded services and assistance in the healing process. The VSRT case managers are constantly looking for ways to strengthen victim restoration. The VSRT case managers have implemented a Repeat Call Operation where a case manager is paired with a police officer with the goal of conducting follow up visits to as many locations that had more than three domestic calls for service within the month. This operation will address any issues or concerns that may be causing the need for police response. The Pebble Hills Regional Command (PHRC), the largest regional command in El Paso, has started a protective order violation operation that consists of an on-duty officer and the case manager, assigned to the PHRC, to visit locations where an emergency protection order has been issued. The VSRT unit will be following up to ensure compliance by all parties involved and take the necessary enforcement action.
Training, Professional Development, or Technical Assistance Provided	5.00	The Victims Services Response Team (VSRT) and the Domestic Violence Officer (DVO) will put on presentations to improve awareness to the community by ways of training and presentations. The El Paso Police Department VSRT/DVO unit will cover the information on services available to the community and victims of a crime to include information on the importance of a protective order, how to obtain a protective order and what other services or options are available to victims of a crime. They will provide information about the Crime Victim Compensation program. The VSRT unit will also provide training to law enforcement, to include police recruits (trainees), patrol, specialized units and Victim Service Response Team (VSRT) volunteer program volunteers, while collaboration with area agencies. The training will include, but not limited to Penal Code, Family Code, CCP, Protective Orders, Crime Victim Rights, legislative updates and address any areas of concerns in relation to family/domestic violence.

**CJD Purpose Areas**

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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**Measures Information**

## Objective Output Measures

<b>OUTPUT MEASURE</b>	<b>TARGET LEVEL</b>
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered by EMPLOYEES	900
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered BY VOLUNTEERS	20
*REQUIRED TOTAL: Casework, non-licensed counseling, individual advocacy, or other support: Individuals receiving	600
*REQUIRED TOTAL: Training, professional development, or technical assistance: Hours provided	120
Advocacy/ accompaniment / assistance for criminal justice system interactions: Victim individuals receiving	30
Advocacy/ accompaniment for medical care: Individuals receiving	0
Case management or advocacy (general): Individuals receiving	3200
Casework/ support/ care: Individuals assessed or screened for needs	6800
General law enforcement: Arrests or new prosecutions resulting from grant (LEAs only)	0
General law enforcement: Convictions or deferred adjudications resulting from grant (prosecutors only)	0
Mentoring (general): Individuals receiving	0
Peer support (general): Individuals receiving	0
Public outreach/ information sessions: Total individuals attending	400
Public outreach/information sessions: Sessions held	40
Referrals to other agencies: Individuals referred	3200
Technical assistance: Hours provided	0
Technical assistance: Organizations provided	0
Training or professional development: Hours provided	150
Training or professional development: Individuals provided	300
Victim-offender meetings: Victims participating	0
Victims assisted with developing safety plans (non-residential)	2200

## Objective Outcome Measures

<b>OUTCOME MEASURE</b>	<b>TARGET LEVEL</b>
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## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of survivors assisted with crime victim compensation applications.	1050
Number of survivors receiving information and / or referral (in person / by phone).	7000
Number of temporary protective orders granted / obtained.	1700
Number of final protective orders requested.	1200
Number of temporary protective orders requested.	2200

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

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

- 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.

**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?

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?

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]:

9/1/2018

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

8/31/2019

### 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:

58525522

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

63781274

### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 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 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Yes  
 No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

8/31/2016

### Equal Employment Opportunity Plan

#### 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 exempt from the EEO requirements required to prepare an EEO because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302;
- the applicant must complete Section A of the [Certification Form](#) and send it to the Office for Civil Rights (OCR) to claim the exemption from developing an EEO; 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:

**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 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:

- Type I Entity  
 Type II Entity  
 Type III Entity

**Debarment**

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

**FFATA Certification****Certification of Recipient Highly Compensated Officers**

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

- Yes  
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

- Yes  
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):  
0

Position 3 - Name:

Position 3 - Total Compensation (\$):  
0

Position 4 - Name:

Position 4 - Total Compensation (\$):  
0

Position 5 - Name:

Position 5 - Total Compensation (\$):  
0

## **Fiscal Capability Information**

### **Section 1: 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:

### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

Yes  
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

Yes  
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

Yes  
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

Yes  
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

Yes  
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?  
 Select the appropriate response:

Yes  
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.  
 Enter your explanation:

**Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

Yes  
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

Yes  
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.  
 Enter your explanation:

**Section 5: Internal Controls**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

Yes  
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

Yes  
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.  
 Enter your explanation:

**Budget Details Information**

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
		Case Manager Norma Becerra's responsibilities include assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources, referrals, and						

