

OFFICE OF THE ATTORNEY GENERAL

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

FY 2020-2023 Grant Application Kit

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

APPLICATION DEADLINE:

**11:59 p.m. CDT
November 22, 2019**

This Kit contains the following:

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

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I. GENERAL INSTRUCTIONS

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

Program Purpose

The purpose of the SAPCS-Federal Program is to fund strategies and activities that support the primary prevention of sexual violence and any other purposes consistent with Texas Government Code, Chapter 420. Sexual Assault Programs may apply for funds to address any of the stated focus areas/approaches. State Sexual Assault Coalitions may apply to provide training and technical assistance as defined in this Application Kit.

How to Obtain an Application Kit

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

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG for the Sexual Assault Prevention and Crisis Services Program (SAPCS) -Federal Program.

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

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

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

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

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

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

- First Name
- Last Name
- Email Address

- Organization Legal Name

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

The OAG strongly encourages Applicants to register by Friday, November 8, 2019 in order to have sufficient time to complete the application.

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

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

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

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

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

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

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

Application Submission – Deadline is 11:59 p.m. CDT Friday November 22, 2019

If your Eligibility Questionnaire answers match to an open solicitation, the grant funding opportunity will appear on the screen. You may apply for these grants by clicking on the green Apply Now button. Note: Hard copy or Emailed Applications will not be accepted.

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

- A grant program to which the Applicant could potentially match is not open; or

- The answers provided in the Eligibility Questionnaire do not match any of the OAG’s open grant solicitations.

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

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

- All Applicants must submit the following:
 - One (1) application per matched funding source listed under *Grant Programs*.
 - The following documents must be uploaded:
 - “Statements Supporting Submission of the Application to the Office of the Attorney General” containing signatures.
 - “Resolution of Governing Body” containing signatures. (Please note that the Authorized Official must be designated by signature of the governing body. If the Authorized Official is also a member of the governing body, the Authorized Official must be designated by another member’s signature. The Authorized Official cannot sign the Resolution designating him/herself as the Authorized Official.)
 - Job Description(s) in PDF for each position requested on the proposed budget.
 - Support Document(s) (See definition on page 19), at least one Support Document is required for each Applicant that reflects collaboration/organizational support related to achieving the goals of the proposed project as described in the Application.
 - Excel Budget Template completed for the first-year grant cycle and budget totals for years two through four of the grant. Must be uploaded in MS Excel format.
- One auto-reply message per application completed and submitted will be generated by GOALS and sent to the email associated with the Applicant’s on-line account.

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

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

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

Required Software and Capabilities

Microsoft Excel 97 or newer version is required to complete the Application and apply for a grant. Please note that not all versions of Microsoft Excel are the same. If an error message is received,

save as .xls, instead of .xlsx. *Adobe Reader* is required to access the Application Kit. *Adobe Reader* can be downloaded for free at <https://get.adobe.com/reader/>. In order to submit the required documents, applicants will need to have the capability to scan documents.

Availability of Funds

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

Grant Contract Period - Up to Four Years

While the grant application kit is four years, contracts are award one fiscal year at a time, subject to and contingent on funding and approval by the OAG. For contracts beyond the first year, the grantee may be required to submit additional documentation relating to the subsequent years of the grant contract period, including an updated budget, Work Plan, reach support documents (e.g. MOU, LOS, or CWA), and other documents as determined by the OAG. The OAG may base its decision for the second, third, and fourth 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 goals and objectives.

Eligible Applicants

The following entities are eligible to apply:

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

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

For sexual assault programs, a current SAPCS-State grantee is one that has an active SAPCS-State grant contract for FY 2020 (September 1, 2019 through August 31, 2020).

Eligible Budget Categories

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

Ineligible Costs

Ineligible costs include, but are not limited to:

- Contracting for grant activities that would otherwise be provided by employees of the grantee's organization
- Payment for providing direct counseling, medical treatment, or advocacy services to victims or perpetrators of sexual violence
- Payment for 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
- Payment for medical costs, such as SANE fees or salaries, or items paid for by the Crime Victims' Compensation (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
- Any unallowable costs set forth in the Federal Notice of Award for RPE
- Payment for research
- Payment for medical or clinical care
- Media or awareness campaigns that exclusively promote awareness of where to receive services

Ineligible Activities

Ineligible activities include, but are not limited to:

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

Funding Levels

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

| Type of Project | Grant Amounts | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| | Fiscal Year 2020 | Fiscal Year 2021 | Fiscal Year 2022 | Fiscal Year 2023 |
| <i>Sexual Assault Program</i> | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| <i>State Sexual Assault Coalitions Grantees</i> | Not to Exceed \$450,000 |

Match Requirements

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

Volunteer Requirements

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

If the Applicant currently uses volunteers, they must identify the role of a volunteer within the organization and if applicable within the organization’s primary prevention program, and describe program components related to training of volunteers.

