OFFICE OF THE ATTORNEY GENERAL

Statewide Victim Notification System (SAVNS)

FY 2023 GRANT APPLICATION KIT

APPLICATION DEADLINE
11:59 p.m. CDT
Friday, August 5, 2022

This Kit contains the following:

I. General Instructions

II. Definitions (Output Definitions and General Definitions)

III. Instructions for Application Submission

IV. Certifications and Assurances

V. Required Documents

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I. GENERAL INSTRUCTIONS

Statewide Victim Notification System (SAVNS)

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 for updates.

This Application Kit provides the information and forms necessary to prepare and submit an Application for funding through the OAG for the SAVNS grant program.

- An Applicant must register via email their intent to apply for the grant opportunity.

Applicant Registration

In order to register, an Applicant must designate one person as the point of contact to submit its grant application. To register to apply for a grant, the Applicant must email the following point of contact information to Grants@oag.texas.gov:

- First Name
- Last Name
- Email Address
- County Name

The deadline to register is 11:59 p.m. CDT Friday July 22, 2022. If Registration is not completed by the deadline, then an Application will not be accepted and is not eligible for funding.

Potential Applicants emailing Grants@oag.texas.gov will receive an automatic reply to their email, and a separate email stating the Potential Applicant is registered. If the Potential Applicant does not receive an email confirming registration within one business day of submitting the email, the Potential Applicant should call (512) 936-0792 to ensure registration is completed.

Application Submission – Deadline is 11:59 p.m. CDT on Friday, August 5, 2022

Please Note: Hard copy Applications will not be accepted. Only email submissions in the manner described will be reviewed.

The Application consists of an Excel workbook, "Statements Supporting Submission of the Application to the Office of the Attorney General," and "Resolution of Governing Body".

The Applicant must submit an Application to be received by the OAG no later than 11:59 p.m. CDT on Friday, August 5, 2022 to be considered for funding

Please contact the OAG at Grants@oag.texas.gov or (512) 936-0792 if there are any questions.

To meet the deadline, the Application must be submitted via email ONLY (no hard copies) as follows:

- All Applicants must submit the following:
    - One (1) MS Excel Workbook saved in Excel version 97 or newer will be accepted. A Portable Document Format (PDF) of the Excel workbook is **not** sufficient.
    - The following documents scanned into one* PDF:
        - "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, they must be designated by another member's signature. The Authorized Official cannot sign the Resolution designating the Authorized Official).

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.

Proof of submitting a document by email is not proof that the OAG received the information. If the Applicant does not receive an auto-reply message, they are strongly encouraged to contact the OAG immediately at (512) 936-0792 to ensure Application receipt.

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 will not consider or fund an Application if it is not filed by the due date and in the manner required.**

Required Software and Capabilities

Microsoft Excel 97 or newer version is required to 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. Access to the internet is required to obtain the Application Kit and the Grant Application.

Availability of Funds

The source of funding is through a biennial appropriation by the Texas Legislature. 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

This is a continual grant program with annual grant contracts. An Applicant, once funded, shall remain a SAVNS grantee until there is not sufficient funding to continue the grant, the grantee withdraws from the program, or the grantee fails to comply with the requirements of the grant to the point where the contract is terminated by the OAG. *Note: Once a grant relationship is terminated, a grantee cannot return to the grant program unless they apply for and are awarded a subsequent grant during an open SAVNS application cycle.*

Eligible Applicants

The following entities are eligible to apply under this Application Kit:

- A county, as included in the definition of "Governmental Unit" (Texas Local Government Code Section 392.002), with jails funded by the county, who are not current participants in the SAVNS grant program, are eligible to apply for this grant program.

Ineligible Costs

Any costs outside of allowable Victim Information and Notification Everyday (VINE) costs.

Ineligible Activities (not reimbursable)

All activities outside of the purpose areas of the grant.