Personnel	Case Manager	<p>assistance. Case manager Becerra will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case manager Becerra will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and collaborate with other agencies to stay updated at all times. Case Manager Becerra will record statistical data used in compiling program reports and being on call-out status. Case manager Becerra will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to a specific Police Regional Command, providing services to all areas of the City. Total personnel</p>	\$88,172.00	\$23,438.00	\$0.00	\$0.00	\$111,610.00	100
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		<p>costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations. The total salary for case manager Becerra including benefits for 24 months is \$ 111,610.00</p>						
Personnel		<p>Case Manager, Maria Elena Rivera's responsibilities include assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources, referrals, and assistance. Case Manager Rivera will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case manager Rivera will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and</p>						

	Case Manager	<p>collaborate with other agencies to stay updated at all times. Case Manager Rivera will record statistical data used in compiling program reports and being on call-out status. Case Manager Rivera will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to a specific Police Regional Command, providing services to all areas of the City. Total personnel costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations. The total salary for case manager Rivera, including benefits for 24 months is \$ 97,058.00</p>	\$76,676.00	\$20,382.00	\$0.00	\$0.00	\$97,058.00	100
		<p>Case Manager, Christine Rosales' responsibilities include assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources,</p>						

Personnel	Case Manager	<p>referrals, and assistance. Case Manager Rosales will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case Manager Rosales will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and collaborate with other agencies to stay updated at all times. Case Manager Rosales will record statistical data used in compiling program reports and being on call-out status. Case Manager Rosales will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to a specific Police Regional Command, providing services to all areas of the City.</p>	\$72,655.80	\$15,595.20	\$0.00	\$0.00	\$88,251.00	100
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		<p>Total personnel costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations. The total salary for case manager Rosales including benefits for 24 months is \$ 88,251.00</p>						
<p>Personnel</p>		<p>Case Manager, Jesus Uribe's responsibilities include assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources, referrals, and assistance. Case Manager Uribe will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case Manager Uribe will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and</p>						

	Case Manager	<p>collaborate with other agencies to stay updated at all times. Case Manager Uribe will record statistical data used in compiling program reports and being on call-out status. Case Manager Uribe will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to a specific Police Regional Command, providing services to all areas of the City. Total personnel costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations.. The total salary for case manager Uribe including benefits for 24 months is \$89,870.00</p>	\$70,997.00	\$18,873.00	\$0.00	\$0.00	\$89,870.00	100
		<p>Case Manager, Patricia Gross' responsibilities include assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources, referrals, and</p>						

Personnel	Case Manager	<p>assistance. Case Manager Gross will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case Manager Gross will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and collaborate with other agencies to stay updated at all times. Case Manager Gross will record statistical data used in compiling program reports and being on call-out status. Case Manager Gross will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to a specific Police Regional Command, providing services to all areas of the City. Total personnel</p>	\$72,570.00	\$19,290.00	\$0.00	\$0.00	\$91,860.00	100
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		<p>costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations. The total salary for Case Manager Gross, including benefits for 24 months is \$ 91,860.00</p>						
<p>Personnel</p>		<p>Case Manager (vacant) includes assessing the client's needs to be able to assist the victims of domestic violence with the appropriate information, resources, referrals, and assistance. Case Manager (vacant) will provide crisis intervention and stabilization to victims; respond to crime scenes and other critical incident sites; helps victims of domestic violence obtain funds under the Texas Crime Victim's Compensation (TCVC) Fund. Case Manager (vacant) will assist with the completion of the TCVC applications, assist victims in coordinating safety plans in case of emergency and collaborate with</p>						

	Case Manager	<p>other agencies to stay updated at all times. Case Manager (vacant) will record statistical data used in compiling program reports and being on call-out status. Case Manager (vacant) will identify training needs as case managers are facilitators between the El Paso Police Department and the victims. This case manager will be assigned to Police HQ to alleviate the need for one of the other case managers to cover a day out of the week at PDHQ. This case manager will be providing services to all areas of the city, which will allow for more coverage and the possibility to expand the hours of operation through-out the week. Total personnel costs per case manager will vary depending on experience and other factors, but will be in line with the City of El Paso's rules and regulations. The total salary for case manager (vacant) including benefits for 24 months \$ 87,503.00.</p>	\$69,127.00	\$18,376.00	\$0.00	\$0.00	\$87,503.00	100
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Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Cellular phone service	\$6,619.00	\$0.00	\$0.00	\$0.00	\$6,619.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	Instate local training	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Office supplies	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0

**Source of Match Information**

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
General Fund	Cash Match	\$115,954.20

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$115,954.20	\$115,954.20	\$0.00	\$0.00	\$0.00

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$450,197.80	\$115,954.20	\$0.00	\$0.00	\$566,152.00
Supplies and Direct Operating Expenses	\$10,619.00	\$0.00	\$0.00	\$0.00	\$10,619.00
Travel and Training	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$463,816.80	\$115,954.20	\$0.00	\$0.00	\$579,771.00

**Condition Of Fundings Information**

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