

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

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

**FY2010 Grant Application Kit**

**REGISTRATION DEADLINE:  
5:00 p.m. CST Wednesday, October 7, 2009**

**APPLICATION DEADLINE:  
5:00 p.m. CST Wednesday, October 7, 2009**

**This Kit contains the following:**

**Instructions**

**Definitions**

**Certifications and Assurances**

**Required Attachments A & B**

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

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

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

The OAG will post the Application Kit on the OAG's official agency website at <http://www.oag.state.tx.us/victims/grants.shtml>. Updates and other helpful reminders about the application process will also be posted at this location. Potential Applicants are encouraged to refer to this site regularly.

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

- An Applicant may only apply for one SAPCS-Federal, as well as one SAPCS-State funding opportunity, if the Applicant has not already received an FY 2010-2011 award for the same funding type(s).
- Each grant opportunity has a separate Application Kit.
- An Applicant must register on-line their intent to apply for each grant opportunity.
- A separate Application must be submitted for each grant opportunity.

### **Applicant Registration – Deadline October 7, 2009**

All applicants are required to complete on-line Applicant Registration in order to apply for FY 2010-11 grants. To register go to: <http://www.oag.state.tx.us/victims/grants.shtml>.

- **The deadline to register is 5:00 p.m. CST Wednesday, October 7, 2009.**
- After registering, applicants will receive a Unique Application Number (UAN).
- The UAN will be used by the OAG to track the receipt of applications from registered Applicants.
- After completing the registration for a SAPCS-Federal grant, the Applicant will be able to also submit registrations for any other eligible grant opportunities.

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 CST October 7, 2009, then an Application will not be accepted and is not eligible for funding.**

### **Application Submission – Deadline October 7, 2009**

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

The Applicant must submit an Application for SAPCS-Federal funding by 5:00 p.m. CST on October 7, 2009 to be considered for funding. **To meet the deadline, the application must be submitted by both hard copy and email.**

## 1. Hard copies:

- The Applicant must use a Next Day Air Overnight Delivery Service that tracks its deliveries. **Submission by Next Day Air Overnight Delivery Service ensures that your Application can be tracked.**
- The Applicant must submit one (1) original and three (3) hard copies of the Application.
- The Application should be printed on 8.5 x 11 inch paper. Separate each Application with a binder clip. Do not staple or otherwise bind Applications.
- The Application must be sent to the following address:

CVS GRANTS APPLICATIONS – MC 005  
OFFICE OF THE ATTORNEY GENERAL  
300 W 15TH ST RM 102  
AUSTIN, TX 78701-1649

## 2. Electronic copies:

- The Applicant must submit the Excel workbook.
- The Excel workbook must be sent to the following email address:  
**CVSGrantsApplications@oag.state.tx.us**
- An auto-reply message will be generated by the OAG for email received at this address. If the Applicant does not receive an auto-reply message, they are strongly encouraged to contact the OAG immediately at (512) 936-1278.

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

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

**Proof of sending a document by email or other means is not proof that the OAG received the information.**

**Please contact the OAG if there are any questions about the method of delivery.**

**The OAG will not consider or fund an Application if it is not filed by the due date.**

### **Required Software**

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

### **Availability of Funds**

The source of federal funds includes the Federal Department of Health and Human Services, Preventative Health and Health Services Block Grant, Catalog of Federal Domestic Assistance (CFDA) Number 93.991 and Injury Prevention and Control Research and State and Community Based Programs, CFDA Number 93.136. The federal funds are used for grant contracts

supporting the primary prevention of sexual assault and/or sexual violence. All funding is contingent upon the appropriation of funds by the United States Congress and the Texas Legislature and upon approval of an application for funds by the OAG. The OAG makes no commitment that an application, once submitted, or a grant, once funded, will receive subsequent funding.

### **Grant Contract Period – Up to Nine Months**

The term of this grant contract is up to nine months from December 1, 2009 through August 31, 2010, subject to and contingent on funding and approval by the OAG. The OAG may, at its discretion, opt to extend contracts for an additional twelve months. If the grant contract period extends for more than one state fiscal year, the grantee may be required to submit additional documentation relating to the second fiscal year of the grant contract period, including updated goals, targets and budget. The OAG may base its decision for the second fiscal year funding amounts on the grantee's first year performance, including but not limited to: the timeliness and thoroughness of reporting, responsiveness to requests for reports and data, effective and efficient use of grant funds and the success in meeting the programmatic goals established by the grant.

### **Opportunity to Apply for Future Funding**

The OAG may decide to not issue a separate Application Kit for FY2011, therefore this is notice to all applicants that failure to apply and receive funding from this Application Kit may mean that the next available opportunity to apply for SAPCS-Federal funds would be for FY 2012-2013.

### **Eligible Applicants**

**Important Note: This is the second offering of FY 2010 SAPCS-Federal funding. To be eligible for this grant opportunity, the Applicant must not have been offered or awarded an FY 2010 SAPCS-Federal grant contract during the first issuance of this funding opportunity.**

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

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

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

*Statewide Program:* A statewide program, to be eligible for SAPCS-Federal special project funding, must show that it supports efforts to maintain or expand existing services offered by local sexual assault programs; improve services to survivors; or other activities consistent with Texas Government Code, Chapter 420.

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

### **Eligible Budget Categories**

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

### **Ineligible Costs**

Ineligible costs include, but are not limited to:

- Rent or utilities (water, electricity, gas, waste disposal)
- Contracting out grant activities that would otherwise be provided by paid employees of the grantee's organization
- Payment for providing direct counseling, treatment, or advocacy services to victims or perpetrators of sexual assault and/or sexual violence
- Payment for media or awareness campaigns that exclusively promote awareness of where to receive victim services
- Payment for construction or renovation
- Payment for the development of major software applications
- Payment for overtime, dues, or lobbying
- Payment for out-of-state travel for local or statewide programs conducting Approved Activities only
- Purchasing food and beverages except as allowed under Texas State Travel Guidelines
- Purchasing or leasing vehicles
- Purchasing promotional items or recreational activities
- Paying for travel that is unrelated to the direct delivery of services that supports the OAG funded program
- Paying consultants or vendors who participate directly in writing a grant application
- Paying any portion of the salary or any other compensation for an elected government official
- Payment of bad debt, fines or penalties
- Medical costs, such as SANE fees or salaries, or items paid for by the CVC Program
- Payment for research
- Purchasing any other products or services the OAG identifies as inappropriate or unallowable
- Any unallowable costs set forth in state or federal cost principles

### **Ineligible Activities**

Ineligible activities include, but are not limited to:

- Activities solely for research purposes
- Activities solely for the prosecution of an offender, such as witness coordination, expert witness fees, or prosecutor salaries
- Activities solely for law enforcement purposes, such as investigators or patrol officers

- Probation activities that assist an offender
- Offender-related activities, such as mediation or alcohol/drug abuse counseling

**Funding Levels**

For each fiscal year of the grant term, the following are the minimum and maximum amounts the OAG will reimburse toward the SAPCS-Federal project funded. Applications requesting an amount below the minimum or above the maximum may not be considered or the budget may be adjusted by the OAG.

