

20A

**Resolution of Governing Body
County of Fort Bend County**

Unique Application Number: V0031-16-0142

Be it known as follows:

WHEREAS, the County of Fort Bend has applied or wishes to apply to the Office of the Attorney General, (OAG) Crime Victim Services Division for the following grant program, Victim Coordinator and Liaison Grant (VCLG);

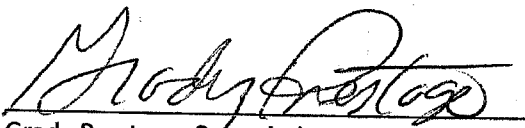
WHEREAS, the Fort Bend County Commissioner's Court has considered and supports the Application filed or to be filed with the OAG;

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

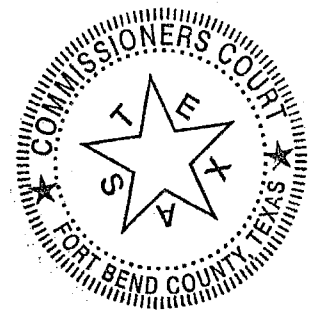
Robert E. Hebert, County Judge
Fort Bend County

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

Passed and Approved this 22nd Day of October 2015


Grady Prestage, Commissioner, Precinct 2
Fort Bend County

ATTEST: 
Laura Richard, County Clerk



**STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION
TO THE
OAG CRIME VICTIM SERVICES DIVISION—REQUIRED**

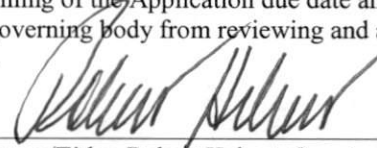
REQUIRED TO BE SUBMITTED WITH THE APPLICATION BY 5:00 P.M. CDT WEDNESDAY, MAY 27
2015, OR THE APPLICATION WILL NOT BE CONSIDERED.

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

LEGAL NAME OF APPLICANT: FORT BEND COUNTY

UNIQUE APPLICATION NUMBER: V0031-16-0142

1. RM **THIS APPLICATION IS FOR** (check one):
____ Other Victim Assistance Grant (OVAG)
X Victim Coordinator and Liaison Grant (VCLG)
____ Sexual Assault Prevention and Crisis Services (SAPCS) – State Funds
2. RM **TRUE AND CORRECT INFORMATION.** The undersigned certifies that the information contained in this Application is true and correct to the best of his or her knowledge.
3. RM **OAG CERTIFICATIONS AND ASSURANCES.** The undersigned has read and understands the Certifications and Assurances contained in the Application Kit.
4. RM **DEADLINES AND SUBMISSION OF APPLICATION.** The undersigned understands that the deadline for submission is 5:00 p.m. CDT Wednesday, May 27, 2015 and that to meet the deadline, the Applicant must submit electronic (email) documents as required in the Application Kit. The undersigned further acknowledges that:
- It is the Applicant's responsibility to submit the Application to the OAG in the specified manner and by the specified date and time
 - Applications submitted in other formats will not be accepted
 - The OAG accepts no responsibility for delays in electronic submission delivery
 - Late Applications will not be considered under any circumstance
 - Proof of sending a document by email or other means is not proof that the OAG received the information
5. RM **JOB DESCRIPTIONS FOR EACH REQUESTED POSITION.** The undersigned understands that the most recent job description for each position requested in the proposed budget must be submitted with the Application. Missing job descriptions may impact the Applicant's score.
6. RM **RESOLUTION OF GOVERNING BODY.** The undersigned states it is either submitting the Resolution of Applicant's governing body with this Application or will submit one at a later date as established by the OAG. If the timing of the Application due date and requirements of the Open Meetings Act or other requirements prevents the governing body from reviewing and approving the Resolution, then it may be submitted to the OAG at a later date.


Signature/Title: Robert Hebert, County Judge

ROBERT HEBERT

Printed Name

Date

May 12, 2015

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16. PROJECT SUMMARY

16.1 Complete the following statement, which may be used by the OAG to summarize or describe the project. "This project funds [number of staff] to serve victims by providing [types of] services in [geographic locations]."

This project funds one staff member to serve victims of violent crimes by providing assistance with Crime Victims' Compensation, assistance with Texas VINE, information and referral, Law Enforcement accompaniment, crisis intervention, follow-up with victims, legal assistance, transportation and victim advocacy services for the unincorporated area of Fort Bend County.

