

Office of the Attorney General
Request for Applications (RFA) for the
Other Victim Assistance Grant (OVAG) Program

The Office of the Attorney General (OAG) is soliciting local and statewide applications for projects that provide victim-related services or assistance. The purpose of the OAG OVAG program is to provide funds, using a competitive allocation method, to programs that address the unmet needs of victims by maintaining or increasing their access to quality services.

Applicable Funding Source for OVAG: The Texas Code of Criminal Procedure, Article 56.541(e) authorizes the OAG to use money appropriated from the Texas Compensation to Victims of Crime Fund for grants or contracts supporting victim-related services or assistance. All funding is contingent upon an appropriation to the OAG by the Texas Legislature. The OAG makes no commitment that an application, once submitted, or a grant, once funded, will receive subsequent funding.

Eligibility Requirements:

Eligible Applicants: Local units of government, non-profit agencies with 26 U.S.C. 501(c)(3) status; and state agencies are eligible to apply for an OVAG.

Eligibility: The OAG will initially screen each application for eligibility. Applications will be deemed ineligible if the application is submitted by an ineligible applicant; the application is not filed in the manner and form required by the Application Kit; the application is filed after the deadline established in the Application Kit; or the application does not meet other requirements as stated in the RFA and the Application Kit.

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

Deadlines and Filing Instructions for the Grant Application:

Registration Deadline: On-line registration is required to apply for an OVAG. The deadline to complete registration is 5:00 p.m. CST March 14, 2011. **If registration is not completed by the deadline, then an Application will not be accepted and is not eligible for funding.** To register go to: <http://www.oag.state.tx.us/victims/grants.shtml>.

Application Deadline: The applicant must submit its application, including all required attachments, to the OAG and the OAG must receive the submitted application and all required attachments by 5:00 p.m. CST April 1, 2011 to be considered timely filed.

Filing Instructions: **To meet the deadline, the Application must be submitted by both hard copy and email.** An Application will be considered timely filed when the OAG receives the paper (hard copies) and the electronic (email) of the Application including any required attachments in the following ways by the required deadline:

1. Hard copies – Via a Next Day Air Overnight Delivery Service:

- The Applicant must use a Next Day Air Overnight Delivery Service that tracks its deliveries. Submission by Next Day Air Overnight Delivery Service ensures that your Application can be tracked.
- The Applicant must submit one (1) Original Application consisting of: One (1) Excel Workbook, One (1) Attachment A containing original signatures, One (1) Attachment B containing original signatures, One (1) Job Description for each position requested on the proposed budget, and Collaborative Agreement(s) for each collaboration (if required by the Applicant to achieve the proposed project as described in the Application) and Three (3) Hard Copies of the completed Excel Workbook (not including the attachments).
- The Application should be printed on 8.5 x 11 inch paper. Separate each Application with a binder clip. Do not staple or otherwise bind Applications.
- The Application must be sent to the following address:

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

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

2. Email copies:

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

The OAG will **not** consider an Application if it is not filed by the due date, 5:00 pm CST on April 1, 2011.

Minimum and Maximum Amounts of Funding Available: The minimum amount of funding all programs may apply for is \$20,000 per fiscal year. The maximum amount a local program may apply for is \$42,000 per fiscal year. The maximum amount a statewide program may apply for is \$200,000 per fiscal year.

Start Date and Length of Grant Contract Period: The grant contract period (term) is up to two years from September 1, 2011 through August 31, 2013, subject to and contingent on funding and/or approval by the OAG.

No Match Requirements: There are no match requirements for OVAG projects.

Limited Volunteer Requirements: All non-governmental OVAG Applicants must use volunteers in some way to support the mission of their organization. Applicants must identify the role of a volunteer within the organization and describe program components related to recruitment, retention and training of volunteers. If the organization does not currently utilize volunteers, a plan must be provided explaining how a volunteer program will be developed and implemented during the grant term.

Award Criteria: The OAG will make funding decisions that support the efficient and effective use of public funds. Scoring components will include, but are not limited to, information provided by the applicant on the proposed project activities and budget. OVAG funding decisions will use a competitive allocation method.

OVAG Purpose Area: All OVAG projects must address one or more of the OVAG purpose areas: providing direct victim services including, but not limited to, counseling, crisis intervention, assistance with Crime Victim's Compensation, legal assistance, victim advocacy, and information and referral; providing outreach or community education to help identify crime victims who might not otherwise be reached and provide or refer them to needed services; connecting crime victims to services for the purpose of supporting or assisting in their recovery; training professionals and volunteers to improve their ability to inform victims of their rights, to assist victims in their recovery, or to establish a continuum of care for victims; or other support for victim-related services or assistance as determined by the OAG.

Staffing: All OVAG projects must:

(a) Include one direct victim service staff person working at least twenty hours per week or two direct victim service staff persons working at least ten hours each per week in the applicant's budget. Direct Victim Services are defined in the Definitions section of the Application Kit.

(b) Include a minimum of 75% of an Applicant's budget in the Personnel and Fringe Benefits budget categories.

The above requirements apply to all OVAG Applicants, including those that rely upon volunteers or contracted staff to deliver direct victim services. The OAG may grant an exception to one or both of these requirements for projects that demonstrate a need in their Application.

In addition, an Applicant is limited to no more than six positions, no more than three of which may be positions providing administrative support to the OVAG project.

Preference: The OAG reserves the right to consider all other appropriations or funding an applicant currently receives when making funding decisions. The OAG may give priority to applicants that do not receive other sources of funding, including funding that originates from the Texas Compensation to Victims of Crime Fund. The OAG reserves the right to give priority to programs that provide direct victim services with grant funds, that provide information and education about victims' rights in their community, or that utilize

volunteers in providing services. The OAG may award OVAG funds to programs that applied for another OAG grant program.

Prohibitions on Use of Grant Funds: OAG grant funds may not be used to support or pay the costs of overtime, out-of-state travel, dues, or lobbying; any portion of the salary or any other compensation for an elected government official; the purchase of food and beverages except as allowed under Texas State Travel Guidelines; the purchase or lease of vehicles; the purchase of promotional items or recreational activities; costs of travel that are unrelated to the direct delivery of services that support the OAG funded program; the costs for consultants or vendors who participate directly in writing a grant application; or for any unallowable costs set forth in applicable state or federal law, rules, regulations, guidelines, policies, procedures or cost principles. Grant funds may not be used to purchase any other products or services the OAG identifies as inappropriate or unallowable within this RFA or the Application Kit.

OAG Contact Person: If additional information is needed, contact Jennifer McShane Ferguson at CVSGrantsApplications@oag.state.tx.us or (512) 936-1278.