OFFICE OF THE ATTORNEY GENERAL
CRIME VICTIM SERVICES DIVISION

Sexual Assault Prevention and Crisis Services—State (SAPCS-State)

Second Offering FY 2016-2017 Grant Application Kit

REGISTRATION DEADLINE:
5:00 p.m. CDT Friday, October 30, 2015

APPLICATION DEADLINE:
5:00 p.m. CDT Friday, November 6, 2015

This Kit contains the following:

I. General Instructions

II. Definitions (Output Definitions and General Definitions)

III. Specific Instructions for Tabs in Excel Workbook

IV. Certifications and Assurances

V. Required Documents

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

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I. GENERAL INSTRUCTIONS

Second Offering Sexual Assault Prevention and Crisis Services Program—State (SAPCS-State)

How to Obtain an Application Kit

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

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG, Crime Victim Services Division (CVSD) for the SAPCS-State Program.

- An Applicant may apply for a Second Offering SAPCS-State grant, if eligible. An Applicant must register on-line their intent to apply for this grant opportunity.

Applicant Registration (Open October 23, 2015 to October 30, 2015)

All Applicants are required to complete the on-line Applicant Registration in order to apply for FY 2016-2017 grants. To register go to: https://www.texasattorneygeneral.gov/cvs/grants-and-contracts.

The deadline to register is 5:00 p.m. CDT Friday, October 30, 2015.

- After registering, Applicants will receive a Unique Application Number (UAN).
- The UAN will be used by the OAG to track the receipt of Applications and related documents from registered Applicants.
- After completing the registration for a SAPCS-State grant, the Applicant will be able to also submit a registration for any other eligible grant opportunity. The Applicant will receive a separate UAN for each funding opportunity for which the Applicant registers.

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

On-line Registration is required. If registration is not completed by 5:00 pm CDT Friday, October 30, 2015, then an Application will not be considered and is not eligible for funding.

Application Submission – Deadline Friday, November 6, 2015

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

The Application consists of an Excel workbook, "Statements Supporting Submission of the Application to the OAG Crime Victim Services Division," "Resolution of Governing Body," Job Descriptions for the personnel requested in the budget, and Collaborative Agreements, if applicable.

The Applicant must submit an Application for Second Offering SAPCS-State funding to be received by the OAG no later than 5:00 p.m. CDT on Friday, November 6, 2015 to be considered for funding.

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

- One (1) Application including the following:
  - One (1) MS Excel Workbook saved in Excel version 97 or newer. A PDF of the Excel workbook is **not** sufficient.
  - The following documents scanned into one* PDF:
    - "Statements Supporting Submission of the Application to the OAG Crime Victim Services Division" containing signatures.
    - "Resolution of Governing Body" containing signatures. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, they must be designated by another member's signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)
    - Job Description(s) for each position requested on the proposed budget.
    - Collaborative Agreement(s) for each collaboration (if required by the Applicant to achieve the goals of the proposed project as described in the Application).

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

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

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

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

Proof of submitting a document by email is not proof that the OAG received the information. If the Applicant does not receive an auto-reply message, they are strongly encouraged to contact the OAG immediately at (512) 936-1278 to ensure Application receipt.

Please contact the OAG at (512) 936-1278 if there are any questions about the method of delivery. The OAG will not consider or fund an Application if it is not filed by the due date, in the manner required.

Required Software and Capabilities

Microsoft Excel 97 or newer version is required to complete the Application and apply for a grant. Please note that not all versions of Microsoft Excel are the same. If an error message is received, save as *.xls*, instead of *.xlsx*. *Adobe Reader* is required to access the Application Kit. *Adobe Reader* can be downloaded for free at www.adobe.com. In order to submit the required documents, Applicants will need to have the capability to scan documents.

Availability of Funds

The source of funding is through a biennial appropriation by the Texas Legislature. All funding is contingent upon an appropriation to the OAG by the Texas Legislature. The OAG makes no commitment that an Application, once submitted, or a grant, once funded, will receive subsequent funding.

Grant Contract Period - Up to One Year and Eleven Months

The term of this grant contract is up to one year and eleven months from October 1, 2015 through August 31, 2017, subject to and contingent on funding and approval by the OAG. If the grant contract period extends for more than one state fiscal year, the grantee may be required to submit additional documentation relating to the second fiscal year of the grant contract period, including an updated budget and verification the Sexual Assault Program meets the minimum service standards. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, effective and efficient use of grant funds and the success of the project in meeting its goals.

Eligibility Requirements:

This is the second offering of FY 2016-2017 SAPCS-State funding. To be eligible for this grant opportunity, the Applicant must have been a FY 2014-2015 SAPCS-State grantee on August 31, 2015 and was not offered or awarded an FY 2016-2017 SAPCS-State grant contract during the first issuance of this funding opportunity.

