

OFFICE OF THE ATTORNEY GENERAL

**SEXUAL ASSAULT PREVENTION AND CRISIS SERVICES
(SAPCS)- STATE EXPANSION GRANT**

**SAPCS-PREVENTIVE HEALTH AND HEALTH SERVICES
(PHHS) BLOCK GRANT**

FY 2020-2021 GRANT APPLICATION KIT

APPLICATION DEADLINE
11:59 p.m. CDT
Friday March 20, 2020

This Kit contains the following:

- I. General Instructions**
- II. Definitions (Output Definitions and General Definitions)**
- III. Instructions for GOALS**
- IV. Certifications and Assurances**
- V. Required Documents**

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I. GENERAL INSTRUCTIONS

Sexual Assault Prevention and Crisis Services Program (SAPCS) - State: Expansion Grants and SAPCS-Preventive Health and Health Services (PHHS) Block Grant

How to Obtain an Application Kit

The Office of the Attorney General (OAG) has posted the Application Kit on the OAG website at <https://www.texasattorneygeneral.gov/divisions/grants>. Updates and other helpful reminders about the Application process will also be posted at this location. Potential Applicants are encouraged to refer to this site regularly.

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG for both the SAPCS-State Expansion Grant and the SAPCS-PHHS Block Grant Programs.

- An Applicant must create an on-line account and complete the Eligibility Questions to determine for which grant(s) the Applicant is able to apply.
- An Applicant may be matched to multiple funding sources based on completed Eligibility Questions.

If eligible, an Applicant may apply for one or both of these grant opportunities (SAPCS-State Expansion Grant and SAPCS-PHHS Block Grant).

Applicant Registration (for Applicants who created an account during the Other Victim Assistance Grant (OVAG), Victim Coordinator and Liaison Grant (VCLG), and Sexual Assault Prevention and Crisis Services (SAPCS)-State grant application cycle)

Applicants who created accounts during the FY 2020-2021 OVAG, VCLG, and SAPCS-State grant application cycle are already registered in the Grant Offering and Application Lifecycle System (GOALS) system.

Registered Applicants should access their Grant Programs webpage (homepage) in GOALS and select the green View Grant Programs button. If the answers provided on the Eligibility questions matched to the SAPCS-State Expansion Grant or the SAPCS-PHHS Block Grant, the application will be available to the Applicant.

Applicant Registration (for Applicants who did not create an account during the FY 2020-2021 OVAG, VCLG, and SAPCS-State grant application cycle)

In order to register, an Applicant must designate one person as the point of contact to submit its grant application. To create an on-line account, the Applicant must email the following point of contact information to Grants@oag.texas.gov:

- First Name
- Last Name
- Email Address
- Organization Legal Name

The point of contact will receive a welcome email from **Grant Offering and Application Lifecycle System (GOALS)** via the Grants@oag.texas.gov email address. GOALS will prompt the point of contact to create a password. The password must be 8 characters, with at least 1 Upper Case Letter, 1 Lower Case Letter, 1 Number and 1 Special Character (@, #, \$, &, etc.). The Applicant may also choose to upload a Picture.

The OAG strongly encourages Applicants to register by March 3, 2020 in order to have sufficient time to complete the application.

Applicants who did not create an account during the FY 2020-2021 OVAG, VCLG, and SAPCS-State grant application cycle will have to answer Eligibility Questions.

After the on-line account is activated, the Applicant will be taken to the Grant Programs webpage (your homepage) in GOALS, where the Applicant will then need to complete the Eligibility Questions under *Your Tasks*.

The Applicant will be required to answer “*Yes or No*” questions regarding the agency type and purpose as well as provide the Council of Governments (COG) regions and counties served. The Applicant will also be asked to provide its Legislative Districts. If the Applicant does not know - its COG or Legislative District, website links are provided in the section headers to assist in obtaining that information. Completing the eligibility questions will determine which grant funding solicitation the Applicant matches.

Once the Eligibility Questions are complete, Select the *View Grant Programs* button at the bottom of the screen. If the Applicant matches to a grant program that has an open solicitation, select and complete the grant application for that applicable funding source.

If a funding source for which the Applicant is intending to apply does not appear under *Grant Programs*, there could be two possibilities:

- A grant program to which the Applicant could potentially match is not open; or
- The answers provided in the Eligibility Questionnaire do not match any of the OAG’s open grant solicitations.

The link for GOALS and further instructions can be found on the OAG website at <https://www.texasattorneygeneral.gov/divisions/grants>.

Application – Deadline is 11:59 p.m. CDT Friday March 20, 2020

To meet the deadline, the Application must be submitted via GOALS.

- All Applicants must submit the following:
 - One (1) application per matched funding source listed under *Grant Programs*.
 - The following documents must be uploaded:
 - “Statements Supporting Submission of the Application to the Office of the Attorney General” containing signatures.
 - “Resolution of Governing Body” containing signatures. (Please note that the Authorized Official must be designated by signature

of the governing body. If the Authorized Official is also a member of the governing body, the Authorized Official must be designated by another member's signature. The Authorized Official cannot sign the Resolution designating him/herself as the Authorized Official.)

- Job Description(s) in PDF for each position requested on the proposed budget.
 - Support Document(s) (See definition on page 19), at least one Support Document is required for each Applicant that reflects collaboration/organizational support related to achieving the goals of the proposed project as described in the Application.
 - Excel Budget Template completed for the first-year grant cycle and budget total for the second year of the grant. Must be uploaded in MS Excel format.
- One auto-reply message per application completed and submitted will be generated by GOALS and sent to the email associated with the Applicant's on-line account.

The OAG accepts no responsibility for delays in submission, electronic or otherwise. Applicants are strongly advised to allow for and anticipate any such delays by submitting the Application as early as possible.

For security purposes, the OAG cannot accept Applications submitted in other formats, including walk-in, hand delivery, same day courier service or any other hard copy method of delivery. The OAG also will not accept email submissions.

Please contact the OAG at Grants@oag.texas.gov or (512) 936-0792 if there are any questions about the method of delivery. In order to better assist Applicants with their questions, the preferred method of contact is email. The OAG will not consider or fund an Application if it is not filed by the due date, in the manner required.

Required Software and Capabilities

Microsoft Excel 97 or newer version as well as the *Internet* is required to create an on-line account, complete the Application, and apply for a grant. Please note that not all versions of Microsoft Excel are the same. If an error message is received, save the Excel document as *.xls*, instead of *.xlsx*. *Adobe Reader* is required to access the Application Instructions. *Adobe Reader* can be downloaded for free at www.adobe.com.

Availability of Funds

The source of funding for the SAPCS-State Expansion is through a biennial appropriation by the Texas Legislature. The SAPCS-PHHS Block Grant is through the Centers for Disease Control and Prevention (CDC), CFDA 93.991. All funding is contingent upon an appropriation to the OAG by the Texas Legislature. The OAG makes no commitment that an Application, once submitted, or a grant, once funded, will receive subsequent funding.

Grant Period - Up to Two Years

- **SAPCS-State Expansion Grant** - While the grant application kit is two years, contracts are awarded one fiscal year at a time, subject to and contingent on funding and approval by the OAG. The grantee will be required to submit additional documentation relating to the second fiscal year of the grant period, including an updated budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, effective and efficient use of grant funds and the success of the project in meeting its goals.
- **SAPCS-PHHS Block Grant** - While the grant application kit is two years, contracts are awarded one fiscal year at a time, subject to and contingent on funding and approval by the OAG. The grantee will be required to submit additional documentation relating to the second fiscal year of the grant period, including an updated budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, effective and efficient use of grant funds and the success of the project in meeting its goals.

