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## Governor's Grants Program

# State Children's Advocacy Centers Grant Program

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**Fiscal Year 2018  
Grant Application**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m., JUNE 20, 2017  
ON THE GRANT PORTAL**

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

# State Children's Advocacy Centers (CAC) Grant Program Guidelines

## Eligibility Criteria

The purpose of this grant program is to continue, initiate, enhance, or expand programs that establish comprehensive Children's Advocacy Centers (CACs). CACs are child-focused, community-oriented programs that coordinate investigation and intervention services for abused children in a comprehensive, multidisciplinary model. Using a team approach, professionals meet, discuss and make decisions about investigation, treatment, and prosecution of child abuse cases. CACs provide a safe, neutral environment for children to discuss their abuse. This unique model of collaboration is designed to ensure children are not re-victimized by the very system designed to protect them and to bring greater accountability to the system. Additional criteria for centers can be found at K.S.A. 38-2227 and amendments thereto and the National Children's Alliance Accreditation Standards at [www.nationalchildrensalliance.org](http://www.nationalchildrensalliance.org).

The Kansas Chapter of Children's Advocacy Centers (Chapter) works with the Kansas Governor's Grants Program (KGGP) to implement and provide technical assistance and training for the CAC grant program. Applicants awarded funding are required to work closely with the Chapter to ensure the criteria outlined in the grant guidelines and requirements are met.

The distribution of grant funds is contingent upon receipt of adequate funds and appropriations. Applicants must be in good standing with meeting the accreditation standards and in compliance with the requirements of the CAC grant program.

## Priority Areas and Funding

Although the final state budget has not been passed by the Kansas Legislature as of the release date of this solicitation, funding availability for the Fiscal Year (FY) 2018 is estimated to be approximately the same as in FY 2017. Therefore, only 2017 CAC grant recipients may apply. **Programs should develop their budget request with the goal of maintaining level funding to the best of their ability. Applicants must be in good standing with current grant awards.**

The applicant must ensure that the Children's Advocacy Centers of Kansas has on file current information regarding agency protocol and Interagency Agreements. Information must be submitted electronically to the Children's Advocacy Centers of Kansas. The state chapter will notify the KGGP if the applicant meets the requirements and has submitted the proper information for the priority area.

Information Required to be Submitted to the Chapter - (Word and/or PDF formats accepted)

- Copy of current CAC protocol (guidelines) approved by the MDT(s) in the CAC's service area.
- Copy of Interagency Agreement/Memorandum of Understanding MOU(s) with each county

that signifies the MDT's commitment to working within the team-developed protocol (guidelines). These documents must be dated and signed by each member of the MDT.

## **Funding Requirements**

There is no match requirement to receive funds from this grant program. However, eligible applicants must receive 20 percent or more of its CAC program budget from sources other than this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personnel services.

## **Use of Grant Funds**

Allowable costs are those that are essential to continue, initiate, enhance, or expand the multidisciplinary model of comprehensive CACs. Examples of allowable costs include, but are not limited to:

- Personnel and related fringe benefits expenses for advocates and interviewers;
- On-going operating expenses such as rent and liability insurance that are essential to the provision of CAC services; and
- A pro-rated portion of operating costs, such as audit and accounting expenses.

For CACs under the umbrella of a larger agency, operating costs must be pro-rated to be specific to the CAC services only. Applicants must include funds in the proposed budget for attending meetings of the Children's Advocacy Centers of Kansas (such as mileage reimbursement), unless those expenses are covered by other sources.

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

- Grant funds cannot be used to print or disseminate agency newsletters.
- Grant funds cannot be used to pay for individual professional membership dues or fees. However, grant funds may be used to pay agency membership dues or fees to state or national children's advocacy organizations.
- Grant funds cannot be used as direct payment to any victim or caregiver of a victim of child physical or sexual abuse. The use of gift cards for victims or their caregiver is not an allowable expenditure.
- Grant funds shall not be used for fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing this CAC grant application.

- Grant funds for training or conference attendance outside the State of Kansas are generally not allowable unless necessary and essential to the grant project's success. The applicant must demonstrate that comparable training is not available in Kansas or the necessary training model is unavailable in the state.
- Grant funds shall not be used to reimburse mileage, lodging, meal and other travel expenses in excess of the applicant's approved policy rate or the current state per diem rates, whichever is lower. If the applicant chooses to reimburse at a rate in excess of the current state rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.
- Equipment and hardware purchases may be allowed in limited circumstances, primarily for the purpose of replacing broken or outdated equipment necessary to support the grant project. Equipment purchases other than for the purpose of replacing broken or outdated existing equipment are generally not allowed. 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.
- Construction, land and/or property acquisitions, or vehicle acquisitions are unallowable costs. This includes mortgage payments.

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

The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children and families as determined by fiscal and grant project compliance reviews.

## **Supplanting**

CAC funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist children who are victims of physical or sexual abuse. 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 CAC 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 CAC grant funds are available (or expected to be available) to fund that same activity. CAC 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, CAC 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 grantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of CAC funds.

Example 1 Organization A appropriated or otherwise secured funds in FY18 for salary and benefits for two family advocates. In FY18, Organization A is awarded CAC funds designated for the hiring of two additional family advocates. Organization A expended the CAC funds as intended, and now has four family advocates.

In this scenario, Organization A has used CAC funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the family advocates had left the organization during FY18 and Organization A did not follow established procedures to recruitment procedures to replace these advocates, or utilized CAC funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY17 for salary and benefits for two family advocates. Due to budget projections for FY18, Organization B expects to lay off one family advocate (facts that Organization B is able to substantiate). In FY18, Organization B is awarded CAC funds designated for the hiring of one additional family advocate. At the beginning of FY18, Organization B lays off one family advocate and uses CAC funds to continue the salary and benefits for the other family advocate.

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

Example 3 Organization C appropriates or otherwise secures funds in FY18 for salary and benefits for two family advocates. Organization C plans to use CAC funds to pay the salaries of two additional family advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses CAC 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 CAC funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new CAC-funded family advocate positions, use of the CAC 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 CAC-funded activities.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m., June 20, 2017**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

## **Grant Project Period**

Grant projects funded under this grant program shall be for a period of 12 months from July 1, 2017 to June 30, 2018. Any funds not obligated by June 30, 2018, must be returned to the KGGP.

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

If CAC grant funds are awarded to the applicant, grantees will be expected to comply with the CAC 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 CAC grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of CAC 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 CAC 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 CAC grant are required to submit the following reports:

- Quarterly **Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter or the first business day.
- Quarterly **Grant Project Statistical Report** provides statistical information on children and families being served. These reports are due 10 calendar days after the end of each quarter or the first business day.

- Quarterly **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. These reports are due 10 calendar days after the end of each quarter or the first business day.
- The **Projection of Final Expenditures Report** is due April 10<sup>th</sup>.
- Any other reporting procedures that may be required by the KGGP.

Grantees 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 grantee 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**

KGGP staff will review applications for completeness, ensuring requirements are met and that proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Applications submitted incomplete, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered. Applicants will be notified via the Grant Portal of the grant award decision.

## **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 should include the following items:

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Grant Project Budget
- \_\_\_\_\_ Agency Budgets
- \_\_\_\_\_ Proof of 501(c)(3) Status
- \_\_\_\_\_ Certificate of Good Standing
- \_\_\_\_\_ Board of Directors Information

## **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 2017 CAC grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by CAC grant funds. Clearly state the 2017 approved Goals and Objectives and report the actual outcomes. Applicants must utilize the following format:

*2017 Goal 1 –*

*2017 Objective 1 –*

**2017 Actual Outcome -**

Provide documented evidence and anecdotal examples that show how CAC-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 children served by the program. 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. Data may include external sources such as law enforcement reports, DCF reports, CINC filings, or community assessment. Data may also include internal sources such as data collected through service delivery, evaluation results of an agency service activity or input from clients or beneficiaries of the agency. If the applicant is comparing local data to state or national data, include information to either establish the need locally or describe why the local community is limited in resources to address the problem.

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 four. 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. State whether other funds have been sought to support the expenses and describe the outcome of those efforts. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted.

**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 CAC-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 any needs assessment.

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. Visit the [KGGP Resource Page](#) for more guidance on developing goals and measurable objectives.

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

**Goal I:** Child abuse victims receive child sensitive forensic interviews.

Objective	Activities/ Time Frame	Person Responsible
1. Provide a minimum of 40 hours of training for all MDT members.	1a. MDT members will be notified of relevant training events and opportunities. Ongoing, July 1, 2017 – June 30, 2018 1b. Training will be provided at least quarterly at MDT meetings. July 1 – September 30, 2017 October 1 – December 31, 2017 January 1 – March 31, 2018 April 1 – June 30, 2018	1. Executive Director and CAC Coordinator
2. A minimum average of 4 out of 5 rating will be achieved on caregiver satisfaction surveys.	2a. Caregiver satisfaction surveys will be provided after the initial interview. Ongoing, July 1, 2017 - June 30, 2018 2b. Caregiver satisfaction surveys will be provided 90 days after the interview. Ongoing, July 1, 2017 - June 30, 2018	2. CAC Coordinator and Family Advocate

**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. 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.

### **Grant Project Collaboration**

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. Applicants should 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 child physical and sexual abuse.
- 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 CAC 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 CAC funding declines or is not available.

### **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 they will be informed of the statutory rights of victims stated 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.

### **Current Audit Report**

All applicants must provide information in this section of the Project Narrative on when the organization’s most recent financial audit was completed, who performed the audit, what period it covered, and where the audit is filed.

If the KGGP has **not** previously received a copy of the organization’s most recent audit report and IRS Form 990, both items must be forwarded via 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.

### **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, and must adhere to allowable costs and activities as outline in the CAC solicitation.

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. 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 CAC grant project for each position requested. 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. Visit the [KGGP Resource Page](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Forensic Interviewer	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Family Advocate	\$ 6,396	“Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”

Conferences/ \$ 840 “Crime Victims’ Rights Conference, April 2018, Topeka:  
 Workshops (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) +  
 (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)”

**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 Current Fiscal Year January 1-December 31, 2017

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$10,000	Projected	7/17
United Way	5,000	Received	1/17
Walk-A-Thon	500	Collected	2/17
‘17 CAC-GOV	18,000	Received	7/16
‘18 CAC-GOV	<u>20,000</u>	Requested	6/17
Total Agency Income	\$53,500		

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

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

Upload as an attachment proof of the applicant’s exempt status as determined by the Internal Revenue Service.

**Certificate of Good Standing**

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**

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.