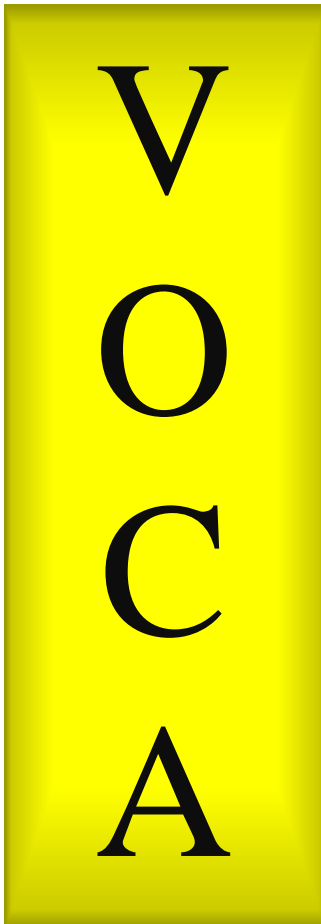




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**Governor's Grants Program**



**FEDERAL VICTIMS OF  
CRIME ACT GRANT**

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**Fiscal Year 2019  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMITTED BY 11:59 p.m., AUGUST 15, 2018  
ON THE GRANT PORTAL**

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

# Federal Victims of Crime Act Victim Assistance Grant Guidelines

## Grant Program Criteria and Grant Fund Use

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the Federal Victims of Crime Act (VOCA) of 1984, Victim Assistance grant program, as established by 34 U.S.C. § 20103 *et seq.* The VOCA grant program is funded from the Crime Victims Fund, generated by Federal criminal fines, penalties, and assessments.

- The Kansas Governor's Grants Program (KGGP) establishes policies and procedures for the VOCA Victim Assistance grant program, consistent with the requirements of the Federal VOCA Program Guidelines. The KGGP has the discretion to be more restrictive.
- In August 2015, the KGGP, with the assistance of a VOCA Planning Committee, developed a Strategic Plan (hereinafter "Strategy") to provide guidance for priorities in the administration of this federal VOCA program. Applicants should review the [Kansas Victims of Crime Act Strategic Plan](#) in its entirety and consider how the proposed VOCA project fits into the described goals and objectives. **Applications that clearly support the priorities, goals, and objectives of the Strategy will take precedence to the extent feasible when subgrant awards are determined.**
- VOCA funds are to be used by eligible public agencies, nonprofit, community, and faith-based organizations to provide direct services to crime victims. The KGGP has sole discretion for determining which organizations will receive funds and in what amounts, as long as the applicants meet the requirements of the Federal VOCA Program Guidelines and those set by the KGGP.
- For the purpose of this grant program, direct services are defined as those that (1) respond to the emotional, psychological, or physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; or (4) restore a measure of safety for the victim. A "crime victim" is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- A victim of a federal crime is a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.
- Direct services (1) must be provided to victims of federal crime on the same basis as to victims of crimes under State or local law; (2) must be provided regardless of a victim's participation in the criminal justice process; and (3) shall not be dependent on the victim's immigration status.

- Current VOCA subgrantees that are in good standing with grant compliance requirements will be given priority in receiving grant awards. In addition, priority will be given to applicants that provide on-going direct services to victims of crime.
- Priority shall be given to victims of adult sexual assault, domestic violence, and child physical and sexual abuse. Thus, a minimum of 10 percent of each federal fiscal year's grant (30 percent total) will be allocated to each of these categories.
- An additional 10 percent of each federal fiscal year's grant will be allocated to victims of violent crime (other than the "priority" category victims stated in the previous bullet) who were "previously underserved." These underserved crime victims of either adult or juvenile offenders may include, but are not limited to, victims of federal crimes; survivors of homicide victims; or victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation, fraud, or elder abuse.
- Domestic violence includes intimate partner violence.
- Victim of child abuse is a victim of crime, whereas such crime involved an act or omission considered to be child abuse under Kansas law. Victims of child abuse may include, but are not limited to, child victims of physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.
- Elder abuse is the mistreatment of older persons through physical, sexual, or psychological violence, neglect, or economic exploitation and fraud.
- Applicants are also encouraged to identify gaps in available services by victims' demographic characteristics. For example, in a given community, "underserved" crime victim populations may be best defined according to their status as senior citizens, non-English speaking residents, persons with disabilities, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.
- The KGGP may award VOCA funds to organizations that are physically located in an adjacent State, when there is an efficient and cost-effective mechanism available for providing services to victims who reside in Kansas. When grant awards are made to organizations in an adjacent State, the amount of the grant award must be proportional to the number of Kansans to be served by that organization. It would be the responsibility of the applicant to track, both programmatically and fiscally, the Kansas-specific victims served and services provided.

