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**AGENDA ITEM REQUEST FORM**

**Hays County Commissioners Court**

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

**AGENDA ITEM**

Discussion and possible action to authorize the County Judge to execute resolution and submit a grant application to the Office of the Attorney General (OAG), Crime Victim Services Division for up to \$84,000.00.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
ACTION-MISCELLANEOUS	May 14, 2013	\$3,928.00 1st Year and \$6,097.00 2nd Year.

**LINE ITEM NUMBER**

TBD

**AUDITOR USE ONLY**

**AUDITOR COMMENTS:**  
FY14 & FY15 budgets

**PURCHASING GUIDELINES FOLLOWED:** N/A

**AUDITOR REVIEW:** BILL HERZOG

REQUESTED BY	SPONSOR	CO-SPONSOR
Cutler/Gutierrez/Hauff	INGALSBE	N/A

**SUMMARY**

This grant will continue to fund a victim coordinator's position for the Hays County Sheriff's Office. This position will provide services to crime victims, their families, and citizens of Hays County who have experienced the trauma of victimization. This grant term is for up to two (2) years from September 1, 2013 through August 31, 2015, subject to and contingent on funding and approval by the OAG. If the grant contract period extends for more than one state fiscal year, the grantee may be required to submit additional documentation relating to the second fiscal year of the grant contract period, including an updated budget. The grant will fund the position for up to \$42,000 annually, including fringe benefits. The first year annual salary and fringe benefits for this position is \$45,928, and for the second year is \$48,097. The Sheriff's Office budget will supplement the additional funds required. The application is due on May 15, 2013 and will be submitted electronically. A copy of the application is attached.

**05 14 13**

FILED:

HAYS COUNTY COMMISSIONERS' COURT  
Resolution # 29015 VOL V PG 156

V0005-14-0010

<b>1: ORGANIZATION</b>			
Unique Application Number (UAN)		V0005-14-0010	
Legal Name of Applicant		Hays County, Texas	
Name of Agency Contact		Lt. Dennis Gutierrez	
Agency Contact's Telephone Number		512-393-7877	
<input type="checkbox"/> Check if applying for an OVAG Statewide Project			
	Amount Requested	%of Personnel and Fringe Requested	
FY 2014	\$42,000.00	100%	
FY 2015	\$42,000.00	100%	

<b>2: MISSION STATEMENT</b>	
2.1 Provide the mission statement of your organization.	
<p>The Hays County Sheriff's Office (HCSO) is committed to excellence in law enforcement and police services. Deep rooted in the community, the HCSO strives to provide the citizens of Hays County and its visitors with a safe and enjoyable community. The HCSO will never rest in its pursuit of serving the public trust and upholding the law.</p>	

<b>3: DESCRIPTION OF THE ORGANIZATION</b>	
3.1 Give a description of the history of your organization including the purpose for which it was created.	
<p>Hays County was created March 1, 1848 from the southern part of Travis County. It is named for legendary Texas Ranger Captain, John Coffee Hays. Hays was known for his battles with the Mexican Army and his Victories over the Comanche Indians, who called him "Bravo To Much".</p> <p>The county was organized on August 7th 1848 with San Marcos as the county seat. The first Sheriff took office on that date. To this date there has been thirty eight Sheriffs of Hays County. The current Sheriff, Gary Cutler, took office in November of 2010. Sheriff Cutler is committed to the citizens of Hays County and the employees and sworn personnel of the Hays County Sheriff's Office. With a tough-on-crime stance against criminals, and a warming openness to the county citizens, Sheriff Cutler looks to bring a sense of stability to a Sheriff's Office. With nearly 37 years of experience in law enforcement, investigations and administration, Sheriff Cutler is a credible and competent leader to take the HCSO to the next level of law enforcement as the county continues to see unprecedented growth in both population and business development.</p>	
3.2 Give a description of how the organization has evolved to its current structure, this may include the scope of service, geographic areas covered, staff heirarchy, legal organization, etc.	
<p>The Sheriff of Hays County acts as the chief law enforcement official for all of Hays County. This includes control and operation of the county jail, as well as law enforcement responsibilities that cover the entire county. The HCSO has 309 employees. Law Enforcement and policing has undergone a drastic change in the last 10 years. Along with experienced personnel, the HCSO has increased training activities for their deputies and investigators to fully perform the tasks required to take it to the next level of law enforcement as the county continues to grow in population. Staff heirarchy: Sheriff- Chief-L.E.- Captain-Support Services-Captain Jail Support Services Lt.-CID Lt.-Detectives- Deputies.</p>	

<b>4: VICTIM SERVICES EXPERIENCE</b>		<b>YEARS</b>
4.1 How many years has the organization been providing victim-related services or assistance?		21

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**5. VICTIM SERVICES WORK**

5.1 Provide a description of the work the organization is doing on behalf of victims of crime.

The level of service to crime victims is a high priority for the HCSO. The establishment of the Victim's Coordinator position in October 20, 2011 through the assistance of this grant program has allowed us to fulfill the desire of providing better victim's assistance. The Victim's Coordinator provides resources for victims with information, material to crime victims related to the family codes, victim rights. The victim Coordinator will also accompany the victim to the court and provide support during the court trial. With Hays County continuing to grow in the state and nation, it is a very much needed service for the citizens of Hays County.

