



## Memorandum

**To:** Galveston County Commissioners Court  
**From:** Professional Services – Grants Division  
**Court Date:** December 8<sup>th</sup>, 2025  
**RE:** District Attorney's Office – FY26 Victim Assistance Coordinator and Outreach Project Grant Award

### Background

The Office of the Governor – Criminal Justice Division (CJD) provides grant funding to support services and direct assistance to victims of crime, helping to speed recovery and guide them through the criminal justice process.

Since 2012, Galveston County has provided comprehensive services to victims of violent crimes through support from the Victims of Crime Act (VOCA) grant program administered by CJD. These funds allow the County to employ staff and coordinate volunteers who collectively assist approximately 1,800 victims each year as they navigate court and criminal proceedings.

### Summary

The Galveston County Victim Assistance Coordinators and volunteers provide a range of services to victims, including:

- Crisis counseling and emotional support;
- Assistance with protective orders and Victims Compensation claims;
- Development of individualized safety plans; and
- Court accompaniment and ongoing advocacy throughout legal proceedings.

These services ensure victims and their families receive continuous support during one of the most challenging periods of their lives.

### Financial Summary

County Contribution:	\$33,862.40
Grant Award:	<u>\$133,891.85</u>
Project Total:	\$167,754.25



### **Recommendations**

Professional Services requests that the Court consider acceptance of the FY 2026 VOCA grant for the Victim Assistance Coordinator and Outreach Project, awarded by the Office of the Governor, Criminal Justice Division.

### **Documents for Wet Signature**

☐ None

## Statement of Grant Award (SOGA)

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Texas Grant Management Standards (TxGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

<b>Grant Number:</b>	2550012	<b>Award Amount:</b>	\$133,891.85
<b>Date Awarded:</b>	10/31/2025	<b>Grantee Cash Match:</b>	\$33,862.40
<b>Grant Period:</b>	10/01/2025 - 09/30/2026	<b>Grantee In Kind Match:</b>	\$0.00
<b>Liquidation Date:</b>	12/29/2026	<b>Grantee GPI:</b>	\$0.00
<b>Program Fund:</b>	VA-Victims of Crime Act Formula Grant Program	<b>Total Project Cost:</b>	\$167,754.25
<b>Grantee Name:</b>	Galveston County		
<b>Project Title:</b>	Victims Assistance Coordinator and Outreach Project		
<b>Grant Manager:</b>	Thomas Adams		
<b>Unique Entity Identifier (UEI):</b>	DRP9KU1PVJN4		
<b>CFDA:</b>	16.575 - Victims of Crime Act Formula Grant Program		
<b>Federal Awarding Agency:</b>	U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime		
<b>Federal Award Date:</b>	9/17/2025		
<b>Federal/State Award ID Number:</b>	15POVC-25-GG-00366-ASSI		
<b>Total Federal Award/State Funds Appropriated:</b>	\$113,501,217.00		
<b>Pass Thru Entity Name:</b>	Texas Office of the Governor – Criminal Justice Division (CJD)		
<b>Is the Award R&amp;D:</b>	No		

**Federal/State Award  
Description:**

This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the State to local community-based organizations that provide direct services to crime victims

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**Agency Name:** Galveston County

