

RESOLUTION NO. 2019-04



STATE OF TEXAS

§

IN THE COMMISSIONERS COURT

COUNTY OF COMAL

§

**A RESOLUTION BY THE COMMISSIONERS COURT OF COMAL COUNTY, TEXAS AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION UNDER THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM THROUGH THE OFFICE OF THE GOVERNOR IN THE AMOUNT OF \$129,533.19, TO SUPPORT THE SALARY OF A CRIME VICTIM LIAISON.**

**WHEREAS**, the Commissioners Court of Comal County finds it in the best interest of the citizen's of Comal County, Texas, that the Crime Victim Liaison Project be operated for the 2020 Grant Year through the Office of the Sheriff; and

**WHEREAS**, the Commissioners Court of Comal County understands that if awarded, the project period of performance will be from October 1, 2019 to September 30, 2021; and

**WHEREAS**, the Commissioners Court of Comal County understands that of the total project cost of \$129,533.19, only 80 percent, \$103,626.55, will be reimbursed; and

**WHEREAS**, the Commissioners Court of Comal County agrees to provide a 20 percent match in the amount of \$25,906.64, for the said project as required by the General Victim Assistance Direct Services Program grant application; and

**WHEREAS**, the Commissioners Court of Comal County agrees that in the event of loss or misuse of the Office of the Governor funds, the Commissioners Court of Comal County assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS**, the Commissioners Court of Comal County designates County Judge, Sherman Krause, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**NOW THEREFORE BE IT RESOLVED** that the Commissioners Court of Comal County approves submission of the grant application for the FY20 General Victim Assistance Direct Services Program to the Office of the Governor.

**ADOPTED BY THE UNANIMOUS VOTE OF THE COMAL COUNTY COMMISSIONERS COURT on this the 14<sup>th</sup> of February, 2019.**

\_\_\_\_\_  
SHERMAN KRAUSE, COUNTY JUDGE

\_\_\_\_\_  
DONNA ECCLESTON  
COUNTY COMMISSIONER, PCT. 1

\_\_\_\_\_  
SCOTT HAAG  
COUNTY COMMISSIONER, PCT. 2

\_\_\_\_\_  
KEVIN WEBB  
COUNTY COMMISSIONER, PCT. 3

\_\_\_\_\_  
JEN CROWNOVER  
COUNTY COMMISSIONER, PCT. 4

ATTEST: \_\_\_\_\_  
BOBBIE KOEPP, COUNTY CLERK

**Agency Name:** Comal County

**Grant/App:** 3558102 **Start Date:** 10/1/2019 **End Date:** 6/30/2020

**Project Title:** Crime Victim Liaison

**Status:** Application Pending Submission

### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460017753004

#### **Application Eligibility Certify:**

Created on: 1/9/2019 8:47:12 AM By: Michele Valadez

### **Profile Information**

**Applicant Agency Name:** Comal County

**Project Title:** Crime Victim Liaison

**Division or Unit to Administer the Project:** Office of the Sheriff

**Address Line 1:** 150 N. Seguin Ave.

**Address Line 2:** Suite 201

**City/State/Zip:** New Braunfels Texas 78130-5161

**Start Date:** 10/1/2019

**End Date:** 6/30/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Alamo Area Council of Governments

**Headquarter County:** Comal

**Counties within Project's Impact Area:** Comal

#### **Grant Officials:**

##### **Authorized Official**

**Name:** Sherman Krause

**Email:** krause@co.comal.tx.us

**Address 1:** 150 N. Seguin

**Address 1:**

**City:** New Braunfels, Texas 78130

**Phone:** 830-221-1100 Other Phone:

**Fax:**

**Title:** The Honorable

**Salutation:** Judge

**Position:** County Judge

##### **Project Director**

**Name:** Michael Smith

**Email:** smithm@co.comal.tx.us

**Address 1:** 3005 W. San Antonio Street

**Address 1:**

**City:** New Braunfels, Texas 78130

**Phone:** 830-620-3400 Other Phone:

**Fax:** 830-608-2082

**Title:** Mr.

**Salutation:** Lieutenant

**Position:** Operations Lieutenant

##### **Financial Official**

**Name:** Michele Valadez  
**Email:** valadm@co.comal.tx.us  
**Address 1:** 150 N. Seguin  
**Address 1:** Suite 201  
**City:** New Braunfels, Texas 78130  
**Phone:** 830-221-1212 Other Phone:  
**Fax:** 830-620-5592  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grants Administrator

