



Kansas Governor's Grants Program

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Federal Coronavirus Emergency Supplemental Funding Program Grant Solicitation

APPLICATION DEADLINE:

Must be postmarked no later than MAY 20, 2020

Kansas Governor's Grants Program
900 SW Jackson, Room 304 North
Topeka, KS 66612

Or emailed no later than 11:59 p.m., MAY 20, 2020

kggpapp@ks.gov

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 Coronavirus Emergency Supplemental Funding Program Grant Guidelines

Overview

The Federal Coronavirus Emergency Supplemental Funding (CESF) Program provides funding for Kansas to prevent, prepare for, and respond to the Coronavirus. The CESF program is authorized by Pub L. No. 116-136, Div. B and 28 U.S.C. 530C. Applicants eligible for a CESF grant award include state agencies, local units of government, federally recognized Indian Tribal governments performing law enforcement functions, and nonprofit, community, and faith-based organizations.

Grant Application Deadline

Applications may be submitted by U.S. Mail or by email. Applications submitted by mail must be postmarked no later than May 20, 2020, to Kansas Governor's Grants Program, 900 SW Jackson, Room 304 North, Topeka, KS 66612. Applications submitted by email must be sent no later than 11:59 p.m. to kggpapp@ks.gov. Late applications will not be considered for a grant award.

Grant Project Period and Funding Availability

All grant projects funded by the CESF program shall be for a period of 18 months from June 1, 2020, through November 30, 2021. Approximately \$5.9 million is available for distribution. There is no match requirement.

Allowable Purchases

Requested funds must be utilized to prevent, prepare for, and respond to the coronavirus pandemic, and must adhere to the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition. Allowable CESF projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Equipment, including law enforcement and medical personal protective equipment. Equipment is defined as assets with a useful life of one year or more and a cost of \$5,000 or more;
- Supplies, such as gloves, masks, sanitizer, laptop computers, information technology infrastructure;
- Training;
- Travel expenses, particularly for distribution of resources to impacted areas; and
- Addressing medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

Limitations on the Use of Grant Funds

- CESF used for fringe benefit costs shall not exceed the proportion of personnel costs supported by the CESF Program.
- Costs incurred in applying for, administering, or auditing the grant are not allowed.
- CESF may not be expended outside of the specified purpose of preventing, preparing for, and responding to the coronavirus pandemic.

Supplanting

CESF shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed coronavirus activities. 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. The applicant is required to identify a list of any federal, state, or local funds and resources that are available or have been used to respond to the coronavirus pandemic, including the Federal Emergency Management Agency funds. The description should include how these other resources will be used and how the request for CESF dollars will enhance and not duplicate or replace these resources.

Grant Recipient Compliance and Reporting Requirements

If a CESF grant is awarded to the applicant, subgrantees will be expected to comply with the CESF program requirements set out in the grant assurances and reporting requirements. In addition, subgrantees must comply with the provisions of the OMB Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition, which includes maintaining appropriate programmatic and financial records.

Agencies receiving a CESF Program grant award are required to submit the following information and reports:

- **EEOP** certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights.
- **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- **Monthly Financial Status Report**, with supporting documentation attached. Supporting documentation includes, but is not limited to, a General Ledger or comparable accounting report that provides fund-specific allocation of expenses, payroll ledgers, purchase orders, and invoices. Monthly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each month.
- Semi-annual **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant project funds. These reports are due 15 calendar days after the end of each six-month period.

- The **Projection of Final Expenditures Report** is due July 15, 2021.
- Any other reporting procedures that may be required by the federal government or the Kansas Governor’s Grants Program (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

Each grant application will be evaluated on clearly defining the need for funding based on coronavirus prevention, preparation, and response efforts. The following information must be included and described as it relates to the coronavirus pandemic:

- Current efforts underway within the applicant’s jurisdiction;
- The immediate critical challenges the jurisdiction is experiencing;
- How CESF dollars will assist in addressing the most immediate needs; and
- Projected long-term collateral consequences due to the effects of the pandemic in the applicant’s jurisdiction.

Applications will be reviewed using the following three-tiered approach in addressing coronavirus efforts:

- First Tier---applications from State agencies having a statewide impact;
- Second Tier---applications from local governmental jurisdictions not eligible for CESF dollars directly from the Bureau of Justice Assistance (BJA) and federally recognized Indian Tribal government performing law enforcement functions; and
- Third Tier---applications from nonprofit, community, and faith-based organizations; and local governmental jurisdictions receiving CESF dollars directly from BJA.

What an Application Must Include

Please read the CESF solicitation instructions and requirements before completing the grant application. Submit the application documents in 12 pt. Times New Roman and number the pages. 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 five (5) pages)
- _____ Grant Project Budget (complete attached form)
- _____ Grant Management Capacity (separate document; not to exceed two (2) pages)
- _____ Proof of 501(c)(3) status, if applicable (separate document)
- _____ Certificate of Good Standing, if applicable (separate document)

General Information (attached form)

Applicants must complete the General Information Form attached to this solicitation. Please note that 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 five pages.