Funding Levels

Pricing Tiers	Population Minimum	Population Maximum	Startup/ Implementation (per Entity)	Annual Jail Service Fee (per jail)	Annual Court Service Fee (per court)
Tier 1	1,500,000	N/A	$ 2,500.00	$ 99,557.00	$ 17,493.00
Tier 2	1,000,000	1,499,999	$ 2,500.00	$ 77,276.00	$ 13,447.00
Tier 3	100,000	999,999	$ 2,500.00	$ 24,478.00	$ 4,069.00
Tier 4	30,000	99,999	$ 2,500.00	$ 14,468.00	$ 2,527.00
Tier 5	0	29,999	$ 2,500.00	$ 5,431.00	$ 958.00

*Prices are subject to change via contract updates with the SAVNS/VINE Vendor. Any changes in costs are covered by the grant, contingent upon funding availability as allocated by the Texas Legislature.

Match Requirements

There are no match requirements for this grant program.

State and Federal Requirements

All Applicants should review and be familiar with the OAG administrative rules governing grant programs. These rules are published in Texas Administrative Code, Title 1, Chapter 60: http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=60

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

- TxGMS can be found at: https://comptroller.texas.gov/purchasing/grant-management/
- 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 registration or the Application Kit is available via:

- Email: Grants@oag.texas.gov
- Phone: (512) 936-0792

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, and a phone number. Please note that OAG staff cannot assist with writing Applications.

SAVNS Grant Purpose

The purpose of the Statewide Victim Notification System is to comply in part with Chapter 56A of the Texas Code of Criminal Procedure and implement an automated method of providing registered persons with access to information and notification about changes in offender status and court events twenty-four hours a day. SAVNS provides registered persons with this information via a toll-free number and website. The system operates by networking status information from participating county and state contractors into a central database operated by a private vendor.

The Office of Attorney General certifies a vendor to provide the SAVNS for the State of Texas. Texas SAVNS obtains information through an interface with County Jails and Courts throughout Texas. Texas SAVNS is free to the registered person and anonymous telephone service that gives registered persons up to date information and notifications about offender jail custody status and related court/case events. Texas SAVNS will automatically notify a registered person via telephone, e-mail or text message of suspect/offender status and court event changes. Texas SAVNS will automatically notify a registered person in English or Spanish whenever one of the following situations occurs:

- There is a change in custody status, such as:
  - The suspect/offender is released from jail or transferred to another facility
  - Death or escape of the offender
  - A court event has been set or changed

Note: While Texas SAVNS is a valuable informational tool, it is not a guarantee of safety.

Visit the VINELink website or call (877) TX4-VINE to learn more about VINE.

SAVNS Requirements:

If awarded, Counties participating in SAVNS must:

- Execute a Participating Entities Service Agreement with SAVNS vendor to provide SAVNS services for the term of the Grant contract.
- Establish and follow a Maintenance Plan that at a minimum is designed to accomplish the following:
  - Make available offender information that is timely, accurate, and relevant to support the SAVNS Services.
  - Verify SAVNS vendor's performance according to the Participate Entity Service Contract.
  - Satisfactorily discharge Grantees' obligations as described in the Participating Entity Service Contract.
  - Identify and dedicate Grantee staff, resources, and equipment necessary to maintain the SAVNS services as identified in the Participating Entity Service contract.
  - Accept new equipment from SAVNS vendor if needed to support the SAVNS system.
- Inspect, monitor, and verify the performances required of SAVNS vendor as provided in the Participating Entity Service contract as well as the OAG Grant Contract.
- Verify the input data (the jail and court data elements used by the SAVNS system) is entered accurately and on a timely basis.

- Maintain an internet connection sufficient enough to allow for data transfer to the VINE system in a timely manner.
- Allow on-site monitoring visits to be conducted by OAG or its authorized representative.
- Cooperate with and participate in Statewide Stakeholder meetings and efforts to monitor and improve the SAVNS services on a statewide basis.
- Cooperate with implementation of the new E-VINE system.
    - The OAG will advise the Grantee of any associated transition activities as needed and Grantee shall reasonably cooperate with SAVNS vendor in these transition activities.
- Use the Emergency Override Procedure when an agency is in outage to update custody statuses for offenders.
- All other requirements listed in the contract.

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.

