

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Police

AGENDA DATE: February 7, 2023

PUBLIC HEARING DATE:

CONTACT PERSON NAME AND PHONE NUMBER:

Assistant Chief Zina Silva, (915)212-4306

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 2: Set the Standard for a Safe and Secure City

SUBGOAL: 2.1 Maintain standing as one of the nation's top safest cities

SUBJECT:

The El Paso City Council authorizes the submission to the Office of the Governor of the State of Texas, Criminal Justice Division, grant application number 2592810, for the City of El Paso Police Department project identified as "General Victim Services, FY2024" to provide financial assistance to the City of El Paso. Requesting \$153,410.40, with a cash match of \$38,352.60, for a total project amount of \$191,763.00. Grant period will be from October 1, 2023 – September 31, 2024.

BACKGROUND / DISCUSSION:

The El Paso Police Department will utilize the General Victim Grant to fund personnel salaries for six Victim Services Response Team Case Managers.

PRIOR COUNCIL ACTION:

The grant application for FY2023 General Victim Grant Program was approved by City Council on February 1, 2022. FY22 was approved on February 2, 2021. FY21 was approved on February 18, 2020, and FY18, a two-year granting period, was approved on February 6, 2017.

AMOUNT AND SOURCE OF FUNDING:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



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RESOLUTION

WHEREAS, the City of El Paso (the “City”) is eligible to apply for grants through the Criminal Justice Division of the Office of the Governor of the State of Texas (“CJD”); and

WHEREAS, the El Paso City Council seeks to receive grant funding through the CJD grant/application number 2592810 for the El Paso Police Department project identified as “General Victim Services FY2024”; and

WHEREAS, the El Paso City Council designates the City Manager or his designee as the City’s authorized official.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. **THAT**, the El Paso City Council authorizes the grant application submission to the Office of the Governor of the State of Texas, Criminal Justice Division, grant application number 2592810, for the City of El Paso Police Department project identified as “General Victim Services, FY2024” to provide financial assistance to the City of El Paso.
2. **THAT**, the City of El Paso shall provide all applicable matching funds for said grant, if applicable.
3. **THAT**, the City Manager or designee is authorized to apply for, accept, reject, alter and/or terminate said grant.
4. **THAT**, the City Council agrees that in the event of loss or misuse of said grant funds, the City of El Paso will return all funds for said grant to the State of Texas Office of the Governor, Criminal Justice Division.
5. **BE IT FURTHER RESOLVED THAT**, the City Manager or designee is authorized to sign any related paperwork, including but not limited to, the actual grant contract, the authorization of budget transfers, and/or revisions to the operation plan, as well as any grant amendments, corrections or extensions of the grant agreement which increase, decrease or de-obligate program funds, provided that no additional City funds are required.

ADOPTED this ____ day of _____, 2023.

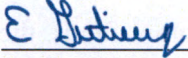
CITY OF EL PASO

Oscar Leaser
Mayor

ATTEST:


Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Eric Gutierrez
Assistant City Attorney

APPROVED AS TO CONTENT:



Assistant Chief Peter Pacillas
El Paso Police Department

[Print This Page](#)

Agency Name: El Paso, City of
Grant/App: 2592810 **Start Date:** 10/1/2023 **End Date:** 9/30/2024

Project Title: General Victim Services FY2024
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460007499009

Application Eligibility Certify:

Created on: 1/13/2023 1:02:54 PM By: Laura Carpio

Profile Information

Applicant Agency Name: El Paso, City of
Project Title: General Victim Services FY2024
Division or Unit to Administer the Project: Victim Services Unit El Paso Police Department
Address Line 1: 300 N Campbell
Address Line 2:
City/State/Zip: El Paso Texas 79901-1402
Start Date: 10/1/2023
End Date: 9/30/2024

Regional Council of Governments(COG) within the Project's Impact Area: Rio Grande Council of Governments

Headquarter County: El Paso

Counties within Project's Impact Area: El Paso

Grant Officials:

Authorized Official

Name: Elda Hefner
Email: rodriguez-hefnere@elpasotexas.gov
Address 1: 300 N. Campbell
Address 1:
City: El Paso, Texas 79901
Phone: 915-212-1795 Other Phone: 915-212-1162
Fax:
Title: Ms.
Salutation: Ms.
Position: Grants Administrator

