

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

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

FY 2012-2013 Grant Application Kit

**REGISTRATION DEADLINE:
5:00 p.m. CST Friday, June 22, 2012**

**APPLICATION DEADLINE:
5:00 p.m. CST Friday, June 22, 2012**

This Kit contains the following:

I. Instructions

II. Definitions (Approved Activity Definitions and General Definitions)

III. Specific Instructions for Tabs in Excel Workbook

IV. Certifications and Assurances

V. Required Attachments A & B

***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)

How to Obtain an Application Kit

The OAG will post the Application Kit on the OAG's official agency website at <http://www.oag.state.tx.us/victims/grants.shtml>. 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 Office of the Attorney General (OAG), Crime Victim Services Division (CVSD) for the SAPCS-Federal Program.

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

Applicant Registration – Deadline June 22, 2012

All applicants are required to complete on-line Applicant Registration in order to apply for FY 2012-13 grants. To register go to: <http://www.oag.state.tx.us/victims/grants.shtml>.

The deadline to register is 5:00 p.m. CST Friday, June 22, 2012.

- 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.
- **PLEASE NOTE** applicants must register first and receive a UAN to access the application and required documentation. Applicants who register on June 22, 2012, will not be able to use the required UAN to complete and submit the application to the OAG by the application deadline via the specified delivery method. Applicants are strongly encouraged to register as soon as possible to ensure that the application deadline is not missed.

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

On-line Registration is required. If registration is not completed within sufficient time to meet the application deadline, 5:00 pm CST June 22, 2012, the Application will not be considered and is not eligible for funding.

Application Submission – Deadline June 22, 2012

The Application consists of an Excel workbook, Attachment A, Attachment B, Job Descriptions for the personnel requested in the budget, and Collaborative Agreements, if applicable.

The Applicant must submit an Application for SAPCS-Federal funding to be received by the OAG no later than 5:00 p.m. CST on June 22, 2012 to be considered for funding. **To meet the deadline, the application must be submitted by both hard copy and e-mail.**

1. Hard copy:

- The Applicant must use a Next Day Air Overnight Delivery Service that tracks its deliveries. **Submission by Next Day Air Overnight Delivery Service ensures that your Application can be tracked.**
- The Applicant must submit:
 - One (1) Original Application
 - One (1) Excel Workbook
 - One (1) Attachment A containing original signatures
 - One (1) Attachment B containing original signatures
 - One (1) Job Description for each position requested on the proposed budget
 - Collaborative Agreement(s) for each collaboration (if required by the Applicant to achieve the proposed project as described in the Application).
 - The Application should be printed on 8.5 x 11 inch paper and bound with a binder clip. Do not staple or otherwise bind Application.
 - The Application must be sent to the following address:

CVS GRANTS APPLICATIONS – MC 005
OFFICE OF THE ATTORNEY GENERAL
300 W 15TH ST RM 102

AUSTIN, TX 78701-1649

2. E-mail copies:

- The Applicant must submit:
 - One (1) Application (Excel workbook).
- The Excel workbook must be sent to the following e-mail address:
CVSGrantsApplications@texasattorneygeneral.gov
- An auto-reply message will be generated by the OAG for e-mail 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.

The OAG accepts no responsibility for delays in shipping. Applicants are strongly advised to allow for and anticipate any such delays by sending the Application as early as possible. Late Applications will not be considered under any circumstances.

For security purposes the OAG cannot accept Applications submitted in other formats, including walk-in or hand delivery or same day courier service.

Proof of sending a document by e-mail or other means is not proof that the OAG received the information.

Please contact the OAG if there are any questions about the method of delivery. The OAG will not consider or fund an Application if it is not received by the OAG by the deadline.

Required Software

Microsoft Excel 97 or newer version is required to complete the Application and apply for a grant. *Adobe Reader* is required to access the Application Kit. *Adobe Reader* can be downloaded for free at www.adobe.com.

Availability of Funds

The source of federal funds may include the Federal Department of Health and Human Services, Preventative 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

The grant contract period (term) is up to three months from August 1, 2012 through October 31, 2012, subject to and contingent on funding and/or approval by the OAG. The OAG may, at its discretion, opt to extend contracts for an additional amount of time. If the grant contract period extends for more than one fiscal year, the grantee may be required to submit additional documentation relating to the second fiscal year of the grant contract period, including updated goals, targets and budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, responsiveness to requests for reports and data, effective and efficient use of grant funds and the success in meeting the programmatic goals established by the grant.