5.2 How does this work fit into the organization's overall goals and objectives?

The Victims Coordinator has meet the goals of the HCSO by providing a type of full service/specialized service for Hays County victims. These specialized services are described in the following sections.

**6. VOLUNTEERS**

6.1 Does the organization currently have a volunteer program, or plan to implement one this grant term?	<b>Yes</b>
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6.2 How many volunteers were active within the last year?	<b>51</b>
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6.3 Describe how the organization utilizes or plans to utilize volunteers to support the organization's mission, including any specific victim-related services.

The Hays County Sheriff's Office currently has a least three volunteers that assist with the operations and mission of the office. There are five ministers who comprise a volunteer Ministerial staff to address the spiritual needs of the inmate population. There are at least thirty Citizens Academy Alumni that actively assist with the fugitive research and warrant operations as well as community educational events in which the Sheriff's office needs assistance. There are sixteen commissioned reserve deputies that assist the Sheriff's office in operations requiring a Peace Officer where manpower is not sufficient with full-time employee's to address those needs. The Sheriff's office currently has 14 victim's assistance program volunteers that are available on-call to assist victims.

6.4 Describe training for volunteers including both training required prior to providing services and ongoing training conducted throughout the volunteer's service.

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The Hays County Sheriff's Office volunteers are the Reserve Deputies and Citizens Academy Alumni as well as the victim assistance volunteer's. The Reserve Deputies have state mandated training as required to maintain their license and must perform volunteer services at least 16 hours per month. Citizens Alumni personnel have each graduated from structured citizens academy training instructed by Peace Officers with the Hays County Sheriff's Office. Awareness of the mission is the focus of the academy and volunteerism is encouraged.

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**6.5 Describe how the organization recruits and retains volunteers or plans to do so.**

The Hays County Sheriff's Office- through the Citizens Academy- has been fortunate to recruit volunteers that have knowledge and understanding of the services we strive to provide to the individuals that have been victims of a crime. The Victim's Assistance Advocate position provides new avenues to pursue with the volunteer effort as will as with, Texas State University and their Social Work program.

**7: COLLABORATIONS**

**7.1 Describe the benefits realized by victims of crime as a result of your organization's collaboration(s) with other organizations (if your organization collaborates) or through your organization alone (if your organization does not collaborate).**

The HCSO collaborates with several other agencies, Hays/Caldwell Women's Center, Hays Area Food Bank, Roxanne's House, Greater San Marcos Youth Council, Central Texas Medical Center, Seton Hospitals, Christus Santa Rosa, Hill Country MHDD –MCOT, Guadalupe Valley Region Medical Center, Hays County District Attorney's Office, San Marcos Police Department, Texas State University, Texas Department of Public Safety, Kyle Police Department, Buda Police Department, Sexual Assault Task Force, and Multi-disciplinary Team/Child Abuse. Hays to give the best possible victims assistance it can. Through the combined efforts of these partnerships, victims will receive assistance in areas of counseling for victims of mental, physical and sexual abuse, crime victim's compensation, coordination for services through organizations that assist with food and housing, as well as other ongoing advocacy support and counseling.

**7.2 If your organization collaborates, provide a list of the organizations, including the organization type (law enforcement agency, advocacy center, hospital, task force, etc.) the applicant collaborates with to serve victims of crime for the purpose of supporting or assisting in victim recovery.**

Hays/Caldwell Women's Center, Hays Area Food Bank, Roxanne's House, Greater San Marcos Youth Council, Central Texas Medical Center, Seton Hospitals, Christus Santa Rosa, Hill Country MHDD –MCOT, Guadalupe Valley Region Medical Center, Hays County District Attorney's Office, San Marcos Police Department, Texas State University, Texas Department of Public Safety, Kyle Police Department, Buda Police Department, Sexual Assault Task Force, and Multi-disciplinary Team/Child Abuse.

