

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

**Other Victim Assistance Grants (OVAG)
Victim Coordinator and Liaison Grants (VCLG)**

FY 2018-2019 Grant Application Kit

**REGISTRATION DEADLINE:
5:00 p.m. CDT Wednesday, March 29, 2017**

**APPLICATION DEADLINE:
5:00 p.m. CDT Wednesday, April 19, 2017**

This Kit contains the following:

- I. General Instructions**
- II. Definitions (Output Definitions and General Definitions)**
- III. Specific Instructions for Tabs in Excel Workbook**
- IV. Certifications and Assurances**
- V. Required Documents**

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

TABLE OF CONTENTS

I. GENERAL INSTRUCTIONS.....	3
HOW TO OBTAIN AN APPLICATION KIT.....	3
APPLICANT REGISTRATION.....	3
APPLICATION SUBMISSION.....	4
REQUIRED SOFTWARE AND CAPABILITIES.....	5
AVAILABILITY OF FUNDS.....	5
GRANT CONTRACT PERIOD - UP TO TWO YEARS.....	5
ELIGIBLE APPLICANTS.....	5
ELIGIBLE BUDGET CATEGORIES.....	6
INELIGIBLE COSTS.....	6
INELIGIBLE ACTIVITIES.....	7
FUNDING LEVELS.....	7
MATCH REQUIREMENTS.....	7
VOLUNTEER REQUIREMENTS.....	7
ASSISTANCE WITH RESTITUTION REQUIREMENTS.....	8
STATE AND FEDERAL REQUIREMENTS.....	8
CONTACT INFORMATION.....	8
OVAG PROGRAM REQUIREMENTS.....	8
VCLG PROGRAM REQUIREMENTS.....	10
REVIEW PROCESS.....	12
SCORING.....	12
GRANT DECISIONS.....	12
FUNDING PRIORITY.....	13
GRANT AWARD NOTIFICATION.....	13
SPECIAL CONDITIONS.....	13
REPORTING REQUIREMENTS.....	13
METHOD OF PAYMENT.....	13
II. DEFINITIONS.....	14
OUTPUT DEFINITIONS.....	14
GENERAL DEFINITIONS.....	17
III. SPECIFIC INSTRUCTIONS FOR TABS IN EXCEL WORKBOOK.....	21
IV. OAG CERTIFICATIONS AND ASSURANCES.....	33
V. REQUIRED DOCUMENTS FOR SUBMISSION OF APPLICATION.....	40

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's agency website at <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>. Updates and other helpful reminders about the Application process will also be posted at this location. Potential Applicants are encouraged to refer to this site regularly.

This Application Kit provides the information and forms necessary to prepare an Application for funding through the OAG Crime Victim Services Division (CVSD) for the OVAG and the VCLG Programs.

- An Applicant must register on-line their intent to apply for each grant opportunity.
- A separate Application must be submitted for each grant opportunity.
- An Applicant may submit an Application for either one OVAG or one VCLG, but not both.
- Applicants seeking funding for a VCLG purpose area are limited to registering and applying for VCLG funding only.
- If eligible, an OVAG Applicant may also apply for one Sexual Assault Prevention and Crisis Services (SAPCS)-State (in a separate Application kit). Note: the SAPCS-State Application has the same deadline as OVAG.

Applicant Registration (Open March 10, 2017 to March 29, 2017)

All Applicants are required to complete the on-line Applicant Registration in order to apply for FY 2018-2019 grants. To register go to: <https://www.texasattorneygeneral.gov/cvs/grants-and-contracts>.

- **The deadline to register is 5:00 p.m. CDT Wednesday, March 29, 2017.**
- After registering, Applicants will receive a Unique Application Number (UAN).
- The UAN will be used by the OAG to track the receipt of Applications and related documents from registered Applicants.
- OVAG Applicants only: After completing the registration for an OVAG grant, if eligible, the Applicant will be able to also submit a registration for a SAPCS-State funding opportunity. The Applicant will receive a separate UAN for each funding opportunity for which the Applicant registers.

