

Agenda Item #15

**CITY OF SAN ANTONIO
CITY ATTORNEY'S OFFICE
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council
FROM: Martha G. Sepeda, Acting City Attorney
SUBJECT: Early Intervention for Women Living in Domestic Violence Program
DATE: October 13, 2005

SUMMARY AND RECOMMENDATION

This ordinance accepts a grant in the amount of \$126,755 for the Early Intervention for Women Living in Domestic Violence Program (the Program), awarded by the Office of the Governor, Criminal Justice Division (CJD), under the Violence Against Women Act (VAWA) for the continuation of the Program for the period September 1, 2005 through August 31, 2006. Staff recommends approval of this ordinance. This ordinance will also adopt a program budget and approve personnel compliments.

BACKGROUND

One purpose of VAWA is to improve the criminal justice system's response to violence against women through coordinated efforts between law enforcement, prosecution, courts, victim advocates, and service providers. The City Attorney's Office first received grant funding for the Program in 1997 to assist the City in developing the Program. The prosecution capabilities in the domestic violence court at Municipal Court have increased, enabling more Class C domestic violence cases to be evaluated and prosecuted. Consequently, more domestic violence victims receive swift intervention and services, thereby preventing escalation of domestic violence into more dangerous crime. A copy of the grant award notification is attached hereto as Attachment I.

The level of grant funding awarded this year by CJD will partially fund three of the five Program positions, as opposed to funding all five positions in previous years. This grant will fund the Caseworker II and Office Assistant positions, partially fund the Assistant City Attorney I position, and provide for training, travel, and some equipment. General funds from the FY06 Non-Departmental/Non-Operating Budget will support the City Attorney II and the Program Manager positions, partially supplement the grant funded positions, and provide domestic violence intervention services, equipment, and supplies. A copy of the personnel complement is attached hereto as Attachment II.

POLICY ANALYSIS

This grant acceptance is consistent with the long-standing practice of utilizing Federal and State funds to promote and ensure the health and well-being of citizens. In the first seven years of the program, over 20,000 cases have been reviewed and over 8,264 cases have been filed. In addition, the family violence program has provided over 15,000 victims with referrals for domestic violence intervention services, case information, and follow-up services through phone calls, face-to-face contacts and letters. Before the program was fully developed, only an

estimated 700 family violence cases were filed annually. When staffed with five full-time employees, the program reviews approximately 6,000 police reports and files an estimated 1,250 family violence assault cases per year.

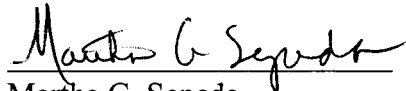
FISCAL IMPACT

The total estimated cost of the Program for this twelve-month period is \$251,350.00 for FY 2005-2006. \$126,755.00 will be funded by the CJD grant and the remaining cost of \$123,245.00 will be funded through a transfer from the FY 2005-2006 Non-Departmental/Non-Operating General Fund Budget that was set aside for the purpose of providing domestic violence intervention services. These funds will include the minimum 25% cash match required for the VAWA grant. The cash match is provided through the salary and fringe benefits of an Assistant City Attorney II and the Program Manager who will each designate at least 30% and 40% of their work week on the grant mission. In addition, the cash match includes costs for office supplies and communications provided by the City. The in-kind match is contributed by the work of interns and volunteers on the grant project. The City will also provide technology, equipment and supplies. A copy of the program budget is attached hereto as Attachment III. This ordinance does not request funding for any contractual services requiring disclosure under the City Code of Ethics.

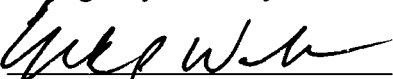
Acceptance of this grant award and approval of the funding and budget for this project must be authorized before October 16, 2005. The grant acceptance notice must be signed by the Authorized Official, Mr. Christopher Brady, Assistant City Manager, Ms. Susan Guinn, Chief Prosecutor, and Mr. Milo Nitschke, Finance Director and returned to CJD within 45 days of the award date.

