

AGENDA ITEM 25

Consider approving application for Victims Assistance Discretionary Grant from County Attorney's office.

Assistant County Attorney Dale Rye and Victim/Witness Coordinator Alysia Smith discussed the grant application for victims' assistance services.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Limmer**

Motion: To approve application for Victims Assistance Discretionary Grant.

Vote: 4 - 0 with Commissioner Heiligenstein absent from the meeting.

< Attachment >

VICTIMS' ASSISTANCE DISCRETIONARY GRANT APPLICATION COVER SHEET (FORM VADG -- 1)

1.	Legal Name of Agency/Organization Applying: WILLIAMSON COUNTY
2.	Division or Unit within Applicant Organization to administer the project: WILLIAMSON COUNTY ATTORNEY'S OFFICE
3.	Official Applicant Organization Mailing Address: 405 MARTIN LUTHER KING, BOX 7 GEORGETOWN, TEXAS 78626
4.	Choose all purpose areas that apply to the project: <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Direct Victim Services • <input checked="" type="checkbox"/> Victim Services Training • <input checked="" type="checkbox"/> Victim Assistance Public Awareness • Emergency Funds to Victims
5.	Name, Address, Phone Number, Fax Number, and e-mail address of Contact Person: ALYSIA SMITH (512) 943-1114 WILLIAMSON COUNTY ATTORNEY'S OFFICE (512) 943-1120 FAX 405 MARTIN LUTHER KING, BOX 7 asmith@wilco.org GEORGETOWN, TEXAS 78626
6.	Agency's State Payee Identification Number: 74-6000978
7.	Is the Applicant Organization delinquent on any state or federal debt? • Yes • No
8.	Requested Funds: <u>\$153,779.82</u> First Fiscal Year (8 months - 1/1/02-8/31/02) Requested Funds: <u>\$242,967.63</u> Second Fiscal Year (12 months - 9/1/02-8/31/03) Total Requested Funds for Grant Period: <u>\$396,747.45</u> (20 month period)
9.	Title of Project: COUNTY ATTORNEY VICTIM SERVICES DIVISION
10.	Application for : OFFICE OF THE ATTORNEY GENERAL VICTIMS' ASSISTANCE DISCRETIONARY GRANT (VADG) PROGRAM
11.	Service Area of the Project WILLIAMSON COUNTY
12.	Grant Start Date: JANUARY 1, 2002
DO NOT USE ONLY	

DESIGNATION OF GRANT OFFICIALS

LEGAL NAME OF AGENCY/ORGANIZATION: WILLIAMSON COUNTYPROJECT TITLE: COUNTY ATTORNEY VICTIM SERVICES DIVISION

• (Mr.) • Mrs. • Ms.

EUGENE D. TAYLOR

Project Director Name (Type or Print)

WILLIAMSON COUNTY ATTORNEY

Title and Agency

405 MARTIN LUTHER KING, BOX 7 GEORGETOWN TX 78626

Official Agency/Organization Mailing Address

City

State

Zip

(512) 943-1122(512) 943-1120

Daytime Telephone Number

Fax Number

pvasquez@wilco.org

E-Mail Address

• (Mr.) • Mrs. • Ms.

DAVID U. FLORES

Financial Officer Name (Type or Print)

COUNTY AUDITOR

Title and Agency/Organization

710 MAIN STREET #303GEORGETOWNTX78626

Official Agency/Organization Mailing Address

City

State

Zip

(512) 943-1500(512) 943-1567

Daytime Telephone Number

Fax Number

dflores@wilco.org

E-Mail Address

• (Mr.) • Mrs. • Ms.

JOHN DOERFLER

Authorized Official Name (Type or Print)

COUNTY JUDGE

Title and Agency/Organization

710 MAIN STREET, 2ND FLOOR COUNTY COURTHOUSE GEORGETOWN, TX 78626

Official Mailing Address

City

State

Zip

(512) 943-1550(512) 943-1662

Daytime Telephone

Fax Number

jdoerfler@wilco.org

E-Mail Address

COMPREHENSIVE CERTIFICATION

This certification is a material representation of fact upon which reliance was placed with the agency determined to award the grant. If it is later determined that the grantee knowingly rendered an erroneous certification, the agency, in addition to any other remedies available to the federal government or state agency, may take available action.

I certify to the best of my knowledge and belief:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; and
2. If any non-federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall check here _____ and contact the Grants Coordinator of the Office of the Attorney General for the "Disclosure Form to Report Lobbying."

