

**OFFICE OF THE ATTORNEY GENERAL
CRIME VICTIM SERVICES DIVISION**

**Sexual Assault Prevention and Crisis Services—Federal
(SAPCS-Federal)**

FY 2016-2018 Grant Application Kit

**(In this kit the term FY is used to reflect the Rape Prevention and Education {RPE}
federal fiscal year which is February 1 – January 31).**

REGISTRATION DEADLINE:

5:00 p.m. CDT Monday, December 28, 2015

APPLICATION DEADLINE:

5:00 p.m. CDT Wednesday, January 6, 2016

This Kit contains the following:

I. General Instructions

II. Definitions (Output Definitions and General Definitions)

III. Specific Instructions for Tabs in Excel Workbook

IV. Certifications and Assurances

V. Required Documents

***NOTE: Be sure to download the Excel workbook, which is also part of the Application Kit.
The Excel workbook is a separate electronic file. See additional instructions in this Kit.***

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I. GENERAL INSTRUCTIONS

Sexual Assault Prevention and Crisis Services Program—Federal (SAPCS-Federal)

Program Purpose

The purpose of the SAPCS-Federal Program is to fund strategies and activities that support the primary prevention of sexual violence and any other purposes consistent with Texas Government Code, Chapter 420. Sexual Assault Programs may apply for funds to conduct any of the Approved Activities or Community Change Strategies identified in this Application kit. State Sexual Assault Coalitions may apply to provide training and technical assistance as defined in this Application Kit.

How to Obtain an Application Kit

The Office of the Attorney General (OAG) has posted the Application Kit on the OAG's official agency website at <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>. 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 Crime Victim Services Division (CVSD) for the Sexual Assault Prevention and Crisis Services Program (SAPCS) -Federal Program.

- An Applicant may apply for one SAPCS-Federal grant.
- An Applicant must register on-line their intent to apply for this grant opportunity.

Applicant Registration – Open December 18, 2015 to December 28, 2015)

All applicants are required to complete on-line Applicant Registration in order to apply for FY2016-2018 grants. To register go to: <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>. **The deadline to register is 5:00 p.m. CDT Monday, December 28, 2015.** After registering, applicants will receive a Unique Application Number (UAN).

- The UAN will be used by the OAG to track the receipt of applications and related documents from registered Applicants.

The UAN assigned must be included on all documents submitted to the OAG.

On-line Registration is required. If registration is not completed by 5:00 pm CDT Monday, December 28, 2015 then your grant Application will not be considered and is not eligible for funding.

Application Submission – Deadline Wednesday, January 6, 2016

Hard copy applications will not be accepted. Only email submissions in the manner described below will be reviewed.

The Application consists of an Excel workbook, “Statements Supporting Submission of the Application to the OAG Crime Victim Services Division,” “Resolution of Governing Body,” Job

Descriptions for the personnel requested in the budget, and a Memorandum of Understanding (MOU), Letter of Support (LOS), Cooperative Working Agreement (CWA) or other support document.

The Applicant must submit an Application for SAPCS-Federal funding to be received by the OAG no later than 5:00 p.m. CDT on **Wednesday, January 6, 2016** to be considered for funding.

To meet the deadline, the application and required documents must be submitted via email ONLY (no hard copies) as follows:

- One (1) Application including the following:
 - One (1) Excel Workbook saved in Excel version 97 or newer. A PDF of the Excel workbook is **not** sufficient.
 - The following required documents scanned into one* PDF:
 - “Statements Supporting Submission of the Application to the OAG Crime Victim Services Division” containing original signatures.
 - “Resolution of Governing Body” containing original 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.)
 - Job Description(s) for each position requested on the proposed budget.
 - MOU, LOS, CWA, or support document. Documents must contain original signatures from each participating entity.

* If the applicant does not have the capability to scan the documents (excluding the Excel Workbook) into one PDF, the OAG will accept these documents as separate PDFs. No Microsoft Word, JPEG Image, TIF Image or other documents are acceptable.

- The complete Application, including attaching the Excel Workbook and PDF documents, must be sent to the following email address: grants@texasattorneygeneral.gov
- An auto-reply message will be generated by the OAG for email received at this address. If the Applicant does not receive an auto-reply message, they are strongly encouraged to contact the OAG immediately at (512) 936-1278 to ensure application receipt. The auto-reply email message from the OAG only confirms receipt of the email application, and does not confirm receipt of a **complete** application. Submission of a complete application is the responsibility of the Applicant.

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.

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) 936-1278 to ensure Application receipt.

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.

Please contact the OAG at (512) 936-1278 if there are any questions about the method of delivery. 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 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 as .xls, instead of .xlsx. Adobe Reader is required to access the Application Kit. Adobe Reader can be downloaded for free at <https://get.adobe.com/reader/>. In order to submit the required documents, applicants will need to have the capability to scan documents.

Availability of Funds

The source of federal funds may include the federal Department of Health and Human Services, Preventive Health and Health Services Block Grant, Catalog of Federal Domestic Assistance (CFDA) Number 93.991, and Injury Prevention and Control Research and State and Community Based Programs, CFDA Number 93.136. The federal funds are used for grant contracts supporting the primary prevention of sexual violence. All funding is contingent upon the appropriation of funds by the United States Congress and the Texas Legislature and upon approval of an application for funds by the OAG. The OAG makes no commitment that an application, once submitted, or a grant, once funded, will receive subsequent funding.

Grant Contract Period - Up to Three Years

The term of this grant contract is up to three years from February 1, 2016 through January 31, 2019, subject to and contingent on funding and approval by the OAG. If the grant contract period extends for more than one year, the grantee may be required to submit additional documentation relating to the second and third years of the grant contract period, including an updated budget, Work Plan, targets, support documents (e.g. MOU, LOS, or CWA), and other documents as determined by the OAG. The OAG may base its decision for the second and third 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

An Applicant Organization must be an eligible organization in this state to apply for the SAPCS-Federal Grant, meaning it must meet all of the following criteria:

- Sexual assault programs and/or state sexual assault coalitions that are current SAPCS-Federal grantees are eligible to apply for a SAPCS-Federal grant.
 - *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. Sexual assault programs must have provided the minimum services to adult survivors of stranger and non-stranger sexual assault for at least nine months prior to receiving a SAPCS-Federal grant contract.

Funding eligibility may be further limited as stated in the Application Kit.

If awarded SAPCS-Federal funded sexual assault programs will be required to meet the minimum services standards by August 31, 2016. SAPCS-Federal funded sexual assault programs that do not meet the minimum services standards by August 31, 2016 would be ineligible to continue SAPCS-Federal funding.

- State Sexual Assault Coalitions – 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.

Eligible Budget Categories

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

Ineligible Costs

Ineligible costs include, but are not limited to:

- Contracting out grant activities that would otherwise be provided by paid employees of the grantee's organization
- Payment for providing direct counseling, medical treatment, or advocacy services to victims or perpetrators of sexual violence
- Payment for overtime, dues, or 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
- Medical costs, such as SANE fees or salaries, or items paid for by the CVC Program
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

- Payment for research
- Payment for clinical care.
- Media or awareness campaigns that exclusively promote awareness of where to receive services.

