



***Office of the Governor Public Safety Office (PSO)
Sexual Assault Services Program (SASP) Pass-through Grant
Grants to Rape Crisis Centers and Culturally Specific Organizations
to Provide Services to Survivors of Sexual Violence***

SASP Grant Application Instructions

Important Information Before Starting the Application

These instructions follow the flow of the grant application in its entirety. *This is a competitive grant with specific eligibility requirements.* TAASA expects to fund approximately 10 – 15 applicants (award amounts are subject to the application review process, scoring, available funding, and demonstrated need).

Reach out to TAASA's SASP Support Team at sasp@taasa.org or 512-785-8645 if you have any questions about this grant opportunity. This is a competitive grant, so TAASA staff are only able to answer general questions to clarify requirements about programming, priority areas, and grant application questions. TAASA cannot assist with writing a grant or provide pre-assessment of grant proposals.

Applicants will apply for this grant in Form Assembly. When the application is live, a link will be posted on the Grants Announcement page of TAASA's website <https://taasa.org/get-involved/announcements/> under SASP Grant. We expect to have the application go live on 07/14/2023.

The final day to submit an application is August 18, 2023.

Within the application, each section is located on its own page. At the top of each page are links to all the pages. You can click on the page number to go to that page. Under the page numbers, and at the end of each page is a button where you can save your progress and resume later or you can resume a previously saved form. If you click on the "save your process" button, a pop-up box will appear and ask you to provide your email and a password. The system will send you an email with a link to come back to the application and resume input.

Application Instructions

Organizational Information

Provide your Agency Legal Name (as listed on your EIN). If your agency has a dba or uses another name, you will be asked to provide that as well.

You will be required to provide information for the main office of your organization including the address (Street Address, Suite/Unit/Floor), city, county, zip code, your phone number (main business line) and email (main business email). The state will be prefilled for Texas.

You will be required to enter your organization's EIN Number – an Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and it is used by the Internal Revenue Service to identify an organization. If you do not have an EIN, you can get one at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

You will be asked if your organization has a fiscal agent/sponsor. If your organization answers yes to this question, you will be required to upload a document that details your relationship or contract with your fiscal agent/sponsor.

Grant Officials

You will be required to provide contact information for the Authorized Official and the Grant Contact. You will be asked to provide contact information for the Project Director and Financial Officer if your organization has these designated positions and the staff filling these positions are different than the Authorized Official or Grant Contact. For each Grant Official you will be asked to provide their Title, First Name, Last Name, Phone Number, and Email address. If the grant officials' address is different than the agency address, you will be asked to enter the address for each grant official.

Below is a summary of each Grant Official's responsibilities.

Authorized Official – the authorized official is designated by your agency, through a resolution by the governing body. This person is authorized to apply for, accept, decline or cancel the grant. The authorized official signs all grant documents (e.g., contract, financial forms, etc.). The authorized official and the individual signing the resolution may not be the same person. Additionally, the Authorized Official and the Grant Contract could be but does not have to be the same person.

Grant Contact – this is the person TAASA will contact for any questions related to this grant application and any questions related to the grant post award. This is the main contact for this grant, although this position may refer questions to another person in your agency, when appropriate.

Project Director – this is the person who has overall responsibility for the project (e.g., supervises program staff, oversees/reviews programmatic reports, etc.).

Financial Officer – this is the person that will be responsible for the financial transactions associated with this grant (e.g., submits requests for reimbursements, keeps general ledger, etc.).

Organization Type

You will be asked to choose your organization type. Choices are:

- The organization is a rape crisis center as defined in the funding announcement or
- The organization is a culturally specific organization as defined in the funding announcement.

Choose the one that best describes your organization. Important Note: There are different purpose areas for different organization type. Be sure to review the Grant Announcement to make sure you are focusing on the appropriate purpose area for your grant type.