Eligibility Requirements:

This is the second offering of FY 2012-2013 SAPCS-Federal funding. To be eligible for this grant opportunity, the Applicant must not have been offered or awarded an FY 2012-2013 SAPCS-Federal grant contract during the first issuance of this funding opportunity.

Eligible Applicants

The following entities are eligible to apply under the SAPCS-Federal Program:

- Local units of government, excluding law enforcement agencies and prosecutor's offices;
- Non-profit agencies with 26 U.S.C. § 501(c)(3) status; or
- State agencies.

Local Programs: A local program must offer the following minimum services for at least nine months prior to receiving a SAPCS-Federal grant contract: 24-hour crisis hotline; crisis intervention; public education; advocacy and accompaniment to hospitals, law enforcement offices, prosecutor offices, and courts for survivors and their family members; and crisis intervention volunteer training.

A local Applicant does not have to actually apply for or receive a SAPCS-State grant to meet these eligibility requirements for an SAPCS-Federal grant.

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, treatment, or advocacy services to victims or perpetrators of sexual assault and/or sexual violence
- Payment for media or awareness campaigns that exclusively promote awareness of where to receive victim services
- Payment for construction or renovation
- Payment for the development of major software applications
- Payment for overtime, dues, or lobbying
- Payment for out-of-state travel
- 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 Sexual Assault Nurse Examiner fees or salaries, or items paid for by the Crime Victims' Compensation Program
- Payment for research
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

Ineligible Activities

Ineligible activities include, but are not limited to:

- Activities solely for research purposes
- Activities solely for the prosecution of an offender, such as witness coordination, expert witness fees, or prosecutor salaries
- Activities solely 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 fiscal year of the grant term, the following are the minimum and maximum amounts the OAG will reimburse toward the SAPCS-Federal project funded. Applications requesting an amount below the minimum or above the maximum may not be considered or the budget may be adjusted by the OAG.

Type of Project	Minimum Amount		Maximum Amount	
	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2013
<i>Applicants</i>	\$5,000	\$20,000	\$6,250	\$25,000

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. Applicants must identify the role of a volunteer within the organization and describe program components related to recruitment, retention and training of volunteers. 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.

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://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62&rl=Y)

In addition to the OAG’s administrative rules, Applicants should be familiar with the Uniform Grant Management Standards (UGMS) and relevant Office of Management and Budget (OMB) Circulars that relate to state, and if applicable, federal grant funding.

- o UGMS can be found at: <http://www.governor.state.tx.us/grants/what>
- o OMB Circulars can be found at: <http://www.whitehouse.gov/omb/circulars/>

Contact Information

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

- o E-mail: cvsgrantsapplications@texasattorneygeneral.gov
- o Phone: Jennifer McShane Ferguson (512) 936-1278

E-mail is the preferred method for submitting questions. Each person submitting a question should include his/her name, the name of the organization, an e-mail address, a phone number and if applicable, the Unique Application Number. OAG staff cannot assist with writing Applications.

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. Local programs may apply for funds to conduct any of the six Approved Activities or Complimentary Strategies listed below.

Program Requirements

(A) Local Programs conducting Approved Activities

- 1) Implement a comprehensive primary prevention program to address goal(s) identified in *Preventing Sexual Violence in Texas, A Primary Prevention Approach* using any one or more of the Approved Activities or Complimentary Strategies. A copy of the plan can be found at <http://www.taasa.org/prevention/pdfs/PreventingSexualViolenceinTexas.pdf>.
- 2) Enhance Approved Activities or Complimentary Strategies for primary prevention of sexual violence by incorporating the Nine Principles of Effective Programming and the Centers for Disease Control and Prevention (CDC)'s Framework for Enhancing Activities for Primary Prevention of Sexual Violence.

Approved Activities. Under the terms of the federal funding, any of the following Approved Activities or Complimentary Strategies are to be used to achieve the goals of the SAPCS-Federal Program:

- 1) Educational seminars
- 2) Training programs for professionals
- 3) Preparation of information material
- 4) Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities
- 5) Education to increase awareness about drugs used to facilitate rapes or sexual assaults
- 6) Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 [42 U.S.C. 12102])

Complimentary Strategies. CDC added the Complimentary Strategies in their guidebook "The National Rape Prevention and Education (RPE) Program Orientation and Guidance Manual," January 2009.

