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## Kansas Governor's Grants Program

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# FEDERAL VICTIMS OF CRIME ACT GRANT

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**Fiscal Year 2026  
Year 2 of 3 Year Application Cycle  
Grant Solicitation**

**APPLICATION DEADLINE:**

**SUBMIT BY 11:59 p.m. August 7, 2025  
IN THE GRANT PORTAL**

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

# **Federal Victims of Crime Act Victim Assistance Grant Guidelines Current VOCA Subgrantees**

## **Overview**

The U.S. Department of Justice Office of Justice Programs Office of Victims of Crime (OVC) is the federal agency responsible for administration of the Victims of Crime Act of 1984 (VOCA). The Kansas Governor's Grants Program (KGGP) is the state administering agency and establishes policies and procedures for the VOCA grant program, consistent with the requirements of the VOCA Program Guidelines.

The following information defines eligibility and accountability criteria and sets forth requirements for application and administration of grants awarded under VOCA, Victim Assistance Grant Program, as established by 34 U.S.C. § 20103 *et seq* and requirements established in 28 C.F.R. Part 94 effective date August 6, 2016 (Final Rule). The Final Rule can be accessed at: <https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>. The primary purpose of VOCA victim assistance grant funds is to support services to crime victims. The VOCA grant program is funded from the Crime Victims Fund, generated by Federal criminal fines, penalties, and assessments.

## **Funding Availability and Grant Project Period**

The 2025 VOCA grant awards were made based on approved objectives and activities for the three-year period of October 1, 2024, to September 30, 2027. Funding for the 2026 VOCA grant year will be considered based on the applicant's budget request for the period of October 1, 2025, to September 30, 2026, and must align with the objectives and activities approved in the 2025 VOCA Grant Award. Applicants should not plan for or anticipate project enhancements during this second year of funding.

The applicant must submit a reasonable and cost-effective grant project budget. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal.

## **Grant Application Deadline**

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. August 7, 2025.**

## **Definitions/Distribution of Funds/Allowable Costs/Unallowable Costs**

The terms and use of funds are defined in the VOCA, the Final Rule, or by OVC as outlined in the [2025 VOCA Solicitation](#).

## **Match Requirements**

The purpose of matching contributions is to increase the number of resources available to the projects supported by grant funds. Non-federal matching contributions of 20 percent (cash or in-

kind) of the total cost of each VOCA grant project (VOCA funds plus match) are required for each VOCA-funded grant project and must be derived from non-federal sources except as provided in the U.S. Department of Justice (DOJ) [DOJ Grants Financial Guide](#).

Applicants may request a full or partial match waiver as a part of the application process. Justification must be provided in the Project Narrative to describe the factor(s) impacting the applicant's ability to meet match requirements. Please review the KGGP Match Waiver Policy, revised July 3, 2024, for additional information: [KGGP Match Waiver Policy](#).

**All funds designated as match are restricted to the same uses as the VOCA funds and must be expended within the grant project period.** The match must be provided on a project-by-project basis. Any deviation from this policy must be approved by the federal OVC and the KGGP.

Example:	Total Grant Project Cost	= \$50,000
	80% Federal Share	= \$40,000
	20% Non-Federal Match	= \$10,000

Refer to the [2025 VOCA Solicitation](#), page numbers 11 through 12, for additional match requirements.

## **Supplanting**

VOCA funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist victims of crime. The following guidelines should be used in determining the supplanting of funds. Supplanting can occur in any budget line item if sufficient documentation cannot support that a VOCA grant award has not replaced funds otherwise available for the same program or purpose.

### **Guidance Regarding Supplanting**

**Defined:** To reduce federal, state, or local funds for an activity specifically because VOCA funds are available (or expected to be available) to fund that same activity. VOCA funds must be used to **supplement** existing federal, state, or local funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, VOCA funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or Subgrantee may be required to substantiate that the reduction in non-VOCA resources occurred for reasons other than the receipt or expected receipt of VOCA funds.

## **Grant Recipient Compliance and Reporting Requirements**

Applicants awarded VOCA funds are expected to comply with the VOCA grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each VOCA grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, applicants receiving funds 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 the U.S. Department of Justice [DOJ Grants Financial Guide](#), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable VOCA activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective agency audit, state compliance review, and grant analysis for compliance with special conditions and compliance requirements.