**8: STATE AND FEDERAL FUNDS EXPERIENCE** **YEARS**

**8.1 How many years of experience does the organization have in managing state or federal grant funds?** **21**

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<b>9. OUTPUT TARGET CALCULATION</b>	<b>STAFF POSITION/TITLE #1</b>		<b>STAFF POSITION/TITLE #2</b>		<b>STAFF POSITION/TITLE #3</b>	
<b>9.1 STAFF POSITION/TITLE</b>	Victim Assistance Advocate/Liaison					
<b>9.2 ADMINISTRATIVE POSITION</b>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>9.3 CONTRACT POSITION</b>	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<b>9.4 OUTPUT TARGET</b>	<b>OUTPUT TARGET</b>		<b>OUTPUT TARGET</b>		<b>OUTPUT TARGET</b>	
<b>DIRECT VICTIM SERVICES</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>
Number of Unique Victims Served	550	575				
Assistance with Crime Victims' Compensation	75	75				
Assistance with Texas SAVNS/VINE	20	20				
Information and Referral	500	550				
Assistance with Restitution						
Criminal Justice Accompaniment						
Law Enforcement Accompaniment						
Medical Accompaniment						
Crisis Intervention						
Individual Counseling						
Support Groups						
Therapeutic Groups						
Peer Support Services						
Assistance with Victim Impact Panels						
Assistance with Victim Impact Statements						
Emergency Funds						
Follow-up with Victim	400	425				
Legal Assistance						
Lodging						
Other						
Transportation						
Victim Advocacy	50	50				
<b>VICTIM SERVICES TRAINING</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>
Total Number of all Training Sessions						
Law Enforcement Individuals Trained						
Prosecution/Judicial Individuals Trained						
School Faculty Individuals Trained						
Medical Individuals Trained						
Faith-Based Individuals Trained						
Volunteer Individuals Trained						
Other Individuals Trained						
Total Number of all Individuals Trained	0	0	0	0	0	0
<b>OUTREACH OR COMMUNITY EDUCATION</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>
Outreach or Community Education Presentations						
Outreach or Community Education Participants						
Informational Fairs						
Total Attendees at Informational Fairs						
25% of Total Attendees (auto-calculates)	0	0	0	0	0	0
Total Outreach or Community Ed Presentations	0	0	0	0	0	0
<b>STRUCTURED EDUCATION</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2014</b>	<b>FY 2015</b>
Structured Education Presentations						
Structured Education Participants						

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9. OUTPUT TARGET CALCULATION	STAFF POSITION/TITLE #4		STAFF POSITION/TITLE #5		STAFF POSITION/TITLE #6	
9.1 STAFF POSITION/TITLE						
9.2 ADMINISTRATIVE POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.3 CONTRACT POSITION	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
9.4 OUTPUT TARGET	OUTPUT TARGET		OUTPUT TARGET		OUTPUT TARGET	
<b>DIRECT VICTIM SERVICES</b>	FY 2014	FY 2015	FY 2014	FY 2015	FY 2014	FY 2015
Number of Unique Victims Served						
Assistance with Crime Victims' Compensation						
Assistance with Texas SAVNS/VINE Information and Referral						
Assistance with Restitution						
Criminal Justice Accompaniment						
Law Enforcement Accompaniment						
Medical Accompaniment						
Crisis Intervention						
Individual Counseling						
Support Groups						
Therapeutic Groups						
Peer Support Services						
Assistance with Victim Impact Panels						
Assistance with Victim Impact Statements						
Emergency Funds						
Follow-up with Victim						
Legal Assistance						
Lodging						
Other						
Transportation						
Victim Advocacy						
<b>VICTIM SERVICES TRAINING</b>	FY 2014	FY 2015	FY 2014	FY 2015	FY 2014	FY 2015
Total Number of all Training Sessions						
Law Enforcement Individuals Trained						
Prosecution/Judicial Individuals Trained						
School Faculty Individuals Trained						
Medical Individuals Trained						
Faith-Based Individuals Trained						
Volunteer Individuals Trained						
Other Individuals Trained						
Total Number of all Individuals Trained	0	0	0	0	0	0
<b>OUTREACH OR COMMUNITY EDUCATION</b>	FY 2014	FY 2015	FY 2014	FY 2015	FY 2014	FY 2015
Outreach or Community Education Presentations						
Outreach or Community Education Participants						
Informational Fairs						
Total Attendees at Informational Fairs						
25% of Total Attendees (auto-calculates)	0	0	0	0	0	0
Total Outreach or Community Ed Presentations	0	0	0	0	0	0
<b>STRUCTURED EDUCATION</b>	FY 2014	FY 2015	FY 2014	FY 2015	FY 2014	FY 2015
Structured Education Presentations						
Structured Education Participants						

