

**OFFICE OF THE ATTORNEY GENERAL**

**OTHER VICTIM ASSISTANCE GRANTS (OVAG)  
VICTIM COORDINATOR AND LIAISON GRANTS (VCLG)**

**FY 2022-2023 GRANT APPLICATION KIT**

**APPLICATION DEADLINE  
11:59 p.m. CDT  
Friday, April 23, 2021**

**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**

### **OTHER VICTIM ASSISTANCE GRANT (OVAG) PROGRAM VICTIM COORDINATOR AND LIAISON GRANT (VCLG) PROGRAM**

#### **How to Obtain an Application Kit**

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

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG for the OVAG and the VCLG Programs.

- An Applicant must create an on-line account and complete the Eligibility Profile to determine for which grant(s) the Applicant is able to apply.
- An Applicant may be matched to multiple funding sources based on the completed Eligibility Profile. However, an Applicant will be ineligible to apply for both an OVAG and VCLG grant.
- If eligible, an OVAG Applicant may apply for one OVAG, and if eligible, one Sexual Assault Prevention and Crisis Services (SAPCS)-State grant (in a separate Application Kit). *Note: the SAPCS-State Application has the same deadline as OVAG Application.*

#### **Applicant Registration**

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](mailto:Grants@oag.texas.gov):

- First Name
- Last Name
- Email Address (*It is highly recommended to use a generic organization email address if available*)
- Organization Legal Name

The point of contact will receive a welcome email from Grant Offering and Application Lifecycle System (GOALS) via the [Grants@oag.texas.gov](mailto: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.

**The OAG strongly encourages Applicants to register by Friday, April 9, 2021 in order to have sufficient time to complete the application.**

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

### **Eligibility Questions**

After the on-line account is activated, the Applicant will be taken to the Grant Programs webpage (your homepage) in GOALS, where the Applicant will then be required to complete an Eligibility Profile.

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 Profile is complete, Select the *View Programs* button at the bottom of the screen. If the Applicant matches to a grant program that has an open solicitation, the grant funding opportunity will appear on the screen. Select and complete the grant application for that applicable funding source by clicking on the green Apply Now button. *Note: Hard copy or Emailed Applications will not be accepted.*

### **Application – Deadline is 11:59 p.m. CDT on Friday, April 23, 2021**

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 Profile do not match any of the OAG’s open grant solicitations.

Please contact the OAG at [Grants@oag.texas.gov](mailto: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 a PDF format for each position requested on the proposed budget.
    - Support Document(s) (See definition on page 21), if collaboration/organizational support is needed to achieve the goals of the proposed project as described in the Application, the Applicant must submit at least one Support Document that reflects the

- collaboration/organizational support.
  - Excel Budget Template completed for both years of the grant cycle. 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](mailto: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 and in the manner required.

### **Required Software and Capabilities**

*Microsoft Excel 97* or newer version as well as the *Internet* is required to create an on-line account, complete the Application, and apply for a grant. It is recommended to use the latest version of Google Chrome or Mozilla Firefox. Please note that not all versions of Microsoft Excel are the same. If an error message is received, save the Excel document as *.xls*, instead of *.xlsx*. *Adobe Reader* is required to access the Application Instructions. *Adobe Reader* can be downloaded for free at [www.adobe.com](http://www.adobe.com).

### **Availability of Funds**

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

### **Grant Period - Up to Two Years**

The term of this grant is up to two years from September 1, 2021 through August 31, 2023, subject to and contingent on funding and approval by the OAG. If the grant period extends for more than one state fiscal year, the grantee will be required to submit additional documentation relating to the second fiscal year of the grant period, including an updated budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, effective and efficient use of grant funds and the success of the project in meeting its goals.

## **Eligible Applicants**

### **OVAG**

The following entities are eligible to apply under the OVAG Program:

- Local units of government;
- Non-profit agencies with 26 U.S.C. § 501(c)(3) status; or
- State agencies, including universities.

Non-profit Applicants with 26 U.S.C. § 501(c)(3) status must be in good standing with the Comptroller of Public Accounts and “in existence” with the Secretary of State.

### **VCLG**

The following entities are eligible to apply under the VCLG Program:

- A local criminal prosecutor, defined as a district attorney, a criminal district attorney, a county attorney with felony responsibility, or a county attorney who prosecutes criminal cases, may apply for a grant to fund a victim assistance coordinator (VAC) position, or part of a position, for a victim assistance coordinator, as defined in Article 56A.201 and 56A.202 of the Texas Code of Criminal Procedure.
- A local law enforcement agency, defined as the police department of a municipality or the sheriff's department of any county, may apply for a grant to fund a crime victim liaison (CVL) position or part of a position, for a crime victim liaison, as defined in Article 56A.203 and 56A.204 of the Texas Code of Criminal Procedure.

## **Eligible Budget Categories**

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

## **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Any cost covered by a Paycheck Protection Program (PPP) loan.
- Indirect Costs.
- Payment for lobbying or membership dues that directly support lobbying.
- Payment for Mortgages
- Payment for Property
- Fees to administer a subcontract
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities (See Definition of promotional items)
- 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
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Payments for sexual assault medical forensic examinations.
- Payments for medical care
- Payments for costs that have been reimbursed by the Crime Victims' Compensation Program
- Payments for cost of Structural replacement(s) and/or repair(s)
- Any unallowable costs set forth in state or federal cost principles
- Past due rent
- Past due car payment
- Monthly groceries
- Recreational Activities
- Promotional Incentives
- Promotional Items other than those identified as allowable in the Definition section of this kit.