COORDINATION

This item was coordinated with the Finance Department and Office of Management and Budget.



Martha G. Sepeda
Acting City Attorney



J. Rolando Bono
City Manager

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STATE OF TEXAS
OFFICE OF THE GOVERNOR
CRIMINAL JUSTICE DIVISION

RICK PERRY
GOVERNOR

September 1, 2005

Mr. Christopher Brady
Assistant City Manager
San Antonio, City of
Post Office Box 839966
San Antonio, Texas 78283

Dear Mr. Brady:

I am pleased to inform you that Governor Rick Perry has approved your application for award. This year, the Governor's Criminal Justice Division (CJD) has streamlined the grant award notice procedure. The enclosed Grant Award Packet, which contains the Statement of Grant Award, Special Conditions and Requirements, Approved Budget Detail, and Grantee Acceptance Notice, represent your official notice of grant award. In order to accept your agency's grant, the Authorized Official must complete, verify, and sign the Grantee Acceptance Notice, then fax it to CJD at (512) 475-2440 within 45 days of the issue date.

Once the grant is properly accepted and all conditions of funding have been met, grantees may request reimbursement for expenditures obligated during the grant period by completing a Request for Funds form and submitting it to CJD. CJD will also email Expenditure Reports to the financial officer or a designated alternate financial contact person at the end of each calendar quarter. The reports are due back to CJD by the date specified on the report.

The Public Policy Research Institute (PPRI) at Texas A&M University will send a detailed information packet to the Project Director containing progress reporting forms and instructions on completing and submitting those forms.

The Governor's website, <http://www.governor.state.tx.us/divisions/cjd>, provides general information needed to properly administer CJD grants and offers links to CJD documents, forms and resources such as:

- Texas Administrative Code (TAC)
- Uniform Grant Management Standards (UGMS)
- Office of Justice Programs (OJP) Financial Guide – Not applicable to grants awarded through the Crime Stoppers Assistance Funds, Safe and Drug-Free Schools and Communities Act, State Criminal Justice Planning Fund, and State Drug Court Program.
- U.S. Department of Education Administrative Regulation (EDGAR) – Applies to Safe and Drug-Free Schools and Communities Act grants only
- Federal and state agency home pages
- Grant program descriptions and funding information
- Regional Councils of Governments contact information
- CJD Request for Funds Form, Expenditure Report Instructions and other important information

CJD looks forward to working with you to ensure the success of your program.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken C. Nicolas".

Ken C. Nicolas
Executive Director

GRANT AWARD PACKET

This award packet is the authorized official's notification that the grant described below has been awarded by the Governor. The initial acceptance process is complete once the 'Grantee Acceptance Notice' has been completed, signed and returned to the Criminal Justice Division (CJD). A grantee may not expend CJD funds awarded until this notice is approved by CJD. Please do not change the preprinted information on any of the enclosed forms within the 'Grant Award Packet'.

Part I: Statement of Grant Award

The grantee agrees to comply with the provisions of the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code in effect on the date the grant is awarded (as listed below).

Grant Number:	WF-05-V30-13948-08	CJD Award:	\$126,755
Grantee Name:	San Antonio, City of	Grantee Cash Match:	\$40,911
Project Title:	Early Intervention for Women Living in Domestic Violence	Grantee In Kind Match:	\$1,350
Grant Period:	09/01/2005 - 08/31/2006	Total Project Cost:	\$169,016
Program Fund:	WF-Violence Against Women Act (VAWA) Fund	Date Awarded:	9/1/2005
Region:	Alamo Area Council of Governments	Date Issued:	9/1/2005

Part II: Special Conditions and Requirements

By signing and submitting the 'Grantee Acceptance Notice' to CJD, the grantee accepts the responsibility for the grant project and agrees with the conditions of grant funding as stated below. The grantee's funds shall be placed on hold until the grantee has satisfied the requirements of the special conditions and requirements, if any, cited below:

Single Audit Review Required: Entities that expend \$500,000 or more in a year in Federal or State awards shall have a single audit conducted in accordance with OMB A-133 and/or UGMS, Single Audit Circular.