State and Federal Requirements

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS-Federal Program. These rules are published in Texas Administrative Code, Title 1, Chapter 62:

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62)

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

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

Contact Information

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

- Email: Grants@oag.texas.gov

- Phone: (512) 936-0792
- GOALS: Select *Help* on the GOALS website for further assistance

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

SAPCS-Federal Program Requirements

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

Implement programming that aligns with the Texas Logic Model and Texas SAPCS-Federal Programming Summary. **Applicants are highly encouraged to review the Texas Logic Model and Texas SAPCS-Federal Programming Summary before applying for this funding opportunity.**

Specific requirements:

1. Programming must align with one or more of the following focus areas and approaches (strategies):

| Focus Area | • Approach | Level Typically Associated with each Approach |
|---|---|---|
| Promoting social norms that protect against violence | <ul style="list-style-type: none"> • Bystander approaches • Mobilizing men and boys as allies | Community* |
| Teach skills to prevent Sexual Violence (SV) | <ul style="list-style-type: none"> • Social-emotional learning | Individual** |
| Provide Opportunities to empower and support girls and women | <ul style="list-style-type: none"> • Strengthening leadership and opportunities for girls | Community* |
| <p>*In order to be considered community-level, programs proposed within this focus area should include one or more components which aim to change social norms, thereby addressing social norms at the setting-level. **Social-emotional learning is considered an individual level approach and therefore cannot be used as a stand-alone strategy.</p> | | |

2. Sexual assault programs must implement no less than 50% of all strategies at the community/societal level.
3. Strategies implemented cannot be solely in school settings (for the purposes of this grant, school settings refer to the population focus of 6-12th grades).
4. Programming must focus on positive youth development.
5. Applicants must justify their choice of programming (focus area, approach, program, population of focus, etc.) based on data driven decision making. For more information on data driven decision making see definitions for data-driven, data-driven population of focus, and data-driven prevention strategy.

6. Applicants may choose between the programs below (a-h). Applicants are strongly encouraged to review the SAPCS-Federal Programming Summary and the Recommended Programming Curriculum Alignment document to identify programs appropriate to the chosen focus area, approach, population of focus, and strategy level the program is intended to address. This list includes programs listed in the Stop SV Technical Package that have been approved for implementation using Texas RPE funds.
 - a. Be Strong: From the Inside Out
 - b. Bringing in the Bystander
 - c. Close to Home
 - d. Mentors in Violence Prevention – MVP Strategies
 - e. Step Up
 - f. Second Step
 - g. Coaching Boys into Men – as a train the trainer program only
 - h. LiveRespect

7. Applicants may propose another program (e.g. developed in-house) not listed above if it meets the following criteria. Applicants must complete the Use of an Alternative Program form in GOALS. The data provided must show the program:
 - a. Fits within one of the Chosen Focus Areas and Approaches identified above (1);
 - b. Has documented evaluation results or is grounded in theory of primary prevention;
 - c. Addresses Texas specific risk and protective factors;
 - d. Demonstrates a link between the theory of the program/policy effort and targeted outcomes;
 - e. Has implementation materials, as needed;
 - f. Is feasible to implement and evaluate;
 - g. Is in compliance with state law; and
 - h. Has a community-level component or is used as a part of a comprehensive strategy that includes a community-level component.

Note: Programs in the Stop SV Technical Package that are not listed in 6 a-h should not be proposed and will not be funded.

8. All funded organizations will be required to conduct the evaluation included in their chosen program. Additionally, if funded, organizations will be required to collect outcomes and use specific measurement tools provided by the OAG.

9. Use any of the following Approved Activities and Community Change strategies necessary to implement their chosen focus areas, approaches, and programs.
 - a. Approved Activities
 - i. Educational seminars
 - ii. Training programs for professionals
 - iii. Preparation of informational material
 - iv. Training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities

- b. Community Change Strategies
 - i. Coalition Building
 - ii. Community Mobilization
 - iii. Policy Education
 - iv. Social Norms Change

10. If funded, grantees will be required to meet all training requirements required by the OAG. In FY 2020, grantees will be required to attend, at a minimum, TAASA's Prevention Institute and are encouraged to attend the National Sexual Assault Conference.

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

1. Provide training/technical assistance to RPE funded organizations on selection, implementation, and program improvement of sexual violence primary prevention strategies.
2. Provide expertise and guidance on state level evaluation efforts for the RPE Program.
3. Support efforts of the Texas Primary Prevention Planning Committee Steering Committee.
4. Assist with the development and implementation of Focus Area 4) Create protective environments – Improving safety and monitoring in schools and addressing community-level risks through environmental approaches.

The following document titles and links are reference material for the Programmatic Requirements:

- SAPCS-Federal Logic Model, located at: <https://evalsvpptx.com/resources/>
- SAPCS-Federal Programming Summary, located at: <https://evalsvpptx.com/resources/>
- FY 20 – FY 23 Recommended Programming Curriculum Alignment, located at: <https://evalsvpptx.com/resources/>
- Stop SV Technical Package (as it relates to Texas programming), located at <https://www.cdc.gov/violenceprevention/pdf/sv-prevention-technical-package.pdf>
- Using Essential Elements to Select, Adapt, and Evaluate Violence Prevention Approaches, located at: <https://www.cdc.gov/violenceprevention/pdf/adaptationguidance.pdf>

The OAG reserves the right to update the SAPCS-Federal Grant Application Kit should Federal programmatic requirements change during the course of the grant term.

