



Grant Application Instructions

American Rescue Plan Grant to Support Survivors of Sexual Assault (ARP-SA), Offering 3

Pilot Projects to Support Non-profit Organizations that are Rape Crisis Centers, Stand-alone Rape Crisis Centers, or Dual Programs Seeking to Build a Strong Program to Serve Adult Survivors of Sexual Violence, Provide Minimum Services, Meet the Definition of a Sexual Assault Program in the Texas Government Code, Chapter 420, Meet Minimum Services Standards for Sexual Assault Program in Texas, and Apply for a Sexual Assault Training Program Certification through the Office of the Attorney General.

This is a competitive grant with specific eligibility requirements. TAASA expects to fund approximately 2 projects. Amounts are subject to the application review process, non-TAASA staff grant scorers' review, available funding, and demonstrated need.

Reach out to TAASA's ARP-SA Support Team at arp-sa@taasa.org 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 TAASA's Announcement page located at: <https://taasa.org/get-involved/announcements/> under ARP-SA Grant, Offering 3.

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, and your phone number (main business line). The state will be prefilled for Texas.

You will be required to enter your organization's FEIN or 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>.

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. 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.)

Eligibility – below is the criteria for eligibility for this grant. You will be asked to check all that apply to your agency. Note: The criteria below identify certain services an Applicant must be providing to be eligible for this grant as well as certain services an Applicant cannot be providing to be eligible for this grant. Applicants should use this section to ensure your organization is eligible for this funding. If not eligible, the application will not be funded.

Non-profit organizations that meet the definition of a rape crisis center, a stand-alone rape crisis center, or a dual program as defined in the Grant Announcement and that:

- Currently provide some of the following minimum services, as defined in this application kit, to adult survivors of sexual violence: a 24-hour crisis hotline; crisis intervention; public education; advocacy; and accompaniment to hospitals, law enforcement offices, prosecutors' offices, and courts.
- Can provide confidential communications as described in the Texas Government Code, Chapter 420, Subchapter D. Confidential Communications and Records which can be accessed at: <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.420.htm>.
- Serve adult survivors of sexual violence who were assaulted by someone other than a family or household member.

And **do not**:

- Have an active grant through the Sexual Assault Prevention and Crisis Services grant program with the Office of the Attorney General;
- Currently operate, and have not historically operated, a Children's Advocacy Center, a Sexual Assault Nurse Examiners program, any type of forensic collection services program, or currently provide services for any other type of crimes except sexual assault and domestic violence, within the same organization or under the same umbrella organization; or
- Have an active ARP-SA Grant with TAASA.

Certifications

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

- Texas Grant Management Standards - 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/>.
- Federal Assurances - 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>.
- 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. 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.

- Confidentiality
 - Grantee shall maintain as confidential and shall not disclose to third parties without the Health and Human Services Commission's (HHSC) prior written consent, any HHSC information including but not limited to HHSC's business activities, practices, systems, conditions, and services. This section will survive termination or expiration of this Grant Agreement.
 - Grantee must comply with the confidentiality requirements in 45 CFR 1370.4 which can be found at: <https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-H/part-1370/subpart-A/section-1370.4>.
 - Grantee must comply with Texas Government Code 420.071, Confidential Communication and Records; Privilege relating to communication between an advocate and a survivor. The statute can be found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.420.htm>.
- 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 the information. Exceptions to 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:
 - 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
 - \$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.

- 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 - Grantee agrees to permit on-site monitoring visits and desk reviews, as deemed necessary by HHSC or TAASA to review all financial or other records and management control systems relevant to the provision of services under this grant.
- Non-discrimination - Grantee agrees to comply with all federal statutes relating to nondiscrimination. This includes 45 CFR 1370.5(d) which requires that services must be provided without requiring documentation of immigration status. HHS has determined that services provided with these grant funds do not fall within the definition of a federal public benefit that would require verification of immigration status.
- 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 to provide services related to domestic violence, child abuse, or human trafficking (this restriction does not prevent a grantee from serving a victim of sex trafficking if they present seeking services for a sexual assault).
- 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 - 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>

Additionally, the following items are under the certification section so all Applications will be aware of the following grant requirements:

- Participate in technical assistance at least monthly.
- Apply for an OAG Sexual Assault Training Program Certification by the end of the project period.
- Comply with HHSC's travel policies.
- The following items has specific budget restrictions. Applicants are encouraged to review these requirements while completing the application, Work Plan, and Budget to ensure your organization stays within these activity/budget limits:
 - Education expenses (salary, fringe, education materials, etc.) cannot exceed 10% of your total grant award.
 - Incentives - hiring, retention, 2nd-language skills, experience working with un/underserved communities or wellness incentives are allowable. Incentives cannot exceed 10% of your total grant award.
 - Survivor support including, third-party payments made on behalf of survivors, items purchased for specific survivors, or supplies kept on hand for survivors are allowable. These items must be related to the sexual assault and cannot exceed 10% of your total grant award.

Documentation (Required to be Uploaded with the Application)

Applicants are required to submit the following documents with the application. At the end of this application, there are instructions and links to upload these documents.

- Signed Resolution of Governing Body – the resolution must be signed by the governing body. The person signing the resolution and the Authorized Official listed on the grant cannot be the same person. A sample resolution can be found here: <https://taasa.org/wp-content/uploads/2023/08/Sample-Resolution-of-Governing-Body.doc>.
- 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 pdf document before uploading.
- Year 1 Work Plan and Budget (October 1, 2023 - September 30, 2024) using the Excel Document template provided by TAASA. The Work Plan and Budget are combined into one Excel document and should be uploaded as one document (file format: Excel). A link to the Work Plan/Budget template can be found here: <https://taasa.org/wp-content/uploads/2023/08/Application-Budget-and-Work-Plan-Revised-08-16-2023.xlsx>, in the Application Questions document, and in the Application form.

Optional Documents (May be Uploaded with the Application)

Applicants will be given the opportunity to submit the following options documents. While these documents are not required, they will be used as a tool to evaluate the organization's commitment and capacity of the Applicant to implement grant activities.

- Letter of commitment - a letter of commitment should be specific to meeting the Minimum Services Standards and for applying for the Office of the Attorney General's Sexual Assault Training Certification by the end of the project period.

The letter of commitment should be signed by at least the Executive Director of the organization and the Board President.

- Support Documents from a SART or community organization whose partnership is important to reach the goals of this grant. Support documents should be signed and dated by the individuals providing each document and by the Applicant. Support documents should at a minimum contain the following components:
 - A statement of the need for services to survivors of sexual violence, a description of your current relationship, and a brief summary of how the organization and your agency will work together to meet the goals of this grant.

Project Details

TAASA is making this grant opportunity available to provide funding, technical assistance, and support to non-profit organizations that meet the definition of a rape crisis center, a stand-alone rape crisis center, or a dual program as defined in this application kit and that are committed to building a strong sexual assault program for primarily -adult survivors of sexual violence who were assaulted by someone other than a family or household member. The purpose is to help such organizations: provide all Minimum Services; meet the Definition of a Sexual Assault Program in the Texas Government Code, Chapter 420; meet Minimum Services Standards for Sexual Assault Program in Texas; and apply for a Sexual Assault Training Program Certification through the Office of the Attorney General by the end of the grant period.

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.

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 (October 1, 2024 – September 30, 2025).
 - The amount requested per year does not have to be the same as long as they are within the min/max per year.
- Financial Questions
- Upload Section – where you will upload all required documents.

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 minimum of \$125,000/year and maximum of \$175,000/year.

Project Narrative – you will be asked to respond to the following questions or prompts. All narrative questions are limited to 2,500 characters. Applicants will be evaluated and scored on how planned activities align with the purpose of this grant. Be sure to include as much information as possible to support your choice of activities and how those planned activities align with and support the purpose of this grant.

County/Countries of Implementation - you will be asked to provide the county or counties where the project will be implemented. This will be a drop-down box and you will check all that apply. Only select the counties where this project will be implemented. Do not select all counties your organization serves.

Provide a problem statement. Clearly define the root problem and the need for this project as it relates to the purpose of this grant opportunity.

Provide relevant data that supports your problem statement and the need for this project as it relates to the purpose of this grant opportunity.