#### **Grant Writer**

**Name:** Michele Valadez  
**Email:** valadm@co.comal.tx.us  
**Address 1:** 150 N. Seguin  
**Address 1:** Suite 201  
**City:** New Braunfels, Texas 78130  
**Phone:** 830-221-1212 Other Phone:  
**Fax:** 830-620-5592  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grants Administrator

### **Grant Vendor Information**

**Organization Type:** County  
**Organization Option:** applying to provide direct services to victims only  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460017753004  
**Data Universal Numbering System (DUNS):** 098824758

### **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.

Comal County Criminal Sheriff's Office is committed to the provision of culturally relevant, victim-centered services for victims of violence. Our trained personnel recognize the needs of the victims and are sensitive to the fact that those needs may be different depending of cultural diversity. In dealing with victims of crimes that are inherently personal by nature, it is extremely important for our Crime Victim Liaison (CVL) to recognize that every victim processes feelings differently and what may be comforting to one, may be offensive to another. Our CVL relates to victims on a personal level to better understand what each victim needs on a case-by-case basis.

##### **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.

Victim referrals are received from several sources. Primarily, the Crime Victim Liaison (CVL) information is provided on-scene by patrol deputies to the victim. In addition, the CVL actively seeks out victims by generating reports within the County's Odyssey software program and the departments Reporting Management System. The CVL also reviews all daily pass-ons generated by Patrol Supervisors through interagency emails, which summarize the major incidents that occurred during each patrol shift. Currently, when the CVL receives a referral or identifies a victim of a violent crime, a Face Sheet is completed. The Face Sheet is a form filled out manually, recording victim information (gender, phone, address, etc.), case information (status, detective, type of crime, etc.), resource information (CVC, counseling, Victim Rights, VINE, etc.), and contact log. Information from that Face Sheet then gets input into a data tracking spreadsheet. As contact is made with each victim (in person/by phone), the CVL informs the victim of his/her rights and identifies and determines, with the guidance and input from the victim, those resources and referrals which would be helpful to the victim. The CVL informs the victim of any information in reference to their case and case status.

#### **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.

**Crime Victims' Compensation**

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

### **Community Efforts**

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

### **Civil Rights Information**

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

### **Victims of Federal Crime**

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

### **No Charge**

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

### **Effective Services**

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

### **Compliance with State and Federal Laws, Programs and Procedures**

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

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2021 or the end of the grant period, whichever is later.

### **Civil Rights Liaison**

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

Enter the Name of the Civil Rights Liaison:

Jennifer Tharp

Enter the Address for the Civil Rights Liaison:

150 N. Seguin Road, Suite 307, New Braunfels TX 78130

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

(830) 221-1300

## 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 :

As in many areas within Texas, Comal County has become one of the fastest growing counties in the nation, and with this growth has seen a drastic increase in cases related to domestic violence, sexual assault, stalking and dating violence. It is important that Comal County address domestic violence head on. One of the first steps is getting the victims of family violence, sexual assault, stalking and dating violence, the protection they need through dedicated investigation of cases and follow-through with protective orders, which then allows the arrest of violating offenders. This project will continue to provide a dedicated Crime Victim Liaison (CVL) to assist victims of violent crimes such as domestic violence and sexual assault. The CVL assists the victims from the first interaction. The CVL will protect and advocate the rights of victims, provide the necessary information for referrals, assist with crime victim's compensation and help prevent further victimization. The CVL will also act as a liaison between victims, family members of victims, victim advocates, various service providers and law enforcement. In addition, the CVL will continue to have a close working relationship with the victims, social service organizations, crime advocates, the District Attorney, law enforcement (i.e. Sexual Assault/Domestic Violence Detective) and our agency crime analyst. This unified team promotes a victim centered approach and can ensure a higher level of communication between all victim services, which in-turn allows the CVL to assist the victim in obtaining the services he or she requires for restoration.

