

**Agency Name:** Killeen, City of      **Grant/App:** 3597602      **Start Date:** 10/1/2019  
**Project Title:** Crisis Assistance Program      **Status:** Pending OOG Review      **End Date:** 9/30/2020      **Fund Source:** VA-Victims of Crime Act Formula Grant Program  
**Current Grant Manager:** Verenis Amezcua      **Current Program Manager:** Scott Kelly      **Liquidation Date:**  
**Original Award:** \$0.00  
**Current Budget:** \$104,382.04      **Current Award:** \$0.00      **CFDA:** 16.575      **OOG Solicitation:** VA18 PY20 General Direct Services [Announcement](#)

[Eligibility](#)   [Profile](#)   [Narrative](#)   [Activities](#)   [Measures](#)   [Budget](#)   [Documents](#)   [Victim.Services](#)   [Conditions.of.Funding](#)   [Summary](#)   [Upload.Files](#)   [My.Mail](#)   [My.Home](#)  
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General Information and Instructions

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Select and Enter Budget Line Item Details

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
Personnel	\$61,582.04	\$25,922.71	\$172.80	\$0.00	\$87,677.55
Contractual and Professional Services	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Travel and Training	\$9,300.00	\$0.00	\$0.00	\$0.00	\$9,300.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Direct Operating Expenses	\$23,500.00	\$0.00	\$0.00	\$0.00	\$23,500.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Totals

OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$104,382.04	\$25,922.71	\$172.80	\$0.00	\$130,477.55

Export Your Budget Detail Item(s)

[Export To Excel](#) [?](#)

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**Agency Name:** Killeen, City of

**Grant/App:** 3597602 **Start Date:** 10/1/2019 **End Date:** 9/30/2020

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**Budget Details Information**

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Clerk	TITLE: Victims Assistance Clerk/ EMPLOYEE NAME: Vacant/ JOB DESCRIPTION: Assisting the Crime Victim Liaison with case management, direct interaction with victims, and the application of victim-centered and trauma-informed victim services/ TOTAL SALARY: \$61,582.04	\$61,582.04	\$25,922.71 <i>CVL salary</i>	\$0.00	\$0.00	\$87,504.75	100
Supplies and Direct Operating Expenses	Desktop System and Accessories (\$5,000 or less per unit)	Desktop with associated software for use by the new Victims Assistance Clerk.	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	EVET @3 each year: \$2,700; Crimes Against Women 1st year: \$1,505; Crimes Against Children 1st year: \$1,545; Texas Victims Assistance training 1st year: \$800; Lethality training @2: \$300	\$6,850.00	\$0.00	\$0.00	\$0.00	\$6,850.00	0
Personnel	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff	Trained volunteer staff that will assist the crime victim liaison with administering immediate crisis services, protective order assistance, transportation, court accompaniment, and referrals to appropriate agencies. 10 volunteer hours at the rate of \$17.28 per hour.	\$0.00	\$0.00	\$172.80 <i>Volunteers</i>	\$0.00	\$172.80	1
Supplies and Direct Operating Expenses	Laptop System and Accessories (\$5,000 or less per unit)	Laptop with software. This would be utilized by the new Victims Assistance Clerk while out in the field, away from the office.	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Professional counseling provided to primary victims, secondary victims and immediate family members. Sessions per person billed at \$80.00 per session. Potential providers of service include, but are not limited to Shakinah Marion; Counseling Solutions. All are licensed professional counselors. The ideal vendor list would include as many LPCs that are willing to commit to the program, allowing for a greater opportunity of services to be provided. Agency will contract individual counselors.	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Paper, pens, folders, postage, business cards and brochures, staples, adhesive tape, printer ink cartridges, pencils, notebooks, binders, highlighters, correction tape, labels, binder clips, markers, scissors, sheet protectors, stapler, paper clips, envelopes, legal pads, staple remover, dividers, organizer, desk pad, business card holder, tape, letter opener, desk tray	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00	0

Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	National Organization for Victim Assistance (NOVA) @ 2: \$2,450: The venue for this conference changes year to year. Referencing this year July 22-25, 2019 Phoenix, AZ. Costs include airfare, room and board, and per Diem. This conference will offer great networking, resources and services at the national level that can be incorporated into the state and local level, and an opportunity to explore best practices for victims assistance.	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Portable printer. This would be used by the new Victims Assistance Clerk while out in the field.	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Printer. The current printer that is being used in the Crime Victim Liaison office is on the blink. This printer will replace that one when it is no longer operable.	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Emergency Services: access to emergency assistance with transportation, food, clothing, and lodging; access to emergency assistance with home repairs to ensure that victims can establish and maintain safety in their residences; immediate access to financial assistance with emergency medical care, such as the purchase of prescriptions and medical devices. Allocation of funds based on the needs of the victims.	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0

You are logged in as **User Name:** KPDCVL505

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**Agency Name:** Killeen, City of  
**Grant/App:** 3597602 **Start Date:** 10/1/2019 **End Date:** 9/30/2020

**Project Title:** Crisis Assistance Program  
**Status:** Pending OOG Review

### 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 CJD 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 CJD 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 CJD.

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

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.

Contract compliance will be monitored at least once per quarter by the project manager, command staff in the Criminal Investigation Division, the finance director, and the assistance director of finance for the city of Killeen. The project manager will draft documents/forms such as a contract, a confidential client list, a database detailing services and number of sessions provided to qualifying individuals; and a quarterly report to be submitted/reviewed by staff reference in this summary. Any deficiencies revealed during the monitoring will be documented in memorandum form, reported to the appropriate monitoring staff and addressed. Consequences for any deficiencies can include delay of payment, termination of contract, or other actions as deemed appropriate by monitoring staff. A copy of the proposed City of Killeen Management Policy and memorandum detailing specific monitoring protocol is included with this application. Files will be maintained in project manager's office.

### 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?

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?

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]:

10/1/2018

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

9/30/2019

### 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 (\$) of Federal Grant Funds:

6623765

Enter the amount (\$) of State Grant Funds:

437394

**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 CJD grant. However, CJD 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?

 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:

9/30/2017

**Equal Employment Opportunity Plan****Compliance - AMENDED**

Review the information below to determine which section of the federal [EEOP Certification Form](#) applies to your organization. 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:

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

Requirements

- The applicant is exempt from the EEOP requirements required 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 complete **Section A** of the EEOP Certification Form and send it to 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:

- the applicant has 50 or more employees, and
- the applicant 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 complete **Section B** of the EEOP Certification Form and send it 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:

Eva Bark, Human Resources Director 101 N. College Killeen, TX 76543

**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 complete **Section C** of the EEOP Certification Form and send it 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:** KPDCVL505

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:

[Redacted text area]

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	0	\$0.00
Child Sexual Abuse	5	\$5,219.10
Domestic and Family Violence	50	\$52,191.02
Child Sexual Assault	0	\$0.00
Adult Sexual Assault	10	\$10,438.20
DUI/DWI Crashes	5	\$5,219.10
Assault	10	\$10,438.20
Adults Molested As Children	0	\$0.00
Elder Abuse	0	\$0.00
Robbery	10	\$10,438.20
Survivors of Homicide	10	\$10,438.20
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:		

**SUM of %'s** 100  
*Sum of % MUST = 100%*

**SUM of Funds** \$104,382.04  
*Sum of Funds MUST = OOG Current Budget*

## 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

## 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:

Any offense, personal or property, that is associated with family violence: criminal trespass, criminal mischief, etc.

## 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>\$104,382.04</b>
Other State Funds:	\$0.00
Other Local Funds:	\$0.00
Other Federal Funds:	\$0.00
Other Non-Federal Funds:	\$0.00
<b>Total Victimization Program Budget:</b>	<b>\$104,382.04</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:	2
------------------------	---

**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:	3600
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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:	5
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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:	300
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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.