Write a description of your project. Provide a summary of the planned activities as they relate to the purpose of this grant opportunity. Describe how your project will address the need defined in the problem statement. When describing activities, consider reviewing the list of activities in the Funding Announcement and be sure to include all activities your organization plans to implement. As a reminder, Applicants will be evaluated on how planned activities align with the purpose of this grant. Be sure to include as much information as possible to support your choice of activities and how those planned activities align with and support the purpose of this grant.

Describe your population of focus – who will your project reach? Include any special characteristics of your population of focus. Be sure your population of focus aligns with the population of focus identified in the Funding Announcement.

Provide a statement of your organization’s philosophy on prioritizing adult survivors of sexual assault. Applicants are strongly encouraged to review the population of focus for this grant to ensure their response aligns with the focus on this grant. Statements of philosophy should include how the philosophy is incorporated into agency materials, policies, or practices.

Describe your organization’s current provision of sexual assault services to primarily adult survivors of sexual assault. Applicants are encouraged to limit their response to describing sexual assault services to primarily adult survivors. The Applicant should include information on staff knowledge, infrastructure, skills, or training associated with provision of the minimum services.

Describe your organization's current provision of any of the minimum services to survivors of sexual assault. A list of the minimum services and definitions are located in the Funding Announcement.

Identify any of the Minimum Services you plan to provide/begin using these funds. You will check all that apply. Definitions of these minimum services are located in the Funding Announcement.

- 24-hour crisis hotline
- Crisis intervention
- Public education (this type of education cannot be the focus of this grant and is to be provided in support of other minimum services).
- Advocacy
- Accompaniment to hospitals, law enforcement offices, prosecutors' offices, and courts.

Describe SART involvement by the staff on this grant (e.g., identify the SART your organization is involved in, provide the county the SART is located in, and detail the level of involvement – coordinates the SART, attends SART meetings regularly, has begun efforts to start a SART, etc. – describe how involvement in the SART will support your efforts to implement this grant).

Describe your involvement in providing services for survivors of sexual violence served through the Tex-TRAC Statewide SANE Telehealth Program. If your organization does not provide services through the Tex-TRAC program, enter N/A.

Detail how your organization will ensure services are culturally appropriate and language accessible to underserved populations. Refer to the definition of culturally appropriate services in the Funding Announcement.

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)

Year 1 Work Plan and Budget (October 1, 2023 – September 30, 2024)

All applicants must complete a Year 1 Work Plan and Budget using an Excel Document template provided by TAASA which can be accessed here: <https://taasa.org/wp-content/uploads/2023/08/Application-Budget-and-Work-Plan-Revised-08-16-2023.xlsx>. The Excel Document contains both the Work Plan and the Budget Template. A link to this template can also be found in the Application Questions Document and in the

Application. After you complete the Work Plan and Budget, you will upload the document using the link at the end of the application.

Work plan – you will be asked to complete a Work Plan by quarter for year 1. Before completing the Work Plan Applicants are strongly encouraged to review the purpose of this grant and read the allowable activities listed in the Funding Announcement. 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 Budget requirements in the Funding Announcement.

The budget template contains the following budget categories: Personnel, Staff Incentives, Fringe Benefits, Professional & Consultant Services, Travel, Equipment, Supplies, Third-party payment on behalf of survivors, and other Direct Operating Expenses.

Important Note: There are specific budget restrictions on this grant. Applicants are responsible for ensuring their budget request does not exceed the following restrictions:

- **Education expenses** - while public education is a minimum service and is allowable activity under this grant, it should not be a major focus of this pilot project. Education expenses (salary, fringe, education materials, etc.) cannot exceed 10% of your total grant award.
- **Incentives** - hiring, retention, 2nd-language skills, experience working with un/underserved communities or wellness incentives are allowable; however, incentives cannot exceed 10% of your total grant award. HHSC policy requires grantees to have a board-approved policy that outlines how staff bonuses are distributed in a fair and equitable manner. You do not need to send in this policy with your application but if awarded a grant, you would need to have it in your files if it is requested.
- **Survivor support** including, third-party payments made on behalf of survivors, items purchased for specific survivors, or supplies kept on hand for survivors are allowable. These items must be related to the sexual assault and cannot exceed 10% of your total grant award. Even though these three-line items are in different budget categories, the total of the three survivor support line items cannot exceed 10% of your total 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 15 positions.