## Problem Statement :

Throughout the State of Texas, family violence takes a toll on individuals, families, communities, and public institutions, such as law enforcement, courts, hospitals, and schools. Texas has been a leader in the movement to keep families safe, but family violence continues to endanger Texas women, children, and families. Law enforcement agencies recognize the nexus between domestic violence and other violent crimes. A recent example of this has hit close to home when a gunman in the recent church shooting in Sutherland Springs, Texas, had a documented history of domestic violence. Investigators found that the gunman had been given a bad conduct discharge from the Air Force after pleading guilty to assaulting his first wife and stepson. This is a real-life example of how domestic violence often spill out into public spaces. Victims of family violence in Texas rely on one of the nation's largest networks of victim services to meet a myriad of both urgent and long-term needs. Making a network of this scope and reach truly effective for victims of family violence requires significant effort to establish and reinforce connections across complex systems. As in many areas, Comal County has become one of the fastest growing counties in the nation, and with this growth has seen a drastic increase in cases related to domestic violence, sexual assault, stalking and dating violence. It is important that Comal County address domestic violence head on. One of the first steps is getting the victims of family violence, sexual assault, stalking and dating violence, the protection they need through dedicated investigation of cases and follow-through with protective orders, which then allows the arrest of violating offenders. Prior to implementing this project, the Comal County Sheriff's Office did not have a Crime Victim Liaison (CVL) to assist victims of violent crimes. The department had 11 full time detectives handling on average 2,500 criminal cases of all offense types reported a year and did not promote a victim-centered approach, but instead due to constraints, emphasized quickly closing cases. Also, victims may have experienced repeated contacts with different detectives which causes a problem that forces the victim to recount their story a number of times, which may be traumatizing. The victim should not have to deal with more than one detective, and efforts should be made to ensure the victim does not have to answer the same questions repeatedly. In 2017, the Comal County Sheriff's Office shifted to the methodology of assigning a specialized detective to focus solely in the area of domestic violence, of which, the position became inundated with an ever-increasing encumbrance of domestic violence cases. This focus quickly revealed that a single position (detective) specializing in the area of domestic violence is not sufficient and lacks a concentration in sexual assault and or victim assistance. In 2018, our office had a total of 1,728 cases actively assigned to detectives with the remainder being patrol cleared cases. Unfortunately, the prioritization of cases and investigations were directly related to the seriousness of the case. By the end of 2018, we made the shift to promote a victim-centered approach and began implementing two grant projects: Sexual Assault/Domestic Violence (SADV) Detective and a Crime Victim Liaison

(CVL). The Sexual Assault/Domestic Violence (SADV) Detective has been dedicated to domestic violence and sexual assault cases. Together the three positions have a close working relationship with the victims, social service organizations, crime advocates, the District Attorney, and our agency crime analyst. While this method is still new (11.2018 – current), we believe that this unified team promotes a victim centered approach and can ensure a higher level of communication between all victim services, which in-turn allows the detective to assist the victim in obtaining the services he or she requires for restoration.

## **Supporting Data :**

As in many areas within Texas, Comal County has become one of the fastest growing counties in the nation, and with this growth has seen a drastic increase in cases related to domestic violence, sexual assault, stalking and dating violence. It is important that Comal County address domestic violence head on. One of the first steps is getting the victims of family violence, sexual assault, stalking and dating violence, the protection they need through dedicated investigation of cases and follow-through with protective orders, which then allows the arrest of violating offenders. In the first 45 days of this grant, our Crime Victim Liaison (CVL) has assisted 31 victims of adult physical assault, 2 victims of adult sexual assault, 1 victim of child physical abuse, 4 victims of child sexual abuse/assault, 17 victims of domestic/family violence, 2 victims of elder abuse/neglect, 3 victims of stalking/harassment, 3 victims of court order violations, and 5 victims of other crimes (reckless conduct, theft, criminal mischief, adult indecent exposure). We understand that data collected from law enforcement entities such as the Sheriff's Office and that of victim service organizations regarding crimes such as domestic violence, sexual assault, stalking and dating violence, as well as potential victims, often look very different from one another. Our data may not reflect the full scope of the epidemic because many types of violent crimes occur under conditions that go unnoticed and are significantly underreported to law enforcement. Therefore, the Comal County Sheriff's Office shifted to a victim-centered approach to better assist the cases that are reported. According to the Office for Victims of Crime, a victim-centered approach is defined as the systematic focus on the needs and concerns of a victim to ensure the compassionate and sensitive delivery of services in a nonjudgmental manner. A victim-centered approach seeks to minimize re-traumatization associated with the criminal justice process by providing the support of victim advocates and service providers, empowering survivors as engaged participants in the process, and providing survivors an opportunity to play a role in seeing their perpetrator brought to justice. The Office for Victims of Crime also states, service provider and law enforcement partnerships are crucial to the provision of a comprehensive and victim-centered response. The CVL acts as the link between service provider and law enforcement partnerships. In addition to a victim-centered approach and sensitivity during interviews, the improved response to sexual assault cases by police are linked to increased transparency, meaningful accountability for investigations, leadership, training, and public outreach to encourage reporting. Ideally our comprehensive effort would include organizations with expertise in reaching targeted populations in culturally sensitive and linguistically correct ways, as well as those with expertise in law enforcement, the legal system, trauma, emotional bonding, climate of fear, and other circumstances.

