



Item 13

Travis County Commissioners Court Agenda Request

Meeting Date: 05/07/2013, 9:00 AM, Voting Session

Prepared By/Phone Number: Alan Miller, Planning and Budget, 854-9726

Elected/Appointed Official/Dept. Head: Leslie Browder, County Executive,
Planning and Budget

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Review and approve biannual application to the Office of Attorney General to continue the Other Victim Assistance grant program in the County Attorney's Office.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Item is to submit a renewal application for an existing victim support program. Grant has a two year term, so the application is through 2015.

STAFF RECOMMENDATIONS:

PBO recommends approval.

ISSUES AND OPPORTUNITIES:

Additional information is provided on the grant summary sheets.

FISCAL IMPACT AND SOURCE OF FUNDING:

The grant has a small cash match which PBO recommends be internally funded by the County Attorney's Office.

REQUIRED AUTHORIZATIONS:

Planning and Budget Office
County Judge's Office

Leslie Browder
David Salazar

GRANT APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE

FY 2013

The following list represents those actions required by the Commissioners Court for departments to apply for, accept, or continue to operate grant programs. This regular agenda item contains this summary sheet, as well as backup material that is attached for clarification.

Dept.	Grant Title	Grant Period	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	PBO Notes	Auditor's Assessment	Page #
A	119 Other Victim Assistance Grant	09/01/13 08/31/15	\$84,000	\$0	\$28,129	\$0	\$112,129	1.00	R	S	8

* Amended from original.

PBO Notes:

- R - PBO recommends approval
- NR - PBO does not recommend approval
- D - PBO recommends item be discussed
- S - Simple
- MC - Moderately Complex
- C - Complex
- EC - Extremely Complex

County Auditor's Complexity Assessment measuring Impact to their Office's Resources/Workload

**FY 2013 Grant Summary Report
Grant Applications approved by Commissioners Court**

The following is a list of grants for which application has been submitted since October 1, 2012, and the notification of award has not yet been received.

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
117	Southeast Travis County Historical Survey	10/01/12 - 09/30/14	\$7,500	\$0	\$6,000	\$1,500	\$15,000	-	10/30/2012
119	Underage Drinking Prevention Program	10/01/13 - 09/30/14	\$161,204	\$0	\$35,951	\$55,000	\$252,155	3.00	11/6/2012
124	Formula Grant- Indigent Defense Grants Program	10/01/12 - 09/30/13	\$441,998	\$0	\$0	\$0	\$441,998	-	11/27/2012
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	7/1/13- 6/30/14	\$34,306	\$0	\$0	\$0	\$34,306	-	12/4/2012
145	Juvenile Treatment Drug Court	9/30/2013- 9/29/2014	\$199,970	\$0	\$0	\$0	\$199,970	-	1/8/2013
145	Juvenile Accountability Block Grant (JABG) Local Assessment Center	09/01/13 - 08/31/14	\$61,334	\$6,814	\$0	\$0	\$68,148	-	1/22/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$50,495	\$324,753	\$0	\$0	\$375,248	6.80	2/5/2013
147	Emergency Management Performance Grant	10/01/12 - 09/30/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	2/5/2013
137	TCSO Child Abuse Victim Services Personnel	09/01/13 - 08/31/14	\$23,092	\$0	\$34,639	\$0	\$57,731	1.00	2/5/2013
137	TxDOT Impaired Driving Mobilization	03/1/13 - 09/30/13	\$16,906	\$5,684	\$0	\$0	\$22,590	-	2/5/2013
124	Travis County Veterans' Court	09/01/13 - 08/31/14	\$233,124	\$0	\$0	\$0	\$233,124	2.00	2/19/2013
124	Veterans Commission Grant	07/01/13 - 06/30/14	\$49,470	\$0	\$0	\$0	\$49,470	-	2/19/2013
139	Travis County Adult Probation DWI Court	09/01/13 - 08/31/14	\$228,460	\$0	\$0	\$0	\$228,460	4.00	2/19/2013
145	The Eagle Soars: An Educational and Career Development Program	09/01/13 - 08/31/14	\$115,955	\$0	\$0	\$0	\$115,955	-	2/19/2013
145	Enhancing Services for Victims of Crime	09/01/13 - 08/31/14	\$62,886	\$15,722	\$0	\$0	\$78,608	1.00	2/19/2013
145	Drug Court & In-Home Family Services	09/01/13 - 08/31/14	\$181,000	\$20,111	\$0	\$0	\$201,111	0.23	2/19/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
142	Drug Diversion Court	09/01/13 - 08/31/14	\$155,838	\$0	\$0	\$0	\$155,838	2.00	2/19/2013
122	Family Drug Treatment Court	09/01/13 - 08/31/14	\$143,438	\$0	\$0	\$0	\$143,438	1.00	2/26/2013
119	Family Violence Accelerated Prosecution Program	09/01/13 - 08/31/14	\$84,954	\$34,053	\$0	\$17,088	\$136,095	1.77	2/26/2013
145	Trauma Informed Assessment and Response program	09/01/13 - 08/31/14	\$193,808	\$0	\$0	\$0	\$193,808	0.50	2/26/2013
158	Parenting in Recovery II*	09/30/12 - 09/29/13	\$625,747	\$0	\$268,195	\$0	\$893,942	1.00	2/26/2013
145	IMPACT: Investing in Minds to Prepare for A Career in Technology	10/1/13 - 09/30/14	\$416,327	\$0	\$0	\$0	\$416,327	1.00	3/5/2013
137	K9s4COPs	04/01/13 - 09/30/13	\$12,000	\$0	\$0	\$0	\$12,000	-	3/26/2013
145	Leadership Academy	10/01/13 - 09/30/14	\$143,665	\$47,888	\$0	\$0	\$191,553	1.75	3/26/2013
158	Basic Transportation Needs Fund (Bus Pass Program)	09/01/13 - 08/31/14	\$5,790	\$0	\$0	\$0	\$5,790	-	4/9/2013
145	FRESH Youth (Finding Regionally Sourced Food for High-Risk Youth)	11/01/13 - 10/31/14	\$45,000	\$15,000	\$0	\$0	\$60,000	-	4/16/2013
157	NEH Preservation Assistance for Smaller Institutions	05/01/14 - 08/01/14	\$6,000	\$0	\$0	\$0	\$6,000	-	4/16/2013
137	State Criminal Alien Assistance Program - SCAAP 13	07/01/11 - 06/30/12	\$40,568,231	\$0	\$0	\$0	\$40,568,231	-	4/16/2013
137	SCATTIF Sheriff's Combined Auto Theft Task Force	09/01/13 - 08/31/14	\$1,001,869	\$134,184	\$258,235	\$0	\$1,394,288	12.00	4/30/2013
145	Taking the Smart Path: Enhancing Assessment and Training to Address Youths' Needs	10/01/13 - 09/30/16	\$644,987	\$0	\$0	\$0	\$644,987	-	4/30/2013
			\$45,986,575	\$675,430	\$603,020	\$73,588	\$47,338,613	39.05	

*Amended from original agreement.