Eligible Applicants

Sexual assault programs, Statewide programs, and State Sexual Assault Coalitions are eligible to apply for a SAPCS-State grant.

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

the minimum services to adult survivors of stranger and non-stranger sexual assault for at least nine months prior to receiving a SAPCS-State grant contract.

Statewide Program: means any 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 that actively provides sexual assault victim related services or assistance in six or more Council of Government regions. A statewide program, to be eligible for SAPCS-State special project funding, must show that it supports efforts to maintain or expand existing services offered by sexual assault programs; improve services to survivors; or other activities consistent with Texas Government Code, Chapter 420.

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

Additional Sexual Assault Program Criteria:
For continued funding, sexual assault programs must meet the minimum services standards by the end of the first grant term (August 31, 2016).

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:

- Payment for overtime, out-of-state travel (Sexual Assault Programs Only), dues, or lobbying
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant Application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- Medical costs, such as SANE fees or salaries, or items paid for by the CVC Program
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

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
- Activities solely to prevent crime
- **NEW:** Public Awareness Campaigns

Funding Levels

For each fiscal year of the one year and eleven months grant term, the following are the minimum and maximum amounts the OAG will reimburse toward the SAPCS-State project funded by this grant. Applications requesting an amount below the minimum or above the maximum may not be considered. If the Application is awarded, the budget may be adjusted by the OAG to fit within the minimum and maximum amounts.

	Minimum Amount		**Maximum Amount**	
Type of Project	**Fiscal Year 2016**	**Fiscal Year 2017**	**Fiscal Year 2016**	**Fiscal Year 2017**
New Sexual Assault Programs, Statewide Programs, and State Sexual Assault Coalition Applicants	$20,000	$20,000	$30,000	$30,000
Current Sexual Assault Program Grantees	$20,000	$20,000	$200,000	$200,000
Current Statewide Programs and State Sexual Assault Coalition Grantees	$20,000	$20,000	$300,000	$300,000

Regardless of the maximum amounts stated above, a current SAPCS-State grantee may not apply, per fiscal year, for an amount higher than the SAPCS-State funds it received in FY 2015.

A current grantee is one that has an active grant contract for FY 2015. Previous grantees that were not funded in FY 2015, or that de-obligated their contracts in FY 2015, will be considered new Applicants for this Application Kit.

Match Requirements

There are no match requirements for the Second Offering SAPCS-State project.

Volunteer Requirements

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

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

State and Federal Requirements

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS-State Program. These rules are published in Texas Administrative Code, Chapter 62: http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=60

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

- UGMS can be found at: http://gov.texas.gov/files/state-grants/UGMS062004.doc (Please note: The Texas Comptroller's office is currently working on revising UGMS. The release of the revised version may occur on or after this application kit has been released.)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 can be found at: http://www.ecfr.gov

Contact Information

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

- Email: grants@texasattorneygeneral.gov
- Phone: (512) 936-1278

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

SAPCS-State Program Requirements

The purpose of the SAPCS–State Program is to maintain or expand the existing services of sexual assault programs and any other purposes consistent with Texas Government Code, Chapter 420.

Purpose Areas

Sexual Assault Programs:

Grant contracts awarded under this Application Kit may be used to provide services to survivors and their families for the following purposes:

- 24-hour Crisis Hotline
- Crisis Intervention
- Public Education
- Advocacy
- Accompaniment to hospitals, law enforcement offices, prosecutor's offices, and courts.
- Other support services to survivors and their families as determined by the OAG.

Statewide Programs:

Grant contracts awarded under this Application Kit may be used to improve services to survivors.

State Sexual Assault Coalitions:

Grant contracts awarded under this Application Kit may be used to provide training and technical assistance to sexual assault programs and to improve services to survivors.

The OAG may also consult and contract with or award grants to local and statewide programs for special projects to improve services to survivors.

Staffing Requirements: The funding priority for the SAPCS-State Program is to support positions that provide sexual assault victim-related services or assistance and in particular to provide direct victim services.

- 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.
- Sexual Assault Programs are limited to no more than six positions. Statewide Programs and Sexual Assault Coalitions are limited to no more than ten positions.
- Each position listed on the budget can only be associated with one employee. Job sharing can be identified by listing the position on the budget separately as many times as necessary to include all employees who share the job. Please note: separating positions due to job sharing is included in the position maximum.
- Job descriptions are required and must be submitted for all positions requesting funding. Each position listed must have a job description. Job descriptions must be submitted with the Application. Job descriptions must reflect activities that relate to the project's goals and must be appropriately proportionate to the time spent on duties and projects funded by the SAPCS-State grant**. Job descriptions must include a breakdown of activities by time for activities funded by the grant.** For example, if a grant position works full-time on the grant, then a statement of "Coordinator" works 100% on the SAPCS-State grant" will suffice. If a grant funded position works part-time on the grant, list the

percentage of time worked on the grant next to the bulleted job duties (10% SAPCS-State or 5 hours SAPCS-State) will suffice.