Agencies receiving a VOCA grant are required to submit the following information and reports:

- **Five Most Highly Compensated Officers Certification** must be submitted to open the award.
- A **Subgrant Award Report** due on or near October 1.
- 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 10 calendar days after the end of each month.
- Quarterly **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the federal OVC PMT website within 10 calendar days after the end of each quarter. Completion of this PMT Report requires all agencies utilizing a survey to collect outcome data from crime victims served with these VOCA funds.
- The **Grant Project Narrative Report** provides a narrative description of the activities provided with the grant funds. The report is due October 10.
- The **Projection of Final Expenditures Report** is due July 10.
- Any other reporting procedures that may be required by the federal OVC or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeated failure to submit reports on time or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The Subgrantee must be in compliance with grant requirements before grant funds will be paid.

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

## **Review of Applications and Grant Award Decision**

Applicants will be notified via the Grant Portal of the grant award decision.

Each grant application will be evaluated using the following criteria:

- Appropriate budget information for FY 2026;
- Submission of all required documents;
- Applicant agency’s record of successful implementation and compliance with previous grant project reporting requirements and conditions; and
- Applicant agency’s ability to fulfill all the requirements of the VOCA grant program.

## **Grant Portal Instructions**

Review the information for submitting an application via the [Grant Portal instructions](#). For technical assistance regarding the VOCA grant program guidelines or application submission, contact the KGGP at 785-291-3205 or by email at [kggp@ks.gov](mailto:kggp@ks.gov).

## **Required Application Documents**

Submit application documents in 12 pt. Times New Roman and title each document filename as indicated below. 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 in Grant Portal)
- \_\_\_\_\_ Project Updates (upload document)
  - Match Waiver Request
  - Any modification to VOCA project’s goals/objectives/activities
  - Grant Project Staff
  - Current Board President contact information if applicable.
  - System for Award Management (SAM) Registration and Unique Entity Identifier
  - Current Audit Report (submit in full via email to [kggp@ks.gov](mailto:kggp@ks.gov))
- \_\_\_\_\_ 2026 Grant Project Budget (complete in Grant Portal)
- \_\_\_\_\_ Agency Budgets (upload document)
- \_\_\_\_\_ Grant Management Capacity (upload document)
- \_\_\_\_\_ Certificate of Good Standing, if applicable (upload document)

## **General Information (complete in Grant Portal)**

Applicants must complete the General Information page online. 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 grant project.

## **Project Updates (upload document)**

The following items must be included as part of a complete application. Include each item in the order listed below and clearly label each section.

➤ **Match Waiver Requests**

Applicants must include a 20 percent non-federal match in the grant project budget unless a full or partial match waiver request is requested and approved. An applicant seeking a full or partial match waiver must include in this section of the Project Updates a justification for such request. Justification must include the specific factor(s) being considered by the applicant, such as local resources, annual budget changes, and the agency's staffing pattern. The proposed grant project budget must reflect and support the same full or partial match waiver being requested. Approvals of the requested match waiver will be incorporated into the grant award documents. Please review the KGGP Match Waiver Policy, revised July 3, 2024, for additional information: [KGGP Match Waiver Policy](#). If the applicant does not seek a match waiver, the applicant shall state "Not Applicable" for this section.

➤ **Three-Year Grant Project Goal(s) and Objectives**

Submit any modifications to the goal(s) and objectives approved with the 2025 VOCA grant award. Refer to [2025 VOCA Solicitation](#) for guidance in formatting the updated information.

➤ **Grant Project Staff**

Provide a list of each staff member to be funded with the grant, include staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

➤ **Current Board President Contact Information if applicable**

If the applicant is a nonprofit agency, it 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](#). The applicant must provide 1) the agency's 12-character unique entity identifier provided in the agency's SAM registration profile, and 2) the current SAM expiration date.

➤ **Current Audit Report**

Current Audit Report Requirement All applicants must provide details in this section of the Project Narrative regarding their most recent financial statement audit, including:

- The date the audit was completed;
- The name of the auditor or auditing firm;
- The period covered by the audit;
- Whether the applicant met the threshold for a Single Audit (\$1 million federal funds expended); and
- Where the audit report is filed.

If the KGGP has not yet received a PDF copy or hyperlink to a website posting of the organization's most recent financial statement audit report—including the Single Audit report, if applicable—and IRS Form 990, these documents must be submitted in full via email to [kggp@ks.gov](mailto:kggp@ks.gov). Additionally, if the audit report or the Auditor's Letter to

Management contains any findings or recommendations, the applicant must describe the steps taken or the plan to address them.