Ineligible Activities

Ineligible activities include, but are not limited to:

- Activities for the prosecution of an offender, such as witness coordination, expert witness fees, or prosecutor salaries
- Activities for law enforcement purposes, such as investigators or patrol officers
- Probation activities that assist an offender
- Offender-related activities, such as mediation or alcohol/drug abuse counseling

Funding Levels

For each year of the grant term, the OAG will issue grants in the amounts listed below. Applicants must provide a detailed budget on how these funds will be used.

	Grant Amounts		
Type of Project	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
<i>Current Sexual Assault Programs grantees</i>	\$85,000	\$85,000	\$85,000
<i>Current State Sexual Assault Coalition grantees</i>	Not to Exceed \$425,000	Not to Exceed \$425,000	Not to Exceed \$425,000

A current grantee is one that has an active SAPCS-Federal grant contract for FY 2015. Previous grantees that were not funded in FY 2015, or that de-obligated their contracts in FY 2015, are not eligible for this grant opportunity.

Match Requirements

There are no match requirements for the SAPCS-Federal project.

Volunteer Requirements

All SAPCS-Federal 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, they must identify the role of a volunteer within the organization and if applicable within the organization’s primary prevention program and describe program components related to training of volunteers.

State and Federal Requirements

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS-Federal Program. These rules are published in Texas Administrative Code, 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: <http://governor.state.tx.us/files/state-grants/UGMS062004.doc> (Please note: The Texas Comptroller's office is currently working on revising UGMS. The release of the revised version may occur on or after this application kit has been released)
- 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@texasattorneygeneral.gov
- Phone: (512) 936-1278

Email is the preferred method for submitting questions. Each person submitting a question should include their name, the name of the organization, an email address, a phone number and if applicable, the Unique Application Number. Please note that OAG staff cannot assist with writing Applications.

SAPCS-Federal Program Requirements

(A) Sexual Assault Programs are required to do the following:

Implement at least one (1) Comprehensive Primary Prevention Program (CPPP), as defined in this application. CPPPs must include Phase 1 programming, at least one area of concentration of Phase 2 and strategies at the Community Level. Organizations must complete Phase 1 and then move into Phase 2. Organizations must have a proposed date for the start of Phase 1 and Phase 2. Phase 2 activities are a continuation of Phase 1 and involve the same target audience.

- 1) Programming includes activities at the individual, relationship and community levels. Societal level strategies are optional and should be conducted under the guidance of the state level partners (Department of State Health Services, OAG, Texas Association Against Sexual Assault).
- 2) Comprehensive primary prevention programs must be in alignment with the Prevention Principles as defined in this application kit and must meet the programming requirements and minimum standards contained in the Plan Amendment entitled: *Preventing Sexual Violence in Texas, A Primary Prevention Approach (Plan) Amendment, February 2015*. Programs must collect data on the outcomes identified in the Plan Amendment and must use the measurement tools provided by the OAG. A copy of the Plan Amendment and associated FAQ Document can be found at <http://taasa.org/about/primary-prevention/rpe-grant/>.

- 3) Use at least one (1) of the following Approved Activities (excluding Preparation of informational materials) and at least one (1) of the following Community Change Strategies to achieve the goals of the SAPCS-Federal Program

Approved Activities

- Educational seminars
- Training programs for professionals
- Preparation of informational material
- Training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities

Community Change Strategies

- Coalition Building
 - Community Mobilization
 - Policy Education
 - Social Norms Change
- 4) If funded, grantees will be required to meet all training requirements identified in the Plan Amendment in the time required by the OAG. In FY 2016, grantees will be required to attend, at a minimum, TAASA's Prevention Institute and the National Sexual Assault Conference.

(B) State Sexual Assault Coalitions are required to do the following:

- 1) Provide training and technical assistance to RPE funded organizations on the implementation of sexual violence primary prevention strategies.
- 2) Provide expertise and guidance on state level evaluation efforts for the RPE Program.
- 3) Support local and statewide primary prevention efforts including but not limited to engaging men and youth in primary prevention efforts and prevention efforts on college campuses.
- 4) Support efforts of the Texas Primary Prevention Planning Committee

Staffing Requirements

The funding priority for the SAPCS-Federal Program is to support positions that engage in the implementation and evaluation of primary prevention strategies and activities. 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 and requested by Applicant in Tab

Budget Calculation.

- Sexual Assault Program Applicants are limited to no more than six positions. State Sexual Assault Coalition Applicants are limited to no more than ten positions.
- Each Applicant must designate and request funding for a full-time Primary Prevention Coordinator that is dedicated to primary prevention activities. **No exceptions to this requirement will be allowed.**
- All other primary prevention staff must be on the grant a minimum of 8 hours per week. Organization leaders (e.g. executive directors, program managers) may fall below 8 hours a week.

- Each position listed on the budget can only be associated with one employee. Job sharing can be identified by listing the position on the budget separately as many times as necessary to include all employees who share the job. Please note: separating positions due to job sharing is included in the position maximums.
- Only those positions that are directly related to achieving the goals of the Applicant's project will be funded. This includes positions that have direct involvement in the planning, implementation, or delivery of project activities and positions who directly supervise such staff.
- Grant funded staff will be required to meet all training requirements identified in the Plan Amendment.
- Job descriptions are required and must be submitted for all positions requesting funding. Each position listed must have a job description. Job descriptions must be submitted with the application. Job descriptions must reflect activities that relate to the project's goals and must be appropriately proportionate to the personnel time allocated to the SAPCS-Federal grant. **Job descriptions must include a breakdown of activities by time for activities funded by the grant.** For example, if a grant position works full-time on the grant, then a statement of "Coordinator works 100% on the SAPCS-Federal grant" will suffice. If a grant funded position works part-time on the grant, list the percent of time worked on the grant next to the bulleted job duties (20% SAPCS-Federal or 8 hours SAPCS-Federal) will suffice.

Review Process

The OAG will review each complete Application filed 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 (60% of overall score)
- Assessment and Evaluation (5% 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 take into consideration the diversity and geography of Texas when making funding decisions to ensure primary prevention efforts cover as much of Texas as possible. The OAG will use the approaches and minimum standards identified in the Plan Amendment as a basis to score Applications for this competitive funding opportunity.

The OAG may choose to award a grant contract 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 and a State Sexual Assault Coalition.

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.

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 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. The four quarters end on the last day of the month of April, July, October, and January. Reporting on grant project activities such as 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

Approved Activities – the OAG will allow programs to apply for funding for the following activities, which have been approved by the U.S. Congress, to be used in the prevention of sexual violence:

- Educational seminars;
- Training programs for professionals;
- Preparation of information materials;
- Training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities;

Community - formal or informal organizations or geographical settings in which social relationships occur. Organizations are defined as a social unit of people that is structured and managed to meet a particular need or to pursue collective goals (e.g., all high schools in a school district, an entire university campus, multiple congregations of a faith-based group, multiple workplaces). Communities may include any defined population with shared characteristics, risk/protective factors, and potential for exposure to the prevention strategy with corresponding outcome data sources available (e.g., neighborhoods, municipalities, police jurisdictions, college campuses, hospital catchment areas, etc.).

Community Change Strategies – definitions stem from the Centers for Disease Control and Prevention, Rape Prevention and Education Program, Funding Opportunity Number: CDC-RFA-CE14-1401 and Third Education, Guidance Document for the Sexual Violence Prevention and Education Cooperative Agreement CD07-701 (Rape Prevention and Education), Centers for Disease Control and Prevention (CDC).

