

**Office of the City Manager**

City of Richland Hills, Texas

**Memorandum**

**To:** Honorable Mayor Bill Agan and members of the Richland Hills City Council

**From:** Barbara J. Childress, Chief of Police  
Curtis E. Hawk, City Manager

**Date:** October 22, 2013

**Subject:** Resolution No. 419-13, Accepting Crime Victims Liaison Grant (CVLG)

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**City Council Action Requested:**

Approve Resolution 419-13 accepting the award of a grant from the Office of the Governor, Criminal Justice Division, in the amount of \$80,000 for the Crime Victim Liaison Project.

**Background Information:**

The CVLG Project has been in existence as a regionalized project for four years, with partial funding awarded by the Office of the Attorney General (OAG). The participating partner cities for the first four years have been Richland Hills, North Richland Hills and Watauga. Participating cities pay a percentage based on the amount of Part 1 crimes reported annually, with grant funding to off-set the costs. The project has funded one full-time position.

For FY 2013-14 the City of Haltom City has joined the project. The increased caseload required the addition of one full-time CVL position, bringing the total to two full-time positions. The City of Richland Hills has been the host city for budgeting purposes (meaning the other participating cities pay their proportional costs to Richland Hills) since the inception of the project. The City applied for grant funding as an addendum to the original grant for FY 2013-14, submitting in February, 2013 to both the OAG and the Office of the Governor (OOG).

The competition for the OAG and OOG grant funding is highly competitive, and grant funding was not viewed as a certainty. The regionalized CVL project has proven to be of such benefit to the participating cities that each city during the FY 2013-14 budget

process provided funds for the continuation of the project (based on the same percentage of reported Part 1 crimes formula), and prepared the budget as if the grant funds would not be forthcoming. After the budget was approved in each of the four participating cities, Richland Hills received notification that a grant for year five of the regionalized CVL project was awarded by the Office of the Governor, Criminal Justice Division, in the amount of \$80,000.

In order to activate the project and receive the grant funds, the City of Richland Hills must submit a resolution by the City Council accepting the grant award, and name the City's "Authorized Official" for purposes of the grant including accessing the grant funds to request reimbursements. Acceptance will allow the Richland Hills Police agency to begin submitting expenditures for reimbursement and/or requesting grant adjustments. Note that the resolution R-419-13 names Police Chief Barbara Childress as the grant's Authorized Official.

The attached CVL Cost Center shows the budget for the 4-city project, with the totals for each city's share of the cost without the grant, and the costs with the grant as approved. Also attached is the CVL Grant submittal - the FY 14 General Victim Assistance – Direct Services addendum. The grant application provides details pertaining to the need for the project and the benefits to each participating city.

**Board/Citizen Input:**

N/A

**Financial Impact:**

\$2,076.93 *(Full project cost is \$149,231.13. City of Richland Hills percentage costs are \$4,476.93, prior to the grant award.)*

**Attachments:** CVL Cost Center (Breakdown of Costs), FY 2013-14 Budget  
CVL Addendum, Grant Submittal

**Staff Contacts:**

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Curtis E. Hawk, City Manager  
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**RESOLUTION NO. 419-13****A RESOLUTION OF THE CITY OF RICHLAND HILLS, TEXAS ACCEPTING GRANT FUNDS FOR THE CRIME VICTIM LIAISON PROJECT FROM THE OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION; PROVIDING FOR NOTICE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Richland Hills, Texas finds it in the best interest of the citizens of Richland Hills to collaborate with the cities of North Richland Hills, Watauga and Haltom City to form a combined Crime Victim Liaison Project to be operated for FY 2013-14; and

WHEREAS, the Office of the Governor is working to ensure that communities throughout the state receive the resources to make Texas a safer place by creating and supporting programs that protect people from crime, reduce the number of crimes committed, and promote accountability, efficiency, and effectiveness within the criminal justice system; and

WHEREAS, the Office of the Governor has determined that the collaborative 4-city project contributes to the OOG's efforts to make Texas a safer place and has agreed to grant the City of Richland Hills \$80,000 to help fund the project in FY 2013-14; and

WHEREAS, the City of Richland Hills has agreed to provide applicable matching funds for said project as required by the Office of the Governor grant application; and

WHEREAS, the City of Richland Hills agrees that in the event of loss or misuse of the Criminal Justice Division funds, the City of Richland Hills assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the City of Richland Hills wishes to designate the individual who will act as the grantee's "Authorized Official" for purposes of the grant requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND HILLS, TEXAS THAT:**

**Section 1.** The statements contained in the preamble to this Resolution are hereby adopted as true and correct statements of fact and as part of the operative provisions hereof.

