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**Agency Name:** Hidalgo County  
**Grant/App:** 3596403 **Start Date:** 10/1/2020 **End Date:** 9/30/2022

**Project Title:** Victims Unit Court Advocate Project  
**Status:** Application Pending Submission

**Profile Information**

**Applicant Agency Name:** Hidalgo County  
**Project Title:** Victims Unit Court Advocate Project  
**Division or Unit to Administer the Project:** Hidalgo County Criminal District Attorney's Office  
**Address Line 1:** 100 E Cano  
**Address Line 2:**  
**City/State/Zip:** Edinburg Texas 78539-3563  
**Start Date:** 10/1/2020  
**End Date:** 9/30/2022

**Regional Council of Governments(COG) within the Project's Impact Area:** Lower Rio Grande Valley  
Development Council  
**Headquarter County:** Hidalgo  
**Counties within Project's Impact Area:** Hidalgo

**Grant Officials:**

**Authorized Official**

**Name:** Richard F. Cortez  
**Email:** countyjudge@co.hidalgo.tx.us  
**Address 1:** 100 East Cano, 2nd Floor  
**Address 1:**  
**City:** Edinburg, Texas 78539  
**Phone:** 956-318-2600 Other Phone:  
**Fax:** 956-318-2699  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** Hidalgo County Judge

**Financial Official**

**Name:** Maria Arcilia Duran  
**Email:** arcilia.duran@auditor.co.hidalgo.tx.us  
**Address 1:** 2808 S. Business Hwy 281  
**Address 1:**  
**City:** Edinburg, Texas 78539  
**Phone:** 956-318-2511 Other Phone:  
**Fax:** 956-318-2577  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** County Auditor

**Project Director**

**Name:** Ricardo Rodriguez  
**Email:** ricardo.rodriguez@da.co.hidalgo.tx.us  
**Address 1:** Hidalgo County Courthouse  
**Address 1:** 100 N. Closner, Room 303  
**City:** Edinburg, Texas 78539  
**Phone:** 956-318-2300 Other Phone: 956-318-2310  
**Fax:** 956-318-2078  
**Title:** The Honorable  
**Salutation:** Mr.  
**Position:** Criminal District Attorney

**Grant Writer**

**Name:** Ricardo Rodriguez

**Email:** ricardo.rodriguez@da.co.hidalgo.tx.us

**Address 1:** Hidalgo County Courthouse

**Address 1:** 100 N. Closner, Room 303

**City:** Edinburg, Texas 78539

**Phone:** 956-318-2300 Other Phone: 956-318-2310

**Fax:** 956-318-2078

**Title:** The Honorable

**Salutation:** Mr.

**Position:** Criminal District Attorney

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**Grant Vendor Information**

**Organization Type:** County

**Organization Option:** applying to provide direct services to victims only

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460007176041

**Data Universal Numbering System (DUNS):** 103110834

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## **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 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 Hidalgo County District Attorney's office Domestic Violence Unit provides victim's assistance to all victims of crime in Hidalgo County and prosecutes domestic violence cases. Victim Advocates and Attorneys that work with the Victim Unit integrate cultural knowledge, acceptance, and sensitivity to accomplish effective advocacy. The Victims Unit staff acknowledges that every victim has different needs, ideas and barriers that require diverse services. Victim Advocates provide a network of support services in addition to the guidance to ensure that victims understand the criminal justice process. All of the Victims Unit staff is bilingual in Spanish and English and we have developed a LEP Policy that ensures that victim that need assistance in another language have access to culturally specific services. The Victim advocates and attorneys are part of the of the Hidalgo County Family Violence Task Force, Rio Grande Valley Anti Human Trafficking Taskforce and the Hidalgo County Crime Victim Liaisons Unit and work collaboratively with all the community based programs that service victims in our region to ensure that all the needs of victims are met. Staff is required to take the Culture Competency Training every year. We currently use the online webinar provided by the Office of Victims of Crime "Culture, Diversity, and Incivility". This training addresses cultural barriers such as stereotyping, value differences, communication styles, and language and interpreter bias, and prepares victim advocates to provide effective service delivery within diverse communities and to recognize and value the diversity of their clients who are victims of crime. In addition, every conference that victim advocates attend has to be victim centered and they include a Culture Competency track.