## **Project Approach & Activities:**

Our project approach of avoiding victim re-traumatization, increasing the safety of all, and increasing the effectiveness and efficiency of interactions with victims is currently and continually being developed. Successful prosecution and a shift to promote a victim-centered approach will result in a stronger deterrent to the offender as well as to the public because it demonstrates to the community our commitment to end domestic violence and sexual assault crimes. Currently, the Crime Victim Liaison (CVL) receives a referral or identifies a victim of a violent crime, a Face Sheet is completed. The Face Sheet is to record victim information (gender, phone, address, etc.), case information (status, detective, type of crime, etc.), resource/referral information (CVC, counseling, Protective Order, Victim Rights, VINE, etc.), and a contact log. Information from that Face Sheet then gets input into a data tracking spreadsheet. As contact is made with each victim (in person/by phone), the CVL informs the victim of his/her rights and identifies and determines, with the guidance and input from the victim, those resources and referrals which would be helpful to the victim. The CVL informs the victim of any information in reference to their case and case status. The CVL will discuss victimization, ways to prevent further victimization, and print helpful material in order to establish and assist the victim in restoring a sense of emotional well-being. The CVL assists with protective order application paperwork and submits it to the District Attorney's Office. The CVL assists victims with registering for VINE (Offender and Court event updates) and applying for Crime Victims Compensation funds and submits the application to Texas Attorney General's Office. The CVL also works in conjunction with the detectives to assist with victim questions.

## **Capacity & Capabilities:**

Comal County Sheriff's Office is a full-service law enforcement agency consisting of 145 sworn law enforcement personnel and 130 civilian personnel. A total of 12 full time detectives handle on average 2,500 criminal cases of all offense types reported a year. Our office serves approximately 575 square miles. As an agency, we strive to



implement current technological and investigative practices for the successful prosecution of the cases we receive. This project is another example of ways that we are willing to improve our thoroughness in regards to domestic violence and sexual assaults within Comal County. In addition to a victim-centered approach and sensitivity during interviews, the improved response to sexual assault cases by police can be linked to increased transparency, meaningful accountability for investigations, leadership, training, and public outreach to encourage reporting. The theme for the 2018 National Crime Victims' Rights Week (NCVRW) was "Expand the Circle: Reach All Victims," which addresses how those responsible for crime-victims services can better ensure that every crime victim has access to services and support, as well as how professionals, organizations, and communities can cooperate in reaching all victims. Our comprehensive effort will include organizations with expertise in reaching targeted populations in culturally sensitive and linguistically correct ways, as well as those with expertise in trauma, emotional bonding, climate of fear, and other circumstances. We will work in conjunction with the Crisis Center of Comal County, the Children's Advocacy Center of Comal County, the newly formed SARRT Team of Comal County, the Texas Department of Family and Protective Services, the Texas Crime Victims Compensation Coordinator, and the Comal County Multi- Disciplinary Team. Our methodologies, approaches, and activities will help improve the relationship with law enforcement and the victims in all phases of the domestic violence and sexual assault cases from date of incident to date of the final disposition of the case.