17. TARGET POPULATION

SPECIFIC VICTIMIZATIONS		SPECIFIC POPULATIONS	
Adults Molested as Children	X	African-American	X
Assault	X	Asian	X
Child Abuse	X	Elderly (65 and up)	X
DUI/DWI	X	Gay/Lesbian/Bisexual/Transgender	X
Family Violence	X	Hispanic	X
Hate/Bias Crimes	X	Persons with Disabilities	X
Human Trafficking	X	Rural	X
Physical Abuse and/or Neglect	X	Spanish-speaking	X
Robbery	X	Other	X
Sexual Assault	X		
Survivors of Homicide Victims	X		
Other Victims of Crime	X		

18. PROBLEM STATEMENT

18.1 Provide a brief description of the specific victim-related issue(s) this project is designed to address as it relates to the specific victimization types reported in 17. Target Population of Tab D - Project Summary.

There are problems and trauma that exist for people who are victims of a violent crime and crimes resulting in significant hardships. The failure to provide needed assistance in a timely manner often results in a re-victimization of the crime victim and can lead to lack of trust in law enforcement agencies who in all actuality may have contributed to the re-victimization.

19. SUPPORTING DATA

19.1 Provide data that supports the victim-related issue(s) and/or specific victimization types this project is designed to address. Cite research and/or data that is geographically relevant and specific to your service area.

The Fort Bend County Sheriff's Office is located in one of the most diverse and fastest growing counties in the nation. Out of the approximate population of 652,000, the Fort Bend County Sheriff's Office provides service to approximately 338,000. In a two-year period of time from Jan. 1, 2011 through December 31, 2012, just under 8,000 violent crimes were reported. A vast majority of these crimes are Assault/Family Violence cases which do not include non-violent crimes and secondary victims affected by the crimes. These statistics are projected to increase due to the rapid growth of our county. The Fort Bend County Sheriff's Office needs continued additional manpower to more effectively serve all crime victims within the Fort Bend County jurisdiction. Statistics were provided by the Uniform Crime Statistics Report from DPS and our Records Division of the Fort Bend County Sheriff's Office.

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20. PROJECT GOAL
20.1 Provide a project goal, which relates to your Problem Statement, that shows what the project plans to achieve over the next two years with these grant funds. The goal should be a "SMART" goal: S pecific, M easurable, A chievable, R ealistic and T imely.
<p>The project goal is to have a positive impact in providing appropriate responses, direct services, resources and information, ongoing aid and support and follow-up contact in order to meet the needs of all crime victims in an efficient manner. It is our objective to avoid inflicting "secondary victimization" that has often characterized much of the plight of the victims of crime. In addition, the project goal is to continue to raise public awareness of victims' rights and related services offered through this agency to the public as well as Law Enforcement in general. The project goal will be accomplished by the constant full-time support of a Victim Liaison Coordinator Assistant funded by the VCLG grant to facilitate the needs of all crime victims in Fort Bend County.</p>

21. OUTPUT ASSESSMENT AND EVALUATION
21.1 Describe the systems, including tools and/or processes, written policies and procedures, databases, tracking forms or quality control testing, which will be used to track and verify the project's outputs.
<p>In order to have proficiency in the project goal, we will provide continued assistance to victims of violent crimes and crimes resulting in significant hardships by contacting and providing support through case disposition, referrals to counseling services, community resources, local financial aid, securing MOEP and assisting with the application process of CVC and VINE. The V.L.A. will use a Tracking Form/Survey which encompasses personal statistics and observations on the victim and whether they were satisfied with the services received. As well, we will ensure the victim has received an increase in knowledge of their rights. This form will be revised as needed. The information that is provided on the Victim Tracking Form/Survey will be compiled and forwarded to the OAG at the appropriate reporting times. Crime victim information and case details are entered into the computer Case Management System provided and maintained by the Sheriff's Office. We continue to facilitate public awareness presentations of victims' rights and related services to Law Enforcement and the general public in order to increase awareness of the rights and services available. In doing so, our project goal will prosper.</p>