- 1) Coalition Building
- 2) Community Mobilization
- 3) Policy Change
- 4) Norms Change

Staffing Requirements

The funding priority for the SAPCS–Federal Program is to support positions that work towards the development and implementation 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 in Tab C- Budget Calculation.
- Local Programs conducting Approved Activities are limited to no more than six positions.
- One employee per position on the grant is allowed. Multiple employees per position are unallowable.
- Job Descriptions are required and must be submitted for all positions requesting funding.
- Each Applicant must designate and request funding for a Primary Prevention Coordinator (PPC) that is responsible for the coordination and implementation of primary prevention efforts. This position must, at a minimum, work 20 hours per week on primary prevention activities on the grant. The OAG may grant an exception to the requirement for the PPC to be on the grant a minimum of 20 hours per week for projects that demonstrate a need as described in Tab C- Budget Calculation.
- 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.
- At least one grant funded staff will be required to attend or participate in at least one specialized primary prevention training as identified by the OAG each fiscal year.

Review Process

The OAG will review each timely, completed Application filed 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)
- What Will Be Done (60% of overall score)
- Assessment and Evaluation (5% of overall score)
- Financial Questions (20% of overall score)
- Other scoring criteria (5% of overall score)

Grant Decisions

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.

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.

Funding Priority

The OAG reserves the right to consider all other appropriations or funding an Applicant currently receives when making funding decisions. The OAG may give priority to Applicants that do not receive other sources of funding, including funding that originates from the Texas Compensation to Victims of Crime Fund (Fund 469).

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 act 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 in the manner and schedule as determined by the OAG. Reporting on grant project activities, outputs and outcomes via quarterly Performance Reports will be required.

Method of Payment

OAG grants are paid on a cost-reimbursement basis.

II. Definitions

OUTPUT DEFINITIONS

Activities – processes, tools, events, technology, and actions required to implement a strategy.

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 assault and/or sexual violence:

- Educational seminars
- Training programs for professionals
- Preparation of information material
- Education and training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities
- Education to increase awareness about drugs used to facilitate rapes or sexual assaults
- Other efforts to increase awareness of the facts about, or to help prevent, sexual assault, including efforts to increase awareness in underserved communities and awareness among individuals with disabilities (as defined in section 3 of the Americans with Disabilities Act of 1990 [42 U.S.C. 12102])

Complimentary Strategies – definitions draw from the **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 – is 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. Community mobilization facilitates shifting ownership from the solution to the community to impact underlying/root causes of sexual violence. Incorporating community mobilizing initiative into prevention efforts brings individuals back to the roots of sexual violence being a social change movement. Building the capacity of communities to prevent sexual violence and increases the potential for lasting, substantive change at the individual and community level.
- Policy Change – the role of policy work in sexual violence prevention is to promote individual, community, or organizational norms, behaviors, and practices that influence the circumstances or environments in which sexual violence occurs. Policies establish expectations of conduct and practice for individuals and also establish an organizational climate in which the mission and goals of the organization are fulfilled.

Examples:

- 1) Review/revise policies in youth services organizations, schools, universities, and businesses re: sexual harassment and sexualized bullying, ensuring compliance with federal and state laws.
- 2) Work with youth services organizations, businesses, faith communities, schools, universities, and social organizations to assess gender equity and organizational policies and practices that contribute in inequity.
 - Norms Change – a norm is defined as a standard, model, or pattern. Social norms are the behavior expectation and cues within a society or group. Social norms have also been defined as the rules that a group uses for appropriate and inappropriate values, beliefs, attitudes and behaviors. In primary prevention, Norms Change works to change those expectations and rules regarding values, beliefs, attitudes and behaviors which support the occurrence of sexual violence.

Example:

- 1) Conduct education to teach critical viewing and to raise awareness about connections between media messages and sexual violence such as reviewing media which objectify women.

Comprehensive Primary Prevention Planning – a planning process to use primary prevention in order to address sexual assault and/or sexual violence by assessing current programs and developing future programs. Planning should develop programs that are multi-faceted, evidenced-based, theory-based, includes public health behavior change principles and addresses multiple levels of influence within an ecological model.