**Section 2.** The City of Richland Hills approves acceptance of grant funds for the Crime Victim Liaison Project from the Office of the Governor, Criminal Justice Division.

**Section 3.** The City Council of the City of Richland Hills approves and designates Barbara Childress, Richland Hills Chief of Police, as the grantee's authorized official, and as such Chief Childress is authorized to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**Section 4.** Upon adoption of this Resolution, the City Secretary is directed to give notice of this Resolution in the manner required by law.

**Section 5.** This Resolution shall be effective upon its adoption.

Passed and approved this 22<sup>nd</sup> day of October, 2013.

CITY OF RICHLAND HILLS

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The Honorable Bill Agan, Mayor

ATTEST:

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Linda Cantu, City Secretary

Approved as to form and legality:

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City Attorney

Grant Number: 2696001

## City of Richland Hills

## FY 13-14 BUDGET

## CVLG COST CENTER - Assumption - No Grant

## CITY PERCENTAGES (RICHLAND HILLS, NORTH RICHLAND HILLS, WATAUGA, HALTOM CITY)

ACCOUNT NUMBER	ACCOUNT	2013-2014 Adopted	3.00% Richland Hills	48.26% NRH	13.16% Watauga	35.56% Haltom City
<b><u>PERSONNEL</u></b>						
51010	Salaries & Wages	\$ 88,250	\$ 3,530	\$ 50,306	\$ 14,120	\$ 20,298
51030	Overtime	\$ 4,000	\$ 160	\$ 2,280	\$ 640	\$ 920
51040	FICA	\$ 6,751	\$ 270	\$ 3,848	\$ 1,080	\$ 1,553
51050	Unemployment Insurance	\$ 180	\$ 7	\$ 103	\$ 29	\$ 41
51070	TMRS	\$ 14,918	\$ 597	\$ 8,503	\$ 2,387	\$ 3,431
51080	Health Insurance	\$ 11,796	\$ 472	\$ 6,724	\$ 1,887	\$ 2,713
51230	Polygraphs	\$ 100	\$ 4	\$ 57	\$ 16	\$ 23
51240	Physicals	\$ 275	\$ 11	\$ 157	\$ 44	\$ 63
51250	Psychologicals	\$ -				
	<b>SUBTOTAL PERSONNEL</b>	<b>\$ 126,270</b>	<b>\$ 5,051</b>	<b>\$ 71,977</b>	<b>\$ 20,203</b>	<b>\$ 29,042</b>
<b><u>SUPPLIES/MAINTENANCE</u></b>						
52010	Office Supplies	\$ 1,200	\$ 48	\$ 684	\$ 192	\$ 276
52020	Printing	\$ 2,500	\$ 100	\$ 1,425	\$ 400	\$ 575
52030	Gasoline	\$ 1,950	\$ 78	\$ 1,115	\$ 312	\$ 449
52035	Oils & Lubricants	\$ 128	\$ 5	\$ 73	\$ 20	\$ 29
52040	Office Equipment Maintenance	\$ -				
52060	Minor Office Equipment	\$ 3,500	\$ 140	\$ 1,995	\$ 560	\$ 805
52100	Uniforms	\$ 1,660	\$ 66	\$ 946	\$ 266	\$ 382
52110	Vehicle Maintenance	\$ 2,610	\$ 104	\$ 1,488	\$ 418	\$ 600
52115	Tires/Tubes/Batteries	\$ 910	\$ 36	\$ 519	\$ 146	\$ 209
52130	Communication Equip Maintenance					
52180	Hand Tools Small Equipment	\$ 300	\$ 12	\$ 171	\$ 48	\$ 69
52340	Other Supplies	\$ -				
	<b>SUBTOTAL SPLS./MAINT.</b>	<b>\$ 14,758</b>	<b>\$ 590</b>	<b>\$ 8,416</b>	<b>\$ 2,361</b>	<b>\$ 3,394</b>
<b><u>TRAVEL/TRAINING/MISC</u></b>						
53010	Legal Advertising	\$ 325	\$ 13	\$ 185	\$ 52	\$ 75
53060	Membership/Professional Dues	\$ 100	\$ 4	\$ 57	\$ 16	\$ 23
53070	Subscriptions/Publications	\$ 200	\$ 8	\$ 114	\$ 32	\$ 46
53072	Other Programs	\$ 500	\$ 20	\$ 285	\$ 80	\$ 115
53080	Travel/Training	\$ 1,050	\$ 42	\$ 599	\$ 168	\$ 242
	<b>SUBTOTAL TRV/TRN/MSC</b>	<b>\$ 2,175</b>	<b>\$ 87</b>	<b>\$ 1,240</b>	<b>\$ 348</b>	<b>\$ 500</b>
<b><u>UTILITIES</u></b>						
54010	Power and light	\$ -				
54020	Natural gas	\$ -				
54030	Telephone	\$ 2,800	\$ 112	\$ 1,596	\$ 448	\$ 644
	<b>SUBTOTAL UTILITIES</b>	<b>\$ 2,800</b>	<b>\$ 112</b>	<b>\$ 1,596</b>	<b>\$ 448</b>	<b>\$ 644</b>