Financial Official

Name: Margarita Munoz
Email: munozmm@elpasotexas.gov
Address 1: 300 N. Campbell st
Address 1:
City: City of El Paso, Texas 79901
Phone: 915-212-1174 Other Phone:
Fax:
Title: Ms.
Salutation: Ms.
Position: Comptroller

Project Director

Name: Lynn Picard
Email: 2341@elpasotexas.gov
Address 1: 911 N. Raynor

Address 1:**City:** El Paso, Texas 79903**Phone:** 915-212-4003 Other Phone: 915-549-7205**Fax:****Title:** Ms.**Salutation:** Lieutenant**Position:** Auxiliary Support Services Lieutenant**Grant Writer****Name:** Laura Carpio**Email:** c1923@elpasotexas.gov**Address 1:** 911 N. Raynor**Address 1:****City:** El Paso, Texas 79903**Phone:** 915-212-4277 Other Phone:**Fax:****Title:** Ms.**Salutation:** Ms.**Position:** Senior Grant Planner**Grant Vendor Information****Organization Type:** Unit of Local Government (City, Town, or Village)**Organization Option:** applying to provide direct services to victims only**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460007499009**Unique Entity Identifier (UEI):** KLZGKXNFVTL4**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.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

Program-Specific Questions**Culturally Competent Victim Restoration**

Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

Provide information in this section regarding how your organization is culturally competent when providing services to victims.

The El Paso Police Department (EPPD) is culturally competent when providing services to victims. EPPD provides training courses to its employees, which include, but are not limited to topics such as; victim awareness and sensitivity, cultural norms, crisis intervention, cultural diversity, racial profiling, sexual harassment/awareness, ethics, and customer service etiquette. Services are provided with a victim-centered approach, focusing on the victim through empowerment by responding to their needs and rendered in the most respectful and compassionate manner possible, and by supporting them through the criminal justice process. Furthermore, all of these services will be rendered in the most respectful and compassionate manner possible. The Victim Services Response Team (VSRT) case managers are extremely knowledgeable and well trained in handling domestic violence cases. The case managers received extensive training through the National Organization for Victim Assistance (NOVA) and are nationally certified as Credentialed Advocates through the National Advocate Credentialing Program (NACP). The case managers also attend a variety of trainings throughout the year (Non Violent Crisis Intervention, Violence against Women, Helping Survivors of Multiple Victimizations, and Human Trafficking Awareness/Prevention). It is the El Paso Police Department's Discrimination Policy to provide services to all victims regardless of age, health, race, ethnicity, sex, sexual orientation, or cultural differences, and language barriers. Cultural differences and language are important aspects given the high percentage of the Hispanic population in the City of El Paso. The case managers provide excellent services with an understanding of the many beliefs and behaviors of the different cultural population. The EPPD consistently addresses the needs of the community through networking with multiple agencies (District Attorney's Office, County Attorney's Office-Protective Order Unit, Center Against Sexual and Family Violence (CASFV), Texas RioGrande Legal Aid-Divorce and custody issues, Legal Aid, and the Diocesan Migrant and Refugee Services). The information shared is used to focus on problem areas to provide outreach for victims of crime.

Culturally Specific and Underserved Populations

Following are relevant definitions needed to answer this question.

- Underserved populations means populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, or age), and any other population determined to be underserved by the Attorney General or by the Secretary of Health and Human Services, as appropriate.
- Culturally specific means the program is primarily directed toward racial and ethnic minority groups (as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. 300u-6(g))).
- Racial and ethnic minority group means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian Americans; Native Hawaiians and other Pacific Islanders; Blacks; and Hispanics.
- Hispanic means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

Does your program have a primary focus on serving a culturally specific population? (The organization must do more than merely provide services to an underserved population or culturally specific group; rather, the organization's primary focus must be on providing culturally competent services designed to meet the specific needs of the target population in order to justify a YES response in the section below.)

☐ Yes

☒ No

If you answered '**YES**' above, you must explain in the box below how your organization's program is specifically designed to focus on and meet the needs of culturally specific populations. If this item does not apply enter '**N/A**'.

