

**Agency Name:** Grayson County

**Grant/App:** 1344913 **Start Date:** 9/1/2010 **End Date:** 8/31/2011

**Fund Source:** WX-Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking

**Project Title:** Domestic Violence Investigator Program

**Status:** Application - Grant Review **Fund Block:** 2010

## Eligibility Information

### Introduction

The Office of the Governor (OOG) publishes funding opportunities, known as **Requests for Applications (RFA)**, through the Texas Secretary of State. Click [here](#) to visit the Secretary of State's website to locate the RFAs in the appropriate Texas Register issue. In addition, OOG requires all applicants and grantee organizations to adhere to the *Texas Administrative Code (TAC)* as adopted. Click [here](#) to view the current TAC, or click [here](#) to view the previous versions of the TAC.

### Submission Process

When applying for a grant pursuant to an **RFA** published in the *Texas Register* by OOG, applicants must submit their applications according to the requirements provided in the **RFA**. OOG may also consider applications for grants that are not submitted pursuant to an **RFA**. Applicants will be selected in accordance with *1 TAC*, §3.7.

### Selection Process

All applications submitted to OOG are reviewed for eligibility, reasonableness, availability of funding, and cost-effectiveness. For applications submitted pursuant to an **RFA**, the executive director will select a review group, COG, or other designee to prioritize the applications and submit a priority listing to the executive director, who will render the final funding decision. A review group may include staff members, experts in a relevant field, and members of an advisory board or council. For more information regarding the selection process, see *1 TAC*, §3.7.

### Funding Decisions

All grant funding decisions rest completely within the discretionary authority of OOG. The receipt of an application for grant funding by OOG does not obligate OOG to fund the grant or to fund it at the amount requested. Neither the approval of a project nor any grant award shall commit or obligate OOG in any way to make any additional, supplemental, continuation, or other award with respect to any approved project or portion thereof. OOG makes no commitment that a grant, once funded, will receive priority consideration for subsequent funding. For more information regarding the application process, see *1 TAC*, §3.7 and 3.9.

### Adoptions by Reference

All grantees receiving federal and state funds must comply with the applicable statutes, rules, regulations, and guidelines related to the funding source under which the grant is funded. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies. For more information regarding grant funding, see *1 TAC*, §3.19.

## Community Plans

Each community, consisting of a single county or a group of counties, must file with a COG a community plan that addresses the community's criminal justice priorities. A community plan should assess local trends and data; identify problems, resources, and priorities; develop effective strategies; and set goals and objectives. For more information regarding community plans, see *1 TAC*, §3.51.

## Juvenile Justice and Youth Projects

Juvenile justice projects or projects serving delinquent or at-risk youth, regardless of the funding source, must address at least one of the priorities developed in coordination with the Governor's Juvenile Justice Advisory Board to be eligible for funding. For more information regarding these priorities, see *1 TAC*, §3.53.

## Monitoring

OOG will monitor the activities of grantees as necessary to ensure that grant funds are used for authorized purposes in compliance with all applicable statutes, rules, regulations, guidelines, and the provisions of grant agreements, and that grantees achieve grant purposes. Grantees must make available to OOG or its agents all requested records relevant to a monitoring review. For more information regarding monitoring, see *1 TAC*, §3.2601.

**Your organization's Texas Payee/Taxpayer ID Number:**  
17560009692033

**Application Eligibility Certify:**  
Created on:1/5/2010 9:01:14 AM By:Drue Bynum

## Profile Information

### Introduction

The **Profile Details** section collects information about your organization such as the name of your agency and project title, the geographic area your project will serve and information about your grant officials. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-

hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

Email Addresses & Grant Officials Information

### **Designating Grant Officials Within your Application:**


Enter a valid and unique email address for each grant official and click the **Verify Email and Set Official to the Project** button. If you receive an error message regarding an email address, the grant official you are trying to assign to the project has not registered for a user account in eGrants. Please inform the agency's grant official or designee that they must log in to the [eGrants Home Page](#), and register for a user account. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

### **Updating Grant Officials on Active Grants:**

To reassign a grant official - **Authorized Official, Financial Officer, Project Director, or Grant Writer** - to your grant project, ensure that the new official registers for a user account in eGrants *first*. Next, go to the Request.Adjustment tab and check the box indicating you would like to Designate a New Grant Official, provide a brief explanation for the change in the Grant Adjustment Justification box, and then click the 'Create Adjustment Request' button. This will open the Profile.Details tab allowing you to make the appropriate changes. After you have entered a valid email address for the new Official, go to the Certify.Adjustment tab and click on the 'Certify Adjustment' button to send your request to OOG for review. If your organization is designating a new Authorized Official, check your records to see if a revised Resolution is required. Upload the approved Resolution to your grant project on the 'Summary / Upload Files' sub-tab. If you need technical assistance, please contact the [eGrants Help Desk](#) by email.