<b>Type of Project</b>	<b>Fiscal Year Minimum Amount FY 2010</b>	<b>Fiscal Year Maximum Amount FY 2010</b>
<i>New Local and Statewide Applicants</i>	\$15,000	\$18,750
<i>Current Local Grantees</i>	\$15,000	\$112,500
<i>Current Statewide Grantees</i>	\$15,000	\$337,500

Regardless of the maximums stated above, a current SAPCS-Federal grantee may not apply for an amount higher than the SAPCS-Federal funds it received in FY 09, less any amounts awarded for “technology funds” and any amounts awarded in an FY 09 contract extension. All current grantees will receive notice from the OAG of the specific amount they may be eligible for.

A current grantee is one that has an active grant contract for FY09. Previous grantees that were not funded in FY09, or that de-obligated their contacts in FY09 will be considered new applicants for this Application Kit.

**Match Requirements**

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

**Volunteer Requirements**

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

**State and Federal Requirements**

All Applicants should review and be familiar with the OAG administrative rules governing the SAPCS-Federal Program. These rules are published in Texas Administrative Code, Chapter 62: [http://info.sos.state.tx.us/pls/pub/readtac\\$ext.ViewTAC?tac\\_view=4&ti=1&pt=3&ch=62&rl=Y](http://info.sos.state.tx.us/pls/pub/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=3&ch=62&rl=Y)

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

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

### **Contact Information**

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

- Email: [cvsgrantsapplications@oag.state.tx.us](mailto:cvsgrantsapplications@oag.state.tx.us)
- Phone: Jennifer McShane (512) 936-1278

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

### **Program Requirements**

The purpose of the SAPCS-Federal Program is to fund strategies and activities that support the primary prevention of sexual assault and/or sexual violence and any other purposes consistent with Texas Government Code, Chapter 420. Both Local and Statewide programs may apply for funds to conduct any of the six Approved Activities listed below. Instead of conducting the approved activities, Statewide programs may choose to apply to provide technical assistance as defined in this Application Kit.

#### **(A) Local Programs and Statewide Programs conducting Approved Activities**

Program requirements:

- 1) Enhance the Approved Activities for primary prevention of sexual violence by incorporating the Nine Principles of Effective Programming and the Center's for Disease Control and Prevention (CDC)'s Framework for Enhancing Activities for Primary Prevention of Sexual Violence.
- 2) Assess and strengthen community readiness for the implementation of primary prevention strategies and activities.
- 3) Implement primary prevention strategies and activities upon completion of the state Primary Prevention Plan and as directed by the OAG.

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

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



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

- 1) Comprehensive - strategies should include multiple components and affect multiple settings to address a wide range of risk and protective factors of the target population.
- 2) Include varied teaching methods - strategies should include multiple teaching methods, including some type of active, skills-based component.
- 3) Provide sufficient dosage - participants need to be exposed to enough of the activity for it to have an effect. Research shows that 7-9 doses are needed to affect changes in attitudes and behaviors.
- 4) Are theory driven - preventive strategies should have a scientific justification or logical rationale.
- 5) Provide opportunities for positive relationships - programs should foster strong, stable, positive relationships between children/youth and adults, youth and youth, adults and adults.
- 6) Are appropriately timed - program activities should happen at a time (developmentally) that can have maximal impact in a participant’s life.
- 7) Are socio-culturally relevant - programs should be tailored to fit within cultural beliefs and practices of specific groups as well as local community norms.
- 8) Include outcome evaluations - a systematic outcome evaluation is necessary to determine whether a program or strategy worked.
- 9) Involves well-trained staff - programs need to be implemented by staff members who are sensitive, competent, and have received sufficient training, support, and supervision.

**(B) Statewide Programs conducting Technical Assistance only**

Instead of conducting the Approved Activities above, Statewide projects may choose to apply for funding to provide technical assistance to SAPCS-Federal funded programs as well as other organizations engaging in primary prevention efforts.

Program requirements:

- 1) Support efforts of the PPC to develop a Primary Prevention Plan for Texas and guide the state’s transition to a primary prevention approach to end sexual violence.
- 2) Build capacity of SAPCS-Federal grantees as well as other local and statewide organizations in order to engage in primary prevention efforts.
- 3) Develop primary prevention programming that engages and organizes men in primary prevention efforts and provide training and technical assistance statewide on these issues.

Important Note: Statewide Programs may apply to conduct Approved Activities or Technical Assistance but not both.

**Staffing Requirements**

The funding priority for the SAPCS–Federal Program is to support positions that work towards the development and implementation of primary prevention strategies and activities.

- A minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories. This requirement applies to all Applicants. The OAG may grant an exception to this requirement for projects that demonstrate a need as described in Tab H, Personnel and Fringe Costs.
- Local and Statewide Programs conducting Approved Activities are limited to no more than six positions. Statewide Programs conducting technical assistance are limited to no more than ten positions.
- Job Descriptions are required and must be submitted for all positions requesting funding.
- Each Applicant must designate and request funding for a Primary Prevention Coordinator that is responsible for the coordination and implementation of primary prevention efforts. This position must, at a minimum, work 20 hours per week on primary prevention activities on the grant.
- Only those positions that are directly related to achieving the goals of the Applicant's project will be funded. This includes positions that have direct involvement in the planning, implementation, or delivery of project activities and positions who directly supervise such staff.

### **Review Process**

The OAG will review each timely, completed Application filed by an eligible Applicant.

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

### **Scoring**

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

- Organization Summary (10% of overall score)
- What Will Be Done (60% of overall score)
- Assessment and Evaluation (10% of overall score)
- Financial Questions (15% of overall score)
- Other scoring criteria (5% of overall score)

### **Grant Decisions**

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

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

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

### **Funding Priority**

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

### **Grant Award Notification**

The Applicant shall be notified in writing of the OAG's decision regarding a grant award.

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

### **Special Conditions**

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

### **Reporting Requirements**

If an Application is funded, grantees will be required to report to the OAG in the manner and schedule as determined by the OAG. Reporting on grant project activities, outputs and outcomes via quarterly Performance Reports will be required.

### **Method of Payment**

OAG grants are paid on a cost-reimbursement basis.

## **Definitions**

**Activities** – are specific actions that focus on changes in the environment that support those behaviors you want individuals, communities, or society to change and/or adopt.

**Approved Activities** – the OAG will allow programs to apply for funding for the following activities, which have been approved by the U.S. Congress, to be used in the prevention of sexual assault and/or sexual violence:

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

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

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

**Ecological Model** – the ecological model used by the CDC; includes four levels of influence: individual, relationship, community, and societal. Working within this model, individual risk factors as well as the norms, beliefs, and social and economic systems that create the conditions for sexual assault and/or sexual violence to occur can be identified. Effective strategies and activities can then be developed that work to change or eliminate the risk factors that support the occurrence of sexual assault and/or sexual violence. Directing activities at all levels of influence provide a comprehensive approach to primary prevention.

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

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

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

**Primary Prevention of Sexual Assault and/or Sexual Violence** – population-based and/or environmental and system-level strategies, policies and actions that prevent sexual assault and/or sexual violence from initially occurring.