**FY 2013 Grant Summary Report
Grants Approved by Commissioners Court**

The following is a list of grants that have been received by Travis County since October 1, 2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
145	Travis County Eagle Resource Project	09/01/12 - 08/31/13	\$29,930	\$0	\$0	\$0	\$29,930	-	10/2/2012
145	Trama Informed Assessment and Response Program	09/01/12 - 08/31/13	\$192,666	\$0	\$0	\$0	\$192,666	0.50	10/2/2012
137	Sheriff's Office Command and Support Vessel*	9/1/12- 3/31/13	\$250,000	\$0	\$0	\$0	\$250,000	-	10/16/2012
139	Travis County Adult Probation DWI Court	9/1/2012- 8/31/2013	\$229,112	\$0	\$0	\$0	\$229,112	4.00	10/16/2012
147	Emergency Management Performance Grant	10/01/11 - 03/31/13	\$71,221	\$71,221	\$0	\$0	\$142,442	-	10/16/2012
119	Family Violence Protection Team*	10/1/2010 - 03/31/2012	\$699,507	\$168,239	\$0	\$0	\$867,746	4.50	10/23/2012
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$137,388	\$0	\$0	\$0	\$137,388	1.00	10/23/2012
145	Drug Court & In-Home Family Services	09/01/12 - 08/31/13	\$66,428	\$7,381	\$0	\$0	\$73,809	0.09	10/23/2012
158	Comprehensive Energy Assistance Grant*	01/01/12 - 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	-	10/23/2012
158	Low Income Home Energy Assistance Program (LIHEAP) Weatherization Program	04/01/12 - 03/31/13	\$817,334	\$0	\$0	\$0	\$817,334	-	10/23/2012
124	Travis County Veterans' Court	09/01/12 - 08/31/13	\$186,000	\$0	\$0	\$0	\$186,000	2.00	10/30/2012
142	Drug Diversion Court	09/01/12 - 08/31/12	\$132,585	\$0	\$0	\$0	\$132,585	1.00	10/30/2012
158	Parenting in Recovery II	09/30/12 - 09/29/13	\$500,000	\$0	\$214,286	\$0	\$714,286	2.00	11/6/2012
158	Targeted Low Income Weatherization Program (TLIWP)	10/01/12 - 12/31/12	\$42,061	\$0	\$0	\$0	\$42,061	-	11/6/2012
158	Seniors and Volunteers for Childhood Immunization (SVCI)	09/01/12 - 08/31/13	\$8,845	\$0	\$0	\$0	\$8,845	0.14	11/20/2012
158	Coming of age (DADS)	09/01/12 - 08/31/13	\$24,484	\$24,484	\$0	\$0	\$48,968	-	11/20/2012

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
158	DOE Weatherization Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	11/20/2012
158	Atmos Energy Share the Warmth	11/01/12 - 10/31/13	\$13,188	\$0	\$0	\$0	\$13,188	-	11/20/2012
139	Travis County Adult Probation DWI Court	09/30/12 - 09/29/13	\$206,515	\$0	\$0	\$0	\$206,515	2.85	11/27/2012
137	State Criminal Alien Assistance Program- SCAAP 12	07/01/10 - 06/30/11	\$492,999	\$0	\$0	\$0	\$492,999	-	11/27/2012
147	"Remembering When" Scholarship	12/02/12 - 11/01/13	\$4,000	\$0	\$0	\$0	\$4,000	-	11/27/2012
158	Comprehensive Energy Assistance Program (CEAP)*	1/1/12- 12/31/12	\$4,546,172	\$0	\$0	\$0	\$4,546,172	4.00	12/4/2012
145	National School Lunch/Breakfast Program*	7/1/12- 6/30/13	\$217,219	\$0	\$0	\$0	\$217,219	-	12/4/2012
158	Title IV-E Child Welfare Services	10/01/12 - 09/30/13	\$36,488	\$81,190	\$0	\$0	\$117,678	-	12/11/2012
137	2012 Byrne Justice Assistance Grant	10/01/12 - 09/30/15	\$86,000	\$0	\$0	\$0	\$86,000	-	12/18/2012
158	2012 Phase 30 Emergency Food and Shelter Program	04/01/12 - 03/31/13	\$25,000	\$0	\$0	\$0	\$25,000	-	12/18/2012
140	Safe Havens: Supervised Visitation and Safe Exchange program*	10/1/10- 9/30/13	\$400,000	\$0	\$0	\$0	\$400,000	-	12/28/2012
145	Juvenile Front End Therapeutic Services Program*	09/01/11- 08/31/12	\$17,617	\$0	\$0	\$0	\$17,617	-	1/22/2013
145	Residential Substance Abuse Treatment Program*	10/01/11 - 09/30/12	\$132,063	\$47,512	\$0	\$0	\$179,575	1.00	1/22/2013
145	Eagle Resource Project*	09/01/11- 08/31/12	\$34,628	\$0	\$0	\$0	\$34,628	-	1/22/2013
137	Sheriff's Office Command & Support Vessel*	09/01/12 - 06/30/13	\$250,000	\$0	\$0	\$0	\$250,000	-	1/29/2013
137	2010 UASI-Tactical Response Vehicle*	08/01/2010 - 07/31/12	\$475,000	\$0	\$0	\$0	\$475,000	-	2/12/2013
147	2010 HSGP _ Travis County Haz. Mat. Detection and Decontamination Equipment and Related Maintenance*	08/01/2010 - 07/31/12	\$39,938	\$0	\$0	\$0	\$39,938	-	2/12/2013

Dept	Name of Grant	Grant Term	Grant Award	County Cost Share	County Contribution	In-Kind Contribution	Program Total	FTEs	Approval Date
155	Justice Reinvestment Initiative	03/01/13 - 02/28/15	\$300,000	\$0	\$0	\$0	\$300,000	-	2/19/2013
147	2010 UASI Chemical Biological Radiological Nuclear Explosive (CBRNE) Strike Team Coordinator*	08/01/10 - 12/31/12	\$250,000	\$0	\$0	\$0	\$250,000	1.00	2/26/2013
155	Justice Reinvestment Initiative (Arnold Foundation)	03/01/13 - 02/28/15	\$69,012	\$0	\$0	\$0	\$69,012	-	2/26/2013
159	Capital Area Trauma Regional Advisory Council	05/01/12 - 08/31/13	\$10,101	\$0	\$0	\$0	\$10,101	-	2/26/2013
158	Targeted Low Income Weatherization Program	03/01/13 - 11/30/13	\$54,850	\$0	\$0	\$0	\$54,850	-	4/9/2013
158	DOE Weatherization Assistance Program	04/01/12 - 03/31/13	\$60,471	\$0	\$0	\$0	\$60,471	-	4/9/2013
145	Juvenile Probation Pre-Doctoral Psychology Internship Program	07/01/13 - 06/30/14	\$35,000	\$0	\$0	\$0	\$35,000	0.65	4/16/2013
158	Basic Transportation Needs Fund Bus Pass Program	09/01/12 - 08/31/13	\$5,790	\$0	\$0	\$0	\$5,790	-	4/16/2013
158	Coming of Age (CNCS)	04/01/13 - 03/31/14	\$16,832	\$309,604	\$15,149	\$0	\$341,585	6.00	4/23/2013
145	A Culture of Excellence: Enhancing Organizational Capacity to Exceed PREA Standards	04/01/13 - 03/31/14	\$100,000	\$0	\$0	\$0	\$100,000	-	4/30/2013
158	Comprehensive Energy Assistance Program	01/01/13 - 12/31/13	\$2,637,219	\$0	\$0	\$0	\$2,637,219	4.00	4/30/2013
			\$14,971,031	\$400,027	\$214,286	\$0	\$15,585,344	23.08	

*Amended from original agreement.