Comprehensive Prevention Program - a comprehensive prevention program is the combination of complementary and synergistic prevention strategies across the levels of the social ecology that address the needs of a universal or selected population. Strategies are complementary and synergistic when they focus on the same group and when a strategy implemented at one level of the social ecology reinforces a strategy at another level of the social ecology. The strategies at different levels of the social ecology address the same risk or protective factor. *Preventing Sexual Violence in Texas, A Primary Prevention Approach, p.53 and Third Edition, Guidance Document for the Sexual Violence Prevention and Education Cooperative Agreement CE07-701(Rape Prevention and Education).*

Strategies/activities implemented at one level of the social ecology may be considered comprehensive if multiple approaches are used to address the same risk or protective factor.

Preventing Sexual Violence in Texas, A Primary Prevention Approach, 2010–2018, (PLAN) is a document which identifies Texas’ plan to end sexual violence using a primary prevention approach. For additional information on the following topics, see the *PLAN*:

- Comprehensive Prevention Program – page 53
- Identified Risk Factors and Goals to address those Risk Factors – pages 41-49
- Social Competencies such as planning and decision making, interpersonal competence, cultural competence, resistance skills, and peaceful conflict resolution – pages 42 & 44

Examples of Comprehensive Prevention Programs as it relates to the completion of the SAPCS-Federal Application Kit and the goals identified in *PLAN*

- **More than one goal is chosen representing at least two spheres of the ecological model and the goals complement each other.** Example: Grantee provides educational sessions to increase social competencies among youth and works with the students' adult influencers (parents, teachers, coaches, etc.) to increase adult modeling of social competencies.
- **One goal is chosen which complements the work of another community organization.** Example: Grantee provides educational sessions to students to increase social competencies among youth, however, another community organization works with the students' adult influencers to increase adult modeling of social competencies. The grantee and the community organization collaborate to ensure the work with the parents reinforces the education to the students (example: develops curriculum together).
- **One goal is chosen and a comprehensive program is achieved through multiple approaches.** Example: Grantee provides educational sessions to students to increase social competencies among youth. The organization also works with the students' adult influencers to assist them in 1) reinforcing the message delivered to the students and 2) helping their student practice new skills associated with social competencies. In this scenario, both approaches (working with students and their adult influencers) are addressing the same goal (increasing social competencies among youth).

Community Readiness Efforts – the community's awareness of, interest in, and ability and willingness to support sexual assault/violence primary prevention efforts

Ecological Model – the ecological model used by the CDC; 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.

Local Program – provides the following services in five or fewer Councils of Governments regions: 24-hour crisis hotline; crisis intervention; public education; advocacy and accompaniment to hospitals, law enforcement offices, prosecutor offices, and courts for survivors and their family members; and crisis intervention volunteer training.

Nine Principles of Effective Programs - the CDC supports the use of the “Nine Principles of Effective Programs” in the delivery of Approved Activities. Additional information regarding the Nine Principles of Effective Programs can be found in the publication: *What Works in Prevention, Principles of Effective Prevention Programs*, June/July 2003, [American Psychologist](#), which was used as a source for the description of the principles below.

- 1) Comprehensive - strategies should include multiple components and affect multiple settings to address a wide range of risk and protective factors of the target population.
- 2) Include varied teaching methods - strategies should include multiple teaching methods, including some type of active, skills-based component.
- 3) Provide sufficient dosage - participants need to be exposed to enough of the activity for it to have an effect. Research shows that 7-9 doses are needed to affect changes in attitudes and behaviors.

- 4) Are theory driven - preventive strategies should have a scientific justification or logical rationale.
- 5) Provide opportunities for positive relationships - programs should foster strong, stable, positive relationships between children/youth and adults, youth and youth, adults and adults.
- 6) Are appropriately timed - program activities should happen at a time (developmentally) that can have maximal impact in a participant's life.
- 7) Are socio-culturally relevant - programs should be tailored to fit within cultural beliefs and practices of specific groups as well as local community norms.
- 8) Include outcome evaluations - a systematic outcome evaluation is necessary to determine whether a program or strategy worked.
- 9) Involves well-trained staff - programs need to be implemented by staff members who are sensitive, competent, and have received sufficient training, support, and supervision.

