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\*\*\*\*\*

**SFY 2024**

**STATE CRIME VICTIMS' ASSISTANCE FUND**

**GRANT APPLICATION GUIDELINES AND INSTRUCTIONS**

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VICTIM SERVICES GRANT FUNDING IS ALWAYS CONTINGENT UPON THE RECEIPT OF ADEQUATE FUNDS AND APPROPRIATIONS TO THE OFFICE OF THE ATTORNEY GENERAL BY THE KANSAS LEGISLATURE.

AS OF THE POSTING DATE OF THIS GRANT APPLICATION, THE SFY 2024 BUDGET IS NOT YET SIGNED INTO LAW BY THE GOVERNOR.

DUE DATE OF APPLICATION: 5/05/2023 AT 11:59 PM  
APPLICATIONS NOT SUBMITTED TO THE OAG GRANT MANAGEMENT SYSTEM  
BY THIS DATE WILL NOT BE ACCEPTED

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**SFY 2024 STATE CRIME VICTIMS' ASSISTANCE FUND**  
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## **GUIDELINES**

The Office of Attorney General Kris W. Kobach is accepting applications for the State Fiscal Year (SFY) 2024 State Crime Victims' Assistance Fund (CVAF) 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 eligibility and accountability criteria, and sets forth requirements for the application and administration of grants awarded from the State Crime Victims' Assistance Fund, as authorized by K.S.A. § 74-7334 et seq.

Please read the following document thoroughly before completing and submitting the grant application. If you have questions regarding this document or the grant program, contact the Grant Monitor at (785) 368-7463 or [grants@ag.ks.gov](mailto:grants@ag.ks.gov).

## **APPLICATION DEADLINE**

Each grant proposal must be submitted to the Office of the Attorney General Grant Management System found on the OAG website no later than 11:59 on 5/05/2023.

## **GRANT PROJECT PERIOD**

Each project funded under this grant shall be for a period of 12 months from July 1, 2023 to June 30, 2024.

## **PURPOSE AND CRITICAL ELEMENTS**

The State Crime Victims' Assistance Fund (CVAF) was established in 1989 to assist programs in providing services and assistance to crime victims in order to speed their recovery from the financial loss, physical suffering, and emotional trauma of victimization, and to assure proper and sensitive treatment of crime victims in the criminal justice process.

The CVAF Grant funding may be utilized to increase, enhance or expand an existing grant project or program, as well as create new grant projects to provide services to victims of crime. CVAF funds are not guaranteed for a specific time-frame and will be competitively reviewed annually.

It is the intention of this grant program to provide as wide a range of coverage to the citizens of the state as possible. Assistance may encompass a wide range of support services. Specific services to be provided and the specific target group should reflect local needs and priorities.

Available funds shall be used solely for the purpose of making grants for on-going operating expenses of programs, including court-appointed special advocate programs, providing: (1)

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Temporary emergency shelter for victims of child abuse and neglect; (2) counseling and assistance to those victims; or (3) educational services directed at reducing the incidence of child abuse and neglect and diminishing its impact on the victim.

The CVAF Award Requested amount must not exceed **\$ 32,500** for Award and **\$ 10,833** for the required match. The match amount must equal 25% of the TOTAL CVAF PROJECT AMOUNT. CVAF Requested Amount plus the match Amount = Total Project Amount. (To calculate the CVAF match Amount, divide the CVAF Award Requested Amount by three).

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. NOTE: there is no guarantee that your full request will be awarded. 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>.

## **REPORTING REQUIREMENTS**

All reporting requirements are described in the document posted on the Victim Services website: <http://ag.ks.gov/victim-services/grants>. Please read these requirements and be familiar with the reporting requirements of this grant prior to submitting the grant application.

## **RECORD RETENTION**

Programmatic and financial records (copies of grant applications, assurances, reports, correspondence, expense receipts, etc.) must be maintained by your organization for a period of five years past the close of the grant project period. Once applications and reports have been submitted, they can be accessed through the submissions in the grant management system and printed.