### **Kansas Available Funding**

Applicants should be aware that Kansas received a substantial increase to the VOCA grant program three years ago, that continues to make additional funds available for service expansion.

To maximize the use of these funds and ensure access to services for all crime victims across the state, organizations are strongly encouraged to engage community partners in identifying gaps, developing collaborative partnerships, and creating innovative ways to reach underserved populations of crime victims. Where multiple applications are received from the same community, it will be critical that the applicants can demonstrate communication and planning to ensure proposed projects would complement one another and do not duplicate services. In addition, consider the benefits of regional projects to enhance collaboration, share personnel, and optimize match resources.

## **Eligibility Criteria**

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. Each applicant shall meet the following requirements:

- 1. Public Agency, Nonprofit, Community, or Faith-Based Organizations.** Applicants must be operated by public agencies, nonprofit, community, or faith-based organizations, or a combination of such organizations and must provide services to crime victims.
- 2. Record of Effective Services.** Applicants must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.
- 3. New Organizations.** Applicants that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 50 percent or more of their financial support comes from non-federal sources. It is important that organizations have a variety of funding sources besides federal funding in order to ensure their financial stability.
- 4. Applicant Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-kind) of the total cost of each VOCA grant project (VOCA funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition. **All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant project period.** The match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the Federal Office for Victims of Crime and the KGGP.

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

For purposes of this grant program, in-kind match may include donations of expendable equipment and office supplies, work space, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor, if the services they

provide are an integral and necessary part of a funded grant project and if they would otherwise meet the criteria for federal funding approval under this program. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the applicant's organization. If the required skills are not found in the applicant's organization, the rate of compensation must be consistent with the local labor market. In either case, fringe benefits may be included in the valuation. Volunteer hours utilized as match must be hours spent providing eligible direct victim services or other activities specifically allowable under the VOCA grant program. In instances where a volunteer is considered to be on-call specifically for the purpose of ensuring 24-hour service coverage, those hours and associated values must be tracked and accounted for consistent with the procedures used by the applicant for paid staff. The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately-owned buildings in the same locality. **The KGGP has the authority to require a subgrantee to provide a non-federal cash match instead of an in-kind match.**

**a. Record Keeping for Match Requirements.** Records must be maintained that clearly show the source, the amount and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment and space must be documented. Volunteer services used as match must be documented, and to the extent feasible, supported by the same methods used by the organization for its own paid employees.

**b. Exceptions to the 20 Percent Match.**

**i. Native American Tribes/Organizations Located on Reservations.** American Indian tribes/organizations located on reservations are exempt from any match requirement. For the purpose of this grant, a Native American tribe/organization is defined as any tribe, band, nation, or other organized group or community, which is recognized as eligible for the special programs and services provided by the United States to Native Americans because of their status as Native Americans. A reservation is defined as a tract of land set aside for use of, and occupancy by, Native Americans. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.

**ii.** The match requirement may be waived if extraordinary need is documented and submitted to the KGGP by the applicant and approved by the Federal Office for Victims of Crime and the KGGP.

**5. Volunteers.** The use of volunteers in the applicant organization is an eligibility requirement. Volunteers ***must*** be utilized unless the KGGP determines there is a compelling reason to waive this requirement. Agency staff and board members **cannot** be used as volunteer time for this purpose. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort. The applicant is responsible for providing in the grant application the

documentation and reasons why volunteers cannot be used. This documentation should include, when applicable, a statutory cite that prohibits use of volunteers.

