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**Agency Name:** Round Rock, City of  
**Grant/App:** 3756803 **Start Date:** 10/1/2021 **End Date:** 9/30/2022

**Project Title:** General Victim Assistance Direct Services Program  
**Status:** Pending Applicant Response

### **Eligibility Information**

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460174851000

### **Application Eligibility Certify:**

Created on: 2/2/2021 2:11:50 PM By: Tracy Lyke

### **Profile Information**

**Applicant Agency Name:** Round Rock, City of  
**Project Title:** General Victim Assistance Direct Services Program  
**Division or Unit to Administer the Project:** Police Department  
**Address Line 1:** 221 E Main St  
**Address Line 2:**  
**City/State/Zip:** Round Rock Texas 78664-5271  
**Start Date:** 10/1/2021  
**End Date:** 9/30/2022

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

**Headquarter County:** Williamson

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

### **Grant Officials:**

#### **Authorized Official**

**Name:** Laurie Hadley  
**Email:** citymanager@roundrocktexas.gov  
**Address 1:** 221 E. Main Street  
**Address 1:**  
**City:** Round Rock, Texas 78664  
**Phone:** 512-218-5401 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** City Manager

#### **Financial Official**

**Name:** Debra Doss  
**Email:** ddoss@roundrocktexas.gov  
**Address 1:** 221 E. Main St.  
**Address 1:**  
**City:** Round Rock, TX, Texas 78664  
**Phone:** 512-218-5436 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Accounting Tech Senior

#### **Project Director**

**Name:** Tracy Lyke  
**Email:** tlyke@roundrocktexas.gov  
**Address 1:** 2701 N Mays

**Address 1:****City:** Round Rock, Texas 78665**Phone:** 512-341-3124 Other Phone:**Fax:** 512-671-2715**Title:** Ms.**Salutation:** Ms.**Position:** Victim Services Coordinator**Grant Writer****Name:** Tracy Lyke**Email:** tlyke@roundrocktexas.gov**Address 1:** 2701 N Mays**Address 1:****City:** Round Rock, Texas 78665**Phone:** 512-341-3124 Other Phone:**Fax:** 512-671-2715**Title:** Ms.**Salutation:** Ms.**Position:** Victim Services Coordinator**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):** 17460174851000**Data Universal Numbering System (DUNS):** 102740792**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 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.

Victim Advocates hired under this grant are trained in cultural competency skills so they gain awareness of and sensitivity to cultural differences within the City's service population. The Victim Assistance Unit has a training program in which employees performing victim advocacy are trained to recognize that each client is different and has different needs, feelings, ideas, and barriers. Victim services are provided in ways that are relevant and sensitive to the needs of the victim being served. Examples of such practices include services and materials with the language of victim(s) and interpreters when needed. In addition, by policy, the Round Rock Police Department does not discriminate against any religion, sexual orientation, gender identity, special needs or under-served population.

**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:

**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.

**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.

Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions within five business days to the Criminal Justice Information System at the Department of Public Safety. Click [here](#) for additional information from DPS on this new reporting requirement.

**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. Note: UCR is transitioning from summary reporting to NIBRS only in 2021. Applicants are encouraged to transition to NIBRS as soon as possible in order to maintain their grant eligibility.

**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, 2022 or the end of the grant period, whichever is later.

**Civil Rights Liaison**

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

Enter the Name of the Civil Rights Liaison:

Richard White

Enter the Address for the Civil Rights Liaison:

2701 N Mays St. Round Rock, TX 78665

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

512-218-5524

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 :**

This grant project will continue to fund two, full time Victim Services Advocates. The advocates provide direct services to crime victims and work regionally with other crime victim advocate groups and agencies. Funding for this project will be used to pay for the salary, training, uniforms, specialized victim services software, and supplies necessary for two Victim Advocates.