- **Coalition Building** – the process by which community members and organizations come together to achieve a common goal, in this case preventing sexual violence. Ideally, the process of coalition building includes a broad spectrum of the community working together to jointly develop a vision, mission and goals and to take action. Coalition building encourages collaboration, defined as exchanging information, modifying activities and sharing risks, resources, responsibilities and rewards.
- **Community Mobilization** – engendering change in communities by facilitating community ownership and action to prevent sexual violence.
- **Policy Education** – educating the public on the evidence associated with potential organizational and public policy solutions to prevent sexual violence for the purpose of adopting and enforcing policies impacting risk or protective factors associated with sexual violence. See examples in the Plan Amendment.
- **Social Norms Change** – changing the prevalence of sexual violence through strategies that lead to an increased perception among community members that the social norms are non-violence and that there are more social pressures and reward for non-violent norms. See examples in the Plan Amendment.

Designated State Sexual Assault Coalition - The Texas state sexual assault coalition as determined by the Center for Injury Prevention and Control at the Centers for Disease Control and Prevention under the Public Health Service Act. The U.S. Department of Justice, Office on Violence Against Women (OVW) provides the current list of designated state sexual assault coalitions at <http://www.justice.gov/ovw/local-resources>

Ecological Model – includes four levels of influence: individual, relationship, community, and societal. Working within this model, individual risk factors as well as the norms, beliefs, and social and economic systems that create the conditions for sexual assault and/or sexual violence to occur can be identified. Effective strategies and activities can then be developed that work to change or eliminate the risk factors that support the occurrence of sexual assault and/or sexual violence. Directing activities at all levels of influence provide a comprehensive approach to primary prevention.

Gender Equity – the freedom to develop and make choices unhindered by gender stereotypes, roles and prejudices; that the different behaviors, aspirations, and needs of people of all genders are considered, valued and favoured equally¹.

Healthy Relationship(s) – used in this document to mean relationships (romantic and otherwise) that are gender equitable, respectful and consensual.

Influencers - The people or institutions that directly impact the target population through relationships (family, peers, teachers, mentors, etc.) or impact the environment of the target population (school administrators, youth-serving organization leadership, church youth group leadership, etc.).

Minimum Standards for Implementing Programming – can be found in the Plan Amendment and details minimum standard that must be present for a successful implementation of programming.

Outcomes to be measured – identified in the Plan Amendment and seeks to determine if the program made a difference and was successful in bringing about the intended changes. All funded organizations will be required to use the same measurements tools which will be provided by the OAG.

Outputs – product of program activities, including Approved Activities and Community Change Strategies conducted by a program.

Outputs Targets – estimate of the number of program activities the organization plans to deliver in a given time period. For example, a local program selects a target of 10 Professional trainings to be held during the grant year. “10” is the estimated target the organization will try to meet during the grant period.

¹ Adapted from a definition of gender equality, United Nations Educational, Scientific and Cultural Organization, access on 01/29/2015 at http://portal.unesco.org/ci/en/ev.php-URL_ID=3443&URL_DO=DO_TOPIC&URL_SECTION=201.html.

Policy – a law, regulation, procedure, administrative action, incentive, or voluntary practice of governments and other institutions.

Primary Prevention Coordinator – responsible for the coordination and implementation of an organization’s primary prevention efforts.

Prevention Principles – taken from the CDC’s Rape Prevention and Education Program Evaluation Guide, Developing an Evaluation Plan:

- Primary prevention: The emphasis of all prevention strategies should be on approaches that address modifiable risk and protective factors for sexual violence perpetration and victimization (e.g. approaches that prevent initial perpetration or victimization).
- Based on evidence: All prevention strategies should be based on the best available evidence where appropriate. At a minimum, prevention strategies should have an articulated theory base and address modifiable risk and protective factors. See the Framework for Evidence for more information on best available evidence at http://www.cdc.gov/ViolencePrevention/pdf/Understanding_Evidence-a.pdf.
- Comprehensive: Prevention strategies should address multiple levels of the social ecology (e.g. individual, relationship, community, society) in a complementary manner (e.g. address related risk and/or protective factors). Comprehensive prevention plans should include components that address risk and protective factors at multiple levels—including the behavior and risk characteristics of individuals, peer and partner relationships, social norms, and structural, institutional, and societal factors and policies that contribute to risk for, or help prevent, sexual violence.
- Collaborative: Prevention strategies should be developed in collaboration with relevant partner organizations/agencies and community members. For example, to give a social norms campaign great legs it could be developed in collaboration with the local transportation authority, business owners, youth serving organizations and others who have a stake in sexual violence prevention and are in a position to increase exposure to messaging.
- Appropriately timed in development: Prevention efforts should focus on risk and protective factors that are most developmentally relevant to the population and recipients of the program or strategy.
- Sufficient “dosage”: Longer, multi-session programs tend to be more effective than brief, single-session interventions. However, the specific length of exposure (e.g., contact hours) needed to change behavior depends on the nature and goals of the specific intervention.
- Well-trained implementers: Implementers should be stable, committed, competent, and able to connect effectively with students. “Buy-in” to the program model helps staff deliver and reinforce program messages with greater credibility. Socio-culturally relevant: Prevention programs and strategies should be culturally relevant and appropriate, in both content and approach, to the individuals and/or groups served. An important way to accomplish this is by involving community members in the development, implementation, and evaluation of the program.
- Sound theory of change: Prevention strategies should be supported by a logical theory of change. It is important to understand how the intervention components or content are expected to impact evidence-based risk and protective factors and, ultimately, sexual violence.

- **Build on or support positive relationships:** Prevention approaches that build on or foster positive relationships between students and their peers, families or communities may have better outcomes. For example, programs may use trusted mentors, teachers, or coaches to deliver the intervention content or they could engage students in peer-facilitated activities or support groups designed to encourage and support positive behavior.
- **Varied teaching methods:** Interactive instruction and opportunities for active, skills-based learning help to engage participants in multiple ways (e.g., writing exercises, role plays) and may be associated with more positive outcomes than interventions which involve only passive audiences (e.g., lecture, films). Multiple interventions that reinforce the same messages or skills in different contexts and using different teaching methods may also improve outcomes.
- **Outcome evaluation:** Strategies that have been rigorously evaluated and shown to have effects on sexual violence or related outcomes are best bets when selecting a prevention approach to implement. Continuous monitoring and evaluation of implementation quality and key outcomes during program implementation can also provide important ongoing feedback and may improve outcomes.

Additionally, it is a core philosophical tenet of the anti-rape movement that prevention strategies be trauma-informed. Meaning, primary prevention strategies should be based on an understanding that any population selected for prevention activities will likely include people who have already experienced sexual violence or who have abused others as well as those who have not. Prevention programs should commit to avoiding re-traumatizing, blaming victims, or colluding with abusive behavior/attitudes. They should also ensure that those delivering prevention activities have sufficient knowledge, skills, and connection to specialized assessment and treatment services to be effective bridges to those services when disclosures do occur).

Primary Prevention Planning Committee (PPPC) – a statewide group of stakeholders convened to develop a primary prevention plan to end sexual violence in Texas. Currently guides the implementation and evaluation of primary prevention efforts in Texas.

Primary Prevention of Sexual Violence – population-based and/or environmental and system-level strategies, policies and actions that prevent sexual assault and/or sexual violence from initially occurring.

