



# **Motor Vehicle Crime Prevention Authority**

## **Fiscal Year 2022**

### **Public Education and Public Awareness (PEPA) Grant Request for Applications**

**April 29, 2022**

#### **Notice of Request for Applications**

The Motor Vehicle Crime Prevention Authority (MVCPA) authorized the issuance of the Fiscal Year 2022 (FY22) **Public Education and Awareness Grant Request for Applications (RFA)** at its regularly scheduled meeting held on **March 2, 2022**. MVCPA is authorized in statute to provide grants to local law enforcement and other organizations to inform motor vehicle owners about methods to prevent motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime. The purpose of the MVCPA Public Education and Public Awareness Grant or “PEPA” is to provide the MVCPA and its funded law enforcement programs (called taskforces) with support and coordinated messaging to combat motor vehicle theft, burglary from motor vehicles, and fraud-related motor vehicle crime. This grant opportunity is intended to fund the development of coordinated messaging to use in communication for internet advertising, social media, broadcast media, and print media. Eligible applicants may submit their application to describe programs to develop and coordinate messaging. They may include their proposals and costs for developing original content, reusing and/or redeploying MVCPA past content, purchasing and distributing messaged marketing materials, and buying advertising. Eligible applicants may propose programs by completing an application in response to this request. This RFA contains the information, requirements and conditions needed to successfully apply and qualify for a potential award. This RFA will be posted for at least twenty-one (21) days. Applicants must submit their electronic application before to the due date and time for submitting of applications.

#### **Eligible Applicants**

Only applicants that meet all of the following requirements may apply:

- governmental or Nonprofit Organization;
- established to operate in Texas prior to the issuance of this RFA; and
- minimum five (5) years demonstrated statewide media outreach and communication efforts in Texas related to the MVCPA’s mission.

#### **Grant Type**

This is a reimbursement grant. Applicants that are awarded a grant will expend funds and will be reimbursed at the agreed rate for all allowable, reasonable, and necessary costs incurred on a monthly or quarterly basis.

#### **Number of Grants**

MVCPA will issue one grant under this RFA.

#### **Applicable Authority and Rules**

Motor Vehicle Crime Prevention Authority grant programs are governed by one or more of the following statutes, rules, standards and guidelines.

- [Texas Transportation Code Chapter 1006](#)
- [Texas Administrative Code: Title 43; Part 3; Chapter 57](#)
- [Texas Grant Management Standards \(TxGMS\) as promulgated by the Texas Comptroller of Public Accounts](#)
- This Request for Applications authorized on March 2, 2022.

#### **Grant Term**

The grant cycle is a one (1) year funding cycle to begin on the issuance of the grant and end on August 31, 2023. Subject to state law and fiscal authority, the MVCPA may extend the grant period by up to one year and/or provide additional funds subject to the availability of funds under the same RFA and approved grant application. The MVCPA may make adjustments to increase activity and award amount consistent with this RFA if an extension is provided. No obligations or expenses may be incurred or made outside of the grant period.

## **Method of Application and Due Date**

The Grant Application must be submitted electronically in Microsoft Word Version 13 or more current version **and also** in Adobe Acrobat PDF format to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) on or before 5:00 PM, May 27, 2022.

The Resolution executed by the respective governmental entity and other supporting documents must be submitted electronically as stated above to [grantsMVCPA@txdmv.gov](mailto:grantsMVCPA@txdmv.gov) on or before 5:00 PM, May 27, 2022.

## **Resolution Required**

A Resolution (Order or Ordinance) by the applicant's governing body is required to make an application for these funds. The Resolution shall commit that a governing body or organization board that applies for the funds will only use funds for the purpose provided in statute (*Texas Transportation Code Chapter 1006*), will return the grant funds in the event of loss or misuse, and designate the grant officials that the governing body chooses as its agents to administer the grant if awarded.

For governmental agencies, the governing body that applies is required to adopt and submit a Resolution. In the event a governing body has delegated the application authority to a city manager, chief of police, sheriff, other official, or organization Executive Director, then applicants must provide a copy of the delegation order along with the Resolution signed by the official. A sample Resolution is attached as Appendix A.

