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## Kansas Governor's Grants Program

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# FEDERAL VICTIMS OF CRIME ACT GRANT

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**Fiscal Year 2022  
Continuation Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. August 19, 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 Victims of Crime Act Victim Assistance Continuation Grant Guidelines Current VOCA Subgrantees**

## **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. This continuation solicitation is exclusively for use by current subgrantees. **The abbreviated solicitation is solely for the convenience of current subgrantees and is not intended to remove or change any eligibility requirements set forth in state or federal law. Please refer to the [2022 VOCA Solicitation](#) for detailed instructions regarding definitions, requirements, allowable costs, or eligibility criteria.**

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under 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.

## **Continuation Grant Application Deadline**

Continuation grant applications must be submitted via the Grant Portal **by 11:59 p.m. August 19, 2021.**

## **Grant Project Period**

**To the extent possible, applicants should develop their budget request with the goal of maintaining the same level of funding awarded in FY 2021.**

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2021, to September 30, 2022. Any funds not obligated by September 30, 2022, 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. 2020 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 an elder person non-English speaking resident, person with a disability, or member of a racial or ethnic minority. A victim may also be considered "underserved" if the victim is a resident of a rural or remote area, or an 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.

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

The following is a list of allowable **direct service costs**:

- A. Immediate Health and Safety.**
- B. Personal Advocacy and Emotional Support.**
- C. Mental Health Assistance.**
- D. Peer-Support.**
- E. Assistance with Participation in Criminal Justice and Other Public Proceedings.**
- F. Legal Assistance.**
- G. Forensic Medical Evidence Collection Examinations.**
- H. Forensic Interviews.**
- I. Transportation.**
- J. Public Awareness and Presentations.**
- 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. Funds for rent and utilities may not exceed one year.
- 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.**

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

- A. Coordination of Activities.**
- B. Supervision of Direct Service Providers.**
- C. Multi-Disciplinary Response Activities and Coordination.**
- D. Contracts for Professional Services.**
- E. Automated Systems and Technology.**
- F. Volunteer Trainings.**
- G. Restorative Justice.**

The following is a list of allowable subgrantee administrative costs:

**A. Personnel Costs.**

**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 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 new staff members submit an application to the [Kansas Academy for Victim Assistance](#) (KAVA) and 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.**

**E. Operating Costs.**

**F. VOCA Administrative Time.**

**G. Renting or Leasing Vehicles.**

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

**I. Project Evaluation.**

**J. Equipment and Furniture.** 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.

**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.**

**B. Research and Studies.**

**C. Active Investigation and Prosecution of Criminal Activities.**

**D. Fundraising.**

- E. Capital Expenditures.** Capital improvements, property losses, real estate purchases, mortgage payments, and construction.
- F. Compensation for Victims of Crime.**
- 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.**
- I. Costs of sending individual crime victims to conferences.**
- J. Fringe benefit expenses that exceed the proportion of personnel funded by VOCA.**

**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, workspace, 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 16).

## **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 FY22 for salary and benefits for two victim advocates. In FY22, 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 FY22 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 FY21 for salary and benefits for two victim advocates. Due to budget projections for FY22, Organization B expects to lay off one victim advocate (facts that Organization B is able to substantiate). In FY22, Organization B is awarded VOCA funds designated for the hiring of one additional victim advocate. At the beginning of FY22, 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 FY22 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.
- 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.
- The **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds. The report is due October 10.

- The **Projection of Final Expenditures Report** is due July 10.
- 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;
- Applicant agency's record of successful implementation and compliance with previous grant project reporting requirements and conditions; 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).

### **Application Requirements**

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 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**

Continuation applicants must explain why VOCA 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 in this solicitation. 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 goals/objects/activities corresponds to the grant project budget submitted.

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

State the goal(s) of the proposed grant project. This should not be the goals of the 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
<p>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.</p> <p>2. A support group for crime victims and their family members will be implemented.</p>	<p>1a. Case manager will meet regularly with crime victims who seek services. October - September</p> <p>1b. Crime victims will complete an exit survey at the completion of services. October - September</p> <p>2a. A support group facilitator will be hired by November 1.</p> <p>2b. Support group format and curriculum will be selected by November 1.</p> <p>2c. Groups will meet twice a week. December - September</p>	<p>1. Case Manager</p> <p>2a. Executive Director</p> <p>2b. Group Facilitator and Executive Director</p> <p>2c. Group Facilitator</p>

**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.

**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.

**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 Unique Entity 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.

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 Dom Viol</u>	<u>Federal Adult 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: (\$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: (\$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	\$ 697	\$ 851	\$ 387	·Crime Victims' Rights Conference, April '22, Wichita: (\$135 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) = \$910; ·KAVA, summer 2022, 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, 2021

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

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

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

**NOTE: If an applicant received a FY 2021 VOCA award and the grant management capacity is unchanged from the applicant’s FY 2021 VOCA 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 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 VOCA 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 + 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 VOCA 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).

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