FY 2013 Grants Summary Report

Permission to Continue

Dept	Name of Grant	Grant Term per Application	Amount requested for PTC			Filled FTEs	PTC Expiration Date	Cm. Ct. PTC Approval Date	Cm. Ct. Contract Approval Date	Has the General Fund been Reimbursed?
			Personnel Cost	Operating Transfer	Total Request					
137	Child Abuse Victim Services Personnel**	9/1/12-8/31/13	\$8,920	\$0	\$8,920	1.00	10/31/2012	8/14/2012	N/A	Yes
119	Family Violence Accelerated Prosecution Program	9/1/12-8/31/13	\$12,620	\$0	\$12,620	1.00	10/31/2012	8/21/2012	N/A	Yes
122	Family Drug Treatment Court	09/01/12 - 08/31/13	\$10,922	\$0	\$10,922	1.00	10/31/2012	8/28/2012	N/A	No
124	Travis County Veterans Court	09/01/12 - 08/31/13	\$25,630	\$0	\$25,630	2.00	10/31/2012	8/28/2012	N/A	Yes
142	Drug Diversion Court	09/01/12 - 08/31/13	\$10,144	\$0	\$10,144	1.00	10/31/2012	8/28/2012	N/A	Yes
145	Juvenile Accountability Block Grant- Local Assessment Center	09/01/12 - 08/31/13	\$13,747	\$0	\$13,747	1.00	11/30/2012	8/28/2012	N/A	Yes
145	Residential Substance Abuse Treatment Program	10/01/12 - 09/30/13	\$15,046	\$0	\$15,046	1.00	12/31/2012	8/28/2012	N/A	Yes
158	Parenting in Recovery (PIR) FY 12	09/30/12 - 09/29/13	\$94,630	\$0	\$94,630	-	12/31/2012	9/25/2012	N/A	No
158	Parenting in Recovery (PIR) FY 13	09/30/12 - 09/29/13	\$84,756	\$0	\$84,756	-	12/31/2012	10/2/2012	N/A	No
158	Comprehensive Energy Assistance Program	1/1/2013- 12/31/2013	\$29,196	\$200,000	\$229,196	4.00	3/31/2013	1/8/2013	N/A	No
158	Low Income Home Emergency Program	04/01/13 - 03/31/14	\$0	\$100,000	\$100,000	-	6/30/2013	4/2/2013	N/A	No
158	Comprehensive Energy Assistance Program**	1/1/2013- 12/31/2013	\$29,196	\$300,000	\$329,196	4.00	6/30/2013	4/2/2013	N/A	No
Totals			\$334,807	\$600,000	\$934,807	16.00				



**TRAVIS COUNTY
FY 13 GRANT SUMMARY SHEET**

Check One:	Application Approval: <input checked="" type="checkbox"/>	Permission to Continue: <input type="checkbox"/>
	Contract Approval: <input type="checkbox"/>	Status Report: <input type="checkbox"/>
Check One:	Original: <input checked="" type="checkbox"/>	Amendment: <input type="checkbox"/>
Check One:	New Grant: <input type="checkbox"/>	Continuation Grant: <input checked="" type="checkbox"/>
Department/Division:	Travis County Attorney's Office (TCAO)/ Family Violence Division	
Contact Person/Title:	Megan Fox Navarro, Victim Counselor	
Phone Number:	(512) 854-9529 (direct) (512) 854-9415 (main)	

Grant Title:	Other Victim Assistance Grant (OVAG)		
Grant Period:	From: <input type="text" value="Sep 1, 2013"/>	To: <input type="text" value="Aug 31, 2015"/>	
Fund Source:	Federal: <input type="checkbox"/>	State: <input checked="" type="checkbox"/>	Local: <input type="checkbox"/>
Grantor:	Office of the Attorney General (OAG), Crime Victim Services Division		
Will County provide grant funds to a sub-recipient?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Are the grant funds pass-through from another agency? If yes, list originating agency below.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>	
Originating Grantor:			

Budget Categories	Grant Funds	County Cost Share	Budgeted County Contribution #595010 (Cash Match)	In-Kind	TOTAL
Personnel:	\$ 84,000	\$ 0	\$ 28,129	\$ 0	\$ 112,129
Operating:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Capital Equipment:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Indirect Costs:	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Totals:	\$ 84,000	\$ 0	\$ 28,129	\$ 0	\$ 112,129
FTEs:	1.00	0.00	0.00	0.00	1.00

Permission to Continue Information					
Funding Source (Cost Center)	Personnel Cost	Operating Cost	Estimated Total	Filled FTE	PTC Expiration Date
	\$ 0	\$ 0	\$ 0	0.00	

Department	Review	Staff Initials	Comments
County Auditor	<input checked="" type="checkbox"/>	JM	
County Attorney	<input checked="" type="checkbox"/>	JC	

Performance Measures					
#	Measure	Actual FY 11 Measure	Projected FY 12 Measure	Projected FY 13 Measure	Projected FY 14 Measure
+ - Applicable Departmental Measures					
1.	Number of victims served by OVAG Funded Victim Counselor	577	635	500	500
2.	Number of victims given victim advocacy	180	188	150	150
3.	Number of victims assisted with Crime Victims Compensation	105	192	100	100
+ - Measures for the Grant					
1.	Number of victims provided with Information and Referrals by OVAG funded Victim Counselor	463	635	500	500
Outcome Impact Description					
2.	Number of Volunteers in Family Violence Division	4	5	4	4
Outcome Impact Description					
3.	Number of victims assisted with VINE by OVAG funded Victim Counselor	25	92	75	75
Outcome Impact Description					

PBO Recommendation:

This grant application is for a third two-year grant that will partially fund a victim counselor position in the County Attorney's Office. The grant is for \$42,000 per year for two years. This pays for the salary and partial benefits for this position. The County Attorney's Office will fund the remaining cost of benefits for the position from its existing budget. PBO recommends approval of this grant application.

1. Brief Narrative - Summary of Grant: What is the goal of the program? How does the grant fit into the current activities of the department? Is the grant starting a new program, or is it enhancing an existing one?