**Nonprofit Organizations (as defined in TxGMS p.55 )** must submit the Resolution signed by their Executive Director and provide authorization from its Board of Directors, a list of organization officers/directors, a copy of the organization's mission/purpose, by-laws, and information about its program accountability and internal control system. MVCPA rules require a bond to be posted in the event of a nonprofit corporation is awarded a grant. The amount of the bond will be set by the MVCPA if an award is offered. (Note: If the nonprofit corporation's board authorizes or delegates to the executives to enter to these agreements through by-laws or by standing board order, then the resolution needs to explain that the authority to submit the application and execute the grant is authorized under a by-law or standing delegation)

## **Program Category**

The program application must be designed to support the following MVCPA program categories:

**Prevention, Anti-Theft Devices** - provide content, devices, technology, and coordination with MVCPA taskforces, organizations and communities to reduce the incidence of motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime. The application shall demonstrate how the grant program will assist motor vehicle owners to reduce motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime.

**Educational Programs and Marketing** – provide content and coordination with taskforces funded by the MVCPA. This includes statewide coordination of strategy, content and material designed to reduce harm to the public, and inform and assist motor vehicle owners to prevent motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime. The application shall demonstrate how the grant program will provide specialized marketing materials, coordinated messages, internet and broadcast commercials, social media efforts, training, or education program(s) to prevent motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime.

## **MVCPA Priority Funding**

Applicants will use one or more of the following MVCPA priorities to describe in their application how they will accomplish the program categories above.

**Public Education (Public Prevention)** - Public education concentrates on techniques to modify an observable change of human behavior related to the viable threat, impact, or exposure of vehicle crimes. Public education typically performs actions in an attempt to decrease or increase a particular type of behavior or reaction. For example, MVCPA desires to decrease the number of guns left in vehicles and increase people locking vehicles. Public education encourages the public to modify their own behavior in communities in ways that can be observed, tracked, and otherwise evaluated for demonstrated results. Public education includes coordinating media outreach, earned media, public service announcements, online messaging, and social media.

**Public Awareness (Public Information)** - Public awareness is a process of developing and communicating factual information for a selected group or general population to increase levels of understanding, alertness, or attention. These programs typically involve planning, messaging, relationship building, outreach, paid media, marketing, grassroots organizing, using technology, and coordinated local engagement.

**Law Enforcement Collaboration** – Collaboration means using the existing MVCPA-funded taskforces and other law

enforcement agencies willing to communicate a statewide coordinated message on what people can do to prevent motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime.

### **Supporting Documents**

Documents that provide evidence of: 1) past implemented programs; 2) statewide program implementation; 3) local and statewide support from other agencies and partners; or 4) commitment from officials or agencies for the program described in the application may be submitted by following the same instructions as the Resolution. If an application depends on multiple agencies to execute the program, applicants should provide letters of support from those organizations to describe the planned activities. Agreements or contracts are not required with the submission of the application. However, agreements or contracts supporting the activities and parties involved must be submitted prior to payments being authorized if an award is made.

### **Supplanting Prohibited**

Grant funds provided by the MVCPA under this RFA shall not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Supplanting means the replacement of other funds with MVCPA grant funds.

### **Cash Match or In-Kind Match Requirement**

MVCPA typically requires that all programs provide at least a twenty (20%) percent cash match of the award amount. For this program, resources and funds from the applicant or third parties that can be quantified should be identified in the application as cash or in-kind match.

Applicants may request an exception from the cash-match rule in the application process. Applicants that request an exception from the rule must provide information on other types of cash-match that will be provided or used to operate the program.

### **Reporting and Attendance Requirements**

Applicants that are awarded grants will be required to submit reports and participate in meetings:

**Quarterly Progress Reports** - The MVCPA requires the submission of quarterly progress reports to demonstrate progress toward meeting goals and activities as described in the grant application. The report includes: 1) Monthly progress toward agreed performance measures; 2) activity reporting, and 3) a Summary and Success section

**Quarterly Financial Reports** – The MVCPA requires the submission of quarterly reports of actual expenses incurred to request funds. All expenditures must follow state law, organization policies and procedures and grant requirements. Grantees shall review all expenditures, ensure all applicable regulations are followed and maintain documentation that is accurate and complete. All expenses must be supported by appropriate /MVCPA required documentation.

**Webinar Attendance:** At least one representative from the applicant organization shall attend a monthly webinar that includes information on MVCPA grant administration, information sharing on grant issues and other MVCPA issues critical to operating an MVCPA-funded program.

### **Funding Requirements and Conditions**

- a) **Standard Assurances** – State law requires that all grantees agree to the standard assurances promulgated by the Texas Comptroller of Public Accounts in the Texas Grant Management Standards.
- b) **State Funds Availability**– All awards by the MVCPA are subject to the availability of state funds.
- c) **Right of Refusal**–The MVCPA reserves the right to reject any or all applications submitted.
- d) **Awards**– Publishing the RFA does not obligate the MVCPA to fund any programs.
- e) **Partial Funding**– The MVCPA may choose to offer funds for all or any portion of a program submitted in an application.
- f) **Substitution**–The MVCPA may offer alternative funding sources, funding amounts, special conditions or alternative program elements in response to submitted applications.
- g) **Competitive Application Process**–The application process for the MVCPA’s Grant Program is competitive. Awards are based on a review of the grant application and supporting documentation.
- h) **Review Criteria**–MVCPA staff and designated MVCPA Board member(s) will review each grant using subjective and objective tools and comparative analysis. The weight given to each section or combination of sections is at the sole discretion of the MVCPA.
- i) **Questions and Clarification**– During the review process, an applicant may be contacted by MVCPA staff

to ask questions or to seek clarification on information written in the application. Failure to promptly respond will not disqualify an applicant but information that arrives beyond the review period cannot be considered.

- j) **Final Selection**–The MVCPA may select and award programs that best meet the statutory purposes and that reflect its current priorities. No appeal may be made from the MVCPA’s decisions.
- k) **Changes in Application**- If an applicant proposes changes to be made after an award is made, the MVCPA will review the changes and make modifications or alter the grant including the amount as deemed appropriate by the MVCPA.
- l) **Delayed Start**- An applicant that is awarded a grant and that does not begin operations within 45 days of the beginning of the grant term is considered terminated.

**Selection Process:**

Only eligible grant applications will be reviewed. Grant award decisions made by the MVCPA are final and not subject to judicial review pursuant to statute. Grants will be awarded on or before July 15, 2022. Applications that do not meet the stated requirements of this RFA and that are not eligible for review will be notified ten (10) working days after the due date.

Interested parties are encouraged to contact the MVCPA Director via e-mail address below if interested in this RFA. Those interested parties that send an e-mail will receive copies of questions and MVCPA’s responses related to this RFA via e-mail.

**Contact Person**

**Bryan E. Wilson, MVCPA Director,**  
**Texas Motor Vehicle Crime Prevention Authority**  
4000 Jackson Avenue  
Austin, Texas 78731  
(512) 465-1485

[GrantsMVCPA@txdmv.gov](mailto:GrantsMVCPA@txdmv.gov)

Issued in Austin, Texas on March ZZ, XXXX  
Bryan E. Wilson, MVCPA Director

**Appendix A**  
**Motor Vehicle Crime Prevention Authority Resolution**

2022 **Blank City/ County /Organization Name** Resolution or Order or Ordinance  
Motor Vehicle Crime Prevention Authority Grant Program

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement and other organizations to combat motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime; and

WHEREAS, this grant program will assist this organization to combat motor vehicle theft, burglary from a motor vehicle and fraud-related motor vehicle crime in the State of Texas; and

WHEREAS, \_\_\_\_\_ (Entity Name) has agreed that in the event of loss or misuse of the grant funds, \_\_\_\_\_(Entity Name) assures that the grant funds will be returned in full to the Motor Vehicle Crime Prevention Authority.

NOW THEREFORE, BE IT RESOLVED and ordered that the [*County Judge/ Sheriff// City Manager/Police Chief // Executive Director, etc....*] of this [*county//city//organization*] is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Crime Prevention Authority Grant Program and all other necessary documents to accept said grant; and

BE IT FURTHER RESOLVED that \_\_\_\_\_ (*Position-Example- MVCPA Commander, Chief of Police, etc...*) is designated as the Program Director and \_\_\_\_\_ (*Position-Example- County Auditor, City CFO, etc...*) is designated as the Financial Officer for this grant. .

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
NAME  
County Judge /Mayor/ Executive Director/City Manager