Staffing Requirements

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

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories. This requirement applies to all Applicants. The OAG may grant an exception to this requirement for projects that demonstrate a need as described and requested by Applicant in Tab
- Sexual Assault Program Applicants are limited to no more than six positions. State Sexual Assault Coalition Applicants are limited to no more than ten positions.
- Each Applicant must designate and request funding for a full-time Primary Prevention Coordinator that is dedicated to primary prevention activities. The OAG may grant an

exception to this requirement for programs that demonstrate a need as described in the budget portion of the application.

- Each position listed on the budget can only be associated with one employee. Job sharing can be identified by listing the position on the budget separately as many times as necessary to include all employees who share the job. Please note: separating positions due to job sharing is included in the position maximums.
- Only those positions that are directly related to achieving the goals of the Applicant's project will be funded. This includes positions that have direct involvement in the planning, implementation, or delivery of project activities and positions who directly supervise such staff.
- Grant funded staff will be required to meet all training requirements identified in the Plan Amendment.
- Job descriptions are required and must be submitted for all positions requesting funding. Each position listed must have a job description. Job descriptions must reflect activities that relate to the project's goals and must be appropriately proportionate to the personnel time allocated to the SAPCS-Federal grant.

Review Process

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

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

Scoring

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

- Organization Summary (10% of overall score)
- Project Summary (60% of overall score)
- Assessment and Evaluation (5% of overall score)
- Financial Questions (20% of overall score)
- Comprehensive Scoring Criteria (5% of overall score)

Grant Decisions

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

The OAG may take into consideration the diversity and geography of Texas when making funding decisions to ensure primary prevention efforts cover as much of Texas as possible. The OAG will use the Texas SAPCS-Federal Programming Summary, the FY 2020 – FY 2023 Recommended Programming Curriculum Alignment, and the Stop SV Technical Package as a basis to score Applications for this competitive funding opportunity.

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

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

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

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

Funding Priority

The OAG reserves the right to consider all other appropriations or funding an Applicant currently receives when making funding decisions.

Grant Award Notification

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

Special Conditions

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

Reporting Requirements

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

Method of Payment

OAG grants are paid on a cost-reimbursement basis.

II. Definitions

OUTPUT DEFINITIONS

Approved Activities and Community Change Strategies –to be used in the prevention of sexual violence:

- Educational seminars;
- Training programs for professionals;
- Preparation of information materials;
- Training programs for students and campus personnel designed to reduce the incidence of sexual assault at colleges and universities;
- Coalition Building – efforts involve building an alliance or partnership of groups working together to achieve a common purpose or to engage in joint activity.
- Community Mobilization – efforts involve engaging every level of the community working together to follow a systematic process and take actions to design and implement preventive activities.
- Policy Education
- Social Norms Change

Community – any defined population with shared characteristics and environments, including schools, neighborhoods, cities, organizations (e.g., workplaces), or institutions.

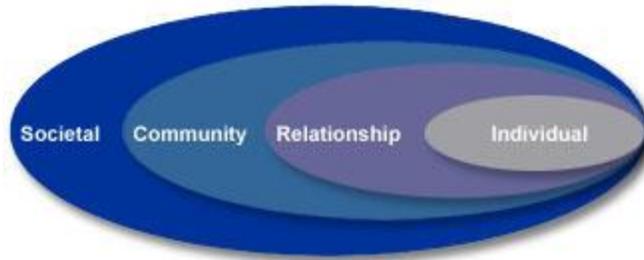
Community-level Strategies – strategies that target the characteristics of settings (e.g., school, workplaces, and neighborhoods) that increase risk for, or protect people from, violence.

Data-driven Population of Focus – includes action taken systematically review information from one or more data sources and apply data findings to selecting the population of focus.

Data-driven prevention strategy – includes actions taken to systematically review information from one or more data sources and apply data findings to selecting a prevention strategy.

Data source – is an entity that provide information that has been systematically collected, for example from administrative records, surveillance systems, or surveys.

Ecological Model – the CDC uses a four-level social-ecological model to better understand violence and the effect of potential prevention strategies. The model considers the complex interplay between individual, relationship, community, and societal factors. This model considers the complex interplay between individual, relationship, community, and societal factors. It provides an understanding of the range of factors that put people at risk for violence or protect them from experiencing or perpetrating violence. The overlapping rings in the model illustrate how factors at one level influence factors at another level. The model also suggests that in order to prevent violence, it is necessary to act across multiple levels of the model at the same time. This approach is more likely to sustain prevention efforts over time than any single intervention.



Gender Equality – refers to equal rights, responsibilities and opportunities that enable all individuals to achieve their full rights and potential to be healthy, contribute to health development, and benefit from the results.

Outcomes to be measured – identified in the Texas Logic Model and seeks to determine if the program made a difference and was successful in bringing about the intended changes. All funded organizations will be required to conduct the evaluation included in their chosen program. Additionally, all funded organizations will be required to collect outcomes and use specific measurement tools provided by the OAG.

Outputs – product of program activities.

Population of Focus – 6th – 12th grade (or age equivalent if not in a school setting), college/university students, and adult influencers. The population of focus is the population chosen by an organization in which prevention programming is designed to create a change.

