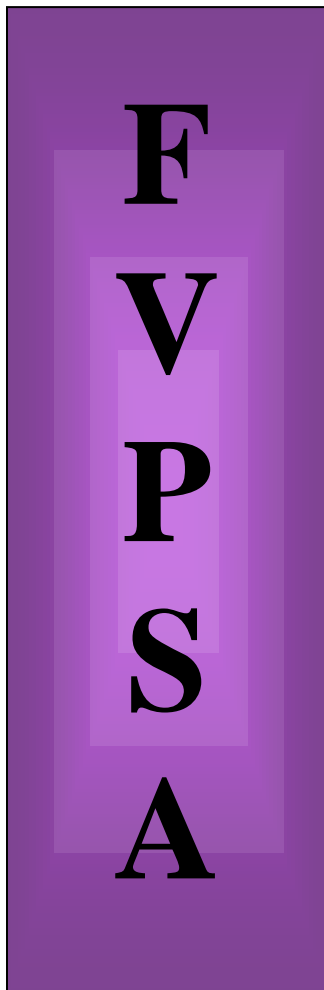




Governor's Grants Program



Federal Family Violence Prevention And Services Act Grant Program

**Fiscal Year 2018
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m. June 22, 2017
ON THE GRANT PORTAL**

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

Federal Family Violence Prevention and Services Act Grant Program

Eligibility Criteria

The purpose of the FVPSA Grant Program is to assist Kansas in its efforts to support the establishment, maintenance and expansion of programs and projects: (1) to prevent incidents of family violence, domestic violence, and dating violence; (2) to provide immediate shelter, supportive services, and access to community-based programs for victims of family violence, domestic violence, or dating violence, and their dependents; and (3) to provide specialized services for children exposed to family violence, domestic violence, or dating violence, underserved populations, and victims who are members of racial and ethnic minority populations. The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of the FVPSA pursuant to 42 U.S.C. 10401 *et seq.*

Grant funds are distributed to community-based nonprofit domestic violence organizations. The distribution of funds is based on a formula with special emphasis given to community-based nonprofit organizations whose primary purpose is to operate emergency shelters for victims of family violence, domestic violence, and dating violence, and their dependents; and provide supportive services as defined below, including counseling, advocacy, and self-help services.

Domestic violence agencies are required to provide a 20 percent non-federal cash or in-kind match. **All funds designated as match are restricted to the same uses and requirements as the FVPSA grant funds and must be expended within the grant project period.**

Example:	Total Grant Project Cost	=\$50,000
	80% Federal Share	=\$40,000
	20% Local Share	=\$10,000

Nondisclosure of Confidential or Private Information:

Applicants that receive FVPSA funds must ensure the safety of adult, youth and child victims of family violence, domestic violence, or dating violence and their families. It is essential that the confidentiality and privacy of such victims and their families be protected. Confidentiality policies and procedures must be established and implemented by agencies receiving FVPSA funding. Consequently, in regard to statistical data on program activities and services, individual identifiers of client records will not be used by the State or other FVPSA subgrantees. The address or location of any FVPSA supported shelter facility will, except with written authorization of the person or persons responsible for the operation of such shelter, not be made public (42 U.S.C. 10406(c)(5)(H)) and the confidentiality of records pertaining to any individual provided family violence services by any FVPSA-supported program will be strictly maintained (42 U.S.C. 10402(a)(2)(E)). Personally identifying information collected in connection with services requested shall not be disclosed. Personally identifying information shall not be revealed without informed written reasonably time-limited consent.

Specific conditions on maintaining confidentiality according to federal laws and guidelines will be incorporated into the grant assurances and must be implemented.

To provide responsive and effective services to victims of family violence, domestic violence, dating violence and their families, coordinated and collaborative efforts among victim services providers, community-based, culturally specific and faith-based services providers, as well as others addressing family violence issues is needed.

To serve victims most in need and to comply with federal law, services must be widely accessible. Services must not discriminate on the basis of age, disability, sex, race, color, gender identity, national origin, or religion (42 U.S.C. 10406). The Federal Health and Human Services (HHS) Office for Civil Rights provides guidance in complying with these requirements. Please visit the HHS Office for Civil Rights website for federal guidance on [serving immigrant victims](#).

The FVPSA grant program specifically makes Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) applicable to all programs and activities conducted with any FVPSA funds. Section 504 bars organizations and employers from excluding or denying individuals with disabilities or denying such individuals an equal opportunity to receive program benefits and services. Organizations may not establish eligibility criteria for receipt of services or participation in programs or activities that screen out or tend to screen out individuals with disabilities, unless such criteria are necessary to meet the objectives of program. Individuals with disabilities are defined as persons with a physical or mental impairment which substantially limits one or more major life activities. Some examples of impairments which may substantially limit major life activities, even with the help of medication or aids/devices, are: AIDS, alcoholism, blindness or visual impairment, diabetes, drug addiction, heart disease and mental illness. Please visit the HHS Office for Civil Rights website for guidance on the [Americans with Disabilities Act and Rehabilitation Act of 1973](#). Services also must be provided on a voluntary basis; receipt of shelter or housing must not be conditioned on participation in supportive services.

Definitions (42 U.S.C. 10402):

Family Violence: Any act or threatened act of violence, including any forceful detention of an individual that: (a) results or threatens to result in physical injury; and (b) is committed by a person against another individual (including an elderly individual) to or with whom such person is related by blood, or is or was related by marriage, or is or was otherwise legally related, or is or was lawfully residing.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic violence or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Intimate Partner Violence: A term used interchangeably with “domestic violence, or dating violence.”

Personally Identifying Information or Personal Information: Any individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including: a first and last name; a home or other physical address; contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number); a social security number, driver’s license number, passport number, or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation, that would serve to identify any individual.

Shelter: The provision of temporary refuge and supportive services in compliance with applicable State law (including regulation) governing the provision, on a regular basis, of shelter, safe homes, meals, and supportive services to victims of family violence, domestic violence, or dating violence, and their dependents.

Supportive Services: Services for adult and youth victims of family violence, domestic violence, or dating violence, and dependents exposed to family violence, domestic violence, or dating violence, that are designed to: (a) meet the needs of victims of family violence, domestic violence, or dating violence, and their dependents, for short-term, transitional, or long-term safety; and (b) provide counseling, advocacy, or assistance for victims of family violence, domestic violence, or dating violence, and their dependents.

Use of Grant Funds

Grant funds may be used to provide shelter, supportive services, or prevention services to adult and youth victims of family violence, domestic violence, or dating violence and their dependents including:

- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter;
- Assistance in developing safety plans and supporting efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being;
- Provision of individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence;
- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence, and increase the accessibility of family violence, domestic violence, and dating violence services;
- Provision of culturally and linguistically appropriate services;
- Provision of services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate counseling, supportive services, and services

for the non-abusing parent that support that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together;

- Provision of advocacy, case management services, and information and referral services, concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including:
 - Assistance in accessing related federal and state financial assistance programs;
 - Legal advocacy to assist victims and their dependents;
 - Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
 - Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services;
 - Parenting and other educational services for victims and their dependents; and
 - Prevention services, including outreach to underserved populations.

Limitations on the Use of Grant Funds

The following limitations apply to the FVPSA grant program:

- Grant project 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 project funds cannot be used to pay for magazine subscriptions, printing or disseminating agency newsletters, or membership dues or fees.
- Grant project funds cannot be used as direct payment to any victim or dependent of a victim of family violence, domestic violence, or dating violence. The use of gift cards for victims or their dependents is not an allowable expenditure.
- No income eligibility standard shall be imposed on individuals receiving assistance or services supported with FVPSA funds.
- 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 FVPSA funds.
- Grant project funds for training or conference attendance outside of 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.
- Grant project 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.

- Grant project 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 federal per diem rates, 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 Kansas Governor's Grants Program (KGGP) shall not be used to make up the difference.
- Equipment and hardware are generally unallowable unless necessary and essential to providing services for victims of family violence, domestic violence, dating violence, and their dependent children. 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.
- Construction, land and/or property acquisitions, or vehicle purchases are unallowable. This includes mortgage payments.

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 family violence, domestic violence, dating violence, and their dependent children as determined by fiscal and grant project compliance reviews.

Supplanting

FVPSA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for victims of family violence, domestic violence, dating violence, and their dependent children. 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 FVPSA grant award has not replaced funds otherwise available for the same program or purpose.

Defined: To reduce federal, state, or local funds for an activity specifically because FVPSA funds are available (or expected to be available) to fund that same activity. FVPSA funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, FVPSA funding 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 non-FVPSA resources occurred for reasons other

than the receipt or expected receipt of FVPSA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY18 for salary and benefits for 10 victim advocates. In FY18, Organization A is awarded FVPSA funds designated for the hiring of two additional victim advocates. Organization A expended the FVPSA award as intended, and now has 12 victim advocates.

In this scenario, Organization A has used FVPSA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY18 and Organization A did not follow established recruitment procedures to replace these advocates, or utilized FVPSA 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 10 victim advocates. Due to budget projections for FY18, Organization B expects to lay off four victim advocates (facts that Organization B is able to substantiate). In FY18, Organization B is awarded FVPSA funds designated for hiring three additional victim advocates. At the beginning of FY18, Organization B lays off one victim advocate and uses FVPSA funds to continue the salary and benefits for the other three victim advocates.

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

Example 3 Organization C appropriates or otherwise secures funds in FY18 for salary and benefits for 10 victim advocates. Organization C plans to use FVPSA 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 FVPSA funds to pay their salaries and benefits. In so doing, Organization C determines that the remaining employees could handle the services and does not attempt to backfill the positions.

In this scenario, by replacing existing funds with FVPSA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new FVPSA-funded victim advocate positions, use of the FVPSA 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 FVPSA-funded activities.

Grant Application Deadline

Grant applications must be submitted via the Grant Portal by **11:59 p.m. June 22, 2017**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

Grant Project Period

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

Grant Recipient Compliance and Reporting Requirements

If FVPSA grant funds are awarded to the applicant, subgrantees will be expected to comply with the FVPSA 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 FVPSA 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 applicable administrative requirements, cost principles, and common rules as required by FVPSA, the U.S. Department of Health and Human Services, and the KGGP, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of FVPSA 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 FVPSA 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 FVPSA grant are required to submit the following reports:

- 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 25 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 and services provided with grant project funds. These reports are due 25 calendar days after the end of each calendar quarter or the first business day.
- The **Projection of Final Expenditures Report** is due April 25th or the first business day.

- The **Annual Performance Report** provides outcomes of domestic violence victims served and is due October 25th of each year or the first business day.
- 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

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.

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 FVPSA 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 the 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

- _____ Certificate of Good Standing
- _____ Board of Directors Information
- _____ 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 2017 FVPSA grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by FVPSA grant project funds. Clearly state the 2017 approved Goals and Objectives and report the actual outcomes to date. Applicants must utilize the following format:

2017 Goal 1 –

2017 Objective 1 –

2017 Actual Outcome –

Provide documented evidence and anecdotal examples that show how FVPSA-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 family violence victims served by the agency. 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.

Applicants shall describe the core services provided by their agency and identify those to be funded by FVPSA. All applicants shall describe how the agency identifies and serves underserved populations in their service area. Use local data to support the populations identified as underserved and describe specific steps that have been or will be taken by the applicant to provide outreach to those populations.

For activities or projects that are outside of core services, describe the needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other

assessment. Provide data that supports the problem to be addressed in the grant application. Describe how the grant funds will address the problem. 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 six. 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 program 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 FVPSA-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: To provide direct services and increase the knowledge of survivors of abuse.

Objective	Activities / Time Frame	Person Responsible
1. Requests for assistance from within the agency's service area will be responded to within a 30 minute time period.	1a. Trained staff will be available to answer calls 24 hours a day/ seven days a week. 1b. On-call hours for emergency response will be assigned to staff on a monthly basis. July 1, 2017-June 30, 2018	1a. Hotline and Shelter Staff 1b. Outreach Coordinator

<p>2. 95 percent of victims residing in the shelter for at least two weeks will be able to identify at least three ways in which to plan for their safety.</p>	<p>2a. Information regarding power and control will be provided to residents.</p> <p>2b. Weekly support groups will be conducted.</p> <p>2c. Confidential, one-on-one, advocacy will be performed.</p> <p>Weekly July 1, 2017-June 30, 2018</p>	<p>2a. Shelter Manager</p> <p>2b. Shelter Advocate</p> <p>2c. Shelter Advocate</p>
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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 must 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.
- List the point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- 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 FVPSA grant funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

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.

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 FVPSA 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 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 FVPSA 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 FVPSA 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 each grant award and associated match is 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 FVPSA 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 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, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Nonprofit, community, or faith-based organizations **must** also 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 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.

Grant Project Budget

The applicant must submit a grant project budget, based on the allocation provided by the KGGP, 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 cost and activities as outlined in this FVPSA solicitation and the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#).

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). Personnel must be listed by the agency-assigned title for the position. Positions shall 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 FVPSA 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 FVPSA 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. Visit the [KGGP Resource Page](#) for more guidance.

	<u>Federal</u>	<u>Match</u>	<u>Description</u>
Advocate	\$25,584	\$ 6,396	Full-time, 40 hrs/wk, 100% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75 x 1,040 hrs) = \$31,980, 80% federal/20% match is SGF grant
Outreach Coordinator	\$24,600	\$ 6,150	Full-time, salaried, 75% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .75 of time = \$30,750, 80% federal/20% match is from United Way
Conferences/ Workshops	\$ 672	\$ 168	Crime Victims' Rights Conference, April 2017, Topeka: (\$100 registration x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (per diem \$45/day less \$15 for lunch provided x 3 days x 2 staff) = \$840, 80% federal/20% match is City of 'x' 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 Current Fiscal Year January 1-December 31, 2017

<u>SOURCE:</u>	<u>AMOUNT:</u>	<u>STATUS:</u>	<u>DATE:</u>
City of 'x'	\$10,000	Projected	7/17
United Way	5,000	Received	1/17
Walk-A-Thon	500	Collected	2/17
'17 FVPSA-GOV	18,000	Received	7/16
'18 FVPSA-GOV	24,480	Requested	6/17
'17 VOCA-GOV	30,000	Received	10/16
'18 VOCA-GOV	<u>10,000</u>	Projected	10/17
Total Program Income	\$97,980		

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

Proof of 501(c)(3) Status

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.

Federal Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements and Regarding Environmental Tobacco Smoke

The applicant must read, sign, and upload the two required certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements and regarding environmental tobacco smoke. The certification forms are on the following pages of this document.



**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION FOR
LOWER TIER COVERED TRANSACTIONS AND DRUG-FREE
WORKPLACE AND CERTIFICATION REGARDING ENVIRONMENTAL
TOBACCO SMOKE**

By signing and submitting the attached certifications, the prospective lower tier participant is demonstrating their understanding and acceptance of the following material:

1. The certifications are a material representation of fact upon which reliance is placed when this transaction is entered. If it is later determined that the prospective lower tier participant (hereinafter “participant”) knowingly rendered an erroneous certification, or otherwise violates the requirements of a certificate, in addition to other remedies available to the Federal Government, the U.S. Department of Health and Human Services may pursue available remedies, including suspension and/or debarment.
2. The participant shall provide immediate written notice to the Kansas Governor’s Grants Program if at any time the participant learns that a certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The terms controlled substance, conviction, criminal drug statute, and drug-free workplace have the meanings set out in the Drug-Free Workplace Act of 1988 and in the Definitions section of 45 CFR Part 76, Subpart F. The terms children’s services and indoor facility have the meanings set out in the Pro-Children Act of 1994 and as defined by the U.S. Department of Health and Human Services. You may contact the Kansas Governor’s Grants Program for assistance in obtaining a copy of these regulations.
4. The participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Health and Human Services.
5. The participant further agrees by submitting this proposal that it will include the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-

Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The participant also agrees to include the “Certification Regarding Environmental Tobacco Smoke” in all subawards which contain provisions for the children’s services and that all subgrantees shall certify accordingly.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant, may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Health and Human Services may pursue available remedies, including suspension and/or debarment.
9. The participant agrees 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 participant’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 participant’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 of drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee that will 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 abide by the terms of the statement and notify the participant in writing of a 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 ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of

such conviction. Participants of convicted employees must provide notice, including position title and identification number(s) of each affected grant, to the Kansas Governor's Grants Program;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (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.



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER TIER COVERED TRANSACTIONS AND DRUG-FREE WORKPLACE

Applicants should review the instructions for certification before completing this form. By signing this form the prospective lower tier participant is demonstrating compliance with the certification requirements of 34 CFR Part 85 - Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants). This certification shall be treated as a material representation of fact upon which reliance will be placed by the Kansas Governor's Grants Program and the Federal Department of Health and Human Services.

The prospective lower tier participant certifies, by submission of this proposal, that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the participant is certifying that it will make a good faith effort to maintain a drug-free workplace.

If the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization



governor@ks.gov

Office of the Governor

Sam Brownback, Governor

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children’s services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the subgrantee certifies that it will comply with the requirements of this Act.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization