

12-03-97

Dear Jerry:

I have been farming the Morato farm where the ponds will be located for over 25 years. I would like to continue farming the condemned property if at all possible.

Sincerely,

Joel Eschberger

701 C R 464

Elgin, TX 78621

approved 12-9-97

John C. Doerfler

File #. 512-856-2445

AGENDA ITEM # 8

December 9, 1997

Consider awarding, extending, or rejecting bids for motorcycles for Sheriff's Department.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To award Central Texas Harley Davidson the bid for option of purchasing 6 motorcycles for Sheriff's Department over the next year.

Vote: Motion carried 4 - 0

< Clerk copy here >

AGENDA ITEM # 9

December 9, 1997

Consider appointing court member to CAPCO Housing Finance Committee.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To appoint Commissioner Greg Boatright to the CAPCO Housing Finance Committee.

Vote: Motion carried 4 - 0

AGENDA ITEM # 10December 9, 1997Consider approving grant application for Victim's Assistance.

Randy Traylor addressed the court and answered all questions.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To approve grant application for Victim's Assistance.

Vote: Motion carried 4 - 0

< Clerk copy here >

12/9/97

**William County Victim's Assistance Program
County Matching Funds / Grant Proposal**

Item	1997-98	1998-99	% Increase	1998-99 Requested VOCA Grant
Salaries	\$21,439	\$25,471	18.8%	\$30,269
Fringe Benefits	\$1,000	\$1,000	0%	\$16,107
Equipment	\$1,585	\$2,240	41%	\$2,240
Supplies and Exp.				\$7,500
Travel and Training				\$8,933
Total	\$24,024	\$28,711	19.5%	\$65,049

Number of cases handled by the County Victim's Assistance last year: **707**

Projected cases for next year: **890**

Signed:



Date:



APPLICATION FOR GRANT FUNDING

VOL 0094 PAGE 262 OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION
P. O. BOX 12428, AUSTIN, TEXAS 78711

1. Date and Location of Application Workshop Attended: 10/24/97 - Austin		FOR COG USE ONLY (APPLICANT LEAVE BLANK) COG Application Identifier:	
2. COG to which application is submitted: Capital Area Planning Council		Is this application shared with another COG?	
APPLICANT INFORMATION			
3a. Legal name of agency applying: Williamson County		CPTN:	Region #:
3b. Official agency mailing address: 508 South Rock Street Georgetown, TX 78626		Priority #:	RBE: <input type="checkbox"/> In <input type="checkbox"/> Out <input type="checkbox"/> NA
3c. Division or unit within applicant organization to administer grant: Sheriff's Department		FOR CJD USE ONLY Unique #:	
3d. Name, address, telephone, and fax number of the person who completed this application and can answer questions concerning this application (give area code): Mitzi Cassel 512-930-3325 WCSO FAX 512-930-3117 508 S. Rock St. Georgetown, TX 78626		APPLICATION INFORMATION	
4a. Agency's State Payee Identification Number: 176000978-4007		4b. Agency's Audit Date 6/97 Month Year	
5. Type of Applicant (check one box only): <input type="checkbox"/> Regional Council of Governments <input checked="" type="checkbox"/> Local Unit of Government <input type="checkbox"/> University or College <input type="checkbox"/> Independent School District <input type="checkbox"/> Regional Education Service Center <input type="checkbox"/> State Agency <input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Native American Tribe <input type="checkbox"/> Certified Crime Stoppers Program <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Local Crime Control & Prevention District		7. Application for: <input type="checkbox"/> Crime Stoppers Assistance Fund (state) <input type="checkbox"/> Juvenile Justice and Delinquency Prevention Act (federal) CFDA-16.540 <input type="checkbox"/> Safe and Drug-Free Schools and Communities Act (federal) CFDA-84.186 <input type="checkbox"/> State Criminal Justice Planning Fund (state) <input type="checkbox"/> Texas Narcotics Control Program (federal) CFDA-16.579 <input type="checkbox"/> Title V Delinquency Prevention Fund (federal) CFDA-16.548 <input checked="" type="checkbox"/> Victims of Crime Act Fund (federal) CFDA-16.575 <input type="checkbox"/> Violence Against Women Act (federal) CFDA-16.588 <input type="checkbox"/> Other	
6. Is the applicant delinquent on any federal debt? <input type="checkbox"/> Yes (If "Yes," attach an explanation) <input checked="" type="checkbox"/> No		8a. Is this an application for first year funding? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
PROJECT INFORMATION		8b. If "No", complete the following: Year of funding for this application (check one): <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4 <input type="checkbox"/> Year 5 <input checked="" type="checkbox"/> Year 8 Current Grant #: y A - 9 5 - A 0 2 - 0 8 2 6 6	
9. Title of Project: Williamson County Victim's Assistance		12a. County where project is based: Williamson	12b. Population 205,000 Estimate-Texas Data Ctr. TX A&M 1997
10a. Grant Start Date: 07/01/98	10b. Grant Ending Date: 06/30/99	13. Geographic Areas of Project Activities (Cities, Counties, and Populations of Each): Liberty Hill 13,000 Andice Bartlett Boquist Beyersville Cedar Park 23,142 Coupland 450 Florence Granger 1190 Jarrell Leander Round Rock 50,000 Thrall 550 Taylor N.W. Austin	
11. Are the activities proposed in this application 100% juvenile-related? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. If project is statewide, on what date was a copy of the application submitted for TRACS review? December 12, 1997 (date)	
REQUESTED FUNDING INFORMATION			
	Budget Year A	Budget Year B	
15a. CJD Grant Funds	\$ 65,049	\$ 68,791	
15b. Cash Match	\$ 28,711	\$ 29,595	
15c. In-kind (VOCA, VAWA, CSAF & Title V Only)	\$ 7,000	\$ 7,350	
15d. TOTAL	\$ 100,760	\$ 105,736	
APPLICATION AUTHORIZATION			
16. To the best of my knowledge and belief, all data in this application is true and correct. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.			
16a. Typed Name of Authorized Official: John C. Doerfler		16b. Title: County Judge	16c. Telephone Number: 512-930-4456
16d. Signature of Authorized Official: John C. Doerfler 12/4/97		16e. Date Signed: 12/09/97	

CJD-1

Issued: September, 1997

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APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION 0094 PAGE 263

COMMUNITY PLAN ELIGIBILITY FORM (Refer to page 5 of the 1999 Plan.)

NOTE: THIS FORM FOR LOCAL OR REGIONAL APPLICATIONS ONLY.

FOR COG USE ONLY (APPLICANT LEAVE BLANK)
CPTN:

1. Name the plan(s)* and last revision date(s) under which the applicant is submitting this application:

- * "VILLAGE" (Violence Intervention by Learning Life Skills and Group Education
- * Interagency Support Council of East Williamson County

2. List the cities, counties, or parts thereof covered by each plan referenced under question one above:

Williamson County - includes Granger, Thrall, Hutto, Florence, Leander, Round Rock, Georgetown, Cedar Park, Taylor, Bartlett, Andice, Liberty Hill, Jarrell, Coupland and the unincorporated areas of Williamson County where the Sheriff's Department provides law enforcement.

3. For each community plan, state the problem(s) listed within it that this application would impact:

Victims of Violent Crimes including Family Violence, Sexual Assault, Child Abuse, Etc.
Resources and services.
Lack of resources and services.
Police and provider training.
Communication issues between involved agencies.

4. If a continuation application, quote the reference in each plan that mentions the focus of this application as a priority:

Domestic Violence, Sexual Assaults, Child Abuse, Victim Services, Juvenile Crime, Property Crime, Police and service provider training, Training for law enforcement in victim rights, Legal Aid for crime victims, Communication issues between Law Enforcement, Juvenile Justice, Social Services and Schools.

5. If a new application, list the gap(s) in services listed in each plan that this application would help to fill:

Not Applicable

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*BE SURE TO REFERENCE THE NAME AND SUBMISSION DATE OF EACH RELEVANT COMMUNITY PLAN WHEN ANSWERING THE QUESTIONS.

Community Plan for Williamson County FY'99

Introduction

This plan is the combined effort of The "Village" Task Force and The Interagency Support Council of East Williamson County. The intent of this plan is to address the needs of the citizens of Williamson County.

General Focus and Priority Areas

- Domestic Violence
- Sexual Assault
- Child Abuse
- Youth activity center/after school activities
- Transitional housing - battered women
- Prevention/Education school programs
- Victim Services
- Substance abuse/ rehab
- Juvenile crime
- Gangs/Graffiti
- Police and service provider training
- Teen pregnancy
- Homelessness
- Property crime
- Legal aid for crime victims
- Prostitution
- Communication issues between Police, Juvenile Justice, Social Services, Schools, ect.

Current Resources

Resources providing services in Williamson County:

- State Agencies
- County Government
- Municipal Governments
- Law Enforcement Agencies
- Private, Non Profit Organizations
- Adult and Juvenile Probation Departments
- School Districts
- Universities and Colleges
- Local Ministries

Gaps In Services

- Lack of affordable housing
- Increase in the number of school violence prevention and substance abuse education programs needed
- Voluntary outpatient facility for drug and alcohol abuse
- Parenting classes needed
- Lack of adequate transportation system
- Need an Emergency Notification System due to jail facility being built in Taylor

COMMUNITY PLAN SUBMISSION FORM (Continued)

5. List the people who developed and approved this plan. Note: Participants who intend to apply for CJD funding should indicate this intent by placing an "x" in the appropriate column.

PARTIES INVOLVED IN PLAN DEVELOPMENT

Check as many as apply.

Printed Name	Signature	Local Health	State Health	Local Agency	State Agency	Local Health	State Health	Local Agency	State Agency	Local Health	State Health	Local Agency	State Agency	Local Health	State Health	Local Agency	State Agency
Leesa Ferrero	<i>Leesa Ferrero</i>	X															
Donna Rene Johnston	<i>Donna Rene Johnston</i>	X															
Ramella Herrera	<i>Ramella Herrera</i>	X															
Debra Rehling	<i>Debra Rehling</i>	X															
Linda Siggins	<i>Linda Siggins</i>	X															
Raymond Kuhlmann	<i>Raymond Kuhlmann</i>	X															
MARSHA STONE	<i>Marsha Stone</i>																
Mitch Cassel	<i>Mitch Cassel</i>	X															
LINDA KADERKA	<i>Linda Kaderka</i>	X															
ED RICHARDS	<i>Ed Richards</i>																
RANDY TRAYLOR	<i>Randy Traylor</i>																
RICHARD ELLIOTT	<i>Richard Elliott</i>																
EUGENE D. TAYLOR	<i>Eugene D. Taylor</i>																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																
Printed Name	Signature																

Note: This form must accompany the community plan when it is submitted to the regional council of governments. Attach additional pages as necessary.

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION

VOL 0094 PAGE 267

DESIGNATION OF GRANT OFFICIALS (Refer to page 36 of the 1999 Plan.)

CJD rules require that three persons be designated to the positions of Authorized Official, Project Director, and Financial Officer for the purposes of administering a grant. The Financial Officer may not be the same person as the Project Director or the Authorized Official but, under extenuating circumstances, one person may be both the Authorized Official and the Project Director. In accordance with the criteria and definition of responsibilities set forth in the Governor's Criminal Justice Plan for Texas governing submission of this application, the following designations are made:

LEGAL NAME OF AGENCY: Williamson County

PROJECT TITLE: Victim's Assistance

☒ Mr. ☐ Ms. Ed Richards
Project Director Name (Type or Print)
Sheriff, Williamson County
Title and Agency
508 South Rock Street
Official Agency Mailing Address
Georgetown, TX 78626
City Zip
512-930-3200
Telephone Number
512-930-3117
Fax Number

☒ Mr. ☐ Ms. David U. Flores
Financial Officer Name (Type or Print)
Auditor, Williamson County
Title and Agency
710 South Main Street #303
Official Agency Mailing Address
Georgetown, TX 78626
City Zip
512-930-4321
Telephone Number
512-930-3352
Fax Number

☒ Mr. ☐ Ms. John C. Doerfler
Authorized Official Name (Type or Print)
County Judge, Williamson County
Title and Agency
710 South Main Street, Suite #201
Official Agency Mailing Address
Georgetown, TX 78626
City Zip
512-930-4456
Telephone Number
512-930-3262
Fax Number

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Project Narrative

The focus and activities of the proposed project include:

- ensuring that the agency is in compliance with provisions for victim rights and victim assistance by establishing protocol, training officers in crisis intervention and crime victim rights; developing required written notices and other informational materials
- consulting with the victim assistance coordinator in the office of the attorney representing the state to determine the most effective manner in which the crime victim liaison perform the duties imposed upon the crime victim liaison
- ensuring that victims are afforded their rights by telephone, contact in person, or letter
- referring the victim to available social service agencies that may offer additional assistance
- to meet with other victim programs in the county to coordinate services and referrals
- ensure that victims of violent crimes are made aware of and understand Crime Victim Compensation.