Certifications

At the end of the application, before submission, your authorized official will be required to certify the organization's compliance with the following:

- Grantee agrees to use these funds to provide services to primarily adult survivors of sexual assault that were assaulted by someone other than a family or household member; however, projects can include services to teens/young adults (14-17), particularly survivors in underserved populations. Exception – these funds can be used to serve a survivor who was assaulted by a family or household member if the survivor seeks services for a sexual assault and the survivor does not qualify for services under Health and Human Services Commission (HHSC) family violence program or the survivor is served by a culturally specific organization that does not receive HHSC funding. Domestic violence services unrelated to the sexual assault cannot be provided with these funds.
- Grantee assures that it will follow the guidelines in the Texas Grant Management Standards (TxGMS) which can be found at <https://comptroller.texas.gov/purchasing/grant-management/>.
- Grantee assures compliance with all federal/state statutes, regulations, policies, guidelines and requirements, including but not limited to 2 CFR, Part 200 which can be found at <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.
- Accessibility – recipients of these funds must comply with applicable federal civil rights laws, which among other things, prohibit discrimination on the basis of disability and national origin. Compliance with these laws includes taking reasonable steps to ensure that persons who are limited in their English proficiency because of their national origin have meaningful access to recipients' programs and activities. Recipients are also responsible for ensuring that their programs and activities are readily accessible to individuals with disabilities, including those with

physical or cognitive disabilities, as well as individuals who are deaf and hard of hearing.

- Activities that Compromise Victim Safety and Recovery - Applicant agrees to not engage in activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.
- Applicable to all grants - Texas Administrative Code (TAC) The TAC includes regulations issued by the State of Texas. Title I, Part I, Chapter 3 of the TAC specifically applies to PSO and can be accessed at: [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=1&pt=1&ch=3](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=1&pt=1&ch=3). HSGD has adopted these rules by reference.
- Applicable to grants from a federal fund source - Uniform Administrative Requirements, Cost Principles, and Audit Requirements. Found in the Code of Federal Regulations, these rules were issued by the White House Office of Management and Budget. PSO adopts these rules for all federally funded grants. Throughout the Guide to Grants, these rules are referred to as 2 CFR 200.
- Annual Single Audit – if grantee, within Grantee’s fiscal year, expends at least \$750,000 in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with 2 CFR 200. The federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee’s fiscal year, expends at least \$750,000 in state funds awarded, Grantee shall have a single audit or program-specific audit in accordance with TxGMS. The audit must be conducted by an independent certified public accountant and in accordance with 2 CFR 200, Government Auditing Standards, and TxGMS. Each Grantee that does not meet the expenditure threshold for a single audit or program specific audit, must provide financial statements for the audit period.
- Civil Rights Liaison - A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs. Grantee agrees to provide the name of the Civil Rights Liaison in the application.
- Community Efforts - Applicant agrees to promote community efforts to aid crime victims. Applicants should promote, within the community, coordinated public and private efforts to aid crime victims. Coordination efforts qualify an organization to receive these funds but are not activities that can be supported with these funds.
- Confidentiality and Privacy - Applicant agrees to maintain the confidentiality of client-counselor information and research data, as required by state and federal law. Personally identifying information or individual information collected in connection with services requested, utilized, or denied may not be disclosed; or

reveal individual client information without informed, written, reasonably time-limited consent of the person about whom information is sought. If release of information is compelled by statutory or court mandate, reasonable attempts to provide notice to victims affected by the disclosure of information will be made and steps necessary to protect the privacy and safety of the persons affected by the release of information will be taken.

- Criminal Charges - In connection with the prosecution of any misdemeanor or felony domestic violence offense, the victim may not bear the costs associated with the filing of criminal charges against a domestic violence offender, issuance or service of a warrant, or witness subpoena.
- Criminal History Reporting - Entities receiving funds from PSO must be in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.
- Culturally Competent Victim Restoration - Applicants agree to promote collaboration and coordination among local service systems that involve multiple disciplines and support a seamless delivery of a continuum of services that focus on each individual's return to full physical, mental, and emotional health while incorporating an emphasis on cultural competency in underserved populations. MOUs between Sexual Assault/Dual DV/Multi victim service programs with culturally specific/ community-based groups is a great example of a partnership that would provide adequate coverage of sexual assault services and/or innovative healing therapies. For more information and clarification contact TAASA's Collective Healing Initiative at collectivehealing@taasa.org or Annette Burrhus-Clay, Grant Manager at sasp@taasa.org.
- Discrimination - Applicant agrees not to discriminate against victims because they disagree with the State's prosecution of the criminal case.
- Equal Employment Opportunity - Grantee represents and warrants its compliance with all applicable duly enacted state and federal laws governing equal employment opportunities.
- Federal Funding and Transparency Act - Pursuant to 2 CFR 170.100, Grantee agrees that if they are required to complete the FFATA certification, they will contact TAASA to provide this information. Exceptions (2 CFR 170,110), none of the requirements regarding reporting names and total compensation of a non-Federal entity's five most highly compensated executives apply unless in the non-Federal entity's preceding fiscal year, it received -