- 6. Promote Community Efforts to Aid Crime Victims.** Applicants must promote within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.
- 7. Help Victims Apply for Compensation Benefits.** Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, checking on claim status, and/or providing a referral to a resource that will effectively provide these services.
- 8. Comply with Federal Rules Regulating Grants.** Applicants must be in compliance with the applicable provisions of VOCA, the program guidelines, and the requirements of the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes: financial documentation for disbursements; daily time and activity records specifying time and type of service devoted to allowable VOCA victim services; client files; the portion of the grant project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- 9. Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, within the timetable established by the KGGP; and permit reasonable access to its books, documents, papers, and records to determine whether the organization is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 10. Comply with State Criteria.** Abide by any additional eligibility or service criteria as established by the KGGP including, but not limited to, submitting financial, statistical, and programmatic information on the use and impact of VOCA funds.
- 11. Services to Victims of Federal Crimes.** Applicants must provide services to victims of federal crimes on the same basis as victims of state and local crimes.
- 12. No Charge to Victims for VOCA-Funded Services.** Applicants must provide services to crime victims, at no charge, through the VOCA-funded grant project. Any deviation from the provision requires prior approval by the KGGP.

The purpose of the VOCA Victim Assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or

other third-party payment resources. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.

- 13. Program Income.** Applicants must have the capability to track grant project program income in accordance with federal financial accounting requirements. All VOCA-funded grant project program and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project. Applicants must have specific approval from the KGGP prior to earning program income.

Grant project program income can be problematic because of the required tracking systems needed to monitor VOCA-funded income and ensure that it is used only to make additional services available to crime victims. For example, VOCA often funds only a portion of a counselor's time. Accounting for VOCA grant project program income generated by this counselor is complicated, involving careful record keeping by the counselor, the organization, and the KGGP.

- 14. Confidentiality and Non-Disclosure of Confidential or Private Information.** Applicants must reasonably protect the confidentiality and privacy of persons receiving VOCA services. VOCA recipients shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with VOCA-funded services requested, utilized, or denied, regardless of whether such information has been encoded, encrypted, hashed, or otherwise protected, without the informed, written, reasonably time-limited consent of the person about whom information is sought. Consent for release may not be given by the abuser of a minor, incapacitated person, or the abuser of the other parent of the minor. If a minor or a person with a legally appointed guardian is permitted by law to receive services without a parent's (or the guardian's) consent, the minor or person with a guardian may consent to release of information without additional consent from the parent or guardian.

If release of information described above is compelled by statutory or court mandate, the VOCA recipient shall make reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of information.

Applicants shall not require a crime victim to provide a consent to release personally identifying information as a condition for the receipt of VOCA-funded services. Further, nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

- 15. Confidentiality of Statistical and Research Information.** Except as otherwise provided by federal law, no organization receiving monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Research and statistical information identifiable to any specific private person and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as

evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding (28 C.F.R. Part 22).

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victims' services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal a state's existing law governing the disclosure of information that is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Haldermann, et al., 451 U.S. 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service grant project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

## **Eligible Organizations**

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency, nonprofit, community, or faith-based organization, or a combination of such agencies or organizations, to be eligible to receive VOCA funding. Eligible organizations include, but are not limited to, victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, community and faith-based organizations, and other community-based victim coalitions and support organizations, including those who serve survivors of homicide victims.

In addition to victim services organizations, other public agencies, nonprofit, community, and faith-based organizations have components that offer services to crime victims. These organizations are eligible to receive VOCA funds, if the funds are used to expand or enhance the delivery of crime victim services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Agencies such as law enforcement organizations, prosecutors' offices, courts, corrections departments and probation and paroling authorities are eligible to receive VOCA funds to help pay for victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification, restitution advocacy, victim-offender mediation programs and victim impact panels. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone



and alarm services for domestic abuse victims. In general, VOCA funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime and follow-up activities may not be paid for with VOCA funds.

2. **Faith-Based Organizations.** Such organizations receiving VOCA funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
3. **Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups, and/or other types of victim services. In addition, the KGGP may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination. **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).**
4. **Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims.