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10. PERSONNEL & FRINGE											
Title of Position	Sched-uled to work	Sched-uled on this grant.	Direct Services on this grant.	Admin. on this grant.	Other on this grant.	Annual Salary	Total Salary Requested on this grant.	% Salary Funded by this grant.	Annual Fringe Benefits for the Position	Fringe Funds Requested on this grant.	% Fringe Funded by this grant.
FY 2014		HOURS PER WEEK				SALARY			FRINGE		
1. Victim Assistance Advocate/Liaison	40	40	40			\$28,142.00	\$25,736.00	91.45%	\$17,786.00	\$16,264.00	91.44%
2.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 25,736			\$ 16,264		
FY 2015		HOURS PER WEEK				SALARY			FRINGE		
1. Victim Assistance Advocate/Liaison	40	80	40	40		\$28,705.00	\$25,068.00	87.33%	\$19,392.00	\$16,932.00	87.31%
2.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
3.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
4.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
5.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
6.		0				\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
						\$ 25,068			\$ 16,932		

10.1 FY 2014 POSITION NARRATIVE

Provide a justification; which relates to the project's goal.

1. Victim Assistance Advocate/Liaison	Hays County has a "dedicated" person to work with victims of crime, and provide services and assistance that will speed up their recovery from the financial loss, physical suffering and emotional trauma of victimization.
2.	The victims' assistance advocate will help insure proper treatment to the victims through the criminal justice system and provide up to date information about the status of the case, as well as accompany the victim(s) to trial.
3.	The victim's assistance advocate will provide the victims of crime with a full range of services including assistance with compensation claims, crisis intervention, court support, community referrals, community awareness, and performs related duties as required.
4.	
5.	
6.	



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10.2 FY 2015 POSITION NARRATIVE	
Provide a justification, which relates to the project's goal.	
1. Victim Assistance Advocate/Liaison	With the Victim's Assistance Advocate (VAA) position Hays County has the ability to fulfill its desire of providing better victim assistance. The VAA will address all issues concerning victims(s) in Hays County by providing an understanding of the traumatic events and the effects they have on daily life. The VAA will strive to help the victim(s) through the difficult times and better cope with grief, anger, helplessness and depression commonly associated with victimization.
2.	An Important role of the advocate is to serve as the contact person for victims and provide up to date information about the status of the case and make appropriate referrals to outside agencies and services.
3	The VAA will explain the process by which a case will be presented to the court. One of the most important responsibilities of an advocate is to ensure that the victims are informed of certain rights. The advocate can facilitate the scheduling of appointments, and meetings, as well as accompany the victim to the court proceedings.
4.	
5.	
6.	

**10.3 REQUEST FOR EXCEPTION TO OVAG REQUIREMENTS**

Indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.

**11. PROFESSIONAL & CONSULTANT SERVICES**

Name of Professional/Company that Applicant will contract with to perform Professional & Consultant Services	Description of Professional & Consultant Services	No. of Days of Consultation	FY 2014		FY 2015		
			Daily Rate of Compensation	Cost	No. of Days of Consultation	Daily Rate of Compensation	Cost
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -
			\$ -	\$ -		\$ -	\$ -

**11.1 FY 2014 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE**

Provide a justification for Professional & Consultant Services which relates to the project's goal.

**11.2 FY 2015 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE**

Provide a justification for Professional & Consultant Services which relates to the project's goal.

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12. TRAVEL								
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	FY 2014			FY 2015		
			Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Travel	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Sponsored Training		Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
		TOTAL:		\$ -		\$ -		\$ -
			\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -	0%	\$ -	\$ -	0%	\$ -
Travel Purpose	Positions: List all positions (separated by a comma) requested within travel type.	Expense Type	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant	Number of Miles	Cost Per Mile Requested by this OAG Grant	Cost Requested by this OAG Grant
Local Travel (Mileage Only)		Mileage		\$ -	\$ -		\$ -	\$ -
					\$ -			\$ -

**12.1 FY 2014 TRAVEL NARRATIVE**

Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

**12.2 FY 2015 TRAVEL NARRATIVE**

Provide a justification describing the travel staff members will perform. This should include the location to be traveled to, the number of trips planned, the title of the staff member who will be making the trips, and how the travel supports the goal of the grant.

**13. EQUIPMENT**

Item	FY 2014			FY 2015		
	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Equipment	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
			\$ -			\$ -

**13.1 FY 2014 EQUIPMENT NARRATIVE**

Provide a justification for Equipment which relates to the project's goal.

**13.2 FY 2015 EQUIPMENT NARRATIVE**

Provide a justification for Equipment which relates to the project's goal.

