

## **GUIDELINES: HTVAF Grant Program**

The Office of Attorney General Derek Schmidt is accepting applications for the State Fiscal Year (SFY) 2022 Human Trafficking Victim Assistance Fund (HTVAF) grant program. Through the Grant Program, the Victims Services Division seeks to ensure that Kansas crime victims: 1) are aware of their rights, 2) have their rights protected, 3) are aware of the services available to them, and 4) have access to quality services. Please ensure that the application you submit describes fully how the proposed project will provide quality services to victims in the service area specified in the project proposal.

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

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

### **PURPOSE AND CRITICAL ELEMENTS**

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

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

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.

**The HTVAF Grant funding is to be limited to three years and is for innovative projects.** Funds may be utilized to continue an existing grant project for the second or third year, as well as create innovative new grant projects to provide services to victims of human trafficking. HTVAF 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 HTVAF Grant funding.

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.

## 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.
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. HTVAF 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 HTVAF grant according to the following formula:

(Cost of audit) x (Percentage of the HTVAF 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.
13. Grant funds may be used for direct client assistance, including client relocation expenses. ***However, out-of-state travel expenses (transportation, baggage, etc.) must be pre-approved by the grant monitor and director of victim services.*** All requests for approval for emergency assistance will be responded to as quickly as possible.