The Crisis Assistance Program incorporates volunteers into program services to assist with case management, victim contact, application of victim services, including immediate

**Snapshot Description:** Application - Preliminary Review Responses Submitted by Applicant  
**Created:** 4/15/2019 12:24:18 PM

**Agency Name:** Killeen, City of  
**Grant/App:** 3597602 **Start Date:** 10/1/2019 **End Date:** 9/30/2020

**Project Title:** Crisis Assistance Program  
**Status:** Pending OOG Review

#### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460015047006

**Application Eligibility Certify:**  
Created on:2/20/2019 7:19:23 PM By:Lisa Hatfield

#### **Profile Information**

**Applicant Agency Name:** Killeen, City of  
**Project Title:** Crisis Assistance Program  
**Division or Unit to Administer the Project:** Killeen Police Department-Victim Services Unit  
**Address Line 1:** 101 N College  
**Address Line 2:** PO Box 1329  
**City/State/Zip:** Killeen Texas 76541-5298  
**Start Date:** 10/1/2019  
**End Date:** 9/30/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Central Texas Council of Governments  
**Headquarter County:** Bell  
**Counties within Project's Impact Area:** Bell

#### **Grant Officials:**

##### **Authorized Official**

**Name:** Ronald Olson  
**Email:** rolson@killeentexas.gov  
**Address 1:** 101 N. College Street  
**Address 1:**  
**City:** Killeen, Texas 76541  
**Phone:** 254-501-7700 Other Phone:  
**Fax:** 254-634-8399  
**Title:** Mr.  
**Salutation:** Mr.  
**Position:** City Manager

##### **Project Director**

**Name:** Judith Tangalin  
**Email:** jtangalin@killeentexas.gov  
**Address 1:** 5111 Colorado  
**Address 1:**  
**City:** Killeen, Texas 76542  
**Phone:** 254-501-7743 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Controller

##### **Financial Official**

**Name:** Kitty Guerrero  
**Email:** cvenzlauskas-guerrero@killeentexas.gov  
**Address 1:** 3304 Community Blvd  
**Address 1:**  
**City:** Killeen, Texas 76542  
**Phone:** 254-501-8952 Other Phone:  
**Fax:** 254-200-7978  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Killeen Police Dept Finance Manager

##### **Grant Writer**

**Name:** Lisa Hatfield  
**Email:** lhatfield@killeentexas.gov  
**Address 1:** 3304 Community Blvd

**Address 1:****City:** Killeen, Texas 76542**Phone:** 254-501-7698 Other Phone: 254-768-1276**Fax:** 254-501-8832**Title:** Ms.**Salutation:** Ms.**Position:** Crime Victim Liaison**Grant Vendor Information****Organization Type:** Unit of Local Government (City, Town, or Village)**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):** 17460015047006**Data Universal Numbering System (DUNS):** 068980739**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.

## 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 City of Killeen has an extremely culturally diverse demographic population. This is due to the City's proximate location to Ft. Hood and the varied cultures and ethnic backgrounds associated with the military. Crime victims in the City of Killeen are not limited to one culture or ethnicity, nor is there one specific group that is targeted more frequently. Therefore, crime victim services must be prepared to apply services to as many different cultures as possible. To adequately and fairly serve the variety of cultures, staff and volunteers from different ethnic and cultural backgrounds will be sought and all staff and volunteers will be required to successfully complete a training program in cultural diversity that is designed to educate and train them in appropriate crisis assistance for victims and families of different ethnic and cultural backgrounds. Paid victim services staff and volunteers, including interns, will be required to successfully complete at least 3 hours of culturally competency training annually. This training can involve online training, including webinars, as well as live training offered through conferences, such as Crimes Against Women Conference, Texas Victim Services Association, and Every Victim Every Time Conference. Quarterly meetings will be conducted with the Crisis Assistance Program staff in an effort to acknowledge and address any cases involving cultural competence and to evaluate the services provided in those cases. These meetings will be conducted at the direction of the crime victim liaison and may involve guest speakers that can provide additional education regarding cultural competence as well as practical exercises designed to enhance cultural competence.