- (i) 80 percent or more of its annual gross revenue in Federal procurement contracts (and subcontracts) and Federal financial assistance awards subject to the Transparency Act, as defined in 2 CFR 170.320 (and subawards); and
 - (ii) \$25,000,000 or more in annual gross revenue from Federal procurement contracts (and subcontracts) and Federal financial assistance awards subject to the Transparency Act, as defined at 2 CFR 170.320; and
 - The public does not have access to information about the compensation of senior executives, unless otherwise publicly available, through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.
- Immigration Legal Services - PSO prioritizes funding projects that provide a full spectrum of counseling, crisis services, and other direct victim services. PSO will not fund projects that focus primarily on immigration legal services and do not provide a significant level of other types of victim services.
 - Lobbying Prohibition – Grantee represents and warrants that payment to Grantee and Grantee’s receipt of appropriated or other funds, under this grant or any related Solicitation are not prohibited by Sections 556.005, 556.0055, or 556.008 of the Texas Government Code (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).
 - Monitoring – Grantees may be required to complete financial surveys, complete a desk review (written review of general recordkeeping, internal operations, and accounting control systems), provide clarification on services provided, or similar compliance measures. This could include an in-person financial assessment of your SASP funds. Currently, programs are on rotation and may receive a financial assessment no more than once every two-year grant cycle. (Technical Assistance is available if you need help getting your financial systems set up.)
 - No Charge - Applicant agrees to provide grant-funded services at no charge to victims of crime. Applicants are also prohibited from billing Crime Victims Compensation, private insurance, Medicaid, or Medicare for services provided using SASP funds.
 - Offender Firearm Prohibition - The applicant certifies that its judicial administrative policies and practices include notification to domestic violence offenders of the requirements delineated in section 18 USC § 992(g)(8) and (g)(9).
 - Polygraph Testing Prohibition - A peace officer or attorney representing the state may not require an adult or child victim of an alleged sex offense to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an offense. In addition, the refusal of a victim to submit to a polygraph or other truth telling examination will not prevent the investigation, charging, or prosecution of an alleged sex offense or on the basis of the results of a polygraph examination.
 - Population of Focus – Grantee certifies that the funds will be used to provide services to the population of focus as defined in the Funding Announcement. The

Grantee further certifies that the funds will not be used for domestic violence, child abuse, or human trafficking services.

- Protection Orders - Victims applying for a protective order or their attorney may not bear the costs associated with the filing of an order of protection.
Requirement for Participating in Services - In alignment with 45 CFR 1370.10(b)(10), the receipt of supportive services shall be voluntary. No requirement for participating in services may be imposed by the Grantee. The receipt of services cannot be conditioned on participation in other services including but not limited to counseling, life skills training, substance use disorder treatment, specific legal remedies, etc.
- Return of Grant Funds in the event of loss or misuse - Grantee agrees that in the event of loss or misuse of these funds, grantee will return the funds to TAASA.
- Suspension and Debarment - Grantee certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration. This certification is made pursuant to the regulations implementing Executive Order 12549 and Executive Order 12689, Debarment and Suspension, 2 CFR Part 376, and any relevant regulations promulgated by the Department or Agency funding this project.
 - State of Texas Debarred Vendor List - <https://comptroller.texas.gov/purchasing/programs/vendor-performance-tracking/debarred-vendors.php>.
 - System for Award Management - <https://sam.gov/content/exclusions>.
- Uniform Crime Reporting (UCR) - Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.
- Violence Against Women Act Non-Discrimination Provision - prohibits grantees from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identify, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.

Project Details

The purpose of this offering is to provide general sexual assault victim services and improve access to culturally specific sexual assault services to primarily adult survivors of sexual assault that was assaulted by someone other than a family or household member.

Exception – these funds can be used to serve a survivor who was assaulted by a family or household member if the survivor seeks services for a sexual assault and the survivor does not qualify for services under Health and Human Services Commission (HHSC) family violence program or the survivor is served by a culturally specific organization that does not receive HHSC funding. Domestic violence services unrelated to the sexual assault cannot be provided with these funds.