### **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 protection.

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.

### **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.

Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions within five business days to the Criminal Justice Information System at the Department of Public Safety. Click [here](#) for additional information from DPS on this new reporting requirement.

### **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. Note: UCR is transitioning from summary reporting to NIBRS only in 2021. Applicants are encouraged to transition to NIBRS as soon as possible in order to maintain their grant eligibility.

### **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

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, 2022 or the end of the grant period, whichever is later.

### **Legal Assistance for Victims (LAV) Certification**

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

- (1) Any person providing legal assistance through a program funded under this VAWA Program
  - (a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault or stalking in the targeted population; or
  - (b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (A) and has completed or will complete training in connection with domestic violence, dating violence, sexual assault or stalking and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide.
- (2) Any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials.
- (3) Any person or organization providing legal assistance through a program funded under this Program has informed and will continue to inform state, local, or tribal domestic violence, dating violence or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work.
- (4) The grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Does the applicant meet the criteria outlined above?

Yes

No

### **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:

Rosie Cantu

Enter the Address for the Civil Rights Liaison:

100 E Cano 2nd Floor Administration Building Edinburg, Texas 78539

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

956-292-7600

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.

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

### **Project Abstract :**

This project will fulfill the requirement of the Hidalgo County Criminal District Attorney's Office to designate a Victim Assistance Coordinator or Victim Advocate in accordance with Article 56.05(c) of the Texas Code of Criminal Procedure to perform duties imposed by Chapter 56: Rights of Crime Victims. The 12 Court Advocate positions will have the duty to ensure victims are afforded their victim's rights during the prosecution process and at the court hearings in each Felony District Court in Hidalgo County. The Court Advocates will be at the courthouse available to assist any victim that is attending a court hearing. Victims will be given the opportunity to participate in the criminal justice proceedings and receive information about their case at all stages of prosecution. The Court Advocate will provide court accompaniment to victims that are attending court proceedings and notify victim of all proceedings/ hearings in their case. The Court Advocate will help prepare victims for interview with prosecutors; explains the trial process, accompany victim to court proceedings, assist victims before and after testimony, explain the criminal justice process, assist victims with preparation of victim impact statements and allocutions, assist victims with court ordered restitution, register victims for post sentence services with the Texas Department of Criminal Justice and the VINE & VOICE system. They will do an assessment of the victim and family needs and makes appropriate referrals for on-site or off-site services including medical, mental health, and crime victim's compensation. They also may provide immediate crisis intervention or refer to mental health specialist as needed.

## **Problem Statement :**

It is the duty of the Hidalgo County District Attorney's Office to designate a Victim Assistance Coordinator or Victim Advocates that will provide victim services to victims of crime in Hidalgo County. The Victims Unit staff is fulfilling the requirement of the TAC and in turn addressing the gap of victim services for victims in the criminal justice process. The HCDA Victims Unit has served a total of 36,297 victims of crime from April of 2015- November 2020. Our office continues to see an increase in victims requesting court accompaniment and support during the court proceedings. Victim of crime require on-going support throughout the entire criminal justice process and referrals for post sentence services. Court Advocates are an important component to the legal advocacy services provided for Preliminary Hearings, Pre-Trial Hearings, Trials, Guilty Pleas, Sentencing and other Court Hearings.

## **Supporting Data :**

The Hidalgo County Criminal District Attorney's Office Court Advocate Program provided victim assistance to 3,286 victims of crime from January – December of 2019. These services were provided for cases indicted by the Grand Jury in the 12 District Courts. During the COVID 19 pandemic that started in fiscal year 2020 the Court Advocates assigned to this grant provided victim services to 3,242 victims of crime from January – November of 2020, despite the court hearing being held virtually.

