

Office of the Attorney General
Request for Applications (RFA) for the
Sexual Assault Prevention and Crisis Services–State (SAPCS–State) Program

The Crime Victim Services Division (CVSD) of the Office of the Attorney General (OAG) is soliciting applications from local and statewide programs that provide services to victims of sexual assault.

Applicable Funding Source: The source of state funds is a biennial appropriation by the Texas Legislature, these funds are constitutionally dedicated. 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 grant contracts supporting victim-related services or assistance. Additional funding comes from parole fees pursuant to Texas Code of Criminal Procedure, Article 42.12, Section 19(e) and Texas Government Code, Section 508.189. 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, excluding law enforcement agencies and prosecutor’s offices; non-profit agencies with 26.U.S.C. 501 (c)(3) status; and state agencies are eligible to apply for a SAPCS-State grant.

Local Programs: A local program must offer the following minimum services for at least nine months prior to receiving a SAPCS–State grant contract: 24-hour crisis hotline; crisis intervention; public education; advocacy and accompaniment to hospitals, law enforcement offices, prosecutor offices, and courts for survivors and their family members; and crisis intervention volunteer training.

Statewide Program: A statewide program, to be eligible for special project funding, must show that it supports efforts to maintain or expand existing services offered by local sexual assault programs; improve services to survivors; or other activities consistent with Texas Government Code, Chapter 420.

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 SAPCS-State grant. 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 amounts of funding are as follows: new local and new statewide programs—\$30,000 per fiscal year; currently funded local programs—\$200,000 per fiscal year; and currently funded statewide programs—\$300,000 per fiscal year.

Regardless of the maximums stated above, a program may not apply, per fiscal year, for an amount higher than the SAPCS-State funds it received in fiscal year (FY) 2011. The amount of an award is determined solely by the OAG. The OAG may award grants at amounts above or below the established funding levels and is not obligated to fund a grant at the amount requested.

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 SAPCS–State projects.

Volunteer Requirements: All SAPCS-State projects must have a volunteer component. Specific requirements for the volunteer component will be stated in the Application Kit.

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.

SAPCS Purpose Area: The purpose of the SAPCS–State program is to maintain or expand the existing services of local sexual assault programs and any other purposes consistent with Texas Government Code, Chapter 420.

Staffing: All SAPCS–State 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 this 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 SAPCS-State 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 SAPCS-State 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.

Prohibitions on Use of Grant Funds: OAG grant funds may not be used to support or pay the costs of overtime, 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; out of state travel or 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.