Getting Started

On this tab you will notice a certain icon that is displayed.

-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

**Applicant Agency Name:** Grayson County

**Project Title:** Domestic Violence Investigator Program

**Division or Unit to Administer the Project:** Grayson County District Attorney's Office

**Address Line 1:** 200 South Crockett, Suite 116A

**Address Line 2:**

**City/State/Zip:** Sherman Texas 75090

**Payment Address Line 1:** PO Box 876

**Payment Address Line 2:**

**Payment City/State/Zip:** Sherman Texas 75091-0876

**Start Date:** 9/1/2010

**End Date:** 8/31/2011

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

**Headquarter County:** Grayson

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

**Grant Officials:**

**Authorized Official**

**User Name:** Drue Bynum

**Email:** bynumd@co.grayson.tx.us

**Address 1:** 100 West Houston, Suite 15

**Address 1:**

**City:** Sherman, Texas 75090

**Phone:** 903-813-4228 Other Phone: 903-813-4228

**Fax:** 903-892-4085

**Agency:**

**Title:** The Honorable

**Salutation:** Judge

**Project Director**

**User Name:** Joe Brown

**Email:** brownj@co.grayson.tx.us

**Address 1:** 200 South Crockett, Suite 116A

**Address 1:**

**City:** Sherman, Texas 75090

**Phone:** 903-813-4361 Other Phone: 903-813-4371

**Fax:** 903-892-9933

**Agency:**

**Title:** The Honorable

**Salutation:** Mr.

**Financial Official**

**User Name:** Richey Rivers

**Email:** riversr@co.grayson.tx.us

**Address 1:** 100 W. Houston St.

**Address 1:**

**City:** Sherman, Texas 75090

**Phone:** 903-813-4245 Other Phone:

**Fax:** 903-893-2707

**Agency:**

**Title:** Mr.

**Salutation:** Mr.

### **Grant Writer**

**User Name:** Drue Bynum

**Email:** bynumd@co.grayson.tx.us

**Address 1:** 100 West Houston, Suite 15

**Address 1:**

**City:** Sherman, Texas 75090

**Phone:** 903-813-4228 Other Phone: 903-813-4228

**Fax:** 903-892-4085

**Agency:**

**Title:** The Honorable

**Salutation:** Judge

### **Grant Vendor Information**

#### Introduction

The **Grant Vendor** section of the application collects grant payment information for your organization. The following items will be auto-filled from previous data you supplied in eGrants: Organization Type, State Payee Identification Number, and Data Universal Numbering System (DUNS) identifier (if applicable). Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

#### Financial Management Tools

In order to receive payments from OOG, download, complete and email the following forms to the Office of the Governor, Financial Services Division ([FSD](#)). Or, you may fax completed forms to (512) 463-4114.

*Note: As of March 1, 2010, these forms will no longer be accepted in hard copy format.*


Texas Application for Payee Identification Number Form in [PDF](#) - 12/08/2009

\* *updated* Texas Direct Deposit/Advance Payment Form in [MS Excel](#) or [PDF](#) - 03/04/2010

IRS W-9 Form in [PDF](#) - 12/08/2009

## Getting Started

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**Organization Type:** County

**Organization Option:** applying to provide services to all others

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17560009692033

**Data Universal Numbering System (DUNS):** 04-356-36

**Payment Address Line 1:** PO Box 876

**Payment Address Line 2:**

**Payment City/State/Zip:** Sherman Texas 75091-0876

## Narrative Information

### Introduction


The **Narrative** section is the description of your project. It is important that the information you provide about your project is clear and as concise as possible. Note: All applicants must certify to the eligibility requirements specific to the fund source. The minimum requirements to complete this page are the **Program Requirements, Problem Statement, Supporting Data, Goal Statement,** and **Project Summary** sections. We recommend that you complete any sections applicable to your project to assist in the application review process.

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct.

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#### Primary Mission and Purpose

The purpose of this funding is to assist in developing and strengthening effective law enforcement, prosecution and court strategies to combat family violence, sexual assault, dating violence, and stalking crimes against women and to develop and strengthen victim services in such cases.