Eligible Applicants

SAPCS-State Expansion

Sexual Assault Programs - any local public or private nonprofit corporation, independent of a law enforcement agency or prosecutor's office, that is operated as an independent program or as part of a municipal, county, or state agency and that provides the following minimum services to adult survivors of stranger and non-stranger sexual assault: 24-hour crisis hotline, crisis intervention, public education, advocacy, and accompaniment to hospitals, law enforcement offices, prosecutor offices, and courts and meets the Minimum Services Standards. **Applicant must be a current SAPCS-State grantee to apply.**

In addition to the requirement above, Sexual Assault Programs must be in reasonable proximity to the counties of interest identified in the Purpose Area Section of this application kit. The OAG reserves the right to determine reasonableness of proximity, to split the county allotment between two Sexual Assault Programs, or to award the county allotment to the highest scoring sexual assault program for each county.

SAPCS-PHHS Block Grant Program

- **Sexual Assault Programs** - any local public or private nonprofit corporation, independent of a law enforcement agency or prosecutor's office, that is operated as an independent program or as part of a municipal, county, or state agency and that provides the following minimum services to adult survivors of stranger and non-stranger sexual assault: 24-hour crisis hotline, crisis intervention, public education, advocacy, and accompaniment to hospitals, law enforcement offices, prosecutor offices, and courts and

meets the Minimum Services Standards. **Applicant must be a current SAPCS-State grantee to apply.**

- **State Sexual Assault Coalition** – means a statewide nonprofit organization that has been identified as a state sexual assault coalition by a state or federal agency authorized to make that designation.

For sexual assault programs, a current SAPCS-State grantee is one that has an active SAPCS-State grant contract for FY 2020 (September 1, 2019 through August 31, 2020). Previously funded grantees that were not funded in FY 2020, or that de-obligated their grant in FY 2020, are not eligible for this opportunity.

Eligible Budget Categories

- Personnel
- Fringe Benefits
- Professional & Consultant Services
- Travel
- Equipment
- Supplies
- Other Direct Operating Expenses

Ineligible Costs

Ineligible costs include, but are not limited to:

- Payment for lobbying
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Payments for sexual assault medical forensic examinations
- Payments for medical care
- Payments for costs that have been reimbursed by the Crime Victims' Compensation Program
- Any unallowable costs set forth in state or federal cost principles

Ineligible Activities (not reimbursable)

Ineligible activities include, but are not limited to:

- Research centered activities (does not include evaluation for program improvement)
- Prosecution centered activities for offender related activities, such as witness coordination, expert witness fees, or prosecutor salaries

- Law enforcement centered activities, such as investigators or patrol officers
- Probation activities that assist an offender
- Offender related activities, such as mediation or alcohol/drug abuse counseling or activities that include incarcerated individuals.
- Public Awareness Campaigns – defined as a planned series of media/materials buys that are general in nature and intended to achieve a particular aim (e.g., My Strength Campaign, Speak Up Speak Out Campaign, No More Campaign, etc.). See Education in the definition section for allowed awareness activities.
- Activities performed by Sexual Assault Nurse Examiners (SANEs), or other medical professionals, related to conducting sexual assault medical forensic examinations, including fees or salaries. This does not include professional fees for SANEs or medical professionals who provide victim services training for an organization.

Funding Levels

For each year of the grant term, the OAG will issue grants in the amounts listed below. Applications requesting an amount less than or more than the stated amount may not be funded. If the application is awarded, the budget may be adjusted by the OAG to fit the stated amount.

SAPCS-State Expansion Program - Please note: Year 1 contracts will begin on June 1, 2020 and end August 31, 2020. Grantees are encouraged to use Year 1 funding for any expected upfront costs. Grantees will have the option to carryover unspent Year 1 funding to Year 2.

Eligible Applicants	Grant Amounts FY 2020	Grant Amounts FY 2021
Sexual Assault Program	\$13,156 per county of expansion*	\$13,156 per county of expansion*

* Applicants may apply for \$13,156 per county of expansion (see eligible counties under the Purpose Area Section of this Application Kit). Grantees must apply for the same amount of funding and the same expansion counties for FY 2020 and FY 2021.

SAPCS-PHHS Block Grant Program - Please note: Year 1 contracts will begin on June 1, 2020 and end September 30, 2020.

Eligible Applicants	Minimum FY 2020	Maximin FY 2020	Minimum FY 2020	Maximin FY 2020
Sexual Assault Program	\$31,815	\$47,723	\$31,815	\$47,723
State Sexual Assault Coalition	\$50,000	\$85,000	\$50,000	\$85,000

Match Requirements

There are no match requirements for the SAPCS-State Expansion or the SAPCS-PHHS Block Grant program.

Volunteer Requirements

All SAPCS Applicants are required to use volunteers in some way to support the mission of their organization. If the organization does not currently utilize volunteers, a plan must be described explaining how a volunteer program will be developed and implemented during the grant term.

If the Applicant currently uses volunteers, it must identify the role of a volunteer within the organization and describe program components related to recruitment and retention.

State and Federal Requirements

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS Program. These rules are published in Texas Administrative Code, Title 1, Chapter 62: [http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62)

In addition to the OAG's administrative rules, Applicants should be familiar with the Uniform Grant Management Standards (UGMS) and relevant Code of Federal Regulations (CFR) that relate to state, and if applicable, federal grant funding.

- UGMS can be found at: <https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 can be found at: <http://www.ecfr.gov>

Contact Information

Assistance with technical questions about the Application Kit is available via:

- Email: Grants@oag.texas.gov
- Phone: (512) 936-0792
- GOALS: Select *Help* on the GOALS website for further assistance

Email is the preferred method for submitting questions. Each person submitting a question should include his/her name, the name of the organization, an email address, a phone number and if applicable, the Reference ID Number. Please note that OAG staff cannot assist with writing Applications or how to answer Eligibility questions.

SAPCS-State Expansion Grant Program Requirements

The purpose of the SAPCS-State Expansion Grant is to expand the existing services of sexual assault programs to the following eligible counties:

Deaf Smith	Milam	San Saba
Edwards	Mills	Uvalde
Jim Hogg	Navarro	Val Verde
Kaufman	Oldham	Yoakum
King	Parmer	Zapata
Kinney	Real	
Medina	Refugio	

Purpose Areas:

- Required Activities:
 - Assistance with Crime Victims' Compensation;

- Assistance with SAVNS (if in an applicable county); and
- Information and Referral
- Additional Direct Victim Services: In addition to the required activities above, grant funds may be used for any of the following direct victim services:
 - Crisis Intervention;
 - Advocacy;
 - Accompaniment to hospitals, law enforcement offices, prosecutors’ offices, and courts; or
 - Counseling
- Outreach and Training – may be provided as needed to expand direct victim services into eligible County(s) selected.

Services may only be provided to non-residential survivors of sexual assault. No shelter-based positions/services will be considered.

SAPCS-PHHS Block Grant Program Requirements – Sexual Assault Programs

The purpose of the SAPCS–PHHS Block Grant Program is to provide direct services to victims of sexual violence and conduct prevention activities as defined in this application kit.