**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

**Vehicle Purchases**

VOCA applicants seeking grant funds for the purchase of a vehicle must describe below: 1) What are the current program transportation needs that will be addressed with vehicle purchases under this project; 2) What evidence exists to support the need for transportation funding that is specific to the program site; 3) What current transportation services exist at each specific program site and how will these current services be enhanced; 4) What transportation services will be provided; and 5) How the grantee will ensure the safe transportation of victims/survivors to and from the program site. If this application does not seek funds for the purchase of a vehicle, enter 'N/A'.

N/A

**Victim Referral Process**

Describe how victims are referred to your agency. For local units of government, please also explain your protocols for victim intake and referral.

There are multiple methods in which victim referrals are made to the Crisis Assistance Program/Victim Services Unit at the Killeen Police Department. The methods include requests for immediate response by police personnel to meet with victims at crime scenes, officer/detective referrals, referrals by various local social service agencies, referrals by medical facilities, referrals by local prosecutor's offices, referrals by other local law enforcement agencies, self-referrals and victims' response to notification letters. Self-referrals can occur by telephone, e-mail, instant messaging, and unscheduled in-person contact by victims at the police department. Information regarding available services is posted on the Killeen Police Department Facebook page and the Killeen Police Department website, as well as other social media accounts held by local social service agencies and private social media accounts.

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 96 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. The evidence collection portion of the exam is to be paid by law enforcement per state law. 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.

**Uniform Crime Reports**

Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). 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.

**Criminal History Reporting**

Entities receiving funds from CJD 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 60. 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.

**Immigration Legal Services**

CJD prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. CJD 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 CJD determines that a compelling reason exists to waive this requirement.

**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 CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Jerris Penrod Mapes

Enter the Address for the Civil Rights Liaison:

Killeen Police Department, 3304 Community Blvd, Killeen, Texas 76542

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

254-501-8811

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the CJD 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 :**

The Crisis Assistance Program will continue to promote the rights of victims of crime and provide victims with immediate access to specific services. These services will include on-scene crisis intervention and support; access to immediate counseling services; access to emergency assistance with transportation, food, clothing, and lodging; access to emergency assistance with home repairs to ensure that victims can establish and maintain safety in their residences; immediate access to financial assistance with emergency medical care, such as the purchase of medical devices; and connection to appropriate resources within the community. This project will also promote the continuing education and training of paid and volunteer staff with regard to the most current victim services available in the State of Texas. This project will also include the expansion of the crisis assistance program by hiring one additional staff member with grant funding to ensure that victims receive the most efficient acknowledgement and access to the above-stated services.

**Problem Statement :**

Due to the high volume of violent incidents within the City of Killeen, Texas, and only one paid staff member dedicated to providing victim services, there is a tremendous need for victim-related services that address the unique needs of each individual case and an additional paid staff member to assist with providing victim-related services. Services provided through this project would include immediate access to crisis intervention and support, access to emergency financial assistance related to medical, transportation, food, clothing, and safety needs of victims, and immediate access to counseling. Although victims of violent crime are eligible to apply for financial assistance through the Crime Victim Compensation program administered by the Texas Office of the Attorney General, not all victims are eligible to receive benefits and the length of time required to complete the application process, eligibility review, and determination of appropriate benefits may hinder victims ability to immediately access to appropriate medical care, such as the purchase of medical devices, and emergency dental care. Victim may also experience delay in receiving trauma-informed counseling. An additional need to be addressed within the project the limited access that victims may encounter because there is only one paid staff member responsible for applying services and supervising intern/volunteer staff. There are very limited financial resources available within the City of Killeen that would allow paid staff and volunteers to enhance and expand their knowledge in the victim services field, while ensuring that most current practices and policies regarding victim services are actively in place. Funding from this grant would allow all of these issues to be appropriately addressed.