**Grant/App:** 2550012 **Start Date:** 10/1/2025 **End Date:** 9/30/2026

**Project Title:** Victims Assistance Coordinator and Outreach Project

**Status:** Pending AO Acceptance of Award

### **Eligibility Information**

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

17460009081010

### **Application Eligibility Certify:**

Created on:12/23/2024 11:55:55 AM By:Mark Henry

### **Profile Information**

**Applicant Agency Name:** Galveston County

**Project Title:** Victims Assistance Coordinator and Outreach Project

**Division or Unit to Administer the Project:** Galveston County

**Address Line 1:** 722 Moody

**Address Line 2:** 2nd Floor

**City/State/Zip:** Galveston Texas 77550-2317

**Start Date:** 10/1/2025

**End Date:** 9/30/2026

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

**Headquarter County:** Galveston

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

### **Grant Officials:**

#### **Authorized Official**

**Name:** Mark Henry

**Email:** mark.henry@co.galveston.tx.us

**Address 1:** 722 Moody

**Address 1:**

**City:** Galveston, Texas 77550

**Phone:** 409-766-2244 Other Phone: 409-765-2639

**Fax:** 409-766-4582

**Title:** The Honorable

**Salutation:** Judge

**Position:** County Judge

#### **Financial Official**

**Name:** Sergio Cruz

**Email:** sergio.cruz@galvestoncountytexas.gov

**Address 1:** 722 Moody Avenue

**Address 1:** 4th Floor

**City:** Galveston, Texas 77550

**Phone:** 409-770-5398 Other Phone:

**Fax:**

**Title:** Mr.

**Salutation:** Mr.

**Position:** County Auditor

### **Project Director**

**Name:** Mary Pitts

**Email:** mary.pitts@galvestoncountytexas.gov

**Address 1:** 722 Moody Ave, 3rd Floor

**Address 1:**

**City:** Galveston, Texas 77550  
**Phone:** 409-770-5207 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grant Administrator

**Grant Writer**

**Name:** Ambar Marenco-Lazzaro  
**Email:** ambar.lazzaro@galvestoncountytexas.gov  
**Address 1:** 600 59th Street  
**Address 1:** Ste. 1001  
**City:** Galveston , Texas 77551  
**Phone:** 409-770-5124 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Chief Victim's Assistance Coordinator

**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):** 17460009081010  
**Unique Entity Identifier (UEI):** DRP9KU1PVJN4

**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.

**Culturally Specific and Underserved Populations**

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 as defined by 34 USC § 12291 (a)(46) or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services as defined by 34 USC § 12291(a)(9) designed to meet the specific needs of the target population in order to justify a YES response in the section below.)

☐ Yes

☒ No

**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:

### **Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

### **Forensic Medical Examination Payments**

Health care facilities shall conduct a forensic medical examination of a victim of an alleged sexual assault if the victim arrived at the facility within 120 hours after the assault occurred and the victim consents to the examination. The victim is not required to participate in the investigation or prosecution of an offense as a condition of receiving a forensic medical examination, nor pay for the forensic examination or the evidence collection kit. Crime Victim Compensation funds may be used to pay for the medical portion of the exam unless the victim of sexual assault is required to seek reimbursement for the examination from their insurance carrier. If a health care facility does not provide diagnosis or treatment services for sexual assault victims, the facility is required to refer the victim to a facility that provides those services.

### **Confidentiality and Privacy**

Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or, reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

### **Activities that Compromise Victim Safety and Recovery**

Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

### **Polygraph Testing Prohibition**

A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.

### **Protection Orders**

Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protections.

### **Offender Firearm Prohibition**

The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC § 992(g)(8) and (g)(9).

### **Criminal Charges**

In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.

### **Cybersecurity Training Requirement**

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Government](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the [Texas Department of Information Resources Statewide Cybersecurity Awareness Training](#) page.

### **Criminal History Reporting**

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the

Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

### **Uniform Crime Reporting (UCR)**

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

### **Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses**

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

### **Immigration Legal Services**

PSO prioritizes funding of projects that provide a full spectrum of counseling, crisis services, and other direct victim services. PSO will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.

### **Legal Representation in Divorce and Custody Cases**

PSO limits eligibility for legal representation in divorce and custody cases to circumstances where the survivor has been directly victimized by intimate partner violence (IPV) within the last six (6) months. This may include physical violence, sexual violence, stalking, and psychological aggression (including coercive tactics) by a current or former intimate partner against the survivor or survivor's kin sharing the residence. Additionally, legal services in divorce and custody cases funded under this award are limited to emergency order assistance, safety planning, client representation in divorce or guardianship proceedings, and other family law matters directly resulting from the victimization. Through acceptance of this award, grantee agrees that reimbursement for divorce and custody-related legal services will be limited to circumstances listed above.

### **Discrimination**

Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.

### **Records**

Applicant agrees to maintain daily time and attendance records specifying the time devoted to allowable victim services.

### **Volunteers**

If awarded VOCA funds, applicant agrees to use volunteers to support either the project or other agency-wide services/activities, unless PSO determines that a compelling reason exists to waive this requirement.