N/A

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 [CCybersecurity 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.

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.

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.

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, 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, 2024 or the end of the grant period, whichever is later.

Policies that Prohibit or Materially Limit the Enforcement of Immigration Laws

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.

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:

Claudia Lujan

Enter the Address for the Civil Rights Liaison:

300 N. Campbell El Paso, TX 79901

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

915-212-1241

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 EPPD is the largest local law enforcement agency responsible for providing services to the City of El Paso population. The El Paso Police Department (EPPD) will utilize the General Victim Assistance (GVA) to continue funding the Victim Services Response Team (VSRT), which consists of six EPPD VSRT case managers. The VSRT case managers' priority is to assist victims of all violent crime, such as, assaults and family violence, as well as non-violent crimes like harassment and stalking. Of the various crimes case managers respond to, half of the victims are domestic violence victims who are in a reoccurring cycle of violence that they are unaware of. The Domestic Violence Police Officer (DVO) and case managers, working together, will assist by providing information, resources, safety planning, and support to all victims. Safety planning is an important tool that is used to empower victims of domestic violence to help them prevent further acts of violence against them. The VSRT case managers attend shift meetings with patrol officers on a quarterly basis to train them about the VSRT unit and the services they can provide to victims. Case managers also participate in community events and provide presentations to the public and other local agencies. These are some of the ways the DVO or and case managers will make contact with victims of crime: responding directly to crime scenes to assist patrol officers actively investigating a crime, via telephone, home visits, walk-ins, Repeat Calls Fieldwork, delivering Emergency Protective Orders, and assisting victims at the Center Against Sexual and Family Violence. Case Managers will provide crisis intervention, explain available services, make appropriate referrals, assist with filing the Texas Crime Victims' Compensation Application (CVC), and conduct follow up sessions with the victim as needed. Case managers send letters explaining the services available to the victims that are serviced under this grant. The El Paso Police Department also utilizes the services of VSRT volunteers to assist VSRT case managers out in the field. However, due to the continued and current rise in Covid-19, Influenza, and Respiratory Syncytial Virus, the police department had to suspend the volunteer program, including the VSRT volunteers. The police department intends to reinstitute the volunteer program when the City of El Paso, under the guidance of Health and Human Services, deems it safe to do so.

Problem Statement :

The City of El Paso is the 22nd largest city in the United States and the 6th largest city in Texas. It is the largest metropolitan city on the U.S.-Mexico border, covering over 255 square miles, and is a city with a population of just under 700,000 people. The El Paso region, in combination with its international neighbor city, Ciudad Juarez, Mexico, the most populated city in the Mexican state of Chihuahua and our neighboring state of New Mexico forms a larger region with a population of approximately 2.3 million people, many of whom come every day to visit or work. In addition to this population influx, El Paso has a strong federal and military population with over 38,500 active duty military personnel, includes over 39,000 of these soldier's family members, over 1,000 reservists, and over 13,000 civilians. This large population presents unique challenges for the El Paso Police Department, which has less than 1200 Officers to protect and provide services to this far-reaching community. EPPD case managers provide victims services to all qualified people within our city, whether they are military or out of the country visitors. EPPD recognizes that immediate intervention from the case managers is essential to the healing process for a victim. Many victims of domestic violence are unaware that they are involved in a cycle of violence and unsure how to break it. Through community policing, EPPD is focused on promoting proactive problem solving and police community partnerships to address the cause of crime and fear within the city of El Paso. The EPPD embraces the task of assisting victims of domestic violence and understands the positive impact of early intervention and proactive prevention.