**Supporting Data :**

In 2018, Killeen Police officers generated more than 14,000 offense reports. More than 2900 reports detailed criminal offenses involving acts of violence that required further investigation, arrest, and/or the application of victim services. More specifically, citizens of Killeen reported approximately 900 felony offenses involving violence and 2000 misdemeanor offenses involving violence. This includes 7 homicides, approximately 320 sexually based offenses, and approximately 500 aggravated assaults. An average of 8 incidents of violence were reported each day in the City of Killeen in 2018. This number does not include general calls for service involving violence that did not result in a criminal offense report.

**Project Approach & Activities:**

The project will involve applying victim-centered and trauma-informed services. The project activities will include initial and continued training of paid staff and volunteers; the immediate response of victim services staff to victims of violent crime; the application of specific victim services, including immediate crisis intervention/support, eligible emergency financial assistance; and immediate access to counseling services. Access to immediate counseling services would involve activities that are included in the existing program. Notification of the availability of counseling will be provided to victims at the time of initial contact with program staff and through social media marketing. The program will expand its services by offering emergency financial assistance to include costs of medical devices needed on an emergency basis; food, transportation, clothing; and making a victim's residence safe. The program will also expand with the addition of a paid staff position, a victim services clerk, whose only duties will involve assisting the crime victim liaison with case management, direct interaction with victims, and the application of victim-centered and trauma-informed victim services.

**Capacity & Capabilities:**

This project will administered by paid staff, volunteer staff, and participating counseling professionals, with supervision by administrative and command staff of the Killeen Police Department and the City of Killeen. At this time, the Killeen Police Department employs a crime victim liaison with regard to the application of victim services. The current crime victim liaison has more than 23 years of experience in applying victim services in a prosecution setting as well as applying victim services in a law enforcement setting. There is no other paid staff member within the City of Killeen Police Department or the City of Killeen dedicated to victim services. This

project will allow greater capacity and capability of connecting with victims of crime and it will allow victims that were once excluded from receiving certain services to access those services with little to no waiting period and very few restrictions. The addition of a paid staff member, the victim services clerk, will ensure that the program continues to function efficiently and in a timely manner in an effort to connect with as many victims as possible. By recruiting local counseling service providers, including, but not limited to licensed professional counselors, licensed medical/clinical social workers, psychiatrists, psychologists, and trauma counselors, to participate in the program, the project will ensure that all victims will have access to crisis counseling/therapeutic sessions in a timely manner with no cost to the victim. The training and continuing education that the crisis assistance program staff will receive as a result of this funding will ensure that victims are provided with the most current and efficient services in a timely manner. The project will promote the continued collaboration with local victim service-related organizations, agencies, and programs such as Aware Central Texas-Family Violence Unit, the Sexual Assault Response Team at Baylor Scott and White Hospital, and Common Thread, a project of BCFS Health and Human Services. These collaborations will continue in an effort to provide a continuum of care for victims of family violence, sexual assault, and human trafficking.

**Performance Management :**

The success of this project will be measured or determined by the number of individuals served and by tracking the progress of these individuals as they navigate the criminal justice system and the recovery process. The crime victim liaison and victim services staff will collect and compile statistical data to track the success of the program and to determine if any modifications to the program are required to achieve the objectives. This statistical data will include, but is not limited to, the amount of time required by staff to assist the individual as well as the number of appointments and the frequency of the appointments required to apply the full scope of services. It is the goal to serve at least 300 victims and/or individuals in crisis in a timely manner, to connect those individuals with services and resources in an effort to address the need for immediate access to crisis intervention and crisis counseling. The crisis assistance program will involve paid staff and volunteers responding at the time of the reporting of the criminal/traumatic incident or initiating contact with individuals within 7 days of the criminal/traumatic incident in an effort to provide more timely services in an attempt to achieve the objective of providing immediate access to applicable services and resources as well as reducing or eliminating an individual's exposure to trauma and/or violence.