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14. SUPPLIES						
Item	FY 2014			FY 2015		
	Total Cost of Supplies	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of Supplies	% Requested by this OAG Grant	Cost Requested by this OAG Grant
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -

14.1 FY 2014 SUPPLIES NARRATIVE

Provide a justification for Supplies which relates to the project's goal.

14.2 FY 2015 SUPPLIES NARRATIVE

Provide a justification for Supplies which relates to the project's goal.

15. OTHER DIRECT OPERATING EXPENSES (ODOE)

Item	FY 2014			FY 2015		
	Total Cost of ODOE	% Requested by this OAG Grant	Cost Requested by this OAG Grant	Total Cost of ODOE	% Requested by this OAG Grant	Cost Requested by this OAG Grant
OAG Sponsored Training Registration	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
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	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -

15.1 FY 2014 OTHER DIRECT OPERATING EXPENSES NARRATIVE

Provide a justification for Other Direct Operating Expenses which relates to the project's goal.

15.2 FY 2015 OTHER DIRECT OPERATING EXPENSES NARRATIVE

Provide a justification for Other Direct Operating Expenses which relates to the project's goal.

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**16. PROJECT SUMMARY**

16.1 Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of ] services in [geographic locations]."

This grant project will maintain a full-time position for a Victim's Assistance Advocate that will provide counseling, support services to individuals and assist with problems resulting from victimization; screen and provide intake services related to documents and court proceedings; and assist in gathering evidence in support of the case filing, process subpoenas, request medical records, collision reports, and other related information needed to complete the case for trial. The Victim's Assistance Advocate will serve as a liaison with advocacy groups, clinical and other service providers, community outreach services, and law enforcement personnel. Also will provide information, material to crime victims related to the family codes, victim rights, and court proceedings. the Advocate will also accompany the victim to the courtroom and provide support while testifying.

**17: TARGET POPULATION**

SPECIFIC VICTIMIZATIONS		SPECIFIC POPULATIONS	
Adults Molested as Children	X	African-American	
Assault	X	Asian	
Child Abuse	X	Elderly (65 and up)	
DUI/DWI	X	Gay/Lesbian/Bisexual/Transgender	
Family Violence	X	Hispanic	X
Hate/Bias Crimes	X	Persons with Disabilities	
Human Trafficking	X	Rural	
Physical Abuse and/or Neglect	X	Spanish-speaking	X
Robbery	X	Other	
Sexual Assault	X		
Survivors of Homicide Victims	X		
Other Victims of Crime	X		

**18: PROBLEM STATEMENT**

18.1 Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in 17: Target Population of Tab D - Project Summary.

The Victims' Assistance Division will address all issues concerning victims in Hays County. The goal of the division is to provide the victims with a better understanding of the traumatic events and the effects they have on daily life. The Victims' Assistance Division will strive to help victims through the types of trying times and to better cope with the grief, anger, helplessness and depression commonly associated with victimization. The Victims Assistance Division will help victims recognize and understand those symptoms in an effort to help in the healing process and adjust their lives to what has happened.

**19. SUPPORTING DATA**

19.1 Provide data that supports the victim-related issue(s) and/or specific victimization types this project is designed to address. Cite research and/or data that is geographically relevant and specific to your service area.

The HCSO has seen significant growth in both population and victim-crime related offenses. Hays County continues to grow, and its geographical location as sharing a border with the city of Austin has increased calls for services. In 2009 the HCSO had responded to 51,569 calls for service. In 2012, HCSO responded to 68,337 calls for service showing an increase of 33%. Based on the continuing growth of Hays County, and its geographical location as sharing a border with the city of Austin; it is obvious that the total calls for service for HCSO will continue to grow each year. The 2011 Hays County Census indicates a population of 164,050. Kyle's population grew from 5,314 in 2000 to 29,293 in 2011, a 451% change. Buda also had an increase in population, which went from 2,404 people in 2000 to 7,682 people in 2011, a 220% change. These figures are reported by the U.S. Census Bureau.

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<b>20: PROJECT GOAL</b>
20.1 Provide a project goal, which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal should be a "SMART" goal: Specific, Measurable, Achievable, Realistic and Timely.
<p>The Hays County Sheriff's Office Victim Assistance Division will work with all crime victims and their families by coordinating services with organizations and other agencies to assist in communication between victims, law enforcement and prosecutors to provide effective courtroom testimony and eliminate recanting of victim's statements and hesitation to testify in court.</p>