Purpose Areas:

- Required Activities:
 - Assistance with Crime Victims’ Compensation;
 - Assistance with SAVNS (if in an applicable county);
 - Information and Referral; **and**
 - Prevention (as defined in this application kit).
- Additional Direct Victim Services: In addition to the required activities above, grant funds may be used for any of the following direct victim services:
 - Crisis Intervention;
 - Advocacy;
 - Accompaniment to hospitals, law enforcement offices, prosecutors’ offices, and courts; or
 - Counseling

Services may only be provided to non-residential survivors of sexual assault. No shelter-based positions/services will be considered.

SAPCS-PHHS Block Grant Program Requirements – State Sexual Assault Coalition

- Technical assistance and training to PHHS Block Grant funded Sexual Assault Programs related to direct services to victims and prevention
- Prevention (as defined in this application kit).

Staffing Requirements – Applied to both SAPCS-State Expansion and SAPCS-PHHS Block Grant Programs:

- A minimum of 75% of an Applicant’s budget must be allocated to the Personnel and Fringe Benefits budget categories. This requirement applies to all Applicants. The OAG may grant an exception to this requirement for projects that demonstrate a need as described on the Budget Calculation.
- No Administrative positions will be funded.
- All Applicants are limited to no more than five positions.
- Position titles on the budget must match exactly to the job description.
- Each position listed on the budget can only be associated with one employee. If job sharing, list each position on the budget separately as many times as necessary regardless of time allocated to grant (*i.e.*, Advocate, if shared between three personnel, must be listed on three separate lines under the Personnel budget category, and three separate job descriptions must be submitted, one for each position).
- Job descriptions are required and must be submitted for all positions for which the Applicant is requesting funding. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on activities funded by the SAPCS-State Expansion Grant or the SAPCS-PHHS Block Grant.

At least one grant funded person providing direct victim services will be required to complete an OAG training on Crime Victims’ Compensation and Address Confidentiality within the first year of the grant execution date. One grant funded person providing direct victim services must always be current on the OAG training requirement. If for example, the grant funded person providing direct victim services that initially completed the training is no longer employed by the agency, another grant funded person providing direct victim services must complete the training. The training requirement may be completed either by attending an OAG conference or training in person (offered by Regional Coordinators or in Austin at the State Office), or via an online course offered by the OAG. This requirement will be in effect for the entire two-year grant cycle.

Review Process

The OAG will review each complete Application submitted by the deadline by an eligible Applicant.

- At any time during the review process, an OAG staff member may contact the Applicant for additional information.
- All areas of the budget are subject to review and approval by the OAG. Decisions related to the budget are based on both eligibility and reasonableness.

Scoring

The Application will be scored on information provided by the Applicant including, but not limited to:

- Organization Summary (10% of overall score)
- Project Summary and Description of Need (30% of overall score)
- Assessment and Evaluation (5% of overall score)
- What Will Be Done (30% of overall score)
- Financial Questions (20% of overall score)

- Comprehensive Scoring Criteria (5% of overall score)

Grant Decisions

During the grant review and award process, the OAG may take into consideration other factors including whether the Applicant has demonstrated acceptable past performance as a grantee in areas related to programmatic and financial stewardship of grant funds.

The OAG may choose to award a grant from a different OAG funding source than that for which the Applicant applied.

The OAG is not obligated to award a grant at the total amount requested and/or within the budget categories requested. The OAG reserves the right to make awards at amounts above and/or below the stated funding levels.

The OAG makes final decisions on what is considered a Sexual Assault Program.

The OAG makes final decisions on what is considered reasonable proximity to the eligible expansion counties.

All grant decisions including, but not limited to, eligibility, evaluation and review, and funding rest completely within the discretionary authority of the OAG. The decisions made by the OAG are final and are not subject to appeal.

Funding Priority

The OAG reserves the right to consider all other appropriations or funding an Applicant currently receives when making funding decisions. The OAG may give priority to Applicants that do not receive other sources of funding, including funding that originates from the OAG.

Grant Award Notification

The Applicant shall be notified in writing of the OAG's decision regarding a grant award. The OAG may utilize a grant contract document and/or a notice of grant document once a decision is made to award a grant. The Applicant will be given a deadline to accept the grant award and to return the appropriate document to the OAG within the time prescribed by the OAG. An Applicant's failure to return the signed document, via DocuSign, to the OAG within the prescribed time period will be construed as a rejection of the grant award, and the OAG may de-obligate funds.

Special Conditions

The OAG may assign special conditions at the time of the award. Until satisfied, these special conditions may affect the Applicant's ability to receive funds. If special conditions are not resolved, the OAG may de-obligate funds up to the entire amount of the grant award.

Reporting Requirements

If an Application is funded, grantees will be required to report to the OAG quarterly, in the manner and schedule as determined by the OAG. Quarterly statistical reports are due no later than the 30th day of each month following the end of the quarter.

SAPCS-State Expansion Grant Program - the four quarters end on the last day of the months of November, February, May and August. Reporting on grant program activities such as demographics of victims served, outputs, and outcomes via quarterly Performance Reports will be required.

SAPCS-PHHS Grant Program - the four quarters end on the last day of the months of December, March, June, and September. Reporting on grant program activities such as demographics of victims served, demographics of participants, outputs, and outcomes via quarterly Performance Reports will be required.

If reports are not submitted by the established dates, this may affect the Applicant's ability to receive reimbursement.

Method of Payment

OAG grants are paid on a cost-reimbursement basis.

II. DEFINITIONS

OUTPUT DEFINITIONS

24 Hour Crisis Hotline – a telephone line answered 24 hours a day, 7 days a week by trained Sexual Assault Program staff or volunteers to provide immediate, confidential, non-judgmental support, crisis intervention, and information and referrals.

24-Hours Crisis Hotline calls – sexual assault related calls received on the organization’s 24-hour crisis hotline.

Accompaniment – to hospitals, law enforcement offices, prosecutors’ offices and courts, to provide in-person support, assistance and provision of information about crime victims’ rights during the survivors’ interaction with medical or criminal justice professionals at hospitals, law enforcement offices, prosecutors’ offices and courts. To qualify as an Accompaniment to a Hospital, a minimum of 45 minutes must be spent with the survivor.

Advocacy – in-person or via telecommunication assistance provided on behalf of victims of sexual assault to third parties (*e.g.*, schools, employers, law enforcement agencies, housing authorities, health care professionals, prosecutors, offices, CVC).

Assistance with Crime Victims' Compensation – assistance provided to a victim or claimant, as defined by Texas Code of Criminal Procedure Articles 56.32(a)(2) and 56.32(a)(11), that may include explaining Crime Victims’ Compensation (CVC) forms, processes, or completing the appropriate forms. Providing general information on CVC should be counted under “Information and Referral.”

Assistance with Texas Statewide Automated Victim Notification Service (SAVNS) – assistance provided to a victim of sexual assault explaining Texas SAVNS and/or registering or accessing information. Providing general information on Texas SAVNS should be counted under “Information and Referral.”

Crisis Intervention – in person or via telecommunication assistance provided to a victim of sexual assault to reduce acute distress, to begin stabilization and to assist in determining next steps.