The OVAG grant has been funded without interruption since 2009. The primary function of this victim counselor position is to outreach to victims of criminal cases in a timely manner as well as provide assistance to walk-in clients applying for a protective order. This grant provides our office with a victim counselor who is skilled, educated, and trained to work with victims of family violence. This position is able to assess a victim's needs and provide much needed support, counseling, and referrals during a time when the victim may feel extremely vulnerable and scared. This funding allows victims to have earlier access to safety planning, and education/information about the dynamics around domestic violence as well as how the criminal justice system works. This position enhances the already existing victim services program at the TCAO and for the last four years, has proven to be an extremely important addition to the Family Violence Division.

2. Departmental Resource Commitment: What are the long term County funding requirements of the grant?

This OVAG grant is available for a 2 year time period. If our office preforms adequately, we are eligible to reapply for an additional two years in the future. We are required to provide an office space, desk, telephone, and supplies for the grant funded employee. The Victim Counselor who is currently in this position is using a computer that was paid for with funds from the OVAG grant from 2009.

3. County Commitment to the Grant: Is a county match required? If so, how does the department propose to fund the grant match? Please explain.

The OAG allows each applicant to apply for a maximum award of \$42,000 per year, totalling an award of \$84,000 for both Fiscal Year (FY) 2014 and FY 2015.

Currently, in FY 2013, the base salary for this position is \$37,024 with \$16,603 for fringe costs, for a total of \$53,627. Since there is no way to predict if rates will change in the future, for this application, we are including a 3% increase to cover possible changes in benefits in both years.

For FY 2014, the grant funds would cover 100% of the salary and approximately 23% of the fringe costs (\$3,865.28), leaving the County to match approximately \$13,236 from the general fund.

For FY 2015, the grant funds would continue to cover 100% of the salary and approximately 16% of the fringe costs (\$2,721.24), leaving the County to match approximately \$14,893 from the general fund.

TCAO would like to continue with this grant program and asks that a total of \$28,129 be allotted to keep this position for FY 14 and FY 15.

We feel that this position is an extremely vital part of our division, as the number of family violence victims in Travis County continues to rise each year. Our Family Violence Division also believes that there is a significant importance in being able to outreach to victims early in criminal cases. Early outreach increases victim safety and victim prosecution cooperation, and it also allows our counselors to offer resources and referrals to the victims, a key component in victim restoration. Early outreach also allows our prosecutors to strategize the cases early on and get the victim's input before the offender has a chance to convince the victim to try to drop charges.

4. Does the grant program have an indirect cost allocation, in accordance with the grant rules? If not, please explain why not.

No, there is no indirect cost allocation with this grant.

5. County Commitment to the Program Upon Termination of the Grant: Will the program end upon termination of the grant funding: Yes or No? If No, what is the proposed funding mechanism: (1) Request additional funding or (2) Use departmental resources. If (2), provide details about what internal resources are to be provided and what other programs will be discontinued as a result.

TCAO is committed to meeting the needs and enhancing services to victims of family violence crimes. That being said, should we lose funding for this position, we would request that the County Commissioner's Court grant a request to fund this position internally. Given today's economic climate, we have no way to know if that request is possible. Should we lose this grant funding, we would continue to rely on the current victim counselors in this division, as well as the University of Texas School of Social Work interns that we have each semester.

6. If this is a new program, please provide information why the County should expand into this area.

N/A

7. Please explain how this program will affect your current operations. Please tie the performance measures for this program back to the critical performance measures for your department or office.

In the next two years, it is our goal to make initial phone contact with victims of criminal Family Violence cases within 30 days of the filing. Since these victims are considered 'high-risk,' we believe that early intervention is extremely important for victim safety. Not only that, reaching out to victims is critical in order to help them feel less overwhelmed by the system and hopefully, more empowered and trusting of the criminal justice system. We want to provide safety planning to victims at a time when it may be needed most. Victims of family violence need early opportunities to give their victim input to us, as well as know what their rights are.

Given that our office is converting to paperless files, a transitional period is predicted as we determine the best method to ensure that timely outreach is occurring in the future.

Victims are also encouraged to come in to our office to apply for a two year protective order as well. Especially on days when there are no social work interns to assist with clients, this grant funded position has proven to be extremely important to help with the significant amount of people wanting to be screened for a protective order every day. This grant position provides essential support to victims in Travis County.

In FY 2012, of the County Court #4 cases where outreach was able to occur (meaning the victim had a working phone where we were able to reach them), that outreach occurred in an average of 26 days. Our office is confident that should this position be funded again, we will be able to decrease that amount of time given our recent transition into a more efficient and paperless system.

DAVID ESCAMILLA
COUNTY ATTORNEY



COUNTY ATTORNEY'S OFFICE
314 W. 11TH ST.
SUITE 300
AUSTIN, TEXAS 78701
Phone: (512) 854-9415
Fax: (512) 854-9316

Katie Petersen – PBO
Diana Ramirez - PBO
David Escamilla, TCAO
Mack Martinez, TCAO
Jim Connolly, TCAO
Chantelle Abruzzo, TCAO

TO: Jessie Mars, Auditor's Office
FROM: Megan Fox Navarro, TCAO
DATE: April 23, 2013

FY 2014 & FY 2015 OVAG "Other Victim Assistance Grant" Unique Application Number:
RE: O0107-14-0160

Dear PBO,

The Travis County Attorney's Office is applying to the Office of the Attorney General (OAG) "Other Victim Assistance Grant." This grant contract would be for a 2-year time period of September 1, 2013-August 31, 2015.

The funding will provide one FTE Victim Counselor in the Family Violence Division. The maximum award amount given by OAG is \$42,000 per year. This amount will cover the full salary on each year of this grant. Travis County will need to provide additional funding to cover the remaining costs of fringe. It is estimated that the necessary match for FY 2013 will be \$13,236 and about \$14,893 for FY 2015.

TCAO is requesting that the Commissioner's Court approve the grant application in order to submit the application to the OAG. It is imperative that this issue get on the Commissioner's Court agenda for review no later than May 7, 2013, as the application is due May 15, 2013.

Attached for your review are the following documents:

- 1) **Grant Summary Sheet**
- 2) **Grant Application**
- 3) **Resolution (to be signed by Judge Biscoe, Authorized Official/AO)**
- 4) **Statement Supporting Submission of the Application (to be initialed and signed by Judge Biscoe, AO)**
- 5) **Victim Counselor Job Description**

Should you have any questions regarding this grant, please contact me.

Sincerely,

Megan Fox Navarro

Megan Fox, LMSW
Senior Victim Counselor
Office: 512-854-9529, Fax: 512-854-9570
Travis County Attorney's Office, Family Violence Division

THE STATE OF TEXAS
COUNTY OF TRAVIS

RESOLUTION

Be it known as follows:

WHEREAS, the Travis County Attorney's Office, wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program:

Other Victim Assistance Grant (OVAG)

WHEREAS, the County Commissioners of Travis County, has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the County Commissioners of Travis County, has designated the following individual as the "Authorized Official" who has been given the power to apply for, accept, reject, alter or terminate that certain grant with the OAG, Crime Victims Services Division as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": Samuel T. Biscoe
Position Title: Travis 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.

