



Kansas Governor's Grants Program

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State Court Appointed Special Advocates Grant Program

**Fiscal Year 2024
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMIT BY 11:59 p.m. June 15, 2023
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

State Court Appointed Special Advocates Grant Program Guidelines

Overview

The State Court Appointed Special Advocates (CASA) Grant Program, established with state general funds, supports the CASA Programs across Kansas. CASA Programs are community-based programs that recruit, train, and support citizen volunteers to advocate in court for the best interests of abused and neglected children. The CASA Volunteers work with legal and child welfare professionals, educators, and service providers, advocating for the child to enable judges to make the most well-informed decision for each child. Additional criteria for CASA Programs can be found at [KS Courts - CASA Volunteers and Programs](#).

The Kansas CASA Association provides technical assistance and training for the local CASA Programs. Applicants awarded funding must work closely with the Kansas CASA Association to meet the criteria outlined in the grant guidelines and requirements.

Established CASA Programs, recognized by the Kansas CASA Association, are eligible to apply. Grant funds are distributed upon receipt of adequate funds and appropriations. There is no match requirement to receive funds from this grant program.

Funding Availability and Grant Project Period

The Governor and the Kansas Legislature approved an increase in state funds for State Fiscal Year 2024, starting July 1, 2023. The specific allocations are provided by the KGGP to applicants in the solicitation email announcement. The applicant must provide a justification of need for the full budget request in the Project Narrative. **To be considered for a FY 2024 award, applicants must be in good standing with current KGGP grant awards.**

Grant projects funded under this grant program shall be for a period of 12 months from July 1, 2023, to June 30, 2024. Any funds not obligated by June 30, 2024, must be returned to the KGGP.

Grant Application Deadline

Grant applications must be submitted via the [Grant Portal](#) by **11:59 p.m. June 15, 2023**.

Use of Grant Funds

Allowable costs are those that are essential to continue, enhance, or expand the CASA Program. Examples of allowable costs include, but are not limited to:

- Personnel and related fringe benefits expenses;
- On-going operating expenses such as rent and liability insurance that are essential to the provision of CASA services;
- Payment for agency membership dues or fees to state or national children's advocacy organizations; and

- A pro-rated portion of operating costs, such as audit and accounting expenses.

For CASAs under the umbrella of a larger agency, operating costs must be pro-rated to be specific to the CASA services only.

Limitations on the Use of Grant Funds

CASA funds cannot be used for the following:

- Magazine subscriptions or to print or disseminate agency newsletters.
- Individual professional membership dues or fees other than to state or national children's advocacy organizations as stated above.
- Direct payment to any victim or caregiver of a victim of child physical or sexual abuse.
- Gifts, gift cards, or any hospitality items for staff, volunteers, or victims or their caregiver.
- Food or beverage for any purpose other than as described in the Travel-Related Expenses paragraph below.
- Fundraising, lobbying, board development, or research projects or for training directed at any of these subject areas. However, grant funds may be used to pay for costs incurred specifically for preparing this CASA grant application.
- Construction, land and/or property acquisitions, or vehicle purchases. This includes mortgage payments.

Travel-Related Expenses

Reimbursement for mileage and meal travel-related expenses shall not exceed the applicant's approved policy rate or the current IRS mileage/GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. If the applicant chooses to reimburse at a rate in excess of the federally approved rates, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Equipment

Equipment and hardware purchases may be allowed in limited circumstances, primarily for new staff positions or for replacing broken or outdated equipment necessary to support the grant project. For 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.

Training

Training or conference attendance outside of the State of Kansas are generally not allowable unless necessary and essential to the grant project's success. The applicant must demonstrate comparable training is not available in Kansas or the necessary training model is unavailable in the state.

Misuse of Grant Funds

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

Supplanting

CASA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist children who are victims of physical abuse or neglect. 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 CASA 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 CASA grant funds are available (or expected to be available) to fund that same activity. CASA 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, CASA 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 grantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of CASA funds.

Example 1 Organization A appropriated or otherwise secured funds in FY23 for salary and benefits for two volunteer supervisors. In FY23, Organization A is awarded CASA funds designated for the hiring of two additional volunteer supervisors. Organization A expended the CASA funds as intended, and now has four volunteer supervisors.

In this scenario, Organization A has used CASA funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the volunteer supervisors had left the organization during FY23 and Organization A did not follow established procedures to recruitment procedures to replace these staff or utilized CASA funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY22 for salary and benefits for two volunteer supervisors. Due to budget projections for FY23, Organization B expects to lay off the two volunteer supervisors (facts that Organization B is able to substantiate). In FY23, Organization B is awarded CASA funds designated for the hiring of one additional volunteer supervisor. At the beginning of FY23, Organization B lays off one volunteer supervisor and uses CASA funds to continue the salary and benefits for the other volunteer supervisor.

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

Example 3 Organization C appropriates or otherwise secures funds in FY23 for salary and benefits for two volunteer supervisors. Organization C plans to use CASA funds to pay the salaries of two additional volunteer supervisors. Subsequently, however, Organization C opts to use two current experienced employees for this effort and uses CASA 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 CASA funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new CASA-funded volunteer supervisor positions, use of the CASA 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 CASA-funded activities.

Grant Recipient Compliance and Reporting Requirements

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

In addition, grantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of CASA 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 CASA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a CASA grant are required to submit the following reports:

- Quarterly **Financial Status Report** provides fiscal information on expenditures made during the quarter. These reports are due 10 calendar days after the end of each quarter.
- Quarterly **Kansas CASA Association Outcome Report** provides statistical information on volunteers trained and assigned to cases and on children and families being served. These reports are due 10 calendar days after the end of each quarter.

- Annual **Grant Project Narrative Report** provides an anecdotal description of the activities and services provided with grant funds. This report is due July 10.
- **Projection of Final Expenditures Report** is due April 10.
- Any other reporting procedures that may be required by the KGGP.

Agencies submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The grantee 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

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. Incomplete applications, with *any* missing components or information, will receive consideration only after all other successfully completed applications have been considered. Applicants will be notified via the Grant Portal of the grant award decision. Please do not call regarding the status of an application.

Grant Portal Instructions

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the CASA Grant Program guidelines or application submission, contact the Kansas Governor’s Grants Program at 785-291-3205 or by email at kggp@ks.gov.

Application Requirements

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

The application should include the following items:

- _____ General Information (completed in Grant Portal)
- _____ Project Narrative (separate document to upload - not to exceed five pages)
- _____ Grant Project Budget (completed in Grant Portal)
- _____ Agency Budget (separate document to upload)
- _____ Proof of 501(c)(3) (separate document to upload)
- _____ Certificate of Good Standing (separate document to upload)

General Information (completed in Grant Portal)

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

Project Narrative (separate document to upload - not to exceed five pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed **five** pages in length.

Justification of Need for Grant Funds

Applicants must explain why CASA 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.

Grant Project Staff

Provide a list of each staff member to be funded with the CASA grant award and include staff who will be responsible for monitoring and evaluating the grant project. Provide the name, title, and a brief job description for each staff listed.

Sustainability

Provide a detailed description explaining 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 sustained in future years if CASA 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 they will be informed of the statutory rights of victims stated in K.S.A. 74-7333 and amendments thereto.

Civil Rights Contact Information

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

Current Board President Contact Information

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

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial statement 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 applicant has not completed a financial statement audit performed by an independent certified public accountant, state so in this section. **All applicants should note that a financial statement audit will be required once every three years, as required by the National CASA Standard 6:C6. If the organization does not have a completed financial statement audit report for an organization fiscal year ending in 2021 or 2022, one will be required for the organization fiscal year ending in 2023.**

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.

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 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 CASA grant project for each position requested. 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>Request</u>	<u>Description</u>
Volunteer Supervisor	\$10,250	“Full-time, salaried, 25% of time on project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .5 year) + (\$42,000 x .5 year) x .25 of time”
Outreach Coordinator	\$ 6,396	“Full-time, hourly, 40 hrs/wk, 20% of time on project; employee scheduled to receive a 5% raise on Jan 1 st : (\$15.00/hr x 1,040 hrs) + (\$15.75/hr x 1,040 hrs) = \$31,980 x .20 of time”
Conferences/ Workshops	\$ 980	“Crime Victims’ Rights Conference, April, Wichita: (\$150 registr. x 2 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$100/nt. x 2 nights x 2 staff) + (\$30/day meals x 3 days x 2 staff)”

Current Fiscal Year Agency Budget (separate document to upload)

Upload the applicant’s current fiscal year budget, 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 program’s budget for expenses.

Example of budget income only:

Agency’s Current Fiscal Year January 1-December 31, 2023

SOURCE:	AMOUNT:	STATUS:	DATE:
City of ‘x’	\$10,000	Projected	7/23
United Way	5,000	Received	1/23
Walk-A-Thon	500	Collected	2/23
‘23 CASA-GOV	9,000	Received	7/22
‘24 CASA-GOV	<u>10,000</u>	Requested	6/23
Total Agency Income	\$34,500		

***Note:** -Budget expenses are also required.

Proof of 501(c)(3) (separate document to upload)

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

Certificate of Good Standing (separate document to upload)

Upload as an attachment a current (less than one year old) copy of the applicant’s Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://www.kssos.org/business/certificates-of-good-standing.html>.