**CONTRACTUAL**

55030	Worker's Comp Insurance	\$	3,228	\$	129	\$	1,840	\$	516	\$	742
55040	Real/Personal Property Insurance	\$	-								
55055	Law Enforcement Liability	\$	-								
55060	Auto Physical Damage Insurance	\$	-								
55070	Notary Bond	\$	-								
55080	General Liability	\$	-								
55090	Auto Liability	\$	-								
55100	Employee Bond	\$	-								

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**SUBTOTAL CONTRACTUAL**      \$      3,228    \$      129    \$      1,840    \$      516    \$      742

**CAPITAL/TRANS/DEBT SVC**

56010	Building Improvements										
56020	Equipment	\$	-								
56021	Furnishings										
56150	Capital Facilities Improvements	\$	-								
56100	Vehicles/Heavy Equipment										

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**SUBTOTAL CAP/TR/DS**      \$      -

<b><u>TOTAL W/O Grant</u></b>	<b>149,231.13</b>	<b>4,476.93</b>	<b>72,018.88</b>	<b>19,638.79</b>	<b>53,066.54</b>
CVL OOG Grant	<b>80,000.00</b>				
Total City Cost	<b>69,231.00</b>	<b>2,076.93</b>	<b>33,410.88</b>	<b>9,110.79</b>	<b>24,618.54</b>

-The total program cost is \$149,231 without any grant assistance.

-The percentages were figured using the last 3 years of crime statistic data.

# FY14 GENERAL VICTIM ASSISTANCE – DIRECT SERVICES Addendum

Submission Instructions: Email completed addendum file by February 28, 2013

**Agency Name: City of Richland Hills Police Department**  
**Application title: Regionalized Crime Victim Liaison Project**  
**Application #: 2696001**

**AGENCY HISTORY (THIS SECTION WILL NOT BE SCORED):**

Location of Agency Headquarters:  
Richland Hills Police Department  
6700 Baker Boulevard  
Richland Hills, TX 76118

**Mission Statement:**

Our mission is to provide quality police services through partnership with the community; to protect constitutional rights through ethical decision making; and to strive to provide leadership to the police profession because we believe in the dignity and worth of all people.

Experience in providing this service: Explain how your agency is qualified to provide this service.