Part III: Approved Budget Detail

The approved budget is reflected below. For more detailed information regarding the administration of these funds, please reference the Texas Administrative Code, Subchapter B. General Grant Program Policies, and Subchapter E. Administering Grants.

	CJD	Cash Match	In Kind	TOTAL
A. Personnel:	\$115,281	\$36,824	\$1,350	\$153,455
B. Contractual:	\$0	\$0	\$0	\$0
C. Travel:	\$6,400	\$0	\$0	\$6,400
D. Equipment:	\$2,640	\$0	\$0	\$2,640
E. Construction:	\$0	\$0	\$0	\$0
F. Supplies:	\$0	\$4,087	\$0	\$4,087
G. Indirect:	\$2,434	\$0	\$0	\$2,434
Total:	\$126,755	\$40,911	\$1,350	\$169,016

Budget Detail:

- A.** Program Manager ; 40% of salary ; CJD Funds \$0 ; Cash Match \$16365 ; In-Kind \$0 ; Line Total: \$16365
Caseworker II ; 100% of salary ; CJD Funds \$33100 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$33100
Office Assistant ; 100% of salary ; CJD Funds \$23739 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$23739
Assistant City Attorney I ; 100% of salary ; CJD Funds \$58442 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$58442
Assistant City Attorney II ; 30% of salary ; CJD Funds \$0 ; Cash Match \$20459 ; In-Kind \$0 ; Line Total: \$20459
Volunteers/Interns ; 100% of salary ; CJD Funds \$0 ; Cash Match \$0 ; In-Kind \$1350 ; Line Total: \$1350
Total: \$153455
- C.** Out-of-State Travel and Training ; CJD Funds \$6400 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$6400
Total: \$6400
- D.** 2 Computers ; CJD Funds \$2640 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$2640
Total: \$2640
- F.** Office Supplies ; CJD Funds \$0 ; Cash Match \$720 ; In-Kind \$0 ; Line Total: \$720
Communication Costs ; CJD Funds \$0 ; Cash Match \$756 ; In-Kind \$0 ; Line Total: \$756
Technology Fees ; CJD Funds \$0 ; Cash Match \$1787 ; In-Kind \$0 ; Line Total: \$1787
Postage ; CJD Funds \$0 ; Cash Match \$824 ; In-Kind \$0 ; Line Total: \$824
Total: \$4087
- G.** Indirect Rate of 1.96% ; CJD Funds \$2434 ; Cash Match \$0 ; In-Kind \$0 ; Line Total: \$2434
Total: \$2434

Part IV: Grantee Acceptance Notice

Grant Number: WF-05-V30-13948-08
Grantee Name: San Antonio, City of
Project Title: Early Intervention for Women Living in Domestic Violence

CJD Award: \$126,755
Grant Period: 09/01/2005 - 08/31/2006
Program Fund: WF-Violence Against Women Act (VAWA) Fund

This Acceptance Notice must be signed by the authorized official named on the grant and returned to the Criminal Justice Division (CJD) by October 16, 2005.

1. I certify that I am authorized by the applicable governing body to accept, decline, alter, or terminate this grant on behalf of the grantee.
2. If the grantee is not a state agency and the current authorized official is not accounted for in the resolution on file at CJD, I certify that a new resolution has been included with the acceptance of this grant or will be submitted prior to the collection of grant funds.
3. I agree to the terms of the grant on behalf of the grantee, including Title 1, Part 1, Chapter 3, Texas Administrative Code and the adoptions by reference therein.
4. I understand that the grantee is obligated to provide applicable match, as required by the terms of the grant.
5. I understand that a violation of any term of the grant may result in CJD placing a temporary hold on grant funds, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, and/or barring the grantee from receiving future CJD grant funds.
6. I understand that grant funds may be withheld until all special conditions placed on this grant are satisfied.
7. I understand that each grant official position must be occupied by a different individual.
8. I understand that any of the three grant officials may request adjustments to the grant.
9. I understand that CJD must be notified in writing of any grant official change, which must include a sample signature of the new grant official.