### **Ineligible Activities (not reimbursable)**

Ineligible activities include, but are not limited to:

- Research centered activities (does not include evaluation conducted for program improvement)
- Prosecution centered activities for offender related activities, such as witness coordination, expert witness fees, or prosecutor salaries
- Law enforcement centered activities, such as investigators or patrol officers
- Probation activities that assist an offender
- Offender-related activities, such as mediation or alcohol/drug abuse counseling
- Crime prevention activities, such as, Crime Stoppers, Dare, Neighborhood Watch. (Awareness activities such as Take Back the Night, Watch your Drink campaigns are allowable).
- Public Awareness Campaigns- defined as using grant staff hours or funds for a planned series of media/materials buys that are general in nature and intended to achieve a particular aim (e.g., My Strength Campaign, Speak Up Speak Out Campaign, No More Campaign, etc.). See Education in the definition section for allowed awareness activities.
- Activities performed by Sexual Assault Nurse Examiners (SANEs), or other medical professionals, related to conducting sexual assault medical forensic examinations, including fees or salaries. This does not include professional fees for SANEs or medical professionals who provide victim services training for an organization.
- Any fundraising activities (see 2 CFR 200.442 Fund Raising and Investment Management Costs for reference of fundraising activities).

### **Funding Levels**

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

Type of Project	Minimum Amount		Maximum Amount	
	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2023
<i>OVAG Project</i>	\$20,000	\$20,000	\$45,000	\$45,000
<i>OVAG Statewide Project</i>	\$20,000	\$20,000	\$170,000	\$170,000
<i>VCLG Project</i>	\$20,000	\$20,000	\$45,000	\$45,000

**Match Requirements**

There are no match requirements for the OVAG or VCLG programs.

**Volunteer Requirements**

Due to the COVID 19 pandemic, there are no volunteer requirement for this grant cycle.

**Assistance with Restitution Requirements**

Prosecutor-based victim assistance programs applying for OVAG or VCLG funds will be required to provide the following services in FY 2022-2023:

- Assistance in making restitution requests; and
- Collaboration with the OAG to ensure restitution is ordered in the appropriate amount to be paid back to the Compensation to Victims of Crime Fund after compensation has been paid to or on behalf of the victim as required by Article 42.037 (a) of the Texas Code of Criminal Procedure.
- Prosecutors will be required to report on assistance in making restitution requests in the OAG performance report.

**State and Federal Requirements**

All Applicants should review and be familiar with the OAG administrative rules governing the OVAG and VCLG Programs. These rules are published in Texas Administrative Code, Title 1, Chapter 60:

[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac\\_view=4&ti=1&pt=3&ch=60](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=60)

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

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

**Contact Information**

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

- Email: [Grants@oag.texas.gov](mailto: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.

### **OVAG Program Requirements**

The purpose of the OVAG Program is to provide funds, using a competitive allocation method, to programs that address the unmet needs of victims by maintaining or increasing their access to quality services.

**OVAG Purpose Areas:** Grants awarded under this Application Kit may be used for victim related services or assistance for the following purposes:

- Providing direct victim services including, but not limited to, counseling, crisis intervention, assistance with the Crime Victims' Compensation Program, assistance with Texas SAVNS (if in applicable counties), legal assistance, victim advocacy, emergency housing assistance, and information and referral;
- Providing outreach or training to help identify crime victims who might not otherwise be reached and provide or refer them to needed services;
- Connecting crime victims to services for the purpose of supporting or assisting in their recovery;
- Training professionals and volunteers to improve their ability to inform victims of their rights, to assist victims in their recovery, or to establish a continuum of care for victims; or
- Other support for victim related services or assistance as determined by the OAG.

Required activities under this grant include:

- Assistance with the Crime Victims' Compensation Program,
- Assistance with Texas SAVNS (if in applicable counties), and
- Information and Referral

***Special considerations during COVID-19.** All services allowed under this Kit can be provided in a virtual environment during the pandemic at the discretion of the Applicant.*

**OVAG Staffing Requirements:** The funding priority for the OVAG Program is to support positions that provide victim related services or assistance and in particular to provide direct victim services.

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories. This requirement applies to all Applicants. The OAG may grant an exception to this requirement for programs that demonstrate a need as described on the application budget. The request for exceptions are located directly beneath the Personnel Position Narratives in the Excel Budget Workbook.
- An Applicant that requests 85% or more of the total grant amount in the Personnel and Fringe budget categories will be given additional consideration in scoring.
- An Applicant is limited to no more than ten positions.
- Position titles listed on the budget **must match exactly, word for word**, to the position title listed on the job description. It is highly recommended to use numerical labels to match the job descriptions to the numbered positions on the budget. For Example: If you enter a position title of "Advocate" in position Number 1 on the budget, place a "1" on the Advocate's job description. Each numbered position must have a corresponding job description submitted in GOALS.
- 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. (*i.e.* Advocate if shared between three personnel, must be listed on three separate lines under the Personnel budget category, and three separate job descriptions must be submitted, one for each position).

- Job descriptions are required and must be submitted for all positions for which the Applicant is requesting funding. For example, if an Applicant is requesting funding for three Advocates, three Advocate 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 activities funded by the OVAG grant.

**OVAG Direct Victim Services Staff:** Unless otherwise indicated in this Application Kit, all Applicants must provide one grant funded person working at least twenty hours per week or two grant funded persons working at least ten hours each per week providing direct victim services. All Applicants must provide assistance with the Crime Victims' Compensation Program, Assistance with Texas SAVNS (if in applicable county), and Information and Referral. Direct Victim Services are defined in the Definitions section of this Application Kit.

**Required Training:**

Applicants will be required to complete a training on Cyber Security if funded.