### **Crime Victims' Compensation**

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

### **Community Efforts**

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



organization to receive these funds, but are not activities that can be supported with these funds.

**Civil Rights Information**

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

**Victims of Federal Crime**

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

**No Charge**

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

**Effective Services**

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

**College Campus Confidential Direct Services Providers**

All personnel compensated through OOG or match funds are Confidential Direct Service Providers that maintain victim's confidentiality for all case information (written or oral) and share information only at the victim's request and with the victim's informed consent, except when release of information is required by law. Confidential Direct Service Providers compensated with grant funds shall not be required to disclose client or case information to any entity, including a campus Title IX officer or coordinator, except when release of information is required by law. A victim may not be coerced or required to file a report or disclose information regarding their victimization with any entity as a condition of receiving services from a Confidential Direct Service Provider.

Failure to comply with this certification may result in PSO, at its sole discretion, withholding reimbursement on personnel line items contained in the program budget until satisfactory evidence of compliance is provided.

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

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

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to PSO and is active until August 31, 2026 or the end of the grant period, whichever is later.

**Non-profit Organizations:** Each non-profit 501(c)(3) organization must certify that it does not have, and will continue not to have any policy, procedure, or agreement (written or unwritten) that in any way encourages, induces, entices, or aids any violations of immigration laws. Additionally, the organization certifies that it does not have in effect, purport to have in effect, and is not subject to or bound by any rule, policy, or practice (written or unwritten) that would: (1) encourage the concealment, harboring, or shielding from detection of fugitives from justice or aliens who illegally came to, entered, or remained 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, the organization certifies that it will not adopt, enforce, or endorse a policy which prohibits or materially limits the enforcement of immigration laws, and will not, as demonstrated by pattern or practice, prohibit or materially limit the enforcement of immigration laws.

Each non-profit organization must download, complete and then upload into eGrants the [CEO/NGO Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements.

### **Equal Employment Opportunity Plan (EEO Plan)**

If awarded, applicant agrees to comply with the Equal Employment Opportunity Program (EEOP) requirements per 28 C.F.R. § 42 Subpart E. Agencies may use the EEO Utilization Report Builder to assist with preparing Verification Forms and, if required, Utilization Reports.

### **Employment of Advocates for Sexual Assault**

Will this project use grant funds to support the employment of Advocates for Sexual Assault as defined by Chapter 420, section 420.051 of the Texas Government Code?

☐ Yes

☒ No

If yes, have those advocates completed a sexual assault training program certified by the Attorney General?

☐ Yes

☒ No

☐ N/A

### **Civil Rights Liaison**

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

Enter the Name of the Civil Rights Liaison:

Rebecca Gilliam

Enter the Address for the Civil Rights Liaison:

722 Moody Avenue, 3rd Floor, Human Resources, Galveston, Texas 77550

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

409-770-5346

### **Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

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

### **Project Abstract :**

The Galveston County District Attorney's Office seeks continued funding to support the Victim Assistance Coordinator and an Outreach Coordinator Project to improve services for crime victims in our community. These roles will provide essential help, including emotional support, safety planning, connecting victims to resources, and guiding them through the criminal justice system. The Victim Assistance Coordinator and Outreach Coordinator will work closely with victims, helping them apply for financial assistance, prepare victim impact statements, screen for protective orders, and receive support during court proceedings. The project will also focus on raising community awareness so that victims from all backgrounds know about available services. By building partnerships with local organizations, the project will make it easier for victims to access the support they need. These efforts will address victims' immediate needs, promote healing, and help them move forward, with a strong focus on providing inclusive and culturally sensitive care to ensure all victims feel supported and valued.

### **Problem Statement :**

The Victim Assistance Coordinator and Outreach Coordinator project is designed to provide vital support for crime victims who often face serious challenges in getting the help they need. Many victims struggle with emotional trauma, safety concerns, and financial difficulties while trying to navigate the complicated criminal justice system. These challenges are even greater for underserved groups, such as non-English speakers, minorities, and people in rural or low-income areas, who may not know about available resources or face cultural and systemic barriers to accessing them. Without accessible and culturally sensitive services, many victims feel alone and unsupported, which can slow their recovery and make it harder for them to engage in the justice process. This project seeks to bridge these gaps by offering direct assistance and reaching out to the community. Services include emotional support, safety planning, help with legal processes, and referrals to other resources. By also increasing awareness and accessibility through outreach efforts, the project helps victims meet their immediate needs, regain stability, and begin to heal.