<b>21: OUTPUT ASSESSMENT AND EVALUATION</b>
21.1 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.
<p>The Victim Assistance's Advocate position currently has the following set policies or procedures in place. The Victims Assistance Division will respond to the crime scene at the direction of the lead investigators or division commander. The Victims Assistance Advocate will begin its duties at the location working alongside the investigators and the victims. Detailed information from the Hays County reporting system "Odyssey" will help the Victim Assistance Advocate obtain the required police report(s) and documentation needed to initiate the case. This will allow a detailed understanding of the incident that took place and provide the Victims Assistance Division with necessary contact information for the victims. In cases where the Victims Assistance Division did not respond to the scene, they would be able to initiate contact with the victims as soon as the reports are entered into the system. The Victim's Assistance Division will track all activities the division performs and the final outcome of their activity. The Victims Assistance Division will document with reports their activities when assigned a case for assistance. Some methods of reporting that have been discussed to this point, which may be used for feedback include: self-reporting surveys and personal observation in certain cases of Violent Crimes and specified offenses.</p>

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21.2 OUTPUTS SUMMARY	PROJECTED TARGET	
	FY 2014	FY 2015
<b>DIRECT VICTIM SERVICES</b>		
Number of Unique Victims Served	550	575
Assistance with Crime Victims' Compensation	75	75
Assistance with Texas VINE	20	20
Information and Referral	500	550
Assistance with Restitution	0	0
Criminal Justice Accompaniment	0	0
Law Enforcement Accompaniment	0	0
Medical Accompaniment	0	0
Crisis Intervention	0	0
Individual Counseling	0	0
Support Groups	0	0
Therapeutic Groups	0	0
Peer Support Services	0	0
Assistance with Victim Impact Panels	0	0
Assistance with Victim Impact Statements	0	0
Emergency Funds	0	0
Follow-up with Victim	400	425
Legal Assistance	0	0
Lodging	0	0
Other	0	0
Transportation	0	0
Victim Advocacy	50	50
<b>VICTIM SERVICES TRAINING</b>	<b>FY 2014</b>	<b>FY 2015</b>
Total Number of all Training Sessions	0	0
Law Enforcement Individuals Trained	0	0
Prosecution/Judicial Individuals Trained	0	0
School Faculty Individuals Trained	0	0
Medical Individuals Trained	0	0
Faith-Based Individuals Trained	0	0
Volunteer Individuals Trained	0	0
Other Individuals Trained	0	0
Total Number of all Individuals Trained	0	0
<b>OUTREACH OR COMMUNITY EDUCATION</b>	<b>FY 2014</b>	<b>FY 2015</b>
Outreach or Community Education Presentations	0	0
Outreach or Community Education Participants	0	0
Informational Fairs	0	0
Total Attendees at Informational Fairs	0	0
25% of Total Attendees (auto-calculates)	0	0
Total Outreach or Community Ed Presentations	0	0
<b>STRUCTURED EDUCATION</b>	<b>FY 2014</b>	<b>FY 2015</b>
Structured Education Presentations	0	0
Structured Education Participants	0	0
<b>21.3 PUBLIC AWARENESS CAMPAIGN (Statewide Applicants Only)</b>		
21.3 Describe the types of public service campaign products and activities (Internet, press releases, press conferences, tv and radio, etc.) the applicant plans to provide in English and in other languages.		

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22: OUTCOMES	
22.1 OUTCOME ASSESSMENT AND EVALUATION	
DIRECT SERVICE OUTCOMES	Outcome Target %
Increase in knowledge of crime victims' rights.	90%
Increase in knowledge of community resources and services.	90%
PROFESSIONAL TRAINING OUTCOME	
Increase in knowledge of crime victims' rights.	
COMMUNITY EDUCATION OUTCOME	
Increase in knowledge of community resources and services.	
PUBLIC AWARENESS CAMPAIGNS	
Increase in knowledge about the warning signs of specific crimes and victimizations.	
CHILDREN'S ADVOCACY CENTERS (CAC)	
Reduction in trauma, crisis, stress and/or anxiety of child victim and/or protective family members.	
Increase understanding/knowledge regarding criminal and civil justices system process in general and/or in regard to their specific case.	
22.2 Specify one of the outcomes chosen in 22.1 Outcome Assessment and Evaluation section of Tab D - Project Summary and describe the tools and/or processes written policies and procedures, pre- and post- tests, staff observation or surveys, which will be used to measure the project's outcome.	
<p>The Victims Assistance Advocate will follow all policies and procedures deemed applicable which are already established by the Hays County Sheriff's Office. The VAA will obtain reports from Odyssey, the in-house database, and record victim information so that contact can be made and services offered in a timely manner after the incident. Surveys and intake forms will be used by the VAA for the collection of data which will be stored in the VAA's office. This data will be utilized in preparation of performance reports, tracking of victims served, types of crimes committed, and types of services provided. The surveys completed by victims served and their opinions about services provided by the VAA, Officers and the department staff, will be forwarded to the VAA supervisor in the form of a weekly/monthly report. The VAA supervisor will use the above surveys to monitor the VAA's job performance and to ensure the success of the program. These reports will be reviewed, discussed and forwarded to the Sheriff to be stored for future reference.</p>	

