



Kansas Governor's Grants Program

State General Fund Grant Program for Domestic Violence and Sexual Assault Agencies

Fiscal Year 2021 Continuation Grant Solicitation

APPLICATION DEADLINE:

**SUBMIT BY 11:59 p.m. MAY 6, 2020
IN THE GRANT PORTAL**

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

State General Fund Grant Program for Domestic Violence and Sexual Assault Agencies

Overview

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

Applicants must apply each year to receive funding consideration. All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence (KCSDV). The distribution of grant funds is contingent upon receipt of adequate funds and appropriations. Funding priorities during State Fiscal Year 2021 are staff positions and direct service costs such as but not limited to transportation, food for the shelter facility, and utilities.

Grant Application Deadline

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. May 6, 2020.**

Funding Availability and Grant Project Period

Applicants should develop their budget request with the goal of maintaining level funding to the best of their ability.

Grant projects funded by this SGF Grant Program shall be for a period of 12 months from July 1, 2020, to June 30, 2021. Any funds not obligated by June 30, 2021, must be returned to the KGGP.

Limitations on the Use of Grant Funds

SGF cannot be used for the following:

- Magazine subscriptions or to print or disseminate agency newsletters.
- Direct payments to any victim or dependent of a victim of domestic violence or sexual assault. The use of gift cards for victims or their dependents is not an allowable expenditure.
- Fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing the SGF grant application.
- 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.
- Reimbursing mileage and meal travel-related expenses in excess of the applicant's approved policy rate or the current state per diem rates, whichever is lower. If the applicant

chooses to reimburse at a rate in excess of the current state rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

- Construction, land and/or property acquisitions, or vehicle purchases. This includes mortgage payments.

Equipment and hardware purchases may be allowed in limited circumstances, primarily for new staff positions or for the purpose of replacing broken or outdated equipment necessary to support the grant project. 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 \$5,000 or more.

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

Supplanting

SGF funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of domestic violence and sexual assault. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a SGF grant award has not replaced funds otherwise available for the same program or purpose.

Guidance Regarding Supplanting

Defined: To reduce federal, state, or local funds for an activity specifically because SGF grant funds are available (or expected to be available) to fund that same activity. SGF funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, SGF funds may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in non-SGF grant resources occurred for reasons other than the receipt or expected receipt of SGF funds.

Example 1 Organization A appropriated or otherwise secured funds in FY21 for salary and benefits for two victim advocates. In FY21, Organization A is awarded SGF funds designated for the hiring of two additional victim advocates. Organization A expended the SGF funds as intended, and now has four victim advocates.

In this scenario, Organization A has used SGF funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the victim advocates had left the organization during FY21 and Organization A did not follow established recruitment procedures to replace these advocates or utilized SGF funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY20 for salary and benefits for two victim advocates. Due to budget projections for FY21, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY21, Organization B is awarded SGF funds designated for the hiring of one additional victim advocate. At the beginning of FY21, Organization B lays off one victim advocate and uses SGF funds to continue the salary and benefits for the other victim advocate.

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

Example 3 Organization C appropriates or otherwise secures funds in FY21 for salary and benefits for two victim advocates. Organization C plans to use SGF funds to pay the salaries of two additional victim advocates. Subsequently, however, Organization C opts to use two current experienced employees for this effort and uses SGF funds to pay their salaries and benefits. In doing so, Organization C determines that the remaining employees could handle the services and does not attempt to backfill the positions.

In this scenario, by replacing existing funds with SGF funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new SGF-funded victim advocate positions, use of the SGF funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for SGF-funded activities.

Grant Recipient Compliance and Reporting Requirements

If SGF grant funds are awarded to the applicant, subgrantees will be expected to comply with the SGF Grant Program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each SGF grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of SGF funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable SGF activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a SGF grant are required to submit the following reports:

- **Quarterly Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter.
- **Quarterly Grant Project Statistical Reports** provides statistical information on children and families being served. These reports are due 20 calendar days after the end of each quarter.
- **Quarterly Grant Project Narrative Reports** provides an anecdotal description of the activities and services provided with grant funds. These reports are due 20 calendar days after the end of each quarter.
- The **Projection of Final Expenditures Report** is due April 10th.
- Any other reporting procedures that may be required by 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 grantee must be in 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 solicitation requirements are satisfied and proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Incomplete applications, 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.

Grant Portal Instructions

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the SGF Grant Program guidelines or application submission, contact the Kansas Governor's Grants Program at 785-291-3205 or by email at kggp@ks.gov.

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 (completed in Grant Portal)
- _____ Project Narrative (separate document to upload; not to exceed 10 pages)
- _____ Grant Project Budget (completed in Grant Portal)
- _____ Agency Budgets (separate document to upload)
- _____ Proof of 501(c)(3) Status (separate document to upload)
- _____ Certificate of Good Standing (separate document to upload)
- _____ KCSDV Accreditation (separate document to upload)

General Information (completed in Grant Portal)

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 (separate document to upload; not to exceed 10 pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section.

Justification of Need for Grant Funds/Increase Request

Applicants must explain why SGF funds are needed to support the grant project. 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 or addition of the new line item(s) is not supplanting other funds, per the definition in Supplanting section of application. 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 goals/objectives/activities corresponds to the grant project budget submitted.

Grant Project Goal(s) and Objectives

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency but should be specific to the proposed SGF-supported grant project.

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.

Example (Applicants must follow the format below):

Goal I: To provide direct services and increase the knowledge of survivors of domestic violence.

Objective	Activities/Timeframe	Person Responsible
1. Requests for assistance from within the agency’s service area will be responded to within a 30-minute time period.	1a. Trained staff will be available to answer calls 24 hours a day/ seven days a week. 1b. Victims needs, and referrals will be tracked on Call Sheets. July 1 - June 30	1a. Hotline and Shelter Staff 1b. Outreach Coordinator
2. 95 percent of 65 or more victims residing in the shelter for at least two weeks will be able to identify at least three ways in which to plan for their safety.	2a. Information regarding safety planning will be provided to residents. 2b. Weekly support groups will be conducted. 2c. Confidential, one-on-one, counseling will be performed. Weekly July 1 - June 30	2a. Shelter Manager 2b. Shelter Advocate 2c. Shelter Advocate

Grant Project Staff

Provide a list of each staff member to be funded with the grant, include staff who will be responsible for monitoring and evaluating the grant project. Provide 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.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if SGF funding declines or is not available.

Dissemination of Crime Victims’ Rights Information

Describe the applicant’s written procedures for assisting victims of crime in seeking available crime victims' compensation benefits and informing crime victims of their rights as provided by law. The procedures must detail how victims will be informed of their statutory rights as provided in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

Current Board President Contact Information

Applicants must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

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.

If the KGGP has **not** received a copy of the organization’s most recent audit report, including the Single Audit report if applicable, and IRS Form 990, those 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’s agency.

Grant Project Budget (completed in Grant Portal)

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

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project and must adhere to allowable costs and activities as outlined in the SGF solicitation.

A brief narrative explanation with a detailed calculation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions 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 SGF grant project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests. Visit [Writing a Grant Project Budget](#) for more guidance.

	<u>Request</u>	<u>Description</u>
Advocate	\$ 6,396	“Full-time, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”
Volunteer Coordinator	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Conferences/ Workshops	\$ 1,375	“Crime Victims’ Rights Conference, April, Wichita: (\$135 registr. x 3 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$100/nt. x 2 nights x 3 staff) + (\$30/day meals x 3 days x 3 staff)”

Current and Next Fiscal Year Agency Budgets (separate document to upload)

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, 2020

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$10,000	Projected	7/20
United Way	5,000	Received	1/20
Walk-A-Thon	500	Collected	2/20
’20 SGF-GOV	48,000	Received	7/19
’21 SGF-GOV	47,500	Requested	6/20
’20 VOCA-GOV	30,000	Received	10/19
’21 VOCA-GOV	<u>10,000</u>	Projected	10/20
Total Program Income	\$151,000		

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

Proof of 501(c)(3) Status (separate document to upload)

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

Certificate of Good Standing (separate document to upload)

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](#).

KCSDV Accreditation (separate document to upload)

Provide documentation of completing the accreditation requirements by the KCSDV. If the applicant has not completed this process, please state why and submit a time line for completion.