1. The specific problems that the VOCA Grant application will address are as follows

- A. Population growth within Williamson county has been substantial in the last 12 months and this pattern is expected to continue in the years to come
- B. There is a lack of trained man power to provide necessary services to the increasing number of victims that accompany a growing population. There is a tremendous need to recruit and refine a dependable volunteer staff and to train responding law enforcement personnel
- C. A lack of outside resources means more demand on the Williamson County Victims Assistance Program. Not only is there less financial help for victims because of budget cuts, but some outside agencies provide only very specific services. The Williamson County Victims Assistance Program works with victims of all violent crime, not just specific crimes. There is a serious shortage of resources for help with non-spousal family violence (especially in the area of juveniles). The shortage of resources also impacts the ability to assist victims of personal assaults, homicide, and robberies. The victims who fall into these crime categories often times have no other place to turn but this program

2. The nature and extent of the problem using verifiable statistics is as follows:

- A. With a growing population, there is no doubt that the crime rate will grow as well. According to the Texas Department of Health Data and Policy Analysis section, the population in Williamson County will grow from 163,673 in 1993 to an estimated 205,000 by the end of 1997. This unusually high rate of growth is expected to continue and will, unfortunately, bring with it an increase in crime. The following statistics from the Department of Public Safety UCR reports demonstrate crime patterns in Williamson County during a one year period

Type/Number of Crime	1994	1995	1996	1997
Homicide	7	1	1	3
Sexual Assault	39	60	44	81
Robbery	62	46	61	20
Aggravated Assault	428	391	309	803
Burglary	1,031	1,148	1,351	1,549

- B. As of November 1997, we have increased our volunteer staff to fourteen, with ten of those volunteers qualified for crime/crisis scene intervention. Unfortunately, with the rise in population, this is still not enough to provide coverage to the entire Williamson County area. We feel a desperate need to double our volunteer staff during the next eight to ten months to provide adequate personnel to assist a growing number of victims and offer a broader range of services
- C. Budget cuts continue to increase and has caused a reduction in support that outside agencies once provided to Williamson County Victim's Assistance. An example would be Legal Aid which no longer provides services to Williamson County. Mothers Against Drunk Drivers (MADD) provides assistance to victims of drunk drivers only. The Williamson County Crisis Center counsels victims of spousal abuse only (versus non-spousal abuse) and sexual assault. American Red Cross is primarily concerned with disaster relief. Not only does Williamson County Victim's Assistance provide assistance to victims of all types of violent crime, but also offers assistance to those who are victims of tragic circumstances
3. Resources that come together to address the specific problem of victim's assistance within Williamson County are as follows
- The Williamson County Victim's Assistance Program receives information on victims from law enforcement officers, offense reports, and victims themselves. The staff and volunteers offer criminal justice support, crisis intervention, telephone intervention, information on the victims case, and provides information to the victim about Crime Victim Compensation. Referrals are offered for:
- Spousal abuse victims are referred to the Williamson County Crisis Center who offers counseling and shelter,
 - Sexual assault victims are referred to the Williamson County Crisis Center for screening and assessment to receive free counseling until application can be made to Crime Victim Compensation,
 - Assaults connected to alcohol abuse and DWI incidents are referred to Mothers Against Drunk Drivers (MADD)

CDJ-4b

- Research is conducted on a case by case basis for all victims of crime to determine if additional resources are available for interim assistance while approval for Crime Victim's Compensation approval is pending.
 - Each victim of family violence in which an arrest has been made is contacted when an Emergency Protective Order is issued and provided with information concerning the meaning of the protective order. In addition, victims whose cases never progress in the criminal justice system are also contacted and made aware of crime victim rights.
4. The Victim's Assistance Program in Williamson County is necessary because of the following gaps in available services.
- A. A growing population leaves more people needing assistance after they have been a victim of violent crime. The Victim's Assistance Program can help meet some of those needs where other resources are unavailable or lack the man power to cover the growing population.
 - B. The Victim's Assistance Program has been designed specifically to meet the needs of victims at the time the crime or personal crisis occurs. Many of the other area agencies do not provide for on scene assistance. Victim's Assistance not only helps with follow up activities, but is there at the time a victim is in dire need of support, the moment a crisis occurs.
 - C. Resources are not available for many victims of violent crime if the crime does not fall into a specific category. Victims of assault, non-spousal family violence, robberies, homicide, and kidnapping are referred to the Williamson County Victims Assistance Program immediately.
5. The proposed project will work with the community and other agencies to impact the stated problems in the following ways.
- A. Tap into the growing population for possible volunteers to assist victims of violent crime within Williamson County.
 - B. The expansion of duties for the Volunteer Coordinator will provide the Program Coordinator time to develop a more all inclusive Victim's Assistance Program and Community Plan. The Volunteer Coordinator will help to develop a network system with other social service agencies in Williamson County. This will provide a favorable climate for information exchange, better area coverage by existing personnel, faster response time, and more education that will benefit all agencies and will enable victims to receive better assistance with a broader scope.

- C. The Program Coordinator will act as liaison between the victim and the Crime Victim's Compensation Program to ensure that the victims have a full understanding of the program and how it can best benefit them after their application has been approved.
6. The specific activity proposed for this project that differs from the current year funding is the expansion of the Volunteer Coordinator's position to include classroom and field training, and involvement with the broader, community scope of the Victim's Assistance Program.

With the constantly increasing population in the Williamson County area, there is a desperate need for more volunteers with a higher level of training to help cover the backlog of requests for victim assistance. With the increasing responsibilities placed upon the Program Coordinator to provide a better program, which produces greater results, there is not enough time available to offer multiple training sessions, thereby reducing the number of volunteers qualified for on-scene intervention. Placing these responsibilities upon the Volunteer Coordinator will provide more time for the Program Coordinator to divert his/her attention to necessary long-range and community oriented program development. The Victim's Assistance Program will be able to offer mandatory training every three to five months, hopefully causing a marked increase in volunteer numbers, thereby providing more time for program improvement and direct contact with victims. Along with adding to the number of volunteers, we will be adding specialized training to help equip volunteers with the knowledge to handle unique crisis situations and disaster scenes such as the Jarrell tornado. We will be able to reach a greater number of victims and be equipped with the training to serve them more efficiently. Also, as the Program Coordinator designs new and better ways to provide service to crime/crisis victims, the Volunteer Coordinator will be working with other agencies to form a network system to facilitate an information and work exchange. This will certainly benefit victims and make for a smoother transition when referring a victim to other agencies for service.

7. The proposed project activities will address the problems in the following ways:

The Program Coordinator will continue to provide direct services to victims of violent crime seventy five percent of his/her time. With the expansion of the Volunteer Coordinator's position, it will give the Program Coordinator the freedom to use the remaining twenty five percent of his/her time for program development.

By expanding the Volunteer Coordinator's position to include volunteer training, it will provide more room to add training programs on the schedule. With more training sessions, we will be able to build our volunteer staff quickly enough to keep pace with the growth rate and volunteer turnover and give the paid staff the time needed to build the program.

With the additional volunteer staff, we will be better able to assist victims 7 days per week, 24 hours per day, without building up paid staff overtime.

8. Measures that the project will use to determine the effectiveness of the project and its impact on the stated problem include

- Increase in volunteer staff
- Increase in training sessions
- Higher rate of volunteer retention
- Increase in volunteer hours
- Increase in number of victims given assistance
- Increase in contact with other county agencies
- Higher rate of information exchange between agencies
- Larger volume of services to be offered

9. The following information is provided as an effectiveness measure of victim contact by the Williamson County Victim's Assistance Program.

	07/95 - 06/96		07/96 - 07/97	
	PRIMARY	SECONDARY	PRIMARY	SECONDARY
Victims served	308	82	373	87
(This number does not include crisis victims)				
Child Abuse/				
Physical	6	3	12	7
Child Abuse/				
Sexual	18	35	36	41
D.W.I./D.U.I	12	2	8	0
Family Violence	129	7	122	9
Sexual Assault	30	11	22	7
Incest	1	1		
Homicide	9	11	8	3
Assault	37	5	31	6
*Other	66	7	134	14

*This includes

Stalking
Harassment
Injury to Elderly
Burglary
Robbery
Kidnapping

- 10 The project's goals for each effectiveness measure by the end of the grant year include the following.

The Williamson County Victim's Assistance Program is committed to protecting the rights of and providing services to the victims and survivors of violent crime while devising new and better ways to deliver these services. With the expansion of the Volunteer Coordinator's position we believe we will be able to:

- Double the size of our volunteer staff
- Increase our training sessions to 3 to 4 times per/year
- Retaining 70 - 75 % of volunteers recruited
- Double the number of volunteer hours
- Increase the number of victims contacted by 10 %
- Establish a volunteer exchange program
- Build a working information web between county agencies
- Increase the number of services we are able to offer because of networking
- Keep paid staff hours down to a maximum of 40 hours per week

Year A**BUDGET SUMMARY**

Line	Sched.	BUDGET CATEGORIES	(1)	(2)	(3)	(4)
			CJD FUNDS	CASH MATCH	IN-KIND MATCH <small>(VOCA, VAWA, CSAF & Title V Only)</small>	TOTAL
1.	A.	Personnel (Salaries)	\$ 30,269	\$ 25,471	\$ 7,000	\$ 62,740
2.	A.	Personnel (Fringe Benefits)	16,107	1,000		17,107
3.	B.	Contractual	-0-	-0-	-0-	-0-
4.	C.	Travel and Training	8,933	-0-	-0-	8,933
5.	D.	Equipment	2,240	2,240	-0-	4,480
6.	E.	Renovation/Retrofit	-0-	-0-	-0-	-0-
7.	F.	Supplies and Direct Operating Expenses	7,500			7,500
8.		Total Direct Charges <small>(Sum of 1-7)</small>	\$ 65,049	\$ 28,711	\$ 7,000	\$ 100,760
9.	G.	Indirect Costs				
10.		Totals <small>(Sum of 8-9)</small>	\$ 65,049	\$ 28,711	\$ 7,000	\$ 100,760
11.		Program Income <small>(Total from sources listed below)</small>				\$

CASH MATCH*		PROGRAM INCOME	
Enter separately each source of matching funds and the amounts. Total must agree with Line 10, Column 2 above		Total must agree with Line 11, Column 4 above	
Source	Amount	Source	Amount
Williamson County	\$28,711		

* Applicant must disclose the source of cash match if any

I have read and agree to the accuracy of pages CJD-5 through CJD-22 of this application and have initialed each page.

David U. Flores, Auditor

Typed Name and Signature of Financial Officer as designated on Page CJD-2.

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION VOL 0094 PAGE 275

Year A

SCHEDULE A

(Refer to page 25 of the 1999 Plan.)

PERSONNEL

1. DIRECT SALARIES

		(1)	(2)	(3)	(4)
Title or Position ¹	% of Time ²	CJD Funds	Cash Match	In-kind Match (VOLUNTEERS)	TOTAL ³
(A) Program Coordinator	100%	\$ 30,269.	\$ -0-	\$ -0-	\$ 30,269.
(B) Volunteer Coordinator	100%		25,471.	-0-	25,471.
(C)					
(D)					
(E)					
(F)					
(G)					
(H)					
(I) Volunteers				7,000.	7,000.
TOTAL DIRECT SALARIES		\$ 30,269.	\$ 25,471.	\$ 7000.	\$ 62,740.