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21.2 OUTPUTS SUMMARY	PROJECTED TARGET	
	FY 2016	FY 2017
DIRECT VICTIM SERVICES		
Number of Unique Victims Served	1250	1250
Assistance with Crime Victims' Compensation	300	300
Assistance with Texas VINE	300	300
Information and Referral	1250	1250
Assistance with Restitution	0	0
Assistance with Victim Impact Panels	0	0
Assistance with Victim Impact Statements	0	0
Criminal Justice Accompaniment	0	0
Crisis Intervention	0	0
Emergency Funds	0	0
Follow-up with Victim	0	0
Individual Counseling	0	0
Law Enforcement Accompaniment	250	250
Legal Assistance	0	0
Lodging	0	0
Medical Accompaniment	0	0
Other	250	250
Peer Support Services	0	0
Support Groups	0	0
Therapeutic Groups	0	0
Transportation	10	10
Victim Advocacy	0	0
VICTIM SERVICES TRAINING	FY 2016	FY 2017
Faith-Based Individuals Trained	0	0
Law Enforcement Individuals Trained	100	100
Medical Individuals Trained	0	0
Other Individuals Trained	300	300
Prosecution/Judicial Individuals Trained	0	0
School Faculty Individuals Trained	0	0
Volunteer Individuals Trained	0	0
Total Number of all Training Sessions	4	4
Total Number of all Individuals Trained	400	400
OUTREACH OR COMMUNITY EDUCATION	FY 2016	FY 2017
25% of Total Attendees (auto-calculates)	0	0
Informational Fairs	2	2
Outreach or Community Education Participants	500	500
Outreach or Community Education Presentations	7	7
Total Attendees at Informational Fairs	2	2
Total Outreach or Community Ed Presentations	500	500
STRUCTURED EDUCATION	FY 2016	FY 2017
Structured Education Participants	0	0
Structured Education Presentations	0	0
21.3 PUBLIC AWARENESS CAMPAIGN (Statewide Applicants Only)		
21.3 Describe the types of public service campaign products and activities (Internet, press releases, press conferences, tv and radio, etc.) the applicant plans to provide in English and in other languages.		

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22. OUTCOMES	
SELECT ONLY TWO (2) OUTCOMES TO BE MEASURED BY YOUR PROJECT	
A. DIRECT SERVICE OUTCOMES	Outcome Target %
<input checked="" type="checkbox"/> Increase in knowledge of crime victims' rights.	80%
<input checked="" type="checkbox"/> Increase in knowledge of community resources and services.	80%
Direct Service Outcomes: Mark an "X" for the instrument you plan to use to measure the Outcome.	
Pre- and Post- Tests	
Staff Observations	
Surveys	
Other (Provide Name/Type of Instrument)	
B. PROFESSIONAL TRAINING OUTCOME	Outcome Target %
<input type="checkbox"/> Increase in knowledge of crime victims' rights.	
Professional Training Outcome: Mark an "X" for the instrument you plan to use to measure the Outcome.	
Pre- and Post- Tests	
Staff Observations	
Surveys	
Other (Provide Name/Type of Instrument)	
C. COMMUNITY EDUCATION OUTCOME	Outcome Target %
<input type="checkbox"/> Increase in knowledge of community resources and services.	
Community Education Outcome: Mark an "X" for the instrument you plan to use to measure the Outcome.	
Pre- and Post- Tests	
Staff Observations	
Surveys	
Other (Provide Name/Type of Instrument)	
D. CHILDREN'S ADVOCACY CENTERS (CAC) and COURT APPOINTED SPECIAL ADVOCATES (CASA) (CAC and CASA APPLICANTS ONLY)	Outcome Target %
<input type="checkbox"/> Reduction in trauma, crisis, stress and/or anxiety of child victim and/or protective family members.	
<input type="checkbox"/> Increase understanding/knowledge regarding criminal and civil justices system process in general and/or in regard to their specific case.	
CAC and CASA: Mark an "X" for the instrument you plan to use to measure the Outcome.	
Pre- and Post- Tests	
Staff Observations	
Surveys	
Other (Provide Name/Type of Instrument)	

