



OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT
VICTIM SERVICES DIVISION
120 SW 10TH AVENUE, 2ND FLOOR
TOPEKA, KANSAS 66612-1597
(785) 368-8305 (PHONE)
(800) 828-9745 (TOLL-FREE)
785-296-7796 (FAX)

**State Children's Advocacy Center Fund
SFY 2022 Grant Instructions**

DUE DATE OF APPLICATION: May 3, 2021

Applications NOT Submitted by 11:59 P.M. **May 3, 2021** will not be accepted.

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT

VICTIM SERVICES DIVISION

2022 State Children's Advocacy Center Fund

Funding Period: 7/1/2021 to 6/30/2022

**Application Instructions for the Office of the Attorney General (OAG)
State Children's Advocacy Center Fund Grant**

GUIDELINES

The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2022 State Children's Advocacy Center Fund (CAC) grant program. The following information defines eligibility and accountability criteria, and sets forth requirements for the application and administration of grants awarded from the OAG State Children's Advocacy Center Fund, as authorized by K.S.A. § 20-370 and K.S.A. § 74-7336. If you have questions regarding this document or the grant program, contact Tracey Goering, Grant Monitor, at (785) 368-7463 or tracey.goering@ag.ks.gov.

APPLICATION DEADLINE

The CAC grant application will be due May 3, 2021 no later than 11:59 pm. Note: The CAC Grant application timeframe has been moved to coincide with all other grant applications.

GRANT PROJECT PERIOD

Each project funded under this grant shall be for a period of 12 months from 7/1/2021 to 6/30/2022.

ELIGIBLE EXPENDITURES

All expenditures from the children's advocacy center fund shall be for operating expenditures of children's advocacy centers in the state that are eligible for funding pursuant to law.

Note: Multi-program or "umbrella" agencies must pro-rate all agency expenses related to facility & telecommunications. CAC Funds may only be used for expenses to operate the CAC program.

- All documentation must include proof of expense, proof of payment, and must be maintained by the grantee for 5 years after the close of the grant.
- All funds will be paid on a reimbursement basis.
- All funds must be completely spent no later than the close of the grant cycle (7/1/2021 to 6/30/2022).
- "Pre-payments" for expenses outside the grant cycle are not allowable.

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT

VICTIM SERVICES DIVISION

2022 State Children's Advocacy Center Fund

Funding Period: 7/1/2021 to 6/30/2022

Eligible Expenses	Examples	Ineligible Expenses [3]
Salary & Fringe	Salary and Fringe Benefits of CAC staff	Salary and Fringe Benefits of agency staff unrelated to CAC operations
Travel - Mileage	Mileage expense for delivering direct service to clients, such as court accompaniment and court testimony.	Mileage for meetings, or picking up materials.
Training	In-state training of staff related to providing CAC services	Out-of-state training/training for agency staff unrelated to CAC operations
Supplies	Supplies purchased specifically for delivery of direct services, including interview supplies and recording media.	No general office supplies, no food/refreshments or client "give-away" items.
Telecommunications	Landline, cell phone, internet, web hosting and website design services.	
Printing [1]	Printing materials directly related to client services, such as a brochure or booklet for clients	No general printing such as letterhead, newsletters, business cards, promotional materials.
Rent	Rent amount paid under a current, signed lease agreement specifically for CAC facility	"Pre-paid" rent outside of grant cycle or for space not used for CAC
Utilities (Electric, Gas, Sewer & Trash)	Electricity, Gas, Water/Sewer & Trash for CAC facility	No facility maintenance (i.e. lawn/snow/exterminator/security) nor repairs or construction
Equipment [2]	Equipment specific to interview recording, (i.e. cameras, microphones, Smart Board, recording device) Computers for CAC staff allowable.	No furniture. No equipment purchases for agencies outside the CAC.
Case Tracking System for CAC cases	Case tracking system for CAC cases	No general accounting or bookkeeping fees.
Insurance (Liability and D & O)	As related to the CAC	For items unrelated to the CAC
Audit	Expenses related to contracting with an audit agency to perform an audit of the CAC program's finances.	
Interpretation and Translation Services	Expenses related to translating materials for distribution to clients or obtaining an interpreter for non-English speaking victims.	

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT

VICTIM SERVICES DIVISION

2022 State Children's Advocacy Center Fund

Funding Period: 7/1/2021 to 6/30/2022

Additional Notes Regarding Eligible Expenses

- [1] Printed materials should be explained in detail to the Office of the Attorney General, for review and approval, when application project budget is submitted.
- [2] Equipment will require an Equipment Inventory Form, to be completed and submitted to the Office of the Attorney General. Equipment may not be transferred and must be tracked until disposal.
- [3] Approved expenses are limited to those listed. Other ineligible expenses include:
 - Expenses incurred in the process of fund raising or any activities related to fundraising.
 - Expenses incurred in efforts to support or oppose legislation or administration reform.
 - Expenses incurred in providing services to perpetrators of crimes against children.
 - Expenses incurred before or after the opening and closing dates of the grant cycle.