#### Funding Levels

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award – None
- Grantees must provide matching funds of at least thirty-five percent (35%) of total project expenditures. This requirement may be met through either cash or in-kind contributions or a combination of both.

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

*Note: If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

#### Program Requirements

**Preferences** – Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

**Program Emphasis** – Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the “law enforcement” category because the training is to benefit law enforcement.

Indicate the percentage (%) of your project that benefits:

**Victim Services** – any nonprofit, nongovernmental organization that assists victims.

0

**Law Enforcement** – any public agency charged with policing functions.

100

**Prosecution** – any public agency charged with direct responsibility for prosecuting criminal offenders.

0

**Court** – any civil or criminal court system.

0

**Other** – any initiative that indirectly affects victims (ex., developing protocols and procedures).

0

**Culturally Competent Victim Restoration** - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and support a seamless delivery of a continuum of services that focus on each individual's return to full physical, mental, and emotional health while incorporating an emphasis on cultural competency in underserved populations.

Provide information in this section regarding how your organization is culturally competent when providing services to victims. Here are some guidelines to follow: 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.

The Domestic Violence Investigator is sensitive to cultural issues that may be adversely affecting a victim's ability to effectively assist in the prosecution of a case due to lack of knowledge of the justice system or more sensitive cultural reasons. The investigator handles each case and victim individually. The current investigator, who has held this position for the past 7 years, is a 33 year veteran of law enforcement, including many years as a family violence investigator, he has a deep understanding and knowledge of cultural issues that can affect victims of crime.

**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 consented 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. In addition, 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. A law enforcement agency that requests a forensic medical

examination of a victim of sexual assault shall pay full cost of the examination. Crime Victim Compensation funds may be used to pay for forensic medical examinations performed by trained examiners except that such funds may not be used to pay for the examinations if victims of sexual assault are required to seek reimbursement for such examinations from their insurance carriers.

**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.

**Judicial Notification** – Offenders involved in a protection order are not allowed to possess a firearm unless the offender is a peace officer who is actively engaged in employment as a sworn, full-time paid employee of a state agency or political subdivision.

**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.

**Nondisclosure of Confidential or Private Information** – 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.

#### 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:

Andrea Mory

Enter the Address for the Civil Rights Liaison:

100 W. Houston, Suite A-2-1 Sherman, Texas 75090

Enter the Phone Number for the Civil Rights Liaison:

903-813-4091

## Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation.

**X** I certify to **all** of the above eligibility requirements.

## **Problem Statement:**

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

There is inadequate funding in Grayson County to ensure that cases of domestic violence, sexual assault, dating violence and stalking are properly investigated and prosecuted. Adult female victims of crime need assistance in understanding and participating in the criminal justice system, obtaining Crime Victim's Compensation and ensuring that they are afforded the rights granted to victims by Article 56.02 of the Texas Code of Criminal Procedure. There is very little local media-based public awareness that has as its target audience, adult female victims of domestic violence, sexual assault, dating violence, and stalking in Grayson County.

## **Supporting Data:**

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

The Texas Office of Court Administration reported that on September 1, 2008 there were 380 assault cases pending in the Grayson County Courts. Although the statistics do not distinguish between family violence assaults and non-family violence assaults, the vast majority of those cases are family violence assault cases involving adult female victims. During that fiscal year from September 1, 2008 to August 31, 2009 there were a total of 206 new assaults added to the dockets. In that same year there were a total of 257 dispositions of assault cases which left a total of 335 pending in Grayson County Courts. In the District Courts from September 1, 2008 there were 55 felony assaults pending. During the fiscal year from September 1, 2008 to August 31, 2009 there were a total of 72 new cases added to the dockets. In that same year there were a total of 75 total dispositions of assault cases which left a total of 51 pending in the District felony Courts. The Texas Office of Court Administration report for the 2009 fiscal year sets out the number of adult sexual assaults separately, however it does not otherwise distinguish cases involving family violence. According to the Texas Office of Court Administration, on 9-1-07, 23 adult sexual assault cases were pending in Grayson County District Courts. In the '08-'09 fiscal year there were 7 cases of adult sexual assault added. In that same fiscal year there were 11 cases of adult sexual assault disposed, leaving 19 pending as of 08-31-09. From September 1, 2008 to August 31, 2009, the Domestic Violence Investigator provided follow-up services to 551 victims. Services to these victims include additional case investigation to supplement law

enforcement report, marshalling of witnesses, record retrieval, subpoena service, courtroom security/accompaniment and providing case status information to crime victims. Additionally, 104 Class C family violence cases were filed with the Justice courts in the 2009 fiscal year.

