

Agency Name: Fannin County Family Crisis Center
Grant/App: 2811607 **Start Date:** 10/1/2022 **End Date:** 9/30/2023
Fund Source: VC-Coronavirus State Fiscal Recovery Fund
Project Title: Crime Victims Assistance
Status: Application - Grant Review **Fund Block:** 2021

Profile Information

Applicant Agency Name: Fannin County Family Crisis Center
Project Title: Crime Victims Assistance
Division or Unit to Administer the Project: Office
Address Line 1: 118 E Sam Rayburn Drive
Address Line 2:
City/State/Zip: Bonham Texas 75418-4333
Start Date: 10/1/2022
End Date: 9/30/2023

Regional Council of Governments(COG) within the Project's Impact Area: Texoma Council of Governments
Headquarter County: Fannin
Counties within Project's Impact Area: Fannin

Grant Officials:

Authorized Official

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Address 1:
City: Bonham, Texas 75418
Phone: 903-583-7694 Other Phone: 903-583-7000
Fax: 903-583-3036
Title: Ms.
Salutation: Ms.
Position: Board President

Financial Official

Name: Teffany Kavanaugh
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Salutation: Ms.
Position: Financial Officer

Project Director

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Title: Ms.
Salutation: Ms.
Position: Executive Director

Grant Writer

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Fax: 903-583-3036

Title: Ms.

Salutation: Ms.

Position: Case Manager

Narrative Information

Introduction

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Services may include the following:

- responding to the emotional and physical needs of crime victims;
- assisting victims in stabilizing their lives after a victimization;
- assisting victims to understand and participate in the criminal justice system; and
- providing victims with safety and security.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

Program-Specific Questions

Culturally Competent Victim Restoration

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

Provide information in this section regarding how your organization is culturally competent when providing services to victims.

The staff at Fannin County Family Crisis Center is trained to deal with a rural population. A majority of our clients are from low-income families and their needs differ from a city population. Clients who are leaving violent situations do not always have the means or resources to start over. We have the information, referrals and some of the resources that are necessary for them to move forward. Each staff member and volunteer completes mandatory training that includes cultural competency. Each person that interacts with this agency is treated with dignity and respect that helps to put him/her at ease in order to be able to accept assistance from advocates. This agency has nondiscrimination policies when assisting clients for both staff and volunteers.

Culturally Specific and Underserved Populations

Following are relevant definitions needed to answer this question.

- Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.

- Culturally specific means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g))).

- Racial and ethnic minority group means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- Hispanic means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

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

Yes
 No

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

N/A
Certifications

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

Forensic Medical Examination Payments

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 120 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

Confidentiality and Privacy

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

Activities that Compromise Victim Safety and Recovery

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

Polygraph Testing Prohibition

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

Protection Orders

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

Offender Firearm Prohibition

The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC § 992(g)(8) and (g)(9).

Criminal Charges

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

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Cybersecurity Training Certification for State and Local Governments. A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources Statewide Cybersecurity Awareness Training page.

Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

Immigration Legal Services

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

Discrimination

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

Records

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

Volunteers

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

Crime Victims' Compensation

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

Community Efforts

Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds, but are not activities that can be supported with these funds.

Civil Rights Information

Applicant agrees to maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability of victims served, within the timeframe established by PSO. This requirement is waived when providing services, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.

Victims of Federal Crime

Applicant agrees to provide equal services to victims of federal crime. (Note: Victim of federal crime is a victim of an offense that violates a federal criminal statute or regulation; federal crimes also include crimes that occur in an area where the federal government has jurisdiction, such as Indian reservations, some national parks, some federal buildings, and military installations.)

No Charge

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

Effective Services

Applicants applying for funds to provide victim services must demonstrate a record of providing effective services to crime victims. (See "Eligible Organizations" in the Funding Announcement.)