### **Supporting Data :**

According to the Texas Department of Public Safety (DPS), in 2024, the population of Galveston County was 373,534, with only 52,810 people living in the City of Galveston. Even though the city is the county's central hub and houses all the County and District Courts, it only represents 14% of the county's population. This means that most people living in rural or outlying areas face challenges in accessing services that are mainly concentrated in the city. In 2024, there were 6,694 reported criminal offenses in Galveston County, including 24 homicides, 244 rapes, 120 robberies, 623 aggravated assaults, and 3,812 incidents of family violence. The county also saw 547 confirmed cases of child abuse, 147 children placed in foster care, and 646 confirmed cases of elder abuse. The District Attorney's Office received approximately 340 protective order requests, issued 276 emergency protective orders, and facilitated 772 "no contact" bond conditions, showing a strong need for protective services and advocacy for victims. In fiscal year 2024, the Victim Assistance Coordinator and Outreach Coordinator project served 2,225 victims, helping 1,667 survivors navigate the legal system, providing crisis counseling to 1,061 individuals, and accompanying 245 victims to court. Despite these efforts, there are still significant gaps in services for victims of family violence, child and elder abuse, sexual assault, homicide, and human trafficking, especially in rural or underserved areas. Many victims in these areas still struggle to access legal help, safety planning, and counseling services. The project has proven essential, but there is a growing need for continued support to ensure that all victims, no matter where they live or what background they come from, can receive the help they need.

### **Project Approach & Activities:**

The Victim Assistance Coordinator and Outreach Coordinator project takes a full, victim-centered approach to tackle the challenges identified. It aims to provide accessible, culturally sensitive, and trauma-informed services to crime victims across Galveston County, especially those in more remote areas with fewer resources. The Victim Assistance Coordinator and Outreach Coordinator will offer direct help to victims by guiding them through

processes like applying for Crime Victims' Compensation, preparing victim impact statements, screening for protective orders, and accompanying them to court. They will also provide safety planning, crisis counseling, and connect victims to essential community resources to support their recovery and stability. The coordinator will collaborate closely with local law enforcement, and service providers to ensure victims are well-informed about their rights and the help available to them. Other duties will include focusing on raising awareness and making services more accessible throughout the county. This includes hosting community presentations, creating informational materials, and forming partnerships with local organizations, police departments, as well as other groups dedicated to helping victims. The outreach efforts will aim to break down cultural and systemic barriers that prevent some victims from seeking help. The coordinators will also work to reach underserved rural areas, making sure all victims, no matter where they live, have access to the support they need. Together, these efforts will reduce barriers to help, provide personalized support, and create a more informed and connected community. This ensures that victims from all walks of life receive the assistance they need to recover and begin the healing process after experiencing crime.

### **Capacity & Capabilities:**

The Galveston County District Attorney's Office has a long history of supporting crime victims through its dedicated victim services programs. As the main agency handling criminal prosecutions in the county, the office is in a unique position to help victims by offering direct support, ensuring access to justice, and working closely with law enforcement and community organizations. The Victim Assistance Coordinator and Outreach Coordinator play key roles in this effort, both filled by individuals with expertise in victim advocacy, crisis support, and community outreach. The Victim Assistance Coordinators help victims navigate the criminal justice process by assisting with Crime Victims' Compensation applications, preparing victim impact statements, screening for protective orders, and creating safety plans. This role also ensures victims receive emotional support, access to resources, and updates about their rights and case progress. The Outreach Coordinator focuses on increasing awareness of available victim services, especially in rural and underserved parts of Galveston County, through community events, educational outreach, and partnerships with local groups. The District Attorney's Office works closely with law enforcement, healthcare providers, and non-profits to ensure victims have access to the resources they need. These partnerships make it easier to connect victims to services and ensure the support provided is respectful of diverse cultural needs. The office also has a strong track record of managing grant-funded projects, with systems in place to track results and meet all funding requirements. As the main prosecuting agency in Galveston County, the District Attorney's Office is well-equipped to address the gaps in victim services identified in the community. With its experience, resources, and partnerships, the office is ready to carry out the proposed project to help crime victims feel safer, more stable, and supported on their path to recovery.