Projects must fall under one of the following eligible purpose areas:

- General Sexual Assault Victim Services (for rape crisis centers)
- Improving accessibility of culturally specific sexual assault services developed for and by said community (for culturally specific organizations)

It is important that your organization responds to the narrative questions considering the specific purpose area for your organization type.

Application Components

The Application consists of the following:

- The total amount requested for Year 1
- A Project Narrative
- A Work Plan and detailed Budget
- A Budget Request and high-level Project Summary for Year 2
- Financial Questions
- Upload Section where you will upload the following required documents:
 - Resolution of Governing Body (a sample resolution can be found here: <https://taasa.org/wp-content/uploads/2023/07/Sample-Resolution-of-Governing-Body.doc>).
 - Job Descriptions
 - Your organization's Office of the Attorney General Sexual Assault Training Program Certification certificate (file format pdf) or your organization's Office of the Attorney General Sexual Assault Training Program Certification application with proof of submission (file format pdf). **This requirement is for Rape Crisis Centers only.**
 - Work Plan and a Year 1 Budget (October 1, 2023 – September 30, 2024). Applicants must use TAASA's Work Plan and Year 1 Budget template which can be accessed here: <https://taasa.org/wp-content/uploads/2023/07/Application-Budget-and-Work-Plan-Final.xlsx>.

Instructions for Each Question in the Application

1. Total Amount Requested (Year 1) – you will be asked to enter the total amount that you are requesting for Year 1. The total amount requested must be between the Year 1 minimum of 40,000/year and maximum of 150,000/year. Please enter a number (without decimals). No commas please.

Project Narrative (all narrative questions are limited to 2,500 characters). *In this section, rape crisis centers should answer these questions as it relates to providing general sexual assault victim services and culturally specific organizations should answer these questions as it relates to improving accessibility of culturally specific sexual assault services.*

2. In which Texas County(ies) will the project be implemented?

Select only the county(ies) this project will be implemented in. Do not select all counties your organization serves.

Select all that apply. Use CLICK + CTRL (PC) | CMD (Mac) to select multiple.

3. Provide a problem statement. Clearly define the root problem and the need for this project.

4. Provide relevant data that supports your problem statement and the need for this project. Provide relevant data that supports your problem statement and the need for this project. Be specific. Use cited, verifiable, trustworthy sources or a combination of these sources along with more informal sources (e.g., stories that highlight the needs, informal surveys conducted with community members or clients, organizational data, etc.). Include local data when available.

5. Write a description of your project. Provide a summary of the planned activities. Describe how your project will address the need defined in the problem statement. *Rape crisis centers should answer this question as it relates to providing general sexual assault victim services and culturally specific organizations should answer this question as it relates to improving accessibility of culturally specific sexual assault services.*

6. Describe your population of focus – who will your project reach? Include any special characteristics of your population of focus. When describing activities, consider reviewing the list of activities in the Funding Announcement and include those your organization plans to implement.

7. THIS QUESTION WILL ONLY APPEAR IF YOUR ORGANIZATION APPLIES AS A RAPE CRISIS CENTER - Describe SART involvement by the staff on this grant. Identify the SART the organization is involved in and provide the county the SART is located in. Detail the level of involvement (e.g., coordinate the SART, attend SART meetings regularly, begun efforts to start a SART, etc.). Describe how your involvement in the SART will support your efforts on this grant.

8. Describe your organization's efforts to improve accessibility of sexual assault services for marginalized and underserved communities.
9. Detail how your organization prioritizes culturally-affirming practices. Refer to the definition of culturally-affirming practices in the Funding Announcement.
10. Detail how your organization will ensure services are culturally appropriate and language accessible to underserved populations.
11. In describing your provision of culturally appropriate and language accessible services, check all that apply:
 - a. Provision of services will be provided through bilingual staff
 - b. Provision of services will be provided through an interpreter
 - c. Provision of services will be provided through a language line
 - d. Other (explain)
12. Provide a statement of your organization's philosophy on prioritizing adult survivors of sexual assault .
13. Describe your organization's current provision of sexual assault services to primarily adult survivors of sexual assault.
14. Describe your organization's use of effective healing methods.
15. Describe how your planned activities align with the focus of the grant.