I certify that to the best of my knowledge and belief:

- I. The applicant certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - B. Establishing a drug-free awareness program to inform employees/assignees about:
 1. The dangers of drug abuse in the workplace;
 2. The applicant's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
 - C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
 - D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
 1. Abide by the terms of the statement, and
 2. Notify the applicant agency and Grants Coordinator for the Office of the Attorney General of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
 - E. Notifying the agency within ten days after receiving notice under subparagraph (D)(2) from an employee/assignee or otherwise receiving actual notice of such conviction.
 - F. Taking one of the following actions with respect to any employee/assignee so convicted:
 1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
 2. requiring such employee/assignee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

I certify (initial the appropriate choices):

- _____ The applicant agency currently expends combined federal funding of \$300,000 or more, and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
- _____ The applicant agency currently expends combined state funding of \$300,000 or more, and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).
- _____ The applicant agency currently expends no federal funding or combined federal funding of less than \$300,000 and therefore is exempt from the Single Audit Act and cannot charge audit costs to a VADG grant. I understand, however, that OAG may require a limited scope audit as defined in OMB Circular A-133.

If this application is for funds in excess of \$25,000, I certify that (initial the appropriate choice):

- _____ By submission of this proposal, that neither the applicant agency or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.
- _____ I am unable to certify the above statement and have attached an explanation to his application.

John C. Daehler
Signature of Authorized Official

Williamson County
Applicant Organization

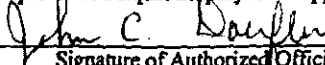
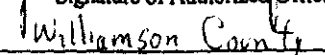
11/27/01

Date

CERTIFIED ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 123 72 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies 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 under-standings 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. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 RL. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give 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.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Office of the Attorney General or by a sponsoring Federal agency, if applicable, concerning special requirements of law, program requirements, and other administrative requirements.
8. 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 in 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.
9. It will comply with the flood insurance purchase requirements of Section 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 had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-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 Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and 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, orders, circulars, or regulations.
12. 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 Employment 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.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (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 and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. 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 grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.


 Signature of Authorized Official

 Applicant Organization

11 / 27 / 01
 Date

NONPROCUREMENT DEBARMENT CERTIFICATION

Instructions:

First, read the instructions and guidelines on the following two pages. Then, complete this certification form and return it to the Grants Coordinator for the Office of the Attorney General.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF THE COMPTROLLER

Certificate 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, Participant's 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
Name of Authorized Official

County Judge
Title of Authorized Official

John C. Doerfler
Signature

11 / 27 / 01
Date

Williamson County
Name of Organization

710 Main Suite 201 Georgetown, Texas 78626
Address of Organization

NONPROCUREMENT DEBARMENT CERTIFICATION (Cont'd.)

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 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 List 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 person (individuals and entities) excluded government-wide, unless otherwise noted, from certain types of Federal financial and non-financial 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 the Parties Excluded from Nonprocurement Programs.

A user of the List 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, D.C. 20402. The telephone number is (202) 783-3238 on commercial lines or 783-3238 on the FTS (Federal Communications System).

Electronic Supplement

A weekly supplement to the Lists of Parties is available on GSA's Information Resources Center electronic bulletin board. When using 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 AUTOVAN, FTS, or commercial lines. The telephone numbers are:

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

NONPROCUREMENT DEBARMENT CERTIFICATION (Cont'd.)**Instructions**

Prior to the release of funds by VADG for federal grants, your agency/program must review, sign, and return to the Grants Coordinator for the Office of the Attorney General 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 VADG 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 OAG 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 issued 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 "List 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 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.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause title "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 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 principal. 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 activities.

³Agency/organizations may be interpreted as the entity in whose name the grant or contract 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.

PROJECT NARRATIVE AND SUMMARY

Section 1: Problem Statement and Data

Williamson County, made up of many rural areas, is one of the fastest growing counties in its region therefore the need for victims' assistance will increase. Williamson County Attorney's Office has only three members of its staff assigned to servicing victims.

- Williamson County Attorney's Office has reviewed and/or filed 8,496 cases during the year 2000, a 9% increase from 1999, of which an unknown percentage of victims required services. (This number does not reflect the cases that were reviewed but not filed, that number is unknown).
- The County Attorney's office currently does not have a system in place to track the number of victims in need of services, therefore no statistics can be provided.
- (Williamson County Software Program, Williamson County Sheriff's Department and local law enforcement agencies)

Section 2: Goal Statement

Strengthen the level of education and assistance victims receive throughout the judicial process. Develop and facilitate educational programs in English and Spanish for the community on the effects of violence, legal remedies and resources that exist for victims.