**Problem Statement :**

The City of Round Rock is and has been growing rapidly in population and diversity. Since 1999, the population of the City has more than doubled and the number of residents that fall victim to violent crime has increased. These crimes include family violence, sexual assault and abuse, assault, and other types of violent and non-violent crimes resulting in emotional, physical, or personal loss. As a result of these crimes, there is a need in the community for resources and services to help victims through the crisis and assist with the adjustment post-crisis.

**Supporting Data :**

In 2018, the most recent year available, the Round Rock Police Department had 165 cases categorized by the Uniform Crime Report as 'Violent Crimes', 3 cases of Murder or Manslaughter, 21 Rapes, 51 Robberies, and 90 Aggravated Assaults. The Department currently has a Victim Assistance program that is made up of a Victims Assistance Coordinator, one Victim Service Advocate, and two grant-funded Victim Service Advocates. In 2020, the Victims Assistance program was able to serve 927 victims.

**Project Approach & Activities:**

The Round Rock Police Department Victim Assistance Program is committed to protecting the rights of and providing services to the victims and survivors of criminal activity. The primary goal of the program is to alleviate the psychological and emotional trauma resulting from crime. The program provides support to crime victims and victims of other serious incidents, ensuring that victims' and survivors' needs are balanced against the needs and objectives of the criminal investigation. This project will continue to support two, full time Victim Services Advocates who provide direct services to victims. These advocates assist crime victims by providing crisis intervention, tracking and supporting victims throughout the legal process, advising victims of their rights and coordinating applications for compensation. Advocates work with the District and County Attorney's Offices, the Williamson County Children's Advocacy Center, Hope Alliance, and other local and regional agencies.

**Capacity & Capabilities:**

The Round Rock Police Department currently has two full-time employees assigned Victim Services responsibilities. Tracy Lyke is the Victim Services Coordinator for Round Rock Police Department. She has a Bachelor of Arts in Social Work from the University of Northern Iowa. She has more than 20 years of experience working in advocacy and victim services in multiple states and countries. The Department is currently in the hiring process for our second full-time Victim Services employee. Utilizing the Direct Victims Services Grant, the Department was able to hire two additional full-time Victim Advocates in November 2019. Maricela Amaral has a Bachelor of Applied Arts in Social Work and a Master of Applied Arts in Social Work from Texas State University. She has served victims of domestic violence and sexual assault at Hope Alliance. The Department is currently in the hiring process for our second grant-funded Victim Services Advocate. In addition to full-time personnel, the Victim Services Unit works with and supervises a group of volunteer victim advocates. To be eligible to work as a volunteer victim advocate, residents must complete a background process, and attend Victim Services training. Additionally, volunteers must attend in-service training annually, complete a driving course and complete NCIC/TCIC training regarding the proper handling and dissemination of sensitive information.

**Performance Management :**

As part of the grant program, the Department utilizes an online, all-in-one Victim Services tracking program, VSTracking, to help the program advocates establish and track case work. GOALS: The Victim Service's Unit is committed to protecting the rights of and providing services to the victims and survivors of violent crime. Through crisis intervention, advocacy, education, information, and referral, the primary goal is to alleviate the psychological and emotional trauma incurred as a result of the crime. Addressing these needs will, in turn, facilitate the victims' and witnesses' willingness and ability to cooperate with the Criminal Justice System in the investigation and prosecution of these crimes. This project would allow the Police Department to continue to expand its services to crime victims as the population grows while addressing the changing needs of the



community. **OBJECTIVE:** To increase the number of crime victims served by 10 percent by the end of 2022. **MEASURES:** Victim Services personnel document any response to calls or victim contacts by creating supplements in the Records Management System (RMS) and creating an entry in the VSTracking system. Quarterly and year-end reports of Victim Services activity are computed and analyzed. The information that is documented includes but is not limited to the number of victims seeking service, the number of victims served, the number of referrals, the number of call outs, and the number of hours spent by Victims Services personnel on casework.