Work Plan and Year 1 Budget

16. Complete Work Plan and Year 1 Budget

All applicants must complete a Work Plan and a Year 1 Budget using the template which can be found here <https://taasa.org/wp-content/uploads/2023/07/Application-Budget-and-Work-Plan-Final.xlsx>. A link to the template can also be found in the Application Questions document. The Excel document template includes both the Work Plan and the Year 1 Budget. Before submitting the application, you will be asked to upload these documents.

Before completing the Work Plan, Applicants are strongly encouraged to read the eligible activities listed in the Funding Announcement to ensure the activities listed in the Work Plan align with those allowed under this grant.

On the Work Plan, for each quarter you will be asked to provide the following:

- What will be done
- By Whom
- How will you define success

Before completing the Budget, Applicants are strongly encouraged to review the Funding Announcement which lists ineligible expenses. Important notes related to the Budget:

- All applicants must have at least one staff member who is providing direct services to primarily adult sexual violence survivors on the grant at least 50%.
- Administrative expenses - (directors, executive directors, CEO, CFO, etc.) as well as rent, utilities, insurance, accounting, or other overhead costs cannot exceed 10% of your total grant award for rape crisis centers or 15% of your total grant award for culturally specific organizations.
- Travel and training costs – must relate to the direct services for grantees and cannot exceed 15% of your total grant award. Travel and training costs can be used for professional development.
- Third party payments made on behalf of survivors, items purchased for specific survivors, or supplies kept on hand for survivors are allowable if related to the sexual assault. Third party payments cannot exceed 10% of the total yearly grant award.

Budget Template Instructions.

Personnel Section – list staff position, justification, monthly salary, number of months and the percentage you want applied to this grant. The Annual Salary (Monthly Salary x Number of Months) and the Total Budgeted for this Grant will auto calculate. You can enter up to 8 positions.

Fringe – The Staff Position will auto calculate from the Personnel Section. Enter the Justification, Cost, and the percentage you want applied to this grant. The Amount Budgeted for this Grant will auto calculate. You can enter information for up to 8 positions. In the justification, be sure to include the type and amount of fringe benefits you are requesting and include how you calculated the cost. The total for this budget category will auto calculate.

Professional & Consultant Service means services for which you use an outside source for necessary support including but not limited to tax services, accounting services, computer support, counseling, etc. Enter the contractor's name (it may be a person or an organization). Provide a justification which includes your cost allocation such as # of units, rate of payment, etc. Enter the cost and percent applied to this grant and the amount budgeted to the grant will auto calculate. You can enter a total of 5-line items. The total for this budget category will auto calculate.

Travel – costs associated with travel to meet the objectives of this grant and according to the Texas State Travel Guidelines. You can enter a total of 5-line items; however, you can enter the sum of all your travel under one-line item if you choose. You should provide details in the description and justification that include who will travel, total number of trips, # of travelers, costs for hotel, per diem, mileage, etc. Include your calculations for each item associated with travel in the justification. Enter the cost and percent applied to

this grant and the amount budgeted to this grant will auto calculate. Reminder: Travel cannot exceed 15% of your total budget.

Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by your organization for financial statement purposes, or \$5,000. Enter the item description and justification for each item requested. Enter the cost and percent applied to this grant and the amount budgeted to this grant will auto calculate. You can enter a total of 5-line items. The total for this budget category will auto calculate.

Supplies means all tangible personal property other than those described in Equipment (e.g., office supplies, paper, postage, education materials, printers, laptops, computers, tablets, personal protective equipment (PPE), etc.). A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by your organization for financial statement purposes or \$5,000 regardless of the length of its useful life. Under supplies, you can enter a total of 10-line items. The total for this budget category will auto calculate. IMPORTANT NOTE: At the end of the Supplies budget category there is a special line item for 'Supplies kept on hand for survivors' such as extra PPE, journals, etc. All supplies you plan to purchase and keep on hand for survivors should go under this one-line item. You can group all these types of items together, just be sure to provide a description of the items and how you calculated the costs in the justification.