Direct Victim Services – for purposes of this grant include:

- Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts
- Advocacy
- Assistance with Crime Victims’ Compensation
- Assistance with Texas SAVNS
- Crisis Intervention
- Groups (Support, Therapeutic)
- Individual Counseling

- Information and Referral

Education– For purposes of this grant includes the following:

- Outreach - *SAPCS-State Expansion Grant Program only* - may be provided as needed to expand direct victim services into eligible County(s) selected, is victim related and includes but is not limited to public speeches, information booths, media interviews, public service announcements, newsletters, articles, editorials, and website visits conducted for the purpose of generally informing the public about sexual assault related topics and available victim services.
- Training - *SAPCS-State Expansion Grant Program only* - may be provided as needed to expand direct victim services into eligible County(s) selected, is victim related and includes general training sessions, video conference training sessions, and computer-based training sessions conducted to train on sexual assault. Training is designed to increase knowledge on sexual assault related topics, impart the skills of individuals interacting with victims, including victim service training, or to improve the overlap response to sexual assault. Training may be provided internally to volunteers and staff, or externally to the public.
- Prevention – *SAPCS-PHHS Block Grant Program only* - includes education and other activities (e.g., community mobilization and social norms change) related to the prevention of sexual violence. May include awareness activities (education to increase knowledge of the dynamics of sexual violence, its causes and consequences, and of services available through the sexual assault program), risk-reduction education (efforts that focus on reducing the risk of an individual in becoming a victim of sexual violence), and primary prevention activities (preventing sexual violence by working to increase protective factors and decrease risk factors of first-time perpetration of sexual violence).

Individual Counseling – provided to a victim of sexual assault by a licensed professional and uses one-on-one psychological and/or therapeutic methods of treatment for a minimum of 45 minutes.

Information Booth – Events where organizations staff booths to provide information to the general public about different topics. This may include but is not limited to community fairs, conferences, or other public gatherings.

Information and Referral – all forms of contact with victims of sexual assault in which services and available support (provided by the Applicant or the community) are identified and/or offered. This service may be provided in addition to or along with other Direct Victim Services such as Advocacy, Peer Support Services, Assistance with Crime Victims’ Compensation, etc.

OAG Sexual Assault Training Program (SATP) – training conducted with employees/volunteers of a sexual assault program that meets the OAG SATP Training Certification Requirements as identified in the OAG SATP Certification Guide.

Shelter-Based Position/Services – **not allowed under this Grant Application** – are those position/services provided to survivors of sexual assault residing in a family violence shelter.

Support Groups – groups for victims of sexual assault led by trained staff, volunteers or peer facilitators covering educational material or issues brought up by the group.

Survivor/Victim – this term is used interchangeably in this Application Kit and includes an individual who is a victim of a sexual assault, regardless of whether a report or conviction is made in the incident, and other individuals affected by sexual violence.

Technical Assistance and Training – efforts that build the capacity of SAPCS-PHHS Block grantees to implement direct services to victims and prevention.

Therapeutic Groups – groups facilitated by a licensed professional and includes therapeutic counseling and/or psycho-educational content for victims of sexual assault.

Unique Victims Served – a victim of sexual assault that receives any direct victim service from staff funded on this grant counted only once per fiscal year.

GENERAL DEFINITIONS

Administrative Services – not allowed under this grant opportunity - functions that provide support or oversight to grant activities that are not:

- Direct Victim Services;
- Education
 - Victim related Outreach;
 - Victim related Training; or
 - Prevention.

(See Definitions of Direct Victim Services and Education).

Advertising Costs – the cost of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals. Most advertising costs are unallowable for grant purposes and are only allowable if related to and necessary for performance of the grant, *i.e.*, recruitment of personnel, procurement of goods and services, disposal of surplus materials, other specific purposes necessary to meet the requirements of the grant project, or the availability of services.

Alternate Designee – The person designated by the Authorized Official to sign invoices for the agency (*i.e.*, Executive Director, Financial Director, Auditor, Treasurer, etc.).

Authorized Official – Each grantee must designate an Authorized Official. The Authorized Official may not be the same person as the grant contact. The Authorized Official is the person authorized to apply for, accept, decline, or cancel the grant for the grantee. This person signs all grant contracts and financial forms as well as any other official documents related to the grant. This person may be, for example, the executive director of the entity, a county judge, or the designee authorized by the governing body in a resolution.

Contract Staff– individuals that are not employed by the organization but are hired contractors of the organization to carry out specific work for the grant.

Equipment – an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000.

Employee – a person under the direction and supervision of the organization, who is on the payroll of the organization and for whom the organization is required to pay applicable income withholding taxes.

Fiscal Year – Texas state fiscal year, beginning on September 1st and ending on August 31st.

Fringe Benefits – compensation or other benefits provided by the employer to the employee at no charge that is above and beyond salary or wages. Examples include health plans, life insurance, leave, pensions, unemployment benefit plans, and employer's portion of payroll tax.

Grant Contact – each grantee must designate a Grant Contact. The Grant Contact may not be the same person as the Authorized Official. The Grant Contact must be an employee of the grantee who is responsible for operating and monitoring the project and who is able to readily answer questions about the project’s day-to-day activities. All grant related information will be sent to the Grant Contact.

Mileage – per mile cost when traveling by car may be reimbursed according to the Texas State Travel Guidelines, unless a grantee’s travel policy provides a lesser reimbursement.

Other Direct Operating Expenses – costs not included in other budget categories and which are directly related to the day-to-day operation of the grant program. Other direct operating expenses include, but are not limited to, conference registration, rent, utilities, janitorial supplies, liability insurance, and communication.

Outcome – specific changes in knowledge, attitudes, skills, behavioral intentions, behaviors, or other changes that are expected as a result of program activities. Example: 80% of unique victims served (output) this year showed an "Increase in knowledge of crime victims’ rights" (outcome).

Output – products of program activities, including services delivered by a program. Examples include:

- The number of unique victims served (outputs) last month. Example: 25 is the number of unique victims served (output) last month.
- The number of instances a service was provided. Example: 100 counseling sessions were provided (output) last month.

Output Target – estimate of the number of program activities, including services the organization plans to deliver in a given time period. Examples include:

- The organization plans to serve 30 unique victims in FY 2020.
- The organization plans to provide 25 accompaniments in FY 2020.

Per Diem –actual meal expense, incurred on an overnight stay in which the grantee travels outside of their designated headquarters, may be reimbursed according to the Texas State Travel Guidelines, unless a grantee’s travel policy provides a lesser reimbursement.

Personnel – employees of this organization that will be funded by this grant. See “Employee.”

Professional & Consultant Services – service for which the grantee uses an outside source for necessary support. Professional & Consultant Services include, but are not limited to, tax services, accounting services, counseling, legal services, and computer support.

Project Financial Officer – This person has primary responsibility for overseeing the financial operations of the grant project and may or may not be the same as the organization’s highest financial position. This person may be, for example, the chief financial officer, finance director, county auditor, comptroller or board treasurer.

Promotional Items – articles of merchandise that are branded with a logo and used in marketing and communication programs. They are usually given away to promote a company, corporate image, brand, or event. Most promotional items are unallowable expenditures for grant purposes and are only allowable if the item is informational and/or instructional in nature and thus provides a public service.

Reference ID Number – this number will be assigned by GOALS after an Applicant has started its application for this grant opportunity. The Reference ID Number will be used by the OAG to track the receipt of Applications. The assigned Reference ID Number must be included on all Application documents submitted to the OAG.

Resolution of Governing Body – a formal written statement of an official body that is the governing authority of an agency.

Salary – the total compensation, not including fringe benefits, earned by the employee without regard to funding source.

Special Conditions – a requirement placed on a grant because of a need for information, clarification, or submission of an outstanding requirement of the grant that may result in a financial hold being placed on the OAG grant program. Special conditions may be placed on a grant at any time with or without notice.