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

On-line Registration is required. If registration is not completed by 5:00 pm CDT Wednesday, March 29, 2017 then an Application will not be accepted and is not eligible for funding.

Application Submission – Deadline is 5:00 p.m. CDT Wednesday, April 19, 2017

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

The Application consists of an Excel workbook, “Statements Supporting Submission of the Application to the Office of the Attorney General,” “Resolution of Governing Body,” Job Descriptions for the personnel requested in the budget, and Support Document(s), if applicable.

The Applicant must submit an OVAG or VCLG Application to be received by the OAG no later than 5:00 p.m. CDT on Wednesday, April 19, 2017 to be considered for funding.

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

- **All applicants** must submit one (1) Application including the following:
 - One (1) MS Excel Workbook saved in Excel version 97 or newer will be accepted. A Portable Document Format (PDF) of the Excel workbook is **not** sufficient.
 - The following documents scanned into one* PDF :
 - “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, they must be designated by another member’s signature. The Authorized Official cannot sign the Resolution designating the Authorized Official.)
 - Job Description(s) for each position requested on the proposed budget in PDF.
 - Support Document(s) (See definition on page 19), if required by the Applicant to achieve the goals of the proposed project as described in the Application.

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

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

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

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

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

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

Required Software and Capabilities

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

Availability of Funds

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

Grant Contract Period - Up to Two Years

The term of this grant contract is up to two years from September 1, 2017 through August 31, 2019, subject to and contingent on funding and approval by the OAG. If the grant contract period extends for more than one state fiscal year, the grantee will be required to submit additional documentation relating to the second fiscal year of the grant contract 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 56.04 (a) and (b) 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 56.04 (c) and (d) 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:

- Payment for overtime, out-of-state travel, dues, or lobbying
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- 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
- Any unallowable costs set forth in state or federal cost principles

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 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.

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 2018	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2019
<i>OVAG Project</i>	\$20,000	\$20,000	\$42,000	\$42,000
<i>OVAG Statewide Project</i>	\$20,000	\$20,000	\$175,000	\$175,000
<i>VCLG Project</i>	\$20,000	\$20,000	\$42,000	\$42,000

Match Requirements

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

Volunteer Requirements

- The OVAG Program has a volunteer requirement for non-profit Applicants. Governmental Applicants are encouraged, but not required, to use volunteers in some capacity to support the mission of the organization.
- The VCLG Program does **not** have a volunteer requirement.

Assistance with Restitution Requirements

Prosecutor-based victim assistance programs applying for VCLG or OVAG funds will be required to provide the following services in FY 2018-2019:

- 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 “1 Texas Administrative Code, Chapter 60,” found at:

[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 Uniform Grant Management Standards (UGMS) and relevant Code of Federal Regulations (CFR) that relate to state, and if applicable, federal grant funding.

- <https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf>
(Please note: The Texas Comptroller’s office is currently working on revising UGMS. The release of the revised version may occur before or after this application kit has been released.)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 can be found at: <http://www.ecfr.gov>

Contact Information

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

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

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

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: Grant contracts 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 Crime Victims' Compensation, 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.

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 projects that demonstrate a need as described in Tab C, Budget Calculation.
- 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 to the job description.
- 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 each position 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 requesting funding. 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 Crime Victims' Compensation," "Assistance with Texas SAVNS," and "Information and Referral". Direct Victim Services are defined in the Definitions section of this Application Kit.

At least one grant funded person providing direct victim services will be required to complete OAG training on Crime Victims' Compensation, Presumptive Eligibility, and Address Confidentiality 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. This requirement will be in effect for the entire two year grant cycle.

The direct victim services staff requirements applies 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 projects that demonstrate a need as described in Tab C, Budget Calculation.

OVAG Administrative Services: Funds for administrative personnel may be requested with the following restrictions (see definitions page 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 Tab C-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.