### **Performance Management :**

The Galveston County District Attorney's Office will measure the success of the Victim Assistance Coordinator and Outreach Coordinator project by assessing how well it meets its goals and objectives. The main goal is to provide timely, effective, and culturally sensitive support to crime victims, helping them navigate the justice system and begin their recovery. Objectives include informing victims of their rights, assisting with safety planning, helping with Crime Victims' Compensation applications, preparing victim impact statements, and expanding outreach to underserved communities across Galveston County. To track progress, the office will use spreadsheets, call logs, and reports from the Odyssey case management system. Staff will record all services provided, including the number of victims served, the types of assistance offered, victimization type, and necessary statistics. Outreach activities, such as community presentations and partnerships with local organizations, will also be documented to measure how well the project reaches and supports the community. Every quarter, the office will review this data to evaluate the project's performance, identify trends, and address any gaps in services. This regular review helps ensure that the project stays on track to meet its goals and continues to improve support for victims. The results of these evaluations will be included in grant reports to show the impact of the project and the District Attorney's Office's dedication to providing meaningful victim services in Galveston County.

### **Target Group :**

The Victim Assistance Coordinator and Outreach Coordinator project is designed to help victims of crime throughout Galveston County. This includes people who have been affected by crimes such as family violence, intimate partner violence, sexual assault, child abuse, elder abuse, human trafficking, homicide, and other violent crimes. In 2024, Galveston County reported 6,694 criminal offenses, including 3,812 cases of family violence, 244 rapes, and 547 confirmed cases of child abuse, which shows the urgent need for victim support services. Elder abuse is also a significant issue, with 646 cases reported in 2023. The project will assist victims in both the city and rural areas of the county, with special focus on those in underserved regions where resources are hard to reach. The project will prioritize victims involved in legal cases, such as those needing protective

orders or help navigating the criminal justice system. In 2024, the District Attorney’s Office processed approximately 340 protective order requests and helped with 772 "no contact" bond conditions, showing how many victims need assistance. To make sure no one is left out, the project will also work with community groups to connect with people who may not have yet accessed support. By offering direct help, outreach, and culturally sensitive services, the project will meet the diverse needs of victims across the county and ensure that everyone has access to the help they need to heal and recover.

**Evidence-Based Practices:**

The Victim Assistance Coordinator and Outreach Coordinator project is based on proven methods that effectively support crime victims. It follows trauma-informed care principles, which focus on understanding the impact of trauma, creating a safe environment, and empowering victims. These practices, recommended by organizations like the Substance Abuse and Mental Health Services Administration (SAMHSA, 2014), help reduce further trauma and promote recovery. Key activities like safety planning, legal advocacy, and crisis intervention are guided by best practices from the Office for Victims of Crime (OVC, 2020). These services meet victims’ immediate and long-term needs by keeping them informed, safe, and supported throughout the legal process. Research shows that victims who receive these services are more likely to stay engaged with the justice system and experience better emotional and mental health outcomes. (NRC, 2021) The project’s outreach efforts are designed to reach underserved populations by raising awareness and reducing barriers like stigma, isolation, and lack of information. Studies show that community-based outreach helps build trust and improves access to services, especially when culturally sensitive strategies are used. (CDC, 2020) Partnerships with local organizations also strengthen this approach. The use of tools like Odyssey to track data and evaluate services ensures the project stays focused on meeting victims’ needs. Regular reviews of this information help the team improve and adapt services as needed. Together, these evidence-based practices create a strong and effective program for supporting crime victims in Galveston County. SAMHSA. (2014) Trauma-Informed Care in Behavioral Health Services. OVC. (2020). Crime Victim’s Rights Best Practices. NRC. (2021). The National Research Council’s Recommendations. CDC. (2020). Community Outreach Strategies.