**Grant Project Budget (complete in Grant Portal)**

The applicant must submit a reasonable and cost-effective grant project budget. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application.

The requested items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities as outlined in this VOCA solicitation; OMB Uniform Guidance for Federal Awards, [2 C.F.R. Part 200](#); and the U.S. Department of Justice [DOJ Grants Financial Guide](#).

The KGGP must give priority for victims of adult sexual assault, domestic violence, child physical and sexual abuse, and other violent underserved crimes by ensuring a minimum of 10 percent of VOCA funds are for services in each of these areas statewide (40 percent total). To assist the KGGP in documenting these allocations, applicants must indicate in the grant project budget the purpose for each line item by utilizing the appropriate field or fields: Child Abuse, Domestic Violence, Sexual Assault (adult), Underserved Crimes, and/or Match. The allocation of requested grant project funds must correlate with the applicant’s goals and objectives.

A brief narrative explanation with a detailed calculation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided, including the match source(s). If the applicant is requesting a full match waiver (see explanation on page six), the match fields should contain \$0 in the Grant Project Budget section. Personnel must be listed by the agency-assigned title for the position. Positions shall be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the VOCA 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 VOCA Personnel category. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line-item requests. **Before finalizing your budget, consult [Writing a Grant Project Budget](#) for helpful guidance.**

<u>Line Item</u>	<u>Federal Dom Viol</u>	<u>Federal Adult Sexual Asslt</u>	<u>Match</u>	<u>Description</u>
Volunteer Coordinator	\$19,141	\$ 2,127	\$ 5,317	Full-time, salaried, 50% of time on project, approved for 3% raise on Jan 1: (\$52,000 x .25 year) + (\$53,560 x .75 year) = \$53,170 x 50% = \$26,585; 40% federal/10% match is SGF grant

SA Support Group Facilitator	\$ 0	\$11,697	\$ 0	Full-time, hourly, 40 hrs/wk, 25% of time on project; approved for 3% raise on Jan 1: (\$22.00/hr x 520 hrs) + (\$22.66/hr x 1,560 hrs) = \$46,790 x 25%
Volunteers (In-Kind)	\$ 0	\$ 0	\$ 3,148	Volunteers for evening and weekend hotline coverage: \$15/hr based on comparable compensation x 210 hours
FICA	\$ 1,464	\$ 1,058	\$ 407	7.65% x \$38,282 requested salaries = \$2,929; match is SGF grant
Conferences/ Workshops	\$ 541	\$ 661	\$ 300	Crime Victims' Rights Conference, April, Wichita: (\$250 registration x 2 staff) + (200 mi. round trip x \$.65/mi. x 1 vehicle) + (\$123/nt. [\$110 rate + 12% taxes/fees] x 2 nights x 2 staff) + (\$30/day meals [\$58/day less meals provided] x 3 days x 2 staff) = \$1,302; KAVA, 1 staff = \$200; 80% federal/20% match is City funds
Supplies- Laptop Computers	\$ 306	\$ 204	\$ 128	Two laptop computers at \$850 each: (\$850 x 50% Volunteer Coordinator) + (\$850 x 25% Support Grp Facilitator) = \$638; 80% federal/20% match is SGF grant

\*This example assumes the applicant is a victim services crisis center providing VOCA-funded services to domestic violence and sexual assault (adult) crime victims.

**Current and Next Fiscal Year Agency Budgets (upload document)**

Refer to the [KGGP website](#) and review the Grant Application Tips, [Application Attachments PowerPoint](#) presentation, specifically slides seven and eight.

**Grant Management Capacity (upload document)**

This document is required for all KGGP grant applications. In accordance with the requirements described in the Federal OMB Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, the KGGP must assess the applicant's ability and capacity to implement the proposed VOCA project in full compliance with Federal statutes, regulations, and terms and conditions of a grant award. Applicants must upload this information as an attachment. Refer to the [2025 VOCA Solicitation](#), page 20, for guidance on the required information.

**Certificate of Good Standing (upload document)**

If the applicant is a nonprofit, community, or faith-based organization, upload as an attachment a current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office (KSOS), available by calling (785) 296-4564 or by visiting the KSOS website, <https://sos.ks.gov/businesses/copies-and-certifications.html>.