OVAG Non-Profit Volunteer Requirement: All non-profit (non-governmental) OVAG Applicants are required to use volunteers in some way to support the mission of their organization. If the organization does not currently utilize volunteers, a plan must be provided explaining how a volunteer program will be developed and implemented during the grant term.

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

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.*

VCLG Program Requirements

The purpose of the VCLG program is to fund the mandated positions described in the Texas Code of Criminal Procedure, Article 56.04, 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 56.04 (and more specifically the duties associated with ensuring crime victims' rights described in Article 56.02), 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.

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.
- 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 to the job description.
- 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 each position 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 requesting funding. 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," 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.

At least one grant funded person providing direct victim services will be required to complete OAG training on Crime Victims' Compensation, Presumptive Eligibility, and Address Confidentiality 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. This requirement will be in effect for the entire two year grant cycle.

The direct victim services staff requirements applies 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 projects that demonstrate a need as described in Tab C, Budget Calculation.

VCLG Administrative Services: Funds for administrative personnel may be requested with the following restrictions (see definitions page 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 Tab C-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.

Review Process

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

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

Scoring

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

- Organization Summary (20% of overall score)
- Project Summary and Description of Need (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 contract from a different OAG funding source than that for which the Applicant applied.

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

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 30th day of each month following the end of the quarter. The four quarters end on the last day of the month of November, February, May and August. Reporting on grant project 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.

II. DEFINITIONS

OUTPUT DEFINITIONS

Accompaniment – to hospitals, law enforcement offices, prosecutors’ offices and courts – 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.

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 Art 56.32 (a) (2) and 56.32 (a) (11), 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 56.02, 56.04, and 56.08, 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 Art. 56.03 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 stress and provide immediate, short-term support to reduce the impact of the crime.

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 includes the following:

- 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. Note: Victim related activities historically identified as Structured Education should be included under this category.

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.

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, to include but not limited to emergency housing assistance. For example, the number of victims who received lodging as arranged by grant funded staff.

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 (Outreach and Training)).

Advertising Costs – the cost of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals and the like. Most advertising 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., Authorized Official, Executive Director, Financial Director, Auditor, Treasurer, etc.).

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

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

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 56.04 (c) and (d) 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 1st and ending on August 31st.

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

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

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 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 2018.
- The organization plans to provide 25 accompaniments in FY 2018.

Per Diem – (NEW) 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.

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

Salary – the total compensation, not including fringe benefits, earned by the employee without regard to funding source.

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

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

Support Document(s) – a Memorandum of Understanding, Cooperative Working Agreement, or 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. It must be signed by all parties involved and describe in sufficient detail the subject matter of the agreement.

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.

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

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 56.04 (a) and (b) of the Texas Code of Criminal Procedure.

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

III. SPECIFIC INSTRUCTIONS FOR TABS IN EXCEL WORKBOOK

For all Tabs, answer the questions only in the space provided. Only answers that appear in the specific text box will be read or scored. Do not write answers beyond the space provided or attach additional pages; they will not be read or scored.

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

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

TAB A - ORGANIZATION

1. Organization

Identifying and contact information:

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

Applicant must select the Purpose Area(s) the Applicant is seeking funding for by checking the appropriate box or boxes. Selecting Purpose Area(s) will populate Outcomes in Section 22.1 on Tab D.

For example: If Applicant “A” is requesting funding for Direct Victim Services, Training, and Outreach, then Applicant “A” checks the Direct Victim Services, Training, and Outreach boxes.

Unless the Applicant is requesting an exception to the Direct Victim Services Requirement, all Applicants must select the Direct Victim Services Purpose Area.

If Applicant is applying for an OVAG Statewide Project, check the box above of the Amount Requested. Applicants must check the “Check if Applying for an OVAG Statewide Project” box in order to answer the Statewide application questions.

The Amount Requested for FY 2018-2019 as well as the % of Personnel and Fringe Requested will auto-calculate when information is entered into Tab C - Budget Calculation. If Applicant’s amount requested is or over the maximum eligible amount, the dollars requested will turn red. If a cell turns red, this is an indicator that the amount entered must be lowered as it exceeds the maximum eligible amount.

