

Agency Name: Abigail's Arms Cooke County Family Crisis Center
Grant/App: 2911206 **Start Date:** 10/1/2022 **End Date:** 9/30/2023
Fund Source: VC-Coronavirus State Fiscal Recovery Fund
Project Title: Cooke County Victims Assistance Grant
Status: Application - Release Review to Applicant **Fund Block:** 2021

Profile Information

Applicant Agency Name: Abigail's Arms Cooke County Family Crisis Center
Project Title: Cooke County Victims Assistance Grant
Division or Unit to Administer the Project: N/A
Address Line 1: P O Box 1221
Address Line 2: 1600 N Aspen Road
City/State/Zip: Gainesville Texas 76241-1221
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: Cooke
Counties within Project's Impact Area: Cooke

Grant Officials:

Authorized Official

Name: Eric Holquin
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Address 1: PO Box 1221
Address 1:
City: Gainesville, Texas 76241
Phone: 940-665-2873 Other Phone:
Fax:
Title: Mr.
Salutation: Mr.
Position: Board President

Financial Official

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Address 1:
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Project Director

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Title: Mr.

Salutation: Officer

Position: Finance Director

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.

Person on person crimes such as domestic violence, sexual assault, and other violent crimes occur throughout all cultures, ethnicity, and gender. Abigail's Arms ensures that as an agency we provide culturally sensitive services to best serve each individual survivor. The agency maintains a 24 hr. hotline and all staff or volunteers answering the hotline are trained in culturally sensitive protocols. Survivors may access a variety of languages through onsite staff or through the use of a language line. Staff receives ongoing cultural competency training to educate and inform on issues of ethnic diversity, cultural values, LGBTQ+ sensitivity, mental illness, substance abuse, etc. Staff understands that services will be accessible and beneficial to all victims of violent crime and are trained to remove barriers and advocate for victims in all circumstances. All board members, staff and volunteers are trained on the inclusive nature of policies and procedures and the importance of providing individualized services and support.

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:

Virginia (Ginger) Johnson

Enter the Address for the Civil Rights Liaison:

PO Box 1221 Gainesville, TX 76241

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

9406652873

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 :

This project will allow victims of violent crime to have access to a 24-hour/7-day a week hotline and emergency shelter services. Trained staff and/or volunteers will provide individualized services i.e., safety planning, advocacy, crisis intervention, sexual assault exams, mental health support such as therapy, counseling, support groups, information and referrals, and assistance in navigating the judicial and legal systems. Survivors will always be offered choices when accessing services and there is never a charge for any service provided. These services are crucial to empower victims to become self-sufficient and break the cycle of violence in their lives and the lives of their children while restoring their physical, mental, emotional health.

Problem Statement :

Victims of violent crime will cross all socio-economic and geographic lines. However, the per capita rate of violent crimes including domestic violence and sexual assault victimization is higher in rural areas. Due to the isolated geographical landscape, there is an increased sense of power, control, and manipulation that emerges from abusive partners. Rural survivors often lack a clear understanding of the definition of domestic violence or sexual assault in all its many forms, especially those that are non-physical. They are also frequently uninformed about their rights and have less access to resources. Rural women overwhelmingly report that the greatest barriers to leaving their abusers include limited knowledge of resources, establishing and maintaining a salary-sufficient career, and transportation. These barriers encountered by survivors cause a distinctive intersection between lack of resources, economic instability, and the inability to discourage generational cycles of violence. This project enables the agency to address these barriers that prevent many victims from receiving the services needed for stability and healing.

Supporting Data :

Abigail's Arms is the only comprehensive victim services provider in Cooke County and has served victims of violent crime for over 39 years. In 2018, the agency served 1218 victims. (Adult and child sexual assault, domestic violence, human trafficking, stalking, and other victimizations). In 2019, the agency served 1241 victims. In 2020, the agency served 845 victims despite COVID concerns from clients and

safety issues for staff. In 2021, the agency served 1522 victims. Each year our number of victims served has increased. Our continued COVID-19 Pandemic efforts to safely support victims have been hampered through their fears, lack of ability to reach out, and lack of resources (example: accessibility to the internet, computer, telehealth) for this rural area. Anecdotally we have seen a higher lethality in client victimizations. We have seen our numbers of victims served increase to a higher level than in previous years, as victims begin to feel more comfortable and are able to, and willing to, come in for assistance. This continuation project supports the ongoing and growing need for victim assistance in Cooke County.