## **Project Approach & Activities:**

The Hidalgo County District Attorney's Office implemented the Human Trafficking Unit in an effort to prosecute human trafficking cases in Hidalgo County. The Human Trafficking Unit will have a Victim Advocate that will comply with Article 56.05(c) of the Texas Code of Criminal Procedure that states the Attorney representing the state has the duty to ensure that victims are afforded their rights. In addition, the Hidalgo County Criminal District Attorney's Office has spearheaded the Rio Grande Valley Anti Human Trafficking Taskforce for the past 2 years. The taskforce has developed a victim centered collaborative effort to investigate and prosecute cases of human trafficking and assist victims. This program will be addressing the needs identified by the local COG- the Lower Rio Grande Valley Development Council (LRGVDC) Regional Criminal Justice Strategic Plan: The need to build the local agencies' capacity to assist victims of violent crime; The need to support programs that provide direct and or referral services, including treatment to victims of violent crimes; The need to advocate for effective outreach education, prevention and intervention programs to services communities in the region; The need to strengthen the working relationship between law enforcement, assistance centers, and other agencies that provides services to victims of crime; The need to build the capacity of the local agencies to address crime and drug prevention; The need to advocate the establishment of programs that educates the community about human trafficking domestic violence, sexual assault prevention and cybercrime; The need to provide training for law enforcement and other agencies that address issues as a result of crime or drug abuse. The Hidalgo County District Attorney's Office used the guide issued by the Texas Department of Criminal Justice Division "CRIME VICTIM ASSISTANCE STANDARDS" developed and distributed by the Texas Crime Victim Clearinghouse in accordance with Article 56.05(c) of the Texas Code of Criminal Procedure to aid Law Enforcement Officers and Attorneys Representing the State of Texas in performing duties imposed by Chapter 56. Rights of Crime Victims. [https://www.tdcj.state.tx.us/documents/Victim\\_Assistance\\_Standards.pdf](https://www.tdcj.state.tx.us/documents/Victim_Assistance_Standards.pdf)

## **Capacity & Capabilities:**

The Hidalgo County Criminal District Attorney Office represents the state of Texas government in the prosecution of criminal offenses in the County of Hidalgo. The grant is administered by the D.A.'s Office and all required reports and justification for the grant are provided on a yearly basis. In addition, the D.A.'s office runs the Victims Unit and oversees that the grant monies are adequately expended. The D.A.'s office also works closely with the County Auditor's Office to ensure the proper use of grant funds and to budget accordingly. The Court Advocates will have 2 years in victim assistance experience and attend required training and certification in victim services for system based advocates. The goals of the Hidalgo County District Attorney's Office- Victims Unit are: 1) to protect victims' rights during the prosecution process 2) to reduce the trauma of victims of crime and ensure that their safety and is a priority 3) to provide victims with notification of court proceedings and ensure that their victim's voice is heard and considered during the prosecution process 4) to comply with the duties imposed to the attorneys representing the state by the Texas Administrative Code of Procedure: Chapter 56- Victims Rights 5) to serve justice.

## **Performance Management :**

The overall goal of this project is to reduce trauma and problems encountered by victims of violent crimes during the court hearings. This will be achieved by providing immediate crisis intervention, judicial procedures, court accompaniment, victims' rights and compensation programs, and follow-up services by using a victim-centered, multi-disciplinary team approach within 24 months of operations. The program success will be measured by providing every victim that we serve with a Service Evaluation. The service evaluation will be in Spanish and English and will measure how effective our services were rendered to the victim.

### **Target Group :**

The target group will be victims that reside in Hidalgo County population of 860, 661 according to the US Census Bureau 2017 data. Hidalgo County has a 92.2% of Hispanic Population; Female Population in Hidalgo County is 51%. We will serve victims of crime, all age groups 0-99 years of age, Spanish speaking victims, undocumented victims of crime, and Female & Male victims.