Additionally, it is required that at least one grant funded person providing direct victim services complete an OAG training on the Crime Victims' Compensation Program and Address Confidentiality Program within the first year of the grant execution date. One grant funded person providing direct victim services must always be current on the OAG training requirement. If for example, the grant funded person providing direct victim services that initially completed the training is no longer employed by the agency, another grant funded person providing direct victim services must complete the training. The training requirement may be completed either by attending an OAG conference or training in person (offered by Regional Coordinators or in Austin at the State Office), or via an online course offered by the OAG.

The direct victim services staff requirements apply to all Applicants, including those that rely upon volunteers or contracted staff to deliver direct victim services. The OAG may grant an exception to this requirement for programs that demonstrate a need as described in the budget portion of the application.

**OVAG Administrative Services:** Funds for administrative personnel may be requested with the following restrictions (see Definitions section for definition of Administrative Services).

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

The administrative services requirement applies to all Applicants. The OAG may grant an exception to the fifteen hours per week maximum for programs that demonstrate a need as described in the budget portion of the Application. The request for exceptions are located

directly beneath the Personnel Position Narratives in the Excel Budget Workbook.

**OVAG Statewide Project:** A statewide project is one that actively offers or provides victim related services or assistance in six or more Council of Government (COG) regions. *Note: **Public Awareness Campaigns are not eligible in this kit, this includes time spent preparing or purchases made for campaigns.*** An applicant that directs a project to less than six Council of Government regions will not be considered a statewide project and will be considered a local project for the purposes of this grant.

### **VCLG Program Requirements**

The purpose of the VCLG program is to fund the mandated positions described in the Texas Code of Criminal Procedure, Article 56A.201 - 56A.204, specifically Victim Assistance Coordinators (VAC) in prosecutor offices and Crime Victim Liaisons (CVL) in law enforcement agencies.

In addition to the duties imposed in the Texas Code of Criminal Procedure, Article 56A.202 and 56A.204 (and more specifically the duties associated with ensuring crime victims' rights described in Article 56A.051 and rights for victims of sexual assault under 56A.052), VACs and CVLs are also expected to promote and educate the community and other professionals about victim rights and services in an effort to identify crime victims and provide or refer them to needed services.

Required activities under this grant include:

- Assistance with the Crime Victims' Compensation Program,
- Assistance with Texas SAVNS (if in applicable counties),
- Information and Referral, and
- Assistance with Restitution (if the Applicant is Prosecutor based)

***Special considerations during COVID-19.*** All services under this grant can be provided in a virtual environment during the pandemic at the discretion of the Applicant.

**VCLG Staffing Requirements:** An Applicant for the VCLG Program must request funding for a position that will perform the duties of a VAC or a CVL.

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Budget categories. This requirement applies to all Applicants. The OAG may grant an exception to this requirement for programs that demonstrate a need as described on the Budget Calculation. The request for exceptions are located directly beneath the Personnel Position Narratives in the Excel Budget Workbook.
- An Applicant that requests 85% or more of the total grant amount in the Personnel and Fringe Benefits budget categories will be given additional consideration in scoring.
- The Applicant must, at minimum, provide one VAC or CVL position working twenty hours per week or two positions working at least ten hours each per week in the Applicant's budget.
- An Applicant is limited to no more than ten positions.
- Positions titles listed on the budget **must match exactly, word for word**, to the position title listed on the job description. It is highly recommended to use numerical labels to match the job descriptions to the numbered positions on the budget. For Example: If you enter a position title of "Advocate" in position Number 1 on the budget, place a "1" on the Advocate's job description. Each numbered position must have a corresponding job description submitted in GOALS.

- 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. (*i.e.* Victim Liaison if shared between three personnel, must be listed on three separate lines under the Personnel budget category, and three separate job descriptions must be submitted, one for each position).
- Job descriptions are required and must be submitted for all positions for which the Applicant is requesting funding. For example, if an Applicant is requesting funding for three Advocates, three Advocate 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 activities funded by the VCLG grant.

**VCLG Direct Victim Services Staff:** Unless otherwise indicated in this Application Kit, all Applicants must provide one grant funded person working at least twenty hours per week or two grant funded persons working at least ten hours each per week providing direct victim services. All Applicants must provide Assistance with Crime Victims' Compensation, Assistance with Texas SAVNS (if in applicable county), and Information and Referral. Prosecutor based Applicants must also provide "Assistance with Restitution". Direct Victim Services are defined in the Definitions section of this Application Kit.

**Required Training:**

Applicants will be required to complete a training on Cyber Security if funded.

Additionally, it is required that at least one grant funded person providing direct victim services complete an OAG training on the Crime Victims' Compensation Program and Address Confidentiality Program within the first year of the grant execution date. One grant funded person providing direct victim services must always be current on the OAG training requirement. If for example, the grant funded person providing direct victim services that initially completed the training is no longer employed by the agency, another grant funded person providing direct victim services must complete the training. The training requirement may be completed either by attending an OAG conference or training in person (offered by Regional Coordinators or in Austin at the State Office), or via an online course offered by the OAG.

The direct victim services staff requirements apply to all Applicants, including those that rely upon volunteers or contracted staff to deliver direct victim services. The OAG may grant an exception to this requirement for programs that demonstrate a need as described in the budget portion of the application. The request for exceptions are located directly beneath the Personnel Position Narratives in the Excel Budget Workbook.

**VCLG Administrative Services:** Funds for administrative personnel may be requested with the following restrictions (see Definitions section for definition of Administrative Services).

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

The administrative services requirement applies to all Applicants. The OAG may grant an exception to the fifteen hours per week maximum for programs that demonstrate a need as described in the budget portion of the Application. The request for exceptions are located directly beneath the Personnel Position Narratives in the Excel Budget Workbook.

### **Review Process**

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

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

### **Scoring**

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

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

### **Grant Decisions**

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

The OAG may choose to award a grant 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.

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

### **Funding Priority**

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

The OAG reserves the right to give priority to currently funded organizations and projects that provide direct victim services with grant funds, or that provide information and education about victim rights in their community.

### **Grant Award Notification**

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

### **Special Conditions**

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

### **Reporting Requirements**

If 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 30<sup>th</sup> day of each month following the end of the quarter. The four quarters end on the last day of the months of November, February, May and August. Reporting on grant program activities such as 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 for eligible budget costs.

## **II. DEFINITIONS**

*Due to the impact of COVID-19, all the following services may be conducted in a virtual environment, to include those that say “in-person” in the definition.*

### **OUTPUT DEFINITIONS**

**Accompaniment** – to hospitals, law enforcement offices, prosecutors’ offices and courts, to provide in-person support, assistance and provision of information about crime victims’ rights during the survivors’ interaction with medical or criminal justice professionals at hospitals, law enforcement offices, prosecutors’ offices and courts. To qualify as an Accompaniment to a Hospital, a minimum of 45 minutes must be spent with the survivor. During the pandemic, this definition is revised to include services provided for less than 45 minutes and includes provision in a virtual environment.

**Advocacy** – in-person or via telecommunication assistance provided on behalf of a victim to third parties (e.g., schools, employers, law enforcement agencies, housing authorities, health care professionals, prosecutors; offices, CVC).

**Assistance with Crime Victims' Compensation** – assistance provided to a victim or claimant, as defined by Texas Code of Criminal Procedure Articles 56B.003(2) and 56B.003(14), that may include explaining Crime Victims’ Compensation (CVC) forms, processes, or completing the appropriate forms. Providing general information on CVC should be counted under “Information and Referral.”

**Assistance with Texas Statewide Automated Victim Notification Service (SAVNS)**– assistance provided to a victim explaining Texas SAVNS and/or registering or accessing information. Providing general information on Texas SAVNS should be counted under “Information and Referral.”

**Assistance with Restitution** – at a minimum, those duties required under Texas Code of Criminal Procedure, Articles 56A.051, 56A.202, 56A.204, and 56A.451, which include notice of right to restitution and a written notification of the general restitution process within 10 days after the date that an indictment or information is returned against a defendant. Assistance with Restitution may also include assisting victims with calculating losses; gathering documentation/receipts; reviewing victim impact statements for potential restitution requests; contacting CVC to determine if funds have been expended on victim’s behalf; and providing restitution information and CVC reimbursement requests for the prosecution.

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

**Assistance with Victim Impact Statements** – assistance provided to a victim explaining the Victim Impact Statement identified in Article 56A.151 Code of Criminal Procedure and/or completing the appropriate forms. Providing general information on Victim Impact Statements should be counted under “Information and Referral”.

**Crisis Intervention** – in person or via telecommunication assistance provided to a victim to reduce acute distress, to begin stabilization and to assist in determining next steps.

**Direct Victim Services** – include but are not limited to providing the following activities:

- Accompaniment to Hospitals, Law Enforcement Offices, Prosecutors’ Offices and Courts
- Advocacy
- Assistance with Crime Victims’ Compensation
- Assistance with Restitution
- Assistance with Texas SAVNS
- Assistance with Victim Impact Panels
- Assistance with Victim Impact Statements
- Crisis Intervention
- Emergency Funds
- Follow up with Victim
- Groups (Support, Therapeutic)
- Information and Referral
- Individual Counseling
- Peer Support Services
- Legal Assistance
- Lodging
- Transportation
- Other Direct Victim Services

**Education** – For purposes of this grant, education includes the following both in-person and live interactive instruction conducted in a virtual environment:

- Outreach – includes but is not limited to public speeches, information booths, media interviews, public service announcements, newsletters, articles, editorials, and website visits conducted for the purpose of generally informing the public about crime related topics and available victim services.
- Training – includes general training sessions, video conference training sessions, and computer-based training sessions conducted to train on a certain topic. Training is designed to increase knowledge on crime related topics, impact the skills of individuals interacting with victims, including victim service training, or to improve the overall response to victimization. Training may be provided internally to volunteers and staff, or externally to the public.
- Social Media – the use of social media is an allowable activity and is defined as forms of electronic communication through which users create online communities to share information, ideas, and content related to any of the services provided by the agency using OVAG/VCLG funds (i.e. direct victim services, outreach, or training).
- Asynchronous Programming -the use of asynchronous programming is allowed and includes pre-recorded lectures and digital curriculum materials where participants respond through email, discussion boards, social networking, and collaborative documents at a time of their own choosing. Asynchronous education should be reported separate from live, virtual sessions.

**For virtual outreach events and training sessions, organizations must have a control method of tracking participants.** If funded, and requested by the OAG, organizations must be able to provide the type of control method they are using.



**Emergency Funds** – funds that the Applicant will provide directly to victims for items needed immediately following a crime and that would not otherwise be paid for by the Crime Victims’ Compensation Program. Not to exceed \$1,500 during each grant year.

Allowable Items - one-time transportation, one-time lodging, and/or a one-time food and/or gas card, etc.; Unallowable Items – past due rent, past due car payment, monthly groceries, medical bills, etc.

**Follow-up with Victim** – in person, telephone or written communication, initiated by the advocate that occurs as a follow-up to an initial meeting with the victim—to provide or offer services such as emotional support, empathetic listening and checking on progress.