- Primary prevention efforts work to modify and/or entirely eliminate the event, conditions, situations, or exposure to risk factors associated with the initiation of violence and subsequent injuries, disabilities, and deaths.
- Prevention efforts seek to identify and enhance protective factors that may prevent violence not only in at-risk populations, but also in the community at-large.

**Public Health Approach** – a four step process that includes:

- Defining the problem based on collecting and analyzing data about a health issue
- Identifying risk and protective factors
- Developing and testing prevention strategies
- Assuring widespread adoption

**Risk Reduction** – education efforts that focus solely on reducing the risk of an individual in becoming a victim of sexual assault and/or sexual violence.

**Sexual Violence** – as defined by the CDC, sexual violence is a wide range of acts that occur in a variety of settings, consisting of four types: (1) A completed sex act without the victim’s consent, or involving a victim who is unable to provide consent or refuse; (2) An attempted (but not completed) sex act without the victim’s consent, or involving a victim who is unable to provide consent or refuse; (3) Abusive sexual contact including intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse; and (4) Non-contact sexual abuse including voyeurism; intentional exposure of an individual to exhibitionism; pornography; verbal or behavioral sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.

**Statewide Program** – is one that actively offers or provides victim-related services or assistance in six or more COG regions.

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

**Technical Assistance** – are efforts that build the capacity of SAPCS-Federal grantees as well as other local and statewide organizations in order to engage in primary prevention efforts.

Technical assistance includes supporting the Texas Primary Prevention Planning Committee as well as ensuring that primary prevention programming addresses underserved populations and engages and organizes men in primary prevention efforts.

## **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 reviewed. Do not write answers beyond the space provided or attach additional pages; they will not be read or scored.**

If a message appears when the Excel workbook is opened stating that “Macros in this workbook are disabled...” the Applicant should select “OK”.

Each time a new tab is selected, make sure to scroll up to the top as well as across the Tab to ensure all cells are viewed.

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

**Not all questions on this Application have instructions listed below, these are to clarify and provide specific information where necessary. Be sure to answer every question in the Excel document.**

### **TAB A—COVER SHEET**

The “Funding Source” section will auto-fill with information. Complete all other sections

#### **Applicant Information**

Enter the Applicant’s Unique Application Number (UAN), which was provided when the on-line registration was completed.

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

### **TAB B—APPROVED ACTIVITY TARGETS**

This Tab records targets for all personnel requested to be funded by the OAG grant for FY10 by local programs and statewide programs conducting Approved Activities.

Statewide programs conducting technical assistance skip this Tab and enter information on Tab C.

The information entered onto this Tab will be totaled on Tab D to indicate the Applicant’s targets for FY10.

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

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

Note that in addition to the targets listed on Tab B, the Applicant will be required to track and report to the OAG information about primary prevention activities, including, but not limited to,

community readiness, community mobilization, organizational policy and norms change activities, and primary prevention planning activities.

#### **TAB C—TECHNICAL ASSISTANCE TARGETS**

This Tab records the targets for all personnel requested to be funded by the OAG grant for FY10 by statewide programs conducting technical assistance.

Local programs and statewide programs conducting Approved Activities only should only enter target information on Tab B, and skip this Tab.

Enter targets as a sum for all personnel requested. The information entered onto this Tab will be totaled on Tab D to indicate the Applicant's targets for FY10.

The Applicant must enter the following targets if applicable:

- Trainings – enter number of trainings conducted and number of persons trained. Check all that apply for training topics.
- Technical Assistance – Enter number of technical assistance instances provided and number of organizations provided with technical assistance for each technical assistance type.
- Informational Materials – enter number of informational materials developed and distributed by Informational Materials Type.

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

#### **TAB D—OUTPUTS SUMMARY**

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

#### **TAB E—OUTCOMES**

All Applicants will be required to measure at least one outcome. The OAG has selected one required outcome listed on Tab E. In addition, Applicants have the option, but are not required to report up to two additional outcomes. If an agency provides additional outcomes, they should measure a change in attitude or behavior.

#### **TAB F—ORGANIZATION FINANCIAL INFORMATION**

This Tab requests information on the Applicant's organization as a whole, not information specific to the project requesting funds. Information is gathered in the following three areas: Accounting Systems, Financial Capability and Internal Controls. Mark an "X" in either the "Yes" or "No" box. For any question where the answer is "No" include a brief explanation of why.

## **TAB G—ALL FUNDING SOURCES**

### **Total Operating Budget**

Enter the total operating budget for the Applicant’s organization from all sources.

### **Total OAG Program Budget**

This section will auto-fill from this Application.

### **Total Primary Prevention Program Budget**

Enter the total Primary Prevention Program Budget for the Applicant of which this SAPCS-Federal grant may be all or a portion.

### **Funding Sources**

For each type of funding, enter total budgeted amounts, including likely and projected funds, for FY 2010.

### **Total of all Funding**

This section will auto-calculate.

## **TAB H—PERSONNEL AND FRINGE BENEFITS**

Local and Statewide programs applying to conduct Approved Activities are limited to no more than six positions. Statewide programs applying to conduct technical assistance are limited to ten positions.

### **Personnel**

- The personnel budget category must include salaries of employees only and not compensation for consultants. “Employee” is defined as a person under the direction and supervision of the grantee, who is on the payroll of the grantee and for whom the grantee is required to pay applicable withholding taxes; or a person who will be on the grantee’s payroll and for whom the grantee will pay applicable income withholding taxes once the grant is awarded.
- Salaries for grant funded positions must be reasonable and comply with the grantee’s salary classification schedule. The grantee must maintain documentation supporting that the salary is commensurate with that paid in the geographical area for positions with similar duties and qualifications.
- Each position listed must have a job description. Job descriptions must be submitted with the Application.

Specific Excel Worksheet instructions for Personnel. As an additional reference, see the sample budget beginning on page 33.

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



- Hrs/wk on grant: Enter the total # of hours this position is allocated to the SAPCS-Federal grant.
- % of Time: This field will auto-calculate by dividing the Hrs/wk by the Hrs/wk on grant to give the percent of time worked on the grant.
- Annual Salary: enter total amount of annual Salary.
- Months: Enter the total months (12 or less) of salary budgeted.
- Total: This field will auto-calculate giving the total salary for the percent of time this position will work on the SAPCS-Federal grant.
- Justification: Provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives.

### **Fringe Benefits**

- “Fringe Benefits” is defined as allowances and services provided by the grantee to its employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, Social Security and Medicare, workmen’s compensation insurance, pension plan cost, the costs of leave, employee insurance, pensions, military leave, and unemployment benefit plans.
- Grant funds may be used to pay fringe benefits of an employee only if grant funds are also being used to pay for the salary of the same employee.
- The percentage of fringe benefits may not exceed the percentage requested for the salary of the corresponding position.
- A grantee must provide grant-funded personnel the same fringe benefits provided to all other non-grant-funded personnel of the grantee, and it should be offered/covered in the entity’s written policies for the organization regardless of whether the costs for fringe benefits are paid through that OAG grant.
- Fringe benefits must comply with the grantee’s personnel policies regarding fringe benefits.