**Community Plan:**

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

The Grayson County District Attorney's Office participates in the Texoma Council of Governments regional community planning process in all focus areas and specifically in the area of victim services. The Domestic Violence Investigator Program project addresses the number one priority for prosecution projects in support of responding to Violence Against Women. This project continues the development of a specialized family violence, sexual assault, stalking and dating violence and victim services division within the prosecutor's office.

**Goal Statement:**

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

The goal of the Domestic Violence Investigator Program is to provide investigative services to all adult female victims of domestic violence, sexual assault, dating violence and stalking to assist with in the successful prosecution of offenders. The Domestic Violence Investigator program also promotes local media-based public awareness to the target audience of adult female victims of domestic violence, sexual assault, dating violence and stalking in Grayson County, as well as the community at large.

**Cooperative Working Agreement (CWA):**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA(s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

The Domestic Violence Investigator Program will be participating with Lamar Advertising for the Local media-based public awareness portion of this project. Lamar will be providing billboard advertising to target adult female victims of domestic violence, sexual assault, dating violence and stalking and to increase community awareness.

**Continuation Projects:**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

Enter your current grant's progress:

The Grayson County District Attorney's Office Domestic Violence Investigator Program accomplished the stated objectives for the 2009 fiscal year application. Current records indicate that program staff has provided services for 551 cases of Domestic Violence, Sexual Assault, Dating Violence and Stalking from September 1, 2008 to August 31, 2009.

### **Project Summary:**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

In Grayson County there is inadequate funding to ensure that cases of domestic violence, sexual assault, dating violence and stalking against adult females are properly investigated and prosecuted. Adult female victims of crime need assistance in understanding and participating in the criminal justice system, obtaining Crime Victims' Compensation and ensuring that they are afforded the rights granted to victims by Article 56.02 of the Texas Code of Criminal Procedure. In Grayson County there is very little local media-based public awareness that has as the target audience adult female victims of domestic violence, sexual assault, dating violence and stalking. According to the Crimes in Texas report, published by the Texas Department of Public Safety, in 2008 there were 709 incidents of family violence and 15 Sexual Assaults reported to law enforcement within Grayson County's 117,900 population. The Texas Office of Court Administration reported that there were 19 adult sexual assaults were pending in District Courts as of September 2009. In the same time period the Grayson County Courts at Law reported that there were 380 assault cases pending, 206 assault cases were added to the dockets and 257 were disposed leaving 335 pending in the County Courts at Law. From September 2008 to August 2009, the Domestic Violence investigator provided follow-up services to 551 victims of domestic violence, sexual assault, dating violence and stalking and 104 Class C domestic violence cases were filed with Justices of the Peace. The goal of the Domestic Violence Investigator Program is to provide investigative services to all adult female victims of domestic violence, sexual assault, dating violence and stalking to assist in the successful prosecution of offenders and to ensure adult female victims are afforded the rights granted by Article 56.02 of the Texas Code of Criminal Procedure. The Domestic Violence Investigator program will provide investigative services to all adult female victims of domestic violence, sexual assault, dating violence and stalking within the 117,900 population of Grayson County, ages 17 years and up.






### **Project Activities Information**

Introduction

The **Project Activities** section of the application gathers information about the type of activities your project will incorporate. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **red delete** icon – click on this icon to delete the item.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Type of Crime Victim

Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%.

Sexual Assault Percentage (%):

4

Domestic Abuse Percentage (%):

65

Stalking Percentage (%):

1

Dating/Acquaintance Percentage (%):

30

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Investigation	100.00	Provide investigative services for prosecutors in the Grayson County District Attorney's Office including- Intervidw

		<p>victim/witnesses, collect victim/witness statements, collect criminal defendant information, serve subpoena's for all hearings. Criminal History Checks - perform criminal history checks on defendants and witnesses, and gather information concerning prior convictions or pending cases in other jurisdictions. Marshalling witnesses - assist prosecutors with scheduling witnesses for trial, contact witnesses and provide security for victims/witnesses during criminal proceedings. victim contact - attempt to contact victims in domestic violence, sexual assault, dating violence, and stalking cases upon receiving the case from the intake secretary. records retrieval - obtain all pertinent records and information regarding cases of domestic violence, sexual assault, dating violence and staking. File class c cases - swear out complaints on class c domestic violence cases and file with justices of the peace. Information and Referral - provide information to victims concerning Crime Victims Compensation and protective orders, referring victims to the Victim Services Coordinatio for assistance with Crime Victims Compensation and protective orders and referral to other area agencies and services when appropriate.</p>
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**Geographic Area:**

