



Kansas Governor's Grants Program

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Federal Family Violence Prevention and Services Act American Rescue Plan Grant Program to Support Survivors of Sexual Assault Solicitation

APPLICATION DEADLINE:

Applications must be submitted by email to kggpapp@ks.gov no later than March 16, 2022

Late applications will not be accepted

**For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205 or kggpapp@ks.gov**

Federal Family Violence Prevention and Services Act American Rescue Plan Grant Program to Support Survivors of Sexual Assault

Overview

The Family Violence Prevention and Services Program's American Rescue Plan (ARP) Act, P.L. 117-2, supplemental awards provide flexibility in how sexual assault programs use the Federal Family Violence Prevention and Services Act ARP Act Grant Program to Support Survivors of Sexual Assault (FVPSA-SV) to 1) assist with the transition to virtual/remote services for rape crisis centers, sexual assault programs, tribal programs, and culturally specific programs that provide crisis services, support services, and assistance to survivors of sexual assault, and 2) support the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency.

Grant Application Deadline

Sexual assault programs must submit an application for funding by email to kggpapp@ks.gov, **no later than 11:59 p.m. on March 16, 2022**. Late applications will not be considered for a grant award.

Grant Project Period, Funding Availability, and Distribution

All grant projects funded by the FVPSA-SV program shall be for a **period of 42 months** from **January 1, 2022, through June 30, 2025**. All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence.

There is **\$1,463,018** being distributed to local sexual assault programs based on the formula utilized to distribute the traditional FVPSA grant program funds:

- 25 percent allocated equally and advanced to programs, no later than February 28, 2022;
- 75 percent allocated per the following formula and paid based on reported expenditures:
 - 55% base amount; and
 - 45% distributed based on service area (85 percent population/15 percent square miles).

There is **no match requirement**.

Allowable Activities

Allowable activities must adhere to the intent of these FVPSA-SV funds by addressing the transition to virtual/remote services and supporting the increased emergency needs of sexual assault survivors as a result of the COVID-19 public health emergency. Based on an assessment of responses to the recent survey monkey conducted by the KGGP, the priorities identified for Kansas include the following:

- Resources for continuity of services and after-care when staff or sexual assault survivors are exposed or test positive and must quarantine, including the ability to hire additional staff. This includes resources for implementing virtual/remote services to decrease the possibility of exposure to the COVID-19 virus.
- Resources to provide hazard pay and compensation for exhausted staff due to increased risk while working in COVID-19 environment, and the ability to provide funds to increase staff retention. Additional resources for staff may include funds to pay for childcare, sick leave, transportation, and technology needs.
- Supplies to ensure survivors of sexual assault receive the care, support, and services they need while reducing the exposure to and risk of contracting the COVID-19 virus.
- Temporary housing assistance to mitigate the spread of COVID-19, including resources for hotel/motel accommodations.
- Mobile advocacy and mobile health services options to address transportation safety issues by removing the need for staff to transport a COVID-19 positive or exposed sexual assault survivor for crisis intervention or medical services.

Other allowable activities are described below. Applicants must clearly articulate the proposed use of funds and how the activities fall into one or more of the Kansas priorities or other allowable activities.

Prevent – Activities that assist sexual assault survivors by providing virtual services, supportive services, temporary housing assistance, mobile advocacy services, and supplies that will ensure survivors of sexual assault receive the care, support, and services they need while reducing the exposure to and risk of contracting the COVID-19 virus.

- Perform outreach and provide education on strategies that reduce COVID-19 transmission, using existing materials where available. Please note sexual assault programs are expected to use materials from federal agencies and/or local public health departments wherever possible.
- Disseminate educational materials and resources on precautions to prevent, contain, or mitigate COVID-19 and other respiratory illnesses. Please note sexual assault programs are expected to use materials from federal agencies and/or local public health departments wherever possible.
- Provide virtual services, temporary housing options, and supportive services to survivors of sexual assault including paying for the operating and staffing expenses of the facilities for rape crisis/sexual assault programs, culturally specific programs, and tribes.
 - Provide temporary refuge in conjunction with supportive services and in compliance with applicable state or tribal law or regulations, which includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Rental subsidies and rental assistance;
 - Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated, or leased by the program);
 - Safe homes; and
 - Hotel or motel vouchers.