Staff Incentives - you can summarize your staff incentives together and enter them in one-line item. Enter a summary (be sure to include the type of incentive such as hiring, retention, 2nd language skills, etc.), justification, cost, and percent applied to this grant. Be sure to provide enough detail under the justification to show how your organization is ensuring these items are distributed in an equitable manner. You can add up to two additional lines if you choose. The total for this budget category will auto calculate. You can enter up to 3-line items. Reminder, Incentives cannot exceed 10% of your total grant award.

Fringe - the Staff Position will auto fill 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 15 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 means 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.

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 enter a total of 10-line items. The total for this budget category will auto calculate. *IMPORTANT NOTE: The Supplies section includes a line item for 'Supplies kept on hand for survivors' such as extra PPE, journals, etc. You can group all these 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: The ODOE section includes a line item for 'Items purchased for specific victims' such as clothing, formula, breast pumps, etc. You can group all these items together, just be sure to provide a description of the items and how you calculated the costs in the justification.*

Third-party payments on behalf of survivors includes but is not limited to car repairs, metro tickets, clothing, rent, hotel or motel vouchers, rent deposits, etc. In the justification summary, include types and amounts of third-party payments and detail how you calculated the Cost. Include policies/procedures that are in place to ensure third party payment on behalf of survivors are distributed in a fair and equitable manner.

Budget and Project Summary for Years - 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 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. ARP-SA TAASA Staff will provide more information when it is time to submit the subsequent years' information.

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. Below is a summary of the requirements for each category of your financial system. The questions in this section 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.

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 - Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Internal Controls - Grant agencies 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 allows you to upload both the required and optional documents. Be sure to upload the documents in the file format that is listed under each document. *Important note: The upload section only allows you to upload one document under each of the document types. If you have more than one document (e.g. job descriptions), you must combine the documents into one pdf before uploading.*

Upload Documents (Required) – this section will allow you to upload the following required documents:

- Resolution of Governing Body - please upload the signed Resolution of the Governing Body document. (File Format: doc, docx, pdf). A sample resolution can be found at: <https://taasa.org/wp-content/uploads/2023/08/Sample-Resolution-of-Governing-Body.doc>.
- Job Descriptions - Please provide job descriptions for all positions requested on the budget. (File Format: doc, docx, pdf).
- Year 1 Work Plan and Budget (October 1, 2023 – September 30, 2024) - please upload the Year 1 Work Plan and Budget using the Excel Document template. The Work Plan and Budget are combined into one Excel document and should be uploaded as one document (file format: Excel). The link to the Work Plan/Budget template can be found here: <https://taasa.org/wp-content/uploads/2023/08/Application-Budget-and-Work-Plan-Revised-08-16-2023.xlsx>, in the Application Questions document, and in the application.

Upload Documents (Optional) – this section will allow you to upload the following optional documents:

- Letter of commitment, while not required, will be used as a tool to evaluate the organization's commitment to meeting the requirements of this grant.
- Support Document from a SART or community organization whose partnership is important to reach the goals of this grant, while not required, will be used as a tool to evaluate the capacity of the Applicant to implement grant activities.

Authorized Official Signature – before submitting your application, your Authorized Official will be required to attest to the following: *I attest that the information contained in this Application and all documents submitted with the application are true and accurate and the organization meets the eligibility requirements for this grant. I understand TAASA has the right to verify all eligibility information provided by an Applicant. I further attest that I 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.

Finalizing and submitting the Application - after you are satisfied with the information you entered, hit the Submit button which will submit your application to TAASA.

Once you submit your application, you will get a message that says “Thank you for submitting your ARP-SA, Offering 3 grant application. Next, you will receive notification of the decision about your grant application from TAASA by September 22, 2023. The TAASA team may contact you if we have any questions about your grant application. Please feel free to contact the TAASA ARP-SA Grant team at arp-sa@taasa.org or 512-474-7190 ext. 119 if you have any questions”.