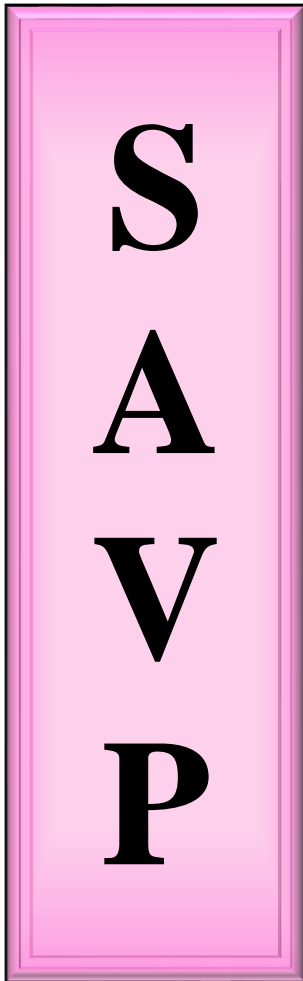




---

## Kansas Governor's Grants Program



### Federal State Access and Visitation Program

---

**Fiscal Year 2022  
Continuation Grant Application**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. OCTOBER 12, 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 State Access and Visitation Program Guidelines

## Overview

The purpose of the Federal State Access and Visitation Program (SAVP) grant is to increase, enhance, expand, or initiate grant projects providing services and assistance to children and families in need of supervised exchange or visitation. Assistance may encompass a range of support services. Specific services provided and the specific target group should reflect local needs and priorities. Activities may include: on-site supervision, exchange monitoring, therapeutic supervision, recording observations of visits, referrals to other services, and educational parenting classes. Indicators such as number of staff assigned, the type of services provided, the number of children and families served, and the number of personnel and others trained may be used to evaluate the efficiency and impact of the proposed grant project. Only agencies receiving a Fiscal Year 2021 grant award are eligible.

The following information outlines eligibility criteria and requirements for application and administration of the SAVP pursuant to statutory authority under 42 U.S.C. §669(b) and 45 C.F.R. §303.109. The Kansas Governor’s Grants Program (KGGP) establishes policies and procedures for the SAVP grant program, consistent with the requirements of the Federal SAVP Program. The KGGP has the discretion to be more restrictive regarding certain requirements.

Eligible applicants must receive 50 percent or more of their agency budget from sources other than funds distributed through this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services.

In addition, federal requirements state eligible applicants must have in place protocols ensuring family violence safeguards. Applicants should provide any updates to their protocols from the prior year as an attachment to the application.

Non-federal matching contributions of 10 percent (cash or in-kind) of the total cost of the SAVP grant project (SAVP grant funds plus match) are required for each SAVP grant project and must be derived from non-federal sources.

Example:	Total Grant Project Cost	= \$50,000
	90% Federal Share	= \$45,000
	10% Non-Federal Match	= \$ 5,000

## Grant Application Deadline

Grant applications must be submitted via the Grant Portal by 11:59 p.m. October 12, 2021.

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

There is **\$95,000** available for distribution. A formula allocation method is used to determine what the agency may apply for, based on the following:

- 55 percent base amount distributed equally;
- 20 percent distributed based on client groups served; and
- 25 percent distributed based on number of visitation and exchange contacts.

Grant projects funded by this SAVP grant program shall be for a period of 12 months from October 1, 2021, to September 30, 2022. Any funds not expended by September 30, 2022, must be returned to the KGGP.

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

SAVP grant funds cannot be used for the following:

- Any line item expense that does not fall into the personnel, fringe benefits, and travel/training budget categories, or contractual services specifically for security. These costs must be necessary and essential to the grant project's success.
- Fringe benefit costs at an amount exceeding the proportion of personnel costs supported by SAVP funds.
- Applying for or auditing this grant, fundraising, grant writing, lobbying, board development, or research projects, or for any training directed at any of these subject areas.
- Reimbursing mileage and meal travel-related 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.

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**

SAVP funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist with supervised exchange and visitation services. 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 SAVP 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 SAVP funds are available (or expected to be available) to fund that same activity. SAVP 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, SAVP 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-SAVP resources occurred for reasons other than the receipt or expected receipt of SAVP funds.

Example 1 Organization A appropriated or otherwise secured funds in FY22 for salary and benefits for two visitation supervisors. In FY22, Organization A is awarded SAVP funds designated for the hiring of two additional visitation supervisors. Organization A expended the SAVP funds as intended, and now has four visitation supervisors.

In this scenario, Organization A has used SAVP funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the visitation supervisors had left the organization during FY22 and Organization A did not follow established recruitment procedures to replace the visitation supervisors or utilized SAVP 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 two visitation supervisors. Due to budget projections for FY22, Organization B expects to lay off one visitation supervisor (facts that Organization B is able to substantiate). In FY22, Organization B is awarded SAVP funds designated for hiring one additional visitation supervisor. At the beginning of FY22, Organization B lays off one visitation supervisor and uses SAVP funds to continue the salary and benefits for the other visitation supervisor.

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

Example 3 Organization C appropriates or otherwise secures funds in FY22 for salary and benefits for two visitation supervisors. Organization C plans to use SAVP funds to pay the salaries of two additional visitation supervisors. Subsequently, however, Organization C opts to use two current experienced employees for this effort and uses SAVP 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 SAVP funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new SAVP-funded visitation supervisor positions, use of the SAVP 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 SAVP-funded activities.

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

Applicants awarded SAVP funds are expected to comply with the SAVP 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 SAVP 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 applicable administrative requirements, cost principles, and common rules as required by SAVP, the U.S. Department of Health and Human Services, and the KGGP, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of SAVP 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 SAVP 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 facilitating an effective audit, state compliance review, and grant analysis for compliance with special conditions and compliance requirements.

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

- **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 15 calendar days after the end of each month.
- Quarterly **Program Income/Expenditure Report** provides information regarding program income/expenditures incurred during the reporting period as a result of the

delivery of SAVP-funded activities. These reports are due 15 calendar days after the end of each quarter.

- Quarterly **Grant Project Statistical Report** (due 15 days after each calendar quarter) and annual **Federal Statistical Report** (due 15 days after the end of the 12-month grant project period) provides statistical information on children and families being served.
- The **Grant Project Narrative Report** provides a narrative description of the activities and services provided with the grant project funds. The reports is due October 15.
- The **Projection of Final Expenditures Report** is due July 15.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

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

### **Conditions of Grant Award**

If SAVP grant funds are awarded, agencies must comply with the Child Exchange and Visitation Center Guidelines developed by the Office of the Kansas Attorney General. All approved applicants are responsible for providing the KGGP with a copy of any revisions and/or updates to the agency's operations manual. In addition, all approved applicants are responsible for providing the KGGP with a copy of any revisions and/or updates to the agency's family violence protocols ensuring the safety of parents/guardians and children served.

### **Review of Applications**

KGGP staff will review applications for completeness, ensuring solicitation requirements are satisfied, and the proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Applicants will be notified via the Grant Portal of the grant award decision.

### **Grant Portal Instructions**

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the SAVP 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).

## **Application Requirements**

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

The application must include the following items:

- \_\_\_\_\_ General Information (completed in Grant Portal)
- \_\_\_\_\_ Project Narrative (separate document to upload; not to exceed 10 pages)
- \_\_\_\_\_ Grant Project Budget (completed in Grant Portal)
- \_\_\_\_\_ Agency Program 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)
- \_\_\_\_\_ Federal Certifications (separate documents 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 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.

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

Applicants must explain why SAVP funds are needed to support the grant project. If the applicant is requesting a new budget line item or funding increase to line items from the previous grant award, explain the need for additional funds and what additional activities and/or services will be provided. Describe how the increase or addition of the new line item(s) is not supplanting other funds, per the definition in Supplanting section of application. If the expenses are existing agency costs or activities, the non-supplanting explanation must include a description of how they were previously supported and why that support cannot continue to be utilized. The applicant must ensure that any request for additional SAVP funds outlined in the goals/objectives/activities corresponds to the grant project budget submitted.

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

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 SAVP-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:** Provide a safe environment for families using center for visitation services.

Objective	Activities / Time Frame	Person Responsible
1. 95 percent of families using the center will not have a security incident.	1. Trained security and agency personnel are present at all exchanges and visitations. Security incidents are documented immediately. Security incidents are tracked quarterly* to measure family safety. January, April, July, October.	1. Security and agency personnel
2. 100 percent of families will adhere to agency policy and procedures.	2. (a) Center policy and procedures are reviewed with every family at intake, before any services will begin. Intakes are scheduled within one month of referral  (b) Any family member not complying with agency policy and procedures will meet with staff to avoid further disruption of services. Families not adhering to policy and procedures will be tracked quarterly. January, April, July, October.	2. (a) Agency personnel  (b) Agency personnel
3. Three additional security personnel will be hired and trained.	3. (a) New security personnel will be trained on family issues such as divorce and domestic violence. By December 31.  (b) Policy and procedures are reviewed with new security personnel. By December 31.	3. (a) Agency personnel and area partner agencies  (b) Agency personnel

**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.

**Civil Rights Contact Information**

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

**Current Board President Contact Information**

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



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

Applicants shall ensure that the agency has “active” status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a SAVP application. Applicants must provide 1) the agency’s unique entity identifier as required for SAM registration (typically the agency’s DUNS number), 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 report if applicable, and 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 agency.

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

The applicant must submit a reasonable and cost-effective grant project budget based on the allocation provided by the KGGP. 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 SAVP solicitation and the OMB Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#).

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 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 SAVP 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 SAVP 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>Federal</u>	<u>Match</u>	<u>Description</u>
CEVC	\$8,300		Full-time, salaried, 20% of time on project; employees

Coordinator			scheduled to receive a 5% raise on Jan 1 <sup>st</sup> : (\$40,000 x .25 year) + (\$42,000 x .75 year) x .20 of time
Volunteers	\$	993	Volunteers will provide office and scheduling assistance to staff on weekends: \$11/hr. based on comparable compensation x 91 hours
FICA	\$	635	7.65% x \$8,300 requested salaries
Conferences/ Workshops	\$	756      \$ 84	Crime Victims' Rights Conference, April 2022, Wichita: (\$100 reg. 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, 90% federal/10% match is City of 'x' funds

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

Upload the applicant's current and next fiscal year program budgets for the operation of the child visitation and exchange center, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/ wages. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, fees, etc.). 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 being requested in this application can be found in the program's budget for expenses.

Example of budget income only:

Agency's Current Fiscal Year January 1-December 31, 2021

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'xx'	\$10,000	Projected	10/21
United Way	5,000	Received	1/21
Walk-A-Thon	500	Collected	2/21
Participant Fees	1,500	Collected	1-12/21
SAVP '21-GOV	7,206	Received	10/20
SAVP '22-GOV	<u>2,150</u>	Requested	9/21
Total Agency Income	\$26,356		

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

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

**NOTE: If the grant management capacity is unchanged from the applicant's FY 2021 SAVP application, the applicant is not required to submit the information requested below and shall upload a signed document certifying to the continuation of the applicant's grant management capacity. If the grant management capacity changed from the applicant's FY**

**2021 application, please follow the instructions below.**

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 SAVP 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 SAVP subgrant award 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) Status (separate document to upload)**

Upload as an attachment proof of the applicant's exempt status as determined by the IRS.

**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>.

**Federal Certifications (separate document to upload)**

The applicant must read, sign, and upload the two required certification forms regarding debarment and suspension, and drug-free workplace requirements and regarding environmental tobacco smoke. The certification instructions and forms are on the following pages of this document.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER TIER  
COVERED TRANSACTIONS AND  
DRUG-FREE WORKPLACE**

Applicants should review the instructions for certification before completing this form. By signing this form, the prospective lower tier participant is demonstrating compliance with the certification requirements of 34 C.F.R. Part 85 - Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants). This certification shall be treated as a material representation of fact upon which reliance will be placed by the Kansas Governor's Grants Program and the Federal Department of Health and Human Services.

The prospective lower tier participant certifies, by submission of this proposal, that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the participant is certifying that it will make a good faith effort to maintain a drug-free workplace.

If the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

---

Signature

Date

---

Name and Title of Authorized Certifying Official

---

Name of Organization

---

Address of Organization

## CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, (re-authorized under the No Child Left Behind Act of 2001, Pub. L. 107-110), and amendments thereto (20 U.S.C. §§ 7181-7184), requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the subgrantee certifies that it will comply with the requirements of this Act.

---

Signature

Date

---

Name and Title of Authorized Certifying Official

---

Name of Organization

---

Address of Organization