### **Evidence-Based Practices:**

The Hidalgo County District Attorney's Office implemented the Victims Unit in an effort to comply with Article 56.05(c) of the Texas Code of Criminal Procedure that states the Attorney representing the state has the duty to ensure that victims are afforded their rights. The office of the attorney representing the state has the duty to ensure to the extent practicable that a victim, guardian of a victim, or close relative of a deceased victim is afforded the rights granted by Subsection (a) of the CCP, Chapter 56. Subchapter A. Art. 56.02 And 56.021, and upon request, an explanation of those rights. Art. 56.02(c) If the offense is a capital felony, the victim has the right to receive by mail from the court a written explanation of defense-initiated victim outreach if the court has authorized expenditures for a defense-initiated victim outreach specialist. The victim has the right to not be contacted by the victim advocate unless the victim, guardian, or relative has consented to the contact by providing a written notice to the court. The victim may designate a victim service provider to receive all communications from a victim outreach specialist acting on behalf of any person. Art. 56.02(a) (16) (A-C) The Hidalgo County District Attorney's Office uses the guide issued by the Texas Department of Criminal Justice Division "CRIME VICTIM ASSISTANCE STANDARDS" developed and distributed by the Texas Crime Victim Clearinghouse in accordance with Article 56.05(c) of the Texas Code of Criminal Procedure to aid Law Enforcement Officers and Attorneys Representing the State of Texas in performing duties imposed by Chapter 56. Rights of Crime Victims. [https://www.tdcj.state.tx.us/documents/Victim\\_Assistance\\_Standards.pdf](https://www.tdcj.state.tx.us/documents/Victim_Assistance_Standards.pdf)

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### 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	75.00	Court Advocacy services provided to victims of crime in the felony district courts. Court advocate will prepare victims for interview with prosecutors; explains the trial process to victims, accompanies victim to court proceedings, assists victims before and after testimony, explains victims the criminal justice process, assists victims with preparation of victim impact statements and allocutions, assists victims with court ordered restitution, registers victim for post sentence services and VINE, provides assessment of victim and family needs and makes appropriate referrals for on-site or off-site services including medical, mental health, crime victims assistance, VINE, etc.; may provide immediate crisis intervention or refer to mental health specialist as needed
Legal Advocacy	25.00	Court Advocates will provide legal advocacy services and refer victims for legal services to obtain a protective order with the Victims Unit Legal Counsel

#### CJD Purpose Areas

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

Objective Output Measures

<b>OUTPUT MEASURE</b>	<b>TARGET LEVEL</b>
Number of survivors assisted through the legal process.	600
Number of survivors receiving crisis counseling.	1000
Number of times survivors are accompanied to court.	400
Number of victims / survivors seeking services who were served.	2500
Number of victims seeking services who were not served.	10

Objective Outcome Measures

<b>OUTCOME MEASURE</b>	<b>TARGET LEVEL</b>
------------------------	---------------------

Custom Output Measures

<b>CUSTOM OUTPUT MEASURE</b>	<b>TARGET LEVEL</b>
------------------------------	---------------------

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:

N/A

### 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]:

1/1/2021

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

12/31/2021

### **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:

74145579

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

12666343

### **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:

12/13/2018

### **Equal Employment Opportunity Plan**

## **Compliance**

EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#) within 120 days of the grant award date. 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:  
Rosalinda Cantu 100 E. Cano Edinburg, TX. 78539

### **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

You are logged in as **User Name:** HidalgoCDA

General Information and Instructions

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency (select only one):

- Corrections
- Courts
- Juvenile justice
- Law enforcement
- Prosecutor
- Other – describe below

If Other is selected describe below:

Purpose of Award

Check all that apply:

- Continue an OOG-funded victim project funded in a previous year
- Expand or enhance an existing project not funded by OOG in the previous year
- Start up a new victim services project
- Start up a new Native American victim services project
- Expand or enhance an existing Native American project

Type of Crime Funding Distribution

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	Percent of Funds Dedicated to Crime <i>Enter whole percentages only</i>	Funds Dedicated to Crime <i>Current Award x Percent Entered</i>
Child Physical Abuse	5	\$52,448.80
Child Sexual Abuse	10	\$104,897.60
Domestic and Family Violence	10	\$104,897.60
Child Sexual Assault	0	\$0.00
Adult Sexual Assault	10	\$104,897.60
DUI/DWI Crashes	10	\$104,897.60
Assault	20	\$209,795.21

