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## Kansas Governor's Grants Program



### Federal Family Violence Prevention and Services Act American Rescue Plan COVID-19 Testing, Vaccines, and Mobile Health Units Access Supplemental Grant Solicitation

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### APPLICATION DEADLINE:

Applications must be submitted by email to [kggpapp@ks.gov](mailto:kggpapp@ks.gov) no later than March 9, 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](mailto:kggpapp@ks.gov)

# **Federal Family Violence Prevention and Services Act American Rescue Plan COVID-19 Testing, Vaccines, and Mobile Health Units Access Supplemental Grant Program**

## **Overview**

The Family Violence Prevention and Services Program's American Rescue Plan (ARP) Act, P.L. 117-2, supplemental awards provide flexibility in how domestic violence programs use the Federal Family Violence Prevention and Services Act ARP COVID-19 Testing, Vaccines, and Mobile Health Units Access Supplemental Grant Program (FVPSA-DV) to prevent, prepare for, and respond to the COVID-19 public health emergency with an intentional focus on increasing access to COVID-19 testing, vaccines, and mobile health units to mitigate the spread of this virus and increase supports for domestic violence survivors and their dependents. This supplemental funding provides the flexibility for how domestic violence programs respond to the evolving needs of domestic violence survivors within communities to ensure the continuity of shelter and supportive services.

## **Grant Application Deadline**

Domestic violence programs must submit an application for funding by email to [kggpapp@ks.gov](mailto:kggpapp@ks.gov), **no later than 11:59 p.m. on March 9, 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-DV 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 **\$2,764,923** being distributed to local domestic violence 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:
  - 40% base amount;
  - 15% distributed for each shelter facility; 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-DV funds by addressing COVID-19 testing, vaccines, and mobile health unit efforts, as well as supporting workforce expansion and

capacity building. 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 domestic violence survivors or their dependents are exposed or test positive and must quarantine, including the ability to hire additional staff.
- 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 domestic violence and their dependents 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 or individual units such as apartments (not required to be owned, operated, or leased by the program).
- Mobile health options to address transportation safety issues by removing the need for staff to transport a COVID-19 positive or exposed domestic violence survivor or their dependents to shelter or to 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.

### **COVID-19 Testing**

- COVID-19 tests, including viral tests to diagnose active COVID-19 infections, antibody tests to diagnose past COVID-19 infections, and other tests that the Secretary of the U.S. Department of Health and Human Services (HHS) and/or Centers for Disease Control and Prevention determines appropriate in guidance.
- Activities to support COVID-19 testing, including:
  - Planning for implementation of a COVID-19 testing program;
  - Providing interpreters and translated materials for individuals with limited English proficiency;
  - Procuring supplies to provide testing, including, but not limited to: test kits, swabs, storage (e.g., refrigerator, freezer, temperature-controlled cabinet), storage unit door safeguards (e.g., self-closing door hinges, door alarms, door locks), Sharps disposal containers, and temperature monitoring equipment;
  - Training providers and staff on COVID-19 testing procedures; and
  - Collecting and reporting data on COVID-19 testing activities.
- Activities to support COVID-19 mitigation, including:
  - Coordinating with the local health department or medical provider to provide case investigation and contact tracing;
  - COVID-19 screening;
  - COVID-19 testing promotion, confidence building, and community education; and
  - Referrals to testing, clinical services, and support services.
- Leasing of properties and facilities as necessary to support COVID-19 testing and COVID-19 mitigation.

- Digital technologies to strengthen the domestic violence program’s core capacity to support the public-health response to COVID-19.
- Education, rehabilitation, prevention, treatment, and support services for symptoms occurring after recovery from acute COVID-19 infection, including, but not limited to, support for activities of daily living—this includes services for the range of symptoms described as Post-Acute Sequelae of SARS-CoV-2 infection (PASC) (i.e., long COVID-19) and providing interpreters and translated materials for LEP individual maintenance.
- Items and services furnished to an individual during health care provider office visits (including in-person visits and telehealth visits) in connection with an order for or administration of COVID-19 testing or COVID-19 mitigation activities.