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

- Primary prevention: The emphasis of all prevention strategies should be on approaches that address modifiable risk and protective factors for sexual violence perpetration and victimization (e.g. approaches that prevent initial perpetration or victimization).
- Based on evidence: All prevention strategies should be based on the best available evidence where appropriate. At a minimum, prevention strategies should have an articulated theory base and address modifiable risk and protective factors. See the Framework for Evidence for more information on best available evidence at http://www.cdc.gov/ViolencePrevention/pdf/Understanding_Evidence-a.pdf.
- Comprehensive: Prevention strategies should address multiple levels of the social ecology (e.g. individual, relationship, community, society) in a complementary manner (e.g. address related risk and/or protective factors). Comprehensive prevention plans should include components that address risk and protective factors at multiple levels—including the behavior and risk characteristics of individuals, peer and partner relationships, social norms, and structural, institutional, and societal factors and policies that contribute to risk for, or help prevent, sexual violence.
- Collaborative: Prevention strategies should be developed in collaboration with relevant partner organizations/agencies and community members. For example, to increase the visibility of a social norms campaign, it could be developed in collaboration with the local transportation authority, business owners, youth serving organizations and others who have a stake in sexual violence prevention and are in a position to increase exposure to messaging.

- Appropriately timed in development: Prevention efforts should focus on risk and protective factors that are most developmentally relevant to the population and recipients of the program or strategy.
- Effective: Longer, multi-session programs tend to be more effective than brief, single-session interventions. However, the specific length of exposure (e.g., contact hours) needed to change behavior depends on the nature and goals of the specific intervention.
- Well-trained implementers: Implementers should be stable, committed, competent, and able to connect effectively with students. Commitment to the program model helps staff deliver and reinforce program messages with greater credibility. Socio-culturally relevant: Prevention programs and strategies should be culturally relevant and appropriate, in both content and approach, to the individuals and/or groups served. An important way to accomplish this is by involving community members in the development, implementation, and evaluation of the program.
- Sound theory of change: Prevention strategies should be supported by a logical theory of change. It is important to understand how the intervention components or content are expected to impact evidence-based risk and protective factors and, ultimately, sexual violence.
- Build on or support positive relationships: Prevention approaches that build on or foster positive relationships between students and their peers, families or communities may have better outcomes. For example, programs may use trusted mentors, teachers, or coaches to deliver the intervention content or they could engage students in peer-facilitated activities or support groups designed to encourage and support positive behavior.
- Varied teaching methods: Interactive instruction and opportunities for active, skills-based learning help to engage participants in multiple ways (e.g., writing exercises, role plays) and may be associated with more positive outcomes than interventions which involve only passive audiences (e.g., lecture, films). Multiple interventions that reinforce the same messages or skills in different contexts and using different teaching methods may also improve outcomes.
- Outcome evaluation: Strategies that have been rigorously evaluated and shown to have effects on sexual violence or related outcomes are best bets when selecting a prevention approach to implement. Continuous monitoring and evaluation of implementation quality and key outcomes during program implementation can also provide important ongoing feedback and may improve outcomes.

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

Program – is a specific curriculum, training, or policy being implemented (e.g., Bringing in the Bystander, Second Step, etc.).

Protective Factors –events, conditions, situations, or exposure to influences that impede the initiation of sexual violence in at-risk populations and in the community. See Texas Programming Summary for list of Texas specific protective factors.

Public Health Approach – a four step process that includes:

- Defining the problem based on collecting and analyzing data about a health issue
- Identifying risk and protective factors

- Developing and testing prevention strategies
- Assuring widespread adoption

Reach – measures the degree to which the population of focus is affected by the prevention strategy. Usually reach is a count of the number of individuals, organizations, and/or communities affected by the prevention strategy. Reach is calculated by dividing the actual number of people/entities served by the potential number of people/entities served and involves the following two components:

- Potential Reach – the number of individuals, organizations, or communities that could potentially be affected by or receive the prevention program.
- Actual Reach – the number of individuals, organizations, or communities that are affected by or received the prevention strategy.

Risk Factors for Sexual Violence – events, conditions, situations, or exposure to influences that result in the initiation of sexual violence. See Texas Programming Summary for list of Texas specific risk factors.

Social Norms – group-level beliefs and expectations of members' behavior.

Strategy – a specific program, policy, or practice. A strategy is an activity (e.g., environmental change, policy-related activity, social norms change activity, bystander intervention training, healthy relationship education) intended to prevent violence and promote health in a group of people). This is a general definition provided by the CDC and should be considered within the guidance of the Texas SAPCS-Federal Programming Summary.

Technical Assistance – efforts that build the capacity of SAPCS-Federal grantees to implement primary prevention strategies.

Texas SAPCS-Federal Programming Summary – contains information on focus areas, approaches, specific program requirements, risk and protective factors, programs available for use with SAPCS-Federal funds, definitions of specific terms, and general guidance relevant to this application kit.

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.

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.

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

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

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

Fiscal Year (*Rape Prevention and Education Federal Fiscal Year*) – begins on February 1 and ending on January 31st.

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

Grant Contact – Each grantee must designate a Grant Contact. The grant contact may not be the same person as the Authorized official. The grant contact must be an employee of the grantee

who is responsible for operating and monitoring the project and who is able to readily answer questions about the project's day-to-day activities. All grant-related information will be sent to the grant contact.