Direct Victim Services Staff: Unless otherwise indicated in this Application Kit, all Sexual Assault Program and Statewide Program Applicants must provide one grant-funded person working at least twenty hours per week providing direct victim services or two grant funded persons working at least ten hours each per week providing direct victim services. Direct Victim Services are defined in the Definitions section of this Application Kit.

This requirement applies to all Sexual Assault Program and Statewide Program Applicants, including those that rely upon volunteers or contracted staff to deliver direct victim services. The OAG may grant an exception to this requirement for projects that demonstrate a need in Tab C-Budget Calculation.

Sexual Assault Programs and Statewide Programs: At least one grant-funded person providing direct victim services will be required to complete an OAG training within 4 months of the grant execution date. One grant-funded person providing direct services must always be current on the OAG training. If for example, the grant-funded person providing direct victim services that initially completed the training is no longer employed by the agency, another grant-funded person providing direct victim services must complete the training. The training requirement may be completed either by attending an OAG training in person, or via an online course offered by the OAG. This requirement will be in effect for the entire one year and eleven months grant cycle.

State Sexual Assault Coalitions: At least one grant-funded person will be required to complete an OAG training within 4 months of the grant execution date. One grant-funded person must always be current on the OAG training. If for example, the grant-funded person that initially completed the training is no longer employed by the agency, another grant-funded person providing direct victim services must complete the training. The training requirement may be completed either by attending an OAG training in person, or via an online course offered by the OAG. This requirement will be in effect for the entire one year and eleven months grant cycle.

Administrative Staff: While the OAG prefers to fund positions providing direct victim services, it recognizes that administrative personnel may be needed to support sexual assault victim-related services or assistance.

- The Applicant may not include more than three positions providing administrative support.
- The OAG will consider any position that has hours listed on the budget in the Administrative Column in Tab C-Budget Calculation as one of the three allowed administrative positions.
- The combined total number of hours for all administrative positions cannot exceed fifteen hours per week.

Review Process

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

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

Scoring

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

- Organization Summary (20% of overall score)
- Project Summary and Description of Need (19% of overall score)
- Assessment and Evaluation (6% of overall score)
- What Will Be Done (30% of overall score)
- Financial Questions (20% of overall score)
- Comprehensive Scoring Criteria (5% of overall score)

Grant Decisions

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

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

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

The OAG makes final decisions on what is considered a Sexual Assault Program, a Statewide Program, and a State Sexual Assault Coalition.

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

Funding Priority

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

The OAG reserves the right to give priority to projects that provide direct victim services with grant funds, that provide information and education about sexual assault victim rights in their community, or projects that utilize volunteers in providing services.

Grant Award Notification

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

Special Conditions

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

Reporting Requirements

If an Application is funded, grantees will be required to report to the OAG quarterly, in the manner and schedule as determined by the OAG. Quarterly statistical reports are due no later than the 30th day of each month following the end of the quarter. The four quarters end on the last day of the month of November, February, May and August. The first quarter report will only include two months (October and November). Reporting on grant project activities such as demographics of victims served, outputs, and outcomes via quarterly Performance Reports will be required. If reports are not submitted by the established dates, this may affect the Applicant's ability to receive reimbursement.

Method of Payment

OAG grants are paid on a cost-reimbursement basis.

II. Definitions

OUTPUT DEFINITIONS

Accompaniment

Criminal Justice Accompaniment – support provided to a victim of sexual assault while that victim is participating in the criminal justice system. Only count one instance of accompaniment per victim per day.

Law Enforcement Accompaniment – support provided to a victim of sexual assault while that victim is interacting with a law enforcement agency. Only count one instance of accompaniment per victim per day.

Medical Accompaniment – support provided to a victim of sexual assault while receiving services at a medical facility. A minimum of 45 minutes must be spent with the victim; only count one instance of accompaniment per victim per day.

Assistance with Crime Victims' Compensation – assistance provided to a victim of sexual assault explaining Crime Victims' Compensation (CVC) forms and processes and/or completing the appropriate forms. Providing general information on CVC should be counted under "Information and Referral."

Assistance with Texas SAVNS - assistance provided to a victim of sexual assault explaining Texas SAVNS and/or registering or accessing information. Providing general information on Texas SAVNS should be counted under "Information and Referral."

Assistance with Victim Impact Panels – assistance provided to a victim of sexual assault to prepare a victim to present on a Victim Impact Panel.

Assistance with Victim Impact Statements – assistance provided to a victim of sexual assault explaining the Victim Impact Statement and/or completing the appropriate forms. Providing general information on Victim Impact Statements should be counted under "Information and Referral."