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23. DETAILED IMPLEMENTATION PLAN
23.1 Describe this project's specific activities, which will be done over the next two years.
<p>The project goal is to have a positive impact in providing appropriate responses, direct services, utilize resources and information, provide on-going aid and support and follow-up contact in order to meet the needs of all crime victims in an efficient manner. It is our objective to avoid inflicting "secondary victimization" that has often characterized much of the plight of the victims of crime. In addition, the project goal will be to continue to raise public awareness of victims' rights and related services offered through this agency to the public as well as Law Enforcement. The project goal will be accomplished by the constant full-time support of a Victim Liaison Coordinator Assistant with the salary being funded by the VCLG grant to facilitate the needs of all crime victims in Fort Bend County.</p>
23.1 Continued:
<p>In order to have proficiency in the project goal we will provide continued assistance to victims of violent crimes and crimes resulting in significant hardships by contacting and providing support through case disposition, referrals to counseling services, community resources, local financial aid, securing Magistrate Emergency Protective Orders, assisting with the application process of CVC and VINE. The Victim Liaison Assistant will use a Victim Tracking Form/Survey which encompasses personal statistics on the assisted victim as well as a survey of personal observations on the victim and whether they were satisfied with the services received, and received an increase in knowledge of their rights. This form will be revised as needed. We strive to enhance Law Enforcements knowledge and awareness on how to provide needed assistance in a timely manner which often results in a re-victimization of the crime victim through additional training, improved Victim Rights' Informational Packets, and updated and easily accessed documents.</p>
23.1 Continued:
<p>The information that is provided on the Victim Tracking Form/Survey will be compiled and forwarded to the Office of the Attorney General at the appropriate reporting times. Our crime victim information and case details are currently entered into the computer Case Management System provided and maintained by the Sheriff's Office. We will continue to facilitate public awareness presentations of victim's rights and related services to Law Enforcement and the general public in order to increase awareness of their rights and services available and in doing so our project goal will prosper.</p>

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23.2 Describe how these activities will help to reach the project's goal.

It is our goal this year to enhance Law Enforcement's knowledge and awareness as a First Responder on how to provide needed assistance in a timely manner to avoid re-victimization of the crime victim. We shall do so through additional training, improved Victim Rights' Informational Packets, and updated and easily accessed documents. We also will continue collaborative efforts among agencies and stay abreast of projects designed to better assist victims in Fort Bend County by attending the monthly meetings (MICA - Multi-County Interagency Coalition Against Sexual Assault and CVRT - The Fort Bend County Crime Victim Response Team).

24. COMMUNITY RESOURCES		Yes/No
24.1 Is collaboration with one or more outside organizations required to achieve specific project activities in the detailed implementation plan?		Yes
24.2 Do these collaborations currently exist?		Yes
24.3 Describe why these agreements are required.		
<p>To maximize services to all crime victims, the Fort Bend County Sheriff's Office continues to build on existing relationships through constant communication with the Fort Bend County District Attorney's Office, Fort Bend County Women's Center, Federal Bureau of Investigation, all law enforcement agencies within the county, local civic organizations throughout the area (Multi-County Interagency Coalition Against Sexual Assault, Fort Bend Children's Advocacy Center) community resources and local financial aid providers, (i.e.; Salvation Army, United Way, Helping Hands, 2nd Mile Ministries, etc.). The Fort Bend County Sheriff's Office Victim Services Unit works with these agencies and organizations -- quite often on a daily basis. It is our goal to continue to build on these existing relationships with constant public relations, assistance and support as well as participation in annual projects based on training and public awareness. We also participate in monthly collaborative meetings, which include representatives from just about all of the above listed organizations, in order to make certain victims' needs are recognized and fulfilled.</p>		

25. SUSTAINABILITY PLAN
25.1 Briefly describe what would happen to the proposed grant project in the event that the OAG grant funds are no longer available.
<p>In the event that OAG grant funds are no longer available, the County of Fort Bend plans to maintain the Victim Liaison Assistant hired with the (VCLG) grant funds which will be obtained from general fund revenues. We as a community have made a commitment to providing assistance to crime victims and will retain this position in the event the funds are not made available to us.</p>

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26. FINANCIAL
26.1 FINANCIAL SYSTEMS
26.2 Describe the financial systems, internal controls, written policies and procedures, accounting software, databases, tracking forms or quality control testing, which will be used to track and verify the project's financial activities.
<p>We have a Human Resources Department that coordinates with Payroll in the Budget Department and further coordinates with the Auditor's Office, utilizing an individual system called Lawson. Lawson's program tracks time sheets, and, submits quarterly financial statements. The Treasurer's Office requests draws on the funds after approval by the Auditor's Office.</p>
26.3 BUDGET NARRATIVE
26.4 Provide a justification, which relate to the project's goal, for each requested budget category summarized in 27. Budget on Tab D - Project Summary.
<p>The funds are requested for the salary and fringe benefits of the full-time Victim Liaison Assistant, who will devote 100 percent of her time in accomplishing the project goals outputs, and outcomes.</p>

IV. OAG Certifications and Assurances

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

THE OAG HAS ADOPTED THOSE ASSURANCES AS APPLICABLE TO ALL RECIPIENTS OF OVAG AND VCLG FUNDS.