**Target Group :**

The group of individuals that will benefit from this program are victims of violent crime, their family members, secondary victims, and at-risk witnesses. This will include residents of the City of Killeen as well as any individuals that reside outside of Killeen, but were victimized within the city limits of Killeen. Specifically, the majority of the population that this program will accommodate will be females between the ages of 25-50, and their children, who have been victims of family violence and who do not have immediate access to financial resources, safe shelter, and professional counseling due to lack of financial means.

**Evidence-Based Practices:**

The project approach and activities of the Crisis Assistance Program are modeled after evidence based programs. Victim-centered services that include trauma-informed care is supported by research and evaluation completed by Office of Victims of Crime (Vision 21, Transforming Victim Services, May 2013 and Victims of Crime: Indicators of Success Office of Crime Victims Advocacy Victims of Crime Program March 2012 ). In 2015, an article published in the Women's Health Journal, references research that indicates that trauma-informed care is essential in the successful treatment and healing of survivors from even a medical perspective (From Treatment to Healing:The Promise of Trauma-Informed Care-Edward Machtinger, MD; Yvette Cuca. PhD.; Naina Khanna, BS; Carol Dawson Rose, RN, PhD; Leigh Kimberg, MD). Due to this evidence-based research, the practice of victim-centered, trauma-informed care has been in place at the City of Killeen Police Department Crisis Assistance Program for many years and had been well-received by survivors and their family members. Victim-centered and trauma informed services promotes cooperation and collaboration between Killeen Police Department and victims of crime, while recognizing the importance of the victim's own expertise and ability to make sound decisions concerning their recovery and healing.

**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.

**Program Evaluation and Assessment Activity**

**Special Instructions for Projects Selecting the Program Evaluation and Assessment Activity**

Programs selecting "Program Evaluation and Assessment" as a project activity must indicate within the Detailed Project Activity Section whether the proposed evaluation is a **Tier-One** or **Tier-Two** evaluation. For Tier-One evaluations, describe the best practice/model to be used in a fidelity and performance evaluation, the goal(s) of the evaluation, and why it is needed. For Tier-Two evaluations, describe why this new program model is needed and the goal(s) of the evaluation. See definitions below:

**Tier-One Evaluations**

Evaluations of programs that have been implemented and the evaluations will test the fidelity of the program based on proven models or best-practices. The evaluation will also review available program output and outcome information.

**Tier-Two Evaluations**

Evaluations directed at measuring the effectiveness of proposed new program models or significant changes in present program models. The goal of tier-two evaluations is both to measure the program's effectiveness and to produce data and evidence necessary for others to replicate the program model and to develop best practices that can be use in supporting similar efforts.

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
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Crisis Services	80.00	Crisis Services will include immediate crisis response, crisis support, medical accompaniment and transportation, emergency financial assistance with eligible expenses such as medical equipment, and repair of residences in an effort to ensure safety of victims; coordination of long term safe shelter, assistance with crime victim compensation applications; court accompaniment; protective order assistance; and referrals to appropriate local agencies for continued assistance and any other eligible activity that will aid in the recovery process.
Professional Therapy and Counseling	20.00	Counseling services, traditional and non-traditional, with participating vendors to include, but not limited to licensed professional counselors; licensed clinical social workers; psychiatrists, psychologists; licensed marriage and family therapists. These services are to be provided to victims and their families at no cost to the victim.

**CJD Purpose Areas**

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

## Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of counseling hours provided to survivors.	63
Number of survivors receiving counseling / therapy.	25
Number of survivors receiving crisis counseling.	325
Number of victims / survivors seeking services who were served.	325
Number of victims seeking services who were not served.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## Resolution from Governing Body

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

1. Authorization by your governing body for the submission of the application to CJD 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 CJD 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 CJD.

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

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.

