



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER 144819  
PAGE 1 OF 4  
DATE: 3/11/2025

**SUBJECT: CONSIDERATION TO SUBMIT FISCAL YEARS 2026 AND 2027 GRANT APPLICATION AND RESOLUTION TO THE OFFICE OF THE ATTORNEY GENERAL FOR THE BILINGUAL VICTIM ASSISTANCE COORDINATOR POSITION FOR THE CRIMINAL DISTRICT ATTORNEY'S VICTIM SERVICES UNIT**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court consider the submission of the Fiscal Years (FY) 2026 and 2027 Victims Coordinator and Liaison Grant (VCLG) application and the resolution to the Office of the Attorney General to continue partial funding for a Bilingual Victim Assistance Coordinator position in the Victim Services Unit of the Criminal District Attorney's Office.

**BACKGROUND**

The CDA Victim Services Unit has received grants to partially fund a Bilingual Victim Assistance Coordinator position since 2002 to assist with translation for Spanish-speaking victims. Victim Assistance Coordinators provide comprehensive services to high-risk victims of violent crimes, in tandem with the prosecution team, for cases filed in misdemeanor and felony courts. There continues to be an ongoing need to assist Spanish-speaking victims through this bilingual position.

In FY 2024, the Victim Services Unit initiated casework for 12,875 new victims (mail or email of critical case information, including case status, victim's rights, and community resources). During the same time, victim coordinators had 22,092 victim interactions, including case updates, victim's rights information, education about the criminal justice process, court accompaniment, translation, crisis intervention, safety planning, needs assessment, crime victim compensation navigation, preparation and dissemination of victim impact statements, and referrals to community resources.

This application is for \$49,500.00 to partially fund one (1) Bilingual Victim Assistance Coordinator position. The grant, if funded, is for a two-year term, with the first term from September 1, 2025 through August 31, 2026.

The Budget and Risk Management Department has reviewed the budget for this grant application.

**FISCAL IMPACT**

The grant request is for \$49,500.00. Indirect costs were not added to the program budget. Grant match is not required. Operating subsidy has historically been included in the CDA's budget and will again be requested for FY 2026 and FY 2027.

SUBMITTED BY	Budget and Risk Management	PREPARED BY:	Rand Otten
		APPROVED BY:	Robert Cone

**RESOLUTION OF GOVERNING BODY**  
**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY**  
**5:00 P.M. CDT, FRIDAY, MARCH 14, 2025.**

IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENT THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

LEGAL NAME OF APPLICANT ENTITY: **Tarrant County**

- Nonprofits should list their Legal Name as registered with Secretary of State Office.
- Governmental entities should list their name as designated by the OAG in GOALS.

APPLICATION REFERENCE ID NUMBER FROM GOALS: **2026-8784950129**

*Be it known as follows:*

WHEREAS, the **Tarrant County**, [Name of Applicant Entity] has applied or wishes to apply to the Office of the Attorney General (OAG) for the following grant program (initial one):

- Other Victim Assistance Grant (OVAG)  
 **X** Victim Coordinator and Liaison Grant (VCLG)

WHEREAS, the **Tarrant County Commissioners Court**, [Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the **Tarrant County Commissioners Court**, [Name of Applicant Entity] has designated or wishes to designate the following individual as the "Authorized Official" who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as "Authorized Official": **Tim O'Hare**

Position Title: **County Judge**

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, as well as the designation of the Authorized Official.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

**\* THE AUTHORIZED OFFICIAL IS NOT PERMITTED TO SIGN THIS FORM \***

**STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION  
TO THE OFFICE OF THE ATTORNEY GENERAL  
REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT, FRIDAY, MARCH 14, 2025, OR  
THE APPLICATION WILL NOT BE CONSIDERED.**

**INSTRUCTIONS:** Select the grant program in Section 1 below and submit this signed document with the Application.

**LEGAL NAME OF APPLICANT ENTITY:** Tarrant County

- Nonprofits should list their Legal Name as registered with Secretary of State Office.
- Governmental entities should list their name as designated by the OAG in GOALS.

**APPLICATION REFERENCE ID NUMBER FROM GOALS:** 2026-8784950129

**1. THIS APPLICATION IS FOR (*initial only one*):**

- Other Victim Assistance Grant (OVAG)  
 Victim Coordinator and Liaison Grant (VCLG)

**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, Friday, March 14, 2025, and that to meet the deadline, the Applicant must finalize and upload all applicable 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

**5. 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 Texas Open Meetings Act or other requirements prevent the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

**6. 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.

**7. SUPPORT DOCUMENT(S)** The undersigned understands that the most recent Support Document(s) as defined under General Definitions must be submitted with the Application.

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Authorized Official Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date