Outcome and Process Evaluation – indicators and measures that document a change in individual and community attitudes, behaviors and norms related to sexual assault and/or sexual violence.

Primary Prevention Planning Committee (PPPC) – a statewide group of stakeholders who have the responsibility to develop a primary prevention plan for Texas and to guide the state's transition towards a primary prevention approach to end sexual violence.

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.

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 Factor – an attribute, situation, condition or environmental context that increases the likelihood of the occurrence of a health problem or behavior such as sexual violence.

Sexual Violence – as defined by the CDC, sexual violence is a wide range of acts that occur in a variety of settings, consisting of four types: (1) A completed sex act without the victim's consent, or involving a victim who is unable to provide consent or refuse; (2) An attempted (but not completed) sex act without the victim's consent, or involving a victim who is unable to provide consent or refuse; (3) Abusive sexual contact including intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of

any person without his or her consent, or of a person who is unable to consent or refuse; and (4) Non-contact sexual abuse including voyeurism; intentional exposure of an individual to exhibitionism; pornography; verbal or behavioral sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.

Strategies – plans for using activities to achieve a specific goal.

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.

Cooperative Working Agreement – see memorandum of understanding.

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

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

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

Fringe Benefits - 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, and employer's portion of payroll tax.

Memorandum of Understanding (MOU) - an MOU is a written agreement between two or more parties that sets forth any common understandings, respective roles or interactions between the parties or any supporting duties or responsibilities between the parties. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

Mileage – per mile cost when traveling by car.

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

Outcome - actual impacts, benefits or changes related to outputs which can be measured during or after completion of a given time period. Outcomes answer the "how well" question.

Outcome Target – estimated target, benchmark, or goal for the change in behavior, knowledge or understanding. It is the target for a measured change in behavior, knowledge, or understanding.

Output - quantity or amount of items or work produced. It is tangible, countable, number of products or activities that are performed, produced or conducted in a given time. Outputs answer the "how many" question.

Output Target - estimated target, benchmark or goal for the quantity or amount of items or work produced. It is the target for a tangible, countable, number of products or activities that are performed, produced or conducted in a given time.

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 anytime with or without notice.

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

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, these are to clarify and provide specific information where necessary. Be sure to answer every question in the Excel document.

TAB A - ORGANIZATION

1. Organization

Each Applicant was assigned a Unique Application Number (UAN) when on-line registration was completed for the grant program for which their organization applied.

Provide a contact name and phone number in the event the OAG has any questions about the Application.

Amount Requested will auto-populate and % of Personnel and Fringe Requested will auto-calculate from information entered into the budget.

2.- 11.1 Narrative Questions

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

TAB B – APPROVED ACTIVITY TARGETS

12. Approved Activity Targets

This Tab records targets by goal for activities to be funded by the OAG grant for FY 2012-2013 for local programs conducting Approved Activities and Complimentary Strategies. **Note: Targets for FY 2012 are for a three month period (August to October 2012) and targets for FY 2013 are for a twelve month period (November 2012 to October 2013).**

The Applicant must complete one table by goal being requested through this grant for the following targets, if applicable:

- Training Programs for Professionals – enter total number of presentations and total number of participants. For audience type and topics check all that apply.
- Education Sessions* – enter total number of presentations and total number of participants for each audience type. For topics check all that apply.
- Informational Materials Developed Topics – check all that apply.

To calculate the number of sessions and participants for professional training and educational sessions, count each session and each session's participants individually, even if part of a series. 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 number of participants expected to attend each session ten (10) even if the participants are the same individuals each week. In this example, the target would be entered as nine (9) sessions and ninety (90) participants (9 sessions x 10 participants each session).

* Targets for Educational Session audience types should be entered using the following categories:

- Pre-School Students
- Elementary School Students
- Middle/Junior High School Students
- High School Students
- College Students
- Youth Not in School Settings
- Parents

If the target audience does not fit in to one of these categories, then choose one of the following Other Audience types:

- African American
- Hispanic/Latino
- Asian Pacific
- Native American
- GLBTQ
- Elderly
- Faith Community Members
- Persons with Disabilities
- Coaches
- Men & Boys
- General Mixed Group
- High Risk Group

If one or more of these subsets of Other Audience types is chosen, the cumulative total will auto-calculate on the "Other Audiences. Select from Subset Below" line.

