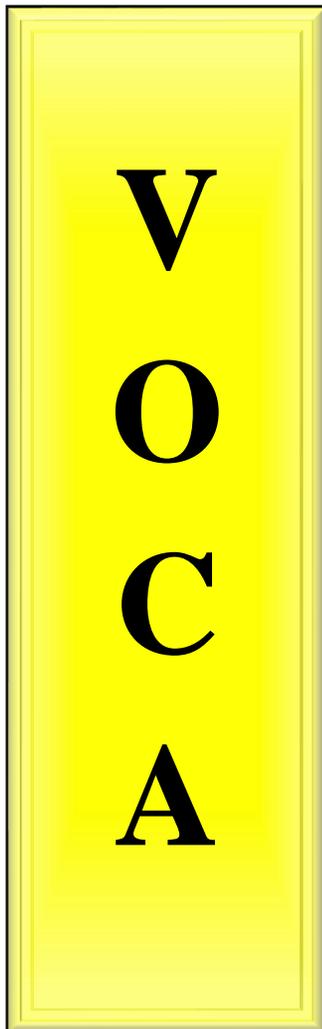




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## Kansas Governor's Grants Program



# FEDERAL VICTIMS OF CRIME ACT GRANT

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**Fiscal Year 2021  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. August 3, 2020  
IN THE GRANT PORTAL**

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

# **Federal Victims of Crime Act Victim Assistance Grant Guidelines**

## **Overview**

The U.S. Department of Justice Office of Justice Programs Office of Victims of Crime (OVC) is the federal agency responsible for administration of the Victims of Crime Act of 1984 (VOCA).

The Kansas Governor's Grants Program (KGGP) is the state administering agency and establishes policies and procedures for the VOCA grant program, consistent with the requirements of the VOCA Program Guidelines.

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under the VOCA, Victim Assistance Grant Program, as established by 34 U.S.C. § 20103 *et seq* and requirements established in 28 C.F.R. Part 94 effective date August 6, 2016 (Final Rule). The Final Rule can be accessed at <https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. The primary purpose of VOCA victim assistance grant funds is to support services to crime victims. The VOCA grant program is funded from the Crime Victims Fund, generated by Federal criminal fines, penalties, and assessments.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. August 3, 2020.**

## **Grant Project Period**

Grant projects funded by this VOCA grant program shall be for a period of 12 months from October 1, 2020, to September 30, 2021. Any funds not obligated by September 30, 2021, must be returned to the KGGP.

## **Definitions**

The following terms are defined in the VOCA, the Final Rule, or by OVC.

- Direct services are efforts 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.
- Crime victim is a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.
- 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 occurring 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.

- Spousal abuse includes domestic and 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, also known as elder mistreatment, generally refers to any knowing, intentional, or negligent act that causes harm or creates a serious risk of harm to an older person by a family member, caregiver, or other person in a trust relationship. Elder abuse may include abuse that is physical, emotional/psychological (including threats), or sexual; neglect (including abandonment); and financial exploitation. For the Kansas definition of mistreatment of an elder person please see K.S.A. 2019 Supp. 21-5417.

Applicants are encouraged to identify gaps in available services by victims' demographic characteristics. In a given community, "underserved" crime victim populations may include but are not limited to a victim's status as a senior citizen, non-English speaking resident, person with disabilities, member of racial or ethnic minorities, or by virtue of the fact a victim is a resident of a rural or remote area, or inner city.

### **Distribution of Funds**

Priority is 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 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 as stated above) who were "previously underserved" (40 percent total). 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.

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, applicants should demonstrate communication and planning to ensure proposed projects would complement one another and do not duplicate services, unless necessary to meet the needs of crime victims in the community.

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 the

organization. It would be the responsibility of the applicant to track, both programmatically and fiscally, the Kansas-specific victims served, and services provided.

## **Eligibility Criteria**

VOCA establishes eligibility criteria for all organizations receiving VOCA grant funds. 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.