### **Vaccine Access**

- Supplies and vaccine administration fees for administering the COVID-19 vaccine for domestic violence survivors and their dependents.
- Activities to support COVID-19 vaccine access or administration, including:
  - Planning for implementation of a COVID-19 vaccine program,
  - Providing interpreters and translated materials for LEP individuals,
  - Procuring supplies to provide vaccines,
  - Training providers and staff on COVID-19 vaccine procedures, and
  - Collecting and reporting data on vaccine activities.
- Development and sharing of vaccine related outreach and education materials, including:
  - Conducting face-to-face outreach as appropriate, making phone calls or other virtual outreach to community members for education and assistance;
  - Providing information on the closest vaccine locations;
  - Organizing pop-up vaccination sites; and
  - Making vaccine appointments for individuals, making vaccine reminder calls/texts, and arranging for transportation and childcare assistance to vaccine appointments, as needed.

### **Mobile Health Units Access**

- Establishing contractual agreements with mobile health units to make regular visits each week to shelter locations, program locations, and transitional housing locations. Partnerships with mobile health units can expand access for survivors and their dependents who are in rural parts of the state or who are members of underserved communities by giving them greater flexibility to bring health care services even closer to survivors who may be isolated from health care.
- Activities relating to partnerships with mobile health units, including:
  - COVID-19 testing and vaccine administration;
  - Preventative health services to mitigate the spread of COVID-19 such as vaccines, primary health care, or behavioral health services; and
  - Operational costs or supply costs associated with the operation of mobile health units.

### **Workforce Expansions, Capacity Building, and Supports**

- Activities related to workforce expansions and supports, including:
  - Planning for implementation of a COVID-19 testing program, COVID-19 mitigation program, or mobile health units access program;

- Training staff on COVID-19 testing procedures, COVID-19 mitigation activities, or mobile health unit coordination activities;
- Hiring culturally-competent and linguistically-appropriate staff to carry out COVID-19 testing procedures;
- COVID-19 mitigation activities, or mobile health unit coordination activities;
- Collecting and reporting data on COVID-19 testing activities, COVID-19 mitigation activities, or mobile health unit coordination activities; and
- Securing and maintaining adequate personnel to carry out COVID-19 testing, COVID-19 mitigation activities, or mobile health unit coordination activities, 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 HHS regulations.

### **Limitations on the Use of Grant Funds**

FVPSA-DV 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 family violence, domestic violence, or dating violence. 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-DV 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-DV funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for COVID-19 activities for domestic violence survivors and their dependents. 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-DV grant funds are awarded to the applicant, the domestic violence program will be expected to comply with the FVPSA-DV 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 domestic violence 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-DV funds.

Agencies receiving a FVPSA-DV 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 25<sup>th</sup> 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-DV 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 10 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 domestic violence 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-DV 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-DV funds and provide the dates or timeline for each activity to be completed. Describe how the domestic violence program is or will coordinate with the local health department or other health/medical program 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-DV 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 the public health emergency of COVID-19 with a focus on increasing access to COVID-19 testing, vaccines, and mobile health units to mitigate the spread of the virus and increase supports for domestic violence survivors and their dependents. The budget must adhere to allowable costs and activities as outlined in this FVPSA-DV 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-DV 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-DV 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 domestic violence survivors 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
<i>Contractual:</i>		
Nurse to provide COVID-19 testing, vaccinations, and preventive health services	\$80/hr. x 2 hrs./week x 104 weeks =	\$16,640
<i>Other:</i>		
Direct Victim Assistance	Hotel vouchers when shelter is not a safe option: discounted rate of \$55/nt. x 200 nts =	\$11,000

**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.

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Signature

Date

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Name and Title of Authorized Certifying Official

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Name of Organization

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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.

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Signature

Date

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Name and Title of Authorized Certifying Official

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Name of Organization

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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: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Authorized Certifying Official