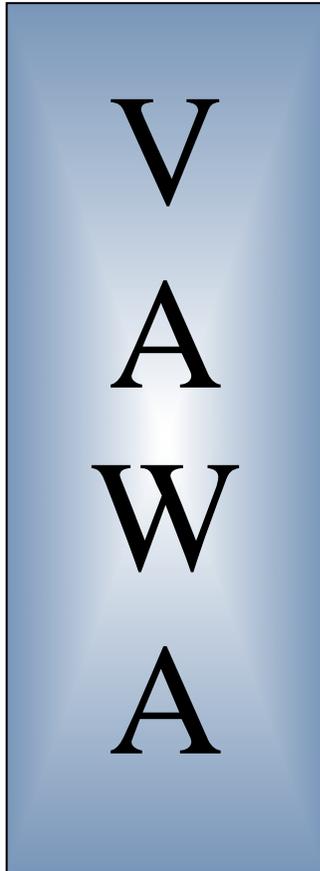




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**Governor's Grants Program**



**FEDERAL S.T.O.P.  
VIOLENCE AGAINST  
WOMEN ACT GRANT**

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**Calendar Year 2017  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m., November 15, 2016  
On the Grant Portal**

For questions regarding application requirements, please contact the  
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

# Federal S.T.O.P. Violence Against Women Act Grant Guidelines

## Eligibility Criteria

The following information provides guidelines and requirements specific to the Federal Services\*Training\*Officers\*Prosecutors Violence Against Women Formula Grant Program (S.T.O.P. VAWA). The S.T.O.P. VAWA grant was established through the 1995 Violence Against Women Act and Reauthorization Act of 2013. The S.T.O.P. VAWA supports communities in their efforts to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women; develop and strengthen victim services in cases involving violent crimes against women; and promote a coordinated community response to victims of domestic violence, dating violence, sexual assault/rape, and stalking.

Approximately **\$2 million** will be available for grant awards. According to federal guidelines, the allocation of funds must meet the parameters outlined below.

- A minimum of 25 percent for law enforcement, 25 percent for prosecution, five percent to courts, and 30 percent for nonprofit, community, and faith-based victim service organizations. The remaining 15 percent may be allocated at the discretion of the Kansas Governor's Grants Program (KGGP) within the parameters of the Federal S.T.O.P. VAWA guidelines.
- Within the 30 percent of funds allocated to victim services, a minimum of 10 percent will be distributed to culturally specific community-based organizations, defined as organizations providing services that are "primarily directed toward racial and ethnic minority groups."
- A minimum of 20 percent of funds will be allocated to projects that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug-facilitated rape, and rape within the context of an intimate partner relationship.
- A minimum of 5 percent of funds will be allocated to projects that assist the state in meeting the standards issued under the Prison Rape Elimination Act (project purpose area number 17 on page five).
- No more than 5 percent of funds may be used to conduct public awareness or community education campaigns or related activities to broadly address domestic violence, dating violence, sexual assault, or stalking (project purpose area number 20 on page six).

Grant awards are made to communities where applicants can demonstrate work with criminal justice agencies and victim service providers in responding to victims' needs and holding offenders accountable for their actions. Available grant funds may be awarded to units of state and local government; Native American Tribes; and nonprofit, community, or faith-based organizations for the defined grant project purposes. Nonprofit, community, or faith-based organizations must be registered with the Kansas Secretary of State and have proof of exempt status as determined by the Internal Revenue Service.

## **Use of Grant Funds**

In March 2014, the KGGP, with the valuable assistance of key stakeholders, developed the 2015-2017 Kansas STOP Violence Against Women Implementation Plan to guide the administration of this federal S.T.O.P. VAWA program over the next several years. Applicants are strongly encouraged to review the [Kansas STOP Violence Against Women Implementation Plan](#) and consider how the proposed S.T.O.P. VAWA project fits into the described Kansas priorities, approaches, and goals. Specific emphasis will be expected in reporting on the Outcome Measures listed. **Applications that clearly support the objectives of the Plan will take precedence to the extent feasible when subgrant awards are determined. Additionally, applicants that received 2016 S.T.O.P. VAWA funding must provide tangible measured results regarding the implementation of their 2016 grant project.**

Grant funds may only be used for one or more of the following federal grant project purposes:

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the use of nonimmigrant status under subparagraphs (U) and (T) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. 1101(a)).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims.
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.