Supplies – consumable items directly related to the day to day operations of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, education resource materials, printers, projectors, laptops, and computers.

Support Document(s) – a Memorandum of Understanding, Cooperative Working Agreement, Letter of Support, or other written agreement between two or more parties that sets forth common understandings, respective roles or interactions between the parties or any supporting duties or responsibilities between the parties that support the project. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

Technical Assistance - efforts to build the capacity of sexual assault programs to implement program activities. Assistance may be provided in person (includes video chat conferences), via telephone or email, or onsite.

Texas Statewide Automated Victim Notification Service (SAVNS) – a free and confidential statewide service that provides registered victims of crime and concerned citizens' information and notification about offender custody status and related court events and cases.

Volunteer – a person who provides an unpaid service to the organization.

III. INSTRUCTIONS FOR GOALS

GENERAL INSTRUCTIONS

Answer the questions only in the space provided. Only answered questions will be read or scored. Not all questions on this Application have instructions listed below. The instructions provided are to clarify and provide specific information where necessary. Every question should be answered in GOALS.

Narrative Questions Throughout the Application

All responses must fit in the text boxes provided not to exceed maximum word limit. It is highly recommended that responses be written on a separate document, then cut and pasted into GOALS. If uncertain whether a response fits in the space provided, use the word count listed below each text box.

SPECIFIC FORM INSTRUCTIONS

GENERAL INFORMATION

Identify which type of organization you are:

- Non-Profit
- Local Unit of Government
- Statewide Governmental Entity

Mailing Address

Enter Organization mailing information.

Grant Contact

Enter the contact information for the person the OAG may contact directly for an immediate response and/or changes regarding the grant.

Authorized Official

Enter the contact information for the person authorized to apply for, accept, decline, or cancel the grant. This person signs all grant adjustment requests, inventory reports, progress reports and financial reports as well as any other official documents related to the grant.

Alternate Designee

Enter the contact information for the person designated by the Authorized Official to sign invoices for the agency (*i.e.*, Executive Director, Financial Director, Auditor, Treasurer, etc).

Project Financial Officer

Enter the contact information for the person the OAG contacts with inquiries regarding budget and/or invoice expenditure reimbursements.

Organization Information

- Applicant Doing Business as (dba):
- Program/Division/Unit Which Would Be Administering Grant
 - If applicable, enter a sub-agency.

- Federal Employer (Tax) ID Number (EIN)
 - EIN is issued by the Internal Revenue Service (IRS)
- Texas Vendor ID Number (VIN)
 - VIN is issued by the Texas Comptroller

ORGANIZATION INFORMATION

Organization

Identifying and contact information:

- Reference ID Number – This number will automatically be entered for the Applicant.
- Legal Name of Applicant – Enter the legal name of Applicant Organization.
- Name of Agency Contact and Agency Contact’s Telephone Number - Provide a contact name and phone number in the event the OAG has any questions about the Application.

Applicant must select its Program Type: Statewide Program, State Sexual Assault Coalition, or Sexual Assault Program. The Program Type chosen will have corresponding questions later in the Application.

State and Federal Funds Experience

Enter the number of years of experience your organization has in managing state or federal grant funds.

PROJECT SUMMARY

Applicant must answer all questions.

OUTPUT TARGET CALCULATION

List targets for grant funded activities your organization plans to conduct with this OAG grant. The information entered will be totaled to indicate the Applicant’s targets for FY 2020 and FY 2021. The Applicant will report on cumulative activities in quarterly Performance Reports to the OAG, not activities by individual personnel. Targets should reflect both grant funded staff and Professional & Consultant Services providers.

Required Targets:

SAPCS-State Expansion Grant Program

1. Number of Unique Victims Served
2. Targets for all Required Services
3. All Other Direct Services, Outreach or Training the organization plans to provide

SAPCS-PHHS Block Grant Program

1. Number of Unique Victims Served
2. Targets for all Required Services (Including Prevention).
3. All Other Direct Services the organization plans to provide

Important information regarding targets and reporting on Direct Victim Services. Read the following guidance carefully before proceeding.

- Organizations will provide a target for the number of Unique Victims Served (a victim of sexual assault that receives any direct victim service from staff funded on this grant counted only once per fiscal year).
- For each Direct Victim Service that the organization is requesting funding, enter the target for the number of instances each service will be provided.

Example:

An organization serving 1 victim by providing 35 Individual Counseling sessions would count one unique victim served and 35 instances of Individual Counseling.

Note: The Applicant will be required to track and report to the OAG information on all services provided through this grant.

WORK PLAN

Complete the Work Plan by entering information for each quarter of the grant in all columns (Activities, Responsible Party, and How will these activities help reach the projects goals). All personnel listed on the budget must be included under responsible party at least once in the Work Plan.

BUDGET EXCEL WORKBOOK

The Budget Excel Workbook is located on the main Application page under “Task.” Download the budget template, complete and upload.

- Enter Reference ID Number, the number assigned to your Application;
- Enter Legal Name of Applicant (Agency’s Legal Name); and
- Ensure the listed Funding Source (Name of Grant) is correct.

Budget Calculation

Personnel and Fringe Benefits

- Each Applicant is limited to no more than five positions.
- Each position listed on the budget can only be associated with one employee. If job sharing, list each position on the budget separately as many times as necessary regardless of time allocated to grant.
- Priority positions should be listed first. Staff Position/Title #1 is highest priority and Staff Position/Title #5 is lowest priority.
- Over forty (40) hours per position are unallowable on this grant application.
- Job Descriptions are required and must be submitted for all positions for which funding is requested. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on the SAPCS-State Expansion Grant or the SAPCS-PHHS Block grant.
- The personnel budget category must include employees’ salaries only and not compensation for independent contractors. See the General Definitions section of this Application Kit for a definition of “employee.”

- Salaries for grant funded positions must be reasonable for activities funded on the grant. Salaries may be subject to OAG review.
- Fringe benefits should only be included for the position(s) listed in the Personnel budget category.
- An organization must provide grant funded personnel the same fringe benefits provided to all other non-grant funded personnel, and it should be offered/covered in the organization’s written personnel policies regardless of whether the costs for fringe benefits are paid through that OAG grant.
- Fringe benefits must comply with the organization’s written personnel policies regarding fringe benefits.
- Grantees must agree to comply with the Uniform Grant Management Standards (UGMS), Texas Administrative Code (TAC), and 2 C.F.R. 200, titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

For each position, the Applicant must list the position title and the number of hours scheduled to work per week. Fill in the number of hours each week that will be spent on:

SAPCS-State Expansion Grants

- Direct Victim Services
- Outreach or Training

SAPCS-PHHS Block Grant

- Direct Victim Services
- Prevention

The number of hours “Scheduled on this grant” column auto-fills based on the hours entered into the “Direct Victim Services on this grant”, Training and Outreach on this grant”, and “Prevention on this grant” columns. See the Definitions section of this Application Kit for a list of Direct Victim Services and Education (includes Outreach, Training, and Prevention).

For each fiscal year and each position, provide the following information:

- Annual salary
- Percentage of Salary Requested for Fringe on the grant
- The Total Fringe Requested on this grant column will auto-fill based on the Annual Salary and the % of Salary Requested for Fringe.

Note: Total Salary Requested category auto-fills based on the annual salary and the percentage of hours worked on the grant.