Signed by: _____
SAMUEL T. BISCOE, County Judge

Passed and Approved this _____ (Day) of _____ (Month), 2013 (Year)

Unique Application Number: O0107-14-0160

**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: TRAVIS COUNTY
UNIQUE APPLICATION NUMBER: 00107-14-0160

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.

Samuel T. Biscoe, County Judge

Signature/Title

Printed Name

Date

00107-14-0160

1. ORGANIZATION			
Unique Application Number (UAN)	00107-14-0160		
Legal Name of Applicant	Travis County		
Name of Agency Contact	Megan Fox Navarro		
Agency Contact's Telephone Number	(512) 854-9529		
<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%

2. MISSION STATEMENT
2.1 Provide the mission statement of your organization.
<p>The mission of the Travis County Attorney's Office (TCAO) is to 1) provide a full range of civil legal services in a timely manner 2) provide superior legal representation for the State of Texas in misdemeanor family violence cases, 3) obtain protective orders for victims of family violence, sexual assault, and stalking.</p>

3. DESCRIPTION OF THE ORGANIZATION
3.1 Give a description of the history of your organization including the purpose for which it was created.
<p>In 1985, the Texas State Legislature passed the Family Violence Prevention Act. Soon thereafter, the TCAO began a fairly new process to assist victims of family violence with filing protective orders in Travis County. A few years later, laws pertaining to protective orders and family violence assault charges were expanded. Advocates in Travis County advocated for more funding and the formation of a specialized court for family violence to be created in Travis County. In 1999, County Court #4 was created in our Family Violence Division to be this specialized family violence court. TCAO's services to victims, and attorney work on prosecution and protective orders, expanded in the late 1990's and early 2000's. Services to family violence victims in Travis County grew quickly due to a population growth, the creation and expansion of family violence advocacy task forces, new laws, and the creation of County Court #4. The demand and need for our specialized services to victims of family violence have increased greatly since the inception of County Court #4 and continue to grow each year.</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 Family Violence Division consists of two separate but complimentary units. First, County Court #4 prosecutes misdemeanor Family Violence Cases from the time a charge is filed until a disposition is reached. The civil division files two year protective orders on behalf of victims of family violence, sexual assault, and stalking. Each year, our office files well over 3,000 family violence misdemeanor cases and screens over 2,000 applicants in our protective order division. Our office is comprised of criminal prosecuting attorneys, civil protective order attorneys, victim counselors, paralegals and administrative/support staff. We serve all of Travis County. Our protective order attorneys provide legal representation to victims of family violence, sexual assault, and stalking. Our criminal attorneys represent the State of Texas in the prosecution of misdemeanor cases. Our victim counselors serve multiple roles. They act as liaisons between the victims and attorneys by providing support and information to the victims, while gathering pertinent information for the criminal or protective order case.</p>

4. VICTIM SERVICES EXPERIENCE	YEARS
4.1 How many years has the organization been providing victim-related services or assistance?	14

O0107-14-0160

5. VICTIM SERVICES WORK	
5.1 Provide a description of the work the organization is doing on behalf of victims of crime.	
<p>Victim Counselors provide essential services to the victims of family violence in Travis County. The counselors work with a victim from the time they enter our office. The counselor screens an applicant to see if they qualify for a protective order and if they do, assists in the process to prepare the file for court. They are able to assess each client to determine which referrals are most appropriate. Counselors also provide short-term counseling as well as client advocacy. Counselors discuss critical safety planning options for the victim and also seek to educate the victim about the dynamics of domestic violence. Our victim counselors provide referrals for services like long-term counseling, shelter, housing, employment, to name a few. Our protective order attorneys provide victims with legal representation in their protective order hearing. They offer legal guidance and support, and meet with our protective order applicants to ensure that their wishes are understood before going to court. Victims of family violence are also offered assistance with completing Crime Victims Compensation as a means to safely move to a confidential location, amongst other services that are offered in that program. Our office wishes to ensure that our interactions with victims leave them feeling educated, empowered, and safe.</p>	
5.2 How does this work fit into the organization's overall goals and objectives?	
<p>Our organization's goals and objectives are to provide excellent services to victims of family violence, while also prosecuting their offenders and imposing consequences in relation to the criminal case. Victim services work is the root of our office. If we are able to provide quality services to victims, this will effect the amount of faith that they have in the system. The more trust that they have increases their willingness to reach out for help in the future because they realize that the criminal justice system is trying to work on their behalf. Even if a victim declines to cooperate with our office's prosecution of a case, we still try to meet their other needs in the hopes that if they want to reach out to us in the future, they will feel more ready and willing to do so. Our office also wishes to educate victims about the dynamics of domestic violence. Our victim counselors work one-on-one with victims to review the Power and Control Wheel, Empowerment Model and common characteristics of batterers. Ultimately, we understand that a client is doing what is best for him/her in any given situation and it is our job to meet them where they are and assist in change facilitation however it is desired.</p>	

6. VOLUNTEERS	
6.1 Does the organization currently have a volunteer program, or plan to implement one this grant term?	Yes
6.2 How many volunteers were active within the last year?	6
6.3 Describe how the organization utilizes or plans to utilize volunteers to support the organization's mission, including any specific victim-related services.	
<p>The Family Violence Division has a volunteer/intern program comprised of University of Texas Social Work interns. The exact number of interns that we have each semester vary slightly but on average, we have 2 interns per semester. In the spring of 2012, we had two full-time Bachelors of Social Work (BSW) interns as well as one part-time Master of Social Work (MSW) intern. In the fall of 2012, we had one full-time BSW intern and two part-time MSW interns. Right now, we have two part-time MSW interns. These interns essentially resemble our other victim counselor staff. They provide support and assistance to victims going through the protective order application. They offer victims with short-term counseling, referrals, advocacy and safety planning. They also go to court with victims, both to provide much needed support, but to also act as a liaison between the victim and the criminal prosecuting attorney.</p>	
6.4 Describe training for volunteers including both training required prior to providing services and ongoing training conducted throughout the volunteer's service.	
<p>Our social work interns come to us having some type of education around working with clients, based on their formal education at the University of Texas. All of our social work interns participate in an orientation, conducted by their on-site field instructor. Interns review a new employee manual which describes both our office's policies as well as other information about how to successfully perform their jobs when working with victims of family violence. The interns are required to complete an educational contract which outlines their educational goals and how they plan to achieve those goals. In the beginning, our interns shadow other victim counselors as they work with clients in the office, over the phone, and in court. The interns' needs are monitored and addressed through weekly supervision with their field instructor as well as through observation. Our interns are a very important and active part of our division. They participate in community family violence meetings, the Crime Victims Compensation trainings, as well as staff meetings. The interns receive feedback about their performance after being shadowed by other victim counselors. They are expected to ask questions in order to enhance their educational experience. Our interns learn how to work and communicate with clients effectively and assess their needs appropriately.</p>	

00107-14-0160

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

Our office has a close working relationship with the University of Texas' School of Social Work. Every year, the victim counselor who supervises the intern program participates in mandatory field instructor trainings that the school hosts annually. The intern supervisor/field instructor must have two years of experience in the social work field before they are eligible to serve as a field instructor for the interns. Before the beginning of each semester, the victim counselor who acts as the field instructor will send a formal request via email to the school to request two interns. Potential interns are able to express their desire to the school to be placed with our agency and if so, our victim counselor will interview the intern to ensure compability. During that informal interview, the intern is also encouraged to ask us questions to ensure that their educational needs will be met.

