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SFY 2021

STATE CHILD EXCHANGE AND VISITATION CENTERS FUND
GRANT APPLICATION GUIDELINES AND INSTRUCTIONS

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 2021 BUDGET IS NOT YET SIGNED INTO LAW BY THE GOVERNOR.

DUE DATE OF APPLICATION: 5/26/2020 AT 11:59 PM
APPLICATIONS NOT UPLOADED IN THE OAG GRANT APPLICATIONS WEBSITE
BY THIS DATE WILL NOT BE ACCEPTED

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SFY 2021 STATE CHILD EXCHANGE AND VISITATION CENTERS FUND
GRANT APPLICATION INSTRUCTIONS
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GUIDELINES


The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2021 State Child Exchange and Visitation Centers Fund (CEVC) 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 Child Exchange and Visitation Centers Fund, as authorized by K.S.A. § 74-7334(e) and K.S.A. 75-720.

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 Kathy Holm, Grant Monitor, at (785) 368-8305 or Kathy.Holm@ag.ks.gov.

APPLICATION DEADLINE

Each grant proposal must be submitted to the Office of the Attorney General by uploading all required application documents in the Grant Reports website no later than no later than 11:59 on 5/26/2020.



Due to COVID-19: Applications MUST be submitted online to our new OAG Grant Applications website

REQUIRED WEBSITE: All required documents for the SFY 2021 OAG Grant Applications must be uploaded on our OAG Grant Reports website: <http://ag.ks.gov/victim-services/grants/upload-grant-applications> by 11:59 pm on the due date of the specific application. Although we prefer that the uploaded documents are pdf, we understand that applicants may need to upload documents in Word or Excel, due to COVID-19.

Our new OAG website will be very similar to our Grant Reports website. NOTE: when using the new OAG Grant Applications website, please be sure to make a screenprint of the “Upload of Application files” page, and a screenprint of the “Your upload is successful” page.

GRANT PROJECT PERIOD

Each project funded under this grant shall be for a period of 12 months from July 1, 2020 to June 30, 2021.

PURPOSE AND CRITICAL ELEMENTS

The State Child Exchange & Visitation Centers (CEVC) grant fund is available to increase,

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enhance, expand, or initiate grant projects that provide services & assistance to children and families in need of supervised exchange or visitation.

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. Activities may include on-site supervision, exchange monitoring, therapeutic supervision, recording observations of visits, referrals to other services and educational parenting classes.

No maximum or minimum dollar amount has been established for individual grant awards. However, our agency has been notified by the Governor's Division of the Budget that grant funds comprised of State General Fund dollars could be reduced in SFY 2021. Other grant funds could also be impacted by a reduction in their funding streams as well. 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.

UNEXPENDED GRANT FUNDS

The final Financial Status Report (FSR) will be due within 30 days of the end of the Grant Project Period. Expenses submitted after that point will not be reimbursed. Any funds not expended by 6/30/2021 must be returned to the Office of the Attorney General by close of business on 7/31/2021. It is the responsibility of the organization awarded the grant funds to track expenses and payments from the Office of the Attorney General and to return unused funds by this date.

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. (See Grant Review Committee – Review of applications note).

Additionally, all required reports must be received before new grant funds will be disbursed.

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ELIGIBLE APPLICANTS

Available funds may be awarded to units of state or local government, public 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

No match is required for this funding.

LIMITATIONS OF FUND USE

1. These grant funds shall not supplant federal, state, or local funds that would be available otherwise for grant projects for child exchange and visitation projects.
2. To be considered allowable, salaries, personnel costs, equipment, and hardware costs must be necessary and essential to the grant project's success.
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 and families as determined by fiscal and project audits and grant reviews.
5. Because of limited funding, items such as magazine subscriptions, membership dues, etc., will not be allowed.
6. The use of grant funds to pay for gift cards or fuel vouchers is not allowed.
7. 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.

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8. Grant project funds cannot be used to attend conferences, training or meetings that occur outside the state of Kansas.
9. Indirect costs are not allowed.
10. Food may not be purchased with the use of grant funds, except for food purchased with PFA, CVAF and HTVAF grant funds for consumption by clients living in a domestic violence / sexual assault / human trafficking shelter.
11. CEVC grant funds may be used to pay for a portion of the cost of the organization's financial audit. The contract amount with the audit firm is an allowable cost and will be funded by the CEVC grant according to the following formula:

(Cost of audit) x (Percentage of the CEVC grant / Total Agency Budget – Attachment 2)

12. Grant funds may not be used to reimburse mileage expenses in excess of **\$.575** per mile or the applicant's approved policy rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per their organization's policy, the applicant should be aware that no grant funds administered by the Kansas Attorney General's Office may be used to make up the difference.

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 and score each of the applications based on the following criteria:

- The degree to which the proposal focuses on the problems and needs of children and families;
- The quality of the needs assessment and documentation in terms of proposed services for children and families;
- The record of successful implementation of services to children and families;
- Documentation and understanding of a problem as it relates to children and families 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 children and families 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 find additional funding for the grant project, 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 2021. 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 workshops on financial management, business practices and procedures, grant writing, and victim-centered service delivery. 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.

Please refrain from calling concerning the status of the application. Applicants will receive notification of the award in writing.

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 signed 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 returned to the Office of the Attorney General with a postmark 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.
- No faxes are permitted to meet these award requirements. Documents must be mailed or hand delivered originals.
- **The payment structure of this grant has changed and grantees will only be paid after receipt of the required Quarterly reports.**

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- 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.

All CEVC grantees are required to submit a current and complete operations manual, including policies, procedures, and forms by October 31st each grant year. These documents must be uploaded to the OAG Grant Reports website. This requirement applies to new AND existing programs.

APPLICATION INSTRUCTIONS

In an effort to streamline the grant application process, the grant application is divided into two sections, Section 1, the Agency Information Section and Section 2, the Grant Specific Section. The Agency Information Section is information about your entire organization and can be completed once and filed with each 2021 Victim Services grant application. Section 2 contains the narrative and information specific to each grant.

Complete the template for the SFY 2021 grant application. The template includes instructions inserted in each section. **Remove the instructions once completed, leaving only your response.** The instructions are in bulleted format, but you may also select “normal” formatting for your response. This will shorten the length of the application.

Applicants must use the Excel spreadsheets for the Agency Budget, Project Budget Narrative, Community Partners list, and the Board of Directors / Advisory Board Listing. The Excel templates are posted on the Office of the Attorney General’s website. **No substitutes may be submitted for the current Excel spreadsheets.** These templates in Microsoft Excel format will calculate and perform functions within the document and will be submitted as attachments to the application.

To download the documents posted on our website, www.ag.ks.gov, right click on the document and select “Save Target As.” A window will open and you may select the folder in which to store the document. We suggest creating a new folder for the 2021 Attorney General Grants.

- Submit the application narrative in Times New Roman or Arial - 12-point font.
- Information entered into tables may be in 11-point font, per formatting in the template.
- Some information on the Agency Grant Information page is formatted in 9-point font, per formatting in the template.
- Limit your written responses to the number of words specified in the instructions. Keep the information as brief as possible and explanatory statements clear and concise.
- The header in the application template is set to describe the title of the grant, fiscal year and funding period. Do not remove this information. The header provides clarity to the grant review committee as to the grant for which an organization is applying.

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- The footer in the application template has been created to allow the applicant to fill in the name of the organization, in addition to numbering the pages. Enter the organization's name in the footer in the application template to replace the words "**INSERT NAME OF ORGANIZATION & CITY**" and make sure that all pages are numbered in the bottom right-hand corner.
- Add and/or delete rows to the tables in the application as necessary.
- Enter information into the spreadsheets in Times New Roman or Arial - 10-point font.
- Preview all spreadsheets before printing to ensure that the proper print area is set.

UPLOADING OF APPLICATION TO THE GRANT REPORTS WEBSITE



**Due to COVID-19: Applications MUST be submitted online
to our new OAG Grant Applications website**

REQUIRED WEBSITE: All required documents for the SFY 2021 OAG Grant Applications must be uploaded on our OAG Grant Reports website: <http://ag.ks.gov/victim-services/grants/upload-grant-applications> by 11:59 pm on the due date of the specific application.

Please upload only ONE copy of each of the following required items in the OAG Grant Reports website:

- Section 1 - Agency Information Section and required attachments
- Section 1 Audit and related documents
- Section 2 - Grant Specific Section & Project Narrative
- No original applications or additional copies are required for the SFY 2021 grant year.

- The Office of Attorney General strictly adheres to grant application deadlines.
- If you are able to upload the application documents as PDFs, please do so.
- However, if due to COVID-19, you are unable to upload required documents as PDFs, you may upload required documents as Excel or Word documents.
- **DO NOT SUBMIT COVER PAGES TO INTRODUCE ATTACHMENTS.**
- Do not submit any items not specified in the Summary of Contents (i.e. covers, appendices, bindings, artwork, brochures, pictures, news articles, etc.) These items will be removed prior to the review.

ATTENTION

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;
- Application is not in the correct order; or
- The correct number of copies was not submitted.

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INSTRUCTIONS FOR AGENCY INFORMATION AND COMPLIANCE (SECTION 1)

**UPLOAD ONE (1) SECTION 1 INTO THE OAG GRANT APPLICATIONS WEBSITE
NO ORIGINAL OR ADDITIONAL HARD COPIES ARE REQUIRED**

NOTE - HIGHLIGHTED SECTIONS TO BE PROVIDED ONLY FOR NEW PROJECTS

AGENCY INFORMATION

- Please complete the agency information with current information.

SUMMARY OF CONTENTS

- Please complete this table to ensure complete compliance with filing requirements for this grant application.

ATTACHMENT #1.1: 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 <http://www.kssos.org>
- You may contact the Secretary of State's office for assistance at (785) 296-4564 during the hours of 8am-5pm, Monday - Friday.
- If you are unable to complete this requirement, please check NO on the Section 1 checklist and explain why the information is not provided. If the application is incomplete when submitted, we will take the explanation into consideration.

ATTACHMENT #1.2: LIABILITY & CASUALTY INSURANCE COVER SHEET

- Submit a current copy of the COVER SHEET ONLY 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 is provided by another organization or government, provide a letter from that entity affirming this.

- **SEND THE COVER SHEET ONLY! DO NOT INCLUDE THE ENTIRE POLICY(IES) IN THE APPLICATION PACKET.**

ATTACHMENT #1.3: LIST OF CURRENT BOARD MEMBERS

- Complete the Board and Advisory Board Excel spreadsheet, adding or deleting rows as necessary.

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- 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.

AUDIT REQUIREMENTS

- Submit the most recently completed audit and all audit attachments, as listed.

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INSTRUCTIONS FOR GRANT SPECIFIC INFORMATION (SECTION 2)

**UPLOAD ONE (1) SECTION 2 INTO THE OAG GRANT APPLICATIONS WEBSITE
NO ORIGINAL OR ADDITIONAL HARD COPIES ARE REQUIRED**

NOTE - HIGHLIGHTED SECTIONS TO BE PROVIDED ONLY FOR NEW PROJECTS

AGENCY INFORMATION AND GRANT SPECIFIC INFORMATION

- Please complete the agency information and the grant specific section with current information.

SUMMARY OF CONTENTS

- Please complete this table to ensure complete compliance with filing requirements for this grant application.

ASSURANCE OF COMPLIANCE WITH FY 2020 TRAINING REQUIREMENT

- Please complete this table and obtain the signature of the Executive Director.

MANAGEMENT AND BOARD SIGNATURE PAGE

- Please ensure that the required Board members and Fiscal Officer have sufficient time to review the grant application and attachments. Upon approval of the grant application and required attachments, obtain the signatures of the required Board members, Fiscal Officer and the Executive Director.
- **NOTE: ALTERNATIVE CERTIFICATION ALLOWED DUE TO COVID-19**
 - Please refer to the notice on the Certification of Management and Board page of Section 2 regarding the alternative certification process that will be allowed due to COVID-10. This alternative method for Certification of Management and Board members will also meet the requirement for signatures on the Grant Project Budget Narrative and Agency Budget.

PRIOR ACCOMPLISHMENTS

Part 1 – Agency Accomplishments

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.

Please ensure that the accomplishments described in this section fully demonstrate how your organization has provided quality services to victims in your service area. Please address the following questions: What did you do for victims during the past grant year? How has your agency done this? How has the organization incorporated the values and purpose stated above into the progress made on your goals and objectives for this grant? Additionally, it is important for you to address information including, but not limited to, the following: new

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programs within the organization, accreditation, increased services, new or different services, awards, and recognitions, etc. **Remove the directions for this section and any unused rows after completion of the table.**

Accomplishment 1: Share the three most significant **agency accomplishments** from July 1, 2019 through March 31, 2020. It is essential that applicants represent their agency's accomplishments for this period, in order for the Grant Review Committee to compare accomplishments for agencies during the same reporting periods. Limit your response to 300 words or less.

Accomplishment 2: Share the three most significant **agency accomplishments** from July 1, 2019 through March 31, 2020. It is essential that applicants represent their agency's accomplishments for this period, in order for the Grant Review Committee to compare accomplishments for agencies during the same reporting periods. Limit your response to 300 words or less.

Accomplishment 3: Share the three most significant **agency accomplishments** from July 1, 2019 through March 31, 2020. It is essential that applicants represent their agency's accomplishments for this period, in order for the Grant Review Committee to compare accomplishments for agencies during the same reporting periods. Limit your response to 300 words or less.

Part II – 2020 Grant Project Accomplishments

- **This section is no longer required.**

UNDERSERVED POPULATIONS

- **THIS REQUIREMENT IS FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY.**
- **COMPLETE THIS SECTION FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY. IF THIS GRANT APPLICATION IS FOR AN EXISTING PROJECT, IT IS NOT NECESSARY TO COMPLETE THIS SECTION. PLEASE MARK THE CHECK LIST AND THIS SECTION WITH N/A.**
- 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.
- Address the process within the organization for serving limited English proficiency victims.

NEEDS ASSESSMENT

- **THIS REQUIREMENT IS FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY.**
- **COMPLETE THIS SECTION FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY. IF THIS GRANT APPLICATION IS FOR AN EXISTING PROJECT, IT IS NOT NECESSARY TO COMPLETE THIS SECTION. PLEASE MARK THE CHECK LIST AND THIS SECTION WITH N/A.**

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- 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 CEVC 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.
- **Remove the directions for this section after completion.**

PROPOSED GRANT PROJECT GOAL(S) & OBJECTIVES

NOTE: The general goal(s) and measurable objectives of the proposed grant project should be directly related to the findings of the needs assessment. The grant project's evaluation plan should be used to demonstrate progress made toward achieving the goal(s) and objectives.

- Submit no more than three overarching goals for the project.
- State the goal(s) of the proposed grant project for SFY 2021 for which the applicant is requesting funds. 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.
- Objectives should be specific, measurable, realistic, and consistent with the goal(s) of the proposed grant project, and cover a single event or outcome. Test your objectives to ensure that they are **SMART**:

S Specific
M Measurable
A Attainable
R Relevant
T Time Limited

- Include the proposed grant funded activities, tasks, grant funded staff assigned to each task and time period required meet to each objective.

NOTE: Once the applicant is awarded a grant for the project, the grant goal(s) and objectives listed in this spreadsheet will be used to report project progress on the quarterly work plan progress report.

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.

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When planning the 2021 CEVC 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 2021 grant year?; How will the 2021 CEVC project do this? How will this project incorporate these important values stated above into the goals and objectives for this grant?

Use the following table to convey the goal(s) and objectives for this grant project. The goals and objectives listed in this table must align with the budget narrative for this grant funding. Remove the directions for this section and any unused rows after completion of the table. Please be sure to include the name of the staff and their position in the last column. If the position is currently vacant, please indicate.

Goal 1: Describe the goal for the SFY 2021 grant year.			
Objectives	Performance Measures and Milestones	Data Grantee Provides to the OAG	Name and Position of Responsible Party(ies), Tasks, and Time Frame
Objective 1.1:			
Objective 1.2:			
Objective 1.3:			
Goal 2: Describe the goal for the SFY 2021 grant year.			
Objectives	Performance Measures and Milestones	Data Grantee Provides to the OAG	Name and Position of Responsible Party(ies), Tasks, and Time Frame
Objective 2.1:			
Objective 2.2:			
Objective 2.3:			

PROPOSED GRANT 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.

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- 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.
- State how the proposed grant project will coordinate with existing agencies and local resources for the population to be served.
- Remove the directions for this section after completion.

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.

ATTACHMENTS

NOTE: Applicants MUST use the Excel spreadsheets available on the website for the Budget Narrative, Agency Budget, and Agency Budget History. These forms are required documents and must be submitted as attachments to the application. No substitutions can be made for these documents; the Excel spreadsheets must be used.

ATTACHMENT #2.1: ORGANIZATIONAL CHART

- Attach a current Organizational Chart of the organization. Be sure that the current Organizational Chart includes the grant funded staff. If the positions are proposed, rather than existing, please indicate that on the chart.

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ATTACHMENT #2.2: 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 “Limitations of Fund Use” section on page 6 of this Grant Application Instruction document regarding specific limitations 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 CEVC Grant Project (CEVC 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 CEVC grant (CEVC 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.
- For fringe benefits, show the specific applicable rates.
- All requests must include reductions for event-provided meals, if applicable, and should be clearly reflected in the computation.
- If a line item in the Project Budget Narrative template is not applicable to your organization, delete the **description** offered in the template. Removing the description will allow the cell size to decrease, and the size of the Budget Narrative will be reduced.

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ATTACHMENT #2.3: AGENCY BUDGET – PROPOSED NEXT FISCAL YEAR

- Prepare one Agency Budget, with the applicant’s 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. (See COVID-19 note regarding signatures),
- The Agency Budget is for the applicant’s fiscal year, not the OAG grant year, which is the state fiscal year. This document is intended to be a useful tool to the Board and Management to develop the applicant’s budget each year.
- If your organization is applying for multiple OAG grants, an Agency Budget must be submitted with each OAG Grant Application.
- 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)
 - 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 too many 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.
- The number of columns in the spreadsheet affects the scaling of the document. Do not submit Agency Budget spreadsheets scaled to anything less than 70% of normal size.

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.

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Tips for the Grant Project Budget Narrative and Agency Budget Spreadsheets

- 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 approved Grant Project Budget Narrative and Agency Budget must be signed by the Executive Director (or Authorized Agency Representative), Board President, and Board Treasurer (or Fiscal Officer).
- The Grant Project Budget Narrative and Agency Budget spreadsheets must be printed in landscape orientation for proper readability.
- Place all landscape oriented documents with the top of the page on the left and the bottom of the page on the right prior to scanning the documents.
- **NOTE: ALTERNATIVE CERTIFICATION ALLOWED DUE TO COVID-19:**
 - Please refer to the notice on the Certification of Management and Board page of Section 2 regarding the alternative certification process that will be allowed due to COVID-10. This alternative method for Certification of Management and Board members will also meet the requirement for signatures on the Grant Project Budget Narrative and Agency Budget.
- **Do not use legal-sized paper. Print this form on regular 8.5 x 11 paper in landscape orientation.**
- The Excel Budget spreadsheets are posted on the our website, <https://ag.ks.gov/victim-services/grants>

ATTACHMENT #2.4: LIST OF COMMUNITY PARTNERS

- **THIS REQUIREMENT IS FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY.**
- **COMPLETE THIS SECTION FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY. IF THIS GRANT APPLICATION IS FOR AN EXISTING PROJECT, IT IS NOT NECESSARY TO COMPLETE THIS SECTION. PLEASE MARK THE CHECK LIST AND THIS SECTION WITH N/A.**
- List the name of the contact person for each organization with whom the proposed grant project will coordinate in providing services or making referrals. Such agencies

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and resources would be, for example: law enforcement, mental health centers, schools, regional prevention centers, prosecuting attorneys' offices, private foundations, etc.

ATTACHMENT #2.5: 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**

ATTACHMENT #2.6: THREE (3) LETTERS OF SUPPORT

- **THIS REQUIREMENT IS FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY.**
- **COMPLETE THIS SECTION FOR NEW PROGRAMS OR NEW GRANT PROJECTS WITHIN AN ORGANIZATION ONLY. IF THIS GRANT APPLICATION IS FOR AN EXISTING PROJECT, IT IS NOT NECESSARY TO COMPLETE THIS SECTION. PLEASE MARK THE CHECK LIST AND THIS SECTION WITH N/A.**

Three (3) Letters of Support from local government agencies

- If the applicant is a not-for-profit organization, and is submitting a grant application for a new program or project within the organization, then it **MUST** submit three current letters of support from local government agencies.
- These three letters **MUST** accompany the grant proposal.
- 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, if this is done, the letters must address the services provided in each of the grant projects for which OAG Victim Services 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.
- Please be sure to pursue these required letters of support early in your grant writing process.
- If unable to get government support, state reasons as to why.

Three (3) Letters of Support from local community partners

- If an applicant is submitting a grant application for a new program or project within the organization, then it **MUST** submit three current letters of support from three separate community partners.
- Letters from non-profit agencies not related to this specific proposal, or from contractors, will not fulfill this requirement.
- If unable to obtain community support, state the reasons as to why.