College Campus Confidential Direct Services Providers

All personnel compensated through OOG or match funds are Confidential Direct Service Providers that maintain victim's confidentiality for all case information (written or oral) and share information only at the victim's request and with the victim's informed consent, except when release of information is required by law. Confidential Direct Service Providers compensated with grant funds shall not be required to disclose client or case information to any entity, including a campus Title IX officer or coordinator, except when release of information is required by law. A victim may not be coerced or required to file a report or disclose information regarding their victimization with any entity as a condition of receiving services from a Confidential Direct Service Provider.

Failure to comply with this certification may result in PSO, at its sole discretion, withholding reimbursement on personnel line items contained in the program budget until satisfactory evidence of compliance is provided.

Compliance with State and Federal Laws, Programs and Procedures

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements.

This Form is required for each application submitted to PSO and is active until August 31, 2023 or the end of the grant period, whichever is later.

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Tere Curtis

Enter the Address for the Civil Rights Liaison:

118 East Sam Rayburn Drive Bonham, TX 75418-4333

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

(903) 583-7694

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

X I certify to all of the application content & requirements.

Project Abstract :

Fannin County is a rural county with largely low-income residents. When residents become victims of violent crimes, the act of reporting and/or seeking services becomes laborious because of their rural location and hesitancy to get involved in the criminal justice system. When an advocate can provide necessary services, the process becomes less stressful. With a reporting rate of 750 it is logical that the actual rate of crime is much higher. The goal is to provide services and support to as many of these victims as possible, whether they choose to report their crime to law enforcement or not. Advocates can help them navigate through the criminal justice system and their own emotional process to become strong, confident and competent citizens of this community.

Problem Statement :

The core underlying problem in Fannin County is that rural victims have little knowledge of the resources and assistance available to them and are reluctant to accept them. This project will target rural victims of violent crimes. A large portion of these victims are isolated, low to no income, have very little secondary education, have low self-esteem due to their circumstances and have little to no support from friends and family. These victims have a historically low reporting rate.

Supporting Data :

Fannin County Family Crisis Center has a proven record of providing services to 250-600 clients per year. According to 2019 (The latest data available at this time) statistics given by local law enforcement (city and county) approximately 700 violent crimes were reported throughout the county. According the Texas Association of Counties 36,172 citizens live in this county and 175 of them are registered sex offenders. This agency is the only agency in Fannin County that provides services to adult victims of crime and their families. These factors demonstrate that there is a need for funding to provide services to rural victims of violent crimes.

Project Approach & Activities:

Victim Issues Priority A: Provide direct services to victims of crime to help aid in their recovery, understanding of their rights and provide assistance through the medical and criminal justice process when necessary/wanted. Priority B: Combat family violence and other violent crimes by promoting comprehensive victim restoration through advocacy and the development and strengthening of effective law enforcement, prosecution and court strategies. Activities that will be provided to help alleviate issues and assist in recovery are: 24 hour hotline answered by trained advocates, 24 hour face to face crisis intervention, assistance with protective orders, short and long term counseling, (the professional counselor uses Cognitive Behavioral Therapy, Stages of Change Therapy and is Solution focused), assistance with Crime Victims Compensation, Transportation and accompaniment to hospitals, law enforcement, court and other crime and restoration related appointments, public education/training and volunteer training. This agency and each staff member strives to tailor each service to each victim's need. Face to face services can be provided on site, or at another safe environment. Written and oral information is provided as well as group and one-on-one services.

Capacity & Capabilities:

With funding from this grant the agency will have seven total employees. Four employees providing services with part of their time paid by this grant. Fannin County Family Crisis Center owns their building, keeps it in good condition, has an alarm system with a panic button and an exterior video camera on each exterior door. These things provide a safe, comfortable environment for clients to receive services. There is an agency owned vehicle to allow staff and volunteers the ability to assist clients who do not have transportation. This agency has a resource manual that is constantly updated to enable staff and volunteers to give clients referrals for services that cannot be provided at this center. Each staff member attends training from TAASA, TCFV and/or Crimes Against Women or some other professional training each year. Every staff member and volunteer attends mandatory training at the beginning of their affiliation with the center and quarterly trainings throughout the year. In this field the Director has 24 years' experience, the Case Manager has 11, the Legal Advocate has eight, the Volunteer Coordinator/Advocate has seven. Each staff member had experience in some kind of 'helping' field before employment at the agency. All of this ensures that advocates have the knowledge and ability to assist crime victims and their families in the best ways possible.