Supporting Data :

While El Paso city's population is under 700,000 people, it is a global, cultural, and economic center that draws substantial tourism. In addition, El Paso surrounds Fort Bliss, the Army's fourth largest installation. Although, it is not considered within the City limits, Fort Bliss has a population of over 38,500 active duty military personnel, includes over 39,000 of these soldier's family members, and over 1,000 reservists. It is also the home of over 13,000 civilians. A large portion of this population live within the city limits. This population and the close proximity to El Paso's sister city on the Mexican side of the border, Ciudad Juarez, can present challenges for the local law enforcement community, as the daytime population can increase to over a million people. The VSRT plays an incredibly critical role for the victims and their families. Through the EPPD's constant dedication to public safety, it has developed and sustained an excellent working partnership with the community. Case managers maintain data compiled from computer aided dispatch services and the local records management

system In the fiscal year, 2021-2022, the Victim Services Response Team (VSRT) reached out to over 9,500 victims of crimes. Of these cases, 3,300 were domestic violence cases. Domestic violence cases totaled approximately 34% of all offenses reviewed and handled by the case managers. VSRT case managers play an incredibly critical role for the victims and their families. EPPD's constant dedication to public safety has developed and sustained an excellent working partnership with the community. VSRT case managers have been working closely with Fort Bliss' Advocacy program. In addition, case managers maintain data compiled from computer-aided dispatch services and local records management systems. In Fiscal Year 2020-2021, the Victim Services Response Team (VSRT) reached out to 5,303 victims of crimes. Of these cases, 2,250 were domestic violence cases. Domestic violence cases totaled approximately 42% of all crimes reviewed and handled by the case managers.

Project Approach & Activities:

In keeping with the mission of the City of El Paso, the VSRT will deliver exceptional services with integrity and dedication to support a high quality of life and work in partnership with the community to enhance the quality of life in the City of El Paso. The Victim Services Response Team (VSRT) will continue to focus on helping victims of crime by prioritizing family violence victims, victims of violent crimes, and quality of life issues for this project. The funding from this grant will cover all of the essential aspects that will enhance the quality of life for the citizens and visitors of El Paso. The Texas Crime Victim Rights Bill defines a victim as a person who has suffered bodily injury or death or has been the victim of a sexual assault, kidnapping, or aggravated robbery, including the close relative of a deceased victim. Traffic accidents such as hit-and-runs and intoxication vehicular assaults involving bodily injury, serious bodily injury, or death also qualify for crime victims' compensation. Case managers will provide victims of crime the support services, information, and referrals needed by conducting the following:

- Identify multi-disciplinary, comprehensive psychotherapy and counseling programs.
- Provide victims with referrals to emergency shelters and transitional living, and assist in locating permanent housing.
- Provide information on crime victims' rights and the state compensation fund, and facilitate an understanding among victims of the workings of the criminal justice system.
- Provide crisis intervention and outreach, and identify support groups for victims of sexual assault and their significant others.
- Provide emotional support, conflict, and trauma resolution for crime victims.
- Provide updates to victims of crime on their cases as they progress through the criminal justice system.
- Provide adequate training and continuing education to service providers.
- Make a concentrated effort to be proactive to reduce or minimize the domestic violence type calls by targeting repeat offenders and repeat calls for service at the same locations.
- Conduct follow-up visits to locations where an emergency protective order has been issued to ensure compliance by all parties involved.

Capacity & Capabilities:

EPPD is a Municipal Law Enforcement Agency whose jurisdiction falls within the City of El Paso. In efforts to keep up with the rising population of El Paso, EPPD currently employs approximately 1,132 commissioned police officers and approximately 269 civilian support staff. The El Paso Police Department is comprised of one police headquarters, five Regional Command Centers, and a multitude of specialty divisions to include, Airport, Fusion Center, Auto Theft, Narcotics, Gangs, Academy, SWAT and Organized Crime units. The Regional Commands provide the patrol function of the department. Sworn personnel receive an 8 hour pre-service training in the academy related victims services programs and In-service receive quarterly shift meeting training. The objectives of continued training is to ensure officers are up to date with current laws and department procedures related to victim services. VSRT case managers are nationally certified by the National Organization for Victim Assistance (NOVA) based on the National Advocate Credentialing Program (NACP) standards. In addition, VSRT case managers attend various trainings throughout the year, including; Non-Violent Crisis intervention, Helping Survivors of Multiple Victimization, and Human Trafficking Awareness/Prevention, to name a few. The El Paso Police Department further provides training courses to its police officers and civilian employees, including the VSRT case managers, including but are not limited to; victim awareness and sensitivity, cultural norms, crisis intervention, cultural diversity, racial profiling, sexual harassment/awareness, ethics, and customer service etiquette. As a result, the VSRT case managers are highly knowledgeable and well-trained in providing services to victims of crime. The VSRT case managers' priority is to assist victims of all crimes. Officers identify a need and quickly summon one of our case managers who deliver expanded services and assistance to help in the healing process. All of the VSRT case managers have been working within the program for several years. The senior VSRT case manager has 18 years of continued experience with the EPPD VSRT program. All of the case managers have received training, and will continue to attend trainings/presentations related to family violence. This unit is nationally certified as Credentialed Advocates through the National Advocate Credentialing Program (NACP).