Contract compliance will be monitored at least once per quarter by the project manager, command staff in the Criminal Investigation Division, the finance director, and the assistance director of finance for the city of Killeen. The project manager will draft documents/forms such as a contract, a confidential client list, a database detailing services and number of sessions provided to qualifying individuals; and a quarterly report to be submitted/reviewed by staff reference in this summary. Any deficiencies revealed during the monitoring will be documented in memorandum form, reported to the appropriate monitoring staff and addressed. Consequences for any deficiencies can include delay of payment, termination of contract, or other actions as deemed appropriate by monitoring staff. A copy of the proposed City of Killeen Management Policy and memorandum detailing specific monitoring protocol is included with this application. Files will be maintained in project manager's office.

## 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?

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?

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]:

10/1/2018

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

9/30/2019

## 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 (\$) of Federal Grant Funds:

6623765

Enter the amount (\$) of State Grant Funds:

437394

## 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 CJD grant. However, CJD 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?

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:  
9/30/2017

Equal Employment Opportunity Plan

**Compliance - AMENDED**

Review the information below to determine which section of the federal [EEOP Certification Form](#) applies to your organization. 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:

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

Requirements

- The applicant is exempt from the EEOP requirements required 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 complete **Section A** of the EEOP Certification Form and send it to 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:

- the applicant has 50 or more employees, and
- the applicant 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 complete **Section B** of the EEOP Certification Form and send it 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:  
Eva Bark, Human Resources Director 101 N. College Killeen, TX 76543

**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 complete **Section C** of the EEOP Certification Form and send it 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

#### Victim Services Information

#### Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Law enforcement

**Purpose of Award**

- Continue an OOG-funded victim project funded in a previous year

**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 Enter whole percentages only	Funds Dedicated to Crime Current Award x Percent Entered
Child Physical Abuse	0	\$0.00
Child Sexual Abuse	5	\$5,219.10
Domestic and Family Violence	50	\$52,191.02
Child Sexual Assault	0	\$0.00
Adult Sexual Assault	10	\$10,438.20
DUI/DWI Crashes	5	\$5,219.10
DUI/DWI Crashes	5	\$5,219.10
Assault	10	\$10,438.20
Adults Molested As Children	0	\$0.00
Elder Abuse	0	\$0.00
Robbery	10	\$10,438.20
Survivors of Homicide	10	\$10,438.20
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:		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget
		\$104,382.04

**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 services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

**Personal Advocacy/Accompaniment**

- 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
- 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)

#### Emotional Support or Safety Services

- Crisis Intervention (in-person, includes safety planning, etc.)
- On-scene crisis response (e.g., community crisis response)
- Individual counseling
- 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

- 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)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Law enforcement interview advocacy/accompaniment

#### 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:

#### **Types of Victimitizations**

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:

#### Types of Victimitizations

- 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 physical abuse or neglect
- Domestic and/or family violence
- DUI/DWI incidents
- Elder abuse or neglect

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

If Other is TRUE provide explanation:

Any offense, personal or property, that is associated with family violence: criminal trespass, criminal mischief, etc.

### **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.

OOG Current Budget:  
\$104,382.04

Other State Funds:  
\$0.00

Other Local Funds:  
\$0.00

Other Federal Funds:  
\$0.00

Other Non-Federal Funds:  
\$0.00

Total Victimization Program Budget:  
\$104,382.04

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:  
2

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:  
3600

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:  
5

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:  
300

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.

The Crisis Assistance Program incorporates volunteers into program services to assist with case management, victim contact, application of victim services, including immediate crisis support, and clerical duties. The Victim Services Unit of the Killeen Police Department collaborated with several local agencies with regard to the recruitment and training of volunteers each year to continue volunteer involvement in this program. The program does rely on grant funding to provide necessary training to volunteer staff.