The Domestic Violence Investigator program will provide services to adult female victims of domestic violence, sexual assault, dating violence and stalking in the 117,900\* population in Grayson County. \* 117,900 According to the 2006 - 2008 American Community Survey published by the United States Census Bureau

**Target Audience:**

The Domestic Violence Investigator program will provide services for adult female victims of domestic violence, sexual assault, dating violence and stalking in Grayson County.

**Gender:**

The Domestic Violence Investigator Program will provide services for adult female victims of domestic violence, sexual assault, dating violence and stalking in Grayson County.

**Ages:**

The Domestic Violence Investigator Program will provide services for adult female victims of domestic violence, sexual assault, dating violence and stalking in Grayson County ages 17 year of age and up.

**Special Characteristics:**

There are no special characteristics that will be targeted by this project. The Domestic Violence Investigator Program will provide services to all adult female victims of domestic violence, sexual assault, dating violence and stalking age 17 years of age and up in Grayson County

regardless of race, ethnicity or religion.





## Measures Information

### Introduction

The **Project Measures** section of the application collects data to track the performance of your proposed project toward its stated objectives. Output measures demonstrate the level of activity of a project. Outcome measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved. Output and outcome measures displayed on this page correspond to activities selected or created on the **Activities** page. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **pencil** icon - click on this icon to edit your selections.
-  = a **pencil** icon with a **red slash** through it – click on this icon to cancel your edits.
-  = a **diskette** icon - click on this icon to save your work. When this icon appears, it is your queue to save the item that you are working on; otherwise, your data will be lost.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Progress Reporting Requirements

#### **Outcomes Reported to Texas A&M University, Public Policy Research Institute (PPRI):**

In addition to the measures listed below, all programs will be required to report the number of victims/survivors who returned to the agency as a result of a new victimization either by the same perpetrator or a new perpetrator. Note: This does not include victims returning to your agency to continue their treatment. This measure will be used to measure the efficacy of the services provided in the restoration of the victim to full mental, physical, and emotional health.

### Objective Output Measures

<b>OUTPUT MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
Number of arrests made.	0	0
Number of cases investigated.	551	560
Number of cases referred for prosecution.	549	560
Number of dual arrests made (both partners arrested).	0	0
Number of incident reports.	0	0
Number of civil orders of protection violated.	0	0

### Custom Objective Output Measures

<b>CUSTOM OUTPUT MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
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### Objective Outcome Measures

<b>OUTCOME MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
Number of felony charges filed.	0	0
Number of felony convictions.	0	0

### Custom Objective Outcome Measures

<b>CUSTOM OUTCOME MEASURE</b>	<b>CURRENT DATA</b>	<b>TARGET LEVEL</b>
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## **Documents Information**


### Introduction

The **Supporting Documentation** section of the application contains general grantee requirements. Please select or enter the appropriate responses in the areas below. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all

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## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## Resolution from Governing Body

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

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?

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:

#### 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 Reponse:

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]:

10/1/2009

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

9/30/2010

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:

20407559

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

5000000

Single Audit

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

*Note: Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 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 OMB Circular A-133.*

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 Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the Date of the Last Single Audit

9/30/2008

Equal Employment Opportunity Plan (EEOP)

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 for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

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 for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., 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 CJD, CJD’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; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- 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.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

Select the appropriate response:

- Type I Entity
- Type II Entity
- Type III Entity

## Debarment

Each applicant agency will certify that it and its principles:

- 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.

Enter the debarment justification:

## Fiscal Capability Information

### Introduction

This **Fiscal Capability** section of the application collects information from nonprofit corporations applying for OOG grant funds.