**A. Applicant Types.** Public agencies, American Indian tribe/organizations, nonprofit, community, and faith-based organizations, including underserved and culturally specific populations providing direct assistance to crime victims, or a combination of such organizations providing services to crime victims are eligible to apply.

Applicants must demonstrate 50 percent or more of their financial support comes from non-federal sources. It is important organizations have a variety of funding sources besides federal funding in order to ensure financial stability.

**B. Record of Effective Services.** Applicants must demonstrate a record of providing effective direct services and support from sources other than the crime victim’s fund. This includes having the support and approval of its direct services by the community, a history of providing direct services in a cost-effective manner and financial support from other sources.

**C. 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 OVC 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.

**1. 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.

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

**a.** Federally-recognized American Indian tribes or projects located on tribal lands are exempt from any match requirement. For the purpose of this grant, an American Indian 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 American Indians because of their status as American Indians. A reservation is defined as a tract of land set aside for use of, and occupancy by, American Indians. All organizations applying for these grant funds must meet the other eligibility requirements for subgrantee organizations.

**b.** The match requirement may be waived if extraordinary need is documented and a request is submitted to the KGGP by the applicant (see Match Waiver Request information on page 25).

**D. 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.

**E. Promote Coordinated Community Efforts to Aid Crime Victims.** Coordination may include, but is not limited to, serving on state, federal, local, or American Indian task forces,

commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements contributing to better and more comprehensive services to crime victims.

- F. 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.
- G. Federal Rules Regulating Grants.** Comply 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.
- H. Civil Rights Information.** Collect and maintain information on race, national origin, sex, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim.
- I. State Criteria.** Comply with 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.
- J. 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.
- K. No Charge to Victims.** Services must be provided 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 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.
- L. Program Income.** Program income may be considered in rare circumstances and is only allowed if approved by the KGGP. Applicants must have the capability to track grant project program income in accordance with federal financial accounting requirements. All VOCA-funded and match income, no matter how large or small, is restricted to the same uses as the VOCA grant project.
- M. Confidentiality and Non-Disclosure of Confidential or Private Information.** Applicants receiving VOCA funds must reasonably protect the confidentiality and privacy of persons and shall not disclose, reveal, or release any personally identifying information or individual

information collected in connection with VOCA-funded services requested. Nothing in this section prohibits compliance with legally mandated reporting of abuse or neglect.

**N. 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 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, sexual assault and rape crisis 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.

In addition, 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:

**A. 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.

- B. 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.
- C. Hospitals and Emergency Medical Facilities.** KGGP encourages such organizations to 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 for 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. 2019 Supp. 65-448 and amendments thereto).**
- D. 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:

- A. Federal Agencies.** This includes U.S. Attorneys Offices and Federal Bureau of Investigation 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.
- B. 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 allowable **direct service costs**:

**A. Immediate Health and Safety.** Services responding 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.

Emergency legal assistance includes such activities as filing for restraining or protective orders and obtaining emergency custody orders and visitation rights.

**B. Personal Advocacy and Emotional Support.** Services providing 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.** Mental health counseling and care services and activities-assisting 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.** Activities providing 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.** Services which are reasonable and necessary as a direct result of the victimization. Allowable legal assistance services include those helping 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 being a crime victim; and those actions (other than tort actions) 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.** Victims of a sexually violent crime, forensic medical evidence collection exams are allowable costs only to the extent 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 section C. under Eligible Organizations in this solicitation). KGGP encourages forensic medical evidence collection examinations provided under this VOCA program to be conducted by a specially trained Sexual Assault Nurse Examiner and encourages the service provider to 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 made in schools, community centers, or other public forums and 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.** 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 year's rental assistance (excluding security deposits), first year's utilities, and other costs incidental to the relocation to such housing, as well as voluntary support services such as childcare and counseling.
- L. Rental Assistance.** Costs associated for crime victims to stay in their rental housing and need assistance to pay for rent and utilities due to the circumstances of the victimization, and when other financial resources are not available to support such costs. Funds for rent and utilities may not exceed one year. VOCA funds cannot be used to pay for a house mortgage payment.
- M. Relocation Expenses.** 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 two month's rent, and first two month's utilities.
- N. Special Services.** Assisting 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.

The following is a list of allowable costs supporting direct services:

- A. Coordination of Activities.** Coordination of activities that facilitate the provision of direct services include state-wide coordination of victim notification systems, crisis response teams, multi-disciplinary teams, coalitions to support and assist victims, and other such programs, and salaries and expenses of such coordination.
- B. Supervision of Direct Service Providers.** The KGGP may provide VOCA funds for supervision of direct service providers when it determines such supervision is necessary and essential to effectively providing direct services to crime victims. For example, the KGGP may determine 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.

- C. Multi-Disciplinary Response Activities and Coordination.** Activities supporting 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.
- D. Contracts for Professional Services.** It may be necessary for VOCA-funded organizations to use a portion of the VOCA funds to contract for specialized services 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 any costs for contracted professional services are at a rate not exceeding a reasonable market rate. The KGGP will only approve very limited and necessary contractual budget items.

- E. Automated Systems and Technology.** Automated systems and technology supporting 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.
- F. Volunteer Trainings.** Activities in support of training volunteers on how to provide direct services when such services will be provided primarily by volunteers.
- G. Restorative Justice.** Activities in support of opportunities for crime victims to meet with perpetrators, including tribal community-led meetings and peace-keeping activities.

The following is a list of allowable **subgrantee administrative costs**:

- A. Personnel Costs.** Costs 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.

**B. Skills Training for Direct Service Providers.** Training exclusively for developing the skills of direct service providers, including paid staff and volunteers (both VOCA-funded and not), so that they are better able to offer quality direct services, including but not limited to, manuals, books, videoconferencing, electronic training resources, and other materials and resources relating to such training. **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.

**C. Training Related Travel.** Training related costs such as travel (in-State, regional, and national), meals, and registration fees for paid direct service staff (both VOCA-funded or not). Reimbursement rates are subject to an agency’s approved travel rate or the current federal per diem rate, whichever is lower. Reimbursement at a rate in excess of the current federal rate, per agency policy, grant funds administered by the KGGP shall not be used to make up the difference.

**D. Organizational Expenses.** Organizational expenses that are necessary and essential to providing direct services and other allowable victim services, including, but not limited to, the prorated costs of rent; utilities, including electric, gas, and water services; local travel expenses for service providers; and required minor building adaptations necessary to meet the U.S. 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.

**E. Operating Costs.** Operating costs include but are not limited to 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; design and maintenance of websites and social media; and essential communication services, such as web hosts and mobile device services.

**F. VOCA Administrative Time.** Administrative time spent performing certain VOCA-required activities, including completing time and activity records; 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 grant

project; and funding a prorated share of audit costs when the agency meets the Single Audit threshold.

**G. Renting or Leasing Vehicles.** Rent or lease vehicles if it is demonstrated to the KGGP the expenditures are essential for delivering services to crime victims. The applicant must 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.

**H. Maintenance, Repair, or Replacement of Essential Items.** Items contributing 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.

**I. Project Evaluation.** Costs of evaluations of specific projects in order to determine their effectiveness, within limits set by the KGGP.

**J. Equipment and Furniture.** Expenses of procuring furniture and equipment that facilitate the delivery of direct services (e.g., mobile communication devices, telephones, braille and TTY/TDD equipment, computers and printers, beepers, video cameras and recorders for documenting and reviewing interviews with children, two-way mirrors, colposcopes, digital cameras, and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas), except that the VOCA grant may be charged only the prorated share of an item that is not used exclusively for victim-related activities. 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. 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.

### **Unallowable Services, Activities, and Costs**

The following services, activities, and costs cannot be supported with VOCA funds. This is not an exhaustive list.

**A. Lobbying or Advocacy.** Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (18 U.S.C. 1913), whether conducted directly or indirectly.

- B. Research and Studies.** Efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- C. Active Investigation and Prosecution of Criminal Activities.** The active investigation and prosecution of criminal activity, except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims, under § 94.119, during such investigation and prosecution; Witness notification, management activities, expert testimony at a trial, and victim/witness protection costs and subsequent lodging and meal expenses.
- D. Fundraising.** Any activities related to fundraising except for fee based program income authorized by the KGGP.
- E. Capital Expenditures.** Capital improvements, security guards and body guards, property losses, real estate purchases, mortgage payments, audits, and construction.
- F. Compensation for Victims of Crime.** Expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills.
- G. Most Medical Costs.** 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.
- H. Administrative Staff Expenses.** Salaries, benefits, fees, furniture, equipment, and other expenses of board members, executive directors, consultants, coordinators, and other administrators are unallowable unless specifically allowed elsewhere in these guidelines.
- I. Costs of Sending Individual Crime Victims to Conferences.**
- J. Fringe benefit expenses that exceed the proportion of personnel funded by VOCA.**

## **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 non-VOCA resources occurred for reasons other than the receipt or expected receipt of VOCA 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 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 FY21 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 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 VOCA funds designated for the hiring of one additional victim advocate. At the beginning of FY21, 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 FY21 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 Recipient Compliance and Reporting Requirements**

Applicants awarded VOCA funds are 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 grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, applicants receiving funds 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 agency audit, state compliance review, and grant analysis for compliance with special conditions and compliance requirements.

Agencies receiving a VOCA grant are required to submit the following information and reports:

- A copy of the current **EEOP Certification** verifying such has been submitted to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights.
- **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- A **Subgrant Award Report** 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.
- Quarterly **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the federal

OVC PMT website within 10 calendar days after the end of each quarter. Completion of this PMT Report requires all agencies utilizing 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 and services provided with the grant project funds. These reports are due 10 calendar days after the end of each six-month period.
- The **Projection of Final Expenditures Report** is due July 10<sup>th</sup>.
- Any other reporting procedures that may be required by the federal OVC 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 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**

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

Each grant application will be evaluated using the following criteria:

- 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 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; and
- Applicant agency's ability to fulfill all of the requirements of the VOCA program.

## **Grant Portal Instructions**

Review the information for submitting an application via the [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 or by email at [kggp@ks.gov](mailto: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)
- \_\_\_\_\_ Grant Management Capacity (separate document to upload)
- \_\_\_\_\_ Match Waiver Request, if applicable (separate document to upload)
- \_\_\_\_\_ Proof of 501(c)(3) status, if applicable (separate document to upload)
- \_\_\_\_\_ Certificate of Good Standing, if applicable (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. The Project Narrative shall not exceed 10 pages.

### **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 supporting 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 establishing the need locally or describing why the local community is limited in resources to address the problem.

### **Justification of Need for Grant Funds**

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. In instances where the requested grant project expenses are existing agency costs or activities, a non-supplanting explanation must be provided (per the definition in Supplanting section in this solicitation) to include a description of how the expenses were previously supported and why that

support cannot continue to be utilized. 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 agency but should be specific to the proposed VOCA-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. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities.

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

**Goal I:** Increase services to crime victims in Yuma County.

| 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 and knowledge of available resources. | 1a. Case manager will meet regularly with crime victims who seek services.<br>October – September    | 1. Case Manager                                 |
| 2. A support group for crime victims and their family members will be implemented.   | 1b. Crime victims will complete an exit survey at the completion of services.<br>October – September |   |
|  | 2a. A support group facilitator will be hired by November 1.   | 2a. Executive Director                          |
|  | 2b. Support group format and curriculum will be selected by November 1.                              | 2b. Group Facilitator<br>And Executive Director |
|  | 2c. Groups will meet twice a week.<br>December – September   | 2c. Group Facilitator                           |

**Grant Project Performance Measures and Results**

Applicants receiving VOCA funds 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 describe the following information:

- Process used for monitoring the implementation, progress, and outcomes of the grant project;
- What data will be collected;
- How the data collected will be used to ensure the success of the grant project;
- Criteria used to evaluate the activities and/or services provided through the proposed grant project;

- How the proposed objectives are measured and how it will determine whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives; and
- What the grant project will achieve.

### **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. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

### **Underserved Populations**

Define the underserved population identified in the agency's service area, including those 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 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 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**

If the applicant is a nonprofit agency, it must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

### **System for Award Management (SAM) Registration and Universal Identifier**

Applicants must establish and maintain an active registration status in the SAM. The applicant must provide 1) the agency's unique entity identifier as required for SAM registration, and 2) the current SAM expiration date.

### **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 if applicable, and the Internal Revenue Service (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.

If the applicant is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** provide information on when the most recent 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.

### **Grant Project Budget (completed in Grant Portal)**

The applicant must submit a reasonable and cost-effective grant project budget. 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; 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 a minimum of 10 percent of VOCA funds 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 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 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. Visit [Writing a Grant Project Budget](#) for more guidance.

| <u>Line Item</u>             | <u>Federal<br/>Dom Viol</u> | <u>Federal Adult<br/>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 '21, 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;<br>·KAVA, summer 2021, 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 |
| Supplies- 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 providing VOCA-funded services to domestic violence and sexual assault (adult) crime victims.

### **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 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, 2020

| SOURCE:                   | AMOUNT:       | STATUS:   | DATE: |
|---------------------------|---------------|-----------|-------|
| City of ‘xx’              | \$ 50,000     | Projected | 10/20 |
| United Way                | 5,000         | Received  | 1/20  |
| Walk-A-Thon               | 500           | Collected | 4/20  |
| VOCA ‘20-GOV              | 22,645        | Received  | 10/19 |
| VOCA ‘21-GOV              | 7,561         | Requested | 8/20  |
| SGF ‘20-GOV               | 24,000        | Received  | 7/19  |
| SGF ‘21-GOV               | <u>25,000</u> | Received  | 7/20  |
| Total Organization Income | \$134,706     |           |       |

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

**Grant Management Capacity (separate document to upload)**

In accordance with requirements described in the 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 upload as an attachment a document describing the following information:

- Written accounting policies and procedures and how often they are updated;
- Procedures for ensuring each grant award and associated match is accounted for separately and distinctly from other sources of revenue;
- Accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized, and any manual accounting processes used to complement the system;
- Procedures for monitoring the approved grant project budget and tracking expenditures at a line item level;
- Internal controls for ensuring grant project expenditures are solely for allowable and approved purposes;
- Reserve funds and/or capacity to manage a VOCA subgrant award on a reimbursement basis;
- Knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance; and
- Experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

### **Match Waiver Request (separate document to upload)**

If a subgrantee is unable to meet the match requirement a match waiver request, either full and partial, must be uploaded as an Attachment as part of the VOCA grant application. The VOCA applicant must provide written responses to the following questions before a match waiver request will be considered:

1. If this is a VOCA Continuing application, provide how the match is currently being provided on the VOCA grant award?
2. What extenuating circumstances exist impeding the applicant's ability to partially or fully match the VOCA grant funds requested?
3. Has the applicant considered all possible options for meeting the match with in-kind and cash sources that are not being used as match on another federal grant?
4. What methods has the applicant used to consider all possible options for meeting the match requirements?
5. What steps does the applicant plan to take in order to be able to meet the match requirements in the future?
6. If a match waiver is approved, does the applicant anticipate this is a one-time request or are there extenuating circumstances that will require a waiver if applying for subsequent VOCA funding?
7. How would the denial of a match waiver impact the applicant's VOCA grant project and would it require the applicant to decline all or part of the grant award if a waiver is not granted?

### **Proof of 501(c)(3) (separate document to upload)**

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 IRS.

### **Certificate of Good Standing (separate document to upload)**

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 by visiting the [Kansas Secretary of State website](#).