### **Performance Management :**

The Comal County Sheriff's Office will measure the success of this project through accurate report logging and data management. The Crime Victim Liaison (CVL) is paired with our agency Crime Analyst who will assist in compiling and creating quarterly reports detailing the number and occurrences of cases reviewed, victims served, and types of crimes assistance was provided to by the Comal County Sheriff's Office. The goal of the project is to establish a more accurate documentation and reporting system specifically designed for crime victims tracking. To date, two victim documentation systems have been created by the CVL and the Crime Analyst, a Face Sheet and the a data tracking spreadsheet. Each victim contact made is recorded on a Face Sheet. Information from the Face Sheet is input into the the spreadsheet at the end of the day, no later than the following morning. The Face Sheet is useful in recording detailed information that is gathered at the initial time a victim is contacted. The spreadsheet is useful for completing data needed for reporting purposed. Prior to the implementation of this grant project, the Comal County Sheriff's Office has never taken the specific approach of assigning a Crime Victim Liaison to assist victims of violent crime. We feel this approach will establish better documentation, reporting, increase arrest, increase prosecution rates, and a supportive relationship between the detective and the victim. The two specific measures that will most accurately depict the success of the program are the number of victims assisted and the types of crimes associated with them. An increase in the number of request for our CVL to be involved may also be a successful indicator as it could be indicative of a perception shift within our community. Also, the Comal County Sheriff's Office will measure the success of this project by numbers of cases received and contact made with each victim. By the end of the grant cycle the Criminal Investigations Division's goal is to provide victim service resources to every victim reported to Comal County Sheriff's Office. Measurement of this goal will be by reviewing contacts made with each victim, number of victims who wish to prosecute their cases, and victim compensation applications completed compared with current numbers.

### **Data Management:**

The Comal County Sheriff's Office will establish a direct relationship between the Crime Victim Liaison, the agency crime analyst, and the District Attorney's office. Together with our agency administration, the team will establish a more accurate data management and statistical reporting system than we currently have available. In the process of creating this more accurate data management system the team will provide suggestions to our agency administration on how to improve the reporting process at the patrol level. The new data set will be used to compare the number of victims served and the types of crimes associated with them to future program years.

### **Target Group :**

This project is targeting victims of domestic violence, stalking, sexual assault and dating violence. For 2018, the Sheriff's Office had 169 domestic violence cases, 66 sexual assault cases, and 4 stalking cases. Most victims are self-reporting using our office's 911 emergency system or non-emergency phone lines and are referred to the Crime Victim Liaison (CVL) by patrol deputies. The CVL will also actively seeks out victims by generating reports within the County's Odyssey software program and the departments Reporting Management System. The CVL will also reviews all daily pass-ons generated by Patrol Supervisors through interagency emails, which summarize the major incidents that occurred during each patrol shift. Based on Comal County's projected demographic make-up, it is estimated that applicants would be 67.7% white, non-Hispanic; 27.5% Hispanic or Latino; and 2.4% black.

## Evidence-Based Practices:

Law enforcement agencies are required to designate a crime victim liaison within their agency to assist with providing victims with information and notification detailed in the Texas Code of Criminal Procedure, Chapter 56. Up until the filling of this requested position, the Comal County Sheriff's Office has designated a criminal detective as the Liaison. We will meet the needs set forth in the Best Practices Guidelines: Crime Victim Services by the Minnesota Department of Public Safety Office of Justice Programs in November 2010. These best practices include: 1. Understand the history of justice systems biases and their possible impact on victims and cases, and work with victims and systems to minimize their effects; 2. Understand and explain how the justice system works and the continuum of justice options, including restorative justice; 3. Provide assistance in making informed choices; 4. Provide support throughout all processes including those involving other systems (e.g., child/adult protection, medical, etc.); 5. Ensure victims' statutory rights are upheld; 6. Develop and implement a protocol addressing cross-jurisdictional issues; 7. Assist in pursuing criminal and civil orders; 8. Assist victims in accessing justice system partners as resources; 9. Assist in accessing legal resources as appropriate; 10. Inform victims of the implications when law enforcement and prosecution work toward making a chargeable case whether or not the victim agrees; 11. Inform victims of the discretion afforded law enforcement agencies and prosecutors, and the role victims have in the criminal justice system; 12. Ensure that victim's input and objections are communicated to the prosecutors; and 13. Assist in developing policies and procedures to ensure that victims' rights are upheld. [https://www.ovc.gov/pubs/InnovativePractices/Practices\\_Best%20practices%20guidelines-508.pdf](https://www.ovc.gov/pubs/InnovativePractices/Practices_Best%20practices%20guidelines-508.pdf) at 9-10.

## 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
Crisis Services	100.00	Emergency services provided to help victims during the crisis phase. Typical services include crisis counseling, phone and in-person information and/or referrals, accompaniment, advocacy/referral for all necessary crisis procedures (medical, law enforcement, legal, shelter, etc.), referral for emergency financial assistance, crime victim compensation filing, etc.

#### 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 survivors receiving crisis counseling.	120
Number of victims / survivors seeking services who were served.	300
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.