*Note: If you are NOT a nonprofit corporation, this information is not applicable; therefore, the 'Printer Friendly' version will be blank for all information collected in the Fiscal Capability section.*

Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue**

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#### 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:

#### 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:

#### 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:

#### 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:

#### 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

### Introduction

This **Budget** section of your application details budget line items for your proposed project. To create a new budget line item, click on the icon in the **New Budget Item** column. You will be directed to a different area on this page to make selections specific to the budget category. After making your selection, write a brief description of the line item in the **Expenditure Description** box and enter the amount of OOG funds, Cash Match, and if applicable, In Kind Match in the areas provided. In the percentage box, you can enter a percentage for Personnel or number of items to be purchased for Supplies and/or Equipment. When you have finished, click on the **Add New Budget Line Item** button. Repeat this process for each budget line item needed in each budget category. If you need to edit your entries, click on the '+' icon to expand the budget grid. You will notice that a *pencil* icon will display after expanding the grid. Click on the *pencil* icon to be directed to the editing section on this page and follow the instructions in this area to complete your edits. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

### Getting Started

On this tab you will notice certain icons that are displayed.

-  = a **plus** icon – click on this icon to expand a list of items.
-  = a **minus** icon – click on this icon to collapse a list of items.
-  = a **new** icon – click on this icon to add a new item.
-  = a **pencil** icon - click on this icon to edit your selections.
-  = an **information** icon - this help icon is next to certain items that may need further explanation. Simply click and review the information provided in the pop up window.

### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATC	IN-KIND	GPI	TOTAL	UNIT/%
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	<b>RY</b>			<b>H</b>	<b>MATC H</b>			
Personnel	Certified Peace Officer - All Others	Domestic Violence Investigator - Conduct criminal investigations , criminal history checks, marshalling witnesses, victim contacts, records retrieval, filing class c cases, and information and referral. Includes Salary and Fringe.	\$61,234.00	\$0.00	\$0.00	\$0.00	\$61,234.00	100
Supplies and Direct Operating Expenses	Public Notice, and/or Job Posting	Billboard outreach for the Domestic Violence program targeting victims and the community at large.	\$0.00	\$9,720.00	\$23,252.15	\$0.00	\$32,972.15	0

### Source of Match Information



#### Introduction

The **Source of Match** section of your application collects information regarding the source and amount of **Cash Match** and **In Kind Match**. Please enter the description and amounts of match in the spaces provided below and select whether the item is 'Cash Match' or 'In-Kind Match'. After entering an item click on the **Add New Item** button. When an item has been added, it will

appear in the 'Edit the Source(s) of Match Reported' table. You may edit each of the items added to this table by clicking on the 'pencil' icon. If you edited an item in the table, click on the 'diskette' icon to save your edited entries. For further information regarding matching funds refer to *I TAC*, §3.3; for program income refer to *I TAC*, §3.73 and §3.87. Click on the **Save and Continue** button at any time to save the information entered on this page. If you do not click on this button and navigate away from the page, your work will be lost. When you click the **Save and Continue** button, you may receive several error messages that instruct you to complete the required fields. Your data on any given tab will not save to the system until all required fields are complete and correct. In addition, you have a 2-hour time limit for each tab where you will need to complete the information correctly and then click the **Save and Continue** button. There is a timestamp in the upper-right hand corner of the page that notes when you first clicked on the tab. From that point, you have 2 hours to complete the information on that tab correctly. If you do not complete the information correctly (for the required fields) and then you click on the **Save and Continue** button, you will be redirected to the eGrants Home Page. If this happens, your data will not be saved in the system. You may also choose to compose a message on this page for OOG to review. This can be done by typing in the **Notes By Grantee / OOG** message box.

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### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
Grayson County	Cash Match	\$9,720.00
Lamar Outdoor advertising	In Kind Match	\$23,252.15

### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$32,972.15	\$9,720.00	\$23,252.15	\$0.00	\$0.00

### Budget Summary Information

**Budget Summary Information by Budget Category:**

<b>CATEGORY</b>	<b>CJD</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>GPI</b>	<b>TOTAL</b>
Personnel	\$61,234.00	\$0.00	\$0.00	\$0.00	\$61,234.00
Supplies and Direct Operating Expenses	\$0.00	\$9,720.00	\$23,252.15	\$0.00	\$32,972.15

**Budget Grand Total Information:**

<b>CJD</b>	<b>CASH MATCH</b>	<b>IN-KIND MATCH</b>	<b>GPI</b>	<b>TOTAL</b>
\$61,234.00	\$9,720.00	\$23,252.15	\$0.00	\$94,206.15

**Condition Of Fundings Information**

<b>DESCRIPTION</b>	<b>CREATED</b>	<b>MET</b>	<b>HOLD FUND</b>
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You are logged in as **User Name:** Ryan Clinton ; **UserName:** Clinton\_Ryan \* INTERNALUSER

**Snapshot Description:** Application - Reviewed by Intake

**Created:** 3/18/2010 2:04:23 PM