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## Governor's Grants Program

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# Federal Family Violence Prevention And Services Act Grant Program

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**Fiscal Year 2019  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m. July 12, 2018  
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 following information defines eligibility and accountability criteria and sets forth requirements for application and administration of the FVPSA pursuant to statutory authority under 42 U.S.C. §10401 *et seq.* 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 to: (1) prevent incidents of family violence, domestic violence, and dating violence; (2) 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) provide specialized services for children exposed to family violence, domestic violence, or dating violence, including victims who are members of underserved populations (45 C.F.R. §1370.10 (a)).

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 prevent incidents of family violence, domestic violence, and dating violence by providing immediate shelter and 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

## 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.
- Provision of prevention services, including outreach to underserved populations.

Trauma-Informed Practices and Interventions:

Applicants that receive FVPSA funds must ensure that effective interventions and trauma-informed practices are in place to build skills and capacities that contribute to the healthy, positive, and productive functioning of individuals and families. This includes addressing the impact of trauma, which can have a profound effect on the overall functioning of victims of family violence, domestic violence, dating violence, and their dependents.

Services also must be provided on a voluntary basis. No condition or inappropriate screening methods may be applied for receiving shelter or housing services.

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 maintaining confidentiality of records pertaining any individual provided domestic violence services 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; non-personally identifying information will only be shared in the aggregate.

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. Consent to release personally identifying information shall not be a condition of eligibility for services. Consent to release personally identifying information shall be given by an unemancipated minor and the minor's parent or guardian, or in the case of an individual with a guardian, it shall be given by the individual's guardian.

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)).

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

#### Coordinated and Accessible Services:

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 and underserved populations is needed.

To serve victims most in need and to comply with federal law, services must be widely accessible. Applicants must not discriminate on the basis of age, sex, disability, race, color, national origin, or religion (42 U.S.C. §10406(c)(2)). No person shall, on the ground of actual or perceived sex, including gender identity, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity funded in whole or in part through FVPSA (45 C.F.R. §1370.5(a)). FVPSA subgrantees must provide comparable services to victims regardless of actual or perceived sex, including gender identity. This includes providing access to services for all victims, including male victims of family, domestic, and dating violence and not limiting services for victims with adolescent children (under the age of 18). Victims and their minor children must be sheltered or housed together unless requested otherwise by the victim (45 C.F.R. §1370.5(a)(1)).

However, no program or activity is required to include an individual in such program or activity without taking into consideration that individual's sex in those certain instances where sex is a bona fide occupational qualification or programmatic factor reasonable necessary to the essential operation of that particular program or activity. If sex segregation or sex-specific programming is essential to the normal or safe operation of the program, FVPSA subgrantees must provide comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming, including access to a comparable length of stay, supportive services, and transportation as needed to access services. An individual must be treated consistent with their gender identity (45 C.F.R. §1370.5(a)(2)), and as with all individuals served, transgender and gender nonconforming individuals must have equal access to FVPSA-funded shelter and nonresidential programs (45 C.F.R. §1370.5(a)(4)). 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 [civil rights law compliance](#).

FVPSA subgrantees are required to take reasonable steps to provide services to persons with limited English proficiency (i.e., individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English, including deaf and hard of hearing persons). The Federal HHS provides guidance on meeting the legal obligation to take reasonable steps to provide meaningful access to federally assisted programs by persons with limited English proficiency (LEP). Please visit the HHS Office for Civil Rights website for federal guidance on [LEP compliance](#).

All FVPSA-funded services must be provided without requiring documentation of immigration status since FVPSA-funded services do not fall within the definition of federal public benefit that would require verification of immigration status. The Federal 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](#).

Given the unique needs of victims of trafficking, FVPSA-funded programs are strongly encouraged to safely screen for and identify victims of human trafficking who are also victims or survivors of domestic violence or dating violence and provide services that support their unique needs (45 C.F.R. §1370.10(d)).

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

*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. This reflects that definition found in Section 40002(a)(10) of the Violence Against Women Act (VAWA), as amended, 34 U.S.C. §12291(a). Dating violence also includes but is not limited to the physical, sexual, psychological, or emotional violence within a dating relationship, including stalking. It can occur in person or electronically, and may involve financial abuse or other forms of manipulation which may occur between a current or former dating partner regardless of actual or perceived sexual orientation or gender identity.

*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 Kansas, 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 Kansas. This reflects the statutory definition of "domestic violence" found in Section 40002(a)(8) of the VAWA, as amended, 34 U.S.C. §12291(a). This definition also includes but is not limited to criminal or non-criminal acts constituting intimidation, control, coercion and coercive control, emotional and psychological abuse and behavior, expressive and psychological aggression, financial abuse, harassment, tormenting behavior, disturbing or alarming behavior, and additional acts recognized in other federal, tribal, state, and local laws as well as acts in other federal regulatory or sub-regulatory guidance. This definition applies to individuals and relationships regardless of actual or perceived sexual orientation or gender identity.