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**23. DETAILED IMPLEMENTATION PLAN**

23.1 Describe this project's specific activities, which will be done over the next two years.

The goal for the Hays County Sheriff's will be for the VAA to continue to attend training conferences related to crime victim services to stay current on the trends in the field and to develop contacts with other programs and agencies around the state. Networking with these contacts to discuss what works and what doesn't is an invaluable tool for any public servant. The VAA will attend training for exposure to up-to-date ideas in the field of crime victim services, counseling, advocacy, effects of trauma, coping with stress as well as many other aspects that provide services to victims of crime and trauma.

23.1 Continued:

The VAA will to continue to establish and manage the VA volunteer unit and ensure that all volunteers are properly trained as well as provide continued training to volunteers in order for the unit to stay current on the latest trends to ensure victims are getting the best services possible. The VAA will also continue to build the VA Volunteer Unit and train those coming in to the unit as well as their continued training in the field.

23.1 Continued:

23.2 Describe how these activities will help to reach the project's goal.

The focus of the Hays County Sheriff's Office VAA will be to continue to deliver direct services to victims of violent crimes, their families/survivors and secondary victims. The VAA will continue to be a dedicated 40 hour per week position to deliver these services through personal, mail, or phone contact with crime victims. The VAA will continue to also spend time attending Sheriff's Office meetings and continue to ride-along with a deputy and/or detective during day or night time hours. The VAA will review department police reports for potential contacts. There will be continued exposure to law enforcement officer duties in order to assist in continued learning as well as make them available to crime victims at crime scenes and demonstrate their duties to the officer, increasing the officer's understanding of the role of the VAA and the unit.

24. COMMUNITY RESOURCES	Yes/No
24.1 Is collaboration with one or more outside organizations required to achieve specific project activities in the detailed implementation plan?	No
24.2 Do these collaborations currently exist?	Yes
24.3 Describe why these agreements are required.	



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The HCSO currently has few official agreements in place regarding collaboration with other victim service organizations. At this time, inter-agency contracts do exist between HCSO and the Sexual Assault Task Force (SATF) regarding response to adult victims of sexual assault along with the Multi-disciplinary Team (MDT) to Child Abuse victims. Additionally, other relationships do exist and are crucial to the success of any victim services unit. Currently, the Hays County Sheriff's Office has developed informal relationships with the Hays County DA's office, Hays/Caldwell Women's Center, Central Texas Medical Center, Guadalupe Valley Hospital, Seton and Christa Santa Rosa Hospitals, SMPD, TX DPS, TSU, Kyle Police Department, Buda Police Department and the Hays Youth Shelter.

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**25. SUSTAINABILITY PLAN**

25.1 Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.

If funding was no longer available for this position it would be difficult to maintain. Every effort would be made with the Hays County Commissioners' Court to maintain funding to continue this much needed position, although funding resources are limited and budgets strained.

**26. FINANCIAL**

**26.1 FINANCIAL SYSTEMS**

26.2 Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.

Prior to the start of the project, the grants accountant and payroll manager will coordinate to assure that the Victim Assistance Advocate's salary and fringe will be set up in the payroll module in accordance with grant budget. Additionally the project's financial activities will be monitored on a monthly basis by the grants accountant. The general ledger, payroll module and project accounting module are part of the County's electronic financial management system, New World System.

**26.3 BUDGET NARRATIVE**

26.4 Provide a justification, which relate to the project's goal, for each requested budget category summarized in 27: Budget on Tab D - Project Summary.

All expenses to this project will be services performed by the Victim's Assistance Advocate and include salary and benefits for this position. The VAA will provide crisis intervention as well emotional support to those affected by crime or a tragic circumstance.

Position Salary:	First Year	Work Schedule	Second Year	Work Schedule
Victim's Assistance Advocate	\$25,736	40 hours	\$25,068	40 hours

Fringe Benefits include: FICA, Retirement, Medical Insurance, Dental and Life Insurance.  
 \*\*Summary: FY2014-Salary-\$25,736 + Fringe- \$16,264 for a total of \$42,000.00  
 FY2015-Salary-\$25,068 + Fringe- \$16,932 for a total of \$42,000.00

\*\*\*\* The County will provide the difference to satisfy the annual salary for this position.