Specific Excel Worksheet instructions for Fringe Benefits. As an additional reference, see the sample budget beginning on page 33.

- Use the Fringe Calculations Worksheet (Tab I) to calculate the total amount of requested fringe using either Calculation Method A or B. Once calculated, enter the amount of fringe requested under the column “Amount Fringe Requested”.
- Calculation Method A should be selected if your organization calculates fringe benefits using a percentage of the total salary.
- Calculation Method B should be selected if your organization uses any other method to calculate fringe benefits.
- Regardless of the method used to calculate fringe benefits, if the position is budgeted for less than 12 months, the fringe amount must be pro-rated accordingly.

### **Exceptions to Personnel Requirements**

- A justification must be provided in this section if the Applicant is requesting an exception to the following personnel requirement: A minimum of 75% of an Applicant’s budget must be allocated to the Personnel and Fringe Benefits budget categories.

## **TAB I—FRINGE CALCULATIONS WORKSHEET INSTRUCTIONS**

### **Calculation Method A:**

- Enter the percentage of total salaries that your organization uses to calculate fringe.
- For each position on the grant, enter position title and annual salary. The Fringe for Total Annual Salary will auto-calculate.
- For each position enter the percent of time worked on this grant from the “% of Time” field on Tab H. The Allowable Fringe will auto-calculate.
- If your organization is requesting less than the total allowable fringe for each position, enter the amount requested for each position on the worksheet (positions budgeted for less than 12 months must pro-rate the allowable fringe and enter it here). Totals for allowable fringe and requested fringe will auto-calculate.
- Enter either the allowable fringe or the requested fringe (if less than allowable) into the budget form under the Amount Fringe Requested column on Tab H.

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

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

## **TAB J—PROFESSIONAL AND CONSULTANT SERVICES & TRAVEL CATEGORIES**

### **Professional and Consultant Services**

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

- Grant funds may not be used to pay for any professional and consultant service for a person or vendor who participated directly in writing a grant application.

Specific Excel Worksheet instructions for Professional and Consultant Services. As an additional reference, see the sample budget beginning on page 33.

- The following information must be completed for each consultant:
  - Organizational Affiliation: Enter the name of the consultant organization.
  - Name: Enter the name of the consultant.
  - Rate: Enter the expected rate of compensation.
  - Unit: Enter the unit of measurement (either days or hours) used for the rate.
  - # of Days or Hours: Enter either the # of days or hours the consultant will work.
  - Justification: Describe the nature of services to be rendered and the relevance of service to the project goals and objectives.

### **Travel**

- Funds requested in the travel category should be for **the travel of funded personnel only**. Travel for non-grant funded individuals such as for advisory committees and primary prevention committees should be itemized in the same way specified below and placed in the ODOE category.
- Travel expenses may be reimbursed according to the Texas State Travel Guidelines, unless a grantee's travel policy provides for a lesser reimbursement. The reimbursement rate for mileage, in-state per diem, hotel, car rental, and airfare expenses can be found in the Texas State Travel Guidelines at:  
<https://fm.xcpa.state.tx.us/fm/travel/milerate/index.php>
- Travel must relate directly to activities that support the program funded by the OAG grant.
- Do not include conference registration fees in the travel budget category. Conference registration fees should be listed in the "Other Direct Operating Expenses" budget category.

Specific Excel Worksheet instructions for Travel. As an additional reference, see the sample budget beginning on page 33.

- Travel is divided into four categories: Local Travel, In-state Travel, and Out-of-State Travel (Statewide Applicants for Technical Assistance Only).
- Requirements for each are detailed below:
  - Local travel is travel incurred locally to conduct the primary prevention planning process and/or to conduct approved activities. This type of travel should be entered in the local travel line item and includes mileage only.
    - Determine all local trips to be taken in FY2010. Enter:
      - The total # of trips;
      - The total # of drivers;
      - The cost per mile; and
      - The # of local miles per driver per trip. To calculate this number:
        - Determine total # of miles for all drivers.
        - Divide the total # of miles for all drivers by the # of drivers.
        - Divide that figure by the # of trips.

- Justification: Provide a narrative justification describing the travel of funded personnel. List destinations (if known) of all trips planned, who will be traveling and approximate dates.
  - In-state Travel is travel incurred throughout the state that requires a per diem and/or an overnight stay. Calculate all in-state trips to be taken in FY2010 and enter totals into the appropriate line items in the following format:
    - Mileage: Determine all in-state trips to be taken in FY2010. Enter:
      - The total # of trips;
      - The total # of drivers;
      - The cost per mile; and
      - The # of in-state miles per driver per trip. To calculate this number:
        - Determine total # of miles for all drivers.
        - Divide the total # of miles for all drivers by the # of drivers.
        - Divide that figure by the # of trips.
    - Airfare: Enter the # of trips; # of people; and airfare cost per person (if costs are not equal, enter an average).
    - Per Diem: Enter the # of people; the daily per diem amount (if costs are not equal, enter an average); and the # of days the per diem will be given.
    - Lodging: Enter the # of hotel rooms needed; the hotel cost per night (if costs are not equal, enter an average); and # of nights lodging is needed.
    - Parking: Enter the cost per day (if costs are not equal, enter an average) and the number of days parking is needed.
    - Rental Car: Enter the cost per day (if costs are not equal, enter an average) and the number of days a rental car is needed.
    - Other: Provide an explanation of any other costs on the line and enter the total of any other costs associated with in-state travel.
    - Justification: Provide a narrative justification describing the travel of funded personnel. List destination (if known) of all trips planned, who will be traveling and approximate dates.
  - Out-of-state Travel only Statewide organizations applying to conduct technical assistance may apply for out-of-state travel. Follow the federal travel guidelines for the city/state where the conference, workshop is held located at: [https://fmx.cpa.state.tx.us/fm/travel/out\\_of\\_state/index.php](https://fmx.cpa.state.tx.us/fm/travel/out_of_state/index.php). This type of travel should be entered into the appropriate line items in the following format:
    - Use the same format listed in “In-state Travel” above.

**TAB K—EQUIPMENT, SUPPLIES AND OTHER DIRECT OPERATING EXPENSES (ODOE)**

**Equipment**

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

- Computers, regardless of cost, should be included under equipment.
- Each Applicant is required to have access to a computer in order to perform data collection and reporting to the OAG. If the Applicant does not currently have a computer, then one must either be budgeted as part of this grant or secured through other means.
- Do not include maintenance or rental fees for equipment in the equipment budget category. Equipment maintenance or rental fees should be listed in the “Other Direct Operating Expenses” budget category.

Specific Excel Worksheet instructions for Equipment. As an additional reference, see the sample budget beginning on page 33.

- List equipment to be purchased; the unit cost per item; and the # of items to be purchased.
- Provide a justification for each item. This should include a justification for the use of each item and relate each item to specific program objectives.

### **Supplies**

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

Specific Excel Worksheet instructions for Supplies. As an additional reference, see the sample budget beginning on page 33.