Project Approach & Activities:

Abigail's Arms utilizes a trauma-informed/empowerment-based model as a foundation for its project approach. Trauma-informed care is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma-Informed Care also emphasizes physical, psychological, and emotional safety for both victims and providers, and helps survivors rebuild a sense of control and empowerment. It focuses on survivors becoming a part of the solution by providing them with the knowledge and self-esteem tools to prevent re-victimization and develop healthy relationships to move forward in their lives free from the devastation of their victimization. It can be explained in two categories: core services and comprehensive services. Core services meet survivors' immediate needs and comprehensive services provide additional opportunities for healing and empowerment. Core services provided by the agency are; 24-hour emergency hotline and shelter, crisis intervention, and crisis counseling. Comprehensive services include; Case management, therapy, legal advocacy, sexual assault exams, advocacy/accompaniment, and other supportive services. Additionally, the agency has participated in the TCOG region community planning process in all focus areas and specifically in the area of victims' services. The applicant's proposed project addresses the number one priority for Victim Services Projects, i.e., the proposed project will provide essential victim services related to family violence, sexual assault, stalking, and dating violence. In addition, as an overall criminal justice program, it supports the regional goal and priority to reduce the duplication of services by providing for coordination of effort between what has therefore been three separate projects funded with Victims of Crime Act funds. Stephanie Davidson, Criminal Justice/Emergency Planning Program Manager, Texoma Council of Governments 903-813-3552 sdavidson@texoma.cog.tx.us www.tcocgj.org

Capacity & Capabilities:

Abigail's Arms has a history of providing services to victims of sexual assault since 1983 when it opened its doors. In 1989, the agency recognized the need to add services for victims of domestic violence and also began receiving State and Federal support. In 2000, the agency started including services for victims of dating violence and stalking to become more holistic for the clients they were seeing. In 2014, the agency started serving clients through its 24 hr. Emergency Shelter. Since 1989, the agency has had the fiduciary responsibility to oversee Federal, State, and local funding. It has successfully managed its awards. Staff participating in this project have completed the certified Office of Attorney General's Advocate training and /or have degrees in human services fields and/or a minimum of 5 years experience in victim's services. Additionally, the organization has a proven record of 39+ years working with victims of violent crime. Abigail's Arms collaborative relationships are well-supported by its community partners and stakeholders. The agency maintains a Multidisciplinary Team (MDT) that includes membership and active support from; the Cooke County Sherriff's Office, Gainesville, Lindsay, Muenster, Valley View, and Oak Ridge Police Departments, Gainesville ISD Police Department, North Central Texas Community College, North Texas Medical Center, SANE's, Cooke County District and County Attorney's and Department of Family and Protective Services.

Performance Management :

The overall goal of this project is to provide core and comprehensive services to victims of crime in Cooke County. The objective of the project will be to enhance the short and long-term needs of victims (residential and non-residential) by 80%. The agency will provide assistance with safety planning, crisis intervention/counseling, sexual assault exams, support and problem solving, access to needed resources, and provide personal advocacy to reduce the impact of the crisis. The agency will measure these outcomes through quarterly reporting (mandated by funding sources), client surveys, exit evaluations, and face-to-face interviews. All data is collected in a widely used database system called Osnum. The system was recommended by the Texas Council on Family Violence and supports many victim service

programs in the state of Texas.