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 Travis County Attorney's Office is a member of the Family Violence Protection Team (FVPT). The FVPT is comprised of many other local agencies such as: Austin Police Department (victim services and detectives alike), Travis County Sheriff's Office (victim services and detectives alike), Safeplace, Texas Riogrande Legal Aid, and prosecutors and attorneys from our office as well as the Travis County District Attorney's Office. The FVPT meets monthly and in the history of its existence, has proven to be a very vital resource for each attending agency. This taskforce was created because there was an existing need for agencies to be able to communicate with each other directly in order to improve the services that we offer to the victims in Travis County. The FVPT has not only allowed us to increase our communications with partners in the community, but it has also enabled the victim to navigate a community system more smoothly. Our office believes that being involved in the FVPT is imperative as we seek to create a community effort that works towards victim restoration as well as increasing their willingness to utilize the criminal justice system. The FVPT used to be engaged in a formal Memorandum of Understanding (MOU) that was held through a city-wide grant. That grant has concluded so the FVPT continues to meet on an informal level, with the same goals of providing quality victim services while holding offenders accountable.

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.

See above.

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?		14

00107-14-0160

9. OUTPUT TARGET CALCULATION	STAFF POSITION/TITLE #1	STAFF POSITION/TITLE #2	STAFF POSITION/TITLE #3
9.1 STAFF POSITION/TITLE	Victim Counselor		
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
DIRECT VICTIM SERVICES	FY 2014 FY 2015	FY 2014 FY 2015	FY 2014 FY 2015
Number of Unique Victims Served	500 500	N/A N/A	N/A N/A
Assistance with Crime Victims' Compensation	100 100		
Assistance with Texas SAVNS/VINE	75 75		
Information and Referral	500 500		
Assistance with Restitution	0 0		
Criminal Justice Accompaniment	20 20		
Law Enforcement Accompaniment	0 0		
Medical Accompaniment	0 0		
Crisis Intervention	40 40		
Individual Counseling	75 75		
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	85 85		
Legal Assistance	500 500		
Lodging	0 0		
Other	0 0		
Transportation	0 0		
Victim Advocacy	150 150		
VICTIM SERVICES TRAINING	FY 2014 FY 2015	FY 2014 FY 2015	FY 2014 FY 2015
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	0 0	0 0
OUTREACH OR COMMUNITY EDUCATION	FY 2014 FY 2015	FY 2014 FY 2015	FY 2014 FY 2015
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	0 0	0 0
Total Outreach or Community Ed Presentations	0 0	0 0	0 0
STRUCTURED EDUCATION	FY 2014 FY 2015	FY 2014 FY 2015	FY 2014 FY 2015
Structured Education Presentations	0 0		
Structured Education Participants	0 0		

00107-14-0160

9. OUTPUT TARGET CALCULATION	STAFF POSITION/TITLE #4	STAFF POSITION/TITLE #5	STAFF POSITION/TITLE #8	
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	
DIRECT VICTIM SERVICES	FY 2014	FY 2015	FY 2014	FY 2015
Number of Unique Victims Served	N/A	N/A	N/A	N/A
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				
VICTIM SERVICES TRAINING	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
OUTREACH OR COMMUNITY EDUCATION	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
Total Outreach or Community Ed Presentations	0	0	0	0
STRUCTURED EDUCATION	FY 2014	FY 2015	FY 2014	FY 2015
Structured Education Presentations				
Structured Education Participants				

00107-14-0160

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 Counselor	40	40	40			\$38,134.72	\$38,134.72	100.00%	\$17,101.09	\$ 3,865.28	22.60%
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%
						\$ 38,135			\$ 3,866		
FY 2015		HOURS PER WEEK				SALARY			FRINGE		
1. Victim Counselor	40	40	40			\$39,278.76	\$39,278.76	100.00%	\$17,614.12	\$ 2,721.24	15.45%
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%
						\$ 39,279			\$ 2,722		
10.1 FY 2014 POSITION NARRATIVE											
Provide a justification, which relates to the project's goal.											
1. Victim Counselor	The victim counselor position works towards increasing victim restoration by offering assistance with protective orders, offering community referrals, and outreaching to victims of criminal family violence cases. Our office was able to calculate salary and fringe benefits with the assistance of the Travis County Auditor's Office, who reviews and approves all of our grant documents before their submission to ensure accuracy.										
2.											
3.											
4.											
5.											
6.											

00107-14-0160

10.2 FY 2015 POSITION NARRATIVE

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

1.	Victim Counselor	The victim counselor position works towards increasing victim restoration by offering assistance with protective orders, offering community referrals, and outreaching to victims of criminal family violence cases. Our office was able to calculate salary and fringe benefits with the assistance of the Travis County Auditor's Office, who reviews and approves all of our grant documents before their submission to ensure accuracy.
2.		
3.		
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.

N/A

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
N/A			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -

11.1 FY 2014 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

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

N/A

11.2 FY 2015 PROFESSIONAL & CONSULTANT SERVICES NARRATIVE

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

N/A

00107-14-0160

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	N/A	Airfare/Mileage	\$ -	0%	\$ -	\$ -	0%	\$ -
		Hotel	\$ -	0%	\$ -	\$ -	0%	\$ -
		Per diem	\$ -	0%	\$ -	\$ -	0%	\$ -
		Misc./Hotel Tax	\$ -	0%	\$ -	\$ -	0%	\$ -
		TOTAL		\$ -	0%	\$ -	\$ -	0%
			\$ -	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)	N/A	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.

N/A

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.

N/A

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
N/A	\$ -	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.

N/A

13.2 FY 2015 EQUIPMENT NARRATIVE
Provide a justification for Equipment which relates to the project's goal.

N/A

O0107-14-0160

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
N/A	\$ -	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.						
N/A						
14.2 FY 2015 SUPPLIES NARRATIVE						
Provide a justification for Supplies which relates to the project's goal.						
N/A						

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%	\$ -
N/A	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	0%	\$ -	\$ -	0%	\$ -
	\$ -	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.						
N/A						
15.2 FY 2015 OTHER DIRECT OPERATING EXPENSES NARRATIVE						
Provide a justification for Other Direct Operating Expenses which relates to the project's goal.						
N/A						

O0107-14-0160

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 project funds one full-time Victim Counselor position in our Family Violence Division to serve victims of family violence by providing direct services and victim outreach in Travis County.

17. TARGET POPULATION

SPECIFIC VICTIMIZATIONS		SPECIFIC POPULATIONS	
Adults Molested as Children		African-American	X
Assault		Asian	X
Child Abuse		Elderly (65 and up)	X
DUI/DWI		Gay/Lesbian/Bisexual/Transgender	X
Family Violence	X	Hispanic	X
Hate/Bias Crimes		Persons with Disabilities	X
Human Trafficking		Rural	X
Physical Abuse and/or Neglect		Spanish-speaking	
Robbery		Other	X
Sexual Assault	X		
Survivors of Homicide Victims			
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 majority of the work in our office consists of prosecuting family violence cases or working with the victims of those cases. For example, in County Court #4, we only prosecute family violence cases. The only exception that exists is in our Protective Order division. Texas law allows victims of sexual assault or stalking to apply for a protective order, in addition to family violence victims. With about 3,500 misdemeanor family violence cases filed each year and over 2,000 protective order applicants screened yearly, our office works hard to provide efficient and client-centered services to all of the victims in these cases. Our office also recognizes that victims of stalking, sexual assault or family violence come from many different walks of life. This can include varying educational backgrounds, religious beliefs, socioeconomic statuses, gender and race. Because of this factor, our office serves any victim of family violence, stalking, and sexual assault.

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.

Each year, Travis County's population continues to grow and as a natural consequence of this rapid movement, a greater need for community services and criminal justice support exists. As previously stated, in 2012, there were about 2,500 clients who were screened for a protective order compared to in 2011, when that number was closer to 2,000. In the last three months of 2013, we've screened over 600 clients, which puts us on track to serve at least 2,500 victims again this year. Much the same, our office consistently files over 3,000 misdemeanor family violence cases in County Court #4. Each of these cases represents a person who is in need of outreach, assistance and support, which from the outside, appears to be a daunting task given this high volume. In FY 2012, of the victims who were able to be reached for their victim input following a criminal case filing, that outreach occurred on average within 26 days of the case being filed. This grant project will allow our office to strengthen its victim services and prosecution by identifying and responding to victims' needs early on in a criminal case, thus increasing the likelihood of positive outcomes and safety for victims of family violence.

00107-14-0160

20. PROJECT GOAL

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.

In the next two years, the Family Violence Division will make outreach to victims of criminal cases in an average of 30 days or less after case filing. In addition, the grant funded victim counselor will work with over 500 clients, both in person and over the phone. The victim counselor will also spend an average of 50% of their time making early phone outreach to victims of family violence criminal cases.

21. OUTPUT ASSESSMENT AND EVALUATION

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.

To keep track of victim contacts, demographics, and the specific services provided, our office uses a computerized system for our criminal cases called PIMS. The Protective Order division uses a computerized system called FoxPro/Vwall to track information on those applicants. Both PIMS and FoxPro/Vwall are able to be manipulated, within reason, to be able to create additional fields, events, and codes to capture data and better meet our needs. The computer technician at our office has been very vital in creating the programs needed for grant progress reports and ensuring that the data that is yielded is reliable and accurate. At this time, there is very little paper documentation. In fact, our office has begun the process to go "paperless". Our County Court #4 criminal files have recently gone completely paperless and therefore, once the system is learned by all staff members, we predict that this will assist our ability to outreach sooner.

00107-14-0160

21.2 OUTPUTS SUMMARY	PROJECTED TARGET	
	FY 2014	FY 2015
DIRECT VICTIM SERVICES		
Number of Unique Victims Served	500	500
Assistance with Crime Victims' Compensation	100	100
Assistance with Texas VINE	75	75
Information and Referral	500	500
Assistance with Restitution	0	0
Criminal Justice Accompaniment	20	20
Law Enforcement Accompaniment	0	0
Medical Accompaniment	0	0
Crisis Intervention	40	40
Individual Counseling	75	75
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	85	85
Legal Assistance	500	500
Lodging	0	0
Other	0	0
Transportation	0	0
Victim Advocacy	150	150
VICTIM SERVICES TRAINING	FY 2014	FY 2015
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
OUTREACH OR COMMUNITY EDUCATION	FY 2014	FY 2015
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
STRUCTURED EDUCATION	FY 2014	FY 2015
Structured Education Presentations	0	0
Structured Education Participants	0	0
21.3 PUBLIC AWARENESS CAMPAIGN (Statewide Applicants Only)		
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.		
N/A		

O0107-14-0160

22. OUTCOMES	
22.1 OUTCOME ASSESSMENT AND EVALUATION	
DIRECT SERVICE OUTCOMES	Outcome Target %
Increase in knowledge of crime victims' rights.	75%
Increase in knowledge of community resources and services.	75%
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.	
<p>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>	
<p>Over the past few years, the Protective Order division has been collecting Client Satisfaction Surveys from victims who voluntarily fill them out in our family waiting room. These surveys include a Likert Scale, with "1" being very dissatisfied and "6" being very satisfied. The survey's goal is to assess the following outcome measures: 1) comfort of the waiting area, 2) level of safety in our office, 3) privacy of the office, 4) sensitivity of the staff, 5) knowledge of the Victim Counselor, 6) helpfulness of the Victim Counselor, 7) resources/referrals offered, 8) overall service received. The bottom half of this survey is blank and we encourage them to leave suggestions or comments in that area. We revised the Client Satisfaction Survey about a year ago, when we realized that very few of them were being completed because we felt like the forms were not user friendly and were difficult to understand. We also took into consideration that victims are most likely completing that survey after having been in our office for about three hours. Because we wanted to encourage more participation, we changed the format so the wording and format were easier to follow. So far, we've seen improvement in the number of surveys that we receive, as well as the amount of thoughtful and helpful feedback that is included.</p>	

O0107-14-0160

23. DETAILED IMPLEMENTATION PLAN	
23.1 Describe this project's specific activities, which will be done over the next two years.	
<p>If our office is awarded OVAG grant funding to implement this project for another two years, we will work with the Travis County Commissioner's Court to accept the award. After the grant has officially been accepted and approved, our office may keep the current grant funded counselor in this position. Or, our division director may decide to switch the current employee into a different, county-paid position and then hire externally for this grant. If that transition does occur, it is our office's goal to maintain consistency and make the transition as smooth as possible. If we do hire another applicant for this position, then they would undergo a two to three month orientation period. This would consist of observing and shadowing other victim counselors, reading a new employee manual, observing court hearings, and becoming familiar with daily responsibilities and tasks. This position would train both in our County Court #4 outreach, as well as our Protective Order division. Over the next two years, this position will focus on outreach to victims of criminal cases in order to provide advocacy, offer guidance, and get their victim input. This position would also assist with walk-in protective order applicants as they screen the applicants, complete necessary paperwork, and offer appropriate referrals.</p>	
23.1 Continued:	
<p>The Victim Counselor position will spend an average of 50% of their time on outreaching to victims of family violence cases over the phone. Because our office has recently gone "paperless", we believe that this process will get easier and it will allow our office to begin to reach out to victims within a month's time. This Victim Counselor position will also work with applicants who are applying for protective orders in our office. This will include face-to-face contact while the counselor screens an applicant to see if they qualify for an order, based on how the law defines it. Some cases may need follow-up after the initial contact is made, while other cases may not. This position will offer resources and referrals, guidance on the legal process, as well as ongoing support. When this victim counselor isn't conducting outreach to victims or working with protective order applicants, the remainder of their time will be devoted to other necessary work: documentation, staff meetings, trainings, and victim/witness phone rotation.</p>	
23.1 Continued:	
<p>This position will work Monday through Friday, 8:00 a.m. to 5:00 p.m. with a one-hour lunch break each day. Our office will supply an office space, supplies, chair and phone. This position will continue to use the computer that this grant purchased for our office in 2009. This position will also complete an activity log every 2 weeks. This activity log will be verified by the Director of the Family Violence before it is submitted to the Auditor's Office. This activity log provides a breakdown by hour of how the grant funded personnel spent their time each day. This activity log will also assist in showing how that position is working towards achieving the goals outlined in this grant.</p>	
23.2 Describe how these activities will help to reach the project's goal.	
<p>This grant will provide our office with a victim counselor who is educated, skilled, and trained to work with victims of family violence, sexual assault, and stalking. We believe that early intervention is critical because typically, the most dangerous time for family violence victims is either immediately after police involvement has occurred or around the time that the victim has decided to leave that relationship for good. Our office has the unique ability to see both of these situations and be able to intervene in a timely way in order to offer that person with support. Because we want to decrease the amount of time it takes to outreach to a victim of family violence (our "30 day goal"), this position is a critical component that determines our success. Our offices' other victim counselors that are in the Protective Order division are only available to speak with victims of criminal cases over the phone if that victim calls us. The protective order victim counselors are working with walk-in protective order applicants and don't often have the ability to do both tasks. There are two victim-witness coordinators in County Court #4 to help with victim input but they are in desperate need of support since their workload is so great. Because of the high volume of clients that Travis County sees each year, it is unrealistic to expect to meet our "30 day goal" without this grant-funded position.</p>	

