

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
POLICE DEPARTMENT**

CONSENT AGENDA

ITEM NO. 55

**TO:** Mayor and City Council

**FROM:** Albert A. Ortiz, Chief of Police

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Christopher J. Brady, Assistant City Manager; File

**SUBJECT:** Submission of a \$68,635 grant application to the Office of the Governor, Criminal Justice Division (CJD) for Project EASE

**DATE:** December 18, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance ratifies the actions of staff in submitting a \$68,635 grant application to the Office of the Governor, Criminal Justice Division (CJD). If awarded, the grant will fund the third year of the Project EASE (Educate, Assess, Serve and Empower) of the Victims Advocacy Section. The City will contribute matching funds of \$17,159 through existing staff time and volunteer hours.

Staff recommends approval.

**BACKGROUND INFORMATION**

In prior years CJD required all applications be submitted to the Alamo Area Council of Governments (AACOG) prior to submission to their office. Currently CJD has changed the application procedures to preclude the initial submission to AACOG. Additionally under the new application procedures all CJD applications must be completed on their web based automated forms that were not available until October 31, 2003. Once these automated forms became available problems were still present and were not resolved by CJD until Thursday November 20th. Consequently the earliest the application could be completed was Monday November 24<sup>th</sup>. This placed the first available City Council date for authorization to submit the application as December 18, 2003. The grant application was due December 1, 2003.

This submission is a grant application only and commits no funds to the project. If awarded the grant, acceptance will be contingent upon City Council approval. Prior year funding was \$91,060 in Year 1 and \$60,910 Year 2. Year 1 was higher due to the large capital outlay for computers to establish the program.

FY 2004-2005 will be the third year of this program. The purpose of the grant project is to increase the participation of victims of crime, who are deaf, in the San Antonio Police Department Victims Advocacy Section (VAS) program and enhance services to these victims through an outreach program that will provide case management, education, a support group and culturally appropriate communication.

Project EASE will use professional contractors, supervised and administered by current Victims Advocacy Section staff, to provide services to victims of violent crime that are deaf. Grant funds will also be utilized to purchase computer equipment, office and project supplies and training for project personnel.

CJD requires specific naming of the "Authorized Grant Official", specific delineation of the type and amount of match being provided and specific language to be included in the "resolution" (ordinance) authorizing the application of the grant application.

### **POLICY ANALYSIS**

This Ordinance continues City Council's policy of seeking intergovernmental financial assistance for City crime prevention and victims assistance programs. The program will enhance the City's efforts in dealing with victims of violent crime who are hearing impaired.

### **FISCAL IMPACT**

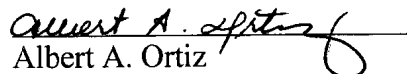
The Office of the Governor, Criminal Justice Division, will provide Grant funds for a total of \$68,635. The City will contribute matching funds of \$17,159 through existing staff time and volunteer hours.

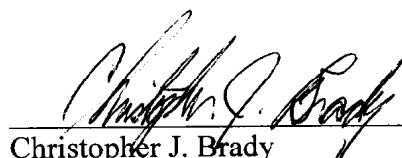
### **COORDINATION**

This ordinance request has been coordinated with Finance, City Attorney's Office, and the Office of Management & Budget.

### **SUPPLEMENTAL COMMENTS**

The Discretionary Contracts Disclosure Form is not required.

  
Albert A. Ortiz  
Chief of Police

  
Christopher J. Brady  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager

**OFFICE OF THE GOVERNOR  
CRIMINAL JUSTICE DIVISION**

**Project EASE**

**BUDGET**

**July 1, 2004 - June 30, 2005**

**Fund: 26**

**Project: TBA**

**Activity: 17-10-47**

<b>REVENUES Obj. Code</b>	<b>Index Code</b>	<b>Description</b>	<b>Revised Budget</b>
		Office of the Governor Criminal Justice Division	
00-004			\$ 68,635
00-010		In Kind Match - City Staff time	\$ 16,949
00-011		In Kind Match - Volunteers	\$ 210
		<b>Total Revenues</b>	<b>\$ 85,794</b>