In 2009 the Richland Hills Police Department entered into a regionalized crime victim liaison project with one crime victim liaison servicing the cities of Richland Hills, North Richland Hills, and Watauga. This year we are adding Haltom City to the project. All four cities will provide private office space for employees as well as work areas for volunteers and interns. A city car is provided for dedicated use of crime victim liaisons for responding to critical incidents, transporting victims, and attending meetings and training opportunities. Currently there is one crime victim liaison who remains available for critical incident call-out 24/7. With the addition of Haltom City, an additional position will be created.

If this project is currently in existence in any capacity, how long has your agency been providing this service?

The Regionalized Crime Victim Liaison Project has been providing services in Richland Hills, North Richland Hills, and Watauga since October 2009.

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- 1. LOCAL PRIORITIES (Up to 5 points):** Describe how the project responds to the emotional and physical needs of crime victims; assists victims in stabilizing their lives after a victimization; assists victims to understand and participate in the criminal justice system; provides victims with safety and security; and incorporates an emphasis on cultural competency.

The Regionalized Crime Victim Liaison Project responds to the emotional and physical needs of crime victims by providing a victim advocate who responds to the scene and follow-up with victims immediately following a crime. Liaisons are trained in critical incident stress management, crisis intervention, as well as emotional support of victims and are able to walk the victim through the investigatory process. Liaisons accompany victims to hospital and doctor’s appointments if requested and are able to provide emergency relocation for victim’s safety.

The project assists victims in stabilizing their lives after a victimization by providing ongoing support through the investigatory and prosecution processes as well as providing support for victims as they rebuild their lives. Liaisons provide housing and childcare support by utilizing the Crime Victims Compensation Act and refer victims to mental health and emotional support services through partner agencies.

Liaisons assist victims to understand and participate in the criminal justice system through support and guidance through the various facets of the criminal justice process. Liaisons support victims during interviews with law enforcement and prosecutors by providing emotional encouragement. Liaisons explain the steps after the investigation and prepare victims for a sometimes lengthy experience through the criminal court system. Liaisons help prepare victims for courtroom testimony and, during the sentencing phase, provide assistance writing a victim impact statement.

The project provides victims with safety and security by explaining the various options available to them. The liaison ensures an emergency protective order is in place and requests ankle monitoring for the suspect if possible. Liaisons walk the victim through the protective order and explain the purpose behind it as well as how to enforce the order. Liaisons arrange temporary housing at a shelter as well as transportation for the victim and any children. Utilizing the Crime Victim Compensation Act, the liaison can arrange to have the victim and any children relocated. Liaisons also work through agency partners to work through any civil process dealing with divorce or child custody issues.

The Regionalized Crime Victim Liaison Project has been in existence since 2009. In FY 2013-2014 we will bring on an additional city, Haltom City, expanding the project's reach to a larger population. We are adding a second full-time position to better meet the needs of the community's citizens. By written directive, the Regionalized Crime Victim Liaison Project is committed to fair, compassionate, and dignified treatment of all crime victims and witnesses and to the development, implementation and perpetuation of victim assistance programs and services that preserve privacy, ensure rights, enhance physical and emotional well-being, reduce trauma, facilitate healing and encourage participation in the criminal justice process. Victim assistance staff are sponsored to attend various educational and training opportunities. Among those training opportunities are sexual harassment training, ethics and diversity training, staff development as well as training specifically designed for victim advocates. Victim assistance personnel are trained extensively in both the victim assistance program and victimology. To accommodate the needs of our community, all participating agencies offer bi-lingual staff for translation. If a staff member isn't available that speaks the required language, we have access to a service called Language Line. Any court certified translators are provided by the Tarrant County District Attorney's Office. The Regionalized Crime Victim Liaison Project handles each client on a case-by-case basis and, although the basic process for seeking help, making referrals and applying for claims never change, we recognize our clients often come from different backgrounds and experiences. In each case, staff provides support and various levels of intervention depending on the demonstrated needs of the victim.

