



### **Grant Questions**

**We encourage you to read the full Funding Announcement before beginning this application. Priorities and requirements of this grant are located in the full Funding Announcement.**

### ***Grants to Support Survivors of Sexual Assault (ARP-SA), Offering 3, Sexual Assault Program Capacity Building Grant, December 1, 2023.***

*Sexual Assault Program Capacity Building Grant 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 1 project. Awards are subject to eligibility, the application review process, non-TAASA staff grant scorers' review, available funding, and demonstrated need. **TAASA, in its capacity as a pass-through agency for these funds, will make final decisions on eligibility, funding, funding levels, and appropriateness of programming. Decisions of TAASA are final and are not subject to appeal. retains full rights to determine the eligibility of all Applicants.***

Reach out to TAASA's ARP-SA Support Team at [arp-sa@taasa.org](mailto: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.

### **Organizational Information -**

Provide information for the main office of your organization

Agency Legal Name

DBA or other Name Used by the Agency

Agency Address

Street Address, Suite/Unit/Floor

City

County

State: Texas

Postal Code

Agency Phone

Main Business Line

Agency Email

Mail Business Email

**Employer Identification Number (EIN) as Assigned by the IRS**

**Grant Officials**

Authorized Official

Title

First Name

Last Name

Phone

Email

Is the Authorized Official's address different from the Agency Address above?

Yes

No

Street Address, Suite/Floor/Unit

City

State: Please select...

Postal Code

Grant Contact

Title

First Name

Last Name

Phone

Email

Is the Grant Contact's address different from the Agency Address above?

Yes

No

Street Address, Suite/Floor/Unit

City

State: Please select...

Postal Code

Project Director (if applicable)

Title

First Name

Last Name

Phone

Email

Is the Project Director's address different from the Agency Address above?

Yes

No

Street Address, Suite/Floor/Unit

City

State: Please select...

Postal Code

Financial Officer (if applicable)

Title

First Name

Last Name

Phone

Email

Is the Financial Officer's address different from the Agency Address above?

Yes

No

Street Address, Suite/Floor/Unit

City

State: Please select

Postal Code

**Eligibility – Applicants must meet all the criteria below to be eligible for this grant.**

To acknowledge your eligibility, check all that apply to your organization. To be eligible for this grant, all choices must be selected:

- Non-profit organizations that meet the definition of a rape crisis center, a stand-alone rape crisis center, or a dual sexual assault/domestic violence program as defined in the Funding Announcement and that:
  - Currently provide some of the following minimum services, as defined in the Funding Announcement, 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.
  - 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 or operate any other type of programs related or unrelated to victims of crime, within the same organization or under the same umbrella organization; or
- Have an active ARP-SA Grant with TAASA.

Multi-service organizations as defined in the Funding Announcement are not eligible for this funding.

### **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 sign a Single Audit Reporting Exemption Form and provide financial statements for the audit period. Financial statements include at a minimum an income statement, a balance sheet statement, and a statement of cash on hand within 60 days of the end of the grantee's fiscal year. TAASA will provide the exemption form and method to submit financial statements upon award.

### **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>.

**Data Privacy** - Grantee shall not report any personally identifiable data/ personally identifying information to the Texas Association Against Sexual Assault (TAASA) for the purpose of program reporting requirements. All data reported to TAASA shall be de-identified.

- In order to ensure the safety of adult, youth and child victims of sexual assault, and their families by protecting the confidential and private information, data, or digital data of such victims and their families, Grantee shall comply with the following laws and regulations:
  - Health Insurance Portability and Accountability Act (HIPAA) of 1996, if Grantee collects and/or shares client protected health information, and
  - All other state and federal laws and rules that may be applicable for the protection of client data.

**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>

### **All Grantees agree to the following:**

- 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. A link to the travel policy can be found in the Grant Announcement.
- Incentives – retention, hiring/special skills, or wellness incentives are allowable. Incentives cannot exceed 25% of your total grant award. A link to the incentive guidelines can be found in the Funding Announcement.
- Survivor support including supplies kept on hand for survivors, items purchased for specific survivors, or third-party payments made on behalf of 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. A sample Resolution can be found here: <https://taasa.org/wp-content/uploads/2023/11/Sample-Resolution-of-Governing-Body.doc>
- Job Descriptions for all staff on the grant.
- Year 1 Work Plan and Budget (February 1, 2024 - 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/2023/11/Application-Budget-and-Work-Plan-Offering-3-Sexual-Assault-Program-Capacity-Building-Grant.xlsx>, in the Application Instructions document, and in the Application form.