- The first 7 rows are for any supplies that represent one time purchases:
  - Cost: Enter the unit cost of each item.
  - #: Enter the number of items needed.
- For general office supplies such as pens, paper etc. use the following guidelines:
  - Cost: Enter the cost per month per staff person to consume supplies.
  - #: Enter the number of staff that will use the supplies (must be less than or equal to the number of staff paid for by this grant).
- Provide a justification for each item including a description of how it will be used in the project.

### **Other Direct Operating Expenses**

- "Other Direct Operating Expenses" is defined as those costs not included in other budget categories and which are directly related to the day to day operation of the grant program.
- Rent and utility costs are not allowed under this SAPCS-Federal grant.
- Registration fees for conferences and other training sessions should be included in this category.
- Statewide programs applying to provide technical assistance must budget at least \$10,000 in this category for support for the Primary Prevention Planning Committee (PPPC). This amount must be broken down by line item as identified as support for the PPPC. There is a specific section in the ODOE budget to detail travel expenses for the PPPC. The OAG may amend this amount during FY10 depending on the needs of the PPPC.
- Funds may not be used to purchase food and beverages.

Specific Excel Worksheet instructions for ODOE. As an additional reference, see the sample budget beginning on page 33.

- The first rows are for any ODOE expenses that represent one-time costs.
  - List the item, the number of staff using the item and the cost per staff.
  - Registration for the OAG conference should be included in this section.
- The remaining rows are for on-going expenses.
  - List the item, the number of staff using the item, the number of months in use and the average cost per staff person, per month.
- Provide a justification for each item. This should include how each item supports the goal of the project.
- Travel for non-grant funded individuals such as for advisory committees and primary prevention committees must be listed in this budget category.
  - Follow the instructions listed for “In-State Travel” on Tab J.

**TAB L—FY 2010 BUDGET SUMMARY**

This Tab is auto-calculated based on the Applicant’s responses on Tabs H-K. The Applicant will not enter any information on this Tab.

**TAB M—NARRATIVE**

All responses must fit in the text boxes provided when the Application is printed. Each text box holds 1000 characters, including spaces. Any information that does not appear in the text box will not be reviewed or scored. It is highly recommended that you write your responses on a separate document, then cut and paste it into the Excel document. If you are uncertain whether a response fits in the space provided, use the “print preview” function of your computer, or print out the responsive page to confirm.

## OAG Certifications and Assurances

**A. THE UNIFORM GRANT MANAGEMENT STANDARDS (“UGMS”), PART III,  
SECTION \_\_\_\_\_.14; PROMULGATED BY THE OFFICE OF THE GOVERNOR, STATE OF TEXAS.**

**THE OAG HAS ADOPTED THOSE ASSURANCES AS APPLICABLE  
TO ALL RECIPIENTS OF SAPCS - FEDERAL FUNDS.**

The Applicant agrees to:

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

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

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

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

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

(6) If Applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the OAG with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

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

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

(9) Comply with all federal statutes relating to nondiscrimination. These include, but are not limited to, the following: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans With Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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

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

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

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

(14) Insure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protections Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Applicant certifies:

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

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

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

The Applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes

or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **ANNUAL SINGLE AUDIT CERTIFICATION**

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

1. The applicant currently expends \$500,000 or more, in combined federal funds during the fiscal year; and, therefore, is required to submit an annual single audit by an independent auditor made in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
2. The applicant currently expends \$500,000 or more in combined state funds during the fiscal year; and, therefore, is required to submit an annual Single Audit by an independent auditor made in accordance with the Uniform Grant Management Standards (UGMS).
3. The applicant currently expends less than \$500,000 in either federal or state funds during the fiscal year; and therefore is exempt from the Single Audit Act and cannot charge audit costs to an OAG grant. Applicant agrees that the OAG may require a limited scope audit as defined in OMB Circular A-133.

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

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

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

The Applicant assures that it will file an Annual Independent Financial Audit of the complete program and/or organization and management letter of the audit findings within nine months of the end of the fiscal year of the agency. An annual independent financial audit is a requirement for this OAG grant. The audit will meet Office of Management and Budget (OMB) Circular A-133 and Uniform Grant Management Standards (UGMS) requirements. Additionally, the annual independent financial audit will meet GAGAS standards in the event a Single Audit is not required.

### **COMPLIANCE WITH UGMS AND THE APPLICABLE OMB CIRCULARS**

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

The Applicant assures compliance with all Federal/state statutes, regulations, policies, guidelines and requirements, including, but not limited to, UGMS as well as OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 123 72.

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

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

### **CONFLICT OF INTEREST**

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

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

### **AUTHORITY TO FILE APPLICATION**

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

## Required Attachments

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

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

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

**Attachment B** is the “RESOLUTION OF GOVERNING BODY”

- It must be signed and submitted at the time the Application is submitted to the OAG, unless the timing of the Application due date and requirements of the Open Meeting Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.

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

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

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

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

# ATTACHMENT A — REQUIRED

**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M CST, OCTOBER 7, 2009, OR THE APPLICATION WILL NOT BE CONSIDERED.**

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

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

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

**UNIQUE APPLICATION NUMBER:** \_\_\_\_\_

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

- \_\_\_\_\_ Other Victim Assistance Grant (OVAG)
- \_\_\_\_\_ Victim Coordinator and Liaison Grant (VCLG)
- \_\_\_\_\_ Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
- \_\_\_\_\_ Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

2. \_\_\_\_\_ **TRUE AND CORRECT INFORMATION.** The undersigned certifies that the information contained in this Application, including any attachments are true and correct to the best of his or her knowledge.

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

4. \_\_\_\_\_ **DEADLINES AND SUBMISSION OF APPLICATION.** The undersigned understands that the deadline for submission is 5:00 p.m. CST October 7, 2009 and that to meet the deadline, the Applicant must submit both paper (hard copies) and electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:

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

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

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

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

## **ATTACHMENT B —REQUIRED**

**REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CST OCTOBER 7, 2009. IF THE TIMING OF THE APPLICATION DUE DATE AND REQUIREMENTS OF THE OPEN MEETINGS ACT OR OTHER REQUIREMENTS PREVENTS THE GOVERNING BODY FROM REVIEWING AND APPROVING THE RESOLUTION, THEN IT MAY BE SUBMITTED TO THE OAG AFTER THE DUE DATE.**

*(SAMPLE FORM OF RESOLUTION OF GOVERNING BODY)*

### **RESOLUTION OF GOVERNING BODY**

**LEGAL NAME OF APPLICANT:** \_\_\_\_\_

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

*Be it known as follows:*

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

- \_\_\_\_\_ Other Victim Assistance Grant (OVAG)
- \_\_\_\_\_ Victim Coordinator and Liaison Grant (VCLG)
- \_\_\_\_\_ Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
- \_\_\_\_\_ Sexual Assault Prevention and Crisis Services (SAPCS) – Federal Funds