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27. BUDGET SUMMARY						
PERSONNEL	Description	% of Positions	Hrs./Week	FY 2014 Requested	FY 2015 Requested	Total Project Cost
	Victim Assistance Advocate/Liaison	91%	40	\$ 25,736	\$ 25,068	\$ 50,804
		0%		\$	\$	\$
		0%		\$	\$	\$
		0%		\$	\$	\$
		0%		\$	\$	\$
		0%		\$	\$	\$
	<b>Total FTEs</b>	0.91		\$	\$	\$
<b>Personnel Total</b>				<b>\$ 25,736</b>	<b>\$ 25,068</b>	<b>\$ 50,804</b>
<b>FRINGE</b>						
	Victim Assistance Advocate/Liaison			\$ 16,264	\$ 16,932	\$ 33,196
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	<b>Fringe Total</b>			<b>\$ 16,264</b>	<b>\$ 16,932</b>	<b>\$ 33,196</b>
<b>PROFESSIONAL &amp; CONSULTANT</b>						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	<b>Professional &amp; Consultant Total</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TRAVEL</b>						
	OAG Sponsored Training			\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	Local Travel (Mileage Only)			\$	\$	\$
				\$	\$	\$
	<b>Travel Total</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EQUIPMENT</b>						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	<b>Equipment Total</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>SUPPLIES</b>						
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	<b>Supplies Total</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OTHER DIRECT OPERATING EXPENSES</b>						
	OAG Sponsored Training Registration			\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
	<b>Other Direct Operating Expenses Total</b>			<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>TOTAL BUDGET</b>				<b>\$ 42,000</b>	<b>\$ 42,000</b>	<b>\$ 84,000</b>

**RESOLUTION**

HAYS COUNTY, TEXAS

Project No. V0005-14-0010

BE IT KNOWN AS FOLLOWS:

**WHEREAS**, the Hay County, Texas has applied or wishes to apply the Office of the Attorney General (OAG), Crime Victim Services Division for the following grant program.

VICTIM COORDINATOR AND LIAISON GRANT (VCLG)

**WHEREAS**, the County Commissioners' Court, has considered and supports the Application filed or to be filed with the OAG;

**WHEREAS**, Hays County, Texas has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, Crime Victim Services Division as well as given the authority to sign all grant related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Bert Cobb, M.D.

Position Title: County Judge

**NOW THEREFORE, BE IT RESOLVED** that this governing body approves the submission of the Application to the OAG, Crime Victim Services Division as well as the designation of the Authorized Official.

\_\_\_\_\_  
Signature –Bert Cobb, M.D  
Hays County Judge

\_\_\_\_\_  
Date

\*\*\*\*\*

**THE STATE OF TEXAS  
COUNTY OF HAYS**

I, Liz Gonzalez, County Clerk for the Commissioners' Court of Hays County, Texas do hereby certify the foregoing contains a true and correct copy of a resolution passed and adopted by the Commissioners' Court of Hays County, Texas, in a Regular Meeting held on

**ATTESTED TO BY:**

\_\_\_\_\_  
Liz Gonzalez

**STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION  
TO THE  
OAG CRIME VICTIM SERVICES DIVISION— REQUIRED  
REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CDT WEDNESDAY, MAY  
15, 2013, OR THE APPLICATION WILL NOT BE CONSIDERED.**

**INSTRUCTIONS:** Initial each numbered line and submit this signed required document with the Application.

LEGAL NAME OF APPLICANT: Hays County, Texas

UNIQUE APPLICATION NUMBER: V0005-14-0010

1.  THIS APPLICATION IS FOR (check one):
  - Other Victim Assistance Grant (OVAG)
  - Victim Coordinator and Liaison Grant (VCLG)
  - Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
2.  TRUE AND CORRECT INFORMATION. The undersigned certifies that the information contained in this Application is true and correct to the best of his or her knowledge.
3.  OAG CERTIFICATIONS AND ASSURANCES. The undersigned has read and understands the Certifications and Assurances contained in the Application Kit.
4.  DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CDT Wednesday, May 15, 2013 and that to meet the deadline, the Applicant must submit electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:
  - It is the Applicant's responsibility to submit the Application to the OAG in the specified manner and by the specified date and time
  - Applications submitted in other formats will not be accepted
  - The OAG accepts no responsibility for delays in electronic submission delivery
  - Late Applications will not be considered under any circumstance
  - Proof of sending a document by email or other means is not proof that the OAG received the information
5.  JOB DESCRIPTIONS FOR EACH REQUESTED POSITION. The undersigned understands that the most recent job description for each position requested in the proposed budget must be submitted with the Application. Missing job descriptions may impact the Applicant's score.
6.  RESOLUTION OF GOVERNING BODY. The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

Signature/Title County Judge

Bert Cobb, M.D.  
Printed Name

Date \_\_\_\_\_