Example: An educational session will be conducted to high school students who are predominately African American. The educational session target should be recorded in the High School Students category.

Example: An educational session is planned for the elderly residents in an assisted living facility. The educational session target should be reported under “Other Audiences” in the “Elderly” sub-category.

Note that in addition to the targets listed in 12.1, the Applicant will be required to track and report to the OAG information about primary prevention activities, including, but not limited to, community mobilization, coalition building, organizational policy and norms change.

TAB C—BUDGET CALCULATION

Local programs applying to conduct Approved Activities are limited to no more than six positions. One employee per position on the grant is allowed. Multiple employees per position is unallowable. **Note: The budget for FY 2012 is for a three month period (August to October 2012) and budget for FY 2013 is for a twelve month period (November 2012 to October 2013).**

13.1 and 21.1 Staff Position/Title

Enter positions on this Tab in order of funding priority. Local programs applying to conduct Approved Activities and Complimentary Strategies are limited to no more than six positions. Staff position/Title #1 is the highest priority and Staff position/Title #6 is the lowest priority staff position. One employee per position on the grant is allowed. Multiple employees per position are unallowable.

- 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.

For each fiscal year and position on the grant provide:

- Position Title: Enter the title of the position. Identify the Primary Prevention Coordinator by typing “(PPC)” after the title of the position designated as the PPC for your organization.
- Name: Enter the name of the staff member occupying the position. If the position is currently vacant type “Vacant.”
- Hrs/wk: Enter the total # of hours this position works per week.

- Hrs/wk on grant: Enter the total # of hours this position is allocated to the SAPCS-Federal grant.
- % of Time: This field will auto-calculate by dividing the Hrs/wk by the Hrs/wk on grant to give the percent of time worked on the grant.
- Annual Salary: enter total amount of annual Salary.
- Months: Enter the total months (three or less for FY 2012 and twelve or less for FY 2013) of salary budgeted.
- If months greater than three are entered for FY 2012 or greater than twelve are entered for FY 2013, the cells will turn red indicating an error.
- Total: This field will auto-calculate giving the total salary for the percent of time this position will work on the SAPCS-Federal grant.
- The Primary Prevention Coordinator must be on the grant for the duration of the grant.

13.2 and 21.1 Position Narrative Provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives.

14.1 and 22.1 Request for Exception to SAPCS-Federal Requirement

- A justification must be provided in this section if the Applicant is requesting an exception to the following personnel requirement: 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 the personnel requirement for the Primary Prevention Coordinator to be on the grant a minimum of 20 hours per week.

14.2 and 22.2 Fringe Benefits

Fringe calculation Method and Fringe Total will auto-calculate.

- “Fringe Benefits” is defined as 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, and employer’s portion of payroll tax
- Grant funds may be used to pay fringe benefits of an employee only if grant funds are also being used to pay for the salary of the same employee.
- The percentage of fringe benefits may not exceed the percentage requested for the salary of the corresponding position.
- A grantee must provide grant-funded personnel the same fringe benefits provided to all other non-grant-funded personnel of the grantee, and it should be offered/covered in the entity’s written policies for the organization regardless of whether the costs for fringe benefits are paid through that OAG grant.
- Fringe benefits must comply with the grantee’s personnel policies regarding fringe benefits.
- Use 14.2-14.3 and 22.2-22.3 to calculate the total amount of requested fringe using either Calculation Method A or B. Once calculated, the Fringe Calculation Method and amount of fringe requested in sections will auto-fill in 14 and 22.
- Calculation Method A should be selected if your organization calculates fringe benefits using a percentage of the total salary.
- Calculation Method B should be selected if your organization uses any other method to calculate fringe benefits.

- Regardless of the method used to calculate fringe benefits, if the position is budgeted for **less than 12 months** (this will be the case for all positions in FY 2012), the fringe amount must be pro-rated accordingly.

