

## **GUIDELINES: HTVAF Grant Program**

The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2023 Human Trafficking Victim Assistance Fund (HTVAF) grant program. Through the Grant Program, the Victims Services Division seeks to ensure that Kansas crime victims: 1) are aware of their rights, 2) have their rights protected, 3) are aware of the services available to them, and 4) have access to quality services. Please ensure that the application you submit describes fully how the proposed project will provide quality services to victims in the service area specified in the project proposal.

The following information defines guidelines, purpose, eligibility and fund limitations criteria for the application to the Human Trafficking Victim Assistance Fund, as authorized by K.S.A. § 75-758.

Please read the grant application instructions thoroughly before completing and submitting the grant application. 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](mailto:tracey.goering@ag.ks.gov).

### **PURPOSE AND CRITICAL ELEMENTS**

The Human Trafficking Victim Assistance Fund was established by the 2013 Legislature (K.S.A. § 75-758) to provide training regarding human trafficking for law enforcement agencies throughout Kansas, and to support care, treatment and other services for victims of human trafficking and commercial sexual exploitation of a child.

Activities may include, but are not limited to, twenty four hour crisis intervention and support or emergency services; counseling; assistance with compensation claims, medical advocacy, immigration advocacy and associated fees, civil court advocacy (for example, assistance with divorce decrees from originating country), creditors, community referrals and restitution, with the exception that no direct compensation may be paid to a crime victim; prosecutor or court related services; shelter support counseling, social services support and criminal justice advocacy.

Funds may be utilized to continue an existing grant project or program as well as create new grant projects or programs to provide services to victims of human trafficking. HTVAF grant projects funds are not guaranteed for a specific time-frame and will be competitively reviewed annually.

If your agency received a grant in the previous state fiscal year and is requesting funds for continuation of the same grant project, it is strongly suggested to limit your requested grant amount to the same or a lesser amount than you received last year.

There is no guarantee that your request will be awarded in full or in part. To view the total amount and awards received last year, please visit the Victim Services Grant Program website at <https://ag.ks.gov/victim-services/grants>

### **ELIGIBLE APPLICANTS**

Available funds may be awarded to units of state or local government or private, not-for-profit organizations for defined grant project activities. Private, not-for-profit organizations, duly registered with the Office of the Secretary of State, may receive funds under this act as

subgrantees or subcontractors to a local entity of government or may receive funds as a direct applicant.

In order for a not-for-profit organization to qualify for funding, it must:

1. Meet the requirements of section 501(c) of the Internal Revenue Code of 1986.
2. Be registered and in good standing as a not-for-profit corporation.
3. Meet normally accepted standards for not-for-profit organizations.
4. Have trustees or board of directors who represent the racial, ethnic, and socioeconomic diversity of the county or counties served.
5. Have received fifty (50) percent or more of their agency budget from sources other than funds distributed through this fund. Other sources may be public or private, and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services.
6. Demonstrate the ability to successfully administer programs that meet the criteria defined in this document.
7. Make available an independent certified audit of the previous year's financial records.
8. Have obtained appropriate licensing or certification, or both.
9. Serve a significant number of residents of the county or counties served.
10. Not duplicate services already adequately provided to county residents.
11. Agree to comply with reporting requirements.

## **ACCEPTABLE USE OF GRANT FUNDS**

Because funding is limited, a guideline for acceptable uses of grant funding is provided below. This list is not intended to be all-inclusive. If you wish to use funds for a purpose not listed, please seek approval through the Office of the Attorney General.

1. Operations Expenses
  - Salary
  - Fringe benefits
  - Supplies
  - Communication
  - Technology
  - Rent
  - Building maintenance
  - Audit
  - Contract services (including accountant, audit, maintenance, insurance, software lease, etc.)
  - Fundraising, limited to the following:
    - i. Expenses related to the planning and execution of fundraising activities including:
      1. Employee salaries
      2. Marketing
      3. Design
      4. Communication
      5. Printed materials
2. Direct Services

- Clothing, food (within shelter), communication
  - Transportation within the State of Kansas (outside state requires approval)
  - Interpretation Services
3. To be considered allowable, salaries, personnel costs, equipment, and hardware costs must be necessary and essential to the grant project's success.
  4. 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.

## LIMITATIONS OF FUND USE

Because funding is limited, a guideline for fund limitations is provided below.

1. These grant funds shall not supplant federal, state, or local funds that would be available otherwise for grant projects for child abuse and neglect projects.
2. The use of grant funds to pay for gift cards or fuel vouchers is not allowed.
3. Construction or land acquisitions, including mortgage payments, are not allowable costs.
4. The use of grant funds is prohibited for grant projects that offer a low probability of improving services to children as determined by fiscal and project audits and grant reviews.
5. Expenses related to direct fundraising activities (meals with donors to request funding, rent for event space, food for attendees at an event, auctioneers or emcees, caterers, planners, contracted set up or other services, or entertainment for an event. (See Application Instructions for acceptable expenses).
6. Lobbying or influencing the legislature.
7. Grant funds cannot be used to pay for magazines, individual professional membership dues, or fees. However, grant funds may be used to pay agency membership dues or fees to state or national (CAC, CASA, DV/SA, CEVC) organizations.
8. Grant project funds cannot be used to attend conferences, training or meetings that occur **outside the state of Kansas**.
9. Food may not be purchased with the use of grant funds, except for food purchased for consumption by clients.
10. Expenses incurred before or after the opening and closing dates of the grant cycle.
11. Grant funds may not be used to reimburse mileage expenses in excess of \$ .565 per mile or the applicant's approved policy rate, whichever is lower.
12. Grant funds may be used for direct client assistance, including client relocation expenses. However, out-of-state travel expenses (transportation, baggage, etc.) must be pre-approved by the grant monitor and director of victim services. All requests for approval for emergency assistance will be responded to as quickly as possible.