Performance Management :

The goal of this project is to reduce the stress that victims of violent crimes feel when dealing with these situations. By providing emergency and follow-up services to victims their families, whether reported to law enforcement or not, this goal can be accomplished. This project will support victims by providing a 24 hour hotline, crisis intervention, assistance with: protective orders, crime victims' compensation, information and referral for other community services and professional counseling, support groups, transportation to safe shelter and venues related to victimization, volunteer training and outreach, parenting classes, domestic violence awareness classes and case management. These services will be provided on an as needed/desired basis both during the acute and the reorganization phase. Statistics will be kept in the Osnum system to measure output, outcomes will be measured by staff observation and client feedback. Our goal is to provide services to at least 100 victims and to reduce re-victimization of family violence and sexual assault by 25%. This can be measured by follow-up with clients, law enforcement and the court system.

Target Group :

The target group for Fannin County Family Crisis Center is rural victims of violent crimes in and around Fannin County. The population of Fannin County (according to the Association of Texas Counties) is 36,172, with 76% being white, 12% Hispanic and 12% Black. 85% have reported graduating high school and 16% having advanced degrees. Per capita income just under \$27,112 with 14% at or below poverty. There are 899 square miles, the county seat and largest city is Bonham with a population of approximately 10,516, the next largest town has a population of 2,841.

Evidence-Based Practices:

Each staff member and volunteer at this agency has been fully trained to provide services to crime victims. Each attends seminars provided by professionals, such as employees of Texas Association Against Sexual Assault, Texas Council on Family Violence, National Network to End Family Violence and uses experience to evaluate practices and services. Advocates network with other agencies to exchange ideas and experiences in order to further evaluate services and trends in services. These services have been used for over 20 years to assist victims, with updates from current trends learned in training. It makes sense that a victim with an advocate would feel more comfortable than a victim who is alone. Campbell, 2006 states that "survivors consistently rated advocates as supportive and informative". Wasco, Campbell, Barnes and Ahrens 1999 found that victims who worked with an advocate experienced less distress after contacting the legal and medical systems.

Project Activities Information

Introduction

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

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crisis Services	70.00	Crisis services are immediate services to help alleviate the fear and stress of victims of crimes. Those services include 24 hour hotline answered by trained advocates, face to face crisis counseling, accompaniment to law enforcement or medical facilities, transportation to a safe environment, information and referral for other services
Legal Advocacy	5.00	All advocates are trained to provide legal advocacy and there is one dedicated legal advocate. Services provided are accompaniment to court, to talk with attorneys, assistance with protective orders, explanations of how the legal system works and what to expect next, assistance with Impact Statements and assistance with Crime Victims' Compensation.
Peer Support Groups	10.00	Peer Support Groups are offered for Parenting, Domestic Violence, (understanding the harm it can do to the family) and victim self esteem.
Program Evaluation and Assessment	5.00	A survey is provided to each client to be assess whether clients are receiving what they need to work through their situations. In that way advocates can either keep doing what the are already doing or get more information to assist in better ways.
Protective Order Assistance	10.00	All advocates are trained to help with protective orders and can accompany clients through the process. There is a legal advocate on staff that actually assists with the forms and files them at the Criminal District Attorney's Office. Each client receives an explanation of how the entire process works and what to expect.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
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Number of final protective orders granted / obtained.	5
Number of final protective orders requested.	10
Number of programs assessed.	3
Number of support group sessions held.	10
Number of survivors assisted through the legal process.	15
Number of survivors participating in support groups.	10
Number of survivors receiving crisis counseling.	100
Number of temporary protective orders granted / obtained.	10
Number of temporary protective orders requested.	10
Number of times survivors are accompanied to court.	15
Number of victims / survivors seeking services who were served.	100
Number of victims seeking services who were not served.	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Resolution from Governing Body

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

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Bookkeeping and tax preparation will be completed by a CPA firm that has provided services to this agency since its inception 25 years ago. As an oversight, Fannin County Family Crisis Center has an independent audit every year from a different CPA firm. This is not paid for using PSO funding. This agency also contracts with two security services. SSD Alarms for the building alarm system and ADT for video surveillance. The only way to monitor those services is by assuring the equipment is working properly. The Director will monitor the housekeeping service each week.

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

Yes

No

N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

Yes

No

N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

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

9/1/2022

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

8/31/2023

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

96241

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

240228

Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

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

Select the appropriate response:

Yes

No

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

Enter the date of your last annual single audit:

Equal Employment Opportunity Plan

Compliance

The EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#). For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at <https://ojp.gov/about/ocr/eeop.htm>.

Type I Entity

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

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

Requirements

- The applicant agency is exempt from the requirement to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP Certification information the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

Type II Entity

Defined as an applicant that meets the following criteria:

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

Requirements

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of OOG, OOG's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
- the applicant must submit EEOP information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

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

Type III Entity

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

Requirements

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

Certification

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

- Type I Entity
 Type II Entity
 Type III Entity

Debarment

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

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

Select the appropriate response:

- I Certify
 Unable to Certify

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

FFATA Certification

Certification of Recipient Highly Compensated Officers

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

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

- Yes
 No

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

- Yes
 No

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

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

Fiscal Capability Information

Section 1: Organizational Information

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

1996

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

3/5/2001

Enter the Employer Identification Number Assigned by the IRS:

752680707

Enter the Charter Number assigned by the Texas Secretary of State:

141741301

Section 2: Accounting System

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

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

Select the appropriate response:

Yes

No

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

Select the appropriate response:

Yes

No

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

Select the appropriate response:

Yes
 No

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

Enter your explanation:

Section 3: Financial Capability

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

Has the grant agency undergone an independent audit?

Select the appropriate response:

Yes
 No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

Yes
 No

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

Select the appropriate response:

Yes
 No

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

Enter your explanation:

Section 4: Budgetary Controls

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

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

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

Yes
 No

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

Yes
 No

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

Enter your explanation:

Section 5: Internal Controls

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

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

Select the appropriate response:

Yes
 No

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

Select the appropriate response:

Yes
 No

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

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Advocate	Johnny Pairsh provides direct services-including 24 hour hotline coverage on a rotating basis, crisis intervention, assistance with protective orders & Crime Victims' Compensation claims, hospital, law enforcement and court accompaniment, transportation to safe shelter, referrals for other community services, training for volunteers and the public. Total salary and fringe for this position for one year is Salary \$44,150.939 + Fringe \$8,302.07= \$52,453.00 Total salary. \$52,453.00 X 20%=\$10,490.61	\$10,490.61	\$0.00	\$0.00	\$0.00	\$10,490.61	20

Personnel	Advocate	Karen Crutcher provides direct services-including: 24 hour hotline coverage on a rotating basis, crisis intervention, assistance with protective orders & Crime Victims' Compensation claims, hospital, law enforcement and court accompaniment, transportation to safe shelter, referrals for other community services and public education. Total salary and fringe for this position for one year is Salary \$40,466.70 + Fringe \$7,909.70 = \$48,376.40 Total Salary. \$48,376.40 X 20% = \$9,675.28.	\$9,675.28	\$0.00	\$0.00	\$0.00	\$9,675.28	20
Personnel	Case Manager	Tere Curtis provides direct services-including 24 hour hotline coverage on a rotating basis, crisis intervention, assistance with protective orders & Crime Victims' Compensation claims, hospital, law enforcement and court accompaniment, transportation to safe shelter, referrals for other community services, training for volunteers and the public, provides case management and follow-up to assure that each client receives every service needed and wanted. Total salary and fringe for this position for one year is Salary \$47,007.69 + Fringe \$7,196.09 = \$54,203.78 X 25% = \$13,550.95	\$13,550.95	\$0.00	\$0.00	\$0.00	\$13,550.95	25
Personnel	Executive Director	Carol Pillars provides direct services-including 24 hour hotline coverage on a rotating basis, crisis intervention, assistance with protective orders & Crime Victims' Compensation claims, hospital, law enforcement and court accompaniment, transportation to safe shelter, referrals for other community services, training for volunteers and public, program oversight, financial oversight, oversight of the volunteer program and everyday running of the organization as a whole. Total salary and fringe for this position for one year is Salary \$59606.98 + Fringe \$9,948.14=69,555.12 X 20% =13,911.03	\$13,911.03	\$0.00	\$0.00	\$0.00	\$13,911.03	20