### **Ineligible Organizations**

Some public agencies, nonprofit, community, and faith-based organizations that offer services to crime victims are not eligible to receive VOCA Victim Assistance funding. These organizations include, but are not limited to, the following:

1. **Federal Agencies.** This includes U.S. Attorneys Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subgrantees of VOCA Victim Assistance funds.
2. **In-Patient Treatment Facilities.** This includes facilities that provide treatment to individuals with drug, alcohol and/or mental health-related conditions.

### **Allowable Direct Services, Activities, and Costs**

The following is a list of services, activities, and costs that are eligible for support with VOCA funds:

- a. **Immediate Health and Safety.** Those services that respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention;

accompaniment to hospitals for medical examinations; hotline counseling; safety planning; emergency food, clothing, transportation, and shelter; and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as replacing broken windows and replacing or repairing locks.

Emergency shelter may also include short-term in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed, as well as short-term nursing-home, adult foster care, or group-home placement for adults for who no other safe, short-term residence is available.

The term *immediate* for purposes of VOCA funding is intended to include those services that meet emergency victim needs for which other alternative sources of payment will not be available quickly enough to meet the victims' needs, typically within 48 hours. Agencies must ensure that victim compensation or the victim's health insurance, Medicaid, or other health care funding source cannot be made available to meet the emergency needs.

- b. Personal Advocacy and Emotional Support.** Those services that provide personal advocacy and emotional support, including working with a victim to assess the impact of the crime; identification of the victim's needs; case management; management of practical problems created by the victimization; identification of resources available to the victim; provision of information, referrals, advocacy, and follow-up contact for continued services as needed; and traditional, cultural, and/or alternative therapy/healing, such as art therapy and trauma-sensitive yoga.
- c. Mental Health Assistance.** Those mental health counseling and care services and activities that assist crime victims and/or victims' family members in understanding the dynamics of victimization and in stabilizing their lives after a crime. This includes out-patient therapy and counseling provided by a person who meets professional standards to provide these services in the jurisdiction in which the care is administered. Substance-abuse treatment is also allowable when the victim service provider can justify that the treatment is directly related to the victimization.
- d. Peer-Support.** Those activities that provide opportunities for victims to meet other victims, share experiences, and provide self-help, information, and emotional support.
- e. Assistance with Participation in Criminal Justice and Other Public Proceedings.** In addition to the cost of emergency legal services noted above in section a. "Immediate Health and Safety," other costs associated with helping victims participate in the criminal justice system and other public proceedings arising from the crime also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; interpretation services for a non-witness victim; child care or respite care to enable a victim to attend activities related to the proceeding; notification to victims regarding trial dates and other key proceeding dates, case disposition information, and parole consideration procedures; assistance with victim impact statements; assistance

with recovery of property retained for evidence; and assistance with restitution advocacy on behalf of the crime victim.

- f. Legal Assistance.** Those services which are reasonable and necessary as a direct result of the victimization. Allowable legal assistance services include those that help the crime victim assert their rights as a victim in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as a victim in such a proceeding; motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization. Specifically, legal assistance might include, but is not necessarily limited to, proceedings for restraining or protective orders; family, custody, contract, housing and dependence matters as they directly relate to the crime; immigration assistance for victims of human trafficking, sexual assault, and domestic violence; intervention with creditors, law enforcement, and other entities on behalf of victims of identity theft and financial fraud; intervention with administrative agencies, schools/colleges, tribal entities, and other circumstances where legal advice or intervention would assist in addressing the consequences of the victimization. Agencies whose primary purpose is to provide emergency legal assistance may apply for this type of service. The KGGP may not consider a grant award for contracting to provide emergency legal services unless good cause is shown why no other emergency legal assistance is available.
- g. Forensic Medical Evidence Collection Examinations.** For victims of a sexually violent crime, forensic medical evidence collection exams are allowable costs only to the extent that other funding sources (such as state compensation, private insurance, or public benefits) are unavailable or insufficient and such exams conform to state evidentiary collection requirements (also refer to number three under Eligible Organizations on page nine of this solicitation). **State law requires counties where the alleged offense occurs to be responsible for the cost of conducting a sexual assault examination for the purpose of gathering evidence (K.S.A. 65-448 and amendments thereto).** Any forensic medical evidence collection examinations provided under this VOCA program must be conducted by a specially trained Sexual Assault Nurse Examiner and the service provider must provide appropriate referrals to local crisis center services, counseling services, and other types of victim services.
- h. Forensic Interviews.** Victim-centered forensic interviews are an allowable activity to the extent that the results of the interview will be used not only for law enforcement and prosecution purposes, but also for identification of needs such as social services, personal advocacy, case management, substance abuse treatment, and mental health services; interviews are conducted in the context of a multi-disciplinary investigation and diagnostic team, or in a specialized setting such as a child advocacy center; and the interviewer is properly trained to conduct forensic interviews appropriate to the developmental age and disabilities of children, or the developmental, cognitive, and physical or communication disabilities presented by adults.

