



OFFICE OF ATTORNEY GENERAL KRIS W. KOBACH
VICTIM SERVICES DIVISION
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**State Children's Advocacy Center Fund
SFY 2024 Grant Instructions**

DUE DATE OF APPLICATION: May 5, 2023

Applications NOT Submitted by 11:59 P.M. **May 5, 2023** will not be accepted.

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VICTIM SERVICES DIVISION

2024 State Children's Advocacy Center Fund

Funding Period: 7/1/2023 to 6/30/2024

**Application Instructions for the Office of the Attorney General (OAG)
State Children's Advocacy Center Fund Grant**

GUIDELINES

The Office of Attorney General Kris W. Kobach is accepting applications for the State Fiscal Year (SFY) 2024 State Children's Advocacy Center Fund (CAC) grant program. The following information defines eligibility and accountability criteria, and sets forth requirements for the application and administration of grants awarded from the OAG State Children's Advocacy Center Fund, as authorized by K.S.A. § 20-370 and K.S.A. § 74-7336. If you have questions regarding this document or the grant program, contact the Grant Monitor at (785) 368-7463 or grants@ag.ks.gov.

APPLICATION DEADLINE

Each grant proposal must be submitted by May 5, 2023 to the Office of the Attorney General through the OAG Grant Management System located on the OAG website at <https://ag.ks.gov/victim-services/grants>.

GRANT PROJECT PERIOD

Each project funded under this grant shall be for a period of 12 months from 7/1/2023 to 6/30/2024.

ELIGIBLE EXPENDITURES

All expenditures from the children's advocacy center fund shall be for operating expenditures of children's advocacy centers in the state that are eligible for funding pursuant to law.

Note: Multi-program or "umbrella" agencies must pro-rate all agency expenses related to facility & communications. CAC Funds may only be used for expenses to operate the CAC program.

- All documentation must include proof of expense, proof of payment, and must be maintained by the grantee for 5 years after the close of the grant.
- All funds will be paid on a reimbursement basis.

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.

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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 year. Any funds not expended by 6/30/2024 will not be reimbursed. It is the responsibility of the organization awarded the grant funds to track expenses and payments from the Office of the Attorney General.

FINAL PAYMENT PROCESS

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.

ACCEPTABLE USE OF GRANT FUNDS

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

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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

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

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Eligible Expenses	Examples	Ineligible Expenses [3]
Salary	Salary of CAC staff.	Agency staff not involved with the CAC operations.
Fringe	Any or all fringe benefits for CAC staff.	See above.
Travel and Training	In-state training expenses or travel for staff training or direct client services.	Out-of-state training/training for agency staff unrelated to CAC operations
Supplies and Communication [1]	Supplies for the CAC, phones, cell phones, internet or web hosting and website design services. Printed materials related to client services. (see below [1])	No food/refreshments (except for clients) or gift cards of any kind.
Facility	Rent, utilities, repair and maintenance for the CAC facility (pro-rated for combined agencies).	Rent/lease payments for space not used by the CAC (offices for non-CAC employees).
Equipment [2]	Equipment for the CAC over \$500.	Items under \$500 should be budgeted in supplies.
Contractual Services	Accountant services, audit, interpretation or translation services, case management system subscriptions, liability insurance, etc.	No lobbying.
Other [3]	Direct services for clients; transportation, food, lodging, etc.	No fundraising, gift cards (phone cards are acceptable).

Additional Notes Regarding Eligible Expenses

- [1] Printed materials should be explained in detail to the Office of the Attorney General, for review and approval, when application project budget is submitted.
- [2] Equipment will require an Equipment Inventory Form, to be completed and submitted to the Office of the Attorney General. Equipment may not be transferred and must be tracked until disposal.
- [3] Approved expenses are limited to those listed above (Acceptable Uses of Grant Funds).

Completing the Application

This application is to be used only for the CAC grant.

1. Complete the contact information for the CAC.
2. Complete the questions about number of children and families served.
3. Complete the table with number served for
 - Served in the last full State Fiscal Year 2022

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- Served in the first 3 quarters of 2023
 - Project the 4th quarter and add it to the first 3 quarters for a full 2023 projection.
 - Complete your projection for SFY 2024 (the grant for which you are applying.)
4. Check off all services your CAC offers to clients. If you check other, please write in the service provided that is not listed.
 5. Eligible Expenditures
 - a. Using the listing of eligible expenditures, complete the provided table with your budget.
 - b. Budget may not exceed \$4,000.
 6. If you are not applying for any other grants, you will be asked to upload the following:
 - a. Sexual Harassment Policy acknowledgement
 - b. Most recent agency audit
 - c. Letter from auditors to management
 - d. Response to the audit from the board of directors
 - e. Current list of board members (use provided form)
 - f. Insurance cover sheet
 - g. LEP (Limited English Proficiency Policy). This can be copied from your handbook.
 - h. Please provide an answer to the Civil Rights question.
 7. Certify the application for being complete, accurate, and approved.
 8. Submit the application.