N/A

### Lobbying

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

- 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]:

1/1/2019

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

12/31/2019

### 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:

190159

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

1349836

### 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:

### Equal Employment Opportunity Plan Compliance

Review the information below and complete either Section A, B, or C of the federal [EEO Certification Form](#). The completed form must be sent to the Office of Civil Rights, Office of Justice Programs email address at [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov). *The document must have the following title: EEO Certification.* For more information and guidance on how to complete and submit the form, please see the instructions attached at the bottom of the EEO Certification Form.

### 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:

Jerri Herringger, HR Director - 1297 Church Hill Drive, Suite 206, New Braunfels, TX 78130

**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

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

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**

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

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

Select the appropriate response:

- Yes
- No



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

Select the appropriate response:

- Yes
- No

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

Select the appropriate response:

- Yes
- No

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

Enter your explanation:

### Section 3: Financial Capability

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

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

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

Select the appropriate response:

- Yes
- No

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

Enter your explanation:

### Section 4: Budgetary Controls

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

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

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

- Yes
- No

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

- Yes
- No

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

Enter your explanation:

### Section 5: Internal Controls

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

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

Select the appropriate response:

- Yes
- No

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

Select the appropriate response:

- Yes
- No

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

Enter your explanation:

### Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND	GPI	TOTAL	U
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					<b>MATCH</b>			
Travel and Training	In-State Registration Fees, Training, and/or Travel	Crimes Against Women Conference (Dallas, TX) (April 2020 & April 2021) \$350x2 for registration/ \$300x2 Hotel / \$300x2 Travel (Per Diem). Travel Total: \$1,900	\$0.00	\$1,900.00	\$0.00	\$0.00	\$1,900.00	
Travel and Training	In-State Registration Fees, Training, and/or Travel	Crimes Against Children Conference (Dallas, TX) (August 2020 & August 2021) \$350x2 for registration/ \$300x2 Hotel / \$300x2 Travel (Per Diem). Travel Total: \$1,900	\$0.00	\$1,900.00	\$0.00	\$0.00	\$1,900.00	
Personnel	Intern, Mentor, Service Provider, Student Worker, and/or Support Staff	Crime Victim Liaison Volunteer: Under direct supervision by the Crime Victim Liaison, the volunteer position will assist victims of crime, protect and advocate the rights of victims, provide necessary information, and prevent further victimization. The duties of this	\$0.00	\$0.00	\$5,600.00	\$0.00	\$5,600.00	

		volunteer position are primarily focused on crime victim services, with occasional administrative duties. In-kind salary projection is \$10/hr for 10 hours a week for a max of 560 hours = \$5,600.					
Personnel	Liaison	<p>Personnel Budget Detail:(#4006 - T. Bryan) (Total - \$120,133.19) •</p> <ul style="list-style-type: none"> <li>• Base Salary - \$85,006.86 •</li> <li>• FICA - \$6,503.03</li> <li>• Hospitalization - \$18,728.50</li> <li>• Retirement - \$9,469.76</li> <li>• Workers Comp - \$255.02</li> <li>• Unemployment – \$170.01.</li> </ul> <p>General Responsibilities: Under general supervision, assists victims of crime, protects and advocates the rights of victims, provides necessary information, and prevents further victimization. The Crime Victim Liaison, a legislatively mandated position, is also tasked with</p>	\$103,626.55	\$16,506.64	\$0.00	\$0.00	\$120,133.19

		<p>helping to ensure crime victims and their families are aware of their rights in accordance with the Texas Code of Criminal Procedure, Chapter 56, Subchapter A, Crime Victims' Rights, and Subchapter B, Crime Victim's Compensation. The Crime Victim Liaison will also act as a liaison between victims, family members of victims, victim advocates, various service providers and law enforcement. The duties of this position are primarily focused on crime victim services, with occasional administrative duties.</p>					
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**Source of Match Information**

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
Cash Match from Sheriff's Office Budget - General Fund	Cash Match	\$20,306.64

In-Kind - Volunteer Services	In Kind Match	\$5,600.00
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**Summary Source of Match/GPI :**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$25,906.64	\$20,306.64	\$5,600.00	\$0.00	\$0.00

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$103,626.55	\$16,506.64	\$5,600.00	\$0.00	\$125,733.19
Travel and Training	\$0.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$103,626.55	\$20,306.64	\$5,600.00	\$0.00	\$129,533.19

**Condition Of Fundings Information**

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