- i. **Transportation.** Transportation of victims specifically to receive services and to participate in criminal justice proceedings is allowable.
- j. **Public Awareness and Presentations.** VOCA funds may be used to support awareness and education presentations that are made in schools, community centers, or other public forums and that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported with VOCA funds.
- k. **Shelter and Transitional Housing.** Those costs associated with shelter and other transitional housing for crime victims who cannot safely return to their previous housing due to the circumstances of the victimization, and when other financial resources are not available to support such costs. Shelter and transitional housing related costs may include travel, first month's rental assistance (excluding security deposits), first month's utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling. VOCA recipients must demonstrate that affordable alternative and rental housing is not available on a case-by-case basis.
- l. **Relocation Expenses.** Those reasonable costs associated with relocating a crime victim outside of the organization's service area when necessary for the crime victim's safety and well-being, including moving expenses, first month's rent, and first month's utilities.
- m. **Special Services.** This includes services to assist crime victims with managing practical problems created by the victimization, such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assistance in filing for compensation benefits; and helping to apply for public assistance.
- n. **Personnel Costs.** Costs that are directly related to providing VOCA-allowable direct services and supporting activities, such as staff salaries and fringe benefits, including a pro-rated share of liability insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- o. **Supervision of Direct Service Providers.** The KGGP may provide VOCA funds for supervision of direct service providers when it determines that such supervision is necessary and essential to effectively providing direct services to crime victims. For example, the KGGP may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims. The applicant is responsible for demonstrating how funds for supervision will be cost-effective in providing services.
- p. **Multi-Disciplinary Response Activities and Coordination.** Activities that support a coordinated and comprehensive response to crime victim needs by direct service providers, including payment of salaries and expenses of direct service staff serving on child and adult abuse multi-disciplinary investigation and treatment teams, coordination with federal agencies to provide services to victims of federal crimes and/or participation on Statewide

or other task forces, work groups, and committees to develop protocols, interagency, and other working agreements. Coordination activities that facilitate the provision of direct services, such as crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and salaries and expenses of such coordinators are also allowable.

- q. **Contracts for Professional Services.** At times, it may be necessary for VOCA-funded organizations to use a portion of the VOCA grant to contract for specialized services that are not available within the organization. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of legal advocacy on behalf of crime victims); psychological or psychiatric services; or sign and/or interpretation for the hearing impaired or for crime victims whose primary language is not English.

Applicants are prohibited from requesting a majority of VOCA funds for contracted services. The applicant must demonstrate that any costs for contracted professional services are at a rate that does not exceed a reasonable market rate. The KGGP will only approve very limited and necessary contractual budget items.

- r. **Automated Systems and Technology.** Those automated systems and technology that support delivery of direct services to victims, including personnel and hardware. It will be the responsibility of the applicant to clearly demonstrate in the application how such a project will enhance direct services; how the project or system will integrate with existing projects and systems; and how the costs of installation, training, ongoing operations, and any other related costs will be supported. Applicants should consult the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition when developing the proposed project.
- s. **Skills Training for Direct Service Providers.** VOCA funds designated for training are to be used exclusively for developing the skills of the applicant entity's direct service providers, including paid staff and volunteers, so that they are better able to offer quality direct services to crime victims. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within the VOCA funded organization. **However, VOCA funds cannot be used for management and administrative training for executive directors, board members and other individuals who do not provide direct services. Additionally, VOCA funds cannot be used to provide training to professionals and other individuals outside of the applicant's organization. For example, a VOCA-funded Victim Advocate may not provide skills training for the local law enforcement or medical personnel.**

\*Training of direct services personnel is essential to providing a trauma-informed, victim-centered response to crime victims. VOCA-funded staff will be expected to pursue foundational training, advanced training, and continuing education. VOCA recipients will be required to ensure that new staff members submit an application to the [Kansas Academy for Victim Assistance](#) (KAVA) and that a minimum of one staff member attend the annual Crime Victims' Rights Conference. Applicants are also encouraged to research discipline-

specific victim services training opportunities. To the extent reasonable, training costs may be included in the VOCA application.