**2. *PROBLEM STATEMENT: The Problem Statement should thoroughly and specifically describe the area and individuals to be served, the problem, and support the problem with data specific to the target area.***

2a. Describe the target area and target population to be served by this project. (Up to 5 points)

The Regionalized Crime Victim Liaison Project is designed to provide free services for victims of violent crime, including federal crimes that occur within the borders of the cities of Richland Hills, North Richland Hills, Watauga, and Haltom City. The combined 2010 census of the four service cities indicate a population of 137,050. Of that population, 14,090 people fell below the poverty line. The census breakdown of races shows minority populations of: 4.7% black, 4.7% Asian, 23.8% Hispanic, 64.7% white persons not Hispanic.

2b. Describe the negative impact the problem has on the target area you propose to serve with this project. (Up to 15 points)

Victims of violent crime often suffer serious physical, emotional and financial consequences in the aftermath of a crime. Many victims are overwhelmed by the crime itself, confused by the criminal justice process and lack information about resources available to help them, and thus end up feeling powerless and disillusioned. Without intervention, victims are less likely to participate in the criminal justice process or utilize resources, which can impair their recovery. Because law enforcement is the only agency that comes into contact with all victims of reported violent crime, law enforcement based victim assistance has the opportunity to serve victims who might otherwise fall through the cracks – such as those crimes where a suspect is never identified or prosecuted.

- 2c. To support the significance of the problem please provide local data relevant to the target area. NOTE: All data must be cited and verifiable. Only use state and/or national data when comparing/contrasting with local data. (Up to 5 points)

As reported in FY 2012 OAG Performance Report a total of 881 victims were served in the cities of Richland Hills, North Richland Hills, and Watauga. In 2012, Haltom City had 1,552 part 1 crimes as reported to UCR with 102 of those being violent felonies: 1 Murder, 9 Rapes, 27 Robberies, and 65 Aggravated Assaults. The following table shows the crimes in 2012 for all four partner agencies. These numbers were as reported in the CRIMES Record Management System.

Crime	North Richland Hills	Watauga	Haltom City	Richland Hills	Totals
Homicide	1	0	1	0	2
Rape	19	6	9	0	34
Robbery	23	11	27	5	66
Aggravated Assault	125	29	65	9	228
Assault	806	227	91	38	1162
Residential Burglary	307	79	254	24	664
Sexual Assaults	32	14	32	8	86
Kidnapping	3	0	1	0	4
DWI/Injury	5	1	9	0	15
Fail to Stop and Render Aid/Injury	21	1	62	0	84
<b>Grand Totals</b>	<b>1342</b>	<b>368</b>	<b>551</b>	<b>84</b>	<b>2345</b>

2. **PROJECT DESCRIPTION:** *Should state thoroughly what the project is about, so that reviewers have no doubt about why there is a request to fund this particular project, what the project will do, for whom it will operate, when it will start and end, and in what location it will operate.*

- 3a. List activity(ies) that would be funded through this application. (See eGrants Activity Tab.) (Up to 5 points)

1. Crisis Services
2. Legal Advocacy
3. Protective Order Assistance

- 3b. Describe each activity as it relates to this project. NOTE: Do not copy and paste the CJD definition of the activity. (Up to 10 points)

The Regionalized Crime Victim Liaison Project currently serves Richland Hills, North Richland Hills, and Watauga with each police department providing office space. When adding Haltom City, we will add a second liaison and Haltom City will provide office area as well. Both are employed by the City of Richland Hills; however the program is jointly managed by all participating agencies. The current liaison primarily offices at the North Richland Hills Police Department where the largest percentage of her activity is generated. The second liaison will office primarily at the Haltom City Police Department. However, both liaisons will serve all four participating cities.

The current project has been funded by the Office of the Attorney General for the last 4 years, however this is a starter grant and the program is no longer in its infancy. Predictions for fiscal year 2013-2014 are grant funds will

be less available and the 4 participating agencies have seen the effectiveness and recognize the need for this program.