Target Group :

The target populations this project serves are; victims of sexual assault, domestic violence, dating violence, and stalking in Cooke County, Texas. According to the 2020 U.S. Census Bureau, the total estimated population of Cooke County is 41,668 and of that total, 74.4% of the county is identified as Caucasian, 3.6% is identified as African American, 18.9% is identified as Hispanic or Latino, 1.4% is identified as American Indian/Alaska Native, 1% is identified as Asian and .1% is Native Hawaiian/Other Pacific Islander. Because Abigail's Arms is located in a rural area, additional challenges surface in meeting the need of the target population. Currently, the agency makes strategic efforts to identify victims throughout the county. The agency utilizes community partnerships with law enforcement, hospitals, churches, social/civic groups, etc. to assist with providing information about services. However, this type of outreach does not reach all victims due to the power and control tactics used by perpetrators that keep their victims from accessing information through these means. Thus creating a crucial gap in reaching some of our targeted population.

Evidence-Based Practices:

Abigail's Arms provides evidenced-based practices by utilizing trauma-informed and empowerment-based advocacy models. It is an organizational structure and treatment framework that involves understanding, recognizing, and responding to the effects of all types of trauma. Trauma-Informed Care also emphasizes physical, psychological, and emotional safety for both victims and providers, and helps survivors rebuild a sense of control and empowerment. It focuses on survivors becoming a part of the solution by providing them with the knowledge and self-esteem tools to prevent re-victimization, develop healthy relationships to move forward in their lives free from the devastation of their violent crime victimization. It can be explained in two categories: core services and comprehensive services. Core services meet survivors' immediate needs and comprehensive services provide additional opportunities for healing and empowerment. The agency's employees, volunteers, and affiliate partners all receive training in these models and how to actively apply them with survivors identified in this project. Supporting evidence: http://www.air.org/sites/default/files/downloads/report/Trauma-Informed%20Care%20White%20Paper_October%202014.pdf This best practices model is cited from: <https://www.samhsa.gov/nctic/trauma-interventions>, the Texas Council of Family Violence, Health and Human Services Commission, and the Texas Administrative Code. http://www.nsvrc.org/sites/default/files/nsvrc_publications_article_sadi_building-comprehensive-sexualassault-programs.pdf and [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=15&ch=379](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=15&ch=379)

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	40.00	40% of this project's activities will be emergency services provided to help victims during their crisis. Services will include hotline, crisis counseling, phone and in-person information and/or referrals, accompaniment, advocacy for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.), transportation and crime victim compensation filing.
Legal Advocacy	10.00	10% of this project's activities will be legal assistance. Advocates will provide information and referral to determine legal remedies for child custody, victims rights issues and other legal challenges faced by victims.

Peer Support Groups	10.00	10% of this project's activities will include regular meetings of survivors experiencing similar types of traumas providing mutual peer support.
Professional Therapy and Counseling	10.00	10% of this project's activities will include counseling, therapy and other care performed by a licensed professional. Therapy is provided through a trauma informed care model that empowers clients to develop stronger mechanisms for making healthy choices. Therapists also conduct psycho-social assessments and develop service plans to address clients needs.
Protective Order Assistance	10.00	10% of this project's activities will be protective order assistance. Legal assistance and accompaniment will be provided to victims by program staff to obtain protective orders.
Shelter	20.00	20% of this project's activities will include providing a safe place for victim/survivors and their children. Services include food, clothing, transportation and service referrals.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Average length of stay in shelter (in days).	100
Number of counseling hours provided to survivors.	457
Number of final protective orders granted / obtained.	7
Number of final protective orders requested.	10
Number of secondary victims / survivors provided shelter.	124
Number of support group sessions held.	391
Number of survivors assisted through the legal process.	165
Number of survivors participating in support groups.	193
Number of survivors receiving counseling / therapy.	98
Number of survivors receiving crisis counseling.	1200
Number of temporary protective orders granted / obtained.	10

Number of temporary protective orders requested.	10
Number of times survivors are accompanied to court.	28
Number of victims / survivors provided shelter.	194
Number of victims / survivors seeking services who were served.	1200
Number of victims seeking services who were not served.	75
Number of victims who requested shelter.	194

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:

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:

0

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

0

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:

1981

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

9/18/2008

Enter the Employer Identification Number Assigned by the IRS:

751892046

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

64740801

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	Chief Financial Officer (CFO)	The finance director assists in creating budgets, creating financial status reports, and ensuring grant funds are managed appropriately, plans and implements strategies pertaining to goals of the grant. This positions annual compensation is \$58,745.00 and the fringe benefits are \$5,874.00 for a total of \$64,620.00. The percentage of time this position will work on this grant is 25%. Aaron Davis.	\$16,155.00	\$0.00	\$0.00	\$0.00	\$16,155.00	25
Personnel	Counselor and/or Therapist (licensed)	Therapist will provide individual therapy and support groups for victims of crime. This positions annual compensation is \$41,600.00 and the fringe benefits are \$4,160.00 for a total of \$45,760.00. The percentage of time this position will work on this grant is 20%. Ting-Wei Huang	\$9,150.00	\$0.00	\$0.00	\$0.00	\$9,150.00	20
Personnel	Advocate	Residential Advocate 1 - This position will provide victims of crime with transportation and accompaniment services to Residential Clients. These services include various medical and job-related appointments as well as court and other legal appointments. This position will also ensure basic needs are supported, including safety, security. The full-time positions compensation is \$35,360.00 and the fringe benefit is \$3,536.00 for a total of \$38,896.00. The total	\$38,896.00	\$0.00	\$0.00	\$0.00	\$38,896.00	100

		percentage of salary for this position will be 100%. Kathy Henley						
Personnel	Advocate	Residential Advocate 2 - This position will provide victims of crime with transportation and accompaniment services to Residential Clients. These services include various medical and job-related appointments as well as court and other legal appointments. This position will also ensure basic needs are supported, including safety, security. The full-time positions compensation is \$33,065.00 and the fringe benefit is \$4,960.00 for a total of \$38,025.00. The total percentage of salary for this position will be 100%. June Cruz	\$38,025.00	\$0.00	\$0.00	\$0.00	\$38,025.00	100
Personnel	Case Worker	The intake specialist position will provide victims of crime with intakes, crisis intervention, information and referral upon initial contact with the agency. This position will be the first point of contact to ensure clients are directed to the correct services. The position will also be responsible for assisting with reporting and entering data into the agency database. The total compensation for this position is \$33,485.00 and the fringe is \$3,348.00 for a total of \$36,833.00 annually. The percentage of time this position will work on this grant is 40%. Mary Beth Ellis	\$14,735.00	\$0.00	\$0.00	\$0.00	\$14,735.00	40
Personnel	Case Manager	Non-Res Case Manager will provide victims of crime with crisis intervention, group support, counseling, and information and referral. This positions annual compensation is \$34,420.00 and the fringe benefit is \$3,442.00 for a total of \$37,862.00. The total percentage of salary for this position will be 20%. Linda Lewis	\$7,575.00	\$0.00	\$0.00	\$0.00	\$7,575.00	20
Personnel	Case Manager	Bi-Lingual Non Res Case Manager will provide victims of crime with crisis intervention, group support,	\$21,025.00	\$0.00	\$0.00	\$0.00	\$21,025.00	50

		counseling, and information and referral. This positions annual compensation is \$38,230.00 and the fringe benefit is \$3823.00 for a total of \$42,053.00. The total percentage of salary for this position will be 50%. Josie Ayala						
Personnel	Case Manager	Residential Case Manager will provide victims of crime with navigation of community life skills, crisis intervention, group support, counseling, and information and referral. This positions annual compensation is \$37,500.00 and the fringe benefits is \$5,625.00 for a total of \$43,125.00 The total percentage of salary for this position will be 50%. Vanessa Mangel	\$21,560.00	\$0.00	\$0.00	\$0.00	\$21,560.00	50
Personnel	Receptionist	Receptionist/Admin Assistant will provide hotline coverage, monitor front door, and ensure clients and are referred to the appropriate staff. This receptionist will also assist the Executive Director and other staff with clerical responsibilities. This full time positions 12 month salary will be \$32,886.00 and the fringe benefits will be \$3,288.00 for a total of \$36,174.00. This position will work on this grant 100%. Angel Madrid	\$36,174.00	\$0.00	\$0.00	\$0.00	\$36,174.00	100
Personnel	Community / Social Service Specialist	The Community Advocacy Coordinator will provide coordination of victim's services in school districts within Cooke County through referrals from teachers/counselors. Focus on providing services within the schools. Provide education to teachers and administrators on reporting crimes against children. These full-time positions 12-month salary will be \$41,200.00 and the fringe benefits will be 6,180.00 for a total of \$47,380.00. This position will work on this grant 50%. Jessica Chambers	\$23,960.00	\$0.00	\$0.00	\$0.00	\$23,960.00	50
Personnel	Executive Director	The Executive Director position will assist in the administration of this grant by meeting with staff regarding	\$21,000.00	\$0.00	\$0.00	\$0.00	\$21,000.00	30

		cases, assist with reports, including financial reports. Executive Director will also provide crisis intervention and support to victims. The Executive Directors annual compensation is \$60,881 and the fringe benefits are \$9,132.00 for a total annual compensation \$70,013. The total percentage this position will work on this grant is 30%. Ginger Johnson						
Personnel	Director	Director of Staff and Volunteer Relations - This position would be responsible for the recruitment, training and supervision of volunteers. The specific intent of the training will be to engage new volunteers as well as identify any victims of violent crime that might receive services through this grant award. This position will also provide human resource engagement with staff when necessary. The total annual compensation for this position is \$43,555.00 and the fringe is \$4355.00 for a total of \$47,910.00. Total percentage of salary for this position will be 25%. Yvonne Knowland	\$11,975.00	\$0.00	\$0.00	\$0.00	\$11,975.00	25
Personnel	Director	Director of Grants and Data Administration-Position oversees volunteer/outreach position and is responsible for the agency's data collection and reporting. This FTE positions annual compensation is \$48,672.00 and the fringe benefits are \$4,867.00 for a total of \$53,539.00. The percentage of time this position will work on this grant is 25%. Rosina Salsman.	\$13,385.00	\$0.00	\$0.00	\$0.00	\$13,385.00	25
Personnel	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff	Volunteer Hours include working with clients in emergency shelter, answering crisis hotline, and providing transportation to victims. This rate is calculated at the current rate of \$18.00 per hour X 4610 hours = \$82,980.00	\$0.00	\$0.00	\$82,980.00	\$0.00	\$82,980.00	100
Contractual and Professional Services	Printing Services	Cost of monthly maintenance services on agency printer and copiers. Cost will be allocated using the FTE method or 30%	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0

		of monthly cost. Annual cost of \$2000 x 30% = \$600.00						
Contractual and Professional Services	Accounting, Bookkeeping, and/or Payroll Services	Accounting/Bookkeeping services. Cost is \$100.00 per quarter = \$400.00. Cost will be allocated based on the FTE cost allocation method or 30% of annual cost.	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	0
Contractual and Professional Services	Housekeeping, Custodial, Building, and Grounds-Related Services	Grounds expense to maintain agency property. This includes mowing, edging, trimming bushes, and cleaning off parking areas. Cost is \$450.00 per month x 12 months = \$5,400.00. Cost will be allocated based on the FTE cost allocation method or 30% of the monthly cost = \$1620.00.	\$1,620.00	\$0.00	\$0.00	\$0.00	\$1,620.00	0
Contractual and Professional Services	Housekeeping, Custodial, Building, and Grounds-Related Services	Custodial services to include weekly disinfecting and cleaning of facility. Monthly cost of \$600.00 will be allocated based on the FTE cost allocation method or 30% of monthly cost. Annual cost \$7,200.00 x 30% = \$2,160.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00	0
Contractual and Professional Services	Data Processing, Web Site, and/or Programming Services	Website Maintenance Costs. Cost is \$75.00 per month x 12 months = \$900.00. Cost will be allocated based on FTE cost allocation method on a monthly basis. Requested 30% of monthly cost or \$270.00.	\$270.00	\$0.00	\$0.00	\$0.00	\$270.00	0
Contractual and Professional Services	Security and Monitoring Services	Security Monitoring Services - Annual cost of \$1350.00. Cost will be allocated based on the FTE cost allocation method on a monthly basis. Requested 30% of monthly cost or \$405.00.	\$405.00	\$0.00	\$0.00	\$0.00	\$405.00	0
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Office telephone system, residential after-hours cell phone, and internet services. Annual cost of \$16,500.00. Cost will be allocated based on the FTE cost allocation method or 30% of annual cost. \$4950.00	\$4,950.00	\$0.00	\$0.00	\$0.00	\$4,950.00	0
Supplies and Direct Operating Expenses	Network Server System and Accessories (\$5,000 or less per unit)	Annual cost for Network Licenses. Cost will be allocated based on the FTE cost allocation method. Annual cost is \$1500.00 x 30% = \$450.00.	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0
Supplies and Direct	Specialized Computer	Subscriptions include clicktime (staff timesheets), volgistics	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0

Operating Expenses	Software (\$5,000 or less per unit)	(volunteer management), osmium (client database), intuit payroll (payroll/financial accounting support), Adobe (PDF viewer and editor), Sling (staff time scheduler), Microsoft Office for Business (staff license for secure software), Manage Engine propagate agency assets to keep updated and patched), Enterprise Account Licenses (license for Office on our agency assets) Cost for these will be cost allocated using the FTE equivalency method. Cost under this program is 30% for each component. Total of \$10,000.00 x 30% = \$3000.							
Supplies and Direct Operating Expenses	Costs for Space (lease or rental)	Lease space for non-residential services staff, including VOCA funded staff. Cost will be allocated using the FTE method. Annual cost \$78,000.00 or \$6,500 per month. Cost will be allocated based on the FTE cost allocation method. Annual cost is \$78,000 x 30% = \$23,400.00	\$23,400.00	\$0.00	\$0.00	\$0.00	\$23,400.00	0	
Supplies and Direct Operating Expenses	Fidelity Bonding	Insurance costs for the agency including protection of loss by employees and protection of properties. The annual coverage cost for these policies is \$40,000.00. Cost will be allocated on a monthly basis using the FTE cost allocation method or 30% of the monthly cost. Total cost \$12,000.	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0	
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Expense includes office supplies for the program. This includes postage and postage meter costs, sheet protectors, file folders, thumb drives, paper, pens, pencils, storage, staplers, paper clips, calculators, computer accessories, scissors, white out, cabling, towels, and cleaning supplies for grant funded staff. The cost will be cost allocated using the FTE method. Annual cost of \$4,000.00 x 30% = \$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0	
Supplies and Direct Operating Expenses	Electric, Gas, and/or Water / Wastewater	Includes electric, gas, and water services. This is determined by the FTE cost allocation method. Annual cost	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0	

		of \$25,000 x 30% of cost = \$7500.00						
Supplies and Direct Operating Expenses	Vehicle Operating Cost (e.g., fuel, lubricants, maintenance, storage)	Cost for two agency vehicles includes fuel and maintenance for vehicles. Annual cost is \$2000.00. Requesting 30% of cost for grant year. \$600.00	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Volunteer Hours	In Kind Match	\$82,980.00

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$82,980.00	\$0.00	\$82,980.00	\$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	\$5,175.00	\$0.00	\$0.00	\$0.00	\$5,175.00
Personnel	\$273,615.00	\$0.00	\$82,980.00	\$0.00	\$356,595.00
Supplies and Direct Operating Expenses	\$53,100.00	\$0.00	\$0.00	\$0.00	\$53,100.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$331,890.00	\$0.00	\$82,980.00	\$0.00	\$414,870.00

Condition Of Fundings Information

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