- t. Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees for paid direct services staff to attend training within the state. This limitation encourages applicants to attend available training within their immediate geographical area. Out-of-state training events may also be considered, however they will require prior approval from the KGGP.
- u. Operating Costs.** Certain organizational expenses and operating costs that are necessary and essential to providing direct services are allowable. Examples of allowable expenses include prorated costs of rent and utilities; local travel expenses for direct service providers; required minor building adaptations necessary to meet the Department of Justice standards implementing the Americans with Disabilities Act and/or modifications that would improve the organization's ability to provide services to crime victims; supplies; equipment use fees, when supported by usage logs; prorated costs of property insurance; printing, photocopying, and postage; brochures that describe available services; books and other victim-related materials; prorated costs for computer backup files/tapes and storage; security systems; and essential communication services, such as web hosts and mobile device services.
- v. VOCA Administrative Time.** VOCA funds may support costs of administrative time spent performing certain VOCA-required activities, that includes completing time and activity records; completing programmatic documentation, reports, and statistics; collecting and maintaining crime victims' records; conducting victim satisfaction surveys and needs assessments to improve victim services delivery in the project; and funding a prorated share of audit costs when the organization meets the Single Audit threshold.
- w. Renting or Leasing Vehicles.** VOCA funds may be used to rent or lease vehicles if it is demonstrated to the KGGP that such expenditure is essential to delivering services to crime victims. It is the responsibility of the applicant to explain why it is requesting to rent or lease a vehicle, and how those options are more effective and reasonable than to reimburse staff for personal vehicle mileage. A cost-benefit comparison of all three options must be explored and it must be shown how often vehicles will be used, cost, mileage, etc. VOCA funds may not be used to purchase vehicles.
- x. Maintenance, Repair, or Replacement of Essential Items.** VOCA funds may be used for the maintenance, repair, and replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. The KGGP will scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) the building is owned by the applicant organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) the cost of the repair or replacement is reasonable considering the value of the building, and (5) the cost of the repair or replacement is prorated among all sources of income. Any maintenance, repair, and/or

replacement of essential items must be in compliance with the National Historic Preservation Act.

- y. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the applicant. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, VOCA funds cannot be used to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; multi-capability copy machines; computers; videotape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.

### **Non-Allowable Services, Activities, and Costs**

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funds.

- a. **Lobbying and Administrative Advocacy.** VOCA funds cannot support lobbying or advocacy activities with respect to legislation or administrative changes to regulations or administrative policy, whether conducted directly or indirectly.
- b. **Research and Studies.** VOCA funds cannot be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- c. **Active Investigation and Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed toward active investigations and prosecution of criminal activity. These activities include witness notification, management activities, and expert testimony at a trial. In addition, victim/witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- d. **Fundraising Activities.**
- e. **Capital Expenditures.** The costs of liability insurance on buildings, capital improvements, security guards and body guards, property losses, advertising expenses, real estate purchases, mortgage payments, audits, and construction cannot be supported with VOCA funds.
- f. **Compensation for Victims of Crime.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.

- g. Most Medical Costs.** VOCA funds cannot pay for nursing home care (except emergency short-term nursing home shelter as described under: Allowable Direct Services, Activities, and Costs), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA funds cannot support medical costs resulting from victimization.
- h. Administrative Staff Expenses.** VOCA funds cannot support salaries, benefits, fees, furniture, equipment, and other expenses of board members, executive directors, consultants, coordinators, and other administrators unless specifically allowed elsewhere in these guidelines.
- i. Costs of Sending Individual Crime Victims to Conferences.**
- j. Activities Exclusively Related to Crime Prevention.**
- k. Items pertaining to the area of magazine subscriptions or membership dues are not allowed.**
- l. Fringe benefit expenses that exceed the proportion of personnel funded by VOCA are not allowed.**

## **Supplanting**

VOCA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of crime. 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 VOCA 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 VOCA funds are available (or expected to be available) to fund that same activity. VOCA 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, VOCA 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 funding from other sources occurred for reasons other than the receipt or expected receipt of VOCA funds.