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

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

Name of Person Designated as “Authorized Official”: \_\_\_\_\_

Position Title: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



<b>#REF!</b>								
See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.) Applicant fills in white areas only. <b>List personnel in order of funding priority.</b>								
<b>FY 2010 Personnel &amp; Fringe</b>								
<b>Salary</b>								
Title of the Position	Name if vacant	(State	Hrs/wk	Hrs/wk on grant	% of Time	Annual Salary	Months	Total
Education & Training Director (PPC)	Jane Doe		40	40	100.00%	\$ 36,000	12	\$ 36,000
Justification: Responsible for the development and implementation of primary prevention strategies and activities to end sexual assault and/or sexual violence. Coordinates efforts to engage the community in primary prevention efforts. Conducts primary prevention approved activities. Directly supervises the primary prevention staf and ensures that the goals and objectives of the grant are met. This position related ao all program objectives.								
Outreach & Education Coordinator	Mary Smith		40	10	25.00%	\$ 30,000	12	\$ 7,500
Justification: Conducts primary prevention approved activities including educational sessions and professtional training. Serves on the internal primary prevention planning committee and assists in community readiness and mobilization efforts. Researchers primary prevention, public health model, and the ecological model to ensure activities are primary prevention focused.								
President/CEO	Cindy Jones		40	5	12.50%	\$ 50,000	12	\$ 6,250
Justification: Assists in efforts to mobilize the community in primary prevention efforts. Supervises Education & Training Director and assists in the primary prevention planning process.								
Education Specialist	John Walker		40	20	50.00%	\$ 30,000	12	\$ 15,000
Justification: Conducts primary prevention approved activities including educational sessions and professtional training. Serves on the internal primary prevention planning committee and assists in community readiness and mobilization efforts. Works to enhance the approved activities to focus on primary prevention.								
					0.00%	\$		\$
Justification:								
					0.00%	\$		\$
Justification:								
<b>Additional four positions for Statewide Technical Assistance Applicants Only</b>								
					0.00%	\$		\$
Justification:								
					0.00%	\$		\$
Justification:								
					0.00%	\$		\$
Justification:								
					0.00%	\$		\$
Justification:								
<b>Total FY 2010 Salary</b>								<b>\$ 64,750</b>

<b>Fringe</b> (Use the Worksheet on Tab I to calculate the information needed here)	<b>Mark the Calculation Method Used with an X</b>		<b>Amount Fringe Requested</b>	<b>Total</b>
Calculation Method A	X			
Calculation Method B				
Amount Fringe Requested (Enter Total from Fringe Calculation Worksheet - Tab I)			\$ 18,080	
<b>Total FY 2010 Fringe</b>				<b>\$ 18,080</b>

**Request for Exception to SAPCS-Federal Requirement:** If an SAPCS-Federal Applicant is asking for an exception to the requirement that a minimum of 75% of an Applicant's budget must be allocated to the Personnel and Fringe Benefits budget categories, indicate in the space provided below the reason and justification for why the Applicant is asking for the exception.

No exceptions requested.

#REF!

**Fringe Calculations Worksheet (Additional space available below for Statewide Applicants)**

Calculation Method A: Fringe is calculated using a percentage of total salaries.								
Position		Education & Training Director (PPC)	Outreach & Education Coordinator	President/CEO	Education Specialist	Title of Position #5	Title of Position #6	Total
Annual Salary		\$36,000	\$30,000	\$50,000	\$30,000	\$0	\$0	
% of Total Salaries Used to Calculate Fringe	28.00%							
Fringe for Total Annual Salary		\$10,080	\$8,400	\$14,000	\$8,400	\$0	\$0	
% on Grant		100.00%	25.00%	12.50%	50.00%	0.00%	0.00%	
Allowable Fringe		\$10,080	\$2,100	\$1,750	\$4,200	\$0	\$0	\$18,130
Requested Fringe (If less than Allowable)		\$0	\$0	\$0	\$0	\$0	\$0	\$0

**In this sample both calculation methods are demonstrated for informational purposes only. Grantees must choose either Calculation Method A or B.**

Calculation Method B: Fringe is not computed by using a percentage of total salaries.								
Position		Education & Training Director (PPC)	Outreach & Education Coordinator	President/CEO	Education Specialist	Title of Position #5	Title of Position #6	Total
Annual Salary		\$36,000	\$30,000	\$50,000	\$30,000	\$0	\$0	
Fringe Detail	Calculation Method (percentage or actual cost)							
	Retirement	5% of Annual Salary	\$1,800	\$1,500	\$2,500	\$1,500	\$0	\$0
	FICA	7.65% of Annual Salary	\$2,754	\$2,295	\$3,825	\$2,295	\$0	\$0
	Insurance	Actual Cost	\$4,526	\$3,605	\$6,675	\$3,605	\$0	\$0
	Workers' Compensation	Actual Cost	\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
			\$0	\$0	\$0	\$0	\$0	\$0
Fringe for Total Annual Salary		\$10,080	\$8,400	\$14,000	\$8,400	\$0	\$0	
% on Grant		100.00%	25.00%	12.50%	50.00%	0.00%	0.00%	
Allowable Fringe		\$10,080	\$2,100	\$1,750	\$4,200	\$0	\$0	\$18,130
Requested Fringe (If less than Allowable)		\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Fringe Calculations Worksheet (Additional Staff - Statewide Applicants Only)**

Calculation Method A: Fringe is calculated using a percentage of total salaries.						
Position		Statewide Only Title of Position #7	Statewide Only Title of Position #8	Statewide Only Title of Position #9	Statewide Only Title of Position #10	Total
Annual Salary		\$0	\$0	\$0	\$0	
% of Total Salaries Used to Calculate Fringe	28.00%					
Fringe for Total Annual Salary		\$0	\$0	\$0	\$0	
% on Grant		0.00%	0.00%	0.00%	0.00%	
Allowable Fringe		\$0	\$0	\$0	\$0	\$18,130
Requested Fringe (If less than Allowable)		\$0	\$0	\$0	\$0	\$0

Calculation Method B: Fringe is not computed by using a percentage of total salaries.						
Position		Statewide Only Title of Position #7	Statewide Only Title of Position #8	Statewide Only Title of Position #9	Statewide Only Title of Position #10	Total
Annual Salary		\$0	\$0	\$0	\$0	
Fringe Detail	Calculation Method (percentage or actual cost)					
	Retirement	5% of Annual Salary	\$0	\$0	\$0	\$0
	FICA	7.65% of Annual Salary	\$0	\$0	\$0	\$0
	Insurance	Actual Cost	\$0	\$0	\$0	\$0
	Workers' Compensation	Actual Cost	\$0	\$0	\$0	\$0
	0	0.00%	\$0	\$0	\$0	\$0
	0	0.00%	\$0	\$0	\$0	\$0
	0	0.00%	\$0	\$0	\$0	\$0
	0	0.00%	\$0	\$0	\$0	\$0
Fringe for Total Annual Salary		\$0	\$0	\$0	\$0	\$0
% on Grant		0.00%	0.00%	0.00%	0.00%	
Allowable Fringe		\$0	\$0	\$0	\$0	\$18,130
Requested Fringe (If less than Allowable)		\$0	\$0	\$0	\$0	\$0

#REF!

See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.)