- Provide prevention services, including outreach to underserved populations to increase virtual access to sexual assault services and reduce the exposure to and risk of contracting the COVID-19 virus.
- Strengthen partnerships with local and state public health authorities, local health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, LGBTQ+ organizations, and sexual assault programs to improve emergency operations.

Prepare – Activities that include assessing needs of sexual assault survivors during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity of sexual assault services. Assessing the capacity of emergency operation plans and plans to address the needs of survivors and reduce the exposure and risk of COVID-19. Please note the provision of remote services, virtual services, and mobile advocacy are allowable activities for this supplemental funding.

- Assess the capacity of the sexual assault program to provide continuity of sexual assault services, including emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism.
- Review, update, and/or implement emergency operations plan and plans to address increasing and/or shifting service demands, remote services operational capacity, potential provider closures, and staff unavailability due to illness, caretaking, or other reasons related to the COVID-19 public health emergency
- Ensure the continuity of the sexual assault program to:
 - Support victims and survivors of sexual assault to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency;
 - Maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist survivors of sexual assault, in recovering from the effects of the violence during the COVID-19 public health emergency;
 - Maintain the capacity to provide services for sexual assault survivors, including age-appropriate counseling, supportive services, and culturally relevant and linguistically appropriate services during the COVID-19 public health emergency; and
 - Maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Respond – Activities for ensuring the continuity of sexual assault programs during the COVID-19 public health emergency, which includes responding to issues such as adapting to fluctuating needs and changing circumstances. Please note staffing enhancements, workforce supports, and workforce capacity building are allowable activities.

- Provide services, training, technical assistance, and outreach to increase access to sexual assault supports and increase the accessibility of rape crisis and sexual assault services.
- Provide advocacy, case management services, and information and referral services concerning issues related to sexual assault services, including:
 - Assistance in accessing related federal and state financial assistance programs;
 - Legal advocacy to assist victims and their dependents;

- Medical advocacy, including provision of referrals for appropriate health care services (including mental health, alcohol, and drug abuse treatment), but which shall not include reimbursement for any health care services;
- Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
- Provision of transportation, childcare, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services; and
- Parenting and other educational services for victims and their dependents.
- Provide direct crisis intervention services, including counseling, mobile advocacy, telehealth, peer support, and in-person assistance. Mobile advocacy allows for advocates to work out in the community in order to support sexual assault survivors wherever it is safe and convenient for the survivor.
- Fund staffing increases, workforce supports for employees/advocates, and workforce capacity building and any related costs to retain, reward, or recruit staff to ensure the continuity of sexual assault and rape crisis center services for sexual assault survivors and their dependents.

Workforce Expansions, Capacity Building, and Supports – Activities related to workforce expansions and supports.

- Plan for implementation of sexual assault services, COVID-19 mitigation strategies, implementation of mobile advocacy services, language access planning, or virtual/remote services implementation.
- Train staff on COVID-19 mitigation activities, implementation of mobile advocacy services, or virtual/remote services implementation.
- Hire staff to carry out sexual assault services, COVID-19 mitigation strategies, implementation of mobile advocacy services, or virtual/remote services implementation.
- Collect and report data on sexual assault services, COVID-19 mitigation strategies, implementation of mobile advocacy services, or virtual/remote services implementation.
- Secure and maintain adequate personnel to carry out sexual assault services, COVID-19 mitigation strategies, implementation of mobile advocacy services, or virtual/remote services implementation, including:
 - Hiring bonuses and retention payments,
 - Childcare,
 - Transportation subsidies or use of a leased/rented vehicle in lieu of personal vehicles, and
 - Other fringe benefits authorized by U.S. Department of Health and Human Services (HHS) regulations.

Limitations on the Use of Grant Funds

FVPSA-SV grant funds cannot be used for the following:

- Applying for and managing this grant, administrative tasks, fundraising, grant writing, lobbying, board development, or research projects, or for any training directed at any of these subject areas.

- Direct payments to any victim or dependent of a victim of sexual assault. This includes the use of gift cards for victims or their dependents.
- Construction, land and/or property acquisitions, renovations, or modifications to buildings. This includes mortgage payments.
- Vehicle purchases.

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 \$5,000 or more.