Personnel Position Narrative(s)

Provide a summary justification for each position listed under Personnel and Fringe. This narrative should support the budget hours allocation for each position (e.g. if the position will provide direct victim services, then the narrative should include direct victim services). Include how each position supports the project goals, such as, activities related to the grant and purpose area(s) listed under grant funded staff. All responses must fit in the text boxes provided when the

Application is uploaded. Note: Job description(s) must be submitted for each position listed and uploaded under *Upload Additional Documents*.

Exceptions to Personnel Requirements

If a grantee is unable to fulfill the personnel requirements of this grant, the Applicant must request an exception and provide a justification. A justification must be included in this section if the Applicant is requesting an exception to the following personnel requirements:

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories.

Professional & Consultant Services

- "Professional & Consultant Services" is defined as a service for which the grantee uses an outside source for necessary support. Professional & Consultant Services include, but are not limited to, tax services, accounting services, counseling, legal services, and computer support.
- This category is appropriate when contracting with an individual or organization to provide professional services (*e.g.*, training, expert consultant, etc.) for a fee but not as an employee of the grantee organization.
- Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law.
- Grantees must maintain adequate documentation supporting budget items for a contractor's time, services, travel expenses and rates of compensation. Grantees must establish a contract administration and monitoring system to regularly and consistently ensure contract deliverables are provided as specified in the contract.
- Grant funds may not be used to pay Professional & Consultant Services for a person or vendor who participated directly in writing a grant Application.

Professional & Consultant Services Narrative

Provide a summary justification for each item. This should include how it supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

Travel

- Travel expenses must be reasonable and necessary for activities funded on the grant.
- Grant funds requested in the travel category should be for grant related travel performed by grant funded staff and volunteers assigned to the grant only.
- Travel must relate directly to the delivery of services that supports the program funded by the OAG grant.
- Enter the name of the training event, the positions attending the training (separated by a comma), the total cost of travel by expense type (*i.e.*, Airfare/Mileage, Hotel, etc.), and the % requested by this OAG grant in the % column.
- Cost Requested by this OAG Grant will autofill based on expenses and percentage requested.
- In-State Travel: Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at: <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>

- Out-of-State Travel: Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the General Services Administration (GSA) guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found on the GSA website at: <https://www.gsa.gov/travel-resources>
- For this grant, per diem is limited to actual expenses and is reimbursable according to the Comptroller of Public Accounts guidelines, for overnight travel unless a grantee's travel policy provides for a lesser reimbursement. Per diem is unallowable for non-overnight travel for this grant.
- Hotel tax should be included under the Misc./Hotel Tax line.
- If mileage is to be paid, provide the number of miles and the cost per mile, not to exceed the Texas State Travel Guidelines, in the justification under the Travel Narrative.
- Do not include conference registration fees in the travel budget category. Conference registration fees should be listed in the "Other Direct Operating Expenses" budget category.
- The OAG Conference subsection is only to be used for OAG Conference estimates of expenses.
- All other training including OAG Regional Training should be listed under the "Additional Training" subsections.

Travel Narrative

Provide a summary justification describing activities the travel grant funded persons will perform. This should include the proposed travel location, the number of trips planned, the title of grant funded persons who will be making the trips, and how the travel supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

Equipment

- "Equipment" is defined as an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000.
- A grantee may use equipment purchased with OAG funds only for grant related purposes.
- Do not include maintenance or rental fees for equipment in the equipment budget category. Equipment maintenance or rental fees should be listed in the "Other Direct Operating Expenses" budget category.
- Enter the % of the total cost allocated to this grant project in the % column of the Equipment Chart.
- Do not include computers in the equipment budget category. Computers should be listed in the supplies budget category under their own line item.

Equipment Narrative

Provide a summary justification for each item. This should include the title of grant funded persons who will be using each piece of equipment and how the use supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

Supplies

- “Supplies” is defined as consumable items directly related to the day-to-day operations of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, and education resource materials, as appropriate.
- The OAG will not approve funds for the purchase of program promotional items or recreational activities.
- Computers, regardless of cost, should be included under supplies and should be listed under their own line item.
- Costs for supplies should be allocated for grant funded persons listed on this Application.
- Enter the % of the total cost allocated to this grant project in the % column of the Supplies Chart.
- Each Applicant is required to have access to a computer in order to perform data collection and reporting to the OAG. If the Applicant does not currently have a computer, then one may be budgeted as part of this grant or secured through other means.
- Furniture, regardless of cost, should be included under supplies.

Supplies Narrative

Provide a summary justification for each item. This should include how it supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

Other Direct Operating Expenses (ODOE)

- "Other Direct Operating Expenses" are defined as those costs not included in other budget categories that are directly related to the day-to-day operations of the grant program. Examples: Utilities, rent, insurance, security fees, or maintenance fees.
- Registration fees for conferences and other training sessions should be included in this category. List the name of the conference and/or training to be attended.
- Funds may not be used to purchase food and beverages.
- Enter the % of the total cost allocated to this grant project in the % column of the Other Direct Operating Expenses Chart.

ODOE and Cost Allocation

Grantees often allocate program expenses across more than one funding source. Listed below are four allowable allocation methods and examples of how the allocation methods can be applied to the appropriate funding source.

- Other Direct Operating Expenses that benefit more than one grant should be allocated proportionately to the benefit or service received. The method used to allocate cost should be a reasonable and measurable means of distributing the cost to those grants, and consistently applied to the type of cost.
- It is acceptable to use different allocation methods for different types of ODOE expense, as long as the allocation method is applied consistently for those expenses.
- Four common and acceptable allocation methods for ODOE expenses are: (1) funding, (2) full-time equivalents (FTE), (3) square footage, and (4) direct use. Allowable methods related to specific costs are shown in the chart below: This chart is an example of using different allocation methods for different specific costs.

ALLOWABLE ALLOCATION METHODS

Cost Type	Funding	FTE	Square	
			Footage	Direct Use
Copiers	x	x		x
Data Line	x	x		
Equip Maintenance	x	x		
Janitorial	x	x	x	
Postage	x	x		x
Printing	x	x		x
Rent	x	x	x	
Telephones	x	x		
Utilities	x	x	x	

The following are descriptions and examples of the acceptable methods:

(1) Funding Source Based: The proportion of expense borne by each funding source is allocated based on the proportion of funding provided. For example:

Funding Source Based Example	
Total Operating Budget of Grantee A	\$ 475,000
OAG Grant Funds	\$ 75,000
$75,000 \div 475,000 = 0.16$	
OAG Grant portion of the expense = 16%	
The OAG Grant should not be charged more than the allowable ODOE costs. In this example, the allowable portion is 16% of the total cost.	

(2) Full-time equivalents (FTE) Based: FTE is the numerical representation of full and part-time work activities. A person working full-time represents 1.00 FTE; a person working half-time represents .50 FTE.

Steps to calculate the annual number of FTEs:

1. Determine the total number of hours worked for all employees.
2. Divide that number by 2080 to calculate at the overall total number of FTEs.
3. To obtain the number of FTEs charged to the grant, determine the total number of hours to be directly charged to the grant and divide by 2080.
4. To obtain percentage of the grant FTEs, divide the FTE total for the grant by the total of the organization FTEs calculated in step 2.
5. This calculation will provide the percentage of ODOE cost that could be allocated to the grant.