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

O0107-14-0160

N/A

O0107-14-0160

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.

TCAO is committed to meeting the needs of victims in Travis County. That being said, our office has to also be pragmatic about today's economic climate. Should we lose funding for this position, our office would make a request to the Commissioner's Court to approve funding for this position, generated from the Travis County General Fund. While we believe that this position is a very vital part of the Family Violence Division, we can't be certain as to if the Commissioner's Court would approve our request for funding. Our office continues to rely on our volunteer/intern social work students as a means of support and to assist with the growing number of victims who need services in this county.

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.

Our office recently transitioned from our previously utilized financial system, called HTE, to another one, called SAP. This transition is partially reflective of our office's push to become more "paperless." SAP manages everything from timesheets, to employee benefits, to travel or leave requests. SAP also organizes and processes the purchase orders from our office, ranging from the everyday routine item all the way to our much larger orders. Requisitions are generated through our computer system and if a previous contract exists for the vendor, then the system interfaces with the general ledger system to check for availability of funds. Then, a purchase order is issued. All of these purchases are numbered and tracked throughout our financial systems. The Travis County Auditor's Office oversees the accounting system and is responsible for issuing the needed payments and tracking all of the funds. They are the responsible party for creating annual reports and audits. All internal control policies are documented and available from the Auditor's Office.

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.

FY 2014: Our office is requesting 1 FTE Victim Counselor in the Family Violence Division. The base salary is estimated to be \$38,135 (this salary and the following fringe budget include an estimated 3% increase). With this increase, there is a total of \$3,865 leftover from the grant award that would help cover some of the fringe costs for this position. Travis County would then need to fund approximately \$13,236 from the general fund for FY 2014 to help support the existing gap between the maximum award given and the total cost of salary and fringe.
FY 2015: Our office is requesting 1 FTE Victim Counselor in the Family Violence Division. The base salary is estimated to be \$39,279 (this salary and the following fringe budget include an estimated 3% increase). This increase would leave a total of \$2,721 to aide in funding part of the fringe for this position. Travis County would then fund approximately \$14,893 from our general fund to cover the remainder.

00107-14-0160

27. BUDGET SUMMARY					
PERSONNEL					
Description	% of Positions	Hrs./Week	FY 2014 Requested	FY 2015 Requested	Total Project Cost
Victim Counselor	100%	40	\$ 38,135	\$ 39,279	\$ 77,413
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
	0%		\$	\$	\$
Total FTEs	1.00				
Personnel Total			\$ 38,135	\$ 39,279	\$ 77,413
FRINGE					
Victim Counselor			\$ 3,865	\$ 2,721	\$ 6,587
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Fringe Total			\$ 3,865	\$ 2,721	\$ 6,587
PROFESSIONAL & CONSULTANT					
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Professional & Consultant Total			\$	\$	\$
TRAVEL					
OAG Sponsored Training			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Local Travel (Mileage Only)			\$	\$	\$
			\$	\$	\$
Travel Total			\$	\$	\$
EQUIPMENT					
N/A			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Equipment Total			\$	\$	\$
SUPPLIES					
N/A			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Supplies Total			\$	\$	\$
OTHER DIRECT OPERATING EXPENSES					
OAG Sponsored Training Registration			\$	\$	\$
N/A			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
Other Direct Operating Expenses Total			\$	\$	\$
TOTAL BUDGET			\$ 42,000	\$ 42,000	\$ 84,000

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Victim Counselor

JOB CODE: 16586
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 04/01/12

JOB SUMMARY:

Provides counseling and support services to clients and assists with problems resulting from victimization. Screens and provides intake services for clients seeking court orders. Refers clients to counseling and other clinical and social service provider resources, coordinates client court appearances and accompanies clients to trial.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two victim counselor-related job classifications within the Social Services job family. This classification is responsible for providing counseling and support services to clients and assisting with problems resulting from victimization. This classification is distinguished from the higher level which is responsible for clinical assessment of client psychosocial status and recommendation of types of counseling and other outreach services required. This classification typically does not function in a lead capacity. This classification may require work in secure facilities. This classification may include response at crime scenes. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides counseling and support services to clients and assists with problems resulting from victimization. Screens and provides intake services for clients seeking court orders.
- Provides information to clients related to crime and/or court case. Answers general questions from the public.
- Assists in gathering evidence requested for court cases. Locates and contacts clients to obtain information related to criminal cases. Processes subpoenas for upcoming court cases, requests medical records, collision reports, and other case related information.
- Coordinates client court appearances. Escorts clients to courtroom and provides support while testifying.
- Prepares and maintains statistical records. Records case file information in tracking system.
- Performs administrative duties such as preparing correspondence and processing incoming mail for case files.
- May assist in assessing the psychosocial status of clients and determining the types of counseling, social service provider and other services indicated. May assist in coordinating referrals and provision of services to clients.
- May serve as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in counseling/social services or criminal justice work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Applicant: Travis County

Unique #: 0107-14-0160

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Victim Counselor

JOB CODE: 16586
PAY GRADE: 16

FLSA STATUS: Non-Exempt
LAST REVISED: 04/01/12

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices and procedures within the criminal justice system.
- Counseling techniques and resources.
- Advocacy groups, clinical and other service providers and community outreach services.
- Procedures for gathering evidence and researching information.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill In:

- Counseling and providing assistance to clients.
- Coordinating client court appearances.
- Processing court related documents.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Applicant: Travis County
Unique #: 00107-14-0160