Example 1 Organization A appropriated or otherwise secured funds in FY19 for salary and benefits for two victim advocates. In FY19, Organization A is awarded VOCA funds designated for the hiring of two additional victim advocates. Organization A expended the VOCA funds as intended, and now has four victim advocates.

In this scenario, Organization A has used VOCA 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 VOCA 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 two victim advocates. Due to budget projections for FY19, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY19, Organization B is awarded VOCA funds designated for the hiring of one additional victim advocate. At the beginning of FY19, Organization B lays off one victim advocate and uses VOCA funds to continue the salary and benefits for the other victim advocate.

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

Example 3 Organization C appropriates or otherwise secures funds in FY19 for salary and benefits for two victim advocates. Organization C plans to use VOCA 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 VOCA funds to pay their salaries and benefits. In doing so, Organization C determined that the remaining employees could handle the services and did not attempt to backfill the positions.

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

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. August 15, 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 grant program shall be for a period of 12 months from October 1, 2018 to September 30, 2019. Any funds not obligated by September 30, 2019, must be returned to the KGGP.

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

If VOCA funds are awarded to the applicant, subgrantees will be expected to comply with the VOCA 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 VOCA 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 the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA 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 VOCA 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 VOCA award are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- The **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- A **Subgrant Award Report** will be due on or near October 1<sup>st</sup>.
- 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 10 calendar days after the end of each month or the first business day.

- Quarterly **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Office for Victims of Crime PMT website within 10 calendar days after the end of each quarter or the first business day. Completion of this PMT Report will require that all subgrantees utilize a survey to collect outcome data from crime victims served with these VOCA funds.
- Semi-annual **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds and are due 10 calendar days after the end of each 6-month period or the first business day.
- The **Projection of Final Expenditures Report** is due July 10<sup>th</sup> 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**

A grant review committee may assist the KGGP in determining grant awards for the Federal VOCA Victim Assistance Grant Program. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant support of the goals and objectives of the [Kansas Victims of Crime Act Strategic Plan](#)
- Record of successful implementation of services in the victim services field
- Quality of any needs assessment in terms of proposed services
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- The efficacy of evaluative components, both programmatic and fiscal
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the VOCA program

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

## **Resource and Contact Information**

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application via the Grant Portal and for detailed [Grant Portal instructions](#). For technical assistance regarding the VOCA grant program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205.

## **What an Application Must Include**

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

The application must include the following items:

- General Information
- Project Narrative
- Grant Project Budget
- Agency Budgets
- Proof of 501(c)(3) status, if applicable
- Certificate of Good Standing, if applicable
- Board of Directors Information, if applicable
- 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 30 pages.

### **Prior Accomplishments**

If the applicant received a 2018 VOCA grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by VOCA 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 VOCA-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 crime victims served by the project. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

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

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

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

All applicants must provide a justification of need for the grant funds requested. This justification must tie the financial need to the described problem statement and needs assessment. If the applicant received a 2018 VOCA award, explain why grant funds are needed to support the continuation of the project and why other funds are not available to support the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page 16 of this document. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted. The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts.

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

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed VOCA-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. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

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

**Goal I:** Victims served will have increased knowledge of crime victim information and services.

Objective	Activities / Time Frame	Person Responsible
1. At the completion of advocacy and support services, 75% of crime victims will have a safety plan in place.	1a. Case manager will meet regularly with crime victims. Oct 2018 - Sept 2019  1b. Crime victims will complete an exit survey at the completion of services.	1. Case Manager
2. Staff will begin support groups that will meet twice a week for crime victims and their family members.	2a. A support group facilitator will be hired. By November 1, 2018  2b. Groups will meet twice a week. Nov 2018 - Sept 2019	2a. Executive Director  2b. Group Facilitator

**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 for victims of crime.
- List the point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- Explain how the applicant will coordinate with law enforcement, prosecuting attorneys' offices, courts, and other governmental or nonprofit agencies.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- Describe how VOCA grant project 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 VOCA 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 an "active" status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a VOCA application.

