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## Kansas Governor's Grants Program

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### **FEDERAL SEXUAL ASSAULT SERVICES GRANT PROGRAM**

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Calendar Year 2022  
Grant Solicitation

#### **APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. November 30, 2021  
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 Sexual Assault Services Grant Program Guidelines**

## **Overview**

The following information provides guidelines for the Federal Sexual Assault Services Grant Program (SASP). The SASP is authorized by 34 U.S.C. §12511 and was created by the Federal Violence Against Women and Department of Justice Reauthorization Act of 2005, as amended by the technical amendments to that act. The purpose of SASP is to provide intervention, advocacy, accompaniment (e.g., accompanying victims to court, medical facilities, police departments), support services, and related assistance to adult, youth, and child victims of sexual assault; family and household members of sexual assault victims; and those collaterally affected by the sexual assault victimization.

This grant program recognizes the need to place increased focus on sexual assault, rape, sex trafficking, and other severe forms of trafficking in persons who have also experienced sexual assault in order to address the lack of available direct intervention and related assistance services and the unique aspects of sexual assault trauma. Women and men of all ages, as well as children, can be victims of sexual assault. The perpetrator can be a relative, acquaintance (e.g., boyfriend/girlfriend, friend, coworker, neighbor), or stranger.

To heal from the trauma, survivors often need support from family and friends, as well as critical direct intervention and related assistance provided by victim-centered social service organizations such as rape crisis centers, through 24-hour sexual assault hotlines, crisis intervention, and medical and criminal justice accompaniment. The SASP supports these services by assisting with the establishment, maintenance, and expansion of rape/sexual assault crisis centers and other nongovernmental or tribal programs dedicated to assisting those affected by sexual assault.

## **New Policy Requirement**

If funded, organizations will be required to implement a policy regarding response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. Upon request, Subgrantees will be required to provide a copy of the policy to KGGP staff. Additional information can be found here: <https://www.justice.gov/ovw/page/file/1295756/download>.

## **Funding Availability and Grant Project Period**

The amount of funds available for grant awards is approximately **\$433,500**. Grant projects funded under SASP shall be for a period of 12 months from January 1, 2022, to December 31, 2022. Any funds not obligated by December 31, 2022, must be returned to the KGGP.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. November 30, 2021**.

## **Use of Grant Funds**

The KGGP finalized the 2022-2025 Kansas Implementation Plan to guide the direction of several federal grants including the Federal Sexual Assault Services Grant Program. Applicants are strongly encouraged to review the [Kansas Implementation Plan](#) and consider how their proposed SASP project fits into the Guiding Principle, critical priorities, and strategies. Specific emphasis will be expected in reporting on the Outcome Measures listed.

Available grant funds may be awarded to rape crisis centers and other nonprofit, nongovernmental organizations or tribal programs for programs and activities that provide rape and sexual assault services for the defined grant project purposes to victims without regard to the age of the individual. Organizations must serve all sexual assault victims seeking services regardless of age.

All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence (KCSDV). As a result, providers such as child advocacy centers whose mission is to serve children, are presumed ineligible for SASP funds unless documentation can be provided to demonstrate that the organization serves all ages and is accredited by KCSDV. Nonprofit organizations must be registered with the Kansas Secretary of State and have proof of exempt status as determined by the Internal Revenue Service.

Grant funds will be awarded to provide direct intervention and related assistance that may include:

- 24-hour crisis intervention services and referrals;
- Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, law enforcement, and court proceedings;
- Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- Information and referral to assist sexual assault victims and family or household members;
- Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- Development and distribution of materials regarding issues related to the services described above.

Priority will be given to applicants that are rape/sexual assault crisis centers providing direct intervention and related assistance to victims/survivors; to dual programs that provide sexual assault and domestic violence services to enhance the provision of direct intervention and related assistance services tailored for victims of sexual assault; and for projects that increase support for underserved populations.

Applicants are encouraged to allocate grant funds to support activities that help to ensure individuals with disabilities and persons with limited English proficiency or are Deaf or hard of hearing have meaningful and full access to programs and services. Applicants proposing to use grant funds to create materials must ensure they are accessible to persons with disabilities.

*Note:* Organizations may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, as long as the organization provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming.

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

SASP grant funds cannot be used for the following:

- Sexual assault forensic examiner (SANE) projects or programs;
- Sexual assault response team (SART) projects or coordination;
- Providing domestic violence services unrelated to sexual violence;
- Criminal justice-related projects or activities, including law enforcement, prosecution, courts, or forensic interviews;
- Prevention efforts and public education;
- Education programs in schools;
- Training of allied professionals and/or communities;
- Lobbying;
- Fundraising (including grant writing);
- Research projects;
- Applying for, auditing, or administering this grant; grant writing; board development; or for any training directed at any of these subject areas;
- Magazine subscriptions, printing or disseminating agency newsletters, or membership dues or fees;
- Construction; land and/or property acquisitions; modifications to buildings, including minor renovations (such as painting or carpeting); or vehicle purchases. (This includes mortgage payments); or
- Providing direct payment to any victim or dependent of a victim of domestic violence, dating violence, sexual assault, or stalking. The use of gift cards for victims or their dependents is not an allowable expenditure.

### **Food and Beverages**

Purchasing food and/or beverages for any meeting, conference, training, or other event is not allowed. No food and/or beverages can be purchased with other funds that would constitute program income for a federal grant award. This restriction does not impact direct payment of per diem amounts to staff in a travel status under the applicant's travel policy.

### **Travel-Related Expenses**

Grant project funds shall not be used to reimburse travel-related mileage and meal expenses in excess of the applicant's approved policy rate or the current federal per diem rates, whichever is lower. If the applicant chooses to reimburse at a rate in excess of the current federal rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

## **Equipment**

Grant project funds are not allowed to purchase equipment and hardware unless necessary and essential to the grant project's success. 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.

## **Fringe Benefits**

Grant project funds used for fringe benefit costs shall not be charged to the project at an amount exceeding the proportion of personnel costs supported by SASP funds.

## **Training**

Grant project funds for training or conference attendance outside the State of Kansas are not allowed unless necessary and essential to the grant project's success. The applicant must demonstrate comparable training is not available in Kansas.

## **Activities that Compromise Victim Safety**

Ensuring victim safety is a guiding principle underlying the SASP grant. Experience shows responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Consistent with the SASP goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, the Office on Violence Against Women does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions. Such activities include:

- Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or gender of their children;
- Procedures or policies that compromise the confidentiality of information and/or privacy of persons receiving services;
- Procedures or policies that require victims to take certain actions in order to receive services (e.g. seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.);
- Procedures or policies that fail to include conducting safety planning with victims;
- Project design and budget that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or who are Deaf or hard of hearing; and
- Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served.

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

## **Supplanting**

SASP funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for victims of 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 SASP 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 SASP grant funds are available (or expected to be available) to fund that same activity. SASP 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, SASP 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 grantee may be required to substantiate that the reduction in non-SASP resources occurred for reasons other than the receipt or expected receipt of SASP funds.

Example 1 Organization A appropriated or otherwise secured funds in FY22 for salary and benefits for three crisis counselors. In FY22, Organization A is awarded SASP funds designated for the hiring of two additional crisis counselors. Organization A expended the SASP funds as intended, and now has five crisis counselors.

In this scenario, Organization A has used SASP funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the crisis counselors had left the organization during FY22 and Organization A did not follow established recruitment procedures to replace the crisis counselors or utilized SASP funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY21 for salary and benefits for three crisis counselors. Due to budget projections for FY22, Organization B expects to lay off two crisis counselors (facts that Organization B is able to substantiate). In FY22, Organization B is awarded SASP funds designated for hiring one additional crisis counselor. At the beginning of FY22, Organization B lays off one crisis counselor and uses SASP funds to continue the salary and benefits for the other crisis counselor.

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

Example 3 Organization C appropriates or otherwise secures funds in FY22 for salary and benefits for three crisis counselors. Organization C plans to use SASP funds to pay the salaries of two additional crisis counselors. Subsequently, however, Organization C opts to use two current experienced employees for this effort and uses SASP funds to pay their salaries and benefits. In so doing, 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 SASP funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new SASP-funded crisis counselor positions, use of the SASP 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 SASP-funded activities.

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

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

In addition, subgrantees must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#); and the U.S. Department of Justice (DOJ) [DOJ Grants Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SASP 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 SASP 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 SASP grant are required to submit the following reports:

- Copy of the current **Equal Employment Opportunity Plan 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.
- 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 20 calendar days after the end of each month.
- The **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. The report is due January 20, 2023.
- The **Projection of Final Expenditures Report** is due October 20.
- The **Annual Progress Report** is due 20 days following the end of the grant project period.

Any other reports that may be required by the federal government or the KGGP.

Agencies 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.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

## **Review of Applications**

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

Each grant application will be evaluated using the following criteria:

- Applicant's support of the Guiding Principle, critical priorities, and strategies of the [Kansas Implementation Plan](#);
- Record of successful implementation of services in the victim services/criminal justice 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;
- 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 SASP grant program.

## **Application Requirements**

Please read the SASP solicitation and requirements 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 documents to upload)
- \_\_\_\_\_ Grant Management Capacity (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 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 grant project.

## **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 pages shall be numbered and shall not exceed 10 pages in length.

### **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 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/Increase Request**

Applicants must explain why SASP funds are needed to support the grant project. This justification must tie the financial need to the described problem statement and needs assessment. If the applicant received a 2021 SASP award, explain why grant funds are needed to support the continuation of the project and why other funds are not available to sustain the project. In addition, if the applicant is requesting a new budget line item or funding increase to line items from the

previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase 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 any request for additional funds outlined in the Project Narrative corresponds to the grant project budget submitted. The applicant should state whether other funds have been sought to support the program and describe the outcome of those efforts.

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

State the goal(s) of the proposed grant project. This should not be the goals of the agency but should be specific to the proposed SASP-supported project. The goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of the needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. The applicant should incorporate the Kansas Implementation Plan Guiding Principle, critical priorities, and strategies found on pages 22 through 27 of the Plan, to the extent possible. 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 availability of direct services for victims of sexual assault in Shawnee County.

Objective	Activities / Time Frame	Person Responsible
1. Hire additional Sexual Assault Victim Advocate.	1a. Post position By January 15, 2022 1b. Interview and hire for the position. By February 15, 2022	1. Executive Director and current Sexual Assault Victim Advocate
2. At least 100 victims of sexual assault will receive an initial face to face meeting as requested by the victim.	2. Victims will be contacted by an advocate to assess their safety and service needs. January 1, 2022 to December 31, 2022	2. Sexual Assault Victim Advocate I and II
3. The number of sexual assault victims served will increase by at least 25% from the prior year.	3. Following the initial face to face meeting, victims will receive requested services. January 1, 2022 to December 31, 2022	3. Sexual Assault Victim Advocate I and II

### **Grant Project Performance Measures and Results**

Applicants receiving SASP grant 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. The applicant should incorporate the Kansas Implementation Plan Guiding Principle, critical priorities, and strategies, found on pages 22 through 27 of the Plan, to the extent possible. 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 along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

### **Coordinated Community Response Information**

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies demonstrating and maintaining collaboration. Applicants must provide the following information:

- How and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project and coordinate resources for victims of sexual assault.
- Point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- How the applicant will cooperate with law enforcement, prosecuting attorneys' offices, courts, and other governmental or nonprofit agencies.
- Any new collaborative efforts the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- How collaboration with units of government and/or with organizations will maximize grant funds.
- How SASP funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.

### **Underserved Populations**

Define the underserved population identified in the applicant's service area, including those that may be underserved because of ethnic, racial or cultural background, language diversity, persons with disabilities, or geographic isolation. Use local data to support the populations identified as

underserved. Provide the applicant's plan, including a description of the specific steps taken by the applicant, to provide outreach and services to the underserved populations.

### **Sustainability**

Provide a detailed description explaining what efforts made, or to 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 SASP funding declines or is not available.

### **Dissemination of Crime Victims' Rights Information**

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

### **Civil Rights Contact Information**

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring 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, contact information, and the term of service for the current Board President.

### **System for Award Management (SAM) Registration**

Applicants must establish and maintain an active registration status in the [SAM](#). Based on the SAM registration, the applicant must provide 1) the agency's unique entity identifier provided in the SAM profile; 2) the agency's DUNS number as required for SAM registration, and 3) 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 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.

### **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 grant project. The budget must adhere to allowable costs and activities as outlined in the SASP solicitation; Federal OMB Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#); and the [DOJ Grants Financial Guide](#) effective edition.

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the SASP 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 SASP 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>Amount</u>	<u>Description</u>
Advocate	\$31,980	Full-time, 40 hrs/wk; employees scheduled to receive a 5% raise on July 1: (\$15.00/hr x 1,040 hrs) + (\$15.75 x 1,040 hrs)
Advocate	\$23,985	Full-time, salaried, 75% of time on project; employees scheduled to receive a 5% raise on July 1: (\$31,200 x .5 year) + (\$32,760 x .5 year) x .75 of time
Conferences/ Workshops	\$ 910	Crime Victims’ Rights Conference, April 2022, Wichita: (\$135 registration x 2 staff) + (200 miles x \$.50/mile x 1 vehicle) + (\$90/night x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 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 all line items requested in this application can be found in the agency’s budget for expenses.

Example of budget income only:

Current Fiscal Year July 1, 2021-June 30, 2022

SOURCE	AMOUNT	STATUS	DATE
City of 'x'	\$50,000	Projected	1/22
United Way	5,000	Received	9/21
Walk-A-Thon	500	Collected	8/21
SASP '21-GOV	28,140	Received	12/20
SASP '22-GOV	<u>27,300</u>	Requested	11/21
Total Agency Income	\$110,940		

**\*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 Federal 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 SASP project in full compliance with Federal statutes, regulations, and terms and conditions of a grant 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 SASP funding on a reimbursement basis;
- Knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for guaranteeing grant compliance; and
- Experience in 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).

**Proof of 501(c)(3) (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 (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.

**KCSDV Accreditation (separate document to upload)**

Upload as an attachment a current copy of the Certificate of Accreditation showing the completion of the requirements by the Kansas Coalition Against Sexual and Domestic Violence. If the applicant has not completed the accreditation process, please state why and submit a timeline for completion.