6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases;
  - notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.

13. Providing funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and state, tribal, territorial, and local governments (to be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003); and
  - the development of such protocols in collaboration with state, tribal, territorial, and local victim services providers and domestic violence coalitions.

**NOTE:** Any law enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program shall, on an annual basis, receive additional training on the topic of incidents of domestic violence committed by law enforcement personnel from domestic violence and sexual assault nonprofit organizations and, after a period of two years, provide a report of the adopted protocol to the U.S. Department of Justice, including a summary of progress in implementing such protocol. As such, states are responsible for ensuring that each subgrantee receiving funds under this purpose area will receive the required annual training. States are also responsible for ensuring that subgrantees submit their two-year report to the U.S. Department of Justice. The KGGP must notify and provide the Office on Violence Against Women with a list of subgrantee recipients awarded S.T.O.P. VAWA funds under the Crystal Judson Domestic Violence Protocol Program.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional or detention settings. In particular, this will include ensuring the availability of advocacy services for those victims of sexual assault who are incarcerated that meet the standards issued under the Prison Rape Elimination Act (PREA), including accompaniment during forensic exams and investigatory interviews, crisis intervention, emotional support services, and referrals, as well as training for those advocates. For further information regarding the PREA standards, applicants may

contact the Kansas Department of Corrections PREA Coordinator's office at 785-291-3074.

18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses to male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18, United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, with not more than 5 percent of the amount allocated to a state to be used for this purpose.

### **Match Requirements**

The purpose of matching contributions is to increase the resources available to the projects supported by grant funds. Matching contributions of 25 percent (non-federal cash or in-kind services) of the total cost of each S.T.O.P. VAWA grant project (federal grant award plus match) are required for each S.T.O.P. VAWA funded grant project, with the exception of any tribe or nonprofit victim service organization, which are exempt from the match requirement if receiving funds from the 30 percent allocation for victim service organizations.

Example:	Total Grant Project Cost	= \$50,000
	75% Federal Share	= \$37,500
	25% Match	= \$12,500

For purposes of this grant program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services they provide are an integral and necessary part of a funded grant project. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the local labor market. In either case, fringe benefits may be included in the valuation. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality. The basis for determining the value of personnel, services, materials, equipment, and space must be documented. **Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the applicant for its employees.**

The U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition governs the source of the non-federal match. Generally, cash match must be funds from non-federal sources that are committed for the approved grant project. Please refer to the Federal OJP Financial Guide effective edition for all allowable sources of cash match.

**All funds designated as match are restricted to the same uses as the Federal S.T.O.P. VAWA Grant Project funds and must be expended within the grant project period.**

### **Activities That May Compromise Victim Safety**

Enhancing victim safety and offender accountability is a guiding principle underlying the S.T.O.P. VAWA grant. Experience shows responses by the authorities may have the effect of minimizing or trivializing the offender's behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing grant projects that include any activities that may jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Such activities include:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- Offering perpetrators the option of entering pre-trial diversion programs or placing perpetrators in anger management programs;
- Requiring mediation, couples counseling, family counseling, or any other manner of joint victim-offender counseling as a systemic response to domestic violence or sexual assault, or in situations in which child sexual abuse is alleged;
- Requiring victims to report sexual assault, domestic violence, or stalking crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Relying on court-mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; or
- Supporting policies or engaging in practices that impose restrictive conditions to be met by the victim in order to receive services (e.g., mandatory counseling, seeking an order of protection).