Contractual and Professional Services	Accounting, Bookkeeping, and/or Payroll Services	McClanahan & Holmes, LLP provides monthly oversight of bookkeeping, prepares all monthly quarterly and yearly taxes. The total for the year is expected to be 4,008.00 X 15% = \$601.20	\$601.20	\$0.00	\$0.00	\$0.00	\$601.20	0
Contractual and Professional Services	Housekeeping, Custodial, Building, and Grounds-Related Services	Housekeeping services provided once a week to ensure a clean, sanitary space for clients, volunteers and staff. Total cost is expected to be \$4,680.00 X 15% = \$702.00	\$702.00	\$0.00	\$0.00	\$0.00	\$702.00	0
Contractual and Professional Services	Security and Monitoring Services	Burglar alarm system which includes a panic button and security monitoring system to keep clients, volunteers and staff safe and the building secure. Total cost is expected to be \$1,020.00 X 15% = 153.00	\$153.00	\$0.00	\$0.00	\$0.00	\$153.00	0
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Landlines, internet and lobby TV for clients' children to keep them occupied while staff provides services to their parents, the cost of two cell phones for on-call staff and volunteers for hotline and advocate safety. The total cost is expected to be \$6,518.00 X 15% = \$977.70	\$977.70	\$0.00	\$0.00	\$0.00	\$977.70	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	General office supplies, ie pens, pencils, erasers, envelopes, copy and printer paper, ink cartridges, paper clips, rubber bands, folders, binders, card stock, labels, prong fasteners, tape, desk calendars, staples, scan cards, markers, and postage for one year. These supplies are necessary to conduct every day business, get information to victims, assist in advocacy, document activities and prepare for training classes. Supplies are used at various rates and paid for at that time. The total cost for office supplies for one year is expected to be 3,000.00 X 15% = \$450.00	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0
Supplies and Direct Operating Expenses	Electric, Gas, and/or Water / Wastewater	Electricity necessary to run the office for the comfort and safety of clients, volunteers and staff. The total expected cost for one year is 4,400.00 X 15% = \$660.00	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00	0

Supplies and Direct Operating Expenses	Electric, Gas, and/or Water / Wastewater	The cost of water/sewage to run the office everyday and for the comfort and safety of clients, volunteers and staff is expected to be 981.00 X 15% = \$147.15	\$147.15	\$0.00	\$0.00	\$0.00	\$147.15	0
Supplies and Direct Operating Expenses	Electric, Gas, and/or Water / Wastewater	The cost of natural gas for the every day running of the office and for the comfort and safety of clients, volunteers and staff. One year is expected to be \$2,200.00 X 15% = 330.00	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

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

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$1,456.20	\$0.00	\$0.00	\$0.00	\$1,456.20
Personnel	\$47,627.87	\$0.00	\$0.00	\$0.00	\$47,627.87
Supplies and Direct Operating Expenses	\$2,564.85	\$0.00	\$0.00	\$0.00	\$2,564.85

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$51,648.92	\$0.00	\$0.00	\$0.00	\$51,648.92

Condition Of Fundings Information

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