FTE Based Example	
Annual FTE Calculation	20,800 total hours charged for all staff (based on time sheets or payroll records)
	$20,800 / 2080 = 10$ FTEs overall
	5,600 staff hours charged to grant A (based on time sheets or payroll records)
	$5,600 / 2080 = 2.7$ FTE's charged to that grant A
	2.7 (FTE charged to grant A) / 10 (FTEs overall) = $.27$ (27%)
	27% x ODOE expense = amount to be allocated to grant A

(3) Square Footage Based: This is cost calculated by measuring the square footage (sq. ft.) to determine the allocation percentage for direct use and common area. Listed below is an example to determine rent.

Direct Use is defined as an area occupied by funded grant staff under this grant.

Common Area is defined as an area shared by all employees of the organization.

Steps to Calculate Square Footage

1. Calculate the total square footage and divide by the monthly rent to determine the cost per square foot.

Total Sq. Footage = 1250; Rent = \$1200 per month; $\$1200 / 1250 = \$.96$ per sq ft
Suite 1 (Program A) $10 \times 13.8 = 138$ sq ft
Suite 2 (Program B) $10 \times 13.8 = 138$ sq ft
Suite 3 (Program C) $10 \times 13.8 = 138$ sq ft
Suite 4 (Program D) $10 \times 13.8 = 138$ sq ft
Conf. Rm (Common Area) $22 \times 15 = 330$ sq ft
Rest Rm 1 (Common Area) $6 \times 8 = 48$ sq ft
Break Area (Common Area) $8 \times 8 = 64$ sq ft
Storage Rm (Common Area) $8 \times 8 = 64$ sq ft
Hallway (Common Area) $48 \times 4 = 192$ sq ft

2. Multiply the direct use square footage by the cost per square foot. This will provide the direct use cost.

Direct Use Cost by Program	
Program A (Direct Use)	$138 \text{ sq ft} \times .96 = \132.48
Program B (Direct Use)	$138 \text{ sq ft} \times .96 = \132.48
Program C (Direct Use)	$138 \text{ sq ft} \times .96 = \132.48
Program D (Direct Use)	$138 \text{ sq ft} \times .96 = \132.48
Common Area (Allocable ODOE Expense)	$698 \text{ sq ft} \times .96 = \670.08

3. Add the total square feet of all the direct use areas (Program A+ Program B + Program C+ Program D) = Program ABCD direct use ($138 + 138 + 138 + 138 = 552$)

4. Divide each direct use space by the total direct use to obtain % to distribute Common Area cost (Program A is $138 / 552 = 25\%$).
5. Multiply this percentage by the cost of the Common Area to obtain the additional cost for each program Common Areas. (Program A = $25\% \times \text{Common Area cost of } \$670.08 = \$167.52$).
6. Program A is allocated the \$132.48 based on direct use and \$167.52 for the proportionate common area. Program A allocation for rent based on square footage is $\$132.48 + \$167.52 = \$300.00$. *Repeat for Program B, Program C and Program D.*

(4) Direct Use Based: This is used when the ODOE cost can be directly charged to a grant by using meter readings, copy counts, etc.

Other Direct Operating Expenses Narrative

Provide a summary justification for each item. This should include how it supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

Budget Total for the First Year of the Grant

This section is auto-calculated based on the Applicant's responses. The Applicant will not enter any information in this section. Applications requesting an amount below the minimum or above the maximum may not be considered. If the Application is awarded, the budget may be adjusted by the OAG to fit within the minimum and maximum amounts.

SECOND YEAR OF THE GRANT CYCLE

Applicants are required to provide a categorical total budget for the second year of the grant cycle at the end of the first year's budget. The Budget Total for each year will be auto-calculated based on the Applicant's responses.

IV. OAG CERTIFICATIONS AND ASSURANCES

THE OAG HAS ADOPTED THE FOLLOWING CERTIFICATIONS AND ASSURANCES AS APPLICABLE TO ALL RECIPIENTS OF STATE AND FEDERAL GRANT FUNDING.

The Applicant agrees to certify that these standard assurances become terms or conditions for receipt of grant funds and that the Applicant shall maintain an appropriate contract administration system to ensure that all terms, conditions, and specifications are met.

OPERATIONAL AND TRANSPARENCY ASSURANCES

The Applicant agrees to:

- A. Comply with all applicable requirements of all laws (federal and state) and requirements governing this program;
- B. Comply with all applicable tax laws (federal and state) and be solely responsible for filing all required state and federal tax forms;
- C. Comply, as applicable, with Texas Government Code, Chapter 552, (“Texas Public Information Act”) which requires the public information that is collected, assembled or maintained by the Applicant to be available to the public during normal business hours, unless otherwise provided by law under Texas Government Code, Chapter 2252 or court order;
- D. Comply, as applicable, with Texas Government Code, Chapter 551, (“Texas Open Meetings Act”) which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution;
- E. Comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. §§ 201 et seq.) and the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4701 et seq.), as applicable;
- F. Comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501–08, 7324 et seq.), which limit the political activity of employees whose principal employment activities are funded in whole or in part with federal funds; and
- G. Comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 3141–48), the Copeland Act (40 U.S.C. § 3145 and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701–08), regarding labor standards for federally assisted construction sub-agreements.

HEALTH AND SAFETY STANDARD ASSURANCES

The Applicant agrees to:

- A. Comply, if applicable, with state laws and rules governing licensing standards if Applicant is a health and human services agency or public safety or law enforcement agency and not contract with or issue a license, certificate or permit to the owner, operator or administrator

of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency;

- B. Comply, if Applicant is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, with all rules adopted by the Texas Commission on Law Enforcement Officer pursuant to Chapter 1701 or provide the OAG with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules;
- C. Comply with applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of State Health Services, as required by the Texas Health and Safety Code, Section 85.001 *et seq.*;
- D. Comply with Texas Family Code, Section 231.006, which prohibits payments to a person who is in arrears on child support payments;
- E. Comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Family and Protective Services. Applicant shall also ensure that all program personnel are properly trained for and aware of this requirement;
- F. Ensure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA, (Executive Order (EO) 11738);
- G. Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 42 U.S.C. §§ 4001 *et seq.*). Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards;
- H. Comply, as applicable, with environmental standards which may be prescribed pursuant to the following:
 - 1. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and EO 11514;
 - 2. Notification of violating facilities pursuant to EO 11738;
 - 3. Protection of wetlands pursuant to EO 11990;
 - 4. Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - 5. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 *et seq.*);
 - 6. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 *et seq.*);
 - 7. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - 8. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205);

- I. Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;
- J. Comply, as applicable, in assisting the OAG in assuring compliance with Section 106 of the National Historic Preservation Act of 1966 (P.L. 89-665), as amended, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (P.L. 86-523), as amended;
- K. Comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 *et seq.*) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance;
- L. Comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (P.L. 91-695), as amended, which prohibits the use of lead-based paint in construction or rehabilitation of residential structures;
- M. Comply, as applicable, with the Pro-Children Act of 1994 (P.L. 103-227, 20 U.S.C. §§ 6081–84), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act;
- N. Comply, as applicable, with the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7104), as amended, which prohibits grant award recipients or a sub-recipient from (1) engaging in severe forms of trafficking in persons during the period of time that the award is in effect, (2) procuring a commercial sex act during the period of time that the award is in effect or (3) using forced labor in the performance of the award or sub-awards under the award; and
- O. Comply, as applicable, with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

NONDISCRIMINATION CERTIFICATION

The Applicant certifies it will comply with all applicable state and federal statutes relating to nondiscrimination. These include, but are not limited to, the following:

- A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- B. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex;
- C. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, and the Americans With Disabilities Act of 1990 (42 U.S.C. §§ 12131–34);
- D. The Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101–07), which prohibits discrimination on the basis of age;
- E. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;

- F. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- G. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-3, 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- H. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and
- I. Any other nondiscrimination provisions in the statute(s) which may apply to this Application.