Mileage – per mile cost when traveling by car.

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

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

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

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

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

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

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

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

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

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

Support Document(s) – a Memorandum of Understanding, Cooperative Working Agreement, Letter of Support, or other written agreement between two or more parties that sets forth common understandings, respective roles or interactions between the parties or any supporting duties or

responsibilities between the parties that support the project. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

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

Volunteer - a person who contributes a service without pay.

III. INSTRUCTIONS FOR GOALS

GENERAL INSTRUCTIONS

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

SPECIFIC FORM INSTRUCTIONS

GENERAL INFORMATION

Note: This form will need to be completed if it was not completed during the OVAG, VCLG, and SAPCS-State grant application cycle

Identify which type of organization you are:

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

Organization Information

- Applicant Doing Business as (dba):
- Program/Division/Unit Which Would Be Administering Grant
 - If applicable, enter a sub-agency.
- Federal Employer (Tax) ID Number (EIN)
 - EIN is issued by the Internal Revenue Service (IRS)
- Texas Vendor ID Number (VIN)
 - VIN is issued by the Texas Comptroller

Mailing Address

Enter Organization mailing information.

Grant Contact

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

Authorized Official

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

Alternate Designee

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

Project Financial Officer

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

SAPCS-FEDERAL ORGANIZATION INFORMATION

Identifying and contact information:

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

Applicant must select its Program Type: Sexual Assault Program or State Sexual Assault Coalition. The Program Type chosen will have corresponding questions towards the end of this form.

Narrative Questions

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

State and Federal Funds Experience

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

SAPCS-FEDERAL OTHER ORGANIZATION INFORMATION

Applicant must identify if their application includes a submission of a signed Memorandum of Understanding (MOU), Letter of Support (LOS), Cooperative Working Agreement (CWA), or other support document, and if the MOU, LOS, CWA or other support document contains all the components as listed in the Application Kit.

Narrative Questions

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

SAPCS-FEDERAL PROJECT SUMMARY

Applicant must select its Program Type: Sexual Assault Program or State Sexual Assault Coalition. The Program Type chosen will have corresponding questions in this form.

Sexual Assault Program Applicants:

Applicants must select one or more focus areas and approaches; identify the community/setting where the primary prevention project will be implemented; identify the population of focus; select risk and protective factors; identify a program for implementation; and answer all narrative questions.

Narrative Questions

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

State Sexual Assault Coalition Applicants:

Applicants must answer all narrative questions.

Narrative Questions

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

SAPCS-FEDERAL WORK PLAN

All Applicants must complete the Work Plan by entering information for each quarter of the grant in all columns (Activities, Responsible Party, and Measures of Success).). All personnel listed on the budget must be included under responsible party at least once in the Work Plan.

SAPCS-FEDERAL LOGIC MODEL

All Applicants must upload their organization's logic model for the proposed primary prevention project. The logic model must include inputs, activities, outputs, and outcomes. The Logic Model should be uploaded under the "Logic Model" Task.

SAPCS-FEDERAL USE OF AN ALTERNATIVE PROGRAM

All Sexual Assault Program Applicants who are choosing to use a program other than those listed under 6. a-h on page 10 of this Kit must complete this form. Applicants who are using a program listed under 6. a-h on page 10 must select the box at the top of the form which states they are not using an alternative program.

BUDGET EXCEL WORKBOOK

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

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

BUDGET CALCULATION

PERSONNEL AND FRINGE BENEFITS

- Sexual Assault Programs are limited to no more than six positions.
- State Sexual Assault Coalitions are limited to no more than ten positions.
- Each position listed on the budget can only be associated with one employee. If job sharing, list each position on the budget separately as many times as necessary regardless

of time allocated to grant. Please note: Separating positions due to job sharing is included in the position maximum.

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

Specific instructions and additional information for completing this section:

- **All Applicants must list the Primary Prevention Coordinator (PPC) in Position 1.** Identify the Primary Prevention Coordinator by typing “(PPC)” after the title of the position designated as the PPC for your organization. **This position must be on the grant full-time. Exceptions can be requested in the budget section of the application.**
- For each other position, the Applicant should list the position title and the number of hours scheduled to work per week.
- For each position, fill in the number of hours each week that will be spent on this grant. The % of time auto-fills. If the position is currently vacant type “Vacant” under the name.
- Priority positions should be listed first. To change the order of preference. Staff Position/Title #1 is highest priority and Staff Position/Title # 6 is lowest priority. For this grant the PPC must be in Position 1
- Annual Salary: Enter total amount of annual Salary.
- Months: Enter the total months (12 or less) of salary budgeted.
- Total: This field will auto-calculate giving the total salary for the percent of time this position will work on the SAPCS-Federal grant.
- Please Note: Total Salary Requested category will autofill based on the annual salary and the percentage of hours worked on the grant.
- The personnel budget category must include salaries of employees only and not compensation for consultants. “Employee” is defined as a person under the direction and supervision of the grantee, who is on the payroll of the grantee and for whom the grantee is required to pay applicable withholding taxes; or a person who will be on the grantee’s payroll and for whom the grantee will pay applicable income withholding taxes once the grant is awarded.
- Salaries for grant funded positions must be reasonable and comply with the grantee’s salary classification schedule. The grantee must maintain documentation supporting that the salary is commensurate with that paid in the geographical area for positions with similar duties and qualifications.
- Each position listed must have a job description. Job descriptions must be submitted with the Application. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on the SAPCS-Federal grant. Job Descriptions must include a breakdown of activities by time for activities funded by the grant.