Scoring

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

- Description of Need (25% of overall score)
- Population and Other Information (60% of overall score)
- Reporting (10% 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 reserves the right to make awards at amounts above and/or below the stated funding levels.

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 or counties with a population over 30,000.

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 funded, Grantee shall submit Service Delivery Reports on a timely basis, and in a format as established by the OAG. Grantee will submit other reports as requested by the OAG.

Method of Payment

OAG grants are paid on a cost-reimbursement basis. Advanced payments can be made in specific circumstances and would require additional documentation from the grantee.

II. DEFINITIONS

GENERAL DEFINITIONS

Alternate Designee – The person designated by the Authorized Official to sign invoices for the agency (*i.e.,* 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, a county judge, or the designee authorized by the governing body in a resolution.

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

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.

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, or comptroller.

Resolution of Governing Body – a formal written statement of an official body that is the governing authority of an agency and appoints authorized official of this grant. ***The Authorized Official cannot sign the Resolution designating him/herself as the Authorized Official.***

SAVNS Vendor – The company contracted to provide the SAVNS for the State of Texas. The current SAVNS vendor is Appriss, Inc. (currently using the name Appriss Insights an Equifax Company) which runs the VINE program.

Service Delivery Reports – Form required to be submitted with quarterly invoices which verifies services were provided during the quarter.

Special Conditions – 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.

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.

Victim Information and Notification Everyday (VINE) - is a free and anonymous telephone

service that provides victims of crime and other interested parties information and notification about offender custody status and related court events and cases. VINE is the base software used by the SAVNS program.

III. INSTRUCTIONS FOR APPLICATION

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 the Application.

Narrative Questions Throughout the Application

All responses must fit in the boxes provided. Only answers that appear in the specific text box will be read or scored. Do not write answers beyond the space provided or attach additional pages; they will not be read or scored.

In order to cut and paste text into a cell, it may be necessary to double click the cursor into the cell, rather than simply selecting the cell.

SPECIFIC FORM INSTRUCTIONS

Section 1. Identification

Identifying and contact information:

- Legal Name of Applicant (County Name) – Enter the legal name of Applicant Entity.
- Name of Entity Contact, Entity Contact's Telephone Number, and Entity's Contact Email Address - Provide a contact name, phone number, and email address in the event the OAG has any questions about the Application.
- Name of Entity Authorized Official and Title.

Section 2. Eligibility

Answer both questions in this section by placing an "X" in the appropriate box.

Sections 4. Jail Population and Information through Section 7 Current Victim Notification

Answer the Yes/No questions in this section by placing an "X" in the appropriate box.

Section 9. Budget

Use the dropdown box in Row 79 to select the current population range of your County. Base Jail and Court costs will populate once the population range is selected. Next, enter the number of Jails and Courts your County is requesting to enroll in the SAVNS program in the appropriate boxes under Column G. If you do **not** want to include County Courts, enter "0" for the *Number of Courts Requested to Fund*. The Total Cost by Quantity (Column J) will auto-calculate based on the base costs and the quantity of Jails/Courts requested to be enrolled. The Total Budget Request will auto-calculate. Applicants need only to select a population range and enter the appropriate number into the quality cells to complete the budget.

IV. OAG CERTIFICATIONS AND ASSURANCES

The Applicant agrees to:
(1) 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. 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.

(2) 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.

(3) 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.

(4) Comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

(5) If Applicant is a health and human services agency or public safety or law enforcement agency, it may 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.

(6) If Applicant is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701 it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer pursuant to Chapter 1701 or must 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.

(7) Agrees that when incorporated into a grant award or contract, 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.

(8) 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 and aware of this requirement.

(9) Comply with all 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. 1681-1683, and 1685-1686), 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; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. 6101-6107), 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 the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-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; (i) any other nondiscrimination provisions in the specific statute(s) under which Application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the Application.

(10) Comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction sub-agreements.

(11) 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.

(12) Comply with the provisions of the Hatch Political Activity Act (5 U.S.C. 7321-29) which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.

(13) Comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

(14) Insure, 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 Protections 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, (EO 11738).

(15) Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. 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.

