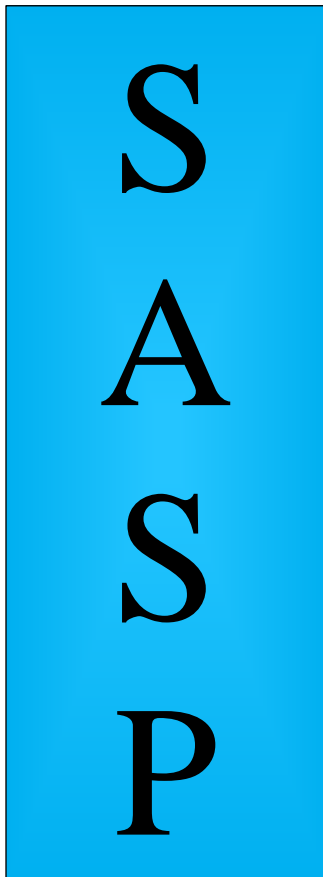




Governor's Grants Program



**FEDERAL SEXUAL
ASSAULT SERVICES
GRANT PROGRAM**

**Calendar Year 2019
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m. December 18, 2018
ON THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

Federal Sexual Assault Services Grant Program Guidelines

Eligibility Criteria

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.

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. 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. Nonprofit organizations must be registered with the Kansas Secretary of State and have proof of exempt status as determined by the Internal Revenue Service.

SASP 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 strongly encouraged to review the [Kansas STOP Violence Against Women Implementation Plan](#) and consider how the proposed SASP project fits into the described Kansas priorities, approaches, and goals of the State Strategy.

Applicants are encouraged to allocate grant funds to support activities that help to ensure that 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 that they are accessible to persons with disabilities.

Activities That May 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. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing grant projects that include any activities that may jeopardize victim safety, deter or prevent physical or emotional healing, 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 age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, relationship to the perpetrator, 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;

- Materials that are not tailored to the dynamics of sexual assault or the culturally specific population to be served; and
- Policies that deny individuals access to services based on their relationship to the perpetrator.

Limitations on the Use of Funds

The following limitations apply to the SASP grant program:

- 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;
 - Construction and property/land acquisitions;
 - Physical modifications to buildings, including minor renovations (such as painting or carpeting); and
 - Purchase of vehicles.
- Equipment and hardware are generally unallowable unless necessary and essential to the grant project's success. To the extent practicable, all equipment purchased with grant funds must be American made and the subgrantee must retain documentation of research conducted for such products. 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 \$500 or more.
- Grant funds shall not be used for applying for, auditing, or administering this grant; grant writing; board development; or for any training directed at any of these subject areas.
- Grant funds cannot be used to pay for magazine subscriptions, printing or disseminating agency newsletters, or membership dues or fees.
- Grant funds cannot be used as 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.
- Grant 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 grant project funds.

- Grant funds for training or conference attendance outside the State of Kansas are generally not allowed unless necessary and essential to the grant project's success. The applicant must demonstrate that comparable training is not available in Kansas.
- Grant funds shall not be used to purchase food and/or beverages for any meeting, conference, training, or other event. 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.
- Grant funds shall not be used to reimburse mileage, lodging, meal, and other travel 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.
- Construction, land and/or property acquisitions, modifications to buildings (including minor renovations such as painting or carpeting), and vehicle purchases are unallowable. This includes mortgage payments.

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.

The use of grant project funds is prohibited for grant projects that offer a low probability of improving services to victims of sexual assault as determined by fiscal and grant project compliance reviews.

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 funds 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 funding from other sources occurred for reasons other than the receipt or expected receipt of SASP funds.

Example 1 Organization A appropriated or otherwise secured funds in FY19 for salary and benefits for three crisis counselors. In FY19, Organization A is awarded SASP funds designated for the hiring of two additional crisis counselors. Organization A expended the SASP award 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 FY19 and Organization A did not follow established recruitment procedures to replace these 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 FY18 for salary and benefits for three crisis counselors. Due to budget projections for FY19, Organization B expects to lay off two crisis counselors (facts that Organization B is able to substantiate). In FY19, Organization B is awarded SASP funds designated for the hiring of one additional crisis counselor. At the beginning of FY19, 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 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 FY19 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 Application Deadline

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. December 18, 2018**. [Grant Portal instructions](#) for submitting applications via the Grant Portal are provided at the [KGGP Resource page](#).

Funding Availability and Project Period

The amount of funds available for grant awards is approximately **\$362,570**. Grant projects funded under SASP shall be for a period of 12 months from January 1, 2019, to December 31, 2019. Any funds not expended by December 31, 2019, must be returned to the KGGP.

Grant Recipient Compliance and Reporting Requirements

If SASP grant funds are awarded to the applicant, subgrantees will be 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 grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must comply with all applicable state and federal statutes, rules, and regulations; 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 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;
- 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:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- The **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 or the first business day.
- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. These reports are due 20 calendar days after the end of each calendar quarter or the first business day.
- The **Projection of Final Expenditures Report** is due October 20th or the first business day.
- An **Annual Progress Report** is due 20 days following the end of the grant project period.
- 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.

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 support of the goals and objectives of the [Kansas STOP Violence Against Women 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 that are consistent with the purpose areas outlined in the grant application instructions;
- The efficacy of evaluative components, both programmatic and fiscal;
- Relevant budget information;
- Submission of all required documents and a complete application; and

- Applicant agency’s ability to fulfill all of the requirements of the SASP grant program.

Applications submitted incomplete, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered.

Resource and Contact Information

Visit the [KGGP Resource page](#) for more guidance on specific steps of submitting an application via the Grant Portal and for detailed [Grant Portal instructions](#). For technical assistance regarding the SASP grant program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205.

What an Application Must Include

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

The application must include the following items:

- _____ General Information
- _____ Project Narrative
- _____ Grant Project Budget
- _____ Agency Budgets
- _____ Proof of 501(c)(3) status
- _____ Certificate of Good Standing
- _____ Board of Directors Information

General Information

Applicants must complete the General Information page online. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant program.

Project Narrative

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 20 pages in length.

Prior Accomplishments

If the applicant received a 2018 SASP grant award, describe specific agency accomplishments from the previous period that were funded, in whole or in part, by SASP grant funds. Clearly state the 2018 approved Goals and Objectives and report the actual outcomes. Applicants must utilize the following format:

2018 Goal 1 –

2018 Objective 1 –

2018 Actual Outcome -

Provide documented evidence and anecdotal examples that show how SASP-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project's performance and the timeframe represented by those statistics. Include the number of sexual assault victims served by the agency. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

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 that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Justification of Need for Grant Funds/Increase Request

All applicants must provide a justification of need for the grant funds requested. This justification must tie the financial need to the described problem statement and needs assessment. If the applicant received a 2018 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 to or addition of the new line item(s) is not supplanting other funds, per the definition provided on page five of this document. 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 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 entire agency, but should be specific to the proposed SASP-supported project. However, 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. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities. Visit the [KGGP Resource page](#) for more guidance on developing goals and measurable objectives.

Example (follow the format below):

Goal I: Increase availability of direct services for victims of sexual assault.

Objective	Activities / Time Frame	Person Responsible
1. 90% of 100 sexual assault victims served will receive face to face services within 24 hours of contacting program.	1. Victims will be contacted by an advocate to assess their needs. January 1, 2019 to December 31, 2019	1. Sexual Assault Advocate
2. Information will be compiled regarding the number of underserved victims of sexual assault.	2. Tracking system developed to monitor underserved populations. No later than April 1, 2019	2. Executive Director
3. The number of sexual assault victims served will increase by 20% over last year, from “XX” to “XX”.	3. Tracking of the number of victims served, baseline data versus increase with SASP funding. January 1, 2019 to December 31, 2019	3. Executive Director

Grant Project Performance Measures and Results

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed

- goals and objectives.
- Describe 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 that demonstrate and maintain true collaboration. Applicants should provide the following information:

- Describe 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.
- List the point of contact for each agency the applicant will collaborate with in providing services or making referrals during the grant period.
- Explain how the applicant will cooperate with law enforcement, prosecuting attorneys' offices, courts, and other governmental or nonprofit agencies.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize grant funds.
- Describe 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 that will be taken by the applicant, to provide outreach and services to the underserved populations.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if 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 that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has an "active" status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a SASP application.

Grant Management Capacity

In accordance with requirements described in the Federal Office of Management and Budget (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 subgrant award. Applicants must provide the following information:

- Describe the applicant's written accounting policies and procedures and how often they are updated.
- Describe the applicant's procedures for ensuring that grant funds are accounted for separately and distinctly from other sources of revenue.
- Describe the applicant's accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant's procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant's internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant's reserve and/or capacity to manage a SASP subgrant award on a reimbursement basis.
- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency by entities other than the KGGP, including the name of the grant program, the purpose of the program, the funder(s), the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

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.

Nonprofit, community, or faith-based organizations must also provide a copy of the most recent audit report, including the Single Audit report if applicable, and IRS Form 990 to the KGGP. If the KGGP has **not** previously received a copy of the nonprofit, community, or faith-based organization’s most recent audit report and IRS Form 990, both 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

The applicant must submit a grant project budget that is reasonable and cost effective. 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 the SASP solicitation, 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.

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 the [KGGP Resource page](#) 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 st : (\$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 st : (\$31,200 x .5 year) + (\$32,760 x .5 year) x .75 of time
Conferences/ Workshops	\$ 840	Crime Victims’ Rights Conference, April 2019, Wichita: (\$100 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

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 that all line items requested in this application can be found in the agency's budget for expenses.

Example of budget income:

Agency's Current Fiscal Year July 1, 2018-June 30, 2019

SOURCE	AMOUNT	STATUS	DATE
City of 'x'	\$50,000	Projected	1/19
United Way	5,000	Received	9/18
Walk-A-Thon	500	Collected	8/18
SASP '18-GOV	28,140	Received	12/17
SASP '19-GOV	<u>27,300</u>	Requested	11/18
Total Agency Income	\$110,940		

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

Proof of 501(c)(3) Status

Upload as an attachment proof of the applicant's exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing

Upload as an attachment a current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or visiting the [Kansas Secretary of State website](#).

Board of Directors

Upload as an attachment a current list of the organization's Board of Directors. The attachment must include each board member's name, profession, address, phone number, email address (if available), and the member's term of service.