Performance Management :

The goal of the VSRT program is to provide every person who files a police report, with a qualified crime, to

receive assistance with crisis management within 48 hours, as well as receiving information on Texas Crime Victims' Compensation application, legal advocacy, and protective order assistance when applicable. The project will be measured by extracting records supplemented by the VSRT case managers and then will be compared to cases which have not been serviced. The goal is to achieve 100 percent service rates to all qualified cases reported to the police department and measure its' rate of success, which will then be examined every quarter. For example, in Fiscal Year 2021 at least 75% of all qualified cases were supplemented by case managers and 96% of assaults and family violence cases, were supplemented by case managers documenting services provided to the victim. VSRT case managers gathered data by collecting and entering their own data into their copy of the data collection form, then they enter that information into the VSRT spreadsheet that is located in the Police Department drive. The VSRT supervisor, an EPPD sergeant, also monitors the data and request audits by our research assistants and crime analysts. The audits are done to ensure compliance with department and grant requirements. For example, in the fiscal year 2021-2022, case managers documented attempts to reach the victims by telephone, letter, or home visit and supplemented 96% of all cases. During the fiscal year 2021-2022, the form used to track the collected data for the grant was revised and improved. By mirroring the data requested by the Office of the Governor (OOG), the data collected focuses on the program's outcomes. Additionally, data is recorded on supplies that are dispersed and purchases made. The VSRT program will be working on providing a link to the EPPD website for individuals seeking to volunteer and be part of the EPPD VSRT volunteer program to create and submit volunteer applications either in hard copy or electronically to streamline the process. In addition to creating social media platforms for the community to have a direct outreach to the EPPD VSRT members who need assistance and to target the younger age group who are active on social media.

Target Group :

The El Paso region, in combination with its international neighbor city, Ciudad Juarez, Mexico, forms a metropolitan area with a population of approximately 2.3 million people. Approximately 80 % of the population of El Paso are Hispanic, 13% are White-non Hispanic, 4% are African American, and 3% are two or more races. Statistics for EPPD during Fiscal Year 2021 show that of the total number of cases supplemented, 81% of the victims were Hispanic, 11% were White Non-Hispanic, 6% were African American, and 2% were other. The median age of the population in the City of El Paso is 30 years old, with 49% males and 51% females. Of the total number of cases supplemented, the median age is 30 and an average of 33. These demographics make both El Paso and the population that VRST served during the 2021 FY young and consisting of more women. Additionally, Fort Bliss, the Army's second largest U.S. Army installation, consists of a diverse community made up of soldiers, family members, and retirees. It is home to approximately 20,000 military personnel; in addition, it supports over 20,000 family members of active duty personnel. The potential for a large number of victims of qualified crime exist with the given population variables, thus making it our priority to dedicate the time and resources necessary to offer services to any potential victims of crime and to provide the community with adequate support services, information, referrals and education. Case managers will be targeting the victims of all qualifying crime related cases, but will be focusing on victims related to domestic violence, as approximately half of our advocate's caseload consists of domestic violence related reports and these types of crimes are more likely to reoccur.