- Primary prevention efforts work to modify and/or entirely eliminate the event, conditions, situations, or exposure to risk factors associated with the initiation of violence and subsequent injuries, disabilities, and deaths.
- Prevention efforts seek to identify and enhance protective factors that may prevent violence not only in at-risk populations, but also in the community at-large.

Process evaluation – monitors the process of a program’s implementation by assessing specific program elements to find out if the program is being delivered as intended.

Program Participants – the individuals that will participate in your programs. These may or may not include the target audience and will include any adult influencers your program plans to work with.

Protective factors –events, conditions, situations, or exposure to influences that impede the initiation of sexual violence in at-risk populations and in the community.

Public Health Approach – a four step process that includes:

- Defining the problem based on collecting and analyzing data about a health issue
- Identifying risk and protective factors
- Developing and testing prevention strategies
- Assuring widespread adoption

Risk Factors for Sexual Violence – events, conditions, situations, or exposure to influences that result in the initiation of sexual violence.

Selected Population – a group or population that is defined by increased risk for experiencing or perpetrating sexual violence based on one or more modifiable risk factors. The PPPC determined the selected population in Texas to be 4th-12 grade youth (or age equivalent if youth not in a school setting) and college/university students. Primary prevention efforts must be focused on reducing risk factors or increasing protective factors of this group.

Target Population – is the population chosen by an organization in which prevention programming is designed to create a change. The target population must be within the range of the selected population.

Technical Assistance – efforts that build the capacity of SAPCS-Federal grantees as well as other local and statewide organizations in order to implement and evaluate primary prevention strategies.

Transition Period – February 2016 through May 2016 available for Applicants to finish current programming and honor current commitments before beginning new programs. New programming must be schedule for no later than June 1, 2016.

Varied Teaching Methods – different strategies and mediums for conveying information. This includes skills-based activities, movement-based activities, hands-on experiences, media analysis, etc.

Well trained staff - program staff supports the program and are provided with training regarding the implementation of the intervention².

GENERAL DEFINITIONS

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 and the like. 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 or disposal of surplus materials necessary to meet the requirements of the grant project.

Alternate Designee – The person authorized to sign invoices for the agency (i.e., Authorized Official, 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.

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. (All computers and computing devices should be included in the equipment category, regardless of cost).

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 – Rape Prevention and Education federal fiscal year, beginning on February 1 and ending on January 31st.

Fringe Benefits - fringe benefits compensation or other benefit provided by the employer to the employee at no charge that is above and beyond salary or wages. Examples include health plans, life insurance, 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.

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.

Per Diem – a meal expense incurred on an overnight stay in which the grantee travels outside of his or her designated headquarters.

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

Professional and Consultant Services – services for which the organization uses an outside source for professional advice or services which may include expert consultation and training.

Promotional Items – articles of merchandise that are branded with the name or logo of an organization and used in marketing and communication programs. They are usually given away to promote an organization or event. Most promotional items are unallowable costs for grant purposes and are only allowable if the item is predominately informational and/or instructional in nature and thus the purpose is to provide a public service.

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

Salary – the total compensation earned by the employee without regard to funding source.

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.

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 and postage.

Unique Application Number (UAN) - this number will be assigned by the OAG after an Applicant has completed the required on-line Application Registration for this grant opportunity. The UAN will be used by the OAG to track the receipt of Applications from registered Applicants. The assigned UAN must be included on all Application documents submitted to the OAG.

Volunteer - a person who contributes a service without pay.

III. Specific Instructions for Tabs in Excel Workbook

For all Tabs, answer the questions only in the space 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.

If a message appears when the Excel workbook is opened stating that “Macros in this workbook are disabled...” the Applicant should select “OK”.

Each time a new tab is selected, make sure to scroll up to the top as well as and across the Tab to ensure all cells are viewed.

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.

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 Excel document.

NEW: There are sections of the Excel Workbook that MUST be completed by Sexual Assault Program Applicants and/or State Sexual Assault Coalition Applicants. Each section is labeled with the type of entity - “Sexual Assault Programs” and/or “State Sexual Assault Coalition” - that must complete that section. Applicants should read these instructions carefully to ensure completion of required sections.

TAB A, Section 1: ORGANIZATIONAL INFORMATION (Sexual Assault Programs and State Sexual Assault Coalitions)

1. Organization

Identifying and contact information:

- Unique Application Number (UAN) – A UAN was assigned when the organization completed its online registration for the grant program. Each grant program registered for will have a different UAN. Be sure to enter the correct UAN associated with this grant type.
- 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.

The Amount Requested for FY 2016-2018 as well as the % of Personnel and Fringe Requested will auto-calculate when information is entered into Tab C – Budget Calculation.

1.1-1.5 Narrative Questions

All Applicants must provide the full mission of the organization.

All responses must fit in the text boxes provided when the Application is printed. Any information that does not appear in the text box (in print preview) will not be reviewed or scored. It is highly recommended that responses be written on a separate document, then cut and pasted into the Excel document. If uncertain whether a response fits in the space provided, use the “print preview” function, or print out the responsive page to confirm.

TAB B, C, and D – Sexual Assault Programs – Project Summary

NEW: Sexual Assault Programs must enter information by the Comprehensive Primary Prevention Program(s) they plan to implement. Before completing this Section, Applicants are strongly encouraged to thoroughly review the definition of a Comprehensive Primary Prevention Program found in these Instructions. Sexual Assault Program Grantees are required to implement at least one (1) Comprehensive Primary Prevention Program as defined in the Application Kit. Applicants are able to enter up to three (3) Comprehensive Primary Prevention Programs in this application kit.

All Sexual Assault Program Applicants must implement at least one (1) Comprehensive Primary Prevention Program. Tabs B, C, and D allow Applicants to enter up to three (3) Comprehensive Primary Prevention Programs. This does not reflect an expectation that Sexual Assault Programs should implement more than one (1) Comprehensive Primary Prevention Program. That decision should be made by each Sexual Assault Program taking into consideration available resources.

Comprehensive Primary Prevention Program(s). Questions for CPPP1 are on Tab B and begin with the numeral 2. Questions for CPPP2 are on Tab C and begin with numeral 3. Questions for CPPP3 are on Tab D and begin with numeral 4.

2/3/4.1(a) Summary of CPPP – Should be in standardized language and may be used by the OAG to describe the CPPP.

2/3/4.1(b) Community Profile - Applicants must identify the community where the CPPP will be implemented. See Definitions Section for definition of community. This is the community where the Applicant plans to implement Phase 1, at least one concentration of Phase 2, and Community Level Strategies. Be specific. Responses must include the name of the organization (e.g. XYZ Middle School, university campus, school district, community organization, etc.) where activities will be conducted and where the selected population is found.

2/3/4.1(c) Community Justification - provide a statement of need for the Organization’s Comprehensive Primary Prevention Program (in other words what data or community needs led to the choice of program to be implemented). The statement must include data from a community needs and resources assessment, observational, descriptive and/or statistical data.

2/3/4.1(d) Identification of Target Population – Place an X beside the Applicant’s target population. See the Definition Section for a definition of Target Population.

2/3/4.1(e) Identification of Program Participants - Identify individuals that will participate in programming. See the Definition Section for a definition of Program Participants.

2/3/4.1(f) Setting - Indicate whether Program Participants will be in or out of a school setting.

2/3/4.1(g) Target Population Justification - Provide a justification for the choice of target population. Justification is a statement of need based on observational, descriptive and/or statistical data. Do not include any data or information that is not specifically related to the community where the project will be implemented. Include results from any community mapping, needs assessments, strategic planning, key informant interviews, focus groups etc.

