

Grant Title/Project Name:	Criminal Justice Division General Victim Assistance Program Grant
Department:	Sheriff's Office
Requestor:	Dana Foster
Contact Email:	dfoster@wilco.org
Contact Phone Number:	512-943-1168
Start Date:	10/1/2020
End Date:	9/30/2021
Please select request category:	Personnel
Describe the purpose of the grant in detail to include all requirements.	This grant will support the Williamson County Sheriff's Office Victim Assistance Unit in providing more thorough and individualized direct victim services within the county. The grant will include a one-year grant-funded Victim Assistance Caseworker position; a specialized software program to track individual cases and victims; registration and travel costs for Victim Assistance Unit staff to attend conferences and trainings; two laptops and accessories; a desktop computer; and office supplies and equipment for the department.
Select the type of grant your department is applying for:	State
What is the amount of the grant?	\$97,000.00
Please provide a breakdown of the total cost above.	The following items will be included in the grant, pricings are approximate pending final budget: \$49,000 for grant-funded Victim Assistance Caseworker position, including salary, taxes and fringe benefits; \$5,500 for two laptops with accessories and one desktop computer; \$5,000 for specialized software program to track victims, including setup, training and support for one year; \$15,000 for the unit members to attend conferences and trainings; \$3,000 for office supplies and equipment for the unit, including one printer and basic items needed for the grant-funded position. The remainder of the grant is approximately a \$19,500 match that will be met through the existing Victim Assistance Caseworker's salary and volunteer hours.
Is there a match requirement?	Yes
What is the source of the match?	Our approximate match of \$19,500 will be met through the existing Victim Assistance Caseworker's salary and volunteer hours.
Does the grant cover the cost of the request 100%?	Yes
If not, how much is left unpaid?	
What is the plan to obtain grants/funds for the remaining amount?	
List other similar assets in the County and/or region and if they are available for use?	
How is this asset request different from any similar assets currently in the County and/or region?	
What types of events/purpose would this asset be used for that cannot be accomplished with a current County asset?	
How often do these events occur?	
Identify the number of personnel required to operate this asset and/or be available for the function where it is to be used? How much time is required of those personnel? What is the cost of the personnel?	
Where will the asset be stored?	
What is the useful life of the asset?	
Will a replacement be requested from general funds when useful life has been exhausted?	
Will other agencies be billed for the use of this asset (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this asset require insurance coverage?	
If yes, what is the estimate of asset insurance coverage?	
Will this asset require on-going maintenance? Please describe the maintenance required along with an estimate for these costs.	
How will this asset be funded when the grant ends?	
What is the impact if the grant is not received?	
New Personnel position is:	Full Time
Where will this position office?	Sheriff's Office Victim Assistance Unit, Headquarters
Who will this position report to?	Hannah Nestorick, Victim Assistance Director
What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.	The primary functions, and percentage of time spent on each, are: direct contact with victims of violent crime after initial reporting, 30%; providing follow-up for victims and their families, 30%; working with law enforcement officers, emergency services personnel, volunteers and other local agencies, 20%; maintaining case management documentation, 10%; and providing crisis intervention, 10%.
Will this position take over tasks from current County employee?	No
If yes, please explain the impact to current employee.	
How will this position be funded when the grant ends?	We will seek additional grant funding to provide for this position. If a grant is not secured, we will request the funds through the normal county budget.
Does this position or a similar position currently exist within the department?	Yes
If "yes" how many of these similar positions exist	
Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).	Our unit utilizes volunteers to provide basic immediate crisis intervention and has reached out to them with opportunities to provide follow-up care. However as unpaid volunteers, they have significant time and training constraints and were unable to provide this service.
Describe how workload will be accomplished/re-allocated should grant not be approved.	

	The additional manpower will allow for more thorough crisis intervention and follow-up with victims than is possible with only one caseworker. If this grant is not approved, the workload will continue as is, meeting the minimum requirements stipulated by law. However, having only one caseworker does not allow for a depth of service that individually supports each victim and/or their families over time.
List other similar items in the County and/or region and if they available for use?	
How is this item request different from any similar assets currently in the County and/or region?	
What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?	
Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?	
Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?	
Where will the item be stored?	
What is the useful life of the item?	
Will other agencies be billed for the use of this item (e.g. vendors paid, employee worked hours and paid, inventory costs etc.)?	
Does this item require insurance coverage?	
Will this item require any form of licensing?	
Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?	
How will this item be funded when the grant ends?	
What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)	This grant should produce no financial impact to the budget.
Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.	NA
What is the cost and frequency to maintain/update the additional equipment?	NA
What is the impact of this grant application on other internal/county departments?	Required reporting and tracking of finances traditionally needed for grants, Human Resources onboarding for grant-funded position, and IT assistance with ordering and setup of laptops, desktop computer and printer.
If yes, what is the estimate of that license fee?	
If yes, what is the estimate of insurance coverage?	
Will a replacement be requested from general funds when useful life has been exhausted? (OR)	
If yes, how much is the match amount?	\$19,500
ID	42
Version	3.0
Attachments	False
Created	1/29/2020 1:57 PM
Created By	Dana Foster
Modified	2/4/2020 1:45 PM
Modified By	Dana Foster