Adults Molested As Children	0	\$0.00
Elder Abuse	0	\$0.00
Robbery	5	\$52,448.80
Survivors of Homicide	30	\$314,692.81
Adult Human Trafficking	0	\$0.00
Child Human Trafficking	0	\$0.00
Other Violent Crimes	0	\$0.00
Description:		
Other Non-Violent Crimes	0	\$0.00
Description:		
<b>SUM of %'s</b>	<b>100</b>	<b>SUM of Funds</b>
<i>Sum of % MUST = 100%</i>		<i>Sum of Funds MUST = OOG Current Budget</i> <b>\$1,048,976.04</b>

#### Use of Funds

Does this project provide **DIRECT SERVICES** to victims:

- Yes  
 No

#### Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.
- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

#### Personal Advocacy/Accompaniment

- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)
- Performance of medical or nonmedical forensic exam or interview, or medical evidence collection
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services

#### Emotional Support or Safety Services

- Crisis Intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response (e.g., community crisis response)
- Individual counseling
- Support groups (facilitated or peer)
- Other therapy (traditional, cultural, or alternative healing; art, writing, or play therapy; etc.)
- Emergency financial assistance (includes emergency loans and petty cash, payment for items such as food and/or clothing, changing windows and/or locks, taxis, prophylactic and nonprophylactic meds, durable medical equipment, etc.)

#### **Shelter/Housing Services**

- Emergency shelter or safe house
- Transitional housing
- Relocation assistance (includes assistance with obtaining housing)

#### **Criminal/Civil Justice System Assistance**

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g. , custody, visitation, or support)
- Other emergency justice-related assistance
- Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment
- Other legal advice and/or counsel

#### **Assistance in Filing Compensation Claims**

- Assists potential recipients in seeking crime victim compensation benefits

All VOCA-funded direct service projects MUST assist victims with seeking crime victim compensation benefits. Please explain why your agency is not assisting victims with crime victim compensation benefits:

N/A

#### **Types of Victimization**

Check the types of victimization that best describe the victims the grant-funded project will serve. "Other" refers to a type that is not associated with any of the types provided in the list. Check all that apply:

#### **Type of Victimization**

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault

- Adults sexually abused/assaulted as children
- Arson
- Bullying (verbal, cyber, or physical)
- Burglary
- Child physical abuse or neglect
- Child pornography
- Child sexual abuse/assault
- Domestic and/or family violence
- DUI/DWI incidents
- Elder abuse or neglect
- Hate crime: racial/religious/gender/sexual orientation/other

If Hate Crime is TRUE provide explanation:

- Human trafficking: labor
- Human trafficking: sex
- Identity theft/fraud/financial crime
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- Mass violence (domestic/international)
- Other vehicular victimization (e.g., hit and run)
- Robbery
- Stalking/harassment
- Survivors of homicide victims
- Teen dating victimization
- Terrorism (domestic/international)
- Other

If Other is TRUE provide explanation:

## Budget and Staffing

Answer the questions below based on your current fiscal year. Report the total budget available to the victim services program by source of funding. Do not report the entire agency budget, unless the entire budget is devoted to victim services program.

### **Annual funding amounts allocated to all victimization programs and/or services for the current fiscal year:**

Identify by source the amount of funds allocated to the victimization program/services budget for your agency. DO NOT COUNT FUNDS IN MORE THAN ONE CATEGORY. OTHER FEDERAL includes all federal funding except the award amount for this grant.

<b>OOG Current Budget:</b>	<b>\$1,048,976.04</b>
Other State Funds:	\$884,261.41
Other Local Funds:	\$299,858.00
Other Federal Funds:	\$0.00
Other Non-Federal Funds:	\$0.00
<b>Total Victimization Program Budget:</b>	<b>\$2,233,095.45</b>

### **Total number of paid staff for all grantee victimization program and/or services:**

COUNT each staff member once. Both full and part time staff should be counted as one staff member. DO NOT prorate based on FTE.

Total number of staff:	22
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### **Number of staff hours funded through THIS grant award (plus match) for grantee's victimization programs and/or services:**

Total COUNT of hours to work by all staff supporting the work of this award, including match.

Total number of hours:	24960
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### **Number of volunteer staff supporting the work of this award (plus match) for grantee's victimization programs and/or services:**

COUNT each volunteer staff once. DO NOT prorate based on FTE.