<b>EXPENDITURES Obj. Code</b>	<b>Index Code</b>	<b>Description</b>	<b>Revised Budget</b>
02-110		Communications	\$ 4,870
02-124		Travel	\$ 3,300
02-130		Mileage	\$ 660
02-160		Fees to Professional Contractors	\$ 42,000
02-181		Binding, Printing & Repro.	\$ 4,000
		<b>Total Contractual Services</b>	<b>\$ 54,830</b>
03-210		Office Supplies	\$ 1,200
03-232		Tools and Apps.	\$ 800
		<b>Total Commodities</b>	<b>\$ 2,000</b>
05-360		Computer Equipment	\$ 11,805
		<b>Total Capital Outlay</b>	<b>\$ 11,805</b>
81-510		In Kind Match - City Staff time	\$ 16,949
81-510		In Kind Match - Volunteer Services	\$ 210
		<b>Total In Kind Match</b>	<b>\$ 17,159</b>
		<b>Total Project Expenditures</b>	<b>\$ 85,794</b>

## **SAN ANTONIO POLICE DEPARTMENT INTEROFFICE CORRESPONDENCE**

**SUBJECT:** Submission of a \$68,635 grant application to the Office of the Governor, Criminal Justice Division (CJD) for Project EASE

**DATE:** December 18, 2003

### **PURPOSE**

This ordinance ratifies the actions of staff in submitting a \$68,635 grant application to the Office of the Governor, Criminal Justice Division (CJD). If awarded, the grant will fund the third year of the Project EASE (Educate, Assess, Serve and Empower) of the Victims Advocacy Section. The City will contribute matching funds of \$17,159 through existing staff time and volunteer hours.

Staff recommends approval.

### **BACKGROUND**

- This grant application was due into the Office of the Governor, Criminal Justice Division (CJD) on December 1, 2003. Due to the short notice from CJD it could not be scheduled to go before City Council until December 18, 2003.
- CJD requires that all applications be completed via their automated application forms off of their web site.
- The grant application automated forms became available on October 31, 2003.
- The automated forms contained several errors and did not function correctly. Consequently they had to be refereed back to CJD for correction.
- The final versions of the automated forms were not available until Friday November 21, 2003.
- Due to the short notice and inability to submit the Request For Ordinance prior to the submission deadline of December 1, 2003, staff completed and submitted the application.
- Currently the program is in its second year.
- This is an application only and does not commit any funds.
- FY 2004-2005 will be the third year of this program. (the Grant FY runs from July 1, 2004 through June 30, 2005)
- The purpose of the grant project is to assist and increase the participation of victims of crime, who are deaf, in the San Antonio Police Department Victims Advocacy Section (VAS)
- The program enhances services to these victims through an outreach program that will provide case management, education, a support group and culturally appropriate communication.
- Project EASE is using professional contractors, supervised and administered by current Victims Advocacy Section staff, to provide services to victims of violent crime that are deaf.
- Grant funds have been used to purchase computer equipment that provides real time online translation services for the program. This equipment is located at the six police substations, the VAS offices at Avante Plaza and at Police Headquarters.
- Funding also funds office and project supplies and training for project personnel.

- Third year funds will continue funding the Fees to Professional Contractor translation/interpretation services.
- The naming of the "Authorized Official". For this grant it will be the Assistant City Manager, Christopher J. Brady.
- Specification of the match amount and type. The total match amount is \$17,159. CJD considers the \$16,949 in existing staff times as a "cash" match although the City considers it an "in-kind" match. Both parties in volunteer hours consider the \$210 an "in-kind" match.
- Specific language that in the event of loss or misuse of grant funds the governing body will return all funds to CJD.

## **FINANCIAL**

The Office of the Governor, Criminal Justice Division, will provide Grant funds for a total of \$68,635. The City will contribute matching funds of \$17,159 through existing staff time and volunteer hours.

## **COORDINATION**

<b><u>Name:</u></b>	<b><u>Department:</u></b>	<b><u>Phone No.:</u></b>
Chuck Weir	Police/Legal Advisor	207-7580
Baldo Lozano	Finance/Grant Section	207-8644
Shannon Elrod	Office of Management & Budget	207-8339