### Target Group :

The City of Round Rock released new population projections in April of 2019. The population of Round Rock in 2022 is projected to be 133,723, which is up from 116,120 in 2019. Over the next five years, the City anticipates growth of more than 24,000 residents to 140,492 by 2024. (This report is attached in the Documents section.) With a growing population, the Department will continue to provide services to all citizens of Round Rock regardless of the person's race, age, sex, national origin, and disability. According to the United States Census Bureau, estimates for Round Rock as of July 1, 2019, show the population to be: 49.6% White/Non-Hispanic; 30.9% Hispanic or Latino; 10.2% Black; 0.2% American Indian and Alaska Native; 6.7% Asian and 4.5% with two or more races present.

### Evidence-Based Practices:

The "Victim Assistance Program Model" (attached document) states that, 'The goal of the Victim Assistance Program is to improve the treatment of all victims of crime by providing victims with the assistance and services necessary to speed their restoration after a criminal act, and to support and aid them as they move through the criminal justice process.' According to this model, one of the key objectives of a Victim Assistance Program is to "increase the range and availability of services for victims of crime from the time of the criminal act and throughout the aftermath in all forums of justice decision-making. If current population projections hold for the City of Round Rock, the population inside the city limits is expected to reach 143,302 by 2025. The rapid influx of an additional 20,000 residents will create a tremendous strain on the current Victims Assistance Program.

## 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	90.00	The Round Rock Police Department's Victims Assistance Advocates will provide a number of crisis services to victims of crimes, including: providing crisis intervention, judicial advocacy, information, referrals, case management, follow-up, and victim compensation assistance.
Multi-Disciplinary Teams and Case Coordination	10.00	The Round Rock Police Department actively participates in inter-agency networking and maintains a cooperative relationship with several agencies in the community, including Child Protective Services, the Williamson County Attorney's Office, the District Attorney's Office, the Children's Advocacy Center, and outside law enforcement departments.

### 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 cases reviewed by the multi-disciplinary team.	50
Number of meetings held by multi-disciplinary teams.	12
Number of survivors receiving crisis counseling.	1000
Number of victims / survivors seeking services who were served.	1000
Number of victims seeking services who were not served.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of cases resulting in charges filed.	225
Number of convictions.	50

## 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:

### 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]:

10/1/2021

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

9/30/2022

### 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:

4481680

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

312071

### 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:

2/8/2021

### 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:

Valerie Francois 512-218-5491 221 E Main St., Round Rock, TX 78664

**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	15	\$18,096.24
Child Sexual Abuse	10	\$12,064.16
Domestic and Family Violence	10	\$12,064.16
Child Sexual Assault	10	\$12,064.16
Adult Sexual Assault	10	\$12,064.16
DUI/DWI Crashes	5	\$6,032.08
DUI/DWI Crashes	5	\$6,032.08
Assault	10	\$12,064.16
Adults Molested As Children	5	\$6,032.08
Elder Abuse	5	\$6,032.08
Robbery	5	\$6,032.08
Survivors of Homicide	5	\$6,032.08
Adult Human Trafficking	5	\$6,032.08
Child Human Trafficking	5	\$6,032.08
Other Violent Crimes	0	\$0.00
Description:		
Other Non-Violent Crimes	0	\$0.00
Description:		
SUM of %'s Sum of % MUST = 100%	100	SUM of Funds Sum of Funds MUST = OOG Current Budget
		\$120,641.60

## Use of Funds

Does this project provide DIRECT SERVICES to victims:

☒ Yes  
☐ No

## Information and Referral

- Information about the criminal justice process
- Information about victim rights, how to obtain notifications, etc.

- Referral to other victim service programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address-confidentiality programs, etc.)