Counseling/Therapy

Crisis Intervention – assistance provided to a victim of sexual assault to reduce stress and provide immediate, short-term support to reduce the impact of the crime.

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

Peer Support Services – one-on-one peer support provided by trained staff and/or volunteers to increase client functionality and facilitate empowerment in meeting his/her physical, medical, legal, and or psychological needs.

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

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

Crisis Intervention (by telephone) – an outgoing telephone call from a trained staff person or volunteer that can be tied to a sexual assault client.

Direct Victim Services – are defined as providing the following activities:

- Accompaniment (Criminal Justice, Law Enforcement, Medical)
- Assistance with Crime Victims' Compensation
- Assistance with Texas SAVNS
- Assistance with Victim Impact Panels
- Assistance with Victim Impact Statements
- Crisis Intervention
- Groups (Support, Therapeutic)
- Individual Counseling
- Information and Referral
- Lodging
- Peer Support Services
- Telephone Services/ Hotline
- Transportation
- Victim Advocacy

Hotline Calls from or about Victims of Sexual Assault – an incoming telephone call seeking information and assistance regarding sexual assault without enough information given by the caller to create a client record.

Information and Referral – all forms of contact with victims of sexual assault in which services and available support (provided by the Applicant or the community) are identified and/or offered. This includes general information provided to victims of sexual assault on the Crime Victims' Compensation (CVC) program, victims' rights, Texas Statewide Automated Victim Notification Services (SAVNS) program, the Victim Impact Statement (VIS), and issues related to victimization. Information and Referral does not include Assistance with Crime Victims' Compensation, Texas SAVNS or Victim Impact Statements, these should be included in their specific categories.

Lodging – arranging and/or providing lodging for a victim of sexual assault, to include but not limited to emergency housing assistance. For example, the number of victims who received lodging as arranged by grant funded staff.

Professional Training – training about sexual assault provided by trained staff or volunteers designed to impact the skills of professionals interacting with victims/survivors. These professional groups may include, but are not limited to: 1) law enforcement; 2) medical professionals; 3) the judiciary; 4) district attorneys; 5) clergy; and 6) teachers.

Public Education – education to increase knowledge of the dynamics of sexual violence, its causes and consequences, and of services available through the sexual assault program. Can include but is not limited to: workshops, speaking engagements, and distribution of printed materials.

Sexual Assault Hotline Call – an incoming telephone call to a trained staff person or volunteer that can be tied to a sexual assault client. These types of calls are sufficient enough to create a client record.

Structured Education – a curriculum delivered by trained staff or volunteers to provide age and culturally appropriate presentations about sexual assault to groups of students in grades kindergarten through twelve and post-secondary/college. These presentations are delivered in the context of a system that serves this student population. These systems include, but are not limited to: 1) school systems; 2) social and service organizations; and 3) religious organizations. Curriculum-based presentations made to adults working with the indicated population may also be counted as structured education.

Transportation – arranging and/or providing transportation for a victim of sexual assault for planned activities to one or more destinations in a single trip, or to an unplanned or crisis situation to or from locations such as medical facilities, shelters, or police stations.

Unique Victims Served – a victim of sexual assault counted only once in a given time for receiving one or more services by one or more grant funded staff.

Victim Advocacy – assistance and advocacy provided on behalf of victims of sexual assault to a third party. Victim Advocacy includes phone calls or in-person visits to a law enforcement, health care, criminal justice or other type of agency to gain information on behalf of the victim; assist the victim in securing his or her rights, remedies and services from other agencies; intervention with employers; following-up on CVC claims filed; assisting with other agencies that may provide non-criminal justice related services for victims, such as job training.

Victim Services Training (Professional Training, Structured Education and Volunteer Training) – training provided to professionals and volunteers to improve their ability to inform victims of sexual assault of their rights, to assist victims of sexual assault in their recovery, or to establish a continuum of care for victims of sexual assault.

Volunteer Training – training about sexual assault provided by trained staff or volunteers designed to impact the skills of volunteers interacting with victims/survivors.

GENERAL DEFINITIONS

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

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

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

Cooperative Working Agreement – see memorandum of understanding.

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

Equipment - an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or $5,000. (All computers and computing devices should be included in the equipment category, regardless of cost.)

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

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

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

Grant Contact – Each grantee must designate a Grant Contact. The grant contact may not be the same person as the Authorized Official. The grant contact must be an employee of the grantee who is responsible for operating and monitoring the project and who is able to readily answer

questions about the project's day-to-day activities. All grant-related information will be sent to the grant contact.

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

Outcome – specific changes in knowledge, attitudes, skills, behavioral intentions, behaviors, or other that are expected as a result of program activities. Example: 75% of unique victims served (output) this year showed an "Increase in knowledge of crime victims' rights" (outcome).