## **UNEXPENDED GRANT FUNDS**

If an agency did not expend the entire award amount, the agency is required to refund any overpayment amount to our office. The grantee is accountable to track expenditures and payments from the OAG. At the end of the grant year, the grant monitor will determine the amount of the refund due. The OAG will send a letter requesting a check in that amount, providing a 3 week deadline. The Grantee must compare their grant information to the findings of the OAG. If the Grantee agrees with the assessment, they will initiate a payment within the requested deadline. If the Grantee information differs from the OAG, there is a 2 week timeframe to dispute the final number. The Grantee and the OAG grant monitor will review the records together to determine the appropriate reimbursement. Once resolved, a new request letter will be issued and an additional 3 week deadline is set.

*No future payments will be made until unexpended funds are returned to the Office of the Attorney General. Failure to return unused funds may also impact the ability to receive future awards.*

## **FINAL PAYMENT PROCESS**

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Final payments are made to the grantee upon reconciliation of the final reports and the completion of the special conditions. The grantee is accountable to track expenditures and payments from the OAG. Once the reports are received, if the OAG records match the final reports, a payment will be initiated. It could be up to three weeks before the check is actually generated. If the final reports do not match with the OAG grant monitor's records, the grant monitor will initiate communication to resolve the differences. Once resolved, the OAG will initiate a payment in the amount agreed upon. The actual payment may not be received for several weeks.

## **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.

## **MATCH**

State funding may be used to offset the cost of up to 75 percent of the proposed grant project. The required match is calculated at 25 percent of the total proposed grant project and must be in cash. Funds from any source that have been supporting these existing efforts may be used as a match against state funds. (To calculate the CVAF match amount, divide the CVAF **award amount** by three.)

## **ACCEPTABLE USE OF GRANT FUNDS**

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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 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. (Phone cards for communication are permitted).
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.

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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.
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 will not be reimbursed.
11. Grant funds may not be used to reimburse mileage expenses in excess of the Federal mileage reimbursement rate or the applicant's approved policy rate, whichever is lower.

### **GRANT REVIEW COMMITTEE**

A committee, appointed by the Attorney General, may assist the Attorney General in determining grant awards. The Attorney General or his designee will chair the grant review committee.

### **REVIEW OF APPLICATIONS**

The grant review committee will evaluate each of the applications based on the following criteria:

- The degree to which the proposal focuses on the problems and needs of victims of crime;
- The quality of the needs assessment and documentation in terms of proposed services for victims of crime;
- The record of successful implementation of services to victims of crime;
- Documentation and understanding of a problem as it relates to victims of crime in the applicant's community;
- Demonstration of clear, measurable, and appropriate proposed grant project objectives, consistent with the evaluation criteria outlined in the grant application instructions;
- The efficacy of evaluative components, both programmatic and fiscal;
- The degree of community support and collaboration for the grant project;
- Receipt of other state and local funding;
- Relevant budget information; and
- Number of persons served by the agency and the project.

Such indicators as number of staff assigned, the type of services provided, number of victims of crime served and the number of personnel and others trained may be used to evaluate the efficiency and impact of the grant project.

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**NOTE:** If the applicant is applying for another year of funding, the committee will also consider the applicant's ability to meet the goal(s) and objectives of the grant, submit reporting requirements in a timely manner, or any additional information the committee feels is necessary, including, but not limited to: financial stability; quality of management systems; history of performance, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards and reports and findings from audits.

## **AWARD INFORMATION**

The application you submit must clearly define the goal(s), objectives, and tasks that will be achieved in SFY 2024. A grant assurance sent to awardees will state the amount awarded and will explain any special conditions affecting how the funds are to be utilized during the grant year.

A formula will not be used for calculating grant awards.

It is our goal that these funds are used to effectively serve victims, so there is a heightened focus on accountability. In keeping with that focus, the Victim Services Division will offer various training opportunities. The Victim Services staff will continue to conduct site visits to ensure that quality services are provided for victims across the state. They will also conduct technical assistance visits to address the specific needs of your grant program.

## **CONDITIONS OF GRANT AWARD**

All grantees must comply with the Guidelines developed by the Office of the Kansas Attorney General.

- The Grant Assurance and Budget Spreadsheets must be approved by the Executive Director, President of the Board, and Treasurer of the Board.
- Grant Assurances with the required signatures, revised project budgets and revised goals and objectives (if applicable) based on the final grant award, and all other items specified in the special conditions must be uploaded to the Office of the Attorney General's GMS no later than 4 weeks (28 days) after the date of notification of the award. When the due date falls on a weekend or holiday, the assurances are due the next business day.
- Payments will be submitted for payment to accounting in September, January, April and July if the grantee remains in compliance with reporting and grant requirements.
- Per the terms of the award, funds may be withheld if grantees do not submit the signed assurances, revised budgets and revised goals and objectives (if applicable), and other items specified in the special conditions by the due date.
- Funding is always contingent upon the receipt of adequate funds and appropriations to the Office of the Attorney General by the Kansas Legislature. In the unlikely event that state funds are insufficient, grant awards may be reduced from the approved amount.



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- Site Visits or book reviews will be conducted as needed. Grantee is required to submit requested information to the OAG by the designated deadline and participate in a virtual or in-person review of the information.

Due to the competitive nature of the grant award process, the Grant Review Committee may not consider applications that are incomplete or not submitted correctly.

An incomplete application means the following:

- Application is missing information.
- Audit Report and related documents are not submitted.
- Incorrect forms were used.

## **INSTRUCTIONS FOR AGENCY INFORMATION**

### **AGENCY INFORMATION**

- Please complete the agency information with current information.
- Attach all required documents (audit, board of directors, SHF, etc.) The application will not allow you to submit without the required documents.

### **CRIME VICTIMS' RIGHTS**

- Please indicate the names and titles of those employees responsible for informing victims of their statutory rights and assisting them in applying for available compensation benefits.
- Please confirm that these responsibilities are written into their job descriptions, as well as documented in your policies and procedures manual(s).
- If these responsibilities are not in the job descriptions or documented in the policies and procedures manual(s), your agency is NOT eligible for this grant.

### **AGENCY ACCOMPLISHMENTS**

- You have been given the opportunity to inform the grant review committee of the greatest 3 accomplishments of your agency in the last year.
- This is entirely optional. However, we recommend that you include at least one accomplishment.
- The grant review committee does not read your quarterly reports and is typically not aware of your goals and objectives.

### **SELECT ALL GRANTS FOR WHICH YOU WILL APPLY FOR SFY 2024**

**For each grant type selected, you will be prompted for an amount and a title.** By checking these grant types, you are indicating which grant applications you will need. For the CVAF, make sure to select CVAF and complete the amount and name of the grant project.

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After you successfully submit the first portion of the grant, the CVAF portion of the grant will be sent to the email address of the applicant.

### **COUNTIES SERVED**

- Please indicate all counties that are served by your agency.
- This is agency-wide and not specific to your project.

### **JUDICIAL DISTRICTS SERVED**

- Please indicate all judicial districts that are served by your agency.
- This is agency-wide and not specific to your project.

### **Attachment: KS SECRETARY OF STATE CERTIFICATE OF GOOD STANDING**

- If the applicant is a not-for-profit organization, submit a **current** (less than one year old) copy of the organization's Certificate of Good Standing with the Kansas Secretary of State's Office available at [certificates of good standing](#).
- You may contact the Secretary of State's office for assistance at (785) 296-4564 during the hours of 8am-5pm, Monday - Friday.

### **Attachment: AGENCY BUDGET**

- Prepare one Agency Budget, with your next fiscal year budget, including balanced revenue and expenses that has been approved by the Board of Directors. The approved Agency Budget must be signed by the required Board members, Fiscal Officer and the Executive Director.
- The Agency Budget is for the applicant's fiscal year, not the OAG grant year, which is the state fiscal year.
- If the applicant is a governmental entity, the agency budget will be for the grant program only, not for the entire governmental entity.

#### Agency Budget - Revenue

- The revenue category should list all sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.).
- For each revenue source, state the amount, the awarding agency and its status (received, requested, committed, or projected).
- If the revenue is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates collecting the revenue.
- Include the appropriate pro-rated portion of this grant application request as budgeted revenue with a "requested" status.
- The column labels offered in the Agency Budget template are examples of funding sources common to many of our agencies.
- Columns may be re-labeled to display your organization's specific funding sources separately:
  - Grants from the Office of Attorney General
  - Grants from the Kansas Governor's Grants Program (KGGP)

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- Other federal grants
- Applicants may remove any unused “revenue source” columns in the Agency Budget Spreadsheet. This will decrease the width of the spreadsheet and allow the form to be printed in an easily read font.
- Please do not combine sources of revenue. This spreadsheet is intended to serve as a management tool for your organization, in addition to providing information for the grant review committee. If too many revenue resources are combined into one column, the benefit of showing the funding sources separately decreases.

**Agency Budget - Expenses**

- Applicants may add extra rows and rename the Position Title in the Agency Budget “Personnel” category as appropriate for your agency.
- Applicants may delete unused rows in the Agency Budget “Personnel” category as appropriate for your agency. Many “Position Titles” are listed on the Agency Budget template. If you do not employ certain types of positions within your organization, you may delete the personnel lines not applicable to your organization.

**Tips for the Agency Budget Spreadsheet**

- All line item expenses requested in the Grant Project Budget Narrative must be addressed in the Agency Budget.
- All amounts should be rounded to the nearest whole dollar.
- List all personnel positions separately and state the name of the current employee with their respective salary.
- If the position is vacant, please specify as “Vacant”.
- If a name change occurred, please note the former name in parentheses.
- Use only the official “Position Title” for each employee. The “Position Title” and the “Employee’s Name” in that position must be consistent throughout the entire grant application and all attachments.
- Indicate whether it is a new position (N) or an existing position (E) to the organization.
- Refer to the section “Limitations on Grant Funding” for further instructions regarding allowable and non-allowable use of grant funds.
- Do not delete any “Categories” or line items in the Grant Project Budget Narrative or Agency Budget spreadsheets. This allows the grant review committee to review and compare all applicants’ revenues and expenses.
- The Grant Project Budget Narrative and Agency Budget must be approved by the Executive Director (or Authorized Agency Representative), Board President, and Board Treasurer (or Fiscal Officer).
- The Agency Budget spreadsheets are posted on the our website, <https://ag.ks.gov/victim-services/grants>

**Attachment: LIABILITY & CASUALTY INSURANCE COVER SHEET**

- Submit a current copy of the cover sheet of the organization's liability and casualty insurance policies. Do not include the entire policy, even if a coversheet is not available; if this is the case, include an explanation of the coverage, not the entire policy. If coverage

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is provided by another organization or government, provide a letter from that entity affirming this.

**Attachment: LIST OF CURRENT BOARD MEMBERS**

- Complete the Board and Advisory Board Excel spreadsheet, adding or deleting rows as necessary. This form may be downloaded from the website.
- Please include the position of each member at their work place. This will allow the Grant Review Committee to understand the various types of experience and expertise contributed by the Board members.
- To ensure appropriate checks and balances for grant funds, appropriate separation of board and staff roles and responsibilities, with no potential conflict of interest, is essential. For example, no board member may be an employee of the organization, or derive benefit, from board decisions, financially or otherwise.
- The Office of the Attorney General recommends that not-for-profit agencies have a sufficient number of members to ensure proper oversight. In addition, we also recommend that members are representative of the demographic profile of the area the organization serves.

**Attachment: SEXUAL HARASSMENT POLICY (SHP)**

- From the website or the link in the application, download and print the provided Sexual Harassment Policy form.
- Sign, date, and record your name and the agency name on the document.
- Attach the form to the application.
- **IMPORTANT:** The State of Kansas will NOT process any grant payments until this document has been completed, signed, received and submitted to them. All fields must be completed.

**Attachment: LIMITED ENGLISH PROFICIENCY (LEP)**

- Please provide your policy for providing translation services to victims.
- This can be copied from your Policies and Procedures Manual.

**Attachment: AUDIT REQUIREMENTS**

- Submit the most recently completed audit and all audit attachments, as listed. Acceptable audits are FY 2021 and later.

**Attachment: ORGANIZATIONAL CHART**

- Please provide a current organization chart listing both employees and positions.

**Optional Questions:**

- Though not required, we appreciate your answers to the questions we've included in this application.

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- These answers will not be used to determine your eligibility for a grant, nor will they be used to determine amounts awarded.
- These questions will help us determine how we can better provide support and/or training to your agency.

### **CERTIFICATION OF APPLICATION**

- By clicking "submit form" on the grant application, you are certifying that you are a representative of the applying agency and are authorized to submit the grant application on their behalf. You are also certifying you have presented the application, its attachments, and budgets to the appropriate management and board members prior to submission. Checking the box also indicates that all information is accurate and correct to the best of your knowledge and if you later discover a discrepancy, you will notify the Office of the Attorney General Victim Services Division immediately.

### **NEXT SECTION**

Once you have submitted the agency information portion of the grant application, you will receive an email with access to the CVAF portion of the application (as well as any other grants you have indicated you intend to apply for).

### **GRANT SPECIFIC INFORMATION**

- Please complete the questions regarding the CVAF proposed project.
- This will include contact information, as well as the amount you are requesting for the grant, the grant title, and a description.

### **ASSURANCE OF COMPLIANCE WITH FY 2023 TRAINING REQUIREMENT**

- If you received CVAF Grant funding last year, you will be prompted to answer this question.
- Utilize the table provided within the grant application to record any training received during the 2023 grant cycle.
- If you maintain training logs for employees, you may choose to upload the training logs.

### **UNDERSERVED POPULATIONS**

- If you respond that you are requesting funding for a **new project/program**, you will be prompted to answer this question.
- Define the population(s) identified in the applicant's community considered to be underserved because of ethnic, racial, or cultural background; language diversity; differently-abled; or geographic isolation, etc.
- Provide the applicant's plan to reach and provide services to those populations.

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## NEEDS ASSESSMENT

- The submission of an application indicates there is an identified need that will be addressed either in whole or in part by the grant project for which CVAF grant funds are requested.
- Explain how addressing the need is related to the mission of the organization.
- As other agencies are competing for limited resources, document as factually and concisely as possible the definition and severity of the problem identified in the needs assessment.

## UNDERSERVED POPULATIONS

- If you respond that you are requesting funding for a **new project/program**, you will be prompted to identify underserved populations in your service area.
- You will also be asked how you plan to reach these populations.

## LIMITED ENGLISH PROFICIENCY

- If you respond that you are requesting funding for a **new project/program**, you will be asked to describe your process for serving people with limited English proficiency.

## LIST COMMUNITY PARTNERS

- If you respond that you are requesting funding for a **new project/program**, you will be asked to describe your process for serving people with limited English proficiency.
- This list should consist of agencies you will coordinate services with, police department contacts, city officials and other community partners. You do not need to provide contact information for each one—just the partner name. (Police Department, 2<sup>nd</sup> Judicial Court District, Rescue Mission, etc.)

## LETTERS OF SUPPORT

- If you respond that you are requesting funding for a **new project/program**, you will need 3 letters of support from local or state government and 3 from local businesses or community partners.
- Letters from other non-profit agencies or contractors will not fulfill this requirement.
- If an organization is applying for several new grant programs or projects from the Office of the Attorney General, it is allowable to use the same letters of support in all grant applications. However, the letters must address the services provided in each of the grant projects for which the grant funding is requested.
- To be considered a valid letter of support, a letter must be written on the supporter's letterhead, and must be signed and dated by the supporter.
- If unable to get government or community support, state reasons as to why.

## COUNTIES AND JUDICIAL DISTRICTS SERVED

**OFFICE OF ATTORNEY GENERAL KRIS W. KOBACH**  
**VICTIM SERVICES DIVISION**  
**FUNDING PERIOD: JULY 1, 2023 TO JUNE 30, 2024**  
**SFY 2024 STATE CRIME VICTIMS' ASSISTANCE FUND**

- Indicate which counties the CVAF grant-funded project will serve.
- Indicate which Judicial Districts the CVAF grant-funded project will serve.

## **NUMBER SERVED**

- Respond to each question providing accurate data for services provided in the last full year prior to this grant (2022).
- Complete the table indicating past service numbers and projections for the upcoming grant period.

## **Attachment: PROJECT BUDGET NARRATIVE**

- All items requested in the Project Budget Narrative must clearly tie back to the proposed goals and objectives articulated in the Project Narrative.
- The request should be reasonable to reach the proposed goal(s) and objectives.
- Please refer to the “Acceptable Use of Grant Funds” and “Limitations of Fund Use” sections on pages 5-6 of this document regarding specific uses for this grant.
- All “Budget Description” fields must include a detailed, accurate and concise description of the calculation of the expense. For example, the applicant must indicate when a planned increase in salary/wages for grant-funded staff will occur, and the new rates as well. Other examples – health and other insurance rates, retirement contribution rates, unemployment and workers compensation rates, etc.
- Show all calculations used to arrive at each line item requested on the Excel Budget Narrative.
- Personnel category - Calculations should include the full salary or wage for the grant year and the percentage of time devoted to the proposed Grant Project.
  - For staff paid by the hour, include the per hour wage rate and include the total number of hours the grant-funded staff person will work at the organization for the entire grant year, regardless of funding source, in order to provide the full annual salary amount. The budget must also include the percentage of time devoted to the CVAF Grant Project (CVAF grant-funded hours / Total annual hours worked in the organization).
  - For salaried grant-funded staff, calculate the “per hour wage rate equivalency” and include the total number of hours the grant-funded staff person will work at the organization for the entire grant year, regardless of funding source, in order to provide the annual salary amount. The budget must also include the project percentage of total hours for each position funded by the CVAF grant (CVAF grant-funded hours / Total annual hours worked in the organization).
  - If the grant-funded position is not for the entire 12 month grant period, specify the months of the project and report the number of hours budgeted for the grant project. Prorate the salaries and fringe benefits to reflect the same time frame used in the goal(s) and objectives.
  - Use only the official “Position Title” for each employee. The “Position Title” and the “Employee’s Name” in that position must be consistent throughout the entire grant application and all attachments. Names of employees must be listed as well. If the position is vacant, please specify as “Vacant”. If a name change occurred, please note the former name in parentheses.

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- For fringe benefits, show the specific applicable rates.

**Attachment: RESUMES FOR GRANT-FUNDED STAFF**

- Attach resumes for grant-funded staff for **new programs or new projects** within an organization.
- Submit resumes for new staff only in **existing** projects.

**PROPOSED GRANT PROJECT GOAL(S) & OBJECTIVES**

- Submit no more than three goals for the project.
- State the goal(s) of the proposed grant project or program for SFY 2024 for which the applicant is requesting funds. New projects or agencies: the goals must be consistent with the needs assessment.
- List the objectives to be accomplished in order to reach each goal.
- Objectives should be expressed in terms of reaching the proposed grant project goal(s) and resolving the need.
- Test your objectives to ensure that they are **SMART: Specific, Measurable, Attainable, Relevant, and Time Limited**.
- Include the proposed grant-funded activities, tasks, grant-funded staff assigned to each task and time period required meet to each objective.

Through the OAG 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.

When planning the 2024 CVAF project, please ensure that the goals and objectives describe fully how the proposed project will provide quality services to victims in the service area specified in the project proposal. Please address the following questions: What will you do for victims during the 2024 grant year? How will the 2024 CVAF project do this? How will this project incorporate these values stated above into the goals and objectives for this grant?

**PROPOSED PROJECT STAFFING PATTERN AND PROJECT COORDINATION**

- Describe the staffing pattern that will meet the proposed grant project goal(s), objectives, and evaluation.
- Briefly describe job duties or functions covered by the grant, noting any new duties and functions to be performed as a result of the grant.
- Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals, who may not be grant-funded employees.
- Include all staff responsible for monitoring and evaluating the proposed grant project's progress.
- Use only the official "Position Title" for each employee. The "Position Title" and the "Employee's Name" in that position must be consistent throughout the entire grant application and all attachments. Names of employees must be listed as well. If the position is vacant, please specify as "Vacant". If a name change occurred, please note the former name in parentheses.



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- State how the proposed grant project will coordinate with existing agencies and local resources for the population to be served.

## **PROPOSED GRANT PROJECT MONITORING AND EVALUATION**

### Project Monitoring

- Describe the procedure for monitoring the proposed grant project.
- Who will track the proposed grant project throughout the grant project period?
- What data will be collected?
- How will the information that is monitored be used to encourage success of the proposed grant project?

### Project Evaluation

- Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project.
- The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project.
- Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project.
- At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives.

## **CERTIFICATION OF APPLICATION**

- By clicking "submit form" on the grant application, you are certifying that you are a representative of the applying agency and are authorized to submit the grant application on their behalf. You are also certifying you have presented the application, its attachments, and budgets to the appropriate management and board members prior to submission. Checking the box also indicates that all information is accurate and correct to the best of your knowledge and if you later discover a discrepancy, you will notify the Office of the Attorney General Victim Services Division immediately.

Thank you for your application. We appreciate the services you provide for victims in the state of Kansas.