### **Optional Documents (May be Uploaded with the Application)**

- 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. The 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, while not required, will be used as a tool to evaluate the capacity of the Applicant to implement grant activities. 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 sexual assault/domestic violence program as defined in the Funding Announcement 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 (for February 1 – September 30, 2024)
- 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) \$**

Must be between \$100,000 - \$120,000.

Please enter a number (without decimals). No commas please.

**Project Narrative** (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.

1. 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.

2. 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.

3. Provide relevant data that supports your problem statement and the need for this project as it relates to the purpose of this grant opportunity.
4. 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.
5. Describe your population of focus – who will your project reach? Include any special characteristics of your population of focus.
6. Provide a statement of your organization’s philosophy on prioritizing adult survivors of sexual assault.
7. Describe your organization’s current provision of sexual assault services to primarily adult survivors of sexual assault.
8. Describe your organization’s current provision of any of the minimum services to survivors of sexual assault.
9. Minimum Services you plan to provide/begin using these funds (check all that apply):
  - 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
10. Describe SART involvement by the staff on this grant (e.g., serve on the SART associated with the county where activities will be implemented; or have begun efforts to start a SART team – list location of SART or prospective SART, etc.).
11. 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.
12. Detail how your organization will ensure services are culturally appropriate and language accessible to underserved populations.
13. In describing your provision of culturally appropriate and language accessible services, check all that apply:
  - a) Provision of services will be provided through staff in language preferred by clients (e.g. in any language other than English)
  - 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**

#### **14. Complete the Year 1 Work Plan and Budget**

All applicants must complete a Year 1 Work Plan and Budget using the template which can be found here: <https://taasa.org/wp-content/uploads/2023/11/Application-Budget-and-Work-Plan-Offering-3-Sexual-Assault-Program-Capacity-Building-Grant.xlsx> and in the Application Instructions. The Excel document template includes both the Work Plan and the 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 activities listed in the Funding Announcement to ensure the activities listed in the Work Plan align with those allowed under this grant. Applicants must include accompaniment services in the Work Plan.

Before completing the Budget, Applicants are strongly encouraged to review the Budget requirements in the Funding Announcement.

**Detailed Work Plan and Budget Template Instructions can be found in the Application Instructions.**

### **Year 2 Budget and Project Summary**

**Year 2 of this grant (October 1, 2024 – September 30, 2025)**

**Minimum: \$125,000**

**Maximum: \$175,000**

**15. Year 2 Budget Estimate: \$**

Please enter a number (without decimals). No commas please.

**16. Year 2 Project Summary:** Please describe how you intend to use the funds for Year2.

### **Financial Questions**

The following questions are related to your organization's ability to track actual, allowable, and allocable costs incurred for this grant.

#### **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. Hours should be reported on an hourly basis, or in increments of an hour.

17. Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Please select...

Yes

No

18. Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Please select...

Yes

No

19. Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Please select...

Yes

No

You answered 'No' to one of the questions above. Please explain what action will be taken to ensure accountability.

### **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 organization 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.

20. Has your organization undergone an independent audit?

Please select...

Yes

No

21. Does the organization prepare financial statements at least annually?

Please select...

Yes

No

22. According to the organization's most recent Audit or Balance Sheet are the current total assets greater than the liabilities?

Please select...

Yes

No

You answered 'No' to one of the questions above. Please explain what action will be taken to ensure accountability.

### **Budgetary Controls**

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

23. Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

Please select...

Yes

No

b) Total funds available for any budget category as stipulated in the Statement of Grant Award?

Please select...

Yes

No

You answered 'No' to one of the questions above. Please explain what action will be taken to ensure accountability.

### **Internal Controls**

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

24. Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Please select...

Yes

No

25. Is there a separation of responsibility in the receipt, payment, and recording of costs?

Please select...

Yes

No

You answered 'No' to one of the questions above. Please explain what action will be taken to ensure accountability.

### **Upload Documents (Required)**

Resolution of Governing Body - a sample of a resolution can be found here:  
<https://taasa.org/wp-content/uploads/2023/11/Sample-Resolution-of-Governing-Body.doc>

Please upload the signed Resolution of the Governing Body document.  
(File Format: doc, docx, pdf)

Choose File No File Chosen

Job Descriptions

Please provide job descriptions for all positions requested on the budget. (File Format: doc, docx, pdf)

Choose File No File Chosen

Upload a Year 1 Work Plan and Budget (February 1, 2024 – September 30, 2024) 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 is provided under those sections of this document and in the Application Instructions document (file format: Excel).

Choose File No File Chosen

### **Upload Documents (Optional)**

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.

Choose File No File Chosen

Support Documents 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.

Choose File No File Chosen

### **Authorized Official Signature**

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.

Authorized Official Name

Date

Submit