2/3/4.1(h) Program Participants Justification – Provide a justification for the choice of program participants. Detail why these program participants were selected/recruited and how working with these individuals will create the desired change within the target population. Do not include any data or information that is not specifically related to the community where the project will be implemented. Include results from any community mapping, needs assessments, strategic planning, key informant interviews, focus groups etc.

2/3/4.2(a) Selection of Programming – select the programming your organization plans to implement. Select only one (1) for each CPPP.

2/3/4.2(b) Selection of Strategies - Select strategies the organization will use for this CPPP. All Applicants must select at least one Approved Activity (not including Informational materials) and one at least one Community Change Strategy (**2/3/4.2(c)**). See Plan Amendment for more information on strategies.

2/3/4.2(d) Curriculum Used - Identify the curriculum the organization plans to use. For each curriculum identify whether the curriculum was purchased and modified or developed. Label each curriculum as either Phase 1 or Phase 2 programming.

2/3/4.2(e) Sessions - List the number of sessions that are in the curriculum used for Phase 1 programming. See the Plan Amendment, Minimum standards, Sufficient Dosage and associated Q & A Document for more information on what is considered a session.

2/3/4.3 Phase 1 Curriculum Summary - For Phase 1 programming provide topics covered, length of each session (in minutes) and a summary of each session. Applicants must provide summaries for at least 9 sessions if working with youth (4th grade – 12th grade or age equivalent if not in a school setting) or 8-in person hours in at least 2 sessions if working with college students or adult influencers. The summary should include learning objectives, teaching methods, and sufficient detail to show how the risk and protective factors will be addressed and how the required outcomes will be met.

2/3/4.3(a) This section must be completed even if the Applicant will complete Phase 1 with participants before the start of this grant year and is requesting to start Phase 2.

2/3/4.3(b) Summary of Sessions Above Nine for Phase 1 - If Phase 1 programming includes more than 9 sessions provide a brief summary of the remaining sessions including topics of discussion, learning objectives, teaching methods, and sufficient detail to show how the risk and protective factors will be addressed and how the required outcomes will be met.

2/3/4.3(c)-(i) Use of Prevention Principles - For each principle describe how the Applicant’s programming meets the minimum standard for that principle. All Applicants must complete the questions on all principles. See the Plan Amendment for the minimum standards for each principle and see the Definition Section of this document to see the definitions of each principle.

2/3/4.4(a)-(d) Agency Capacity – each Applicant must answer all the questions pertaining to agency capacity. Be specific and give examples.

2/3/4.5(a) Transition Work Plan - If the Applicant needs a transition period (allowed from February through May) to finish current programming and honor current commitments before beginning new programming provide detail on the organization’s activities during this transition period. Response must be sufficient to show the completion of current commitments and a successful transition into new programming.

2/3/4.5(b) Request to Enter Phase 2 at the Start of the Grant - If the Applicant will complete Phase 1 with participants before the state of this grant year and will be starting with Phase 2, detail how the organization completed Phase 1 and met all the new requirements for Phase 1 including the approach, programming, and collection of outcome data identified in the Plan Amendment. Include how the organization determined that the participants had completed Phase 1. Also include the % of Phase 1 participants that will now be participating in Phase 2 programming.

2/3/4.6(a)-(c) Work Plan – Complete all sections (Phase 1, Phase 2, and Community Level Work) of the Work Plan. Provide a start date for Phase 1 and Phase 2 Programming. Provide detail on all columns (Activities, timeline, responsibility party, and measure of success). All personnel listed on the budget must be included under responsible party at least once in the Work Plan.

Example:

Activities	Timeline	Responsible Party	Measure of Success
Conduct Educational Seminars to 4 th grade students.	April 2015 – January 2016	PPC	Sign in sheets show the number of 4 th grade students participating in Phase 1 programming, lesson plan shows topics.
Collect outcome data	May 2015 and December 2015	PPC	Retrospective tests are collected for all participants.

2/3/4.6(d) Work Plan Summary FY 2017 & FY 2018 - Provide a high level Work Plan Summary for years 2 and 3 (FY 2017 and FY 2018) for this CPPP. Describe any expansion of programming and explain in more detail your plan for years 2 and 3 of this grant opportunity.

Example (this is a general example – responses should be specific to the organization’s programming): In years 2 and 3 the PPC will continue implementing Phase 1 with incoming freshman at XYZ High School with the goal of moving a portion of those participants to the Phase 2 group established in year 1. The Phase 2 group will identify new projects for each year. Community level work such as policy change and social norms change campaigns will continue in the same community. Work with adult influencers (such as teachers, parents, coaches, etc.) will continue and new adult influencers will be identified and added as new participants join the groups.

If the Applicant has more than one (1) CPPP complete TAB C and TAB D as indicated.

TAB E – State Sexual Assault Coalition

5.1-5.8 Answer each question on TAB E.

5.2 Work Plan – Complete the Work Plan listed under each category of activities. Enter information for all columns (Activities, timeline, responsible party, and measure of success). All personnel listed on the budget must be included under responsible party at least once in the Work Plan.

TAB F – All Applicants – Additional Organizational Information.

6.1-6.7 All Applicants must answer all questions on this TAB.

6.1-6.2 Support Document – Answer yes or no to the questions regarding the support document. Refer to the Plan Amendment Q & A for the required components of the support document. All applicants must submit a signed support document (e.g. MOU, LOS, or CWA) with the Application. A sample MOU is included at the end of this document.

6.4(a) Important Note about Outcomes - All Sexual Assault Programs will be required to measure the outcomes for Phase 1, Phase 2, and Community Level Work listed in the Plan Amendment using a Measurement Instrument provided by the OAG.

6.7 Budget Narrative – provide a justification which relates to the organization’s CPPPs for each requested budget category that is included in the Organization’s budget on TAB H.

TAB G - Output Target Calculation (Sexual Assault Programs ONLY)

Sexual Assault Programs must enter FY 2016 Targets for each Comprehensive Primary Prevention Program they plan to implement. Before entering targets, Applicants are strongly

encouraged to thoroughly review the definition of a Comprehensive Primary Prevention Program in the Application Kit Instructions.

7.1-7.6 Applicants must enter targets separately for Phase 1, Phase 2, and Community Level activities.

Important Note: Targets for subsequent years, (FY 2017 and FY 2018) will be required at the beginning of each year.

NEW CALCULATION METHOD - To calculate the number of sessions and participants for educational seminars and training programs for professionals, count each session and the number of **unique** program participants regardless of how many sessions each participant attended.

For example: If a nine (9) week educational series is planned for ten (10) students, count each week's session as one (1) educational session and count the **unique** participants attending the series. In this example, the target would be entered as nine (9) sessions and ten (10) participants.

Targets for Educational Seminars and Training Programs for Professionals must be entered using the types listed on the Output Target Calculation Page. There are several spaces to enter other Adult Influencers or other Professionals if needed

For educational seminars enter the number of participants by gender. The total by gender will stay red until the number of participants is entered and the totals match.

Note: Data entered into and will auto-calculate to the Total Number of Participants.

In addition to the target listed in Section 4, funded Sexual Assault Programs will be required to track and report to the OAG information about all primary prevention activities conducted with SAPCS-Federal funds.

TAB G, Section: OUTPUT TARGET CALCULATION (State Sexual Assault Coalitions ONLY)

7.7(a)-(c) Provide targets to the listed activities as applicable.