The two liaisons, along with volunteers, can provide victims of violent crime the full range of victim services listed below. The project will begin October 1, 2013 and continue until September 30, 2013. Emergency provisions such as food, clothing, diapers, personal hygiene supplies, bus passes and other items donated or obtained through partner agencies are kept on hand for crime victims who are forced to leave their homes because of domestic violence, sexual assault or other violent crimes. With the help of police department bilingual employees and local service providers acting as translators, non-English speaking victims can obtain assistance in their preferred language. Some of the main activities the Liaisons provide are:

### **1. Crisis Services include:**

1. Crisis intervention – Providing victims with safety and security by ensuring they are not in immediate physical danger or in need of emergency medical attention; allowing the victim the opportunity to “tell their story” to help them organize and gain control of the event in their minds and validating that their feelings are a normal reaction to the event; assisting victims with understanding what comes next in the criminal justice process so they can be better mentally and emotionally prepared.
2. Follow up contact – Communicating with victims after a violent crime via telephone, written communication or in person visits to provide support, information, resources and referrals.
3. Legal advocacy – Assisting victims by explaining the process of obtaining a two-year protective order, assisting in the completion of Magistrates’ Orders of Protection, aiding undocumented victims requesting assistance with completion of U-Visa Certification form I-918, Supplement B..
4. Assistance with filing Crime Victims’ Compensation - ensuring that victims are aware of the availability of CVC funds, providing CVC application forms, assisting in preparation of required forms and documentation, and following up with CVC on application and payment status.
5. Personal advocacy – assisting victims with receiving services and rights from other agencies, such as interceding with employers and landlords on behalf of the victim by making phone calls or sending letters, providing assistance with completing social service agency applications and faxing necessary documentation.
6. Telephone contact (Information and Referral) – Making telephone contact to provide victims with information about resources available to them.
7. Information and referral (In-Person) – Providing in-person support to victims of crime by identifying services and resources available to them.
8. Justice support and advocacy – Providing assistance to victims during the law enforcement investigation, including explaining the criminal justice process, Texas crime victim rights and assistance in enrolling in VINE, the National Victim Notification Network, so the victim can be notified of custody status and court dates.
9. Safety plan assistance – Assisting victims with understanding the pattern of abuse and the possible escalation of violence and assisting them in developing options that will best enhance their safety.

### **2. Legal Advocacy consists of:**

1. Legal advocacy – Assisting victims by explaining the process of obtaining a two-year protective order, assisting in the completion of Magistrates’ Orders of Protection, aiding undocumented victims requesting assistance with completion of U-Visa Certification form I-918, Supplement B..
2. Justice support and advocacy – Providing assistance to victims during the law enforcement investigation, including explaining the criminal justice process, Texas crime victim rights and assistance in enrolling in VINE, the National Victim Notification Network, so the victim can be notified of custody status and court dates.

### **3. Protective Order Assistance:**

1. Assisting victims by explaining the process of obtaining a two-year protective order, assisting in the completion of Magistrates' Orders of Protection.

3c. Describe the planned flow of services for the individuals to be served by the project. (up to 20 points)

Offense, arrest and information reports from the previous day(s) are reviewed daily by Victim Assistance staff and/or volunteers. Based upon the individual reports, a determination is made to initiate contact immediately via phone, mail a letter with information and referrals, try to arrange an in-person meeting at the victim's convenience or a combination of any or all methods of outreach. Victims also initiate contact with staff members by phone or in-person.

During the onset of a crime, the victim may need any myriad of services. Victim Assistance staff are able to focus on those needs and allow officers and criminal investigators to focus on the actual investigation. Liaisons are able to provide immediate on-scene assistance, as well as continuous service to help the victim through the criminal justice process. This can include emotional support during the investigation, relocation services, financial assistance through partners and the Crime Victim Compensation Act, medical visits, interviews with the district attorney's office, testifying in court, victim impact statements, U-Visa Certification, and any number of other services that law enforcement is not typically capable of handling.

Victim Assistance staff members are on-call 24/7, at patrol or Criminal Investigation Division's discretion, for critical incidents such as homicide, aggravated assault or when a child has witnessed violence or been a victim of violence and has been taken into protective custody. Services such as crisis intervention, medical transport, and emergency relocation can be completed by Victim Assistance staff when called to the scene. This gives the victim immediate solutions to problems which may have arisen out of the crime. Responding to the scene provides for, not only the physical needs of the victim, but their emotional well-being as well.