2.1- 7.2 Narrative Questions

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

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

TAB B - OUTPUT TARGET CALCULATION

List staff position targets for grant funded activities for all requested personnel funded with this OAG grant. The information entered onto this tab will be totaled on Tab D to indicate the Applicant's targets for FY 2018 and FY 2019. The Applicant will report on cumulative activities in quarterly Performance Reports to the OAG, not activities by individual personnel.

9. Output Target Categories

Applicants must provide targets for all grant funded positions in Section 10 and 11 of Tab C.

Output Target Calculation

Targets are broken down into two tables for Grant Funded Personnel and Professional & Consultant. The first table should include cumulative targets for Grant Funded Personnel listed in Section 10 of Tab C. The second table should include cumulative targets for Professional/Consultants listed in Section 11 of Tab C.

For all grant funded Personnel and Professional & Consultant the following projected targets are **required**:

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

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

Important information regarding targets - targets and reporting on Direct Victim Services has changed. Read the guidance 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 organizations is requesting funding, enter the target for the number of ***instances*** each service will be provided. Note: This is a change in the way Direct Victim Services targets are calculated.

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 about all services provided through this grant.

TAB C - BUDGET CALCULATION

10. 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.
- Any hours over forty (40) hours are unallowable by this grant.
- Job Descriptions are required and must be submitted for all positions requesting funding. 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. (See Application Submission section for required documentation.)
- 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 Uniform Grant Management Standards (UGMS), Texas Administrative Code (TAC), 2 C.F.R. 200 titled Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

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.

10.1 FY 2018 Position Narrative

Provide a summary justification for each position in Section 10.1 Position Narrative. This should include how each position supports the goal of the grant.

10.2 FY 2019 Position Narrative

Provide a summary justification for each position in Section 10.2 Position Narrative. This should include how each position supports the goal of the grant.

10.3-10.4 Exceptions to Personnel Requirements

If a grantee is unable to fulfill the personnel requirements of this grant, the Applicant must request an exception and provide a justification. A justification must be included in this section if the Applicant is requesting an exception to one or both of the following personnel requirements:

- A 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.

11. 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.
- This category is appropriate when contracting with an individual or organization to provide professional services (e.g., training, expert consultant, etc.) for a fee but not as an employee of the grantee organization.
- Any contract or agreement entered into by a grantee that obligates grant funds must be in writing and consistent with Texas contract law.
- Grantees must maintain adequate documentation supporting budget items for a contractor’s time, services, travel expenses and rates of compensation. Grantees must establish a contract administration and monitoring system to regularly and consistently ensure contract deliverables are provided as specified in the contract.
- Grant funds may not be used to pay Professional & Consultant services for a person or vendor who participated directly in writing a grant Application.

11.1 FY 2018 Professional & Consultant Services Narrative

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

11.2 FY 2019 Professional & Consultant Services Narrative

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

12. 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 (ie: Airfare/Mileage, Hotel, etc.), and the % requested by this OAG grant in the % column.
- Cost Requested by this OAG Grant will autofill based on expenses and percentage requested.
- Lodging, mileage, car rental, airfare, and parking may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for these expenses can be found in the Texas State Travel Guidelines at: <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>
- For this grant, per diem is limited to 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 12.1 FY 2018 Travel Narrative and/or 12.2 FY 2019 Travel Narrative section.
- Grant funds may not be used to pay for out-of-state travel.
- 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.
- All other training including OAG Regional Training should be listed under the "Additional Training" subsections.

12.1 FY 2018 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.

12.2 FY 2019 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.

13. Equipment

- "Equipment" is defined as an article of non-expendable, tangible personal property having a useful life of more than one (1) year and a per unit acquisition cost which equals the lesser of the capitalization level established by the grantee for financial statement purposes or \$5,000.
- A grantee may use equipment paid with OAG funds only for grant related purposes.
- 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 its own line item.