EQUAL EMPLOYMENT OPPORTUNITY PLAN CERTIFICATION

The Applicant certifies that if it is required to file an Equal Employment Opportunity Plan (EEO), the Applicant will do so in compliance with 28 C.F.R. §§ 42.101-.799.

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

- A. No federal/state appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with the awarding of any federal/state contract, the making of any federal/state grant, the making of any federal/state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal/state contract, grant, loan, or cooperative agreement in accordance with 31 U.S.C. § 1352 and Government Code, Chapters 305 and 556; and
- B. If any non-federal/state funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, an officer or employee of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with this federal/state contract, grant, loan, or cooperative agreement, the undersigned shall contact the Grants Administration Division of the OAG for the “Disclosure Form to Report Lobbying.”

NON-PROCUREMENT DEBARMENT CERTIFICATION

The Applicant certifies that it and its principals in accordance with Tex. Gov’t Code § 2155.077:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal or State benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency, including federal assistance programs;
- B. Have not, within a three-year period preceding this Application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or

local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Have not, within a three-year period preceding this Application, had one or more public transactions (Federal, State, or local) terminated for cause or default.

If Applicant is unable to certify to any of the statements in this Non-procurement Debarment certification, the Applicant shall attach an explanation. Funding is contingent upon OAG review of this explanation.

DRUG-FREE WORKPLACE CERTIFICATION

As applicable, the Applicant certifies that it will provide a drug-free workplace in accordance with 41 U.S.C. §§ 8101-8106 by:

- A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees/assignees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Applicant's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
- C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
 - 1. Abide by the terms of the statement; and
 - 2. Notify the Applicant and OAG, of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (D) (2) from an employee/assignee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions with respect to any employee/assignee so convicted:
 - 1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
 - 2. Requiring such employee/assignee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

**COMPLIANCE WITH UNIFORM GRANT MANAGEMENT STANDARDS
AND APPLICABLE 2 CFR 200**

The Applicant assures that it will follow the guidelines in the Uniform Grant Management Standards (UGMS) in accordance with Government Code, Chapter 783. Both governmental entities as well as non-profit entities are required to follow UGMS guidelines.

The Applicant assures compliance with all applicable federal and state laws and requirements, including, but not limited to, UGMS as well as 2 CFR 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

ANNUAL SINGLE AUDIT CERTIFICATION

As applicable, the Applicant certifies to the best of its knowledge and belief that one of the following applicable requirements will be met:

- A. The Applicant currently expends \$750,000 or more, in combined federal funds during the fiscal year; and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200;
- B. The Applicant currently expends \$750,000 or more in combined state funds during the fiscal year; and, therefore, is required to submit an annual Single Audit by an independent auditor made in accordance with UGMS, Chapter 783 of the Texas Government Code; or
- C. The Applicant currently expends less than \$750,000 in either federal or state funds during the fiscal year; and therefore is exempt from the Single Audit Act and cannot charge audit costs to an OAG grant. Applicant agrees that the OAG may require a limited scope audit as defined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 and UGMS.

If the Applicant is unable to certify any of the above statements, the Applicant has attached an explanation to this Application.

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

The Applicant assures that it will file an Annual Independent Financial Audit of the complete program and/or organization and management letter of the audit findings within nine months of the end of the fiscal year of the agency. An annual independent financial audit is a requirement for this OAG grant. The audit will meet Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 and UGMS requirements. Additionally, the annual independent financial audit will meet Generally Accepted Government Auditing Standards in the event a Single Audit is not required.

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

The Applicant agrees that in the event of loss or misuse of the OAG funds, the Applicant assures that the funds will be returned to the OAG in full.

CONFLICT OF INTEREST

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. The Applicant shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Applicants governing body or of the Applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person unless otherwise provided by law, as applicable, under Texas Government Code, Chapter 2252 or Chapter 783. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

By submitting this Application, Applicant affirms that it has neither given, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, at any time during the procurement process or in connection with this grant Application, except as allowed under relevant state and federal law. The Applicant further agrees that it will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. The Applicant shall operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to the activities conducted under this grant.

Without diminishing the provisions of the prior paragraph, the Applicant assures that as a grantee, grantee personnel, members of a grantee board or governing body, or other persons affiliated with the grant project shall not participate in any proceeding or action where grant funds personally benefit, directly or indirectly, the individuals or their relatives unless otherwise provided by law as applicable under Texas Government Code, Chapter 2252. For the purposes of this provision, "relatives" means persons related to the individual within the third degree by consanguinity or within the second degree by affinity, as determined by Chapter 573 of the Government Code. Grant personnel and officials must avoid any action that results in or creates the appearance of using their official positions for private gain; giving preferential treatment to any person; losing independent judgment or impartiality; making an official decision outside of official channels; or adversely affecting the confidence of the public in the integrity of the program or the OAG.

V. REQUIRED DOCUMENTS FOR SUBMISSION OF APPLICATION

APPLICATION

- The Application must be submitted via GOALS

“STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL”

- It must be signed by the Authorized Official or designated Authorized Official submitted at the time the Application is submitted to the OAG.
- Applications that are received by the OAG without this document will not be considered or funded by the OAG.

“RESOLUTION OF GOVERNING BODY”

- It must be signed and uploaded at the time the Application is submitted to the OAG, unless 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, and then it may be submitted to the OAG at a later date. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, the Authorized Official must be designated by another member’s signature.)
The Authorized Official cannot sign the Resolution designating him/herself as the Authorized Official.

JOB DESCRIPTIONS are required for each position requested in the proposed budget.

- Job descriptions must be uploaded with the Application under “Upload Additional Documents”. Missing job descriptions may impact the Applicant’s funding.
- Job description titles **must** match the titles of the positions on the proposed budget.

SUPPORT DOCUMENT(S)

- Support Document(s) must be uploaded with the Application. Missing Support Document(s) may impact the Applicant’s funding.

THE APPLICANT SHOULD UPLOAD “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL,” “RESOLUTION OF GOVERNING BODY JOB DESCRIPTION(S),” AND SUPPORT DOCUMENT(S) IN EACH OF THE CORRESPONDING “TASKS” LOCATED ON THE MAIN PAGE OF YOUR APPLICATION.

**STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION
TO THE OFFICE OF THE ATTORNEY GENERAL**

**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 11:59 P.M. CDT, FRIDAY MARCH 20,
2020, 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: _____

REFERENCE ID NUMBER: _____

1. THIS APPLICATION IS FOR (initial):

- _____ Sexual Assault Prevention and Crisis Services (SAPCS) – State Expansion Grant
- _____ Sexual Assault Prevention and Crisis Services (SAPCS) – PHHS Block Grant

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 11:59 p.m. CDT, Friday March 20, 2020, 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.

7. 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.

8. 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

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY—REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 11:59 P.M. CDT, FRIDAY MARCH 20, 2020. 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: _____

REFERENCE ID NUMBER (if applicable): _____

Be it known as follows:

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

_____ Sexual Assault Prevention and Crisis Services (SAPCS) – State Expansion Grant

_____ Sexual Assault Prevention and Crisis Services (SAPCS) -PHHS Block Grant Program

WHEREAS, the _____,
[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 _____, [Name of Applicant] 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”: _____

Position Title: _____

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

Date