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

**Information Booth** – Events where organizations staff booths to provide information to the general public about different topics. This may include but is not limited to community fairs, conferences, or other public gatherings.

**Information and Referral** – all forms of contact with victims in which services and available support (provided by the Applicant or the community) are identified and/or offered. This service may be provided in addition to or along with other Direct Victim Services such as Advocacy, Peer Support Services, Assistance with Crime Victims’ Compensation, etc.

**Legal Assistance** – assistance provided to a victim with criminal or civil legal issues, including, but not limited to, completing and/or filing of temporary restraining orders, injunctions, other protective orders, elder abuse or child abuse petitions. The available scope of legal services may be for the following service areas: Legal services to assist victims of human trafficking; legal services to assist victims of crime to obtain temporary or permanent protective orders; spousal/child support, divorce and relocation, legal services to assist victims of crime with immigration proceedings; and legal services relating to victims of crime obtaining Crime Victims’ Compensation benefits. Any other scope of legal services must have the prior written approval of the OAG. Legal assistance does not include activities solely for the prosecution of an offender, such as witness coordination; expert witness fees; or prosecutor salaries.

**Lodging** – arranging and/or providing lodging for a victim, including but not limited to emergency housing assistance (*e.g.* the number of victims who received lodging as arranged by grant funded staff). OAG will assess requests for reasonableness.

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

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

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

**Transportation** – arranging and/or providing transportation for a victim for planned activities to one or more destinations in a single trip, or to an unplanned or crisis situation to or from locations such as

medical facilities, shelters, or police stations.

**Unique Victims Served** – a victim of crime that receives any direct victim service from staff funded on this grant counted only once per fiscal year.

## GENERAL DEFINITIONS

**Administrative Services** – functions that provide support or oversight to grant activities that are not:

- Direct Victim Services;
- Education
  - Outreach
  - Training

(See Definitions of Direct Victim Services and Education).

**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. Most advertising is 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, disposal of surplus materials, other specific purposes necessary to meet the requirements of the grant project, or the availability of services.

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

**Crime Victim Liaison** – each local law enforcement agency shall designate one person to serve as the agency's crime victim liaison and perform the duties described in Article 56A.203 and 56A.204 of the Texas Code of Criminal Procedure.

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

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

**Fiscal Year** – Texas state fiscal year, beginning on September 1<sup>st</sup> and ending on August 31<sup>st</sup>.

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

**Grant Contact** – each grantee must designate a Grant Contact. The Grant Contact may not be the same person as the Authorized Official. The Grant Contact must be an employee of the grantee who is responsible for operating and monitoring the project and who is able to readily answer questions about the project’s day-to-day activities. All grant related information will be sent to the Grant Contact.

**Mileage** – per mile cost when traveling by car may be reimbursed according to the Texas State Travel Guidelines, unless a grantee’s travel policy provides a lesser reimbursement.

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

**Outcome** – specific changes in knowledge, attitudes, skills, behavioral intentions, behaviors, or other changes that are expected as a result of program activities. Example: 80% of unique victims served (output) this year showed an "Increase in knowledge of crime victims’ rights" (outcome).

**Output** – products of program activities, including services delivered by a program. Examples include:

- The number of unique victims served (outputs) last month. Example: 25 is the number of unique victims served (output) last month.
- The number of instances a service was provided. Example: 100 counseling sessions were provided (output) last month.

**Output Target** – estimate of the number of program activities, including services the organization plans to deliver in a given time period. Examples include:

- The organization plans to serve 30 unique victims in FY 2022.
- The organization plans to provide 25 accompaniments in FY 2022.

**Per Diem** – actual meal expense, incurred on an overnight stay in which the grantee travels outside of their designated headquarters, may be reimbursed according to the Texas State Travel Guidelines, unless a grantee’s travel policy provides a lesser reimbursement.

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

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

**Project Financial Officer** – This person has primary responsibility for overseeing the financial operations of the grant project and may or may not be the same as the organization’s highest

financial position. This person may be, for example, the chief financial officer, finance director, county auditor, comptroller or board treasurer.

**Promotional Items** – articles of merchandise that are branded with a logo and used in marketing and communication programs. They are usually given away to promote a company, corporate image, brand, or event. Most promotional items are unallowable expenditures for grant purposes and are only allowable if the item is informational and/or instructional in nature and thus provides a public service. All items require pre-approval by the OAG.

- Examples of items that are allowable: Pens or pencils with the name of the organization and the hotline number.
- Examples of items that are unallowable: Items with only the organization’s name on it, items with only the organization’s name and/or prevention messages.

**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 and appoints authorized official of this grant. **The Authorized Official cannot sign the Resolution designating him/herself as the Authorized Official.**

**Salary** – the total compensation, not including fringe benefits, 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.

**Structural** – relating to or forming part of the structure of a building or other item(s) within or around the building. Examples include repaving parking lot or walkway, replacement of toilets, replacement of Heating, Ventilation, and Air Conditioning (HVAC) systems.

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

**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.

**Technical Assistance** - efforts to build the capacity of programs to implement direct victims service activities. Assistance may be provided in person (includes video chat conferences), via telephone or email, or onsite.

**Texas Statewide Automated Victim Notification Service (SAVNS)** – a free and confidential statewide service that provides registered victims of crime and concerned citizens’ information and notification about offender custody status and related court events and cases.

**Victim Assistance Coordinator** – the district attorney, criminal district attorney, or county attorney who prosecutes criminal cases shall designate a person to serve as victim assistance coordinator in that jurisdiction and perform the duties described in Article 56A.201 and 56A.202 of the Texas Code of Criminal Procedure.

