

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

The Crime Victim Services Division (CVSD) of the Office of the Attorney General (OAG) is soliciting applications from local programs that wish to utilize SAPCS–Federal funds for projects that support the primary prevention of sexual violence.

**Applicable Funding Source:** The source of federal funds may include the Federal Department of Health and Human Services, Preventative Health and Health Services Block Grant, Catalog of Federal Domestic Assistance (CFDA) Number 93.991 and Injury Prevention and Control Research and State and Community Based Programs, CFDA Number 93.136. The federal funds are used for grant contracts supporting the primary prevention of sexual violence. State funding may also be available. All funding is contingent upon the appropriation of funds by the United States Congress and the Texas Legislature. The OAG makes no commitment that an application, once submitted, or a grant, once funded, will receive subsequent funding.

**Eligibility Requirements:**

This is the second offering of FY 2012-2013 SAPCS-Federal funding. To be eligible for this grant opportunity, the Applicant must not have been offered or awarded an FY 2012-2013 SAPCS-Federal grant contract during the first issuance of this funding opportunity.

**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–Federal grant.

**Local Programs:** Eligible local programs must meet the local program eligibility requirements for a SAPCS-State grant which means the local program must offer the following minimum services for at least nine months prior to receiving an SAPCS-Federal 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.

A local program does not have to actually apply for or receive a SAPCS-State grant to meet these eligibility requirements for an SAPCS-Federal grant.

**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-Federal grant. The deadline to complete registration is 5:00 p.m. CST June 22, 2012. **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 June 22, 2012 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 copy) and the electronic (email) of the Application including any required attachments in the following ways by the required deadline:

**1. Hard copy – 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).
- The Application should be printed on 8.5 x 11 inch paper and bound with a binder clip. Do not staple or otherwise bind Application.
- 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 (in Excel format) by email.
- The Excel workbook must be sent to the following email address:  
[CVSGrantsApplications@texasattorneygeneral.gov](mailto:CVSGrantsApplications@texasattorneygeneral.gov).

- 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 June 22, 2012.

**Minimum and Maximum Amounts of Funding Available:** The minimum amount of funding all programs may apply for is \$5,000 for fiscal year 2012 (August 1, 2012 through October 31, 2012) and \$20,000 for fiscal year 2013 (November 1, 2012 through October 31, 2013). The maximum amounts of funding are as follows: new local programs—\$6,250 for fiscal year 2012 (August 1, 2012 through October 31, 2012) and \$25,000 for fiscal year 2013 (November 1, 2012 through October 31, 2013).

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 three months from August 1, 2012 through October 31, 2012, subject to and contingent on funding and/or approval by the OAG. The OAG may, at its discretion, opt to extend contracts for an additional amount of time.

**No Match Requirements:** There are no match requirements for SAPCS–Federal projects.

**Volunteer Requirements:** All SAPCS–Federal 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–Federal program is to fund strategies and activities that support the primary prevention of sexual violence and any other purposes consistent with Texas Government Code, Chapter 420.

**Staffing:** All SAPCS-Federal projects must:

(a) Include a minimum of 75% of an applicant’s budget in the personnel and fringe budget categories.

(b) Designate and request funding for a Primary Prevention Coordinator that is responsible for the coordination and implementation of primary prevention efforts. This position must, at a minimum, work 20 hours per week on primary prevention activities on the grant.

In addition, only those staff positions that are directly related to achieving the goals of this project will be funded (this includes staff that has direct involvement in the planning, implementation, or delivery of project activities and those who directly supervise such staff).

*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.

**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; 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. Additional prohibitions include, but are not limited to, using grant funds for: construction and/or renovation; development of major software applications; direct counseling, treatment, or advocacy services to victims or perpetrators of sexual violence; media or awareness campaigns that exclusively promote awareness of where to receive victim services; research; and out-of-state travel for local programs.

**OAG Contact Person:** If additional information is needed, contact Jennifer McShane Ferguson at [CVSGrantsApplications@texasattorneygeneral.gov](mailto:CVSGrantsApplications@texasattorneygeneral.gov) or (512) 936-1278.