Other Direct Operating Expenses (ODOE) means costs such as rent, utilities, liability insurance, conference registrations, communication costs, subscriptions to software packages, roadside assistance plans (for staff that travel extensively), etc. ODOE are costs that are not included in other budget categories and which are necessary to meet the objectives of this grant. You can enter a total of 10-line items. The total for this budget category will auto calculate. IMPORTANT NOTE: At the end of the ODOE budget category, there is a specific line item for 'Items purchased for specific survivors' and provided to a survivor such as clothing, formula, breast pumps, etc. can be grouped into that one-line item.

Third-party Payments means payments made to third parties on behalf of a survivor.

Third-party payments include but is not limited to:

- Replacement bedding, clothing, or other household items.
- Securing new or temporary housing, including paying a security deposit, first month's rent, or moving expenses if survivor doesn't qualify for Crime Victims Compensation.
- Travel expenses.
- Childcare expenses.
- Food, including culturally appropriate food for individual survivors and their dependent children. Food purchased for distribution during grant activities for refreshments and meals is not allowable.
- Utility assistance (other than utilities in arrears).

- Security measures such as re-keying locks, replacing a cell phone, or purchasing a motion detector or security camera that does not require installation.

You can group all your planned expenditures to a third-party on behalf of survivors under this one-line item or you can add additional lines up to a total of 5. Provide enough detail in the Justification to include the type and amount of your planned third-party payments. Third-party payments on behalf of survivors can only be made if the organization has policies/procedures in place to ensure these types of payments are distributed in a fair and equitable manner. Describe how you will ensure equity of payments in the Justification section. Enter the costs and percentage applied to this grant and the amount budgeted to this grant will auto calculate.

At the end of the Budget – Application tab, there are some automatic calculation rows that we included to help you to stay under the allowed amounts for travel (15% of your total budget) and support to survivors (10% of your total budget).

- Line 117 will calculate your percent of travel expenses to your total budget. If your percent is more than what is allowed (15%), the cell O117 will turn red to alert you that you need to decrease your travel request to ensure you are under the allowed amount.
- Line 118 will calculate the sum of supplies kept on hand for survivors, items purchased for specific survivors, and total third-party payments to your total budget. If your percent is more than what is allowed (10%), the cell O118 will turn red to alert you to decrease one or more of these line items to ensure you are under the allowed amount.

17. Year 2 | Budget and Project Summary – You will be asked to provide a budget total and project summary for year 2. The amount you request for year 2 does not have to be the same amount that you requested for year 1. You can request more or less for year 2 depending on your need as long as your request falls within the min/max per that year as identified in the Funding Announcement. During the 4th quarter of year 1, you will be asked to provide a detailed budget and a Work Plan for the following year. SASP TAASA Support Staff will provide more information when it is time to submit the subsequent years' information. As a reminder the minimum for this grant is \$40,000/year and the maximum is \$150,000/year. Please enter a number (without decimals). No commas please.

Financial Questions

The questions in this section are related to your organization's ability to track actual, allowable, and allocable costs incurred for this grant. The questions are yes/no questions. If you answer "no" to any question, there will be an opportunity to explain the action your organization will take to ensure accountability. A more comprehensive summary of requirements is in the Funding Announcement.

Below is a summary of the requirements for each category of your financial system and are included here to assist your organization in preparing your response to the financial questions.

Accounting System - Grantees must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). Grantees must establish a time and effort system to track personnel costs by project. This information should be reported on an hourly basis, or in increments of an hour.

Financial Capability - Grantees should prepare annual financial statements. At a minimum, current internal balance sheets and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grantee during a fiscal year.

Budgetary Controls - Grantees should establish a system to track expenditures against budget and / or funded amounts.

Internal Controls - Grantees must safeguard cash receipts, disbursements, and ensure a segregation of duties exists. For example, one person should not have authorization to sign checks and make deposits.