Section 3: Target Group

This project will target victims and potential victims of misdemeanor crimes in Williamson County. The group will include those in need of assistance and protection from violent and/or threatening acts committed against them as well as the increasing Hispanic population, illegal aliens and low income families.

Geographic Area: Williamson County

Type of Victimization: Assault, Assault-Family Violence, Violation of Protective Order, Harassment, Terroristic Threat, Stalking, Criminal Mischief, DWI, Theft

Gender: Male and Female

- **Race/Ethnicity:** All races (including non-English speaking population, specifically Spanish speaking)

Ages: All ages

Section 4: Project Activities

The project activities will include funding four full-time Victim Assistance Coordinator positions; two of which will work alongside the current victim assistance coordinator for the three Williamson County Courts at Law, another for the civil courts assigned to protective orders and one assigned to juvenile cases.

The Victim Assistance Coordinators for the County Courts at Law and juvenile cases, will act as the primary contact person for victims as well as the liaison between victims and the court system; educate the victims about the trial process, courtroom protocol, obtain vital information necessary for the prosecution, supply victims with information and updates of court schedules regarding their particular cases, offer guidance to victims who are in various emotional states; receive information regarding restitution to update defendant's files, collect and forward all restitution payments to victims; assist victims in contacting resources for counseling, housing, financial and social services. Aid victims in the completion of Crime Victims' Compensation applications and accompany victims throughout the trial. Implement a tracking system for the victims receiving services and compile statistics.

The Victim Assistance Coordinator will also schedule, supervise and facilitate the Victims of Domestic Violence Class offered by the County Attorney's office as a requirement to victims who express a desire to drop charges or complete an affidavit of non-prosecution. The facilitator will prepare all classroom instructional material, in English and Spanish, on the cycle of violence, behavioral patterns of abusers, the effects of children in abusive environments, protective orders and the criminal justice process. The Victim Assistance Coordinator will also train local law enforcement agencies, public and private businesses and schools on the dynamics of protective orders.

Victims Assistance Coordinator assigned to protective orders will screen all applicants in person and over the phone, assist victims with the application process by obtaining all vital information necessary for the requirements of a protective order including taking photographs of injuries; gather supporting documentation from local law enforcement agencies, prepare all court ordered documents for temporary and final protective orders; accompany victims to court, explain all documents and civil trial procedures related to the protective order process; maintain all court files and database on all inquires and protective orders; compile statistics to track victims currently unaccounted for.

In order to provide the best possible services to victims, the coordinators will be required to maintain a continued level of training in the following areas: the court system, legislative updates, law enforcement procedures, domestic violence, critical incident and stress management and updates in community and governmental resources.

All Victims' Assistance Coordinators will work very closely with court administration, prosecutors, defense attorneys, and local law enforcement agencies to ensure the victim receives all services available. Bilingual coordinators will also translate all printed material and applications from English to Spanish, conduct training in Spanish, as well as act as an interpreter for the victim and/or applicant for all services needed throughout the court process.

Section 5: Project Objectives

Output Measures

1. Increase the number of Victim Assistance Coordinators from three to seven.
2. By establishing a method to record statistical data we will be able to see the increase in the number of victims receiving services.
3. Under this program we will develop training programs and literature in Spanish on misdemeanor court procedures, protective orders and the dimensions of domestic violence. Currently no such material exists therefore the number of victims receiving education in this area is a 100% increase.
4. With the use of portable technology, we will develop an outreach assistance program for the protective order intake process to service victims in shelters and/or safe places. Currently no such program exists, therefore the number of victims receiving assistance in this area increases from 0% to 100%.

Outcome Measure

The efficiency of the programs will be calculated by tracking and comparing the number of victims served and feedback from surveys completed during community training seminars.

Project Summary

In order to achieve the greatest level of victim services, the Williamson County Attorney's Office will add to the current victims' assistance staff and ultimately develop a Victims' Services Division, fully trained in areas of the legal system, current legislation, domestic violence, protective orders and community resources. The staff will also be responsible for educating the public in victim services related areas in both English and Spanish.

By implementing these changes, Williamson County Attorney's Office plans to increase the levels of direct victim services, victim services training and victim assistance public awareness in Williamson County.

BUDGET SUMMARY

CATEGORIES	First fiscal (8 mos)	Second fiscal (12 mos)	Total request for grant period
Personnel	\$92,924.99	\$169,337.84	\$262,262.83
Trans., Travel & Training	\$15,092.72	\$25,325.08	\$40,417.80
Equipment, Supplies & DOE	\$45,762.11	\$48,304.71	\$94,066.82
Indirect costs	\$0.00	\$0.00	\$0.00
TOTAL	\$153,779.82	\$242,967.63	\$396,747.45

SCHEDULE A: PERSONNEL

NEW POSTIONS	SALARY (8 MOS)	SALARY (12 MOS)	FRINGE BENEFITS	TOTAL
(2) VAC	\$31,553.44	\$47,330.22	\$30,009.7	\$108,893.36
(2) VAC	\$0	\$47,330.22	\$18,005.84	\$65,336.06

CURRENT POSITIONS	SALARY (8 mos 60% TO VADG)	SALARY (12 mos 30% TO VADG)	FRINGE BENEFITS	TOTAL
IRENE	\$11,824.98	\$9,312.95	\$7,114.06	\$28,251.99
SUSY	\$11,824.98	\$9,312.95	\$7,114.06	\$28,251.99
ALYSIA	\$13,380.94	\$10,540.12	\$7,608.37	\$31,529.43

GRAND TOTAL**\$262,262.83****Explanation of Benefits:**

- ❖ FICA .0765
- ❖ RETIREMENT .1011
- ❖ INSURANCE \$4800yr or \$400 per month

Job Descriptions**Victim Assistance Coordinator**

The Victim Assistance Coordinators, for the County Courts at Law and juvenile cases, will act as the primary contact person for victims; act as a liaison between victims and the court system; educate the victims about the trial process, courtroom protocol, obtain vital information necessary for the prosecution, supply victims with information and updates of court schedules regarding their particular cases, offer guidance to victims who are in various emotional states; receive information regarding restitution to update defendant's files, collect and forward all restitution payments to victims; assist victims in contacting resources for counseling, housing, financial and social services. Aid victims in the completion of Crime Victims' Compensation applications and accompany victims throughout the trial. Compile statistics on the number victims served and the types of services provided.

- Victims Assistance Coordinator assigned to protective orders will screen all applicants in person and over the phone; assist victims with the application process by obtaining all vital information necessary for the requirements of a protective order including taking photographs of injuries; gather supporting documentation from local law enforcement agencies, prepare all court ordered documents for temporary and final protective orders; accompany victims to court, explain all documents and civil trial procedures related to the protective order process; maintain all court files and database on all inquires and protective orders and compile statistics.

The Victim Assistance Coordinator will also schedule, supervise and facilitate the Victims of Domestic Violence Class offered by the County Attorney's office as a requirement to victims who express a desire to drop charges or complete an affidavit of non-prosecution. The facilitator will prepare all classroom instructional material, in English and Spanish, on the cycle of violence, behavioral patterns of abusers, the effects of children in abusive environments and the criminal justice process. The Victim Assistance Coordinator will also train local law enforcement agencies, public and private businesses and schools on the dynamics of protective orders.

Number of positions funded:

- ❖ 4 positions at 100% to VADG
- ❖ 3 positions at 60% for the first term and 30% for the second term.

Schedule B: Professional and Contractual Services

No professional and contractual services will be used during this project.

Schedule C: Transportation, Travel and Training

Category	First fiscal (8 mos)	Second fiscal (12 mos)	Total
Local mileage & training	\$1,838.72	\$2,758.08	\$4,596.80
In-state travel & training	\$7882.00	\$11,823.00	\$19,705.00
Out-of -state travel & training	\$5,372.00	\$10,744.00	\$16,116.00
GRAND TOTAL			\$40,417.80

The funds allocated for travel will be used to cover the costs for traveling to and from the County Attorney's office to various training sites, such as law enforcement agencies, schools and businesses. If an employee is conducting training during non-business hours he/she will also seek mileage reimbursement to and from home to the training site. Personal vehicles will be used and all parties will be responsible for tracking their mileage and requesting reimbursement at the standard rate.

Employee training may be held both in state and out of state. This fund will cover airfare, hotel, car rental, per diem, and registration. Each agency conducting the training requires registration to be paid up front. Accommodations for trainees may be paid for by the trainee and reimbursed or requested in advance through the county auditor.