<b>Professional &amp; Consultant</b>		<b>FY 2010</b>			
<b>Organizational Affiliation</b>	<b>Name</b>	<b>Rate</b>	<b>Specify Unit: Days or Hours</b>	<b># of Days or Hours</b>	<b>Total</b>
Education Consultant Services Inc.	Jason K. Wright	\$75.00	Days	5	\$ 375
Justification: Education Consultant Services Inc. will provide content experts that will assist staff in developing primary prevention informational materials to increase bystander skills of high school athletes regarding sexual harassment issues.					
		\$0.00		0	\$
Justification:					
		\$0.00		0	\$
Justification:					
<b>Total Professional &amp; Consultant</b>					<b>\$ 375</b>

See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.)

<b>Travel</b>	<b>FY2010</b>				
	<b># of Trips</b>	<b># of People/ Drivers</b>	<b>\$</b>	<b>#</b>	<b>Total</b>
<b>OAG Conference (November 19-21, 2009, Renaissance Austin Hotel, Austin, TX)</b>					
Mileage	1	1	\$0.500	100	\$ 50
Airfare	1	2	\$100.000		\$ 200
Per Diem		2	\$18.000	2	\$ 72
Lodging		3	\$85.000	2	\$ 510
Other					\$
<b>Conference Total</b>					<b>\$ 832</b>
Justification: Required by OAG for all OAG Grantees.					
<b>Local Travel (Mileage Only)</b>	20	3	\$0.500	10	\$ 300
Justification: Local travel for Education & Training Director, Education & Outreach Coordinator, and Education Specialist to conduct professional training and educational sessions. Travel will be within Travis County and will occur throughout the term of the grant.					
<b>In-State Travel</b>					
Mileage	1	3	\$0.500	100	\$ 150
Airfare	0	0	\$0.000		\$
Per Diem		3	\$18.000	2	\$ 108
Lodging		3	\$85.000	2	\$ 510
Rental car			\$35.000	2	\$ 70
Parking at Airport			\$0.000	0	\$
Other					\$
Other					\$
Other					\$
Justification: Mileage, per diem, and lodging for Education & Training Director and Education & Outreach Coordinator, and Education Specialist to travel to Austin, TX in October 2009 to attend regional training on primary prevention.					
<b>Out-of-State Travel (Statewide Applicants for Technical Assistance Only)</b>					
Mileage	0	0	\$0.000	0	\$
Airfare	0	0	\$0.000		\$
Per Diem		0	\$0.000	0	\$
Lodging		0	\$0.000	0	\$
Rental car			\$0.000	0	\$
Parking at Airport			\$0.000	0	\$
Other					\$
Other					\$
Other					\$
Justification:					
<b>Travel Total</b>					<b>\$ 1,970</b>

#REF!

See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.)

Equipment	FY2010		
	Unit Cost	# of Items	Total
Laptop	\$400.00	1	\$400
Justification: For use by the Education Specialist when conducting educational sessions to achieve the goal of building bystander skills of high school students as it relates to sexual harassment.			
Desktop Computer	\$500.00	1	\$500
Justification: For use by the Outreach & Education Coordinator when developing informational materials to support the bystander skill building activities.			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
<b>Total Equipment</b>			<b>\$900</b>

See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.)

Supplies	FY2010			
	Months	Cost	# of Items or Staff	Total
<b>One Time Purchases:</b>				
Microsoft Office Software		\$200.00	1	\$200
Justification: For use by Education Specialist to develop presentations for educational sessions.				
Educational Videos		\$200.00	2	\$400
Justification: Purchase educational videos on building bystanders skills for use by the Education Specialist while conducting educational sessions.				
		\$0.00	0	\$0
Justification:				
		\$0.00	0	\$0
Justification:				
		\$0.00	0	\$0
Justification:				
		\$0.00	0	\$0
Justification:				
		\$0.00	0	\$0
Justification:				
<b>General Office Supplies:</b>				
Pens and Pencils	12	\$5.00	4	\$240
Justification: Pens and pencils to be used by all grant funded staff to carry out daily activities of the program.				
Paper	12	\$5.00	4	\$240
Justification: Paper to be used by all grant funded staff to carry out daily activities of the program.				
	12	\$0.00	0	\$0
Justification:				
	12	\$0.00	0	\$0
Justification:				
	12	\$0.00	0	\$0
Justification:				
<b>Total Supplies</b>				<b>\$1,080</b>

See the Application Kit Instructions and Sample Budget for specific instructions on how to complete this section. (Use the space provided, do not attach additional pages.)					
Other Direct Operating Expenses	FY2010				
	# of Staff	Months	Cost	Total	
OAG Conference Registration	3		\$250.00	\$750	
Justification: Conference registration fee for Education & Training Director (PPC), Education & Outreach Coordinator, and Education Specialist to attend the OAG annual conference which is a requirement of this grant.					
TAASA Conference Registration	1		\$250.00	\$250	
Justification: Conference registration fee for Education Specialist to attend TAASA conference specifically to attend workshops on primary prevention.					
	0		\$0.00	\$0	
Justification:					
	0		\$0.00	\$0	
Justification:					
	0		\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
Travel for non-grant funded individuals such as for advisory committees and primary prevention committees.	# of Trips	# of People/ Drivers	\$	#	Total
Mileage	1	1	\$0.500	25	\$ 13
Airfare	1	1	\$150.000		\$ 150
Per Diem		0	\$0.000	0	\$
Lodging		0	\$0.000	0	\$
Other					\$
<b>Total Travel for non-grant funded individuals</b>					<b>\$ 163</b>
Justification: Mileage for primary prevention committee member to travel to Austin to attend primary prevention planning meeting. Airfare for primary prevention planning committee member to fly to Austin to attend training on primary prevention concepts.					
<b>Total ODOE</b>					<b>\$1,163</b>

<b>#REF!</b>								
<b>Note: This form derives its values from the previous tabs and cannot be modified directly.</b>								
<b>General Information (Auto-fills)</b>								
<b>Applicant #REF!</b>								
<b>Unique Application Number #REF!</b>								
<b>Type of Grant Application SAPCS-Federal</b>								
<b>Grant Period September 1, 2009-August 31, 2010</b>								
<b>Budgetary Summary (Auto-Fills)</b>								
<b>Salary</b>		FY10 9/1/09 - 8/31/10 Requested					Total Project Cost	
<b>Position Title</b>	<b>Name</b>	<b>Hrs/wk</b>	<b>Hrs/wk on grant</b>	<b>% of Time</b>	<b>Annual Salary</b>	<b>Months</b>	<b>Total</b>	
Education & Training Director (PPC)	Jane Doe	40	40	100.00%	\$36,000	12	\$36,000	
Justification: Responsible for the development and implementation of primary prevention strategies and activities to end sexual assault and/or sexual violence. Coordinates efforts to engage the community in primary prevention efforts. Conducts primary prevention approved activities. Directly supervises the primary prevention staf and ensures that the goals and objectives of the grant are met. This position related ao all program objectives.								
Outreach & Education Coordinator	Mary Smith	40	10	25.00%	\$30,000	12	\$7,500	
Justification: Conducts primary prevention approved activities including educational sessions and professtional training. Serves on the internal primary prevention planning committee and assists in community readiness and mobilization efforts. Researchers primary prevention, public health model, and the ecological model to ensure activities are primary prevention focused.								
President/CEO	Cindy Jones	40	5	12.50%	\$50,000	12	\$6,250	
Justification: Assists in efforts to mobilize the community in primary prevention efforts. Supervises Education & Training Director and assists in the primary prevention planning process.								
Eduation Specialist	John Walker	40	20	50.00%	\$30,000	12	\$15,000	
Justification: Conducts primary prevention approved activities including educational sessions and professtional training. Serves on the internal primary prevention planning committee and assists in community readiness and mobilization efforts. Works to enhance the approved activities to focus on primary prevention.								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
<b>Additional four positions for Statewide Technical Assistance Applicants Only</b>								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
0		0	0	0.00%	\$0	0	\$0	
Justification:								
<b>Salary Total</b>							<b>\$64,750</b>	
<b>Fringe</b>		FY10 9/1/09 - 8/31/10 Requested					Amount Fringe Requested	Total Project Cost
Calculation Method								
Amount Fringe Requested (From Worksheet)							\$18,080	
<b>Fringe Total</b>							<b>\$18,080</b>	