No income eligibility standard shall be imposed on individuals receiving assistance or services supported with FVPSA-SV funds.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Supplanting

FVPSA-SV funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for COVID-19 activities for victims of sexual assault. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

Grant Recipient Compliance and Reporting Requirements

If FVPSA-SV grant funds are awarded to the applicant, the sexual assault program will be expected to comply with the FVPSA-SV grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. In addition, the sexual assault program must comply with the provisions of the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#), and applicable administrative requirements, cost principles, and common rules as required by FVPSA, the HHS, and the KGGP, which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of FVPSA-SV funds.

Agencies receiving a FVPSA-SV grant award are required to submit the following reports:

- The **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 25 calendar days after the end of each month.
- Annual **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant project funds. These reports are due October 25th for each year in which the grant is open.

- The **Projection of Final Expenditures Report** is due April 25, 2025.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Copies of all financial and programmatic supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

KGGP staff will review applications for completeness, ensuring solicitation requirements are satisfied, and the proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable.

What an Application Must Include

Please read the FVPSA-SV solicitation instructions and requirements before completing the grant application. Submit the application documents in 12 pt. Times New Roman and number the pages of the application. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information (complete attached form)
- _____ Project Narrative (separate document not to exceed 10 pages)
- _____ Grant Project Budget (complete attached form and document)
- _____ Federal Certifications (complete attached forms)

General Information (attached form)

Applicants must complete the General Information Form attached to this solicitation. Please note the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe the purpose of the project and accomplishments of the grant award.

Project Narrative (separate document not to exceed five (5) pages)

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section. The Project Narrative pages shall be numbered and shall not exceed 10 pages.

Justification of Need for Grant Funds

This section should specifically include the coronavirus prevention, preparation, and response efforts of the applicant. Describe current efforts underway in addressing the pandemic; the immediate challenges the sexual assault program is experiencing to address it; how this funding

will help with the most immediate needs; and any long-term needs. Applicants must explain why FVPSA-SV funds are needed to support the applicant's efforts in preventing, preparing for, and responding to the coronavirus pandemic.

Include the specific activities to be conducted with FVPSA-SV funds and provide the dates or timeline for each activity to be completed. Describe how the sexual assault program is or will coordinate with the local health department or other health/medical programs in the community/communities served.

Grant Project Staff

Provide a list by name and title of each staff member to be funded with the grant if applicable and identify staff by name and title who will be responsible for monitoring and reporting on the grant project.

Underserved Populations

Define the underserved population identified in the applicant's service area, including those that may be underserved because of ethnic, racial, or cultural background, language diversity, persons with disabilities, or geographic isolation. Use local data to support the populations identified as underserved. Provide the applicant's plan, including a description of the particular steps that will be taken by the applicant, to provide outreach and services to the underserved populations as it relates specifically to the proposed FVPSA-SV activities. Applicants are encouraged to review the [Kansas Implementation Plan](#) as a resource in developing a plan to meet the needs of underserved populations.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the person who is responsible for ensuring all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

Current Board President Contact Information

Applicants must include the name, profession, address, phone number, email address, and the term of service for the current Board President.

System for Award Management (SAM) Registration and Unique Entity Identifier

Applicants must establish and maintain an active registration status in the [SAM](#) system. The applicant must provide 1) the agency's unique entity identifier as required for SAM registration, and 2) the current SAM expiration date.

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization's most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

If the KGGP has **not** received a copy of the organization's most recent audit report, including the Single Audit if applicable, and Internal Revenue Service (IRS) Form 990, those items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building,

900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant's agency.

Grant Project Budget (attached form and document)

The applicant must submit a grant project budget, based on the allocation provided by the KGGP, that is reasonable and cost-effective on the attached Budget Summary Form. Requested line items must be clearly linked to the proposed activities to be conducted to prevent, prepare for, and respond to public health emergency of COVID-19 to support victims of sexual assault. The budget must adhere to allowable costs and activities as outlined in this FVPSA-SV solicitation and the OMB Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#).

In addition to the Budget Summary Form, a brief narrative explanation with a detailed calculation must be provided. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the FVPSA-SV grant project for each position requested. Fringe benefit costs shall not be allocated to a position at a rate exceeding the portion of personnel costs requested in the FVPSA-SV Personnel category. Following are examples of descriptions that might be used for line item requests.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<i>Personnel:</i>		
Advocate, Existing	Hazard Pay Calculation: \$18/hr. wage x 10% x 40 hrs./week x 104 weeks =	\$ 7,488
<i>Fringe Benefits:</i>		
FICA	\$1,872 x 7.65% =	\$ 573
Childcare Stipend	\$150/week x 104 weeks x 1 staff =	\$15,600
<i>Travel/Training:</i>		
Lease/rent of mid-size vehicle during pandemic so staff do not need to use personal vehicles	Use strictly limited to transport of sexual assault victims and their dependents \$200/month x 24 months =	\$ 4,800
Fuel for leased/rental vehicle	\$40/tank x 1 fill-up/week x 104 weeks =	\$ 4,160
<i>Supplies:</i>		
Latex Gloves	\$160/case of 1,000 x 10 cases =	\$ 1,600
N95 Particulate Masks	\$60/box of 28 x 10 boxes =	\$ 600

Contractual:

Professional Cleaning	\$81.25/hour x 2 hours/week x 52 weeks =	\$ 8,450
Service COVID-19 Sanitization		

Other:

Direct Victim Assistance	Hotel vouchers when shelter is not a safe option: discounted rate of \$55/nt. x 200 nts =	\$11,000
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Federal Certifications (separate documents)

The applicant must read, sign, and submit the two required certification forms regarding debarment and suspension, and drug-free workplace requirements and regarding environmental tobacco smoke. The certification instructions and forms are on the following pages of this document.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER TIER
COVERED TRANSACTIONS AND
DRUG-FREE WORKPLACE**

Applicants should review the instructions for certification before completing this form. By signing this form, the prospective lower tier participant is demonstrating compliance with the certification requirements of 34 C.F.R. Part 85 - Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants). This certification shall be treated as a material representation of fact upon which reliance will be placed by the Kansas Governor's Grants Program and the Federal Department of Health and Human Services.

The prospective lower tier participant certifies, by submission of this proposal, that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the participant is certifying that it will make a good faith effort to maintain a drug-free workplace.

If the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, (re-authorized under the No Child Left Behind Act of 2001, Pub. L. 107-110), and amendments thereto (20 U.S.C. §§ 7181-7184), requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the subgrantee certifies that it will comply with the requirements of this Act.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization

GENERAL INFORMATION FORM

KGGP USE ONLY	Date Received: _____	Application Number: _____
APPLICANT IDENTIFICATION		
Agency Name: _____		
Street Address: _____		
City: _____	Zip + 4: _____	County: _____
Website: _____ Federal Employer Identification Number: _____		
AUTHORIZED CERTIFYING OFFICIAL		
Name: _____		Title: _____
Telephone: _____	Fax: _____	Email: _____
PRIMARY CONTACT FOR PROPOSED GRANT PROJECT		
(The primary contact listed will receive ALL correspondence from this office.)		
Name: _____		Title: _____
Telephone: _____	Fax: _____	Email: _____
FISCAL OFFICER		
Name: _____		Title: _____
Telephone: _____	Fax: _____	Email: _____
PROJECT INFORMATION		Funding Period: January 1, 2022 - June 30, 2025
Brief Description of Proposed Grant Project and Activities: _____		

County(ies) in Which Proposed Grant Project Will Operate: _____		

Applicant Agency Name: _____

BUDGET SUMMARY FORM		
BUDGET CATEGORY	FVPSA-SV	KGGP USE ONLY
PERSONNEL: (may include regular, overtime, and/or hazard pay, as applicable) A. _____ B. _____ C. _____ D. _____ E. _____ F. _____ G. _____ <p style="text-align: right;">SUBTOTAL</p>		
FRINGE BENEFITS: A. FICA B. Unemployment Insurance C. Health Insurance D. Workers' Compensation E. Retirement F. Other (Specify) _____ G. Other (Specify) _____ <p style="text-align: right;">SUBTOTAL</p>		
TRAVEL/TRAINING: A. Local Transportation B. Training Expenses C. Other (Specify) _____ <p style="text-align: right;">SUBTOTAL</p>		
SUPPLIES: A. Office Supplies B. Shelter/Program Supplies C. Other (Specify) _____ <p style="text-align: right;">SUBTOTAL</p>		
EQUIPMENT: A. _____ B. _____ <p style="text-align: right;">SUBTOTAL</p>		
CONTRACTUAL SERVICES: A. _____ B. _____ <p style="text-align: right;">SUBTOTAL</p>		
OTHER: A. Direct Victim Assistance B. Other (Specify) _____ C. Other (Specify) _____ <p style="text-align: right;">SUBTOTAL</p>		
TOTAL AWARD		

Signature of Authorized Certifying Official