#### Personal Advocacy/Accompaniment

- Intervention with employer, creditor, landlord, or academic institution
- Child and/or dependent care assistance (includes coordination of services)
- Transportation assistance (includes coordination of services)
- Interpreter services
- Victim advocacy/accompaniment to emergency medical care
- Victim advocacy/accompaniment to medical forensic exam
- 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

- Emergency shelter or safe house
- 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.)
- Other emergency justice-related assistance
- Law enforcement interview advocacy/accompaniment
- Criminal advocacy/accompaniment

#### Assistance in Filing Compensation Claims

- Assists potential recipients in seeking crime victim compensation benefits

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

#### Types of Victimizations

Check the types of victimization that best describe the victims the grant-funded project will serve. "Other" refers to a type that Is Not associated with any of the types provided in the list. Check all that apply:

#### Types of Victimizations

- Adult physical assault (includes aggravated and simple assault)
- Adult sexual assault
- Adults sexually abused/assaulted as children
- Arson
- 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
- Human trafficking: sex
- Kidnapping (noncustodial)
- Kidnapping (custodial)
- 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:  
\$120,641.60

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:

\$120,641.60

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:

4

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:

4160

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:

15

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:

1956

Explain how your organization uses volunteers to support its victimization programs or if your organization does not use volunteers explain any circumstances that prohibit the use of volunteers.

Volunteers respond to crime scenes with Victims Services Advocates and assist with data entry, case follow up and victim outreach. They work in the Police Department and on an on-call basis.

## **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	Advocate	Victims Services Advocate, Maricela Amaral - The Victims	\$58,822.80	\$14,705.70	\$0.00	\$0.00	\$73,528.50	100

		Services Advocate will make available support services to victims of crime by providing crisis intervention, advising victims of their rights and coordinating their application for compensation. Total salary and fringe: \$73,528.50						
Personnel	Advocate	Victims Services Advocate, Kathryn Schroeder - The Victims Services Advocate will make available support services to victims of crime by providing crisis intervention, advising victims of their rights and coordinating their application for compensation. Total salary and fringe: \$73,528.50	\$58,822.80	\$14,705.70	\$0.00	\$0.00	\$73,528.50	100
Travel and Training	In-State Registration Fees, Training, and/or Travel	Crimes Against Women Conference - Hotel \$115/3 nights, \$375 registration, May 2021 - Provides a national forum for training and strategies to professionals who are responders and advocates to victims of crimes.	\$1,176.00	\$294.00	\$0.00	\$0.00	\$1,470.00	0

Supplies and Direct Operating Expenses	Specialized Computer Software (\$5,000 or less per unit)	VSTracking.com - Victims Advocates tracking software to manage caseloads and track hours worked by Victims Services Advocates. The annual subscription for the agency is \$2075.	\$1,660.00	\$415.00	\$0.00	\$0.00	\$2,075.00	0
Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	2 Staplers - \$15.39 each. 2 3-Count Packs of Clipboards - \$5.74 each. 2 Desk Calendars - \$10.00 each. 2 Tape Dispensers - \$5.59 each. 10 Pack Tape - \$28.99. 2 Cases of Copier Paper - \$37.34 each. 4 Pack of Highlighters - \$4.00	\$160.00	\$40.00	\$0.00	\$0.00	\$200.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
City of Round Rock General Fund	Cash Match	\$30,305.80

#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$30,305.80	\$30,305.80	\$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	\$117,645.60	\$29,411.40	\$0.00	\$0.00	\$147,057.00
Supplies and Direct Operating Expenses	\$1,820.00	\$455.00	\$0.00	\$0.00	\$2,275.00
Travel and Training	\$1,176.00	\$294.00	\$0.00	\$0.00	\$1,470.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$120,641.60	\$30,160.40	\$0.00	\$0.00	\$150,802.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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 grantees/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 the <a href="#">CEO/Law Enforcement Certifications and Assurances Form</a> certifying compliance with federal and state immigration enforcement requirements.	2/24/2021 9:31:53 AM		Yes	No
Resolution: Except for state agencies, each applicant agency must submit a resolution from the applicable governing body (such as the city council, county commissioners' court, school board, or board of directors) electronically using the 'Upload' function in the eGrants system.	2/24/2021 9:32:08 AM		Yes	No



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