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

*Intimate Partner Violence:* A term used interchangeably with *domestic violence* or *dating violence*.

*Personally Identifying Information or Personal Information:* 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.

*Primary Prevention:* Strategies, policies, and programs to stop both first-time perpetration and first-time victimization. Primary prevention is stopping domestic and dating violence before they occur. Primary prevention includes, but is not limited to: school-based violence prevention curricula, programs aimed at mitigating the effects on children of witnessing domestic or dating violence, community campaigns designed to alter norms and values conducive to domestic or dating violence, worksite prevention programs, and training and education in parenting skills and self-esteem enhancement.

*Secondary Prevention:* Identifying risk factors or problems that may lead to future family, domestic, or dating violence, and taking the necessary actions to eliminate the risk factors and the potential problem, and may include, but are not limited to, healing services for children and youth who have been exposed to domestic or dating violence, home visiting programs for high-risk families, and screening programs in health care settings.

*Shelter:* The provision of temporary refuge in conjunction with supportive services in compliance with applicable State or tribal law or regulations 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. State and tribal law governing the provision of shelter and supportive services on a regular basis is interpreted to mean, for example, the laws and regulations applicable to zoning, fire safety, and other regular safety, and operational requirements, including state, tribal, or local regulatory standards for certifying domestic violence advocates who work in shelter. This definition also includes emergency shelter and immediate shelter, which may include housing provision, rental subsidies, temporary refuge, or lodging in properties that could be individual units for families and individuals (such as apartments) in multiple locations around a local jurisdiction, tribe/reservation, or state; such properties are not required to be owned, operated, or leased by the program. Temporary refuge includes a residential service, including shelter and off-site services such as hotel or motel vouchers or individual dwellings, which is not transitional or permanent housing, but must also provide comprehensive supportive services.

*Supportive Services:* Services for adult and youth victims of family violence, domestic violence, or dating violence, and their dependents that are designed to meet the needs of such victims and their dependents for short-term, transitional, or long-term safety and recovery. Support services include, but are not limited to: direct and/or referral-based advocacy on behalf of victims and their dependents; counseling; case management; employment services; referrals; transportation services; legal advocacy or assistance; child care services; health, behavioral health, and preventive health services; culturally and linguistically appropriate services; and other services that assist victims or their dependents in recovering from the effects of the violence. Supportive services also include but are not limited to other services identified in FVPSA at 42 U.S.C. §10408(b)(1)(A-H). Supportive services may be directly provided by subgrantees and/or by providing advocacy or referrals to assist victims in accessing such services.

*Underserved Populations:* Populations who face barriers in accessing and using victim services, and includes populations underserved because of geographic location, religion, sexual orientation, gender identity, undeserved racial and ethnic populations and populations underserved because of special needs including language barriers, disabilities, immigration status, and age. Individuals with criminal histories due to victimization and individuals with substance use disorders and mental health issues are also included in this definition. The reference to racial and ethnic populations is primarily directed toward racial and ethnic minority groups as defined in section 1707(g) of the Public Health Service Act (42 U.S.C. §300(u-6)(g)), which means American Indians (including Alaska Natives, Eskimos, and Aleuts); Asian American; Native Hawaiians and other Pacific Islanders; and Blacks and Hispanics. The term “Hispanic” or “Latino” means individuals whose origin is Mexican, Puerto Rican, Cuban, Central or South American, or any other Spanish-speaking country.

## **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, modifications to buildings, 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 FY19 for salary and benefits for 10 victim advocates. In FY19, 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 FY19 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 FY18 for salary and benefits for 10 victim advocates. Due to budget projections for FY19, Organization B expects to lay off four victim advocates (facts that Organization B is able to substantiate). In FY19, Organization B is awarded FVPSA funds designated for hiring three additional victim advocates. At the beginning of FY19, 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 FY19 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. July 12, 2018**. [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, 2018 to June 30, 2019. Any funds not expended by June 30, 2019, 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 C.F.R. 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 25<sup>th</sup> or the first business day.
- The **Annual Performance Report** provides outcomes of domestic violence victims served and is due October 25<sup>th</sup> 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. The Project Narrative shall not exceed 20 pages.

### **Prior Accomplishments**

If the applicant received a 2018 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 2018 approved Goals and Objectives and report the actual outcomes to date. Applicants must utilize the following format:

*2018 Goal 1 –*

*2018 Objective 1 –*

**2018 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, 2018-June 30, 2019	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, 2018-June 30, 2019</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 costs and activities as outlined in this FVPSA solicitation and the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 C.F.R. 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 <sup>st</sup> : (\$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 <sup>st</sup> : (\$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 2019, Wichita: (\$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, 2018

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

The applicant will be required to read, sign, and upload applicable federal certification forms. The certification forms are in the process of being updated and will be forwarded to the applicant at a later date.