**Project Activities Information**

**Introduction**

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crisis Services	50.00	The Victim Assistance Coordinator and Outreach Coordinator project provides immediate, caring support to victims of crime during their most difficult times. These services help victims feel safer, address urgent emotional needs, and connect them to important resources. The team is available to assist victims directly or through referrals from police, hospitals, and other community organizations. The Victim Assistance Coordinators offer emotional support, help victims create personalized safety plans, and guide them through the legal process. Victims are connected to shelters, medical care, counseling, and legal help when needed. The project also makes sure victims understand their rights and options so they can make informed decisions. For example, victims of domestic violence or stalking are screened for protective orders, and help is provided with the paperwork. Victims who qualify are also guided through the application process for Crime Victims’ Compensation to help with financial burdens. All services are designed to be sensitive to victims' experiences and cultural backgrounds, ensuring they feel respected and understood. The goal is to ease their distress, improve their sense of safety, and support them as they start to recover.
Legal Advocacy	50.00	The Victim Assistance Coordinator and Outreach Coordinator project provides legal support to help victims navigate the often-complicated criminal justice system. This support ensures victims understand their rights, the legal process, and the resources available to them so they can take an active role in their cases. The coordinators act as a bridge between victims and the legal system, guiding them through steps like applying for protective orders, understanding "no contact" bond conditions, and preparing victim impact statements. They help with the paperwork and necessary documentation and work closely with the Protective

		Order Prosecutor to submit these requests. The coordinators also accompany victims to court, offering emotional support and making sure their voices are heard during proceedings. The project assists victims with applying for Crime Victims' Compensation, which can help cover financial costs like medical bills, counseling, or lost wages. Victims are kept informed about the status of their cases and any legal updates, fostering transparency and trust. All of these services are provided with a trauma-informed approach, meaning they are designed to be sensitive to the unique experiences and needs of each victim. The goal is to ensure victims feel supported, respected, and empowered to seek justice and rebuild their lives.
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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 assisted through the legal process.	1250
Number of survivors receiving crisis counseling.	1200
Number of times survivors are accompanied to court.	145
Number of victims / survivors seeking services who were served.	1450
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 the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

### Contract Compliance

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

Select the appropriate response:

- ☒ Yes  
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Grant funds will be utilized for contractual interpreter services for clients. Invoices will be reviewed and audited by the Victims Advocacy Unit Manager and the County Auditor'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?

Select the appropriate response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

- ☐ Yes  
☒ No  
☐ N/A

### **Fiscal Year**

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

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

10/1/2025

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

9/30/2026

### **Sources of Financial Support**

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

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

15229043

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

1708149

### **Single Audit**

Applicants who expend less than \$1,000,000 in federal grant funding or less than \$1,000,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$1,000,000 or more, or state grant funding of \$1,000,000 or more during the most recently completed fiscal year?

Select the appropriate response:

- ☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

9/30/2024

### **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

- Prosecutor

#### **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	2	\$2,677.84
Child Sexual Abuse	15	\$20,083.78
Domestic and Family Violence	33	\$44,184.31
Child Sexual Assault	0	\$0.00
Adult Sexual Assault	1	\$1,338.92
DUI/DWI Crashes	1	\$1,338.92
DUI/DWI Crashes	1	\$1,338.92
Assault	28	\$37,489.72
Adults Molested As Children	0	\$0.00
Elder Abuse	1	\$1,338.92
Robbery	1	\$1,338.92
Survivors of Homicide	10	\$13,389.19
Adult Human Trafficking	1	\$1,338.92
Child Human Trafficking	1	\$1,338.92
Other Violent Crimes	3	\$4,016.76
Description:	Arson, burglary, kidnapping, mass violence, stalking, unlawful restraint, deadly conduct	
Other Non-Violent Crimes	3	\$4,016.76
Description:	Child pornography, Criminal Trespassing, Criminal Mischief, Violation of Court Order, identity theft, fraud, harassment, terrorist threat, publish/intent to publish intimate material,	
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget
		\$133,891.85

### 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

- Intervention with employer, creditor, landlord, or academic institution
- 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.)
- Hotline/crisis line counseling
- Individual counseling

#### Shelter/Housing Services

#### Criminal/Civil Justice System Assistance

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Victim impact statement assistance

- Civil legal assistance in obtaining protection or restraining order
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)
- Law enforcement interview advocacy/accompaniment
- Criminal 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 Victimizations**

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 Victimizations

- 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
- Hate crime: racial/religious/gender/sexual orientation/other

If Hate Crime is TRUE provide explanation:

The program would assist victims of any and all types of hate crimes as they arise

- 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
- Other

If Other is TRUE provide explanation:

Criminal Trespassing, Criminal Mischief, Violation of Court Order, identity theft, fraud, harassment, terrorist threat, publish/intent to publish intimate material,

### **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:  
\$133,891.85

Other State Funds:  
\$0.00

Other Local Funds:  
\$32,242.00

Other Federal Funds:  
\$0.00

Other Non-Federal Funds:  
\$0.00

Total Victimization Program Budget:  
\$166,133.85

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:

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:

24

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:

66

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.

Volunteers are essential in supporting events hosted for our victims at the Galveston County District Attorney's Office. Volunteers assist by contacting victims after a crime and providing vital resources and support. Additionally, they accompany victims to court and sit in meetings with prosecutors and victims, offering comfort and assistance. Volunteers also assist with essential office duties.

## **Fiscal Capability Information**

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

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

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 MATCH	GPI	TOTAL	UNIT/%
Personnel	Case Worker	Outreach Victims Assistance Coordinator will serve as a liaison between victims, prosecutors and justice personnel. This position will continue to be present on a daily basis at police departments to provide direct victim services (face-to-face or telephone crisis intervention), justice and personal advocacy, court accompaniment, assist victims in securing safety with protective orders, crime victim compensation, victim impact	\$60,146.40	\$15,036.60	\$0.00	\$0.00	\$75,183.00	100

		statements, information and referrals to community resources and follow-up case management. This position's primary focus will be to target populations residing in the rural and remote areas of the County and enhance effort to reach out to more sex trafficking victims. The salary for this position is estimated at \$52,871 plus \$22,312 in fringe benefits for a total of \$75,183 for the FY 2026 one-year CJD contract period. This position is currently held by Ashley Justice.						
Personnel	Case Manager	Senior Victim Assistance Coordinator will serve as a liaison between victims, prosecutors and justice personnel. This position will provide direct victim services (face-to-face and/or telephone crisis intervention), justice and personal advocacy, court accompaniment, assisting victims in securing safety and	\$59,072.80	\$14,768.20	\$0.00	\$0.00	\$73,841.00	100

		protective orders, information and referrals to community resources and follow-up case management. The salary for this position is projected at \$51,765 plus \$22,076 in fringe benefits for a total of \$73,841 for the FY 2026 CJD contract period. This position is currently held by Tobi Williams.						
Contractual and Professional Services	Interpreter-Related Services	Interpreter services for victims of crime that are served by the Victims Services Unit from initial contact through the court process. Contracted services @ \$81.25/hour x an estimated 67 hours/year = \$5,443.75.	\$4,355.00	\$1,088.75	\$0.00	\$0.00	\$5,443.75	0
Travel and Training	In-State Registration Fees, Training, and/or Travel	Annual Conference on Crimes Against Women. Dates/Location: TBD - May 2026 in Dallas, Texas. Two grant-funded staff members (Ashley Justice and Tobi Williams) will attend this conference. A total of \$4,082 will be used for this conference.	\$3,265.60	\$816.40	\$0.00	\$0.00	\$4,082.00	0