**Volunteer** – a person who provides an unpaid service to the organization

### **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.

**If an applicant organization is a nonprofit, please provide the organization's legal name as it is listed in the Texas Secretary of State's website. Failure to use an organization's name as it is listed by the Texas Secretary of State can potentially cause a delay in award.**

#### **Narrative Questions Throughout the Application**

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.

#### **SPECIFIC FORM INSTRUCTIONS**

##### **GENERAL INFORMATION**

Identify which type of organization you are:

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

##### **Mailing Address**

Enter Organization mailing address.

##### **Audit Requirements**

Advise if the Organization is required to conduct a Single Audit in accordance with 2 CFR 200.501.

##### **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.

## Organization Information

- Applicant Doing Business as (dba):
- Program/Division/Unit Which Would Be Administering Grant
  - If applicable, enter a sub-agency. For example, if a city is applying, they could enter their police department, or a state agency could enter their victim outreach section.
- 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

## ORGANIZATION INFORMATION

### 1. Organization

#### 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. **If an applicant organization is a nonprofit, please provide the organization’s legal name as it is listed in the Secretary of State’s website. Failure to use an organization’s name as it is listed by the Secretary of State can potentially cause a delay in award.**
- 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 Purpose Area(s) the Applicant is seeking funding for by checking the appropriate box or boxes. The program chosen will have corresponding questions later in the Application.

If Applicant is applying for an OVAG Statewide Project, the applicant must check “Check if Applying for an OVAG Statewide Project” box. This box must be checked in order to answer the Statewide application questions.

#### State and Federal Funds Experience

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

## PROJECT SUMMARY

Applicant must answer all questions.

## OUTPUT TARGET CALCULATION

List targets for grant funded activities your organization plans to conduct with this OAG grant. For purposes of this application kit, targets include both in-person services and those provided in a virtual environment. The information entered will be totaled to indicate the Applicant’s targets for FY 2022 and FY 2023. The Applicant will report on cumulative activities in quarterly Performance Reports to the OAG, not activities by individual personnel. Targets should reflect estimated yearly services performed on this grant by both grant funded staff and Professional & Consultant Services providers. ***If funded, output targets entered on this application will be the targets entered in the quarterly performance reports.***



### Required Targets:

1. Number of Unique Victims Served
2. Assistance with Crime Victims' Compensation
3. Assistance with Texas SAVNS (if in applicable county)
4. Information & Referral
5. All other activities conducted using OAG OVAG/VCLG grant funds

In addition to the first four (4) targets listed above, prosecutor-based Applicants must also provide a target for Assistance with Restitution.

Important information regarding targets and reporting on Direct Victim Services. Read the guidance below carefully before proceeding.

- Organizations will provide a target for the number of Unique Victims Served (a victim of sexual assault that receives any direct victim service from staff funded on this grant counted only once per fiscal year).
- For each Direct Victim Service that the organization is requesting funding, enter the target for the number of ***instances*** each service will be provided.

### Example:

An organization serving 1 victim by providing 35 Individual Counseling sessions would count one unique victim served and 35 instances of Individual Counseling.

If the organization requests funding for **Outreach** or **Training**, enter targets using the following guidelines:

- Outreach – enter targets for public speeches, informational booths and participants. If awarded the grantee will be required to report on all outreach activities conducted. See the Output Definitions section for a detailed definition of Outreach.
- Training – enter targets for training sessions (general training sessions, video conference training sessions, and computer-based training sessions) and participants.

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

**For virtual outreach events and training sessions, organizations must have a control method of tracking participants.** If funded, and requested by the OAG, organizations must be able to provide the type of control method they are using.

### BUDGET EXCEL WORKBOOK

The Budget Excel Workbook is located on the main Application page under “Task”. Download the budget template, complete both the first and second year tabs, and upload. ***The budget submitted with this application, if funded and as approved by the OAG, will be your budget for the first fiscal year.***

(Note: The OAG has posted an *OAG Grant Allowable Cost Reference Guide for Applicants* on the application kit website which will assist applicants with the categorization of allowable costs. This guide includes our most commonly requested allowable costs, but is not a comprehensive list of all potential allowable costs).

- 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**

- Each Applicant is 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.
- Priority positions should be listed first. Staff Position/Title #1 is highest priority and Staff Position/Title # 10 is lowest priority.
- Over forty (40) hours per position are unallowable on this grant application. Overtime for significant circumstances may be allowable after a grant is awarded, as approved by the OAG.
- Job Descriptions are required and must be submitted for all positions for which funding is requested. Job descriptions must reflect activities that relate to the project’s goals and must be appropriately proportionate to the time spent on the OVAG or VCLG grant. Job titles as entered in the application budget must match exactly, word for word, to the job titles as stated on the job descriptions.
- The personnel budget category must include employees’ salaries only and not compensation for independent contractors. See the General Definitions section of this Application Kit for a definition of “employee.”
- Salaries for grant funded positions must be reasonable for activities funded on the grant. Salaries may be subject to OAG review.
- Fringe benefits should only be included for the position(s) listed in the Personnel budget category.
- An organization must provide grant funded personnel the same fringe benefits provided to all other non-grant funded personnel, and it should be offered/covered in the organization’s written personnel policies regardless of whether the costs for fringe benefits are paid through that OAG grant.
- Fringe benefits must comply with the organization’s written personnel policies regarding fringe benefits.
- Grantees must agree to comply with the Texas Grant Management Standards (TxGMS), Texas Administrative Code (TAC), and 2 C.F.R. 200 titled, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

For each position, the Applicant must list the position title and the number of hours scheduled to work per week. Fill in the numbers of hours each week that will be spent on:

- Direct Victim Services;
- Administration; or
- Victim related Training and/or Outreach

The number of hours “Scheduled on this grant” column auto-fills based on the hours entered into the “Direct Victim Services on this grant,” “Admin on this grant,” and “Training and/or Outreach on this grant” columns. See the Definitions section of this Application Kit for a list of Direct

## Victim Services and Education (includes Outreach and Training)

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

- Annual salary
- Annual fringe benefits amount for the position
- Amount of fringe benefits requested from this grant
- The Justification section must include the breakdown used to calculate fringe benefits for each position.