### **Limitations on the Use of Grant Funds**

The following limitations apply to the S.T.O.P. VAWA grant program:

- Grant funds shall not be used to support projects that target violence against children, unless addressing domestic violence, dating violence, sexual assault, or stalking against teen victims.

- Grant funds shall not be used to purchase standard issued law enforcement items or equipment, including uniforms, safety vests, shields, weapons, bullets, and armory or to support chemical dependency or alcohol abuse programs that are not an integral part of a court-mandated batterer intervention program.
- Grant funds shall only be used to support the development or presentation of a domestic violence, dating violence, sexual assault, and/or stalking curriculum for primary or secondary schools as it directly relates to project purpose area number 20 on page six, which is limited to no more than five percent of the state's total S.T.O.P. VAWA award for the year.
- Grant funds shall only be used to conduct public awareness or community education campaigns or related activities as it directly relates to project purpose area number 20 on page six, which is limited to no more than five percent of the state's total S.T.O.P. VAWA award for the year.
- Grant funds shall not be used to purchase food and/or beverages for any meeting, conference, training, or other event. No food and/or beverages can be purchased with other funds that would constitute program income for a federal grant award. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy.
- Equipment and hardware are generally unallowable unless necessary and essential to the grant project's success. To the extent practicable, all equipment purchased with grant funds must be American made and the subgrantee must retain documentation of research conducted for such products. For purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more. The purchase of vehicles is not an allowable expense.
- Construction, land and/or property acquisitions, or vehicle purchases are unallowable. This includes mortgage payments.
- Grant funds shall not be used for applying for this grant, fundraising, grant writing, lobbying, board development, or research projects or for any training directed at any of these subject areas.
- Grant funds cannot be used to pay for magazine subscriptions, printing or disseminating agency newsletters, or membership dues or fees.
- Grant funds used for fringe benefit costs shall not be charged to the project at an amount exceeding the proportion of personnel costs supported by S.T.O.P. VAWA funds.
- Funds for training or conference attendance outside of the State of Kansas are generally not allowed unless necessary and essential to the grant project's success. The applicant must demonstrate that comparable training is not available in Kansas.

- Grant funds shall not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of the current federal rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

The use of grant project funds is prohibited for grant projects that offer a low probability of improving services to victims of domestic violence, dating violence, sexual assault, stalking, and other violent crimes against women as determined by fiscal and grant project compliance reviews.

## **Supplanting**

S.T.O.P. VAWA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for victims of violence against women. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a S.T.O.P. VAWA grant award has not replaced funds otherwise available for the same program or purpose.

### **Guidance Regarding Supplanting**

**Defined:** To reduce federal, state, or local funds for an activity specifically because S.T.O.P. VAWA funds are available (or expected to be available) to fund that same activity. S.T.O.P. VAWA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, S.T.O.P. VAWA funds may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other resources occurred for reasons other than the receipt or expected receipt of S.T.O.P. VAWA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY17 for salary and benefits for two victim advocates. In FY17, Organization A is awarded S.T.O.P. VAWA funds designated for the hiring of two additional victim advocates. Organization A expended the S.T.O.P. VAWA funds as intended, and now has four victim advocates.

In this scenario, Organization A has used S.T.O.P. VAWA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY17 and Organization A did not follow established recruitment procedures to replace these advocates, or utilized S.T.O.P. VAWA funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY16 for salary and benefits for two victim advocates. Due to budget projections for FY17, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY17, Organization B is awarded S.T.O.P. VAWA funds designated for the hiring of one additional victim advocate. At the beginning of FY17, Organization B lays off one victim advocate and uses S.T.O.P. VAWA funds to continue the salary and benefits for the other victim advocate.

In this scenario, Organization B will use S.T.O.P. VAWA funds to pay the salary and benefits for the one victim advocate who would have been laid off but for the availability of S.T.O.P. VAWA funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY17 for salary and benefits for two victim advocates. Organization C plans to use S.T.O.P. VAWA funds to pay the salaries of two additional victim advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses S.T.O.P. VAWA funds to pay their salaries and benefits. In doing so, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with S.T.O.P. VAWA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new S.T.O.P. VAWA-funded victim advocate positions, use of the S.T.O.P. VAWA funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for S.T.O.P. VAWA-funded activities.

### **Consultation and Documentation Requirement**

Applications must include written documentation showing that tribal or local prosecution, law enforcement, courts, and government agencies have consulted with tribal or local victim services programs during development of their grant applications to ensure that proposed activities and equipment acquisitions promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. November 15, 2016**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

## **Grant Project Period**

Grant projects funded under S.T.O.P. VAWA shall be for a period of 12 months from January 1, 2017 to December 31, 2017. Any funds not expended by December 31, 2017, must be returned to the KGGP.

## **Grant Recipient Compliance and Reporting Requirements**

If S.T.O.P. VAWA grant funds are awarded to the applicant, subgrantees will be expected to comply with the S.T.O.P. VAWA grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each S.T.O.P. VAWA grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#) and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of S.T.O.P. VAWA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable S.T.O.P. VAWA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a S.T.O.P. VAWA grant are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- The **Five Most Highly Compensated Officers** Certification must be submitted to open the award.

- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 20 calendar days after the end of each month or the first business day.
- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities provided with grant funds. These reports are due 20 calendar days after the end of each calendar quarter or the first business day.
- The **Projection of Final Expenditures Report** is due October 20<sup>th</sup> or the first business day.
- The **Annual Progress Report** is due 20 days following the end of the grant project period.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

## **Review of Applications**

A grant review committee may assist the KGGP in determining grant awards for the Federal S.T.O.P. VAWA grant program. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant support of the goals and objectives of the [Kansas STOP Violence Against Women Implementation Plan](#);
- Record of successful implementation of services in the victim services/criminal justice field;
- Quality of any needs assessment in terms of proposed services;
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions;
- The efficacy of evaluative components, both programmatic and fiscal;
- Relevant budget information;
- Submission of all required documents and a complete application; and

- Applicant agency’s ability to fulfill all of the requirements of the S.T.O.P. VAWA grant program.

Applications submitted incomplete, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered.

**Resource and Contact Information**

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application via the Grant Portal and for detailed [Grant Portal instructions](#). For technical assistance regarding the S.T.O.P. VAWA grant program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205.

**What an Application Must Include**

Please read all grant requirements and instructions before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Grant Project Budget
- \_\_\_\_\_ Agency Budgets
- \_\_\_\_\_ Proof of 501(c)(3) status, if applicable
- \_\_\_\_\_ Certificate of Good Standing, if applicable
- \_\_\_\_\_ Board of Directors Information, if applicable
- \_\_\_\_\_ Letter Regarding Consultation, if applicable
- \_\_\_\_\_ Federal Certifications

**General Information**

Applicants must complete the General Information page online. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant program.

**Project Narrative**

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section.

### **Prior Accomplishments**

If the applicant received a 2016 S.T.O.P. VAWA grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by S.T.O.P. VAWA grant project funds. Clearly state the 2016 approved Goals and Objectives and report the actual outcomes. Format:

*2016 Goal 1 –*

*2016 Objective 1 –*

**2016 Actual Outcome -**

Provide documented evidence and anecdotal examples that show how S.T.O.P. VAWA-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project's performance and the timeframe represented by those statistics. Include the number of victims served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

### **Problem Statement and Needs Assessment**

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

### **Justification of Need for Grant Funds/Increase Request**

If the applicant received a 2016 S.T.O.P. VAWA award, explain why grant funds are needed to support the continuation of the project and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page nine of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted. The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts.

### **Grant Project Goal(s) and Objectives**

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed S.T.O.P. VAWA-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of the needs assessment. Identify which of the 20 grant project purpose

area(s), beginning on page three of this document, is being addressed by this proposed grant project.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. The applicant should incorporate the [Kansas STOP Violence Against Women Implementation Plan](#) Outcome Measures, found on pages 41 and 42 of the Plan, to the extent possible. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Please visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

**Example (follow the format below):**

**Goal I:** Offenders will be held accountable through increased prosecution of domestic violence crimes. Federal grant project purpose #2

<b>Objective</b>	<b>Activities / Time Frame</b>	<b>Person Responsible</b>
1. Fill the Crimes Against Women Prosecutor position	1(a). Job opening will be posted. By January 15, 2017. 1(b). Interviews will be conducted. By February 15, 2017. 1(c). New hire will start. By February 28, 2017.	1. Senior staff
2. 90% of victims will be prepared to participate in the criminal justice process	2. Victims will be briefed (face to face) on trial proceedings, terminology, etc. March 1 – December 31, 2017	2. Prosecutor and Victim Coordinator
3. 90% of victims will report having received information on available community resources	3(a). Coordinate with community partners to optimize resources and make appropriate referrals. 3(b). Share community resource directory with victims to ensure needs are met. January 1 – December 31, 2017	3. Prosecutor and Victim Coordinator
4. The number of offenders charged will increase by 25% over last year, from “XX” to “XX”	4. Warrants will be issued and served in a timely manner. January 1 – December 31, 2017	4. Prosecutor and Investigator

**Grant Project Performance Measures and Results**

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. The applicant should incorporate the [Kansas STOP Violence Against Women Implementation Plan](#) Outcome Measures, found on pages 41 and 42 of the Plan, to the extent possible. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.

- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

### **Grant Project Staff**

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

### **Coordinated Community Response Information**

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain true collaboration. Describe how the applicant is developing a coordinated community response in combating crimes against women. The description must include who is involved and the actions that have been taken by the group (i.e. developed protocols, training). If the grant project is statewide, describe what technical assistance or networking will be provided to local communities.

In addition, provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project and coordinate resources for victims of domestic violence, sexual assault, dating violence, and stalking.
- List the point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- Explain how the applicant will cooperate with law enforcement, prosecuting attorneys' offices, courts, and other governmental or nonprofit agencies.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- Describe how S.T.O.P. VAWA grant project funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

### **Sustainability**

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if S.T.O.P. VAWA funding declines or is not available.

### **Underserved Populations**

Define the underserved population identified in the applicant's service area, including those that may be underserved because of ethnic, racial or cultural background, language diversity, persons with disabilities, or geographic isolation. Use local data to support the populations identified as underserved. Provide the applicant's plan, including a description of the specific steps that will be taken by the applicant, to provide outreach and services to the underserved populations.

### **Dissemination of Crime Victims' Rights Information**

Describe the applicant's written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of their statutory rights as provided in K.S.A. 74-7333 and amendments thereto.

### **Civil Rights Contact Information**

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

### **DUNS Number and SAM Registration**

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has "active" status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a S.T.O.P. VAWA application.

### **Grant Management Capacity**

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed S.T.O.P. VAWA project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must provide the following information:

- Describe the applicant's written accounting policies and procedures and how often they are updated.
- Describe the applicant's procedures for ensuring that grant funds and associated match are accounted for separately and distinctly from other sources of revenue.
- Describe the applicant's accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant's procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant's internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant's reserve and/or capacity to manage a S.T.O.P. VAWA subgrant

award on a reimbursement basis.

- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

### **Current Audit Report**

All applicants **must** provide information on when the organization's most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Nonprofit, community, or faith-based organizations must provide a copy of the most recent audit report, including the Single Audit report if applicable, and IRS Form 990 to the KGGP. If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization's most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** still provide information on when the most recent audit was completed, who performed the audit, what period it covered, and where the audit is filed.

### **Grant Project Budget**

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this S.T.O.P. VAWA solicitation, Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice, Office of Justice Programs [Federal OJP Financial Guide](#) effective edition.

As stated on page two of this solicitation, the KGGP must allocate a minimum of 25 percent for law enforcement, 25 percent for prosecution, five percent to courts, and 30 percent for nonprofit, community, and faith-based victim service organizations. The remaining 15 percent may be allocated at the discretion of the Kansas Governor's Grants Program (KGGP) within the parameters of the Federal S.T.O.P. VAWA guidelines. To assist the KGGP in documenting these allocations, applicants must indicate in the grant project budget the purpose for each line

item by utilizing the appropriate field or fields: Law Enforcement, Prosecution, Courts, Victim Services, Discretionary, and/or Match. The allocation of requested grant project funds must correlate with the applicant’s goals and objectives.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided, including the match source(s). As stated on page six, any tribe or nonprofit victim service organization receiving funds from the 30 percent allocation for victim service organizations are exempt from the match requirement. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the S.T.O.P. VAWA grant project for each position requested. Fringe benefit costs shall not be allocated to a position at a rate exceeding the portion of personnel costs requested in the S.T.O.P. VAWA Personnel category. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Please visit the [KGGP Resource page](#) for more guidance.

<u>Line Item</u>	<u>Federal</u> <u>Prosec.</u>	<u>Match</u>	<u>Description</u>
Advocate	\$23,985	\$ 7,995	Full-time, hourly, 40 hrs./wk., 100% of time on project; employee scheduled to receive a 5% raise on July 1 <sup>st</sup> : (\$15.00/hr. x 1,040 hrs.) + (\$15.75 x 1,040 hrs.) = \$31,980, 75% federal/ 25% match is City of ‘x’ general funds
Attorney	\$30,750		Full-time, salaried, 60% of time on project; approved for 5% raise on July 1 <sup>st</sup> : (\$50,000 x .5 year) + (\$52,500 x .5 year) = \$51,250 x .6 of time = \$30,750
Volunteers (In-Kind)	\$ 0	\$10,250	Volunteers will provide phone and victim follow-up assistance: \$10/hr. based on comparable compensation x 1,025 hours
Conferences/ Workshops	\$ 630	\$ 210	Crime Victims’ Rights Conference, April 2017, Wichita: (\$100 registration x 2 staff) + (200 miles x \$.50/mile x 1 vehicle) + (\$90/night x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff) = \$840, 75% federal/25% match is city funds

### **Current and Next Fiscal Year Agency Budgets**

Upload the applicant’s current and next fiscal year budgets, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual

contributions). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a “requested” status. Also, be sure that all line items requested in this application can be found in the program’s budget for expenses.

Example of budget income only:

Agency’s Fiscal Year July 1, 2016 - June 30, 2017

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$100,000	Projected	1/17
United Way	5,000	Received	9/16
Walk-A-Thon	500	Collected	8/16
VAWA ‘16-GOV	31,230	Received	12/15
VAWA ‘17-GOV	<u>30,600</u>	Requested	11/16
Total Organization Income	\$167,330		

- \*Note:**
- Budget expenses are also required.
  - Repeat for Next Fiscal Year.

**Proof of 501(c)(3) Status**

If the applicant is a nonprofit, community, or faith based organization, upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

**Certificate of Good Standing**

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or visiting the [Kansas Secretary of State website](#).

**Board of Directors**

If the applicant is a nonprofit, community, or faith-based organization, the applicant must upload as an attachment a current list of the organization’s Board of Directors. The attachment must include each board member’s name, profession, address, phone number, email address (if available), and the member’s term of service.

## **Letter Regarding Consultation**

If the applicant is a tribal or local prosecution, law enforcement, or court entity, submit documentation showing that consultation has occurred with tribal or local nonprofit victim services programs that serve victims of crime against women during the course of developing this grant application. This documentation must be on the victim services program letterhead, dated, must clearly demonstrate an understanding of and support for the applicant's proposed project, and must be signed by the person in charge of the victim services organization.

## **Federal Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The applicant must read, sign, and upload the three-page required certification form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. The certification form is appended to the end of this document.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal 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, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. 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) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) 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

(e) 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.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee'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 for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a 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 implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date