2. FRINGE BENEFITS

	% or \$ Rate	CJD Funds	Cash Match	In-kind Match	TOTAL
FICA & Medicare	@ .0765	\$ 4264.11	\$		\$ 4264.11
Retirement	@ .0937	5222.84	-0-	-0-	5222.84
Insurance (Life & Health)	@ 285/mo	6840.	-0-	-0-	6840.00
Workers' Compensation	@ .014	780.00	-0-	-0-	780.00
Unemployment Insurance ⁴	@				
Other (Explain)					
TOTAL FRINGE BENEFITS		\$ 17,106.95	\$ 25,471.		\$ 17,106.95

TOTAL PERSONNEL BUDGET	\$ 47,375.95	\$ 25,471.	\$ 7000.	\$ 79,846.95
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All applicants must submit a staff organizational chart for their project that shows both grant-paid and non grant-paid personnel. If a staff member is paid partially from CJD funds, then attach a note explaining from what sources the remainder of the salary is paid.

Include only one position per line. Attach a description of each position that lists the name of the employing agency, the duties or responsibilities, and the required qualifications (degree, license, etc.) for each position.

Express as a percent of total time. Must be at least 25%. (40 hours per week equals 100%)

Should reflect employee's gross salary attributable to the project. If applying for continuation funding, justify any salary increase over the previous year.

Unemployment insurance is calculated on the first \$9,000 of each salary.

Financial Officer Initials

CJD-6

Issued: September, 1997

These job descriptions are reflected as follows:

Program Coordinator	\$30,269
Volunteer Coordinator	\$25,471

This application reflects a 5% increase in salary for the position of Program Coordinator over last year's request to compensate for a larger and more diversified workload. This would be in proportion to yearly cost of living increases throughout the Sheriff's Department staff. The position of Volunteer Coordinator will be receiving a pay increase of \$4,026 reflecting a 5% increase and compensation due to the added responsibilities of the position.

Program Coordinator – Victim's Assistance

Job Description

- 1 Operational and directional control of the Victim's Assistance Program
- 2 Supervise other program personnel
- 3 Maintain grant compliance by completion of monthly and quarterly reports for the department and grant management authorities
- 4 Preparing the annual budget and grant application for the Program Coordinator position
- 5 Approving and supervising the accounting and disbursement of funds used in the program
- 6 Reviewing the UCR on a monthly basis to determine the extent and types of victimization within the Williamson County Sheriff's Department area
- 7 Writing a bi-annual survey of victims/witnesses to determine the following:
 - A. Information and service needs of victims
 - B. Identification of unfulfilled needs and services
 - C. Updated listing of services available within the community
 - D. The extent and major types of victimization within the Williamson County service area
- 8 Provide an annual orientation of all department personnel
- 9 Provide counseling, emotional support, information, referrals, criminal justice information and other services as needed to victims and family members who have experienced the trauma as a result of victimization
- 10 Provide assistance and notary services to victims in the completion of Crime Victim's Compensation Applications
- 11 Acting as liaison to the Attorney General's Office on behalf of victims seeking benefits from the Crime Victim Compensation Application
- 12 Coordinating and monitoring the Crime Victim Compensation Program, maintaining accurate documentation and files on each victim's case
- 13 Communicating with investigators, patrol deputies and other criminal justice authorities on behalf of crime victims to determine status of cases or other pertinent information
- 14 Scan daily offense lists on the computer and read each report to determine appropriate actions to be taken
- 15 Make outreach contacts by phone and/or letter
- 16 Advise eligible victims of Crime Victim Compensation Act
- 17 Maintain log sheet of each contact with victim
- 18 Answer phones as required
- 19 Perform the data entry necessary to maintain up to date records for all case files, volunteer and staff generated
- 20 Provide offense reports to the Attorney General's Office as requested
- 21 Maintain files of contact reports with victims

*75% of Program Coordinator's time to be used for direct victim contact and assistance

Volunteer Coordinator – Victim's Assistance Volunteer Program

Job Description

1. Operational control and direction of the Victim's Assistance Volunteer Program
2. Maintain active communication with Captain of Support Services regarding current activities and information pertinent to the Volunteer Program
3. Maintain grant compliance for the Volunteer Coordinator's job position
4. Training, supervision and evaluation of volunteers (both in-classroom training and field training)
5. Supervision of all volunteer personnel files (including volunteer performance)
6. Acting as community liaison to other agencies for the Williamson County Sheriff's Department Victim's Assistance Program
7. Coordinating and cooperating with other victim agencies in the development and cooperative work of other Victim Assistance Programs
8. Approving and supervising the accounting and disbursement of funds used in the program
9. Preparing the annual budget and grant applications for the program use and the Volunteer Coordinator's position
10. Review all information pertaining to the Victim's Assistance Volunteer Program, including, but not limited to, case files, UCR reports, daily report log and etc.
11. Providing an annual orientation of all department personnel
12. Provide counseling, emotional support, information, referrals, criminal justice information and other services as needed to victims and family members who have experienced the trauma as a result of victimization
13. Attending and participating in monthly meetings of various agencies such as VILLAGE Task Force on Domestic Violence, Child Fatality Review Board, Criminal Justice Planning Meetings, etc.
14. Development of Programs that encourage cooperative work with other support agencies and exchange of pertinent information that will benefit victims, the community, agency personnel, and the Sheriff's Department
15. Communication with investigators, patrol deputies and other criminal justice authorities on behalf of crime victims to determine status of cases or other pertinent information
16. Make outreach contacts by phone/letter as needed
17. Advise eligible victims of Crime Victim Compensation Act
18. Maintain log sheet of each contact with victim
19. Set up training programs and classes for volunteers
20. Develop and implement new training programs for furthering volunteer education and field capabilities
21. Scheduling all volunteer shifts
22. Volunteer Recruitment
23. Design and coordinate fundraising and media programs to finance and encourage public awareness for the Victim's Assistance Program

CRIMINAL JUSTICE DIVISION
OFFICE OF THE GOVERNOR

VOL 0094 PAGE 279

CERTIFICATION TO SUPPORT IN-KIND CONTRIBUTION OF VOLUNTEER SERVICES

VOCA & VAWA

	TOTAL VALUE
A. Estimate the number of volunteer hours to be contributed to this grant project during the proposed grant period.	<u>1,100</u>
B. Of the number specified on Line A:	
1. <u>Crisis Responder</u> will contribute <u>600</u> hours valued at <u>\$ 4,500</u> * (Position Title) the hourly rate of \$ <u>7.50</u> .	
2. <u>Office Aide</u> will contribute <u>500</u> hours valued at <u>\$ 2,500</u> * (Position Title) the hourly rate of \$ <u>5.00</u> .	
3. _____ will contribute _____ hours valued at \$ _____ * (Position Title) the hourly rate of \$ _____.	
4. _____ will contribute _____ hours valued at \$ _____ * (Position Title) the hourly rate of \$ _____.	
5. Use additional pages as necessary.	
*An applicant using a rate other than the minimum wage law rate must justify in detail the basis for the rate used. <u>Crisis Responders are utilized on crime/crisis scenes. Crisis Responders</u> <u>are required to complete specialized training classes and on-going</u> <u>education to qualify for this volunteer position. An hourly rate of</u> <u>\$7.50 has been applied to this position due to the specialized training</u> <u>and the evening and the majority of calls responded to are evening and week-</u> <u>end hours.</u>	
C. Total value of volunteer services: (B.1 + B.2 + B.3 + B.4, plus any attached pages.)	<u>\$7,000</u>

Instructions:

Include only those hours which can be supported later by monthly time and attendance records to be maintained by the grantee in the grant records.

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Financial Officer Initials

CJD-6.1

Issued 9/97

VICTIM ASSISTANCE VOLUNTEER

PURPOSE: These positions are designed to assist victims. Volunteers will act as a support system to the victim by providing crisis counseling, information, and as a referral source for the victims and their families.

RESPONSIBILITIES:

Volunteers will be on-call for a designated period of time during the month. A volunteer may respond to the scene of the crime, the hospital, police station, or any other designated area. The volunteer will remain with the victim during the immediate crisis. This may include accompanying the victim to the hospital, staying with the victim throughout the initial investigation, and referring victims to various agencies for follow-up counseling when appropriate.

Volunteers will also be on-call for a designated period of time during the month to assist with administrative duties in the office and to assist with incoming phone calls.

QUALIFICATIONS:

Volunteers must be sensitive and empathetic to people in a variety of crisis situations, and work with a wide assortment of people. Volunteers must be able to take direction.

COMMITMENT:

Must be willing to make a one-year commitment. Attend mandatory monthly staff meetings, attend on-going training, attend training workshops. Assist with administrative duties in the office.

SPECIAL REQUIREMENTS:

Must have dependable transportation, must have a working telephone and be willing to submit to a background investigation.

VICTIMS ASSISTANCE PROGRAM

Volunteer Job Description

POSTION TITLE: Office Aide

PURPOSE: This position is designed to provide support to the staff within the Victims Assistance office.

RESPONSIBILITIES: Volunteers will assist with general office duties including: filing, answering phones, photocopying, mail-outs, etc..

QUALIFICATIONS: Volunteers must be comfortable working in an office setting that deals with crisis situations; some knowledge of office procedures helpful.

COMMITMENT: Volunteers are asked to make a one year commitment.

SPECIAL REQUIREMENTS: Must have own transportation to and from the office. Must be available between 8:00 a.m. and 5:00 p.m..

VICTIMS ASSISTANCE PROGRAM

Volunteer Job Description

Position Title: Public Relations/ Training Aide

Purpose: This position was designed to assist Program staff with volunteer recruitment, training, and recognition.

Responsibilities: Duties will include attending volunteer fairs, and assisting with trainings and recognition events. Volunteer fairs are intended to educate community members and recruit volunteers for the Program. Aides would assist in passing out Program literature, volunteer applications, and explaining general Program information. Volunteer trainings are held on an on-going basis. Aides would assist with initial trainings and monthly meetings by contacting speakers, setting agendas, and room set-up. Recognition events will be held throughout the year, on both a formal and informal basis. Aides will assist with planning, decorations, soliciting donations, etc..

Qualifications: Volunteers must be out-going and enjoy interacting with others.

Commitment: Volunteers are asked to make a one year commitment.

Special Requirements: Volunteers must have their own transportation. Trainings and events are primarily held on evenings and weekends.

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION **0094** **PAGE 283**

Year A

SCHEDULE C

(Refer to page 31 of the 1999 Plan.)

TRAVEL AND TRAINING

1. LOCAL TRAVEL		(1)	(2)	(3)	(4)
Title or Position	Miles Traveled Annually/\$Rate	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Program Coordinator	7,000@.31	\$ 2,170	\$	\$	\$ 2,170
(B) Volunteer Coordinator	3,000@.31	930			930
(C) Volunteers	5,000@.31	1,550			1,550
(D)					
(E)					
(F)					
LOCAL TOTAL	15,000@.31	\$ 4,650	\$	\$	\$ 4,650

2. Non-LOCAL TRAVEL (Specify clearly, by person and trip. Use continuation pages if necessary)

Purpose and Person	Destination	CJD Funds	Cash Match	In-Kind	TOTAL
See Attached		\$	\$	\$	\$
NON-LOCAL TOTAL		\$ 499	\$	\$	\$ 499

3. TRAINING TUITIONS AND FEES (Specify clearly, by person and training. Use continuation pages if necessary)

Purpose and Person	Training	CJD Funds	Cash Match	In-Kind	TOTAL
See Attached		\$	\$	\$	\$
TRAINING TOTAL		\$ 3,784	\$	\$	\$ 3,784

TOTAL TRAVEL BUDGET	\$ 8,933	\$	\$	\$ 8,933
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NOTE: When personally owned vehicles are used for travel, transportation costs are shown on Schedule C. When agency or leased vehicles are used, the vehicle operation/maintenance costs should be shown on Schedule F, "Supplies and Direct Operating Expenses."