The Applicant agrees to:

- (1) Comply with Texas Government Code, Chapter 573, Vernon’s 1994, by ensuring that no officer, employee, or member of the Applicants governing body or of the Applicants contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two (2) years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
- (2) Comply, as applicable, with Texas Government Code, Chapter 552, (“Texas Public Information Act”) which requires the public information that is collected, assembled or maintained by the Applicant relative to a project to be available to the public during normal business hours.
- (3) Comply with Texas Government Code, Chapter 551, (“Texas Open Meetings Act”) which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
- (4) Comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
- (5) If Applicant is a health and human services agency or public safety or law enforcement agency, it may not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
- (6) If Applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 415, Texas Government Code or must provide the OAG with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.
- (7) Agrees that when incorporated into a grant award or contract, these standard assurances become terms or conditions for receipt of grant funds and that the Applicant shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

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

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

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

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

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

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

(14) Insure, as applicable, that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency=s (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities

indicating that a facility to be used in the project is under consideration for listing by the EPA, (EO 11738).

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

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

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

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

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

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

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

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

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

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

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

B. Other Certifications and Assurances

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM CERTIFICATION

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

DISCLOSURE AND CERTIFICATION REGARDING LOBBYING

The Applicant certifies:

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

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

NON-PROCUREMENT DEBARMENT CERTIFICATION

The Applicant certifies that it and its principals:

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

(b) Have not within a three-year period preceding this Application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this Application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

DRUG-FREE WORKPLACE CERTIFICATION

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

- A. Publishing a statement notifying employees/assignees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing a drug-free awareness program to inform employees/assignees about:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The Applicant's policy of maintaining a drug-free workplace;
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4. The penalties that may be imposed upon employees/assignees for drug abuse violations.
- C. Making it a requirement that each employee/assignee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A).
- D. Notifying the employee/assignee in the statement required by paragraph (A) that, as a condition employment/assignment under the grant, the employees/assignee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the Applicant agency and CVSD, of the OAG of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
- E. Notifying the agency within ten days after receiving notice under subparagraph (D) (2) from an employee/assignee or otherwise receiving actual notice of such conviction.
- F. Taking one of the following actions with respect to any employee/assignee so convicted:
 - 1. Taking appropriate personnel action with respect to any employee/assignee so convicted;
 - 2. Requiring such employee/assignee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

ANNUAL SINGLE AUDIT CERTIFICATION

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

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

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

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

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

COMPLIANCE WITH ANNUAL INDEPENDENT FINANCIAL AUDIT FILING REQUIREMENT

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

COMPLIANCE WITH UGMS AND THE APPLICABLE 2 CFR 200

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

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

RETURN OF GRANT FUNDS IN THE EVENT OF LOSS OR MISUSE

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

CONFLICT OF INTEREST

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

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

AUTHORITY TO FILE APPLICATION

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

V. Required Documents for Submission of Application

The Excel Workbook (Must be submitted in Excel format).

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

- It must be signed by the Authorized Official (or designated Authorized Official) and submitted at the time the Application is submitted to the OAG.
- Applications that are received by the OAG without this document will not be considered or funded by the OAG.

“RESOLUTION OF GOVERNING BODY”

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

Note: The “Statements Supporting Submission of the Application to OAG Crime Victim Services Division” and “Resolution of Governing Body” listed above can be found at the end of this Application Kit.

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

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

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

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

IF POSSIBLE, THE APPLICANT SHOULD SUBMIT “STATEMENTS SUPPORTING SUBMISSION OF THE APPLICATION TO THE OAG CRIME VICTIM SERVICES DIVISION,” “RESOLUTION OF GOVERNING BODY,” JOB DESCRIPTIONS AND COLLABORATION AGREEMENTS TOGETHER IN ONE PDF DOCUMENT. IF THE APPLICANT DOES NOT HAVE THE CAPABILITY TO SCAN THESE DOCUMENTS TOGETHER AS ONE PDF, APPLICANTS MAY SUBMIT THEM AS SEPARATE PDF DOCUMENTS.