Schedule D: Equipment

Item & number of	Cost per Item	First fiscal (8 mos)	Second fiscal (12 mos)
Computer (4)	\$1339.45	\$2678.90	\$2678.90
Printer (4)	\$1200.00	\$2400.00	\$2400.00
Laptop (2)	\$3800.00	\$3800.00	\$3800.00
Projector (2)	\$7585.00	\$7585.00	\$7585.00
Projection screen (2)	\$250.00	\$250.00	\$250.00
Copier (1) Rent	\$402.17 per mo.	\$3,217.36	\$4,826.04
500 copies	\$.1763 per copy	\$705.20	\$1057.80
TOTAL		\$21,419.10	\$23,771.70
GRAND TOTAL			\$45,190.80

The purpose for the computers and printers is to have each Victim Assistance Coordinator networked with the county system and able to produce documents. The laptops and projection equipment will be used for training purposes. The copier will be used to reproduce mass amounts of printed material. The copier will be rented for the entire term of the grant and number of copies per month has been estimated.

Schedule E: Supplies and Direct Operating Expenses

Category	First fiscal (8 mos)	Second Fiscal (12 mos)	Total
Office Supplies	\$671.63	\$671.63	\$1,343.26
Furniture	\$1536.40	\$1536.40	\$3,072.80
Project Supplies	\$1459.98	\$1649.98	\$3,109.96
Vehicle operating costs	\$0.00	\$0.00	\$0.00
Costs for space	\$0.00	\$0.00	\$0.00
Communication costs	\$675.00	\$675.00	\$1,350.00
Emergency funds to victims	\$0.00	\$0.00	\$0.00
Other costs	\$20,000.00	\$20,000.00	\$40,000.00

GRAND TOTAL**\$ 48,876.02**

- ❖ Office supplies will include the minimum items necessary for new employees to function on a daily basis.
- ❖ Furniture will include desks, chairs and two drawer file cabinets for new employees.
- ❖ Project supplies will include videos, pamphlets, posters and some printed materials for training.
- ❖ No vehicle operating costs will be needed.
- ❖ Cost for space will be paid by the County Attorney's office.
- ❖ No emergency funds will be needed
- ❖ Other costs will include purchasing educational resource materials, postage, public service announcements, costs for printing and training materials.

Schedule F: Indirect Costs

No indirect costs necessary for this project.

Resolution

The State of Texas }
County of Williamson } Know All Men By These Presents:

That on this, the 27th day of November, A. D. 2001, the Commissioners Court of Williamson County, Texas, met in duly called and convened lawful Session at the County Courthouse in Georgetown, Texas, with the following members present:

John Doerfler, County Judge, Presiding,
Greg Boatright, Commissioner Precinct Two, and
David Hays, Commissioner Precinct Three, and
Frankie Limmer, Commissioner Precinct Four

where, among other matters, came up for consideration and adoption the following Resolution:

Resolved, that the Williamson County Commissioners Court authorize, and does hereby authorize, the County Judge and County Attorney to pursue an application with the Office of the Attorney General for a grant to Williamson County under the Victims' Assistance Discretionary Grants Program, in accordance with the terms contained in the application and reviewed by the Court; and

Further Resolved, that County Judge John Doerfler be, and is hereby, authorized to sign this Resolution as the act and deed of Commissioners Court and to execute any and all necessary documents in connection with the grant application (including any necessary amendments).

The foregoing Resolution was lawfully moved by COMMISSIONER BOATRIGHT, duly seconded by COMMISSIONER LIMMER, and duly adopted by the Commissioners Court on a vote of four members for the motion and none opposed.

John C. Doerfler 11-27-01
John Doerfler, Williamson County Judge

Attest:

Nancy E. Rister
Nancy Rister, Williamson County Clerk

AGENDA ITEM 26**Consider adopting election precincts from county.**

Elections Director John Willingham discussed the election precinct changes and answered questions.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To adopt recommended election precincts, effective January 1, 2002.

Vote: 4 - 0 with Commissioner Heiligenstein absent from the meeting.

< Attachment >


ORDER APPROVING NEW ELECTION PRECINCTS
AND CHANGING COMMISSIONER PRECINCT BOUNDARIES
IN WILLIAMSON COUNTY, TEXAS

On this the 27th day of November, the Commissioners' Court of Williamson County, Texas, does hereby order the following action, effective January 1, 2002:

(1) that the new election precincts for the county be as they are shown on the attached map and described in the attached data, including the creation of six new election precincts;

(2) that the boundary between Commissioner precincts 1 and 4 be changed as shown on the attached map, said change not involving any population.

The Commissioners' Court finds that the above changes are necessary so that election precinct boundaries conform to new census blocks and do not conflict with the new boundaries for District 20 of the Texas House of Representatives and for the new boundaries of U.S. Congressional Districts 11 and 31.

 11-27-01
John C. Doerfler, County Judge