Note: Total Salary Requested category auto-fills based on the annual salary and the percentage of hours worked on the grant.

## Personnel Position Narrative(s)

Provide a summary justification for each position listed under Personnel and Fringe. This should include how each position supports the project goals, such as, activities related to the grant and purpose area(s) listed under grant funded staff. All responses must fit in the text boxes provided when the Application is uploaded. For each position narrative, please specify if the position is filled or vacant at the end of the narrative. Note: Job description(s) must be submitted for each position listed and uploaded under *Upload Additional Documents*.

## Exceptions to Personnel Requirements

If an Applicant 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 any of the following personnel requirements:

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories, and
- All Applicants must provide one (1) direct service staff person working at least twenty (20) hours per week or two (2) direct service staff persons working at least ten (10) hours each per week.
- The combined total number of hours for all administrative services cannot exceed fifteen (15) hours per week.

## Professional & Consultant Services

- "Professional & Consultant Services" is defined as a service for which the grantee uses an outside source for necessary support. Professional & Consultant Services include, but are not limited to, tax services, accounting services, counseling, legal services, and computer support.
- For each Professional and Consultant service requested on this grant, please provide the following:
  - Name a professional/company that applicant will contract with to perform professional & consultant services.
  - Description of Professional and Consultant services.
  - Number of Days of consultation.
  - Daily rate of compensation.

*Note: Cost will auto-calculate based on number of days of daily compensation and rate of compensation.*

- This category is appropriate when contracting with an individual or organization to provide professional services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization.
- Any contract or agreement entered into by a grantee that obligates grant funds must be in

writing and consistent with Texas contract law. The executed contract or agreement must be current, signed, and dated by all parties. If awarded a grant, applicant will need to submit any and all executed contracts or agreements (except for annual audits).

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

### **Professional & Consultant Services 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.

### **Travel**

- Travel expenses must be reasonable and necessary for activities funded on the grant.
- Grant funds requested in the travel category should be for grant related travel performed by grant funded staff and volunteers assigned to the grant only.
- Travel must relate directly to the delivery of services that supports the program funded by the OAG grant.
- Enter the name of the training event, the positions attending the training (separated by a comma), the total cost of travel by expense type (*i.e.*, Airfare/Mileage, Hotel, etc.), and the % requested by this OAG grant in the % column.
- Cost Requested by this OAG Grant will autofill based on expenses and percentage requested.
- In-State Travel: Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at: <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>
- Out-of-State Travel: Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the General Services Administration (GSA) guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found on the GSA website at: <https://www.gsa.gov/travel-resources>
- 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.
- If mileage is to be paid, provide the number of miles and the cost per mile, not to exceed the Texas State Travel Guidelines, in the justification under the Travel Narrative.
- 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.
- The OAG Conference subsection is only to be used for OAG Conference estimates of expenses. Please Note: The OAG Conference could be held virtually due to the pandemic. If the conference is held in person, and Applicants do not request funding for travel to the Conference in their application budget, funded Applicants will be

able to submit a Budget Adjustment to move funds from other line items or budget categories for travel purposes.

- All other training including OAG Regional Training should be listed under the “Additional Training” subsections. Please Note: The OAG is planning and preparing for Regional Training to be held virtually. If the training is held in person, and Applicants do not request funding for travel to the Regional Training, funded Applicants will be able to submit a Budget Adjustment to move funds from other line items or budget categories for travel purposes.

### **Travel Narrative**

Provide a summary justification describing activities 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. All responses must fit in the text boxes provided when the Application is uploaded.

### **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, education resource materials, and personal protective equipment (PPE) for grant funded staff and clients as appropriate.
- The OAG will not approve funds for the purchase of promotional items that are not consistent with the allowable items listed in the definition of Promotional Items (Please refer to definition on page 21).
- The OAG will not approve funds for the purchase of recreational activities (such as, but not limited to, movie tickets or theme park admissions).
- 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.
- Enter the % of the total cost allocated to this grant project in the % column of the Supplies Chart.

- 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.

**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 (ODOE)**

- "Other Direct Operating Expenses" are defined as those costs not included in other budget categories that are directly related to the day-to-day operations of the grant program. Examples: Utilities, rent, insurance, security fees, or maintenance fees.
- Registration fees for conferences, including virtual conferences, and other training sessions should be included in this category. List the name of the conference and/or training to be attended.
- Funds may not be used to purchase food and beverages or promotional incentives (such as, but not limited to, providing gift cards for completed surveys).
- Enter the % of the total cost allocated to this grant project in the % column of the Other Direct Operating Expenses Chart.

**ODOE and Cost Allocation**

Grantees often allocate program expenses across more than one funding source. Listed below are four allowable allocation methods and examples of how allocation methods can be applied to the appropriate funding source.

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

**ALLOWABLE ALLOCATION METHODS**

<b>Cost Type</b>	<b>Funding</b>	<b>FTE</b>	<b>Square Footage</b>	<b>Direct Use</b>
Copiers	X	X		X
Data Line	X	X		
Equip Maintenance	X	X		
Janitorial	X	X	X	
Postage	X	X		X
Printing	X	X		X
Rent	X	X	X	
Telephones	X	X		

Utilities	X	X	X	
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*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:

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

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

**Steps to calculate the annual number of FTEs:**

1. Determine the total number of hours worked for all employees.
2. Divide that number by 2080 to calculate the overall total number of FTEs.
3. To obtain the number of FTEs charged to the grant, determine the total number of hours to be directly charged to the grant and divide by 2080. (2080 is the number of hours per year for a full-time FTE at 40 hours per week).
4. To obtain percentage of the grant FTEs, divide the FTE total for the grant by the total of the organization FTEs calculated in step 2.
5. This calculation will provide the percentage of ODOE cost that could be allocated to the grant.

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

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

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

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

**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 =  $25\% \times$  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.

**Other Direct Operating Expenses 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.

**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. **Reminder: The budget**



*submitted with this application, if funded and as approved by the OAG, will be your budget for the first fiscal year.*

### **Second Year of the Grant Cycle**

**All applicants must complete the second-year budget request on the 2<sup>nd</sup> year tab of the budget workbook.** All instructions provided above for each budget category apply to the 2<sup>nd</sup> year budget as well.

### **Budget Total for the Second 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. *The budget you submit with this application, if funded and as approved by the OAG, will be your budget for the second fiscal year.*

## **IV. OAG CERTIFICATIONS AND ASSURANCES**

The Applicant agrees to:

(1) Comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Applicants governing body or of the Applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

(2) Comply, as applicable, with Texas Government Code, Chapter 552, ("Texas Public Information Act") which requires the public information that is collected, assembled or maintained by the Applicant to be available to the public during normal business hours.

(3) Comply, as applicable, with Texas Government Code, Chapter 551, ("Texas Open Meetings Act") which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

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

(5) If Applicant is a health and human services agency or public safety or law enforcement agency, it may not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

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

(7) Agrees that when incorporated into a grant award or contract, these standard assurances become terms or conditions for receipt of grant funds and that the Applicant shall maintain an appropriate contract administration system to ensure that all terms, conditions, and specifications are met.

(8) Comply with the Texas Family Code, Section 261.101 which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Family and Protective Services. Applicant shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) Comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits

discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps, and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which Application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the Application.

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

(11) Comply, as applicable, with the requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P. L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

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

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

(14) Insure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA, (EO 11738).

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

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

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

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

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

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

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

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

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

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

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

## **B. Other Certifications and Assurances**

### **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION**

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

### **DISCLOSURE AND CERTIFICATION REGARDING LOBBYING**

The Applicant certifies:

1. No federal/state appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with the awarding of any federal/state contract, the making of any federal/state grant, the making of any federal/state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal/state contract, grant, loan, or cooperative agreement; and
2. If any non-federal/state funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress or the Texas Legislature, an officer or employee of Congress or the Texas Legislature, or an employee of a member of Congress or the Texas Legislature in connection with this federal/state contract, grant, loan, or cooperative agreement, the undersigned shall contact the Grants Administration Division of the OAG for the "Disclosure Form to Report Lobbying."

### **NON-PROCUREMENT DEBARMENT CERTIFICATION**

The Applicant certifies that it and its principals:

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

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

### **DRUG-FREE WORKPLACE CERTIFICATION**

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

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

### **ANNUAL SINGLE AUDIT CERTIFICATION**

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

- 1. The Applicant currently expends \$750,000 or more, in combined federal funds during the fiscal year; and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.
- 2. The Applicant currently expends \$750,000 or more in combined state funds during the fiscal year; and, therefore, is required to submit an annual Single Audit by an independent auditor made in accordance with the Texas Grant Management Standards (TxGMS).
- 3. The Applicant currently expends less than \$750,000 in either federal or state funds during the fiscal year; and therefore is exempt from the Single Audit Act. Applicant agrees that the OAG may require a limited scope audit as defined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200.

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

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

#### **COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT**

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

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

#### **COMPLIANCE WITH TxGMS AND THE APPLICABLE 2 CFR 200**

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

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

#### **RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE**

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

#### **CONFLICT OF INTEREST**

The Applicant assures that there is no conflict of interest that would preclude it from filing the Application or providing the services under this grant. By submitting this Application, Applicant affirms that it has neither given, nor intends to give, at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, at any time during the procurement process or in connection with this grant Application, except as allowed under relevant state and federal law. The Applicant further agrees that it will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. The Applicant shall operate with complete

independence and objectivity without actual, potential, or apparent conflict of interest with respect to the activities conducted under this grant.

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

#### **AUTHORITY TO FILE APPLICATION**

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



## **V. REQUIRED DOCUMENTS FOR SUBMISSION OF APPLICATION**

### **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)** if required by the Applicant to achieve the proposed project.

- Support Document(s), if required, must be uploaded with the Application. Missing Support Document(s) 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) AND SUPPORT DOCUMENT(S) 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, APRIL 23,  
2021, 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 one):

- \_\_\_\_\_ Other Victim Assistance Grant (OVAG)
- \_\_\_\_\_ Victim Coordinator and Liaison Grant (VCLG)

**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, April 23, 2021, 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.

\_\_\_\_\_  
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, APRIL 23, 2021. 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: \_\_\_\_\_

UNIQUE APPLICATION NUMBER (if applicable): \_\_\_\_\_

*Be it known as follows:*

WHEREAS, the \_\_\_\_\_, [Name of Applicant] has applied or wishes to apply to the Office of the Attorney General (OAG) for the following grant program (initial one):

- \_\_\_\_\_ Other Victim Assistance Grant (OVAG)
- \_\_\_\_\_ Victim Coordinator and Liaison Grant (VCLG)

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 \_\_\_\_\_