FRINGE

For each position, provide the following information:

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

POSITION NARRATIVE

Provide a justification for each position. This should include primary duties and how activities support the goals of the grant. All responses must fit in the text boxes provided when the Application is uploaded.

REQUEST FOR EXCEPTION(S) TO SAPCS-FEDERAL STAFFING REQUIREMENTS

- If a grantee is unable to fulfill the personnel requirements of this grant, the applicant must request an exception and provide a justification. A justification must be included in this section if the Applicant is requesting an exception to the following personnel requirements:
 - a) A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories. A justification must be provided in this section if the Applicant is requesting an exception to this requirement.
 - b) Each organization must request funding for a full-time PPC that is dedicated to primary prevention activities. If an Applicant is asking for an exception, they must provide a justification. If the exception is granted, the PPC must be on the budget at least 90% dedicated to primary prevention activities. Organizations must have at least one full time equivalent staff member(s) that conducts primary prevention activities.

PROFESSIONAL AND CONSULTANT

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

The following information must be completed for each consultant:

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

PROFESSIONAL & CONSULTANT JUSTIFICATION

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

TRAVEL

- Funds requested in the travel category should be for **the travel of grant-funded personnel only**. Travel for non-grant funded individuals such as for advisory committees and primary prevention committees should be itemized in the same way specified below and placed in the Other Direct Operating Expenses (ODOE) category (applicable only to State Sexual Assault Coalitions)
- Travel expenses must be reasonable and necessary. Lodging, mileage, car rental, and airfare may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at: <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>
- For this grant, per diem is limited to actual expenses and is reimbursable according to the Comptroller of Public accounts guidelines, for overnight travel unless a grantee's travel policy provides for a lesser reimbursement. (Per diem is unallowable for non-overnight travel for this grant.)
- Hotel tax should be included under the Misc./Hotel Tax line.
- Travel must relate directly to activities that support the program funded by the OAG grant.
- Do not include conference registration fees in the travel budget category. Conference registration fees should be listed in the "Other Direct Operating Expenses" budget category.
- Travel is divided into four categories: OAG Sponsored Training, Local Travel, In-state Travel, and Out-of-State Travel.
- Requirements for each are detailed below:
 - **OAG Sponsored Training**: These travel costs may only be applied to an OAG sponsored training. Enter information only in the applicable categories.
 - Mileage: Enter the # of trips, # of people/drivers; the cost per mile; and # of miles (if miles are not equal, enter an average).
 - Airfare: Enter the trips, # of people and airfare cost per person (if costs are not equal, enter an average).
 - Per Diem: Enter the # of people; the daily per diem amount (if costs are not equal, enter an average); and the # of days the per diem will be given. For this grant, for this grant, per diem is limited to actual expenses and is reimbursable according to the Comptroller of Public Accounts guidelines, for overnight travel unless a grantee's travel policy provides for a lesser reimbursement. Per diem is unallowable for non-overnight travel for this grant.
 - Lodging: Enter the # of hotel rooms needed; the hotel cost per night (if costs are not equal, enter an average); and # of nights lodging is needed.
 - Other: Provide an explanation of any other costs on the line and enter the total of any other costs associated with in-state travel.
 - **Local Travel** (Mileage Only): travel incurred locally to conduct approved activities and/or complimentary strategies. This type of travel should be entered in the local travel line item and includes mileage only.
 - Determine all local trips to be taken in FY 2020. Enter:
 - The total # of trips;
 - The total # of drivers;

- The cost per mile; and
 - The # of miles or days.
- **In-state Travel:** travel incurred throughout the state that requires a per diem and/or an overnight stay. Calculate all in-state trips to be taken in FY2019 and enter totals into the appropriate line items in the following format:
- Mileage: Determine all in-state trips to be taken. Enter:
 - The total # of trips;
 - The total # of drivers;
 - The cost per mile; and
 - The # of in-state miles per driver per trip. To calculate this number:
 - Determine total # of miles for all drivers.
 - Divide the total # of miles for all drivers by the # of drivers.
 - Divide that figure by the # of trips.
 - Airfare: Enter the # of trips; # of people; and airfare cost per person (if costs are not equal, enter an average).
 - Per Diem: Enter the # of people; the daily per diem amount (if costs are not equal, enter an average); and the # of days the per diem will be given.
 - Lodging: Enter the # of; the hotel cost per night (if costs are not equal, enter an average); and # of nights lodging is needed.
 - Parking: Enter the cost per day (if costs are not equal, enter an average) and the number of days parking is needed.
 - Rental Car: Enter the cost per day (if costs are not equal, enter an average) and the number of days a rental car is needed.
 - Other: Provide an explanation of any other costs on the line and enter the total of any other costs associated with in-state travel.
- **Out-of-state Travel:** Sexual assault programs may request out of state travel for national conferences provided they submit a conference agenda in advance and the travel is approved by the OAG.
- Follow the federal travel guidelines for the city/state where the conference, workshop is held located at https://fm.x.cpa.state.tx.us/fm/travel/out_of_state/index.php.
 - Follow the Grants Service Administration (GSA) federal travel guidelines for the city/state where the conference workshop is located at www.gsa.gov
 - Grantees will need to provide a copy of the syllabus, registration form and certificate of attendance with the invoice for payment.
 - This type of travel should be entered into the appropriate line items in the following format:
 - Use the same format listed in “In-state Travel” above.

