



-Memorandum-

**Finance Department**

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**Date:** January 16, 2024

**To:** Seguin City Council  
Steve Parker, City Manager

**From:** Justice Holmes, Grants Specialist

**Subject:** City Council Approval to Submit a Grant (Required by the Grant Application)

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The Office of the Governor, Public Safety Office, Criminal Justice Division is soliciting grant applications for the FY25 General Victim Assistance Grant Program (VOCA).

The Police Department will be submitting a grant application in response to this solicitation. The grant application is for funding to provide services and assistance to crime victims. The grant project title is FY25 Seguin Crime Victim Assistance. The amount of the grant application will not exceed \$25,000 and requires a 20% City match of funds.

The grant application requires an approved resolution from the City Council that contains the following:

1. Authorization for the submission of the application to the Public Safety Office (PSO) that clearly defines the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of the Authorized Official who is given the authority to apply for, accept, reject, alter or terminate a grant; and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to the PSO.

Staff requests approval of the resolution to submit with the grant application.