### **Fiscal Capability Information**

#### Section 1: Organizational Information

**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

Enter the Year in which the Corporation was Founded:

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

Enter the Employer Identification Number Assigned by the IRS:

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

#### Section 2: Accounting System

**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

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:

Grant Summary

- 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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

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/%
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Personnel	Clerk	TITLE: Victims Assistance Clerk/ EMPLOYEE NAME: Vacant/ JOB DESCRIPTION: Assisting the Crime Victim Liaison with case management, direct interaction with victims, and the application of victim-centered and trauma-informed victim services/ TOTAL SALARY: \$61,582.04	\$61,582.04	\$25,922.71	\$0.00	\$0.00	\$87,504.75	100
Supplies and Direct Operating Expenses	Desktop System and Accessories (\$5,000 or less per unit)	Desktop with associated software for use by the new Victims Assistance Clerk.	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	EVET @3 each year: \$2,700; Crimes Against Women 1st year: \$1,505; Crimes Against Children 1st year: \$1,545; Texas Victims Assistance training 1st year: \$800; Lethality training @2: \$300	\$6,850.00	\$0.00	\$0.00	\$0.00	\$6,850.00	0
Personnel	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff	Trained volunteer staff that will assist the crime victim liaison with administering immediate crisis services, protective order assistance, transportation, court accompaniment, and referrals to appropriate agencies. 10 volunteer hours at the rate of \$17.28 per hour.	\$0.00	\$0.00	\$172.80	\$0.00	\$172.80	1
Supplies and Direct Operating Expenses	Laptop System and Accessories (\$5,000 or less per unit)	Laptop with software. This would be utilized by the new Victims Assistance Clerk while out in the field, away from the office.	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Contractual and Professional Services	Non-Substance Abuse-Related Case Management, Forensic Interviews, Counseling, Outpatient, and/or Treatment Services	Professional counseling provided to primary victims, secondary victims and immediate family members. Sessions per person billed at \$80.00 per session. Potential providers of service include, but are not limited to Shakinah Marion; Counseling Solutions. All are licensed professional counselors. The ideal vendor list would include as many LPCs that are willing to commit to the program, allowing for a greater opportunity of services to be provided. Agency will contract individual counselors.	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Paper, pens, folders, postage, business cards and brochures, staples, adhesive tape, printer ink cartridges, pencils, notebooks, binders, highlighters, correction tape, labels, binder clips, markers, scissors, sheet protectors, stapler, paper clips, envelopes, legal pads, staple remover, dividers, organizer, desk pad, business card holder, tape, letter opener, desk tray	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00	0
Travel and Training	Out-of-State Registration Fees, Training, and/or Travel	National Organization for Victim Assistance (NOVA) @ 2: \$2,450; The venue for this conference changes year to year. Referencing this year July 22-25, 2019 Phoenix, AZ. Costs include airfare, room and board, and per Diem. This conference will offer great networking, resources and services at the national level that can be incorporated into the state and local level, and an opportunity to explore best practices for victims assistance.	\$2,450.00	\$0.00	\$0.00	\$0.00	\$2,450.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Portable printer. This would be used by the new Victims Assistance Clerk while out in the field.	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Printer. The current printer that is being used in the Crime Victim Liaison office is on the blink. This printer will replace that one when it is no longer operable.	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Emergency Services: access to emergency assistance with transportation, food, clothing, and lodging; access to emergency assistance with home repairs to ensure that victims can establish and maintain safety in their residences; immediate access to financial assistance with emergency medical care, such as the purchase of prescriptions and medical devices. Allocation of funds based on the needs of the victims.	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0

## Source of Match Information

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
Salary and benefits of Killeen Police Department Crime Victim Liaison	Cash Match	\$25,922.71
Trained volunteers	In Kind Match	\$172.80

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$26,095.51	\$25,922.71	\$172.80	\$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	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Personnel	\$61,582.04	\$25,922.71	\$172.80	\$0.00	\$87,677.55
Supplies and Direct Operating Expenses	\$23,500.00	\$0.00	\$0.00	\$0.00	\$23,500.00
Travel and Training	\$9,300.00	\$0.00	\$0.00	\$0.00	\$9,300.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$104,382.04	\$25,922.71	\$172.80	\$0.00	\$130,477.55

**Condition Of Fundings Information**

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