TAB H, Section —SAPCS-FEDERAL BUDGET (Sexual Assault Programs and State Sexual Assault Coalitions)

8.1(a)/8.8(a)/8.15(a) Personnel:

Sexual Assault Programs are limited to no more than six positions. State Sexual Assault Coalitions are limited to no more than ten positions. One employee per position on the grant is allowed. Multiple employees per position is unallowable. Each position listed on the budget can only be associated with one employee. Job sharing can be identified by listing the position on the budget separately as many times as necessary to include all employees who share the job. Please note: Separating positions due to job sharing is included in the position maximum.

Any hours over forty (40) hours are unallowable by this grant.

Specific instructions and additional information for completing this section:

- **All Applicants must list the Primary Prevention Coordinator (PPC) in Position 1.** Identify the Primary Prevention Coordinator by typing “(PPC)” after the title of the position designated as the PPC for your organization. **This position must be on the grant full-time. No exceptions will be granted.**
- **All other primary prevention staff must be on the grant a minimum of 8 hours per week. Organization leaders (e.g. executive directors, program managers) may fall below 8 hours a week.**
- For each other position, the Applicant should list the position title and the number of hours scheduled to work per week. Next, fill in the number of hours each week that will be spent on this grant. The % of time auto-fills. If the position is currently vacant type “Vacant” under the name.
- Priority positions should be listed first. To change the order of preference. Staff Position/Title #1 is highest priority and Staff Position/Title # 6 is lowest priority. For this grant the PPC must be in Position 1
- Annual Salary: Enter total amount of annual Salary.
- Months: Enter the total months (12 or less) of salary budgeted.
- Total: This field will auto-calculate giving the total salary for the percent of time this position will work on the SAPCS-Federal grant.
- Please Note: Total Salary Requested category will autofill based on the annual salary and the percentage of hours worked on the grant.
- The personnel budget category must include salaries of employees only and not compensation for consultants. “Employee” is defined as a person under the direction and supervision of the grantee, who is on the payroll of the grantee and for whom the grantee is required to pay applicable withholding taxes; or a person who will be on the grantee’s payroll and for whom the grantee will pay applicable income withholding taxes once the grant is awarded.
- Salaries for grant funded positions must be reasonable and comply with the grantee’s salary classification schedule. The grantee must maintain documentation supporting that the salary is commensurate with that paid in the geographical area for positions with similar duties and qualifications.
- Each position listed must have a job description. Job descriptions must be submitted with the Application. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on the SAPCS-Federal grant. Job Descriptions must include a breakdown of activities by time for activities funded by the grant.

8.1(b)/8.8(b)/8.15(b) FY 2016 – 2018 Position Narrative

Provide a justification for each item. This should include how it supports the goals of the grant and must be for each fiscal year.

8.1(c)/8.8(c)/8.15(c) Fringe:

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

- Annual salary
- Annual fringe benefits amount for the position

- Amount of fringe benefits requested from this grant
- If the “Fringe Funding %” column appears in red, the fringe requested must be adjusted to be less than or equal to the percentage of salary being requested for this position.
- The Fringe Detail Section must include the method used to calculate fringe benefits for each position.

8.2(a) FY 2016 Request for Exception(s) to SAPCS-Federal Staffing 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) A minimum of 75% of an Applicant’s budget must be allocated to the Personnel and Fringe Benefits budget categories. A justification must be provided in this section if the Applicant is requesting an exception to this requirement.

8.9(a) FY 2017 Request for Exception(s) to SAPCS-Federal Staffing 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) Exception: A minimum of 75% of an Applicant’s budget must be allocated to the Personnel and Fringe Benefits budget categories. A justification must be provided in this section if the Applicant is requesting an exception to this requirement.

8.16(a) FY 2018 Request for Exception(s) to SAPCS-Federal Staffing 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) Exception: A minimum of 75% of an Applicant’s budget must be allocated to the Personnel and Fringe Benefits budget categories. A justification must be provided in this section if the Applicant is requesting an exception to this requirement.

PROFESSIONAL AND CONSULTANT SERVICES & TRAVEL CATEGORIES

Professional and Consultant

- This category is appropriate when hiring an individual to provide professional advice or services (such as expert consultant) for a fee to the organization but not as an employee of the grantee organization.
- Contracting for grant activities that would otherwise be provided by paid employees of the grantee’s organization is **not allowed** under the SAPCS-Federal grant.
- 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 consultant’s time, services, and rates of compensation. Grantees must establish a contract administration and monitoring system to regularly and consistently ensure that contract deliverables are provided as specified in the contract.
- Grant funds may not be used to pay for any professional and consultant service for a person or vendor who participated directly in writing a grant application.

8.3 FY 2016 Professional & Consultant:

- The following information must be completed for each consultant:
 - Organizational Affiliation: Enter the name of the consultant organization.
 - Name: Enter the name of the consultant.
 - Rate: Enter the expected rate of compensation.
 - Unit: Enter the unit of measurement (either days or hours) used for the rate.
 - # of Days or Hours: Enter either the # of days or hours the consultant will work.
 - Total \$ will auto-calculate.

8.3(a) FY 2016 Professional & Consultant Justification:

Provide a justification for each item. This should include how it supports the goal of the grant.

8.10 FY 2017 Professional & Consultant:

- The following information must be completed for each consultant:
 - Organizational Affiliation: Enter the name of the consultant organization.
 - Name: Enter the name of the consultant.
 - Rate: Enter the expected rate of compensation.
 - Unit: Enter the unit of measurement (either days or hours) used for the rate.
 - # of Days or Hours: Enter either the # of days or hours the consultant will work.
 - Total \$ will auto-calculate.

8.10(a) FY 2017 Professional & Consultant Justification:

Provide a justification for each item. This should include how it supports the goal of the grant.

8.17 FY 2018 Professional & Consultant:

- The following information must be completed for each consultant:
 - Organizational Affiliation: Enter the name of the consultant organization.
 - Name: Enter the name of the consultant.
 - Rate: Enter the expected rate of compensation.
 - Unit: Enter the unit of measurement (either days or hours) used for the rate.
 - # of Days or Hours: Enter either the # of days or hours the consultant will work.
 - Total \$ will auto-calculate.

8.17(a) FY 2018 Professional & Consultant Justification:

Provide a justification for each item. This should include how it supports the goal of the grant.