REQUIRED BUDGET NARRATIVE: Attach the applicant's travel policy. Specify purposes for each item of travel. Break out the costs of each non-local trip to separately show the specific costs of transportation and of per diem. Use as many additional pages as necessary.

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Financial Officer Initials

CJD-8

Issued: September, 1997

SCHEDULE C

2. In-State Travel

<u>Purpose</u>	<u>Destination</u>	<u>CDJ Funds</u>	
State Conference	Plano	500 miles @ \$0.31	\$155.00
Texas Council on Family Violence	Corpus Christi	500 miles @ \$0.31	\$155.00
Texas Association Against Sexual Assault	Llaredo	500 miles @ \$0.31	\$155.00
Central Texas Council of Governments VAWA Conference	Temple	110 miles @\$0.31	<u>\$ 34.00</u>
			\$499.00

4. Training Tuition and Fees

State Conference

Tuition \$125.00 X 2 \$250.00

Hotel Room

4 nights @ \$70.00 X 2 \$560.00

Meals 4 days @ \$28.00/day X 2 \$224.00

TCFV

Tuition \$225.00 X 2 \$450.00

Hotel Room

4 nights @ \$70.00 X 2 \$560.00

Meals 4 days @ \$28.00/day X 2 \$224.00

TAASA

Tuition \$185.00 X 2 \$370.00

Hotel Room

4 nights @ \$70.00 X 2 \$560.00

Meals 4 days @ \$28.00/day X 2 \$224.00

Central Texas Council of

Governments VAWA Conference

Tuition \$25.00 X 2 \$ 50.00

Meals 2 days @\$28.00/day X 2 \$112.00

Quarterly Training

Tuition \$100.00 X 2 \$200.00

Total	\$1,320.00	\$1,680.00	\$784.00	\$3,784.00
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CDJ-8.1

SCHEDULE C (Continued)

Required Budget Narrative: Briefly describe the applicant's travel policy (i.e. Mileage rated and per diem rates). Specify purpousis for each item of travel. Break out costs of each in-state and each out-of-state trip to separately show the specific costs of transportation and of per diem.

TRAVEL POLICIES

- A. Any County official or employee that is required to use his/her personal automobile while on County business may be entitled to receive .31 cents per mile driven upon submitting the required documentation to the County Auditor.
- B. All officials, their employees, and the employees of other departments may be entitled to full reimbursement for lodging expenses when traveling out of the County, Beyond a 50 mile radius of Williamson County on official County business, if said travel is approved by the employing official or department head and the required documentation is submitted to the County Auditor.
- C. All officials, their employees, or the employees of other departments may be entitled to reimbursement for any meals eaten when traveling out of the County on official County business, if said travel is approved by the employing official or department head, and the required documentation is submitted to the County Auditor. The maximum meal reimbursement is limited to \$28.00 per day including tax and 15% gratuities and does not include alcoholic beverages. Receipts are required for all reimbursement requests.
- D. For any official, their employee, or the employees of other departments to receive expense allowances under B or C above, the funds to be used to pay the reimbursement must have been appropriated by the Commissioners Court prior to the expenses being incurred.
- E. Incurred costs of personal calls made on portable telephone or vehicle-mounted telephones owned by the County Shall be reimbursed to the County upon receipt of telephone bill.

**APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION**

Year A

SCHEDULE D

(Refer to page 33 of the 1999 Plan.)

EQUIPMENT PURCHASES

	(1)	(2)	(3)	(4)
Equipment Name or Description and Quantity (Do Not List Brand Names)	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Personal Computer/upgrade	\$ 400	\$ 400	\$	\$ 800
(B) Software Acct. Package	90	90		180
(C) 17" Color Monitor	250	250		500
(D) Cellular Phone (2)	250	250		500
(E) Radio	1,250	1,250		2,500
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
(R)				
(S)				
(T)				
TOTAL EQUIPMENT PURCHASES	\$ 2,240	\$ 2,240	\$	\$ 4,480

REQUIRED BUDGET NARRATIVE: Describe the basis for arriving at the cost of each line item. Provide justification and explanation of use. Use additional pages as needed.

SCHEDULE D

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EQUIPMENT PURCHASES

Equipment name of Description and Quantity
(Do not list name brand names)

		CJD FUNDS	CASH MATCH	TOTAL
A.	Personal Computer/ Upgrade	\$400.00	\$400.00	\$800.00
B.	Software/Acct. package	90.00	90.00	180.00
C.	17" Color Monitor	250.00	250.00	500.00
D.	Cellular Phones (2)	250.00	250.00	500.00
E.	Radio	1,250.00	1,250.00	2,500.00

REQUIRED BUDGET NARRATIVE:

- A. Personal Computer upgrade: \$800.00 is requested to upgrade the existing computer to an acceptable level of speed and memory space to support software packages.
- B. Software/Acct. package: \$180.00 is requested for accounting software to provide in-house bookkeeping.
- C. 17" Color monitor: \$500.00 new monitor to replace the out-dated existing one.
- D. Cellular Phones (2): \$500 at present we have only one cellular phone. When any volunteer is on call out in the field, they need access to telephone service to provide aid for victims if phone service is not available. We do not have enough phones to send out with each volunteer if 2 calls come in at once.
- E. 800 Series Radio: \$2,500.00 at present we have only one radio which is used by the Program Coordinator. When a volunteer is in the field, they need the ability to contact dispatch for instruction or help.

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION

Year A

SCHEDULE F

(Refer to page 34 of the 1999 Plan.)

SUPPLIES AND DIRECT OPERATING EXPENSES

	(1)	(2)	(3)	(4)
Directly Charged Supplies and Other Operating Expenses	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Communications	\$ 1,000	\$	\$	\$ 1,000
(B) Printing	3,500			3,500
(C) Training	1,000			1,000
(D) Supplies	2,000			2,000
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
(R)				
(S)				
(T)				
(U)				
(V)				
(W)				
TOTAL	\$ 7,500	\$	\$	\$ 7,500

REQUIRED BUDGET NARRATIVE: Describe the basis for arriving at the cost of each line item and justification for requesting each item. Use additional pages as needed.

**APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION**

VOL 0094 PAGE 289

Year A

TOTAL PROJECT BUDGET

Is this project completely supported by CJD grant dollars and grantee match?

☒ **Yes**, there are no other local, state, federal, foundation, or donated funds grant dollars assisting this project.
If "yes", the financial officer should initial below and may disregard the rest of this form.

☐ **No**
If "no", please indicate below the amounts, sources, and purposes of all funding for this project that are not included within the total amounts listed on page CJD-1, line 15d.

Source	Purpose/Use	Amount
(A)		\$
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
(J)		
(K)		
(L)		
TOTAL GRANT DOLLARS EXCLUDING THIS CJD APPLICATION		\$

(Use additional pages as needed.)

CJD funding and grantee match represents _____ % of the total funding of this project.

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Financial Officer Initials _____

CJD-13

Issued: September, 1997

APPLICATION FOR GRANT FUNDING

OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION

Year B

BUDGET SUMMARY

Line	Sched.	BUDGET CATEGORIES	(1)	(2)	(3)	(4)
			CJD FUNDS	CASH MATCH	IN-KIND MATCH <small>(VOCA, VAWA, CEAF & Title V Only)</small>	TOTAL
1.	A.	Personnel (Salaries)	\$ 31,783	\$ 26,745	\$ 7350	\$ 65,878
2.	A.	Personnel (Fringe Benefits)	17,975	1,000		18,975
3.	B.	Contractual				
4.	C.	Travel and Training	8,933			8,933
5.	D.	Equipment	1,850	1,850		3,700
6.	E.	Renovation/Retrofit				
7.	F.	Supplies and Direct Operating Expenses	8,250			8,250
8.		Total Direct Charges (Sum of 1-7)	\$ 68,791	\$ 29,595	\$ 7,350	\$ 105,736
9.	G.	Indirect Costs				
10.		Totals (Sum of 8-9)	\$ 68,791	\$ 29,595	\$ 7,350	\$ 105,736
11.		Program Income (Total from sources listed below)				\$

CASH MATCH*		PROGRAM INCOME	
Enter separately each source of matching funds and the amounts. Total must agree with Line 10, Column 2 above.		Total must agree with Line 11, Column 4 above.	
Source	Amount	Source	Amount
Williamson County	29,595		

* Applicant must disclose the source of cash match if any. All cash match for TNCP applications must be from current sources or guaranteed by a resolution from the grantee's governing body.

**APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION**

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Year B

SCHEDULE A

(Refer to page 25 of the 1999 Plan.)

PERSONNEL

1. DIRECT SALARIES

		(1)	(2)	(3)	(4)
Title or Position ¹	% of Time ²	CJD Funds	Cash Match	In-kind Match (VOLUNTEERS)	TOTAL ³
(A) Program Coordinator	100%	\$ 31,783	\$	\$	\$ 31,783
(B) Volunteer Coordinator	100%		26,745		26,745
(C)					
(D)					
(E)					
(F)					
(G)					
(H)					
(I) Volunteers				7,000	7,000
TOTAL DIRECT SALARIES		\$ 31,783	\$ 26,745	\$ 7,000	\$ 65,878

2. FRINGE BENEFITS

	% or \$ Rate	CJD Funds	Cash Match	In-kind Match	TOTAL
FICA & Medicare	@ 0765	\$ 5039.67	\$		\$ 5039.67
Retirement	@ 0937	6,172.77			6,172.77
Insurance (Life & Health)	@ 285/mo	6,840			6,840
Workers' Compensation	@ 014	780			780
Unemployment Insurance ⁴	@				
Other (Explain)					
TOTAL FRINGE BENEFITS		\$ 18,974.73	\$		\$ 18,974.73

TOTAL PERSONNEL BUDGET	\$50,758	\$ 26,745	\$ 7,000	\$ 84,853
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All applicants must submit a staff organizational chart for their project that shows both grant-paid and non grant-paid personnel. If a staff member is paid partially from CJD funds, then attach a note explaining from what sources the remainder of the salary is paid.

1. Include only one position per line. Attach a description of each position that lists the name of the employing agency, the duties or responsibilities, and the required qualifications (degree, license, etc.) for each position.
2. Express as a percent of total time. Must be at least 25%. (40 hours per week equals 100%)
3. Should reflect employee's gross salary attributable to the project. If applying for continuation funding, justify any salary increase over the previous year.
4. Unemployment insurance is calculated on the first \$9,000 of each salary.

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Financial Officer Initials

CJD-15

Issued: September, 1997

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION

Year B**SCHEDULE C**

(Refer to page 31 of the 1999 Plan.)

TRAVEL AND TRAINING

1. LOCAL TRAVEL		(1)	(2)	(3)	(4)
Title or Position	Miles Traveled Annually/\$Rate	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Program Coordinator	7,000@.31	\$ 2,170	\$	\$	\$ 2,170
(B) Volunteer Coordinator	3,000@.31	930			930
(C) Volunteers	5,000@.31	1,550			1,550
(D)					
(E)					
(F)					
LOCAL TOTAL		\$ 4,650	\$	\$	\$ 4,650

2. Non-LOCAL TRAVEL (Specify clearly, by person and trip. Use continuation pages if necessary)

Purpose and Person	Destination	CJD Funds	Cash Match	In-Kind	TOTAL
See Attached		\$	\$	\$	\$
NON-LOCAL TOTAL		\$ 499	\$	\$	\$ 499

3. TRAINING TUITIONS AND FEES (Specify clearly, by person and training. Use continuation pages if necessary)

Purpose and Person	Training	CJD Funds	Cash Match	In-Kind	TOTAL
See Attached		\$	\$	\$	\$
TRAINING TOTAL		\$ 3,784	\$	\$	\$ 3,784

TOTAL TRAVEL BUDGET	\$ 8,933	\$	\$	\$ 8,933
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NOTE: When personally owned vehicles are used for travel, transportation costs are shown on Schedule C. When agency or leased vehicles are used, the vehicle operation/maintenance costs should be shown on Schedule F, "Supplies and Direct Operating Expenses."