Evidence-Based Practices:

Case managers will monitor the types of crime related to domestic violence and continue to work closely with other victim service providers for domestic violence. The six VSRT case managers ensure proper handling of cases by providing services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. The VSRT supervisor, an EPPD sergeant assigned to the Auxiliary Support Division, oversees the VSRT program. The supervisor collects, maintains, and analyzes relevant statistical data periodically to meet the needs. Victims of domestic violence are referred to the Center Against Sexual and Family Violence (CASFV) Emergency Shelter and for non-shelter services to the Family Resource Center (FRC). Case managers and the Domestic Violence Officer (DVO) will provide information on crime victims' rights and the State compensation fund and facilitate an understanding to the victims of the procedures of the criminal justice system. Case managers will assist with initiating, administering, and completing a Crime Victims Compensation application. They also ensure that the victims of crime receive personal advocacy and have an opportunity to recover monetary losses resulting from the offense. In addition, case managers and the DVO provide crisis intervention on-scene as first responders, identify support groups for victims of sexual assault and their families, and provide emotional support and conflict and trauma resolution for crime victims. Finally, case managers will update victims of crime on their cases as they progress through the criminal justice system.

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	100.00	Victim Services Response Team (VSRT) case managers provide crime victims services during the healing process. Services offered include providing information and referrals to agencies that assist victims of Domestic Violence. Case Managers will conduct legal referrals to the District Attorney's Office, County Attorney's Office-Protective Order Unit, Texas Rio Grande Legal Aid, and the Diocesan Migrant & Refugee Services. Case Managers will explain victim rights, assist with crime victims' compensation applications, and advocate for all necessary crisis procedures. This includes medical, legal, transport, and assistance locating temporary shelter if required. During the Case Managers' assessment of the victim's needs, the victim may volunteer information to the case managers about other victimization incidents. The VSRT case managers have developed a close working relationship with area hospitals that provide services, including University Medical Center, Providence Hospital, and Del Sol Medical Center. The El Paso Police Department will generate a police report or referral to identify crime victims. The Case Managers will review cases and provide the appropriate help crime victims need to navigate the judicial process by standing alongside the victim. They will provide comprehensive crisis and follow-up support. This support is necessary for the victim of a crime to remain engaged in the investigation and prosecution process. The Case Managers will meet regularly with other victim services providers, the Center Against Sexual and Family Violence, District Attorney's victim services advocates, EP Sheriff's Office Advocates, Fort Bliss Advocates, and others to discuss and share information to move forward with the investigation, prosecution, and overall, the victim's restoration. Case Managers will be working with a police officer when responding to domestic violence calls.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of survivors receiving crisis counseling.	0
Number of victims / survivors seeking services who were served.	6500
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:

N/A

Lobbying

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

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]:

10/1/2023

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

9/30/2024

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:

217632742

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

5107956

Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a 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 \$750,000 or more, or state grant funding of \$750,000 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:

8/31/2021

Equal Employment Opportunity Plan

Compliance

The EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#). For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at <https://ojp.gov/about/ocr/eeop.htm>.

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

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

Requirements

- The applicant agency is exempt from the requirement to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP Certification information the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

Type II Entity

Defined as an applicant that meets the following criteria:

- has 50 or more employees, and
- is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of OOG, OOG's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
- the applicant must submit EEOP information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:
Araceli Guerra 300 N. Campbell El Paso, TX 79901 (915)212-1401

Type III Entity

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

Requirements

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP information to the Office for Civil Rights (OCR).

Certification

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

- ☐ Type I Entity
☐ Type II Entity
☒ Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

FFATA Certification

Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:
Position 5 - Total Compensation (\$):
0

Victim Services Information

Agency Type

Implementing Agency Type - Government

Which designation best describes your agency

- Law enforcement

Purpose of Award

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

Type of Crime Funding Distribution

Identify the percent of funding dedicated to each type of victimization. The percentages provided below should not include matching funds. Cumulative total for all types of victimization must equal 100%.

Type of Crime	Percent of Funds Dedicated to Crime Enter whole percentages only	Funds Dedicated to Crime Current Award x Percent Entered
Child Physical Abuse	2	\$3,068.21
Child Sexual Abuse	3	\$4,602.31
Domestic and Family Violence	47	\$72,102.89
Child Sexual Assault	0	\$0.00
Adult Sexual Assault	0	\$0.00
DUI/DWI Crashes	1	\$1,534.10
DUI/DWI Crashes	1	\$1,534.10
Assault	34	\$52,159.54
Adults Molested As Children	0	\$0.00
Elder Abuse	2	\$3,068.21
Robbery	2	\$3,068.21
Survivors of Homicide	1	\$1,534.10
Adult Human Trafficking	1	\$1,534.10
Child Human Trafficking	0	\$0.00
Other Violent Crimes	3	\$4,602.31
Description:	Arson, Hit/Runs Motor Vehicle, Kidnapping, teen dating violence	
Other Non-Violent Crimes	4	\$6,136.42
Description:	Harassment, Stalking, child pornography	

SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget	\$153,410.40
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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

- Child and/or dependent care assistance (includes coordination of services)
- Interpreter services
- Law enforcement interview advocacy/accompaniment
- Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)

Emotional Support or Safety Services

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

Shelter/Housing Services

- Relocation assistance (includes assistance with obtaining housing)

Criminal/Civil Justice System Assistance

- Notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.)
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g. , custody, visitation, or support)
- Law enforcement interview advocacy/accompaniment

Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

All VOCA-funded direct service projects **MUST** assist victims with seeking crime victim compensation benefits. Please explain why your agency is not assisting victims with crime victim compensation benefits:

Types of 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
- 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 El Paso region, combined with international city, Ciudad Juarez, forms a metropolitan area with a population of over 2.5 million people. Although, the majority of the population is Hispanic, it is also home to other races. Having this, it brings diversity to the culture of the city. This includes religions, genders, and sexual orientation. The potential for victims of hate crime exist with the given population variables, thus making it our priority to dedicate the time and resources necessary to offer services to any potential victims of crime and to provide the community with adequate support services, information, referrals, and education.

- Human trafficking: sex
- 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

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:
\$153,410.40

Other State Funds:
\$0.00

Other Local Funds:
\$0.00

Other Federal Funds:
\$0.00

Other Non-Federal Funds:
\$0.00

Total Victimization Program Budget:
\$153,410.40

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:
6

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:
12480

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:

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:

0

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.

Due to the continued and current rise in Covid-19, Influenza, and Respiratory Syncytial Virus, the police department had to suspend the volunteer program, including the VSRT volunteers. The police department intends to reinstitute the volunteer program when the City of El Paso, under the guidance of Health and Human Services, deems it safe to do

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 Manager	N. Becerra Approximate Annual Salary of \$44,688.83 including fringe benefits of up to \$ 22,322.38 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & medicare). The total estimated compensation is \$67,011.21	\$31,448.00	\$7,862.00	\$0.00	\$0.00	\$39,310.00	100
Personnel	Case Manager	P. Gross Approximate Annual Salary of \$38,159.41 including fringe benefits of up to \$ 16,034.93 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & edicare). The total estimated compensation is \$54,194.35	\$25,433.11	\$6,358.28	\$0.00	\$0.00	\$31,791.39	100
Personnel	Case	V. Nunez	\$24,582.71	\$6,145.68	\$0.00	\$0.00	\$30,728.39	100

	Manager	Approximate Annual Salary of \$36,703.51 including fringe benefits of up to \$ 15,678.75 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & edicare). The total estimated compensation is \$52,382.26						
Personnel	Case Manager	V. Muniz Approximate Annual Salary of \$ 35,594.83 including fringe benefits of up to \$ 7,862.90 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & edicare). The total estimated compensation is \$43,457.73	\$20,394.48	\$5,098.62	\$0.00	\$0.00	\$25,493.10	100
Personnel	Case Manager	M. Rivera Approximate Annual Salary of \$35,859.00 including fringe benefits of up to \$ 15,530.67 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & edicare). The total estimated compensation is \$51,389.67	\$24,116.89	\$6,029.22	\$0.00	\$0.00	\$30,146.11	100
Personnel	Case Manager	C. Pinales Approximate Annual Salary of \$41,653.71	\$27,435.21	\$6,858.80	\$0.00	\$0.00	\$34,294.01	100

		including fringe benefits of up to \$ 16,806.83 (Workers Compensation, Unemployment, Life Insurance, Pension Plan, FICA & edicare). The total estimated compensation is \$58,460.54						
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Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
El Paso, City of General Funds	Cash Match	\$38,352.60

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$38,352.60	\$38,352.60	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$153,410.40	\$38,352.60	\$0.00	\$0.00	\$191,763.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$153,410.40	\$38,352.60	\$0.00	\$0.00	\$191,763.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** LauraCarpio