The authorized official for this grant must indicate agreement by signing the Acceptance Notice. The grantee will not be eligible for any grant funds until this notice is executed and returned to CJD.

Signature of Authorized Official

Date

Verification of Information and Sample Signatures:

The grantee must verify all of the grant official's identifying information as listed below. If the information for any of the three officials is incorrect, complete the 'Designation of Grant Officials Change Form' found at <http://www.governor.state.tx.us>, and return to CJD.

☒ **YES** Select YES if all of the information below is correct, sign, and return to CJD.

☐ **NO** Select NO if any of the information below is incorrect, use the 'Designation of Grant Officials Change Form' to notify CJD of the updated information ONLY, sign, and return both completed forms to CJD.

Authorized Official

Name: Mr. Christopher Brady **Position:** Assistant City Manager
Address: Post Office Box 839966 **City/St/Zip:** San Antonio, Texas 78283
Phone: (210) 207-7080 **Fax:** (210) 207-4217 **Email:** chrisb@sanantonio.gov

Project Director

Name: Ms. Susan Guinn **Position:** Chief Prosecutor
Address: 401 South Frio, Suite 204 **City/St/Zip:** San Antonio, Texas 78207
Phone: (210) 207-7304 **Fax:** (210) 207-7358 **Email:** susang@sanantonio.gov

Signature of Project Director

Date

Financial Officer

Name: Mr. Milo Nitschke **Position:** Finance Director
Address: 506 Dolorosa (City Hall Annex) **City/St/Zip:** San Antonio, Texas 78205
Phone: (210) 207-8621 **Fax:** (210) 207-4072 **Email:** ldicker@sanantonio.gov

Signature of Financial Officer

Date

VIOLENCE AGAINST WOMEN PROJECT 2005 / 2006

October 1, 2005 - September 30, 2006

FUND NO. 26055000

PERSONNEL COMPLEMENT

POSITIONS	JOB CLASS NO.	CURRENT No. OF POSITIONS	ADDED/DELETED POSITIONS
601100001 / 106000000014			
ASSISTANT CITY ATTORNEY II	0063	1	0
ASSISTANT CITY ATTORNEY I	0066	1	0
PROGRAM MANAGER	0918	1	0
CASEWORKER II	0971	1	0
OFFICE ASSISTANT	0010	1	0
TOTAL POSITIONS FOR 26055000		5	0

VIOLENCE AGAINST WOMEN PROJECT**9/1/2005 TO 8/31/2006****FUND NO. 26055000****INTERNAL ORDER: 106000000014****COMMITMENT****ITEM****DESCRIPTION****AMOUNT
BUDGETED****REVENUE:**

4501100	CJD Grant # <u>WF-05-V30-13948-08</u>	\$ 126,755.00
6101100	Grantee Cash Match (General Fund)	123,245.00
6500000	In-Kind Volunteer Contributions	<u>1,350.00</u>
	TOTAL REVENUE	\$ <u>251,350.00</u>

EXPENDITURES:

5101010	Regular Salaries and Wages	\$ 191,082.59
5103005	Social Security	14,617.82
5105010	TMRS	23,789.78
5405040	Flex Health	39,000.00
5103010	Life Insurance	343.95
5181015	Unfunded Turnover	(34,395.14)
5207010	Travel	6,400.00
5406530	Indirect Cost	2,434.00
5501055	Machinery & Equipment	2,640.00
6501010	In-Kind Salaries: Volunteer Positions	1,350.00
5302010	Cash Match Supplies	<u>4,087.00</u>
	06-01-10 Expenditure Subtotal	<u>251,350.00</u>
	PROJECT EXPENDITURE TOTAL	\$ <u>251,350.00</u>