REQUIRED BUDGET NARRATIVE: Specify purposes for each item of travel. Break out the costs of each non-local trip to separately show the specific costs of transportation and of per diem. Use as many additional pages as necessary. If travel policy for Year B will be the same as for Year A or changes to Year B travel policies are currently unknown or not finalized, applicant need not repeat travel policy in this narrative.

Financial Officer Initials

CJD-17

Issued: September, 1997

SCHEDULE C

2. In-State Travel				
<u>Purpose</u>	<u>Destination</u>	<u>CDJ Funds</u>		
State Conference		500 miles @ \$0.31	\$155.00	
Texas Council on Family Violence		500 miles @ \$0.31	\$155.00	
Texas Association Against Sexual Assault		500 miles @ \$0.31	\$155.00	
Central Texas Council of Governments VAWA Conference		110 miles @\$0.31	\$ 34.00	
			\$499.00	
 4. Training Tuition and Fees				
State Conference				
Tuition \$125.00 X 2		\$250.00		
Hotel Room				
4 nights @ \$70.00 X 2		\$560.00		
Meals 4 days @ \$28.00/day X 2		\$224.00		
TCFV				
Tuition \$225.00 X 2		\$450.00		
Hotel Room				
4 nights @ \$70.00 X 2		\$560.00		
Meals 4 days @ \$28.00/day X 2		\$224.00		
TAASA				
Tuition \$185.00 X 2		\$370.00		
Hotel Room				
4 nights @ \$70.00 X 2		\$560.00		
Meals 4 days @ \$28.00/day X 2		\$224.00		
Central Texas Council of Governments VAWA Conference				
Tuition \$25.00 X 2		\$ 50.00		
Meals 2 days @\$28.00/day X 2		\$112.00		
Quarterly Training				
Tuition \$100.00 X 2		\$200.00		
Total		\$1,320.00	\$1,680.00	\$784.00 \$3,784.00

CDJ-17.1

Year B

SCHEDULE D

(Refer to page 33 of the 1999 Plan.)

EQUIPMENT PURCHASES

	(1)	(2)	(3)	(4)
Equipment Name or Description and Quantity (Do Not List Brand Names)	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Personal Computer	\$ 800	\$ 800	\$	\$ 1,600
(B) Letter Quality Printer	300	300		600
(C) 17" Color Monitor	250	250		500
(D) 25" Color TV	300	300		600
(E) VCR	200	200		400
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
(R)				
(S)				
(T)				
TOTAL EQUIPMENT PURCHASES	\$ 1,850	\$ 1,850	\$	\$ 3,700

REQUIRED BUDGET NARRATIVE: Describe the basis for arriving at the cost of each line item. Provide justification and explanation of use. Use additional pages as needed.

See Attached

SCHEDULE D

EQUIPMENT PURCHASES

Equipment name of Description and Quantity
(Do not list name brand names)

	CJD FUNDS	CASH MATCH	TOTAL
A. Personal Computer	\$800.00	\$800.00	\$1,600.00
B. Letter Quality Printer	300.00	300.00	600.00
C. 17" Color Monitor	250.00	250.00	500.00
D. 25" Color TV	300.00	300.00	600.00
E. VCR	200.00	200.00	400.00

REQUIRED BUDGET NARRATIVE:

- A. Personal Computer: \$1,600.00 is requested to purchase an updated computer system.
- B. Letter Quality Printer: \$600.00 is requested to purchase a letter quality printer for victim contact letters.
- C. 25" Color Television: \$600.00 is requested to purchase a television for use in volunteer training and public education.
- D. 17" Color monitor: \$500.00 is requested for a new monitor to replace the out-dated existing one.
- D. VCR: \$400 is requested to purchase a VCR for use in volunteer training and public education.

Year B

SCHEDULE F

(Refer to page 34 of the 1999 Plan.)

SUPPLIES AND DIRECT OPERATING EXPENSES

	(1)	(2)	(3)	(4)
Directly Charged Supplies and Other Operating Expenses	CJD Funds	Cash Match	In-kind Match	TOTAL
(A) Communications	\$ 1,000	\$	\$	\$ 1,000
(B) Printing	3,500			3,500
(C) Training	1,500			1,500
(D) Supplies	2,250			2,250
(E)				
(F)				
(G)				
(H)				
(I)				
(J)				
(K)				
(L)				
(M)				
(N)				
(O)				
(P)				
(Q)				
(R)				
(S)				
(T)				
(U)				
(V)				
(W)				
TOTAL	\$8,250	\$	\$	\$8,250

REQUIRED BUDGET NARRATIVE: Describe the basis for arriving at the cost of each line item and justification for requesting each item. Use additional pages as needed.

Communications - is necessary for use of pagers & cellular phones when on call.
 Printing - is necessary for brochures and literature to be used with victim's services.
 Training - to provide a higher level of education for volunteers who will be having direct contact with victims in crime/crisis situations.
 Supplies - for daily office use (such as pens, paper, toner, etc.)

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Financial Officer Initials

CJD-20

Issued: September, 1997

**APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION**

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Year B

TOTAL PROJECT BUDGET

Is this project completely supported by CJD grant dollars and grantee match?

☒ **Yes**, there are no other local, state, federal, foundation, or donated funds grant dollars assisting this project.

If "yes", the financial officer should initial below and may disregard the rest of this form.

☐ **No**

If "no", please indicate below the amounts, sources, and purposes of all funding for this project that are not included within the total amounts listed on page CJD-1, line 15d.

Source	Purpose/Use	Amount
(A)		\$
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
(J)		
(K)		
(L)		
TOTAL GRANT DOLLARS EXCLUDING THIS CJD APPLICATION		\$

(Use additional pages as needed.)

CJD funding and grantee match represents _____ % of the total funding of this project.

95

Financial Officer Initials _____

CJD-22

Issued: September, 1997

CERTIFIED ASSURANCES

The applicant hereby assures and certifies that the project will comply with the regulation, policies, guidelines and requirements including OMB Circulars No. A-122, A-110, A-102, and A-87, as they relate to the application, acceptance and use of funds for this project. Also the applicant assures and certifies to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. Federal funds made available under this formula grant will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. Matching funds required to pay the non-federal portion of the cost of each program and project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for law enforcement by the recipients of grant funds.
4. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P. L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.
5. It will comply with the minimum wage and maximum hours provisions of the federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments.
6. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
7. Fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as CJD or the Comptroller General shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under the grant.
8. It shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as CJD may require.
9. The programs contained in its application meet all requirements, that all the information is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with all provisions of the grant and all other applicable federal and state laws, regulations, and guidelines.
10. It will comply with all requirements imposed by the federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
11. Pursuant to Sections 223(a)(18) and 296 of the JJDP Act, the Grantee assures that procedures have been established to ensure that programs funded under the JJDP Act shall not disclose program records containing the identity of individual juveniles. Exceptions to this requirement: (a) authorization by law; (b) consent of either the juvenile or his legally authorized representative; or (c) justification that otherwise the functions of this title cannot be performed. Under no circumstances may public project reports or findings contain names of actual juvenile service recipients.
12. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
13. It will comply with the flood insurance purchase requirements of § 102 (a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102 (a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
14. It will assist the grantor agency in its compliance with § 106 of the National Historic Preservation Act of 1966 as amended (16 U. S. C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U. S. C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the grantor agency to avoid or mitigate adverse effects upon such properties.

APPLICATION FOR GRANT FUNDING
OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION

VOL 0094 PAGE 299

CERTIFIED ASSURANCES (Cont.)

15. It will comply with the *Uniform Grant and Contract Managements Standards* (UGCMS) developed under the directive of the Uniform Grant and Contract Management Act, Chapter 183, Government Code.
16. It, if a county, has taken or will take all action necessary to provide the Texas Department of Criminal Justice and the Department of Public Safety any criminal history records maintained by the county in the manner specified for the purposes of those departments.
17. It will comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d (prohibiting discrimination on the basis of race, color, or national origin), Section 504 of the Rehabilitation Act of 1964, 42 U.S.C., 794 (prohibiting discrimination on the basis of handicap), the Age Discrimination Act of 1975, 42, U.S.C. 6101, et seq., and the Department of Justice Nondiscrimination Regulations, 28 CFR, Part 42, Subparts C, D, and G.
18. It will, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing, on the ground of race, color, religion, national origin, sex, age, or handicap against the project, forward a copy of the finding to the Criminal Justice Division (CJD).
19. It will comply with Subtitle A, Title II of the Americans With Disabilities Act (ADA), 42 U.S.C 12131-12134, and Department of Justice implementing regulation, 28 CFR Part 35, whereas state and local governments may not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability.
20. Cities and counties will comply with the following sections of the Juvenile Justice and Delinquency Prevention Act, U.S.C. 5671, as amended.
21. (a) (12) (A), regarding removal of status offenders from secure facilities.
22. (a) (13), regarding sight-and-sound separation of juveniles from adults when detained in the same secure facility.
23. (a) (14), regarding removal of juveniles from adult jails and lockups.
24. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
25. It will comply, and assure the compliance of all its contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial Guide and all other applicable federal laws, circulars, or regulations.
26. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and federal laws or regulations applicable to federal assistance programs.
27. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime and Safe Streets Act of 1968, as amended, 42 U.S.C. 3789(d), the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and the Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
28. It will provide an Equal Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
29. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 U.S.C. 3501, et seq.), which prohibits the expenditure of most new federal funds within the units of the Coastal Barrier Resources System.

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 12-9-97

Signature of the Authorized Official

CJD-24

Issued: September, 1997

SUPPLEMENTAL BUDGET DATA Sources and Use of Funds				
REVENUE	for ALL crime victim assistance activities*		for ALL OTHER programs or activities for the year ending 5/31/99, 6/30/99 or 11/30/99 (depending on grant period)**	
Sources	for year ending 5/31/98, 6/30/98 or 11/30/98 (depending on grant period)	proposed for year 6/1/98-5/31/99, 7/1/98-6/30/99 or 12/1/98-11/30/99 (depending on grant period)	amount	Brief description of intended purpose (examples—law enforcement, prosecution, sexual assault prevention, job training, job placement, suicide prevention and counseling, family planning, unrestricted)
1. State and federal government***	\$	\$	\$	
CDJ	58,661	65,049		
2. City and county government***	24,030	28,711	5,493,987	
3. United Way				
4. Foundations				
5. Corporate				
6. Private/individual				
7. Fund-raising events				
8. Fees and sales				
9. Interest				
10. Seized property and funds				
11. Other (describe)				
TOTAL REVENUE	\$ 82,691	\$ 93,760	\$ 5,493,987	

NOTES: * Include all crime victim assistance activities of the applicant organization.
 ** Not required for state agencies. Cities and counties: include departmental budget only (e.g., Police Department, Sheriff's Department, District Attorney's Office).
 *** List each source and amount separately; describe on a continuation page the specific uses of all funds received from the Texas Department of Health and the Texas Department of Human Services.

SUPPLEMENTAL BUDGET DATA		for ALL crime victim assistance activities*	
Sources of Funds		Year ending 5/31/98, 6/30/98 or 11/30/98 (depending on grant period)	Proposed for Year 6/1/98-5/31/99, 7/1/98- 6/30/99, or 12/1/98-11/30/99 (depending on grant period)
EXPENDITURES			
Salaries and fringe benefits	\$	65,556	\$ 72,847
Contracted professional services	\$	-0-	\$ -0-
Travel of staff and volunteers	\$	8,055	\$ 8,933
Transportation for victims	\$	-0-	\$ -0-
Purchase of equipment	\$	3,170	\$ 4,480
Purchase of land or buildings (including mortgage payments)	\$	-0-	\$ -0-
Building construction and remodeling	\$	-0-	\$ -0-
Supplies and other operating expenses	\$	5,910	\$ 7,500
Other expenditures not classified above	\$	-0-	\$ -0-
TOTAL EXPENDITURES	\$	82,691	\$ 93,760
STAFFING (for ALL victim assistance activities)			
Number of full-time paid staff positions		2	2
Number of part-time paid staff positions	#:	0 = 0 FTE	0 = 0 FTE
Number of active volunteers (victim assistance)		25	27
Number of volunteer service hours		936	1,100
SERVICE RECORD			
The applicant organization has continuously provided assistance services to crime victims since (enter date): 11/01/91			
NOTES: *Includes all crime victim assistance activities of the applicant organization. FTE is full-time equivalency (e.g., one employee at 30 hours per week equals .75 FTE). **Applicant is advised that this data will be used to collect information for federal reports, to evaluate eligibility, non-supplanting, and cost effectiveness of present and proposed services, and to establish audit trails.			