8.4/8.11/8.18 FY 2016, FY 2017, and FY 2018 Travel

- Funds requested in the travel category should be for **the travel of grant-funded personnel only**. Travel for non-grant funded individuals such as for advisory committees and primary prevention committees should be itemized in the same way specified below and placed in the Other Direct Operating Expenses (ODOE) category (applicable only to state sexual assault coalitions)
- Travel expenses must be reasonable and necessary. Lodging, mileage, car rental, and airfare 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/fmx/travel/texttravel/index.php>

- For this grant, per diem is limited to \$36 per day for overnight travel (in-state 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.
- Travel must relate directly to activities that support the program funded by the OAG grant.
- 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.
- Travel is divided into four categories: OAG Sponsored Training, Local Travel, In-state Travel, and Out-of-State Travel.
- Requirements for each are detailed below:
 - **OAG Sponsored Training**. The travel costs may only be applied to an OAG sponsored training. Enter information only in the applicable categories.
 - Mileage: Enter the # of trips, # of drivers; the cost per mile; and # of miles (if miles are not equal, enter an average).
 - Airfare: Enter the trips, # of people and airfare cost per person (if costs are not equal, enter an average).
 - Per Diem: Enter the # of people; the daily per diem amount (if costs are not equal, enter an average); and the # of days the per diem will be given.
 - For this grant, per diem is limited to \$36 per day for overnight travel (in-state travel) unless a grantee's travel policy provides for a lesser reimbursement. Per diem is unallowable for non-overnight travel for this grant.
 - Lodging: Enter the # of hotel rooms needed; the hotel cost per night (if costs are not equal, enter an average); and # of nights lodging is needed.
 - Other: Provide an explanation of any other costs on the line and enter the total of any other costs associated with in-state travel.
 - **Local travel** is travel incurred locally to conduct approved activities and/or complimentary strategies. This type of travel should be entered in the local travel line item and includes mileage only.
 - Determine all local trips to be taken in FY 2016, FY 2017, and FY 2018. Enter:
 - The total # of trips;
 - The total # of drivers;
 - The cost per mile; and
 - The # of local miles per driver per trip. To calculate this number:
 - Determine total # of miles for all drivers.
 - Divide the total # of miles for all drivers by the # of drivers.
 - Divide that figure by the # of trips.
 - **In-state Travel** is travel incurred throughout the state that requires a per diem and/or an overnight stay. Calculate all in-state trips to be taken in FY2016, FY 2017 and FY2018 and enter totals into the appropriate line items in the following format:
 - Mileage: Determine all in-state trips to be taken. Enter:
 - The total # of trips;
 - The total # of drivers;
 - The cost per mile; and
 - The # of in-state miles per driver per trip. To calculate this number:
 - Determine total # of miles for all drivers.
 - Divide the total # of miles for all drivers by the # of drivers.
 - Divide that figure by the # of trips.

- Airfare: Enter the # of trips; # of people; and airfare cost per person (if costs are not equal, enter an average).
- Per Diem: Enter the # of people; the daily per diem amount (if costs are not equal, enter an average); and the # of days the per diem will be given.
- Lodging: Enter the # of; the hotel cost per night (if costs are not equal, enter an average); and # of nights lodging is needed.
- Parking: Enter the cost per day (if costs are not equal, enter an average) and the number of days parking is needed.
- Rental Car: Enter the cost per day (if costs are not equal, enter an average) and the number of days a rental car is needed.
- Other: Provide an explanation of any other costs on the line and enter the total of any other costs associated with in-state travel.
- **Out-of-state Travel:** For FY 2016, Sexual assault programs may request out of state travel to attend the National Sexual Assault Conference only. In FY 2017 and FY 2018, sexual assault programs may request out of state travel for other national conferences provided they submit a conference agenda in advance and the travel is approved by the OAG.
 - Follow the federal travel guidelines for the city/state where the conference, workshop is held located at https://fm.xcpa.state.tx.us/fm/travel/out_of_state/index.php.
 - Follow the Grants Service Administration (GSA) federal travel guidelines for the city/state where the conference workshop is located at www.gsa.gov
 - Grantees will need to provide a copy of the syllabus, registration form and certificate of attendance with the invoice for payment.
 - This type of travel should be entered into the appropriate line items in the following format:
 - Use the same format listed in “In-state Travel” above.

8.4(a)-(d)/8.11(a)-(d)/8.18(a)-(d) FY 2016, FY 2017 and FY 2018 Travel Justifications:

Provide a justification describing 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.

FY 2016 - EQUIPMENT, SUPPLIES AND OTHER DIRECT OPERATING EXPENSES (ODOE)

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 paid for with OAG funds only for grant-related purposes.
- Computers, regardless of cost, should be included under equipment.
- 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 must either be budgeted as part of this grant or secured through other means.

- 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.

8.5 FY 2016 Equipment

- List equipment to be purchased; the unit cost per item; the # of items to be purchased, and the % of the total cost allocated to this grant project.

8.5(a) FY 2016 Equipment Narrative

- Provide a 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.

8.12 FY 2017 Equipment

- List equipment to be purchased; the unit cost per item; the # of items to be purchased, and the % of the total cost allocated to this grant project.

8.12(a) FY 2017 Equipment Narrative

- Provide a 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.

8.19 FY 2018 Equipment

- List equipment to be purchased; the unit cost per item; the # of items to be purchased, and the % of the total cost allocated to this grant project.

8.19(a) FY 2018 Equipment Narrative

- Provide a 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.

8.6/8.13/8.20 FY 2016, FY 2017, FY 2018 Supplies

"Supplies" is defined as consumable items directly related to the day to day operation of the grant program. Allowable items include, but are not limited to: office supplies, paper and postage.

The OAG will not approve funds for the purchase of program promotional items or recreational activities.

One Time Purchases

- The first seven (7) rows are for any supplies that represent one time purchases:
- Cost: Enter the unit cost of each item.
- #: Enter the number of items needed.
- Enter the % of the total cost allocated to this grant period.

General Office Supplies - such as pens, paper etc. use the following guidelines:

- Months: Enter the number of months over which the supplies will be consumed.
- Cost: Enter the costs per month per staff person to consumed supplies.
- #: Enter the number of staff that will use the supplies (must be less than or equal to the number of staff paid for by this grant).
- Enter the % of the total cost allocated to this grant period.

8.6(a) FY 2016 Supplies Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

8.13(a) FY 2017 Supplies Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

8.20(a) FY 2018 Supplies Narrative

Provide a justification for each item. This should include how it supports the goal of the grant.

Other Direct Operating Expenses

- Other Direct Operating Expenses" is defined as those costs not included in other budget categories and which are directly related to the day to day operation 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.
- Funds may not be used to purchase food and beverages.
- Travel for non-grant funded individuals such as for advisory committees and primary prevention committees must be listed in this budget category (applicable only to state sexual assault coalitions. Use the same instructions for completing this travel section as was used for travel for grant-funded personnel.

8.7/8.14/8.21 FY 2016, FY 2017, and FY 2018 Other Direct Operating Expenses

- The first rows are for any ODOE expenses that represent one-time costs.
- List the item, the number of staff using the item and the cost per staff.
- The remaining rows are for on-going expenses.
- List the item, the number of staff using the item, the number of months in use, the average cost per staff person, per month, and the % of the total cost allocated to this grant project.

8.7(a) FY 2016 Other Direct Operating Expenses Narrative

- Provide a justification for each item. This should include how it supports the goal of the grant.

8.14(a) FY 2017 Other Direct Operating Expenses Narrative

- Provide a justification for each item. This should include how it supports the goal of the grant.

8.21(a) FY 2018 Other Direct Operating Expenses Narrative

- Provide a justification for each item. This should include how it supports the goal of the grant.

ODOE and Cost Allocation

Grantees often share program expenses with more than one funding source. Below are four allowable allocation methods and examples of how the allocation 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 for that 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 table 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 Maint.	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
$=75,000 \text{ divided by } 475,000 = 0.16$	
OAG Grant portion of the expense = 16%	
The OAG Grant could not be charged more than 16% of the allowable ODOE costs.	