Outcome Target – estimate of the changes in knowledge, attitudes, skills, behavioral intentions, behaviors or other that are expected as a result of program activities. Example: 75% of clients receiving information and referral report an increase in knowledge of community resources.

Output – products of program activities, including services delivered by a program. Example: the number of unique victims served (outputs) last month. Example: 25 is the number of unique victims served (output) last month.

Output Target – estimate of the number of program activities, including services the organization plans to deliver in a given time period. Example: The organization plans to serve 30 unique victims in FY 2016.

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

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

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

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

Promotional Items – articles of merchandise that are branded with 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, not including fringe benefits, earned by the employee without regard to funding source.

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

Supplies – consumable items directly related to the day to day operations of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, 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 across the Tab to ensure all cells are viewed.

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

Not all questions on this Application have instructions listed below. The instructions provided are to clarify and provide specific information where necessary. Every question should be answered in the Excel document.

TAB A - ORGANIZATION

1. Organization
Identifying and contact information:

- Unique Application Number (UAN) – A UAN was assigned when the organization completed its online registration for the grant program. Each grant program registered for will have a different UAN. Be sure to enter the correct UAN associated with this grant type.
- Legal Name of Applicant – Enter the legal name of Applicant Organization.
- Name of Agency Contact and Agency Contact's Telephone Number - Provide a contact name and phone number in the event the OAG has any questions about the Application.

Select Applicant Eligibility Type by checking the appropriate box. Applicants can only select one (1) Applicant Eligibility type.

The Amount Requested for FY 2016-2017 as well as the % of Personnel and Fringe Requested will auto-calculate when information is entered into Tab C - Budget Calculation.

2.1- 14.6 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 (in print preview) will not be reviewed or scored. It is highly recommended that responses be written on a separate document, then cut and pasted into the Excel document. If uncertain whether a response fits in the space provided, use the "print preview" function, or print out the responsive page to confirm.

Please note that question 8 pertains to Statewide Programs Only, Question 9 pertains to State Sexual Assault Coalitions only and questions 10 – 16.6 pertain to sexual assault programs only.

17. State and Federal Funds Experience
Enter the number years of experience the organization has managing state or federal grant funds.

TAB B - OUTPUT TARGET CALCULATION

Tab B records staff position targets for all requested personnel funded with this OAG grant. The information entered onto this tab will be totaled on Tab D to indicate the Applicant's targets for FY 2016 and FY 2017. The Applicant will report on cumulative activities in quarterly Performance Reports to the OAG, not activities by individual personnel.

16. Output Target Categories
Applicants must provide targets for all grant funded positions in Section 17 and 18 of Tab C.

Output Target Calculation
Targets are broken down into two tables for Grant Funded Personnel and Professional/Consultant. The first table should include cumulative targets for Grant Funded Personnel listed in Section 17 of Tab C. The second table should include cumulative targets for Professional/Consultants listed in Section 18 of Tab C.

For all non-administrative positions, the following projected targets are **required**:

1. Number of Unique Victims Served
2. Assistance with Crime Victims' Compensation
3. Assistance with Texas SAVNS
4. Information & Referral
5. All services the Applicant plans to conduct using SAPCS-State funds.

Enter "0" under services the Applicant does not intend to provide using OAG funds.

The output target number should represent the number of **unique sexual assault victims** that will receive a particular service, not the number of times a particular service will be provided. Here are some important points to consider when projecting targets:

1) For reporting purposes, report the number of **unique victims** served each month and the particular types of services they receive each month, not the number of times a particular service is provided.
2) Victims Served and Types of Services Provided are reported on a monthly basis. A **unique victim** may receive a particular type of service more than one time throughout the grant year.

Example: During the month of September, a unique victim receives Information and Referral five times, Crisis Intervention two times and Victim Advocacy one time. All three types of service would be reported, but only once under each type of service. If that victim were to receive the exact same services during the following month of October, services would be reported the exact same way.

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

TAB C - BUDGET CALCULATION

17. PERSONNEL AND FRINGE BENEFITS

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

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

- For each position, the Applicant should list the position title and the number of hours scheduled to work per week. Next, fill in the number of hours each week that will be spent on Direct Services, Administration, or any other hours charged to this grant. The number of hours scheduled to work on this grant auto-fills. See the Definitions section of this Application Kit for a list of Direct Victim Services.
- Priority positions should be listed first. Refer to Tab B, to change the order of preference. Staff Position/Title #1 is highest priority and Staff Position/Title # 6 is lowest priority.
- For each fiscal year and each position, provide the following information:
    - Annual salary
    - Annual fringe benefits amount for the position
    - Amount of fringe benefits requested from this grant
    - If the "Fringe Funding %" column appears in red, the fringe requested must be adjusted to be less than or equal to the percentage of salary being requested for this position.