### **Grant Management Capacity**

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed VOCA 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 VOCA 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 by entities other than the KGGP, including the name of the grant program, the purpose of the program, the funder(s), 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 nonprofit, community, or faith-based organization's most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson,



Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

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

## **Grant Project Budget**

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

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this VOCA solicitation; the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#); and the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition.

As stated on page three of this solicitation, the KGGP must give priority for victims of adult sexual assault, domestic violence, child physical and sexual abuse, and other violent underserved crimes by ensuring that a minimum of 10 percent of VOCA funds subgranted are for services in each of these areas (40 percent total). To assist the KGGP in documenting these allocations, applicants must indicate in the grant project budget the purpose for each line item by utilizing the appropriate field or fields: Child Abuse, Domestic Violence, Sexual Assault (adult), Underserved Crimes, and/or Match. The allocation of requested grant project funds must correlate with the applicant's goals and objectives.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided, including the match source(s). 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 VOCA 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 VOCA Personnel category. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Please visit the [KGGP Resource page](#) for more guidance.

<u>Line Item</u>	<u>Federal Dom Viol</u>	<u>Federal Sxl Asslt</u>	<u>Match</u>	<u>Description</u>
Volunteer Coordinator	\$16,808	\$ 1,868	\$ 4,669	Full-time, salaried, 50% of time on project, approved for 2% raise on Jan 1 <sup>st</sup> : (\$46,000 x .25 year) + (\$46,920 x .75 year) = \$46,690 x 50% = \$23,345; 40% federal/10% match is SGF grant
SA Support Group Facilitator	\$ 0	\$ 7,917	\$ 0	Full-time, hourly, 40 hrs/wk, 25% of time on project; approved for 2% raise on Jan 1 <sup>st</sup> : (\$15.00/hr x 520 hrs) + (\$15.30/hr x 1,560 hrs) = \$31,668 x 25%
Volunteers (In-Kind)	\$ 0	\$ 0	\$ 2,130	Volunteers for evening and weekend hotline coverage: \$10/hr based on comparable compensation x 213 hours
FICA	\$ 1,286	\$ 748	\$ 357	7.65% x \$31,262 requested salaries = \$2,391; match is SGF grant
Conferences/ Workshops	\$ 671	\$ 821	\$ 373	·Crime Victims' Rights Conference, April '19, Wichita: (\$100 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff) = \$840; ·KAVA, summer 2019, Wichita: \$225 registration + (270 mi. x \$.50/mi) + (\$100/nt. x 5 nights) + (\$30/day meals x 5.5 days) = \$1,025; 80% federal/20% match is city funds
Laptop Computers	\$ 306	\$ 204	\$ 128	Two laptop computers at \$850 each: (\$850 x 50% Volunteer Coordinator) + (\$850 x 25% Support Grp Facilitator) = \$638; 80% federal/20% match is SGF grant

\*This example assumes the applicant is a victim services crisis center for domestic violence and sexual assault (adult) crime victims.

## **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 organization's budget for expenses.

Example of budget income only:

Agency's Current Fiscal Year January 1-December 31, 2018

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'xx'	\$ 50,000	Projected	10/18
United Way	5,000	Received	1/18
Walk-A-Thon	500	Collected	4/18
VOCA '18-GOV	22,645	Received	10/17
VOCA '19-GOV	7,561	Requested	8/18
SGF '18-GOV	24,000	Received	7/17
SGF '19-GOV	<u>25,000</u>	Received	7/18
Total Organization Income	\$134,706		

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

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

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

### **Certificate of Good Standing**

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

### **Board of Directors**

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

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

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

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

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

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

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

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

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

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

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

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

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

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

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

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

### 3. FEDERAL TAXES

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

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

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

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

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

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

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

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

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

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

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

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

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

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

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

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

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

1. Grantee Name and Address

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date