CJD-16.1

CRIMINAL JUSTICE DIVISION
OFFICE OF THE GOVERNOR

SERVICE RECORD, PROJECTIONS, AND SURVEY DATA

VOCA & VAWA
Direct Services Projects Only

Applicants should complete all survey statements or the response to all questions. As used herein, the terms "police" and police headquarters" (PD) are representative of all law enforcement agencies.

1.a. The purpose of this VOCA or VAWA grant is: (choose one)

- ☐ To start up a new victim assistance program.
- ☒ To continue a victim assistance program presently having a VOCA or VAWA grant.
- ☐ To expand or enhance an existing victim assistance program that does not presently have a VOCA grant.

1.b These VOCA or VAWA funds (plus required match) will be used to: (check as many apply)

- ☐ Expand services into a new geographical area.
- ☒ Offer new types of services.
- ☒ Serve additional victim populations.
- ☒ Continue existing services to crime victims.
- ☐ Other. (Describe)

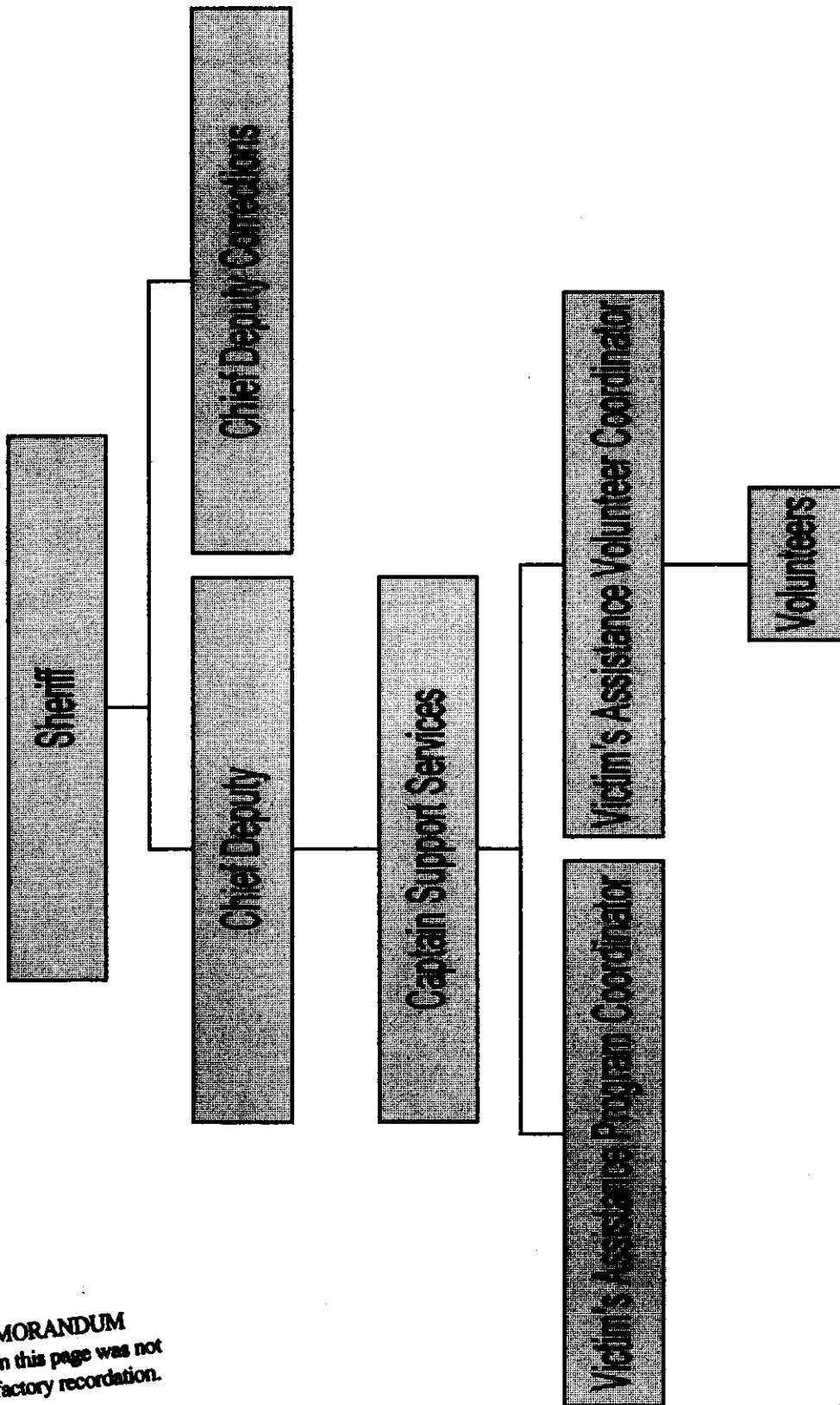
2. Typically, the first contact with a victims is: (answer only one)

- ☒ In person, at the crime scene or at the police station/hospital immediately.
- ☐ In person, at the hospital/police station within 48 hours of the crime.
- ☐ By telephone, within 48 hours of the crime.
- ☐ By walk-in or referral, within 48 hours of the crime.
- ☐ By any means between 3 and 30 days after the crime.
- ☐ Upon request of Child Protective Services.
- ☐ Upon the case being assigned by a Court to a CASA organization.
- ☐ By any means, more than 30 days after the crime.

3. Explain briefly the extent and the form of assistance that will be provided in helping crime victims obtain benefits from the Texas Crime Victim Compensation Program.

In following up with each victim, we explain their right of information about the Texas Crime Victims Compensation Fund, how it works, how they qualify and then provide them an application, assist them in completion and notarization of their signature. We mail most of the applications from this office and will contact Crime Victims Compensation on the Victim's behalf to ascertain status of funding and work with the victim, when requested, in providing documentation requested, in providing documentation requested by Crime Victim's Compensation.

Williamson County Sheriff's Department
Command Structure



RECORDERS MEMORANDUM
All or parts of the text on this page was not
clearly legible for satisfactory recordation.

CRIMINAL JUSTICE DIVISION
OFFICE OF THE GOVERNORSERVICE RECORD, PROJECTIONS, AND SURVEY DATA
(CONTINUED)VOCA & VAWA
DIRECT SERVICE PROJECTS ONLY

6. Provide the name of any coalition, network, task force, etc., existing within the community for the purpose of coordinating crime victims' needs and services. Include names of member organizations and frequency of meetings.

VILLAGE Task Force - Monthly
InterAgency Support Council of East Williamson County - Monthly
Volunteer Staff Meetings - Monthly
Judicial District Community Justice Council of Williamson County - Quarterly
SANE - Quarterly
Child Fatality Review Team - Monthly
Liaison Meetings with other agencies - as needed

7. Include only those activities to be funded in the VOCA or VAWA grant project. Use estimates if necessary, for the pre-grant period. In sections A and B, provide separate count for primary and for secondary victims.

(Total of "B" must equal or exceed "A".)

	*12 Months Immediately Preceding the Grant		**During the Grant Period	
	Primary	Secondary	Primary	Secondary
A. Total number of individual victims served:	<u>707</u>	<u>127</u>	<u>750</u>	<u>140</u>
B. Number of victims served by type of victimization: (duplicative count is acceptable)				
1. Child victims of physical abuse.	<u>6</u> <u>.01</u> % <u>10</u>		<u>7</u> <u>.01</u> % <u>14</u>	
2. Child victims of sexual assault.	<u>12</u> <u>.02</u> % <u>40</u>		<u>13</u> <u>.02</u> % <u>40</u>	
3. Other forms of child abuse.	<u>-0-</u> <u>-0-</u> % <u>-0-</u>		<u>-0-</u> <u>-0-</u> % <u>-0-</u>	
4. Victims of DUI/DWI crimes.	<u>29</u> <u>.04</u> % <u>12</u>		<u>30</u> <u>.04</u> % <u>14</u>	
5. Victims of domestic violence.	<u>345</u> <u>.49</u> % <u>12</u>		<u>350</u> <u>.42</u> % <u>14</u>	
6. Adult victims of sexual assault.	<u>35</u> <u>.05</u> % <u>12</u>		<u>37</u> <u>.04</u> % <u>14</u>	
7. Victims of stalking.	<u>35</u> <u>.05</u> % <u>12</u>		<u>37</u> <u>.04</u> % <u>14</u>	
8. Elder abuse.	<u>6</u> <u>.01</u> % <u>-0-</u>		<u>1</u> <u>-0-</u> % <u>1</u>	
9. Adults molested as children.	<u>6</u> <u>.01</u> % <u>-0-</u>		<u>7</u> <u>.01</u> % <u>-0-</u>	
10. Survivors of homicide victims.	<u>17</u> <u>.02</u> % <u>6</u>		<u>17</u> <u>.02</u> % <u>8</u>	
11. Individual victims of robbery.	<u>17</u> <u>.02</u> % <u>6</u>		<u>17</u> <u>.02</u> % <u>8</u>	
12. Individual victims of assault.	<u>115</u> <u>.16</u> % <u>17</u>		<u>120</u> <u>.15</u> % <u>19</u>	
13. Individual victims of theft.	<u>-0-</u> <u>-0-</u> % <u>-0-</u>		<u>-0-</u> <u>-0-</u> % <u>-0-</u>	
14. Burglary of a habitation.	<u>86</u> <u>.13</u> % <u>-0-</u>		<u>86</u> <u>.10</u> % <u>-0-</u>	
15. Business (theft, robbery, and burglary).	<u>86</u> <u>.13</u> % <u>-0-</u>		<u>86</u> <u>.10</u> % <u>-0-</u>	
16. Other. (Describe Separately)	<u>22</u> <u>.03</u> % <u>5</u>		<u>22</u> <u>.03</u> % <u>7</u>	
17. Total (Must total 100%)	<u>707</u> <u>100</u> % <u>127</u>		<u>750</u> <u>100</u> % <u>140</u>	

CRIMINAL JUSTICE DIVISION
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SERVICE RECORD, PROJECTIONS, AND SURVEY DATA
(CONTINUED)

VOCA & VAWA
DIRECT SERVICE PROJECTS ONLY

C. The number of primary and secondary victims combined who received the following services:
(See definitions on following page)

	*(Pre-Grant)	** (During Grant)
1. Crisis Counseling	460	470
2. Follow-up Contact	230	240
3. Therapy	-0-	-0-
4. Group Treatment/Support	-0-	-0-
5. Shelter/Safe House	-0-	-0-
6. Information and Referral (in-person)	400	420
7. Justice Support and Advocacy	460	475
8. Emergency Financial Assistance	-0-	-0-
9. Emergency Legal Advocacy	-0-	-0-
10. Assistance in Filing Compensation Claims***	150	150
11. Personal Advocacy	300	300
12. Telephone Contact Information and Referral	250	300
13. Other (specify)	120	150

Information and Referral Letters

Notary

*Indicate the crime victim services presently provided by the applicant organization.

**Indicate the crime victim services to be provided during the proposed grant period for the proposed grant project. Do not include services outside the scope of the proposed grant..

***This activity is federally mandated for all VOCA grantees. Failure to provide this service will constitute deobligation of grant funds.

Complete survey data as requested.

Applicant is advised the data provided will be used to collect information for federal reports, to evaluate eligibility, program performance and, in conjunction with budget data, to evaluate the cost-effectiveness of present and proposed services.

CRIMINAL JUSTICE DIVISION
OFFICE OF THE GOVERNORSERVICE RECORD, PROJECTIONS, AND SURVEY DATA
(CONTINUED)VOCA & VAWA
DIRECT SERVICE PROJECTS ONLY

Definitions for Section C:

1. **Crisis Counseling** refers to in-person crisis intervention, emotional support, guidance and counseling provided by counselors, mental health professionals, or peers. Such counseling may occur:
 - (a) at the scene of a crime;
 - (b) immediately after a crime;
 - (c) at the first in-person contact between an advocate and victim (this would include meeting the victim in an emergency room, at a police station, or at a district attorney's office, etc.);
 - (d) during in-person contact for the duration of the crisis experience; or in the case of survivors of homicide victims or DUI/DWI, crisis intervention may occur months after the victimization.
2. **Followup Contact** refers to in-person contacts, telephone contacts, and written communication with victims to offer emotional support, provide empathetic listening, check on a victim's progress, and guidance for other than crisis reactions after the victimization.
3. **Therapy** refers to intensive licensed psychological and/or psychiatric treatment for individuals, couples, and family members. This category includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
4. **Group Treatment** refers to the coordination and provision of supportive group activities for both adults and children. This category includes self-help, peer, emotional support, social support, drop-in groups, and community crisis intervention in a group setting.
5. **Shelter/Safe House** refers to offering short-term and long-term housing and related support services to victims and members of their families following a victimization.
6. **Information and Referral (In-Person)** refers to in-person contacts by VOCA or VAWA funded personnel with the victim and identifying services offered and support available. This includes both within the grant organization and to outside sources. (This is the most under-reported service category.)
7. **Justice Support/Advocacy** refers to:
 - (a) law enforcement investigation support;
 - (b) assistance during the law enforcement investigations;
 - (c) explanation of criminal procedures and civil procedures (as related to CASA projects, elderly and child abuse petitions, protective orders and, in very limited cases, to civil litigation);
 - (d) transportation;
 - (e) court-related support, such as:
 - (1) court orientation,
 - (2) court escort,
 - (3) case appearance notification,
 - (4) case status and disposition information,
 - (5) victim impact statements and letters,
 - (6) assistance with restitution,
 - (7) witness fees,
 - (8) intimidation intervention or protection services,
 - (9) child care,
 - (10) property return, etc.; and
 - (f) post-sentencing services following the disposition of a criminal court proceeding, including offender release notification at the probation, parole and pardon stages of the criminal justice system, etc.

CRIMINAL JUSTICE DIVISION
OFFICE OF THE GOVERNOR

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SERVICE RECORD, PROJECTIONS, AND SURVEY DATA
(CONTINUED)

VOCA & VAWA
DIRECT SERVICE PROJECTS ONLY

Definitions continued:

8. **Emergency Financial Assistance** refers to:
- (a) locating emergency loans and petty cash;
 - (b) assistance in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, and Medicare; and
 - (c) payment for taxis, food, emergency shelter, and clothing.
9. **Emergency Legal Advocacy** refers to filing temporary restraining orders, injunctions and other protective orders, elder abuse petitions, and child abuse petitions but does not include criminal prosecution or the employment of private attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.
10. **Assistance in filing Compensation Claims** includes making victims aware of the availability of crime victim compensation and assisting the victim in completing the required forms and in gathering the needed documentation. It may also include followup contact with the victim compensation agency on behalf of the victim. (Grantees are federally mandated to provide this service.)
11. **Personal Advocacy** refers to:
- (a) assisting victims in securing rights and services from other agencies;
 - (b) locating emergency financial assistance, intervening with employers, creditors, school officials, and others on behalf of the victim;
 - (c) assisting in filing for losses covered by public and private insurance programs including worker's compensation, unemployment benefits, welfare, etc.;
 - (d) accompanying the victim to the hospital, and other general information on rights and remedies available to the victim.
- Example: giving a victim information about AFDC, WICK, and food banks; supplying bus tokens to victims to victims, etc. should be counted as Personal Advocacy. (This is the second most under-reported service category.)
12. **Telephone Contact Information and Referral** refers to contacts by VOCA or VAWA funded personnel with the victim and identifying services offered and support available. This does not include calls where counseling is the primary function.
13. **Other** - Identify any services not listed that are offered to crime victims by the grant program. List each "other" type of service separately.

Examples of "other" types of services:

- (a) setting appointments to prepare applications for protective orders;
- (b) disburse restitution; or
- (c) hospital and home visits.

CIVIL RIGHTS LIAISON CERTIFICATION**Instructions:**

All applicants for Victims of Crime Act (VOCA) grants must name a civil rights contact person.

As required by federal guidelines and the *Governor's Criminal Justice Plan for Texas* governing the Crime Victims Assistance Program under the Victims of Crime Act of 1984, the following person is named as the civil rights contact person who has lead responsibility for insuring that all applicable civil rights requirements are met and who shall act as liaison in civil rights matters with the Criminal Justice Division and with the Office of Justice Programs (U.S. Department of Justice).

Dale A. Rye

(Name, typed or printed)

County Attorney

(Position or Title)

405 Martin Luther King, Box 7 Georgetown, Texas 78626

(Mailing Address)

(512) 930-3130

(Telephone Number)

NONPROCUREMENT DEBARMENT CERTIFICATION

Instructions:

First, read the instructions and guidelines on the following two pages. Then, complete this certification form and return it to CJD.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

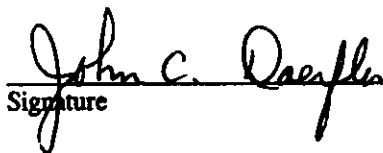
(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

John C. Doerfler

County Judge

Name of Authorized Official

Title of Authorized Official


Signature

12-9-97
Date

Williamson County Victims Assistance

Name of Organization

710 South Main, Suite 201
Georgetown, Tx 78626

Address of Organization

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NONPROCUREMENT DEBARMENT CERTIFICATION

Prior to the release of funds by CJD for federal grants, your agency must review, sign, and return to CJD the attached OJP Form 4061/1 — Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Lower Tier Covered Transactions.¹ The form must be signed by the Authorized Official designated in the grant.

The U.S. Attorney General Order No. 1271-88, published in the *Federal Register*, Volume 53, No. 102, May 26, 1988, announced the adoption of a government-wide uniform system on Nonprocurement Debarment and Suspension that will be applicable to the nonprocurement assistance activities of the offices, bureaus, and divisions of the Department of Justice which have grant-making authority.² All agencies/organizations receiving federal funds from CJD in the amount of \$25,000 or more must complete OJP Form 4061/1 (9/88) which certifies that neither the agency/organization or its officers are debarred, suspended, ineligible, or are voluntarily excluded from receiving federal funds, before entering into a financial agreement (i.e., grants and contracts).³ In addition, any organization contracting for goods and/or services of \$25,000 or more (federal funds) must secure the same certification from the prospective contractor. The latter certifications must accompany the contract which, by requirement, is sent to CJD for approval.

Agencies/organizations must base their certification upon a review of the monthly publication "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs" and the weekly supplements to that issue prepared by the U.S. General Services Administration, to confirm that the agency/organization or its officers are not ineligible. Attached is an information sheet that explains the "Lists of Parties..." and how to obtain it.

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

¹Lower Tier Covered Transactions may be interpreted as any grant or contract transaction of \$25,000 or more at the state or lower level.

²Nonprocurement may be interpreted as any form of grant or contract having the principal purpose of assistance activities, rather than federal procurement actions.

³Agency/organization may be interpreted as the entity in whose name the grant is awarded. Officers of the agency/organization may be interpreted as any of the following persons who will have critical influence on or substantive control over that transaction (i.e., grant or contract): members of governing boards, directors, other employees, and consultants. participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

NONPROCUREMENT DEBARMENT CERTIFICATION (Continued)

LISTS OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS

The Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs, issued monthly, identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs supersedes the Consolidated List of Debarred, Suspended, and Ineligible Contractors. The new Lists of Parties incorporates all the listings of the superseded Consolidated List and has a new, additional section, Parties Excluded from Nonprocurement Programs. It is maintained by the U.S. General Services Administration (GSA) for the use of Federal agencies and others involved in Federal programs and activities. The Lists of Parties is structured in accordance with a recommendation from the Interagency Committee on Debarment and Suspension.

Purpose of Lists of Parties

The functions of the two sections of the Lists of Parties are distinct and are explained below.

The first section, Parties Excluded from Procurement Programs, lists contractors that are excluded government-wide, unless otherwise noted, from Federal procurement and/or sales programs. Such an exclusion may be based on the administrative debarment or suspension of a contractor by an agency in accordance with Federal Acquisition Regulation (FAR) 9.4, Federal Property Management Regulations (FPMR) 101-45.6, Government Printing Office (GPO) Instructions 110.11A, or U.S. Postal Service (PS) Publication 41. An exclusion may also be the result of action by a Federal agency under the authority of a statute, executive order, or regulation applying to procurement programs.

The second section, Parties Excluded from Nonprocurement Programs, lists persons (individuals and entities) excluded government-wide, unless otherwise noted, from certain types of Federal financial and nonfinancial assistance and benefits. An exclusion may be based on an administrative debarment or suspension by any Federal agency or the voluntary exclusion of a person under agency regulations implementing Executive Order 12549. Parties Excluded from Nonprocurement Programs also includes actions under the authority of a statute, another executive order, or a regulation applying to nonprocurement programs.

For either section, the treatment to be accorded to a party listed depends on the type of exclusionary action and the authority under which the action was taken. The cause for the exclusion and the treatment of the party excluded are noted by a code in the listing. These codes are explained under the heading "Cause and Treatment Codes" for the Parties Excluded from Procurement Programs and for the Parties Excluded from Nonprocurement Programs.

A user of the Lists of Parties should refer to the appropriate cause and treatment code explanation before determining a listed party's status.

How To Obtain Copies

Federal agencies may purchase annual bulk subscriptions to the Lists of Parties at cost from the U.S. Government Printing Office. Agencies should arrange for their own internal distribution. The agency contracts under the heading "For Additional Information" are aware of the procedures for purchasing and distributing subscription copies.

Nonfederal persons or organizations interested in obtaining subscriptions to the Lists of Parties should contact the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The telephone number is (202)783-3238 on commercial lines or 783-3238 on the FTS (Federal Telecommunications System).

Electronic Supplement

A weekly supplement to the Lists of Parties is available on GSA's Information Resources Service Center electronic bulletin board. When used with the latest issue of the publication, the electronic supplement will provide up-to-date information on excluded parties.

To use the electronic bulletin board, you must have access to an asynchronous, ASCII terminal (e.g., a word processor or a microcomputer) equipped with communications software and a "modem" or "coupler." A modem is a device that permits signals from the terminal to be sent across the telephone lines. Users can access the bulletin board using AUTOVON, FTS, or commercial lines. The telephone numbers are:

FTS 8308	300 baud 535- 1200 baud 535-7661 2400 baud 786-9014
AUTOVON 0524	300 baud 294- 1200 baud 294-0521
COMMERCIAL baud(202)535-8308	300 1200 baud(202)535-7661 2400 baud(202)786-9014

For further information on how to access the electronic bulletin board, call Mrs. Juan L. Smith at (FTS/202)523-4873.

Telephone Inquiry Service

A telephone-inquiry answering service is available in GSA's Office of Acquisition Policy for general questions about entries in the Lists of Parties. The number to call either during or after normal business hours is (FTS/202)786-0688. Your call will be recorded and answered either the same day or the following working day.

INDEPENDENT ANNUAL AUDIT CERTIFICATION

The grantee hereby assures compliance by itself and its applicable sub-recipients (contractors) with the Single Audit Act Amendments of 1996, PL 104 - 156 and, particularly, with the requirements of OMB Circular A-133 as follows (check one):

1. _____ Grant(s) expenditures of \$300,000 or more in federal funds -
An annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
2. _____ Grant(s) expenditures of \$300,000 or more in state funds -
An annual single audit by an independent auditor made in accordance with the Uniform Grant and Contract Management Standards (UGCMS).
3. X Grant(s) expenditures of less than \$300,000 in federal funds -
Exempt from the Single Audit Act. However, CJD may require a limited scope audit as defined in OMB Circular A-133.
4. _____ Grant(s) expenditures less than \$300,000 but \$50,000 or more in state funds -
A program-specific audit.
5. _____ Grants(s) expenditures less than a total of \$50,000 in state funds -
Financial statements audited in accordance with Generally Accepted Auditing Standards (GAAS).

NOTE: Grantees exempt from the Single Audit Act requirements (i.e. those expending less than \$300,000 in total federal financial assistance) are prohibited from charging the cost of a Single Audit to a Federal award.

John C. Daehler 12-9-97
Authorized Official (Signature)

Financial Officer (Signature)

12 / 08 / 97
Date

12 / 08 / 97
Date

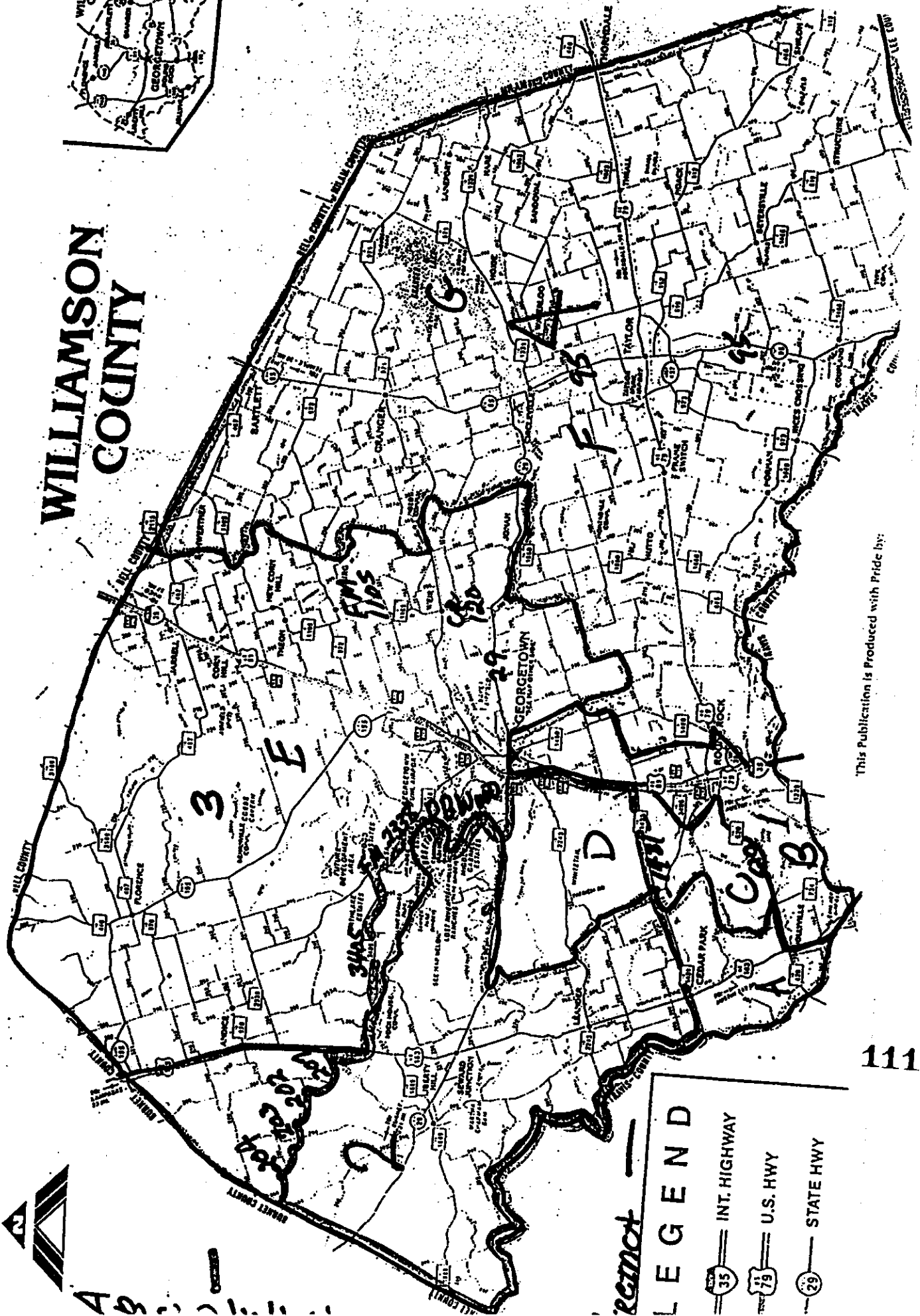
Williamson County Victim's Assistance
Grantee Organization

VA-95-A02-08266
Grant Number

Regardless of items checked above, the grantee should, within 60 days following the date of the grant award, furnish the following information:

1. The identity of the organization conducting the audit
2. Approximate time audit will be conducted
3. Audit coverage to be provided

WILLIAMSON COUNTY



This Publication is Produced with Pride by:

STATE OF TEXAS *
COUNTY OF WILLIAMSON *

BEFORE THE COMMISSIONERS COURT
OF WILLIAMSON COUNTY, TEXAS

RESOLUTION

WHEREAS, the desire of the Williamson County Victim's Assistance is to help the victims of violent crimes in Williamson County; and

WHEREAS, It is necessary and in the best interest of Williamson County to apply for funding under the 1984 Victim's of Crime Act:

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONER'S COURT OF WILLIAMSON COUNTY, TEXAS:

1. That a VOCA grant application for the victims of violent crimes is hereby authorized to be filed on behalf of the county with the Criminal Justice division.
2. That the County's application be placed in competition for funding under the VOCA grant.
3. That the application be for \$100,760 of grant funds to assist Williamson County residents who are victims of violent crimes with immediate crisis intervention.
4. That the Commissioner's Court direct and designate the County Judge as the County's Executive Officer and Authorized Representative to act in all matters in connection with the application and the participation in the Criminal Justice Division's Victims of Crime Act grant.
5. That it further be stated \$7,000.00 of this grant is an in-kind match.
6. That it further be stated that \$28,711.00 of this grant is a cash match by the County.
7. That it further be stated that in the event of loss or misuse of CDJ funds, Commissioner's Court of Williamson County, Texas assures that CDJ funds will be returned to CDJ in full.

RESOLVED this 9th day of December, 1997

 12-9-97
John C. Doerfler, County Judge

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT
ED RICHARDS, SHERIFF

508 SOUTH ROCK STREET
GEORGETOWN, TEXAS 78626
PHONE (512) 930-3200


(TAYLOR) 352-7462
(LIBERTY HILL) 259-2634
FAX 930-3117

COOPERATIVE WORKING AGREEMENT

We, the undersigned, agree to work cooperatively toward providing services to victims of crime through the Williamson County Victims Assistance Program. Services shall include, but not limited to: mutual referrals, accompaniment through medical and/or legal procedures, crisis intervention and victim advocacy.



Ed Richards, Sheriff
Williamson County



James Blackmon, Chief
Thrall Police Department

12/9/97

Date

12-7-97

Date

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

ED RICHARDS, SHERIFF

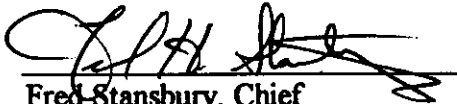
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Ed Richards, Sheriff
Williamson County


Fred Stansbury, Chief
Taylor Police Department

12/9/97
Date

12-05-97
Date

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

ED RICHARDS, SHERIFF

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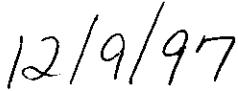
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Ed Richards, Sheriff
Williamson County



Albert Wade, Acting Chief
Leander Police Department



Date



Date

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ED RICHARDS, SHERIFF

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Ed Richards

Ed Richards, Sheriff
Williamson County

Richard Miller

Richard Miller, Chief
Hutto Police Department

12/9/97

Date

12/5/97

Date

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

ED RICHARDS, SHERIFF

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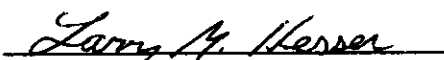
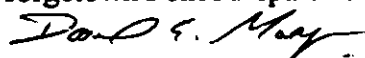
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Ed Richards, Sheriff
Williamson County

Date

12/9/97


Larry Hesser, Chief of Police
Georgetown Police Department - ACTING CHIEF

Date

12-5-97

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

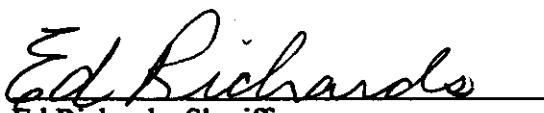
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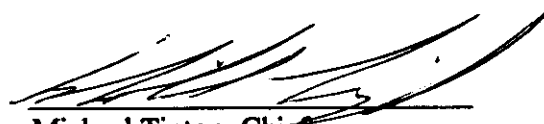
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Ed Richards, Sheriff
Williamson County

Date

12/9/97


Michael Tipton, Chief
Florence Police Department

Date

12-04-97

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT
ED RICHARDS, SHERIFF

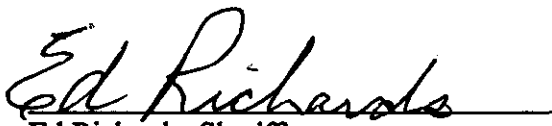
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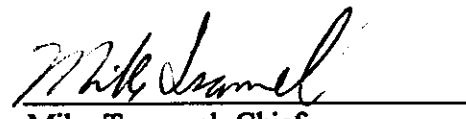
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Ed Richards, Sheriff
Williamson County


Mike Trammel, Chief
Bartlett Police Department

12/9/97

Date

12/5/97

Date

WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

ED RICHARDS, SHERIFF

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Ed Richards
Ed Richards, Sheriff
Williamson County

Bob Young
Bob Young, Chief
Cedar Park Police Department

12/9/97
Date

12-5-97
Date

AGENDA ITEM # 11December 9, 1997Consider accepting resolution and accepting 1998/99 budget for Capital Area Narcotics Task Force.

Glen Graham addressed the court and answered all questions.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve resolution accepting 1998/99 budget for Capital Area Narcotics Task Force.

Vote: Motion carried 4 - 0

STATE OF TEXAS * THE COMMISSIONERS COURT OF
 *
 COUNTY OF WILLIAMSON * WILLIAMSON COUNTY, TEXAS

KNOWN ALL MEN BY THESE PRESENTS THAT ON THIS, the 9th day of December, 1997, the Commissioners Court of Williamson County, Texas, met in duly called session at the Courthouse in Georgetown, Texas, with the following members present:

John C. Doerfler, County Judge
 Mike Heiligenstein, Commissioner, Pct. #1
 Greg Boatright, Commissioner, Pct. #2
 David Hays, Commissioner, Pct #3
 Jerry Mehevec, Commissioner, Pct #4
 Elaine Bizzell, County Clerk

and at said meeting, among other business, the Court considered the following:

RESOLUTION

WHEREAS, the Criminal Justice Division/Office of the Governor has instituted a grant program to be used by Williamson County to meet the growing need of Williamson County and its citizens; and

WHEREAS, Williamson County wishes to participate in the Texas Narcotics Control Program as grantee for a task force that will assist the county in enforcing drug laws;

NOW THEREFORE BE IT RESOLVED that the Commissioners Court of Williamson County fully supports the grant application being made by Williamson County.

BE IT FURTHER RESOLVED that funding would be through a twenty-nine percent (29%) Williamson County cash match and seventy-one percent (71%) federal funding.

BE IT FURTHER RESOLVED that in the event of loss or misuse of Criminal Justice Division funds, Williamson County assures that the funds will be returned to CJD in full.

Attest

Elaine Bizzell
 Elaine Bizzell, County Clerk

John C. Doerfler 12-9-97
 John C. Doerfler, County Judge