14.2 and 22.2 Calculation Method A:

- Enter the percentage of total salaries that your organization uses to calculate fringe.
- For each position on the grant, enter position title and annual salary. The Fringe for Total Annual Salary will auto-calculate.
- For each position enter the percent of time worked on this grant from the “% of Time” field. The Allowable Fringe will auto-calculate.
- If your organization is requesting less than the total allowable fringe for each position, enter the amount requested for each position on the worksheet (positions budgeted for **less than 12 months** (this will be the case for all positions in FY 2012) must pro-rate the allowable fringe and enter it here). Totals for allowable fringe and requested fringe will auto-calculate.

14.3 and 22.3 Calculation Method B: If your organization does not compute fringe by using a percentage of total salaries, your organization must detail fringe and describe how each component is computed.

- For each position on the grant, enter position title and annual salary.
- Under Fringe Detail, list the fringe benefits to be covered by the grant. Fringe benefits include, but are not limited to, FICA, the cost of leave, employee insurance, pensions, unemployment benefits, military leave, vacation leave, and Worker’s Compensation.
- Indicate the calculation method used for each component, it will either be the actual cost of the benefit or the calculation percentage used to determine the cost. The Fringe for Annual Salary will auto-calculate.
- For each position enter the percent of time worked on this grant from the “% of Time” field. The Allowable Fringe will auto-calculate.
- If your organization is not requesting the total allowable fringe for each position, enter the requested fringe for each position (positions budgeted for **less than 12 months** [this will be the case for all positions in FY 2012] must pro-rate the allowable fringe and enter it here). Totals for allowable fringe and requested fringe will auto-calculate.

PROFESSIONAL AND CONSULTANT SERVICES & TRAVEL CATEGORIES

15. and 23. Professional and Consultant Services

- 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 out 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.
- 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.

15.1 and 23.1 FY 2012 Professional & Consultant Justification: Describe the nature of services to be rendered and the relevance of service to the project goals and objectives.

16. and 24. 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 ODOE category.
- Travel expenses 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 mileage, in-state per diem, hotel, car rental, and airfare expenses can be found in the Texas State Travel Guidelines at: <https://fmx.cpa.state.tx.us/fm/travel/milerate/index.php>
- 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, and In-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 drivers; the cost per mile; and # of miles per driver (if miles are not equal, enter an average).
 - Airfare: Enter the # 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 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 2012 and FY 2013. 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 FY 2012 and FY 2013 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 hotel rooms needed; 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.

16.1 – 16.3 and 24.1-24.3 Justifications: Provide a narrative justification describing the travel of funded personnel. List destination (if known) of all trips planned, who will be traveling and approximate dates.

EQUIPMENT, SUPPLIES AND OTHER DIRECT OPERATING EXPENSES (ODOE)

17. and 25. Equipment

- "Equipment" is defined as an article of non expendable, tangible personal property having a useful life of more than one 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.
- List equipment to be purchased; the unit cost per item; and the # of items to be purchased.
- Provide a justification for each item. This should include a justification for the use of each item and relate each item to specific program objectives.

18. and 26. 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, postage, and education resource materials.
- The OAG will not approve funds for the purchase of program promotional items or recreational activities.
- The first 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.
- For general office supplies such as pens, paper etc. use the following guidelines:
- Cost: Enter the cost per month per staff person to consume 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).
- Provide a justification for each item including a description of how it will be used in the project.

19. and 27. 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.
- Enter the % of the total cost you want to allocate to this grant project in the % column of the Other Direct Operating Expenses Chart.
- 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 and the average cost per staff person, per month.
- Provide a justification for each item. This should include how each item supports the goal of the project.
- Travel for non-grant funded individuals such as for advisory committees and primary prevention committees must be listed in this budget category.
- Follow the instructions listed for “In-State Travel.”

ODOE and Cost Allocation

Grantees often times share program expenses with more than one funding source. Below are four allowable allocation methods and examples to determine the allocation of expenses to the appropriate funding source.