TRAVEL JUSTIFICATIONS

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

EQUIPMENT

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

EQUIPMENT NARRATIVE

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

SUPPLIES

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

ONE TIME PURCHASES

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

GENERAL OFFICE SUPPLIES - such as pens, paper etc. use the following guidelines:

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

SUPPLIES NARRATIVE

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

OTHER DIRECT OPERATING EXPENSES

- Other Direct Operating Expenses" is defined as those costs not included in other budget categories and which are directly related to the day to day operation of the grant program.
- Examples: Utilities, rent, insurance, security fees, or maintenance fees.
- Registration fees for conferences and other training sessions should be included in this category.
- Funds may not be used to purchase food and beverages.
- Travel for non-grant funded individuals such as for advisory committees and primary prevention committees must be listed in this budget category (applicable only to State Sexual Assault Coalitions). Use the same instructions for completing this travel section as was used for travel for grant-funded personnel.
- The first rows are for any ODOE expenses that represent one-time costs.
- List the item, the number of staff using the item and the cost per staff.
- The remaining rows are for on-going expenses.
- List the item, the number of months in use, the average cost per staff person, per month, the number of staff using the item, and the % of the total cost allocated to this grant project.
- Travel for non-grant funded individuals such as for advisory committees and primary prevention committees should be entered into ODOE, entering the # of trips, #of People, \$Cost, and # of Miles or Days (State Sexual Assault Coalition Only).

DIRECT OPERATING EXPENSES NARRATIVE

- Provide a justification for each item. This should include how it supports the goal of the grant. All responses must fit in the text boxes provided when the Application is uploaded.
- Provide a justification for travel for non-grant funded individuals, which related to the project's goal. All responses must fit in the text boxes provided when the Application is uploaded.

ODOE AND COST ALLOCATION

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

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

ALLOWABLE ALLOCATION METHODS

| Cost Type | Funding | FTE | Square Footage | Direct Use |
|------------------|----------------|------------|-----------------------|-------------------|
| Copiers | x | x | | x |
| Data Line | x | x | | |
| Equip Maint. | x | x | | |
| Janitorial | x | x | x | |
| Postage | x | x | | x |
| Printing | x | x | | x |
| Rent | x | x | x | |
| Telephones | x | x | | |
| Utilities | x | x | x | |

The following are descriptions and examples of the acceptable methods:

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

| Funding Source Based Example | |
|--|-----------------------------------|
| Total Operating Budget of Grantee A | \$ 475,000 |
| OAG Grant Funds | \$ 75,000 |
| | =75,000 divided by 475,000 = 0.16 |
| OAG Grant portion of the expense | = 16% |
| The OAG Grant could not be charged more than 16% of the allowable ODOE costs. | |

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

Steps to calculate the annual number of FTE's:

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

| FTE Based Example | |
|-------------------------------|--|
| Annual FTE Calculation | 20,800 total hours charged for all staff (based on time sheets or payroll records) |
| | $20,800 / 2080 = 10$ FTE's overall |
| | 5,600 staff hours charged to grant A (based on time sheets or payroll records) |
| | $5,600 / 2080 = 2.7$ FTE's charged to that grant A |
| | 2.7 (FTE charged to grant A) / 10 (FTE's overall) = $.27$ (27%) |
| | 27% 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 get the allocation percentage for direct use and common area. For example:

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

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

Steps to Calculate Square Footage

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

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

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

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

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

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

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

BUDGET TOTAL FOR THE FIRST YEAR OF THE GRANT

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

SECOND - FOURTH YEARS OF THE GRANT CYCLE

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

IV. OAG Certifications and Assurances

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

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

OPERATIONAL AND TRANSPARENCY ASSURANCES

The Applicant agrees to:

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

HEALTH AND SAFETY STANDARD ASSURANCES

The Applicant agrees to:

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

- B. Comply, if Applicant is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, with all rules adopted by the Texas Commission on Law Enforcement Officer pursuant to Chapter 1701 or provide the OAG with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules;
- C. Comply with applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of State Health Services, as required by the Texas Health and Safety Code, Section 85.001 *et seq.*;
- D. Comply with Texas Family Code, Section 231.006, which prohibits payments to a person who is in arrears on child support payments;
- E. Comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Family and Protective Services. Applicant shall also ensure that all program personnel are properly trained for and aware of this requirement;
- F. Ensure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA, (Executive Order (EO) 11738);
- G. Comply, as applicable, with the flood insurance purchase requirements of 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234, 42 U.S.C. §§ 4001 *et seq.*). Section 102 (a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards;
- H. Comply, as applicable, with environmental standards which may be prescribed pursuant to the following:
 - 1. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and EO 11514;
 - 2. Notification of violating facilities pursuant to EO 11738;
 - 3. Protection of wetlands pursuant to EO 11990;
 - 4. Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - 5. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. § 1451 *et seq.*);
 - 6. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 *et seq.*);
 - 7. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - 8. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205);
- I. Comply, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 *et seq.*) related to protecting components or potential components of the national wild and scenic rivers system;

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

NONDISCRIMINATION CERTIFICATION

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

- A. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
- B. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex;
- C. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, and the Americans With Disabilities Act of 1990 (42 U.S.C. §§ 12131–34);
- D. The Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101–07), which prohibits discrimination on the basis of age;
- E. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- F. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- G. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290dd-3, 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;

- H. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; and
- I. Any other nondiscrimination provisions in the statute(s) which may apply to this Application.

EQUAL EMPLOYMENT OPPORTUNITY PLAN CERTIFICATION

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

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

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

NON-PROCUREMENT DEBARMENT CERTIFICATION

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

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal or State benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency, including federal assistance programs;
- B. Have not, within a three-year period preceding this Application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

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

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

DRUG-FREE WORKPLACE CERTIFICATION

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

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

COMPLIANCE WITH UNIFORM GRANT MANAGEMENT STANDARDS AND APPLICABLE 2 CFR 200

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

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

ANNUAL SINGLE AUDIT CERTIFICATION

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

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

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

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

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

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

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

CONFLICT OF INTEREST

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. The Applicant shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Applicants governing body or of the Applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or

supervise such person unless otherwise provided by law, as applicable, under Texas Government Code, Chapter 2252 or Chapter 783. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

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

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

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

APPLICATION

- The Application must be submitted via GOALS

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

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

“RESOLUTION OF GOVERNING BODY”

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

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

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

SUPPORT DOCUMENT(S)

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

LOGIC MODEL

- Must be uploaded with the Application.
- Missing Logic Models may impact the Applicant’s funding.

THE APPLICANT SHOULD UPLOAD “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL,” “RESOLUTION OF GOVERNING BODY,” JOB DESCRIPTION(S), SUPPORT DOCUMENT(S), EVIDENCED BASED ALIGNMENT RUBRIC (REQUIRED IF APPLICANT CHOSE A PROGRAM OTHER THAN THE ONES LISTED IN THE APPLICATION KIT)), AND THE LOGIC MODEL IN EACH OF THE CORRESPONDING “TASKS” LOCATED ON THE MAIN PAGE OF YOUR APPLICATION.

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

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 11:59 P.M. CDT, FRIDAY, NOVEMBER 22, 2019, OR THE APPLICATION WILL NOT BE CONSIDERED.

INSTRUCTIONS: Select the grant program in Section 1 below and submit this signed document with the Application.

LEGAL NAME OF APPLICANT: _____

REFERENCE ID NUMBER: _____

1. THIS APPLICATION IS FOR (initial):

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

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

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

4. DEADLINES AND SUBMISSION OF APPLICATION. The undersigned understands that the deadline for submission is 11:59 p.m. CDT, Friday, November 22, 2019, and that to meet the deadline, the Applicant must finalize and upload all applicable documents as required in the Application Kit. The undersigned further acknowledges that:

- It is the Applicant's responsibility to submit the Application to the OAG in the specified manner and by the specified date and time.
- Applications submitted in other formats will not be accepted.
- The OAG accepts no responsibility for delays in electronic submission delivery.
- Late Applications will not be considered under any circumstance.

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

6. 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.

7. SUPPORT DOCUMENT(S). The undersigned understands that the most recent Support Document(s) as defined under General Definitions must be submitted with the Application.

8. Logic Model. The undersigned understands that a Logic Model must be submitted with the Application.

Authorized Official Signature

Authorized Official Printed Name

Title

Date

(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)

RESOLUTION OF GOVERNING BODY—REQUIRED

REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 11:59 P.M. CDT, FRIDAY, NOVEMBER 22, 2019. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENT THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.

LEGAL NAME OF APPLICANT: _____

REFERENCE ID NUMBER (if applicable): _____

Be it known as follows:

WHEREAS, the _____, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General, (OAG) for the following grant program (initial):
_____ Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Grant

WHEREAS, the _____,
[Name of Governing Body of Applicant, such as City Council, County Commissioners' Court or Board of Directors], has considered and supports the Application filed or to be filed with the OAG;

WHEREAS, the _____, [Name of Applicant] has designated or wishes to designate the following individual as the “Authorized Official” who is given or has been given the power to apply for, accept, reject, alter, or terminate that certain grant with the OAG, as well as given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee:

Name of Person Designated as “Authorized Official”: _____

Position Title: _____

NOW THEREFORE, BE IT RESOLVED that this governing body approves the submission of the Application to the OAG, as well as the designation of the Authorized Official.

Signature

Printed Name

Date

Sample Memorandum of Understanding:

SAMPLE Memorandum of Understanding

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

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

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

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

ABC organizations agrees to:

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

DCE sexual assault program agrees to:

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

4. Term of the MOU

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

5. Primary Contacts:

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

Signatures (for each entity signing):

Entity Name:

Printed Name and Title of Signer:

Signature of Signer:

Date Signed: