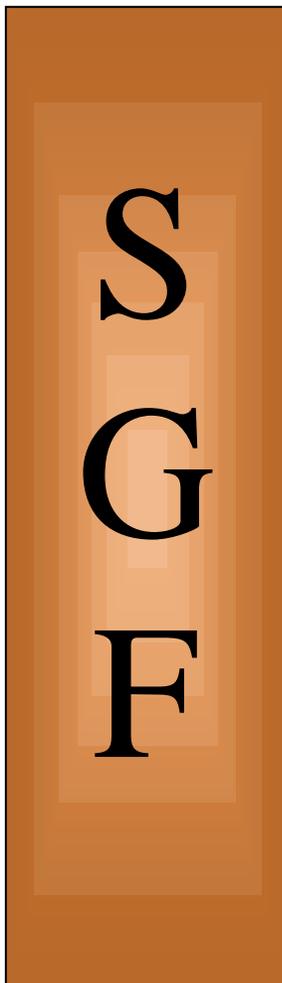




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## Governor's Grants Program



# State General Fund (SGF) Grant Program for Domestic Violence and Sexual Assault Agencies

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**Fiscal Year 2018  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m. JUNE 21, 2017  
ON THE GRANT PORTAL**

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

# **State General Fund (SGF) Grant Program for Domestic Violence and Sexual Assault Agencies**

## **Eligibility Criteria and Grant Fund Use**

The State General Fund (SGF) Grant Program supports the enhancement and expansion of domestic violence and sexual assault outreach services to underserved populations and underserved areas of the state. In addition, SGF Grant Program funds are used as matching funds required by federal formula grants that support sexual and domestic violence services.

This is a competitive grant process with no guarantee of continued funding. Applicants must apply each year to receive funding consideration. The distribution of grant funds is contingent upon receipt of adequate funds and appropriations. Priority for Fiscal Year (FY) 2018 grant awards will be given to currently funded staff positions and direct service costs such as transportation, food for the shelter facility, and utilities.

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

- Grant funds cannot be used for magazine subscriptions, to print or disseminate agency newsletters, or to pay for membership dues or fees.
- Grant funds cannot be used as direct payment to any victim or dependent of a victim of domestic violence or sexual assault. The use of gift cards for victims or their dependents 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 SGF grant application.
- Grant 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 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 purchases 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 victims of domestic violence and sexual assault as determined by fiscal and grant project compliance reviews.

## **Supplanting**

SGF funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of domestic violence and sexual assault. 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 SGF 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 SGF grant funds are available (or expected to be available) to fund that same activity. SGF 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, SGF 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 non-SGF grant resources occurred for reasons other than the receipt or expected receipt of SGF funds.

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

In this scenario, Organization A has used SGF funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY 18 and Organization A did not follow established recruitment procedures to replace these advocates, or utilized SGF 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 victim advocates. Due to budget projections for FY18, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY18, Organization B is awarded SGF funds designated for the hiring of one additional victim advocate. At the beginning of FY18, Organization B lays off one victim advocate and uses SGF funds to continue the salary and benefits for the other victim advocate.

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

Example 3 Organization C appropriates or otherwise secures funds in FY18 for salary and benefits for two victim advocates. Organization C plans to use SGF 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 SGF funds to pay their salaries and benefits. In doing so, 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 SGF funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new SGF-funded victim advocate positions, use of the SGF 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 SGF-funded activities.

## **Grant Application Deadline**

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. June 21, 2017**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

## **Funding Availability**

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 FY 2018 SGF Grant Program is estimated to be approximately the same as in FY 2017. **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.**

Grant projects funded by this SGF 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 Kansas Governor's Grants Program (KGGP).

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

If SGF grant funds are awarded to the applicant, grantees will be expected to comply with the SGF 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 SGF 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 SGF 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 SGF 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 SGF 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 first business day.
- Quarterly **Grant Project Narrative Reports and Grant Project Statistical Reports** provide a narrative description of the activities and services provided with grant funds and statistical information on children and families served. 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> or the first business day.
- 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 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

## **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 SGF grant award, describe specific agency accomplishments from the grant project period that were funded, in whole or in part, by SGF 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 SGF-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 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. Describe any needs assessment that was used to develop the problem statement. 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 three. 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 SGF-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 domestic violence.

Objective	Activities/Timeframe	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.	1a. Hotline and Shelter Staff
	1b. Victims needs and referrals will be tracked on Call Sheets.  July 1, 2017 - June 30, 2018	1b. Outreach Coordinator
2. 95 percent of 65 or more 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.	2a. Information regarding power and control will be provided to residents.	2a. Shelter Manager
	2b. Weekly support groups will be conducted.	2b. Shelter Advocate
	2c. Confidential, one-on-one, interviews will be performed.  Weekly July 1, 2017 - June 30, 2018	2c. Shelter 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.

**Underserved Populations**

Define the underserved population identified in the applicant's service area and explain how the applicant determined the identified population was underserved. Use local data to support the populations identified as underserved. Describe the applicant's plan to reach and provide services to the underserved populations including, but not limited to, those underserved because of ethnic, racial, or cultural background; language diversity; persons with disabilities; or geographic isolation.

**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 SGF 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.

**Statement of Non-Duplication of Proposed Grant Project**

The applicant should affirm that the activities proposed in the grant project are not already adequately provided to residents in the service area. If similar services are provided, explain how the grant project will enhance or expand and not duplicate current services.

**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 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 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 SGF 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 SGF 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>
Advocate	\$ 6,396	“Full-time, 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”
Volunteer Coordinator	\$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”
Conferences/ Workshops	\$ 1,210	“Crime Victims’ Rights Conference, April 2018, Topeka: (\$100 registr. x 3 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 3 staff) + (\$30/day meals x 3 days x 3 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 SGF-GOV	48,000	Received	7/16
'18 SGF-GOV	47,500	Requested	6/17
'17 VOCA-GOV	30,000	Received	10/16
'18 VOCA-GOV	<u>10,000</u>	Projected	10/17
Total Program Income	\$151,000		

**\*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 Information**

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.