



KANSAS GOVERNOR'S GRANTS PROGRAM

CHECKLIST FOR DETERMINATION OF SUITABILITY TO INTERACT WITH MINORS POLICY

U.S. Department of Justice, Office of Justice Programs and Office on Violence Against Women, required grant assurances procedures. Checklist to ensure Subgrantees are in compliance with the grant award condition.

Grant Award Condition: [Office of Justice Programs](#); and [Office on Violence Against Women](#)

Agency Name: Click or tap here to enter text. **Grant:** Choose an item. **Specific to:** Choose an item.

The following must be addressed in a Subgrantee's Determination of Suitability to Interact with Minors Policy.

- Not applicable. Subgrantee has submitted the required certification on agency letterhead certifying the Subgrantee's [Click or tap here to enter text.](#) funded activities do not benefit a set of individuals under 18 year of age.
- Board approval date of policy, if applicable.
- Advance determination is required of any individual who is expected or reasonably likely to interact with a minor in the course of the grant awards.
- Determination is made in writing.
- Determinations are renewed at least every five years.
- Determinations are reexamined if information becomes available reasonably suggesting unsuitability.
- Searches will be conducted by current and previous names/aliases as follows.

Public sex offender and child abuse websites/registries - including:

- The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov);
- The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
- The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

Criminal history registries and similar repositories of criminal history records:

- For each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
- For each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.
- Searches will be conducted by using fingerprints when possible.
- Searches will be completed no earlier than six months before the determination regarding suitability.

- Determination of unsuitability. An individual may not be determined as suitable if the individual:
 - Withholds consent to a criminal history search required by this condition;
 - Knowingly makes (or made) a false statement that affects, or is intended to affect any search required by this condition;
 - Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website;
 - To the knowledge of the agency, has been convicted – whether as a felony or misdemeanor – under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):
 - Sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense;
 - Rape/sexual assault, including conspiracy to commit rape/sexual assault;
 - Sexual exploitation, such as through child pornography or sex trafficking;
 - Kidnapping;
 - Voyeurism; or
 - Is determined by a federal, state, tribal, or local government agency not to be suitable.
- How the Subgrantee determines which individuals are covered with the definition of “covered individual” in the award condition.

Subgrantee’s List of Covered Individuals				
Name	Position/Role	Format of Determination	Date(s) of Search Results	Determination

Selected Individuals: 5 or 5% whichever is greater		
Name	Timely Determination (within 6 months of searches)	Renewed Every 5 Years

Has Subgrantee re-examined determinations upon learning of information that reasonably may suggest unsuitability and, if appropriate, modified or withdrawn those determinations? (Request documentation of these re-examinations.) Yes No N/A

Explanation: [Click or tap here to enter text.](#)

Analyst: _____

Date: _____