Total number of volunteer staff:	0
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### **Number of volunteer hours supporting the work of this award (plus match) for grantee's victimization programs:**

Total COUNT of hours to work by all volunteers supporting the work of the award, including match.

Total hours to work by all volunteers:	
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**Explain how your organization uses volunteers to support its victimization programs or if your organization does not use volunteers explain any circumstances that prohibit the use of volunteers.**

**Agency Name:** Hidalgo County      **Grant/App:** 3593403      **Start Date:** 10/1/2020  
**Project Title:** Victims Unit Court Advocate Project      **Status:** Application Pending Submission      **End Date:** 9/30/2022      **Fund Source:** VA-Victims of Crime Act Formula Grant Program  
**Current Grant Manager:** Nate Johnson      **Current Program Manager:** Jason Buckner      **Liquidation Date:**  
**Original Award:** \$0.00  
**Current Budget:** \$1,048,976.04      **Current Award:** \$0.00      **CFDA:** 16.575      **OOG Solicitation:** FY22 Victim Assistance, General Victim Assistance Direct Services Program (VOCA) **Announcement**

[Eligibility](#)   [Profile](#)   [Narrative](#)   [Activities](#)   [Measures](#)   [Budget](#)   [Documents](#)   [Victim.Services](#)   [Conditions.of.Funding](#)   [Submit.Application](#)   [Summary](#)   [Upload.Files](#)   [My.Home](#)

**General Information and Instructions**

**Conditions of Funding**

Current Condition(s) of Funding	Date Created	Date Met	Hold Funds-Project Level	Hold Funds-Line Item Level
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**View All Current Budget Line Item Hold(s) for this Project**

**Condition(s) of Funding for a Budget Line Item(s) Hold:** To access and view the **Condition(s) of Funding for a Budget Line Item(s) Hold** click the **Show Budget Line Item Condition of Funding** button and the applicable Condition(s) of Funding for a Budget Line Item(s) will display. To view the specific budget line item that the condition of funding has a 'Hold Expense' on, click the **View** in the Details column. The budget line item detail will display below in the **View those Budget Line Item(s) with a Pending Hold** section.

[Show Budget Line Item Conditions of Funding](#)

10 Items Per Page ▼ Select the number of records to display per page.

**View those Budget Line Item(s) with a Pending Hold**

10 Items Per Page ▼ Select the number of records to display per page.

**Agency Name:** Hidalgo County      **Grant/App:** 3598403      **Start Date:** 10/1/2029  
**Project Title:** Victims Unit Court Advocate Project      **Status:** Application Pending Submission      **End Date:** 9/30/2022      **Fund Source:** VA-Victims of Crime Act Formula Grant Program  
**Current Grant Manager:** Nate Johnson      **Current Program Manager:** Jason Buckner      **Liquidation Date:**  
**Original Award:** \$0.00  
**Current Budget:** \$1,048,976.04      **Current Award:** \$0.00      **CFDA:** 16.575      **OOG Solicitation:** FY22 Victim Assistance, General Victim Assistance Direct Services Program (VOCA) Announcement

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**General Information and Instructions**

[View Introduction](#)

[View Instructions](#)

**Fund Source Information and Instructions**

**List of Application Errors and Incomplete Information**

Item(s) that Need to be Resolved	Tab Name
Required: The Direct Deposit form must be uploaded before you can submit your application.	<a href="#">GrantVendor</a>
Required: The W9 form must be uploaded before you can submit your application.	<a href="#">GrantVendor</a>
Required: The Texas Payee ID form must be uploaded before you can submit your application.	<a href="#">GrantVendor</a>
Invalid: The Cash Match Total on Budget Details tab must equal the Cash Match Total on the Source of Match tab. Budget Details Total Cash Match: \$262,244.04 / Source of Match Total Cash Match: \$0.00	<a href="#">Source of Match</a>
Explain how your organization uses volunteers or why your organization does not use volunteers under Budget and Staffing.	<a href="#">Victim Services</a>

**List of Post-Award Conditions of Funding and Other Fund-Specific Requirements**

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