13.1 FY 2018 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.

13.2 FY 2019 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.

14. Supplies

- "Supplies" is defined as consumable items directly related to the day-to-day operation of the grant program. Allowable items include, but are not limited to, office supplies, paper, postage, and education resource materials, as appropriate.
- The OAG will not approve funds for the purchase of promotional items or recreational activities.
- Computers, regardless of cost, should be included under supplies.
- 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.

14.1 FY 2018 Supplies Narrative

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

14.2 FY 2019 Supplies Narrative

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

15. Other Direct Operating Expenses (ODOE)

- "Other Direct Operating Expenses" is defined as those costs not included in other budget categories and are directly related to the day-to-day operation of the grant program. Examples: Utilities, rent, insurance, security fees, or maintenance fees.
- Registration fees for conferences and other training sessions should be included in this category. List the name of the conference and/or training to be attended.
- Funds may not be used to purchase food and beverages.
- Enter the % of the total cost allocated to this grant project in the % column of the Other Direct Operating Expenses Chart.

ODOE and Cost Allocation

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

- Other Direct Operating Expenses that benefit more than one grant should be allocated proportionately to the benefit or service received. The method used to allocate cost

should be a reasonable and measurable means of distributing the cost to those grants, and consistently applied to the type of cost.

- It is acceptable to use different allocation methods for different types of ODOE expense, as long as the allocation method is applied consistently for those expenses.
- Four common and acceptable allocation methods for ODOE expenses are: (1) funding, (2) full-time equivalents (FTE), (3) square footage, and (4) direct use. Allowable methods related to specific costs are shown in the chart below: This chart is an example of using different allocation methods for different specific costs.

ALLOWABLE ALLOCATION METHODS

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

The following are descriptions and examples of the acceptable methods:

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

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

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

Steps to calculate the annual number of FTEs:

1. Determine the total number of hours worked for all employees.

2. Divide that number by 2080 to calculate 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.

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

(3) Square Footage Based: This is 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 sq ft x .96 = \$132.48
Program B (Direct Use)	138 sq ft x .96 = \$132.48
Program C (Direct Use)	138 sq ft x .96 = \$132.48
Program D (Direct Use)	138 sq ft x .96 = \$132.48
Common Area (Allocable ODOE Expense)	698 sq ft x .96 = \$670.08

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

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

15.1 FY 2018 Other Direct Operating Expenses Narrative

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

15.2 FY 2019 Other Direct Operating Expenses Narrative

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

TAB D – PROJECT SUMMARY

Complete all applicable narratives in this section.

16. Project Summary

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

“This project funds four staff to serve victims of family violence by providing counseling and crisis intervention services in the city of Dallas.”

“This project funds one staff to serve all victims of violent crime by providing crisis intervention and information and referral services in El Paso County.”

“This project funds two staff to serve victims of child abuse and neglect by providing training to volunteers working with child abuse victims in all 150 counties across Texas.”

17. Target Population

This section requires information on the Applicant’s project for which funding is being requested, not by the organization as a whole. Under both “Specific Victimization” and “Specific Populations,” place an “X” in all categories that apply.

18.1-21.1, 22.2, 23.1-26.2 Narrative Questions

All responses must fit in the text boxes provided when the Application is printed. It is highly recommended that responses be written on a separate document, then cut and pasted into the Excel document. It is the responsibility of the Applicant to ensure that all responses fit in the space provided. This can be done by using the “print preview” function or by printing out the responsive page to confirm. Any information that does not appear in the text box (in print preview) will not be reviewed or scored.

21.2 Outputs Summary

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

22. Outcomes

22.1 Depending on Purpose Areas selected on Tab A, the associated outcome statements will populate and must be collected and reported by the grantee:

- Direct Victim Service Outcome
 - Increase in knowledge of sexual assault victims’ rights
 - Increase in knowledge of community resources and services
- Outreach Outcome
 - Increase in knowledge of community resources and services
- Training Outcome
 - Increase in knowledge of crime victims’ rights

22.2 Outcome Narrative

Applicant must provide a detailed description of the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outcomes listed in Section 22.1.