The Justification section must include the method used to calculate fringe benefits for each position.

Please Note: Total Salary Requested category will autofill based on the annual salary and the percentage of hours worked on the grant.

- The personnel budget category must include employees' salaries only and not compensation for independent contractors. "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 supporting documentation that the salary is commensurate with paid positions in the geographical area with similar duties and qualifications.

- Each position listed must have a job description. Job descriptions must be submitted with the Application. Job descriptions must reflect activities that relate to the project's goals and must be appropriately proportionate to the time spent on the SAPCS-State grant. Job Descriptions must include a breakdown of activities by time for activities funded by the grant.
- Grant funds may be used to pay fringe benefits of an employee only if grant funds are used to pay for the salary of the same employee.
- An organization must provide grant funded personnel the same fringe benefits provided to all other non-grant funded personnel, and it should be offered/covered in the organization's written personnel policies regardless of whether the costs for fringe benefits are paid through that OAG grant.
- Fringe benefits must comply with the organization's written personnel policies regarding fringe benefits.
- Grantees must agree to comply with the Uniform Grant Management Standards (UGMS), Texas Administrative Code (TAC),
- 2 C.F.R. 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
-

17.1 FY 2016 Position Narrative

Provide a justification for each position in Section 17.1 Position Narrative. This should include how each position supports the goal of the grant.

17.2 FY 2017 Position Narrative

Provide a justification for each position in Section 17.2 Position Narrative. This should include how each position supports the goal of the grant.

17.3 Exceptions to Personnel Requirements

- If a grantee is unable to fulfill the personnel requirements of this grant, the Applicant must request an exception and provide a justification. A justification must be included in this section if the Applicant is requesting an exception to *one or both* of the following personnel requirements: (a) A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories and (b) all Sexual Assault Programs and Statewide Program Applicants must provide one (1) direct service staff person working at least twenty (20) hours per week or two (2) direct service staff persons working at least ten (10) hours each per week.

18. Professional and Consultant Services

- "Professional and Consultant Services" is defined as a service for which the grantee uses an outside source for necessary support. Professional and Consultant Services include, but are not limited to, tax services, accounting services, counseling, legal services, and computer support.
- This category is appropriate when contracting with an individual or organization to provide professional services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization.
- Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law.

- Grantees must maintain adequate documentation supporting budget items for a contractor's time, services, travel expenses and rates of compensation. Grantees must establish a contract administration and monitoring system to regularly and consistently ensure contract deliverables are provided as specified in the contract.
- Grant funds may not be used to pay professional and consultant services for a person or vendor who participated directly in writing a grant Application.

18.1 FY 2016 Professional and Consultant Services Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

18.2 FY 2017 Professional and Consultant Services Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

19. Travel

- Grant funds requested in the travel category should be for grant related travel performed by grant funded staff and volunteers assigned to the grant only.
- Travel must relate directly to the delivery of services that supports the program funded by the OAG grant. Enter the name of the training event, the positions attending the training (separated by a comma), the total cost of travel by expense type (ie: Airfare/Mileage, Hotel, etc.), and the % requested by this OAG grant in the % column.
- Cost Requested by this OAG Grant will autofill based on expenses and percentage requested.
- Travel expenses must be reasonable and necessary. Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at: https://fmx.cpa.state.tx.us/fm/travel/travelrates.php
- 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.
- Hotel tax should be included under the Misc./Hotel Tax line.
- If mileage is to be paid, provide the number of miles and the cost per mile, not to exceed the Texas State Travel Guidelines, in the justification under 12.1 FY 2016 Travel Narrative and/or 12.2 FY 2017 Travel Narrative section.
- Grant funds may not be used to pay for out-of-state travel (Sexual Assault Programs only).
- 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.

19.1 FY 2016 Travel Narrative
Provide a justification describing activities the grant-funded persons will perform. This should include the proposed travel location, the number of trips planned, the title of grant funded persons who will be making the trips, and how the travel supports the goal of the grant.

19.2 FY 2017 Travel Narrative
Provide a justification describing activities the grant-funded persons will perform. This should include the proposed travel location, the number of trips planned, the title of grant funded persons who will be making the trips, and how the travel supports the goal of the grant.

20. Equipment

- "Equipment" is defined as an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or $5,000.
- A grantee may use equipment paid 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 may 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.
- Enter the % of the total cost allocated to this grant project in the % column of the Equipment Chart.

20.1 FY 2016 Equipment Narrative
Provide a justification for each item. This should include the title of grant funded persons who will be using each piece of equipment and how the use supports the goal of the grant. If equipment is purchased in a bundle, provide a description of the bundled items in the justification.

20.2 FY 2017 Equipment Narrative
Provide a justification for each item. This should include the title of grant funded persons who will be using each piece of equipment and how the use supports the goal of the grant. If equipment is purchased in a bundle, provide a description of the bundled items in the justification.

21. 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, as appropriate.
- The OAG will not approve funds for the purchase of program promotional items or recreational activities.

- Costs for supplies should be allocated for grant funded persons listed on this Application.
- Enter the % of the total cost allocated to this grant project in the % column of the Supplies Chart.

21.1 FY 2016 Supplies Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

21.2 FY 2017 Supplies Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

22. Other Direct Operating Expenses (ODOE)

- "Other Direct Operating Expenses" is defined as those costs not included in other budget categories and 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 allocated to this grant project in the % column of the Other Direct Operating Expenses Chart.

ODOE and Cost Allocation
Grantees often share program expenses with more than one funding source. Listed below are four allowable allocation methods and examples of how the allocation can be applied to the appropriate funding source.

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

ALLOWABLE ALLOCATION METHODS

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

The following are descriptions and examples of the acceptable methods:

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

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

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

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

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

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

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

Total Sq. Footage = 1250; Rent = $1200 per month; $1200 / 1250 = $.96 per sq ft

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

Program A (Direct Use)	138 sq ft x .96 = $132.48
Program B (Direct Use)	138 sq ft x .96 = $132.48
Program C (Direct Use)	138 sq ft x .96 = $132.48
Program D (Direct Use)	138 sq ft x .96 = $132.48
Common Area (Allocable ODOE Expense)	698 sq ft x .96 = $670.08

Steps to Calculate Square Footage

1. Calculate the total square footage and divide by the monthly rent to determine the cost per square foot.
2. Multiply the direct use square footage by the cost per square foot. This will provide you the direct use cost.
3. Add the total square feet of all the direct use areas (Program A+ Program B + Program C+ Program D) = Program ABCD direct use (138 + 138 + 138 + 138 = 552)
4. Divide each direct use space by the total direct use to obtain % to distribute Common Area cost (Program A is 138 / 552 = 25%).
5. Multiply this percentage by the cost of the Common Area to obtain the additional cost for each program Common Areas. (Program A = 25% X Common Area cost of $670.08 = $167.52).
6. Program A is allocated the $132.48 based on direct use and $167.52 for the proportionate common area. Program A allocation for rent based on square footage is $132.48 + $167.52 = $300.00. *Repeat for Program B, Program C and Program D.*

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

22.1 FY 2016 Other Direct Operating Expenses Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

22.2 FY 2017 Other Direct Operating Expenses Narrative
Provide a justification for each item. This should include how it supports the goal of the grant.

TAB D – PROJECT SUMMARY

23. Project Summary
The summary should be in standardized language and may be used by the OAG to describe the project. Examples include:

> "This project funds 3 staff positions to serve sexual assault victims by providing counseling, support groups, and case-management services in Bexar County."
>
> "This project funds 2 staff positions to serve sexual assault victims by providing accompaniment, crisis intervention, and information and referral services in Pecos, Texas."
>
> "This project funds 6 staff members to serve sexual assault victims by providing professional counseling, and accompaniment services in Luling."

24. – 27.2, 28.2 – 32.2 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 (in print preview) will not be reviewed or scored. It is highly recommended that responses be written on a separate document, then cut and pasted into the Excel document. It is the responsibility of the Applicant to ensure that all responses fit in the space provided. This can be done by using the "print preview" function or by printing out the responsive page to confirm.

27.3 Outputs Summary
This Section is auto-calculated based on the Applicant's responses on Tab B. The Applicant will not enter any information in this Section.

28. A-C Outcomes
Sexual Assault Programs, Statewide Programs, and State Sexual Assault Coalitions must select only two (2) outcome statements to measure for the grant project and select the outcome instrument used to measure the project outcome. (Do not select more than two (2) outcomes statements). At least one outcome must be for Direct Services. Check the box next to the outcome to make your selection. Applicants must select an outcome in order to enter an outcome target.

Outcomes for SAPCS-State include:

- Direct Service
  - Increase in knowledge of sexual assault victims' rights;
  - Increase in knowledge of community resources and services;
- Professional Training Outcome
  - Increase in knowledge of sexual assault victims' rights;
- Community Education Outcome
  - Increase in knowledge of community resources and services; and

For each outcome selected, provide an outcome target percentage (no less than 75%) and the outcome instrument that will be used to measure the outcome. Cells will remain pink until an outcome target is entered for each outcome selected and until the outcome target percentage is 75% or above.

Next, for each outcome, select one measurement instrument from the list provided (Pre- and Post- Tests, Staff Observations, Surveys, or Other) by placing an "X" in the white box to the right of the chosen instrument. If you plan to use an instrument other than those listed, select "Other" and provide a brief description of the instrument in the box provided.

Example:

- Direct Service Outcome - Increase in knowledge of sexual assault victim's rights;
- Enter an outcome target - 95%;
- Place an "X" by an outcome instrument – Surveys.

32. Financial

This section must be answered by describing the Financial Systems to track financial activities of the entity.

32.2 Budget Narrative

Applicant must provide a brief description of how the budget requested relates to the project goal.

33. Budget Summary

This Section is auto-calculated based on the Applicant's responses on Tab C. The Applicant will not enter any information in this Section.

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 - STATE 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, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. '' 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. ' 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(17) Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. '' 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

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

(19) Comply, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

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

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

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

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

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

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

B. Other Certifications and Assurances

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

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

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

1. No federal/state appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with the awarding of any federal/state contract, the making of any federal/state grant, the making of any federal/state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal/state contract, grant, loan, or cooperative agreement; and

2. If any non-federal/state funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, an officer or employee of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with this federal/state contract, grant, loan, or cooperative agreement, the undersigned shall contact the CVSD of the OAG for the "Disclosure Form to Report Lobbying."

NON-PROCUREMENT DEBARMENT CERTIFICATION

The Applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

DRUG-FREE WORKPLACE CERTIFICATION

The Applicant certifies that it will provide a drug-free workplace by:

A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

B. Establishing a drug-free awareness program to inform employees/assignees about:

1. The dangers of drug abuse in the workplace;
2. The Applicant's policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation, and employee assistance programs; and
4. The penalties that may be imposed upon employees/assignees for drug abuse violations.

C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).

D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:

1. Abide by the terms of the statement, and
2. Notify the Applicant agency and CVSD, of the OAG of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

E. Notifying the agency within ten days after receiving notice under subparagraph (D) (2) from an employee/assignee or otherwise receiving actual notice of such conviction.

F. Taking one of the following actions with respect to any employee/assignee so convicted:

1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
2. Requiring such employee/assignee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

ANNUAL SINGLE AUDIT CERTIFICATION

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

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

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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 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 2 CFR 200

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 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

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

CONFLICT OF INTEREST

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. By submitting this Application, Applicant affirms that it has neither given, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, at any time during the procurement process or in connection with this grant Application, except as allowed under relevant state and federal law. The Applicant further agrees that it will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. The Applicant shall operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to the activities conducted under this grant.

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

AUTHORITY TO FILE APPLICATION

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

V. Required Documents for Submission of Application

The Excel Workbook (Must be submitted in Excel format).

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

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

"RESOLUTION OF GOVERNING BODY"

- It must be signed and submitted at the time the Application is submitted to the OAG, unless the timing of the Application due date and requirements of the Open Meeting Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, they must be designated by another member's signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)

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

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

- Job descriptions must be submitted with the Application. Missing job descriptions may impact the Applicant's funding.
- Job description titles should match the titles of the positions on the proposed budget.
- The Applicant should mark each page of the submitted job descriptions with the name of the Applicant and the Unique Application Number, if applicable.

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

- Collaboration agreements, if required, must be submitted with the Application. Missing collaboration agreements may impact the Applicant's funding.
- The Applicant should mark each page of the submitted collaboration agreements with the name of the Applicant and the Unique Application Number, if applicable.

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

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

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT FRIDAY, NOVEMBER 6, 2015 OR THE APPLICATION WILL NOT BE CONSIDERED.

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

LEGAL NAME OF APPLICANT: _____

UNIQUE APPLICATION NUMBER: _____

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

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

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

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

4. _____ DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 5:00 p.m. CDT Friday, November 6, 2015 and that to meet the deadline, the Applicant must submit electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to submit the Application to the OAG in the specified manner and by the specified date and time
- Applications submitted in other formats will not be accepted
- The OAG accepts no responsibility for delays in electronic submission delivery
- Late Applications will not be considered under any circumstance
- Proof of sending a document by email or other means is not proof that the OAG received the information

5. _____ JOB DESCRIPTIONS FOR EACH REQUESTED POSITION. The undersigned understands that the most recent job description for each position requested in the proposed budget must be submitted with the Application. Missing job descriptions may impact the Applicant's score.

6. _____ RESOLUTION OF GOVERNING BODY. The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

_____ _____

Authorized Official Signature/Title Authorized Official Printed Name

_____

Date

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY—REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT FRIDAY, NOVEMBER 6, 2015. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

LEGAL NAME OF APPLICANT: _____

UNIQUE APPLICATION NUMBER (if applicable): _____

Be it known as follows:

WHEREAS, the _____, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program (check one):

_____ Other Victim Assistance Grant (OVAG)
_____ Victim Coordinator and Liaison Grant (VCLG)
_____ Sexual Assault Prevention and Crisis Services (SAPCS) – State 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