		Cost relates to \$1,360 Hotel (2 attendees x \$170 per night for 4 nights); \$1,350 Registration (2 attendees x \$675 registration fee); \$560 Per Diem (2 attendees x \$60 GSA per diem first and last day of travel for Dallas, Texas x 2 days @ \$240) + (2 attendees x \$80 GSA per diem for Dallas, Texas x 2 days @ \$320); \$812 Mileage (2 attendees x \$406).						
Travel and Training	In-State Registration Fees, Training, and/or Travel	Annual Conference on Crimes Against Children. Dates/Location: TBD - August 2026 in Dallas, Texas. One grant-funded staff member, Ashley Justice, will attend this conference. A total of \$2,591 will be used for this conference. Cost relates to \$850 Hotel (1 attendee x \$170 per night for 5 nights); \$895 Registration (1 attendees x \$895 registration fee); \$440 Per Diem (1 attendee x \$60 GSA per diem first and last day of travel for Dallas, Texas x 2 days) + (1	\$1,943.25	\$647.75	\$0.00	\$0.00	\$2,591.00	0

		attendee x \$80 GSA per diem for Dallas, Texas x 4 days); \$406 Mileage (1 attendees x \$406).						
Travel and Training	In-State Incidentals and/or Mileage	Travel within Galveston County - grant-funded staff will travel to meet with victims regarding advocacy program details. Utilizing Google Maps, mileage has been calculated from the primary office site (The DA's Office) to various outreach locations around the county, estimating 4,800 miles/year. A total of \$3,360 will be used for this travel need. Cost relates to \$3,360 Mileage (\$0.70 x 4,800 miles).	\$2,520.00	\$840.00	\$0.00	\$0.00	\$3,360.00	0
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Cell phone service for the two (2) grant-funded positions. The duties of the grant-funded staff require cell phone service to carry out grant-funded duties that include travel and respective use of a cell phone to ensure their safety and to communicate effectively with the VOCA Case Manager in the	\$1,483.20	\$370.80	\$0.00	\$0.00	\$1,854.00	0

		office in Galveston. To further justify the need for cell phone service is the determination that utilizing personal cell phones to contact clients is unsafe. This budget line will pay for the monthly service fees only. The actual cell phone was given to the County by the service provider and will remain the property of the County. Monthly Service fee is \$77.25 x 12 months x 2 positions = \$1854.						
Supplies and Direct Operating Expenses	Photographic Equipment and Accessories (\$5,000 or less per unit)	Laser Printer Toner Cartridges for two (2) Laser Printers in the Victim Services Unit to print color photos of photographic evidence in victim service cases. Estimated use of 12 during a year @ \$86/each = \$1032. (6 black and 6 color).	\$825.60	\$206.40	\$0.00	\$0.00	\$1,032.00	0
Supplies and Direct Operating Expenses	Printer, Fax, Scanner and/or Camera (\$5,000 or less per unit)	Fax machine needed for crime victims' compensation; current fax machine only sends a certain amount of paper; must send offense reports for crime	\$280.00	\$87.50	\$0.00	\$0.00	\$367.50	0

		victims' compensation through the Attorney General's Office; these are very long and with the current fax machine we are unable to send full reports. \$350.						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Galveston County General Fund - Cash Match	Cash Match	\$33,862.40

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$33,862.40	\$33,862.40	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$4,355.00	\$1,088.75	\$0.00	\$0.00	\$5,443.75
Personnel	\$119,219.20	\$29,804.80	\$0.00	\$0.00	\$149,024.00
Supplies and Direct Operating Expenses	\$2,588.80	\$664.70	\$0.00	\$0.00	\$3,253.50
Travel and Training	\$7,728.85	\$2,304.15	\$0.00	\$0.00	\$10,033.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$133,891.85	\$33,862.40	\$0.00	\$0.00	\$167,754.25

## Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
Legal Services for Aliens: Except as indicated in the following sentence, costs of providing legal services (that is, professional services of the kind lawfully provided only by individuals licensed to practice law) to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or any alien otherwise unlawfully present in the United States are disallowed and may not be charged against the award. Costs for legal services disallowed under the preceding sentence do not include costs for legal services— (1) to obtain protection orders for victims of crime (including associated or related orders (e.g., custody orders), arising from the victimization); (2) that are associated with or relate to actions under 18 U.S.C. ch. 77 (peonage, slavery, and trafficking in persons); (3) to obtain T-visas, U-visas, or “continued presence” immigration status (see, e.g., 8 U.S.C. § 1101(a) (15)(T) & (U); 22 U.S.C. § 7105(c)(3)(A)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.	9/18/2025 2:14:23 PM		No	No

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