In cooperation with local service providers, the Victim Assistance Program is able to provide emergency provisions such as food, clothing, diapers, baby formula, personal hygiene products, fuel cards, bus passes, translators and other necessities to survivors.

**4. GOALS AND OBJECTIVES - Should relate to the Project Description and must be reasonable, relevant and attainable within the 12-month grant period.**

Objective	Output and Target Level	Outcome and Target Level (optional)
Total number of victims served	1900	N/A
Number of victims receiving crisis intervention	160	N/A
Number of victims receiving Crime Victims' Compensation assistance	70	N/A
Number of victims receiving follow-up contact	1185	N/A
Number of survivors receiving justice support and advocacy	284	N/A
Number of victims receiving relocation services assistance	90	N/A
Number of survivors receiving safety-plan assistance	634	N/A

4a. Describe the overall project goal. (Up to 5 points)

The Victim Assistance Program goal is to provide timely information and services to victims of violent crime, including federal crimes, to lessen the impact of the crime, aid in the survivor's recovery and encourage participation in the criminal justice system.

- 4b. Objectives: Provide at least one objective for this project. For each objective, provide relevant outputs, including numerical target data. You may use your own measures and/or those found in eGrants. (up to 10 points)

**NOTE: For General Victim Assistance, one output must reflect unduplicated # of clients to be served. For General Victim Assistance projects, outcomes are optional.**

- 4c. For each output and outcome, describe how it will be measured. (up to 5 points)

The Regionalized Crime Victim Liaison Project will utilize a Microsoft Excel database that is specifically designed to keep up with information regarding the victims, the type of crime committed, services provided to victims as well as the date those services were performed. The information data-base is for the exclusive use of victim assistance staff members and volunteers assigned to victim assistance duties.

## **ADDENDUM CANNOT EXCEED 7 PAGES BEFORE YOU INSERT THE BUDGET**

5. **BUDGET: INSERT EGRANTS BUDGET HERE. Do not provide additional narrative other than what is included in eGrants budget table. Once the budget is complete in eGrants, click on "printer friendly" link at top right. A new window will open with budget information. Select, copy, and paste the entire budget table here. The budget in this addendum must be identical to the one you placed in eGrants.**

CATEGORY	SUB CATEGORY	DESCRIPTION	CJD	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT / %
Supplies and Direct Operating Expenses	Cellular, Fax, Pager, and/or Office Telephone	Telephones including cellular telephones. 2X annual cost of \$1776 for cellular telephones. This breaks down to approximately \$148 a month per liaison.	\$3,552.00	\$0.00	\$0.00	\$0.00	\$3,552.00	0
Personnel	Community / Social Service Specialist	Salaries for Crime Victim Liaison with a base salary of \$39,675 each. Health insurance annual cost per position is \$6,014.28; Social Security per position figured at 7.65% is \$2,830.50; Texas Municipal Retirement System per position figured at 17.91% is \$6,626.70; Unemployment per position figured at 2.9% is \$261; Workers Comp per position is \$88.56 The Crime Victim Liaison provides information and applications for Crime Victims Compensation to victims of crime and provides assistance in connecting with services. The Liaison is an advocate for the victim helping them through the investigatory and criminal prosecution process. The Crime Victim Liaison provides crisis counseling and refers victims to professional counselors	\$33,506.00	\$21,990.04	\$0.00	\$0.00	\$55,496.04	60