<b>Professional &amp; Consultant</b>		FY10 9/1/09 - 8/31/10 Requested			Total Project Cost	
Organizational Affiliation	Name	Rate	Specify Unit: Days or Hours	# of Days or Hours	Total	
Education Consultant Services Inc.	Jason K. Wright	\$75.00	Days	5	\$375	
Justification: Education Consultant Services Inc. will provide content experts that will assist staff in developing primary prevention informational materials to increase bystander skills of high school athletes regarding sexual harassment issues.						
0	0	\$0.00		0	\$0	
Justification:						
0	0	\$0.00		0	\$0	
Justification:						
<b>Professional &amp; Consultant Total</b>					<b>\$375</b>	
<b>Travel</b>		FY10 9/1/09 - 8/31/10 Requested			Total Project Cost	
		Trips	People	Cost	# of Miles or Days	Total
<b>OAG Conference</b>						
Mileage		1	1	\$0.500	100	\$ 50
Airfare		1	2	\$100.000		\$ 200
Per Diem			2	\$18.000	2	\$ 72
Lodging			3	\$85.000	2	\$ 510
Other						\$
<b>Conference Total</b>					<b>\$ 832</b>	
Justification: Required by OAG for all OAG Grantees.						
<b>Local Travel (Mileage Only)</b>		20	3	\$0.500	10	\$ 300
Justification: Local travel for Education & Training Director, Education & Outreach Coordinator, and Education Specialist to conduct professional training and educational sessions. Travel will be within Travis County and will occur throughout the term of the grant.						
<b>In-State Travel</b>						
Mileage		1	3	\$0.500	100	\$ 150
Airfare		0	0	\$0.000		\$
Per Diem			3	\$18.000	2	\$ 108
Lodging			3	\$85.000	2	\$ 510
Rental car				\$35.000	2	\$ 70
Parking at Airport				\$0.000	0	\$
Other						\$
Other						\$
Other						\$
Justification: Mileage, per diem, and lodging for Education & Training Director and Education & Outreach Coordinator, and Education Specialist to travel to Austin, TX in October 2009 to attend regional training on primary prevention.						
<b>Out-of-State Travel (Statewide Applicants for Technical Assistance Only)</b>						
Mileage		0	0	\$0.000	0	\$
Airfare		0	0	\$0.000		\$
Per Diem			0	\$0.000	0	\$
Lodging			0	\$0.000	0	\$
Rental car				\$0.000	0	\$
Parking at Airport				\$0.000	0	\$
Other						\$
Other						\$
Other						\$
Justification:						
<b>Travel Total</b>					<b>\$1,970</b>	

<b>Equipment</b>	FY10 9/1/09 - 8/31/10 Requested		Total Project Cost
	Unit Cost	# of Items	Total
Laptop	\$400.00	1	\$400
Justification: For use by the Education Specialist when conducting educational sessions to achieve the goal of building bystander skills of high school students as it relates to sexual harassment.			
Desktop Computer	\$500.00	1	\$500
Justification: For use by the Outreach & Education Coordinator when developing informational materials to support the bystander skill building activities.			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
	\$0.00	0	\$0
Justification:			
<b>Equipment Total</b>			<b>\$900</b>
<b>Supplies</b>	FY10 9/1/09 - 8/31/10 Requested		Total Project Cost
	Months	Cost	# of Items or Staff Total
One Time Purchases:			
Microsoft Office Software		\$200.00	1
Justification: For use by Education Specialist to develop presentations for educational sessions.			
Educational Videos		\$200.00	2
Justification: Purchase educational videos on building bystanders skills for use by the Education Specialist while conducting educational sessions.			
		\$0.00	0
Justification:			
		\$0.00	0
Justification:			
		\$0.00	0
Justification:			
		\$0.00	0
Justification:			
		\$0.00	0
Justification:			

<b>General Office Supplies:</b>				
Pens and Pencils	12	\$5.00	4	\$240
Justification: Pens and pencils to be used by all grant funded staff to carry out daily activities of the program.				
Paper	12	\$5.00	4	\$240
Justification: Paper to be used by all grant funded staff to carry out daily activities of the program.				
	12	\$0.00	0	\$0
Justification:				
	12	\$0.00	0	\$0
Justification:				
	12	\$0.00	0	\$0
Justification:				
<b>Supplies Total</b>				<b>\$1,080</b>

<b>Other Direct Operating Expenses</b>	FY10 9/1/09 - 8/31/10 Requested			Total Project Cost	
	# of Staff	Months	Cost	Total	
OAG Conference Registration	3		\$250.00	\$750	
Justification: Conference registration fee for Education & Training Director (PPC), Education & Outreach Coordinator, and Education Specialist to attend the OAG annual conference which is a requirement of this grant.					
TAASA Conference Registration	1		\$250.00	\$250	
Justification: Conference registration fee for Education Specialist to attend TAASA conference specifically to attend workshops on primary prevention.					
	0		\$0.00	\$0	
Justification:					
	0		\$0.00	\$0	
Justification:					
	0		\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
	0	0	\$0.00	\$0	
Justification:					
<b>Travel for non-grant funded individuals such as for advisory committees and primary prevention committees.</b>	<b># of Trips</b>	<b># of People/ Drivers</b>	<b>\$</b>	<b>#</b>	<b>Total</b>
Mileage	1	1	\$0.500	25	\$ 13
Airfare	1	1	\$150.000		\$ 150
Per Diem		0	\$0.000	0	\$
Lodging		0	\$0.000	0	\$
Other					\$
<b>Total travel for non-grant funded individuals</b>					<b>\$ 163</b>
Justification: Mileage for primary prevention committee member to travel to Austin to attend primary prevention planning meeting. Airfare for primary prevention planning committee member to fly to Austin to attend training on primary prevention concepts.					
<b>Other DOE Total</b>				<b>\$1,163</b>	
<b>Total Budget</b>				<b>\$88,318</b>	