(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 FTE's:

1. Determine the total number of hours worked for all employees.
2. Divide that number by 2080 to arrive at the overall total number of FTE's.
3. To obtain the number of FTE's 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 FTE's, divide the FTE total for the grant by the total of FTE's of the organization 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)
	$20,800 / 2080 = 10$ FTE's 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 (FTE's overall) = $.27$ (27%)
	$27\% \times$ ODOE expense = amount to be allocated to grant A

(3) Square Footage Based: This is calculated by measuring the square footage (sq. ft.) to get the allocation percentage for direct use and common area. For example:

Direct Use is defined as an area occupied by funded grant staff under this contract.
Common Area is defined as an area shared by all employees of the entity.

Total Sq. Footage = 1250; Rent = \$1200 per month; $\$1200 / 1250 = \0.96 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
Rm (Common Area) $22 \times 15 = 330$ sq ft	Rest Rm 1 (Common Area) $6 \times 8 = 48$ sq ft
Area (Common Area) $8 \times 8 = 64$ sq ft	Hallway (Common Area) $48 \times 4 = 192$ sq ft
Storage Rm (Common Area) $8 \times 8 = 64$ sq ft	Break Area (Common Area)

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

Steps to Calculate Square Footage

1. Calculate the total square footage and divide by the monthly rent to get the cost per square foot.
2. Multiply the direct use square footage by the cost per square foot. This gives you the direct use cost.
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% X 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.

IV. OAG Certifications and Assurances

A. THE UNIFORM GRANT MANAGEMENT STANDARDS (“UGMS”), PART III, SECTION _____.14; PROMULGATED BY THE OFFICE OF THE GOVERNOR, STATE OF TEXAS.

THE OAG HAS ADOPTED THOSE ASSURANCES AS APPLICABLE TO ALL RECIPIENTS OF SAPCS - FEDERAL FUNDS.

The Applicant agrees to:

(1) Comply with Texas Government Code, Chapter 573, Vernon=s 1994, by ensuring that no officer, employee, or member of the applicant=s 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 relative to a project to be available to the public during normal business hours.

(3) Comply 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 Government Code, Chapter 415, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the OAG with a certification from the Texas Commission on Law Enforcement Officer Standards and Education 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 insure 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 Child

Protective and Regulatory 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 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, (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, 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 (Clear Air) Implementation Plans under Section 176(c) of the Clear 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 work place guidelines of the Texas Department of Health 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 CVSD 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 agency and CVSD, of the 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 their knowledge and belief that one of the following applicable requirements will be met:

1. The applicant currently expends \$500,000 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 OMB Circular A-133.
2. The applicant currently expends \$500,000 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 Uniform Grant Management Standards (UGMS).
3. The applicant currently expends less than \$500,000 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 OMB Circular A-133.

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 agency 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

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 Office of Management and Budget (OMB) Circular A-133 and Uniform Grant Management Standards (UGMS) requirements. Additionally, the annual independent financial audit will meet GAGAS standards in the event a Single Audit is not required.

COMPLIANCE WITH UGMS AND THE APPLICABLE OMB CIRCULARS

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

The Applicant assures compliance with all Federal/state statutes, regulations, policies, guidelines and requirements, including, but not limited to, UGMS as well as OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 123 72.

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

- **The completed Excel Workbook (must be submitted in Excel format).**
- **“STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION”**
 - The Statement Supporting Submission of the Application to OAG Crime Victim Services Division must be signed 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”**
 - The Resolution of Governing Body 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 Open Meeting Act or other requirements prevents the governing body from reviewing and approving the Resolution, 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, they must be designated by another member’s signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)
- Memorandum of Understanding, Letter of Support, Cooperative Working Agreement or other support document. All Applicants must submit at least one support document that includes all the components listed in the Plan Amendment Q & A document. Each support document must be signed by all entities listed in the document. A sample MOU can be found at the end of this Application Kit.

Note: The “Statements Supporting Submission of the Application to OAG Crime Victim Services Division” and “Resolution of Governing Body” listed above can be found at the end of this Application Kit.

- **Job Descriptions** are required for each position requested in the proposed budget.
 - Job descriptions must be submitted with the Application. Missing job descriptions may impact the Applicant’s funding.
 - Job description titles should match the titles of the positions in the proposed budget.
 - The Applicant should mark each page of the submitted job descriptions with the name of the Applicant and the Unique Application Number, if applicable.

THE APPLICANT SHOULD SUBMIT “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OAG CRIME VICTIM SERVICES DIVISION,” “RESOLUTION OF GOVERNING BODY,” JOB DESCRIPTIONS AND CURRICULUM VERIFICATION DOCUMENT TOGETHER IN ONE PDF DOCUMENT, IF POSSIBLE. IF THE APPLICANT DOES NOT HAVE THE CAPABILITY TO SCAN THESE DOCUMENT TOGETHER AS ONE PDF, APPLICANTS MAY SUBMIT THEM AS SEPARATE PDF DOCUMENTS.

**STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION
TO THE
OAG CRIME VICTIM SERVICES DIVISION—
REQUIRED WITH THE APPLICATION SUBMISSION**

**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT
WEDNESDAY, JANUARY 6, 2016, OR THE APPLICATION WILL NOT BE CONSIDERED.**

INSTRUCTIONS: Initial each numbered line, sign the required document and submit with the Application.

LEGAL NAME OF APPLICANT: _____

UNIQUE APPLICATION NUMBER: _____

1. _____ THIS APPLICATION IS FOR:

- Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

2. _____ TRUE AND CORRECT INFORMATION. The undersigned certifies that the information contained in this Application is true and correct to the best of his or her knowledge.

3. _____ OAG CERTIFICATIONS AND ASSURANCES. The undersigned has read and understands the Certifications and Assurances contained in the Application Kit.

4. _____ DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CDT JANUARY 6, 2016 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. _____ 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.

6. _____ 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 Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

7. _____ Memorandum of Understanding (MOU), Letter of Support (LOS), Cooperative Working Agreement (CWA) or other support document. The undersigned understands that a signed MOU, LOS, CWA must be submitted with the Application.

Signature/Title

Printed Name

Date

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY—REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT JANUARY 6, 2016. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS 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: _____

UNIQUE APPLICATION 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) Crime Victim Services Division for the following grant program :

- Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

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, Crime Victim Services Division 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, Crime Victim Services Division as well as the designation of the Authorized Official.

Signature

Printed Name

Date

Sample Memorandum of Understanding:

SAMPLE Memorandum of Understanding

This Memorandum of Understanding is entered into, by, and between XXXX, and XXXX.

1. History of the Relationship – detail history of relations if application and beneficial for parties.
2. Purpose of the MOU: detail the purpose of the MOU.

Example: The purpose of this MOU is to support XYZ sexual assault programs' application for funding for primary prevention programming, continue historical partnerships to further primary prevention efforts in ABC county, city, etc., and to show partner support exists to successfully implement the activities.

3. Roles and Responsibilities: detail the roles and responsibilities of each entity entering into the agreement. Example:

ABC organizations agrees to:

- a. X time for participants to complete the program (sufficient dosage)
- b. X space for programming to take place (this is for the organization where the primary prevention programming will be implemented – e.g. school, community organization, etc.).

DCE sexual assault program agrees to:

- a. Provide programming over X time for participants (sufficient dosage)
- b. Other commitments from the sexual assault program to ensure successful implementation.

4. Term of the MOU

The MOU begins on the first day of XXX, and ends on the XXXX day of.

5. Primary Contacts:

- a. For XXX:
- b. For XXX:

Signatures (for each entity signing):

Entity Name:

Printed Name and Title of Signer:

Signature of Signer:

Date Signed: