

## **GUIDELINES: CVAF Grant Program**

The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2022 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 guidelines, purpose, eligibility and fund limitations criteria for the application to the State Crime Victims' Assistance Fund, as authorized by K.S.A. § 74-7334 et seq.

Please read the 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).

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 is usually limited to three years and is for innovative projects. Funds may be utilized to increase, enhance or expand an existing grant project as well as create innovative new grant projects to provide services to victims of crime. CVAF grant projects should not be viewed as an entitlement project, but, rather, short-term support for new or expanded innovative grant project activities. **Eligible applicants should indicate how they are seeking other sources of funding to continue their grant projects and how their grant projects will continue to function without State Crime Victims' Assistance Fund monies.**

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, but are not limited to, twenty four hour crisis intervention and support or emergency services; counseling; assistance with compensation claims, 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.*

The CVAF Award Requested amount must not exceed **\$ 32,500** for Award and **\$ 10,833** for 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. 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>

## **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. Local appropriations that have been supporting these existing efforts may be used as a match against state funds. (Note: to calculate the CVAF Match amount, divide the CVAF **award amount** by three.)

## **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 crime victims' assistance 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 victims of crime 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.
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. CVAF 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 CVAF grant according to the following formula:

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

12. Grant funds may not be used to reimburse mileage expenses in excess of **\$.55** 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.