Justification of Need for Grant Funds

This section should specifically include the coronavirus prevention, preparation, and response efforts in the applicant's jurisdiction. Describe current efforts underway in addressing the pandemic; the immediate challenges the applicant is experiencing to address it; how this funding will help with the most immediate needs; and any projected long-term consequences the pandemic may cause in the applicant's jurisdiction. The information should include how the applicant's response to the coronavirus pandemic is based on its Continuity of Operation Plan. Identify any federal, state, or local funds and resources available or used to respond to the coronavirus pandemic, including Federal Emergency Management Agency funds, and describe how the jurisdiction has or is planning to use those resources. Applicants must explain why CESF dollars are needed to support the applicant's efforts in preventing, preparing for, and responding to the coronavirus pandemic. Include a description of how CESF will enhance and not supplant other funds as described in the Supplanting section of this solicitation.

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.

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.

Data Universal Numbering System (DUNS) and System for Award Management (SAM) Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has "active" status in the [SAM](#) prior to submitting a CESF application.

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 nonprofit, community, or faith-based 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.

If the applicant is a city or county government, a current audit does not need to be submitted. However, governmental agencies **must** provide information on when the most recent 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.

Grant Project Budget (attached form)

The applicant must submit a reasonable and cost-effective grant project budget 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 coronavirus pandemic. The budget must adhere to allowable costs and activities as outlined in this CESF solicitation, OMB Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition.

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. Positions should 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 CESF project for each position requested. 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>		
Patrol Officer, Existing	Overtime Calculation: \$18.00/hour x 1.5 = \$27.00/hour x 520 hours =	\$14,040
<i>Fringe Benefits:</i>		
FICA	\$14,040 x 7.65% =	\$ 1,074
Work Comp	\$14,040 x .719% =	\$ 101
Unemployment	\$14,040 x .17% =	\$ 24
State Leave	\$14,040 x .75% =	\$ 105
KPERS	\$14,040 x 11.55% =	\$ 1,622
<i>Supplies</i>		
Latex Gloves	\$160/case of 1,000 x 100 cases =	\$16,000
N95 Particulate Masks	\$60/box of 28 x 100 boxes =	\$ 6,000

Grant Management Capacity (separate document not to exceed two (2) pages)

In accordance with requirements described in the 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 CESF project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must submit a separate document responding to the following questions:

- Will a CESF grant award be maintained in a manner that accounts for the funds separately and distinctly from other sources of revenue/funding?
- Does the applicant have written accounting policies and procedures? How often are they updated, and when did the most recent update occur?
- What accounting system does the applicant utilize and when was the current system implemented? Briefly describe its level of automation, the type(s) of technology utilized, and any manual accounting processes used to complement the system.
- Does the accounting system track expenditures at a line item level and allow the applicant to monitor the approved grant project budget against actual expenditures?
- Does the applicant have effective internal controls for ensuring grant project expenditures are solely for allowable and approved purposes? Briefly describe the internal controls in place that will provide reasonable assurance a CESF grant award will be managed properly.
- Does the applicant have the fiscal capacity to manage a CESF grant award on a reimbursement basis?
- Does the individual(s) responsible for fiscal oversight have the knowledge, qualifications, experience, and training to assure grant compliance?

Proof of 501(c)(3) Status (separate document)

If the applicant is a nonprofit, community, or faith-based organization, submit a copy of the applicant's exempt status as determined by the IRS.

Certificate of Good Standing (separate document)

If the applicant is a nonprofit, community, or faith-based organization, submit a copy of the current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office, available by calling (785) 296-4564 or visiting the [Kansas Secretary of State website](#).

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: June 1, 2020 to November 30, 2021	
Brief Description of Proposed Grant Project: _____			

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

BUDGET SUMMARY FORM		
BUDGET CATEGORY	CESF	GOV USE ONLY
PERSONNEL: (may include regular and/or overtime pay, as applicable) A. _____ B. _____ C. _____ D. _____ <div style="text-align: right;">SUBTOTAL</div>		
FRINGE BENEFITS: A. FICA B. Unemployment Insurance C. Health Insurance D. Workers' Compensation E. Retirement F. Other (Specify) _____ G. Other (Specify) _____ <div style="text-align: right;">SUBTOTAL</div>		
TRAVEL/TRAINING: A. Travel Costs B. Training Costs B. Other (Specify) _____ <div style="text-align: right;">SUBTOTAL</div>		
SUPPLIES AND COMMUNICATIONS: A. Supplies B. Telecommunications C. Other (Specify) _____ D. Other (Specify) _____ <div style="text-align: right;">SUBTOTAL</div>		
EQUIPMENT: A. Equipment/Other Fixed Assets B. Equipment Repair & Maintenance <div style="text-align: right;">SUBTOTAL</div>		
CONTRACTUAL SERVICES: A. _____ B. _____ C. _____ <div style="text-align: right;">SUBTOTAL</div>		
OTHER: A. _____ B. _____ C. _____ <div style="text-align: right;">SUBTOTAL</div>		
TOTAL REQUEST		

Signature of Authorized Certifying Official