Upload Section – this section will allow you to upload the following documents which are required to be uploaded before submitting your grant application:

- **Resolution of Governing Body** – your organization should upload the signed resolution by your governing body. If your board is unable to sign the resolution by the time the grant application is due, your organization should upload an unsigned copy of the resolution and include the date when you expect the board to sign on the document. When you get the required signatures, submit the signed resolution to sasp@taasa.org. (file format: doc, docx, pdf). You can find a sample Resolution of Governing Body here <https://taasa.org/wp-content/uploads/2023/07/Sample-Resolution-of-Governing-Body.doc>.
- **Job Descriptions** - Upload job descriptions for all positions requested on the budget. The system will only allow you to upload one document so you will need to combine all your job descriptions into one document before uploading. (file format: doc, docx, pdf)
- **FOR RAPE CRISIS CENTERS ONLY:** Upload your organization's Office of the Attorney General Sexual Assault Training Program Certification certificate (file format: pdf) or your organization's Office of the Attorney General Sexual Assault Training Program Certification application with proof of submission (file format: pdf).
- **Work Plan and a Year 1 Budget (October 1, 2023 – September 30, 2024)** – Upload your Work Plan and Year 1 Budget using the Excel Document template. The Work Plan and Budget are combined into one Excel document and should be uploaded as

one document in Excel format. The Work Plan/Budget template can be accessed here <https://taasa.org/wp-content/uploads/2023/07/Application-Budget-and-Work-Plan-Final.xlsx>. A link to the template is also provided in the Application Questions document.

Project Activities Information.

This section will ask you to enter the percent of time allocated to 2 specific categories of activities and to provide targets for all activities you plan to conduct with SASP funds. It is very important for applicants to review their funding announcement for guidance on expectations for grant fund usage and activities. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Percentage of Time Allocated to Specific Categories of Activities – you will be asked to provide the percentage of time that you expect to allocate for each of the categories of activities listed below, a description of those activities, and the percent of time allocated to each category. All allowable activities under this grant fall under one of these two board categories. The percentage must equal 100%. Additional guidance: 1) this category is for counseling, therapy or other care provided by a licensed professional; and 2) all other allowable activities under this grant fall under category 2.

Activity	Description of Activities	Percent of Budget Allocated to this Activity
1) Counseling, Therapy, or Other Care Performed by <u>a Licensed Professional</u>		
2) Counseling, Therapy, or Other Care Performed by a Non-Licensed Professional		

Targets for Output Measures – you will be asked to provide the target levels for all of the Output Measures (listed below) that your organization plans to conduct using these funds. If you do not plan to conduct a specific activity, enter a 0. Target levels are an estimate of how many individuals or hours you plan to provide for each service using these funds. The units of measures are indicated under each activity.

Activity	Target Level (Number of individuals receiving the service.
Advocacy/ accompaniment / assistance for criminal justice system interactions. Individuals receiving the service.	

Advocacy/ accompaniment for medical care. Individuals receiving the service.	
Case management or advocacy (general). Individuals receiving the service.	
Casework, non-licensed counseling, individual advocacy, or other support. Individuals receiving the service.	
Casework, non-licensed counseling, individual advocacy, or other support. Hours delivered by EMPLOYEES	
Casework, non-licensed counseling, individual advocacy, or other support. Hours delivered BY VOLUNTEERS	
Casework/support/care NOT performed by a licensed professional: Individuals assessed or screened for needs. Individuals receiving the service.	
Counseling, therapy, or other care performed by a licensed professional. Hours delivered	
Counseling, therapy, or other care performed by a licensed professional. Individuals receiving the service.	
Licensed counseling/therapy: Individuals assessed or screened for needs. Individuals receiving the service.	
Peer support (general). Individuals receiving the service.	
Referrals to other agencies. Individuals referred	
Victims assisted with developing sexual assault safety plans (non-residential)	

Civil Rights Liaison

Applicants must identify a civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs. Your organization will be asked to enter the name of the Civil Rights Liaison along with their address, city, state, postal code, and phone number.

Authorized Official Signature

Before submitting your application, your Authorized Official will be required to attest that the information contained in this Application and all documents submitted with the application are true and accurate. They will be asked to further attest that they have reviewed and understand the requirements/certifications of this grant and I certify the organization's compliance. Finally, the Authorized Official will be required to enter their name into the application form. The date will populate the current date.

Once you submit your application, you will get a message that says *"Thank you for submitting your SASP Grant Application. Next, you will receive notification of the decision about your grant application from TAASA by September 1, 2023. The TAASA team may contact you if*

we have any questions about your grant application. Please feel free to contact the TAASA SASP Grant team at sasp@taasa.org or 512-785-8645 if you have any questions". If you do not get a confirmation message, please email us at sasp@taasa.org.

Once you get the confirmation message, an email will be sent to the Authorized Official and Grant Contact also confirming that your application was submitted.