(16) Comply, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) 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.); (f) 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.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(17) 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.

(18) Comply, as applicable, in assisting the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

(19) 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.

(20) Comply, as applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

(21) Comply, as applicable, with Public Law 103-277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

(22) Comply, as applicable, with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(23) Comply, as applicable, with all applicable requirements of all other federal and state laws, executive orders, regulations and policies governing this program.

(24) Certifies, as a signatory party to the grant contract, that it is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.

(25) Comply, by adopting and implementing the applicable provisions of the model HIV/AIDS workplace guidelines of the Texas Department of State Health Services, as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

B. Other Certifications and Assurances

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

The Applicant certifies that if it is required to file an Equal Employment Opportunity Plan (EEOP), the Applicant will do so in compliance with the applicable federal requirements.

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

1. 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; and

2. 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:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(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

The Applicant certifies that it will provide a drug-free workplace 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).

ANNUAL SINGLE AUDIT CERTIFICATION

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

1. 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.

2. 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 the Texas Grant Management Standards (TxGMS).

3. 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. 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.

If this Application is for funds in excess of $25,000, the Applicant certifies the following:
By submission of this proposal, that neither the Applicant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.

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

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

Applicants that are required to undergo a single audit or Annual Independent Financial Audit by statute, regulation, or organizational policy must complete and submit the Single Audit or Annual 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. The audit will meet Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 and Texas Grant Management Standards (TxGMS) requirements. Additionally, the Annual Independent Financial Audit will meet Generally Accepted Government Auditing Standards in the event a Single Audit is not required. Applicants whose expenditures require the completion of a Single Audit, must submit a Single Audit to the OAG, an Annual Independent Financial Audit will not satisfy the audit requirement. Applicants who do not meet the expenditure threshold of the Single Audit and are not required by statute, regulation, or organizational policy to complete an Annual Audit, are not required to submit an Annual Audit to the OAG.

Funded Applicants who are required to submit an audit, must submit an audit for previous fiscal year for each year of the grant cycle. Example: For FY 2022, the 2021 audit must be submitted.

COMPLIANCE WITH TxGMS AND THE APPLICABLE 2 CFR 200

The Applicant assures that it will follow the guidelines in the Texas Grant Management Standards (TxGMS). Both governmental entities as well as non-profit entities are required to follow TxGMS guidelines.

The Applicant assures compliance with all federal/state statutes, regulations, policies, guidelines and requirements, including, but not limited to, TxGMS as well as 2 CFR 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

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. 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. 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.

AUTHORITY TO FILE APPLICATION

The Applicant has the authority or will receive the appropriate authority by the Applicant's governing body to file the Application, including the authority to agree to the assurances and certifications contained herein.

V. REQUIRED DOCUMENTS FOR SUBMISSION OF APPLICATION

EXCEL APPLICATION WORKBOOK

- The Excel Application Workbook must be submitted in excel format

"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) and 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 submitted 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 prevents 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.)**

Note: The "Statements Supporting Submission of the Application to the Office of the Attorney General" and "Resolution of Governing Body" listed above can be found at the end of this Application Kit.

IF POSSIBLE, THE APPLICANT SHOULD SUBMIT "STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL," and "RESOLUTION OF GOVERNING BODY," TOGETHER IN ONE PDF DOCUMENT. IF THE APPLICANT DOES NOT HAVE THE CAPABILITY TO SCAN THESE DOCUMENTS TOGETHER AS ONE PDF, APPLICANTS MAY SUBMIT THEM AS SEPARATE PDF DOCUMENTS.

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, August 5, 2022, 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: _____

1. THIS APPLICATION IS FOR (initial one):

_____ Statewide Victim Notification System (SAVNS)

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, August 5, 2022 and that to meet the deadline, the Applicant must submit electronic (email) 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
- Proof of sending a document by email or other means is not proof that the OAG received the information

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.

_____ _____

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, August 5, 2022. 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: _____

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 one):

_____ Statewide Victim Notification System (SAVNS)

WHEREAS, the_____, [Name of Governing Body of Applicant, such as County Commissioners' Court], 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