- o 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.
- o 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.
- o 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	Square		
		FTE	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 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 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; $\$1200 / 1250 = \$.96$ per sq ft

Suite 1 (Program A) $10 \times 13.8 = 138$ sq ft	Suite 2 (Program B) $10 \times 13.8 = 138$ sq ft
Suite 3 (Program C) $10 \times 13.8 = 138$ sq ft	Suite 4 (Program D) $10 \times 13.8 = 138$ sq ft
Conf. Rm (Common Area) $22 \times 15 = 330$ sq ft	Rest Rm 1 (Common Area) $6 \times 8 = 48$ sq ft
Break Area (Common Area) $8 \times 8 = 64$ sq ft	Hallway (Common Area) $48 \times 4 = 192$ sq ft
Storage Rm (Common Area) $8 \times 8 = 64$ sq ft	

Program A (Direct Use)	138 sq ft $\times .96 = \$132.48$
Program B (Direct Use)	138 sq ft $\times .96 = \$132.48$
Program C (Direct Use)	138 sq ft $\times .96 = \$132.48$
Program D (Direct Use)	138 sq ft $\times .96 = \$132.48$
Common Area (Allocable ODOE Expense)	698 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 = $25\% \times$ 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.

TAB D – PROJECT SUMMARY

29.1 Project Summary

The summary is in standardized language and may be used by the OAG to describe the project.

Strategies and Activities include:

- Educational Seminars
- Training Programs for Professionals
- Preparation of Information Materials
- Coalition Building
- Community Mobilization
- Policy Change
- Norms Change

Examples:

"This project funds 5 staff to conduct educational seminars and community mobilization in El Paso county."

"This project funds 3 staff to conduct coalition building, policy change and norms change in the Panhandle region Texas."

"This project funds 1 staff person to conduct educational seminars and training programs for professionals in Eules, Texas.

30. – 39. Narrative Questions

All responses must fit in the text boxes provided when the Application is printed. Any information that does not appear in the text box will not be reviewed or scored. It is highly recommended that you write your responses on a separate document, then cut and paste it into the Excel document. If you are uncertain whether a response fits in the space provided, use the "print preview" function of your computer, or print out the responsive page to confirm.

30.-33. Narrative Questions for Local Programs Applying to Conduct Approved Activities and/or Complimentary Strategies

Select the same goals as are selected in Tab B – Approved Activity Targets and complete the strategy/activities and outcomes information for each of these chosen goal(s). Goals are identified in Preventing Sexual Violence in Texas, A Primary Prevention Approach, which can be accessed at <http://www.taasa.org/prevention/pdfs/PreventingSexualViolenceinTexas.pdf>.

These questions are to be answered by Local Programs Applying to conduct Approved Activities and/or Complimentary Strategies.

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 Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of

the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA, (EO 11738).

(15) Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

(16) Comply, 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 (EEO), 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 Attachments

Attachments A and B can be found at the end of this Application Kit.

Attachment A is the “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION”

- **It must be signed and submitted at the time the Application is submitted to the OAG.**
- **Applications that are received by the OAG without this Attachment will not be considered or funded by the OAG.**

Attachment B is the “RESOLUTION OF GOVERNING BODY”

- It must be signed and submitted at the time the Application is submitted to the OAG, unless the timing of the Application due date and requirements of the 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.

Job Descriptions are required for each position requested in the proposed budget.

- Job descriptions should be attached and submitted with the Application. Missing job descriptions may impact the Applicant’s score.
- The Applicant should mark each page of the submitted job descriptions with the name of the Applicant and the Unique Application Number, if applicable.

Collaboration Agreements if required by the Applicant to achieve the proposed project as described in Tab A.

- Collaboration agreements, if required, should be attached and submitted with the Application. Missing collaboration agreements may impact the Applicant’s score.

ATTACHMENT A — REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CST, JUNE 22, 2012, OR THE APPLICATION WILL NOT BE CONSIDERED.

STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO OAG CRIME VICTIM SERVICES DIVISION

INSTRUCTIONS: Initial each numbered line and submit this signed required Attachment with the Application.

LEGAL NAME OF APPLICANT: _____

UNIQUE APPLICATION NUMBER: _____

1. _____ **THIS APPLICATION IS FOR** (check one):

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

2. _____ **TRUE AND CORRECT INFORMATION.** The undersigned certifies that the information contained in this Application, including any attachments are 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. CST June 22, 2012 and that to meet the deadline, the Applicant must submit both paper (hard copy) and electronic (e-mail) documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to deliver 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 shipping and courier services
- Late Applications will not be considered under any circumstance and will be returned unopened
- Proof of sending a document by e-mail 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 should be attached and 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.

Signature/Title

Printed Name

Date

ATTACHMENT B —REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CST JUNE 22, 2012. 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.

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY

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 (check one):

_____ 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