26. Financial

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

26.3 Budget Narrative

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

27. Budget Summary

This Section is auto-calculated based on the Applicant's responses on Tab C. The Applicant will not enter any information in this Section. If the total requested budget for either fiscal year is below the minimum or exceeds the maximum amount allowable, the dollar amounts will turn red. 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.

IV. OAG CERTIFICATIONS AND ASSURANCES

The Applicant agrees to:

(1) Comply with Texas Government Code, Chapter 573, Vernon's 1994, by ensuring that no officer, employee, or member of the Applicants governing body or of the Applicants contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

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

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

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

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

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

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

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

(9) Comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended

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

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

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

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

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

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

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

(16) Comply, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National

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

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

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

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

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

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

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

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

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

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

B. Other Certifications and Assurances

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

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

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

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

NON-PROCUREMENT DEBARMENT CERTIFICATION

The Applicant certifies that it and its principals:

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

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

DRUG-FREE WORKPLACE CERTIFICATION

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

- A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees/assignees about:
 1. The dangers of drug abuse in the workplace;
 2. The Applicant's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
- C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
 1. Abide by the terms of the statement, and
 2. Notify the Applicant 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 their knowledge and belief that one of the following applicable requirements will be met:

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

If this Application is for funds in excess of \$25,000, the Applicant certifies the following:

By submission of this proposal, that neither the Applicant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or state agency.

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

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

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

COMPLIANCE WITH UGMS AND THE APPLICABLE 2 CFR 200

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

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

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

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

CONFLICT OF INTEREST

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

Without diminishing the provisions of the prior paragraph, the Applicant assures that as a grantee, grantee personnel, members of a grantee board or governing body, or other persons affiliated with the grant project shall not participate in any proceeding or action where grant funds personally

benefit, directly or indirectly, the individuals or their relatives. For the purposes of this provision, "relatives" means persons related to the individual within the third degree by consanguinity or within the second degree by affinity, as determined by Chapter 573 of the Government Code. Grant personnel and officials must avoid any action that results in or creates the appearance of using their official positions for private gain; giving preferential treatment to any person; losing independent judgment or impartiality; making an official decision outside of official channels; or adversely affecting the confidence of the public in the integrity of the program or the OAG.

AUTHORITY TO FILE APPLICATION

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

V. REQUIRED DOCUMENTS FOR SUBMISSION OF APPLICATION

EXCEL APPLICATION WORKBOOK

- The Excel Application Workbook must be submitted in excel format

“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 submitted at the time the Application is submitted to the OAG.
- Applications that are received by the OAG without this document will not be considered or funded by the OAG.

“RESOLUTION OF GOVERNING BODY”

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

Note: The “Statements Supporting Submission of the Application to the Office of the Attorney General” and “Resolution of Governing Body” listed above can be found at the end of this Application Kit.

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

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

Support Document(s) if required by the Applicant to achieve the proposed project as described in Tab A.

- Support Document(s), if required, must be submitted with the Application. Missing Support Document(s) may impact the Applicant’s funding.
- The Applicant should mark each page of the submitted Support Document(s) with the name of the Applicant and the Unique Application Number, if applicable.

IF POSSIBLE, THE APPLICANT SHOULD SUBMIT “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OFFICE OF THE ATTORNEY GENERAL,” “RESOLUTION OF GOVERNING BODY,” JOB DESCRIPTIONS AND SUPPORT DOCUMENT(S) TOGETHER IN ONE PDF DOCUMENT. IF THE APPLICANT DOES NOT HAVE THE CAPABILITY TO SCAN THESE DOCUMENTS TOGETHER AS ONE PDF, APPLICANTS MAY SUBMIT THEM AS SEPARATE PDF DOCUMENTS.