		and community resources when appropriate. Provides training for police employees on victim issues and victims' assistance services. Provides peer support when an officer or employee of the department or city becomes the victim of a crime. Coordinates and trans volunteers who assist with the crime victims' program. Assists victims to contact the appropriate agencies regarding protective orders, shelters, and the D.A.'s Office. Must have knowledge of police terminology and practices; municipal and state laws; police records procedures; and information and privacy laws. Must have knowledge in victimology and be trained to advocate for the emotional well-being of the victim.						
Personnel	Community / Social Service Specialist	Salaries for Crime Victim Liaison with a base salary of \$39,675 each. Health insurance annual cost per position is \$6,014.28; Social Security per position figured at 7.65% is \$2,830.50; Texas Municipal Retirement System per position figured at 17.91% is \$6,626.70; Unemployment per position figured at 2.9% is \$261; Workers Comp per position is \$88.56. The Crime Victim Liaison provides information and applications for Crime Victims Compensation to victims of crime and provides assistance in connecting with services. The Liaison is an advocate for the victim helping them through the investigatory and criminal prosecution process. The Crime Victim Liaison provides crisis counseling and refers victims to professional counselors and community resources when appropriate. Provides training for police employees on victim issues and victims' assistance services. Provides peer support when an officer or employee of the department or city becomes the victim of a crime. Coordinates and trans volunteers who assist with the crime victims' program. Assists victims to contact the	\$33,506.00	\$21,990.04	\$0.00	\$0.00	\$55,496.04	60

		appropriate agencies regarding protective orders, shelters, and the D.A.'s Office. Must have knowledge of police terminology and practices; municipal and state laws; police records procedures; and information and privacy laws. Must have knowledge in victimology and be trained to advocate for the emotional well-being of the victim.							
Supplies and Direct Operating Expenses	Computer Software and Media	\$179 for Windows Professional upgrade required to communicate with our servers; \$499.99 for Microsoft Office Professional Plus; \$149 for Norton 360 Protection; Other costs which could be accrued would be programming, licensing for Adobe Acrobat, licensing for CRIMES Records Management System	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0	
Travel and Training	In-State Registration Fees, Training, and/or Travel	In-State travel and training costs for 2 liaisons - Costs are for non-local travel: 2 liaisons to attend TDCJ/TCFV/TAASA Conference (lodging and per diem) \$1400; Training tuition and fees: TDCJ/TCFV/TAASA \$250; 2 Liaisons to attend training on Crisis Intervention as well as Critical Incident Stress Management. Costs will be expended using agency travel policy, which includes \$45 per diem for out of town trainings and meal reimbursement of up to \$15 a day for local trainings. Rental car and coach airfare will be purchased at the lowest possible fare. Additional costs may include conference fees, tuition, hotel and airport parking fees and ground transportation. The City of Richland Hills uses current per diem rates for governmental agencies established by GSA.	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0	
Equipment	Laptop System and Accessories	Ipad for accessing records in the field as well as calendar support 1X \$599.99; 1 laptop and peripherals for conducting community presentations as well as records up-keep 1X \$650	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	2	

Supplies and Direct Operating Expenses	Office Supplies (e.g., paper, postage, calculator)	Office Supplies includes paper, postage, calculator, staples, staple removers, paper clips, note pads, pens and pencils, folders, calendars, office trays, copier ink and toners, CDs and DVDs, tape, hole punchers, etc...for 2 liaisons.	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00	0
Contractual and Professional Services	Printing Services	Printing - includes printing that cannot be generated in house. Business cards X2 - \$160 Victim's Assistance Brochures - \$500	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
Supplies and Direct Operating Expenses	Vehicle Operating Cost (e.g., fuel, lubricants, maintenance, storage)	Vehicle Maintenance - for the maintenance and repair of vehicles, including painting, parts, and labor. Car Care \$6.50 X 2 units X 52 weeks = \$676 Vehicle Inspection \$40 X 2 units = \$80 Brake Service \$200 X 2 Units = \$400 Tires Tubes and Batteries for 2 units \$38 X 12 = \$456 2 tires X \$115 = \$230 1 battery X \$130 = \$130 Gasoline for 2 units X \$38.00 X 8 = \$604 Other incidental mechanical repair for 2 units	\$2,686.00	\$0.00	\$0.00	\$0.00	\$2,686.00	0

5a. All budget line items must have sufficient detail to justify the item to be included in the project. Budget line items should be relevant and reasonable to carrying out the project. (Up to 10 points)

5b. The budget must be consistent with proposed activities. (Up to 5 points)

**NOTE:** Grant-Funded Personnel: Budget line item description must include a brief summary of responsibilities and qualifications of grant-funded project personnel. Include fringe benefit amount in description, if applicable.