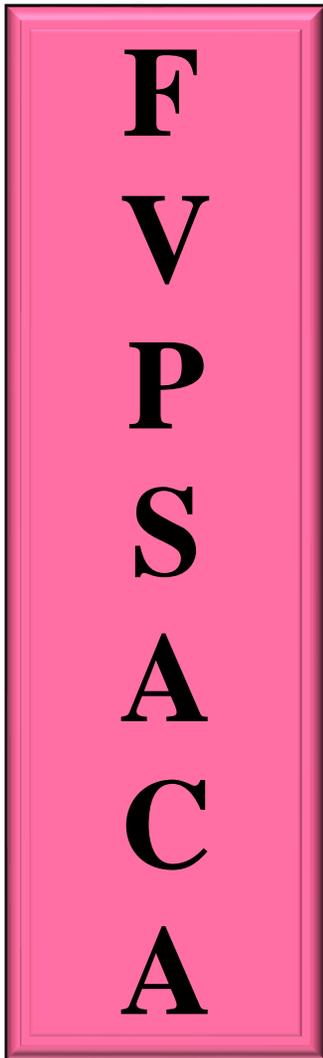




Kansas Governor's Grants Program



Federal Family Violence Prevention And Services Act CARES Act Grant Program

Grant Solicitation APPLICATION DEADLINE:

Must be postmarked no later than June 9, 2020

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

Or emailed no later than 11:59 p.m., June 9, 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 Family Violence Prevention and Services Act CARES Act Supplemental Funding Grant Program

Overview

The Family Violence Prevention and Services Program's Coronavirus Aid Relief and Economic Security (CARES) Act, P.L. 116-136, supplemental awards provide flexibility in how programs use the Federal Family Violence Prevention and Services Act CARES Act Grant Program (FVPSA-CA) to prevent, prepare for, and respond to the Coronavirus disease 2019 (COVID-19) public health emergency to support families impacted by family violence, domestic violence, and dating violence. This supplemental funding provides the flexibility for how programs respond to the evolving needs of domestic violence survivors within communities to ensure the continuity of shelter and supportive services.

Grant Application Deadline

Applications may be submitted by U.S. Mail or by email. Applications submitted by mail must be postmarked no later than **June 9, 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, Funding Availability, and Distribution

All grant projects funded by the FVPSA-CA program shall be for a period of 15 months from **April 1, 2020, through June 30, 2021**. All applicants must be accredited or be in the process of accreditation by the Kansas Coalition Against Sexual and Domestic Violence (KCSDV).

There is **\$290,529** available for distribution. There is **no match requirement**. Grant funds will be distributed to current 2020 FVPSA subgrantees based on the following formula, which incorporates specific emphasis to the number of COVID-19 positive cases as of the date this solicitation is released:

- 40 percent base amount distributed equally;
- 30 percent distributed based on population of service area; and
- 30 percent distributed based on COVID-19 positive cases in service area.

Allowable Activities

Prevent – Activities that assist domestic violence survivors by providing supportive services, shelter options, and supplies which will reduce the exposure and risk of COVID-19.

- Perform outreach and provide education on strategies that reduce COVID-19 transmission, using existing materials where available. Please note subgrantees are expected to use materials from federal agencies and/or local public health departments.

- Disseminate educational materials and resources on precautions to prevent, contain, or mitigate COVID-19 and other respiratory illnesses. Please note subgrantees are expected to use materials from federal agencies and/or local public health departments.
- Provision, on a regular basis, of immediate shelter and related supportive services to adult and youth victims of family violence, domestic violence, or dating violence, and their dependents, including paying for the operating and administrative expenses of the facilities for such shelter;
 - These FVPSA-CA supplemental funds can be used to provide temporary refuge in conjunction with supportive services in compliance with applicable State or Tribal law or regulations and includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - Rental Subsidies;
 - 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.
- Provision of prevention services, including outreach to underserved populations to increase access to domestic violence services and reduce the exposure and risk of COVID-19; and
- Strengthen partnerships with local and state public health authorities, emergency services managers, health care providers, culturally specific community-based organizations, Tribes and domestic violence programs to improve emergency operations.

Prepare – Activities that include assessing needs of survivors during the COVID-19 public health emergency. Activities that provide training, information, and assistance necessary to ensure the continuity of domestic violence 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 would be an allowable activity.

- Assess the capacity of programs to provide continuity of domestic violence services, including emergency operations plan and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism;
- Provide training to assist programs in reviewing, updating, and/or implementing emergency operations plan and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism;
- Provide training, information, and assistance for ensuring the continuity of domestic violence programs to develop safety plans, and support efforts of victims of family violence, domestic violence, or dating violence to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency;
- Provide training, information, and assistance for ensuring the continuity of domestic violence programs to help them maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist family violence, domestic violence, and dating violence victims, and their dependents, in recovering from the effects of the violence during COVID-19 public health emergency;
- Provide training, information, and assistance for ensuring the continuity of domestic violence programs to help maintain the capacity to provide services for children exposed to family violence, domestic violence, or dating violence, including age-appropriate

counseling, supportive services, and services for the non-abusing parent supporting that parent's role as a caregiver, which may, as appropriate, include services that work with the non-abusing parent and child together, during the COVID-19 public health emergency. Please note the provision of remote services would be an allowable activity; and

- Provide training, information, and assistance for ensuring the continuity of domestic violence programs to help maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Respond – Activities and technical assistance for ensuring the continuity of domestic violence services during the COVID-19 public health crisis which includes responding to issues including adapting to fluctuating needs and circumstances. Please note the provision of remote services would be an allowable activity:

- Provision of services, training, technical assistance, and outreach to increase awareness of family violence, domestic violence, and dating violence and increase the accessibility of family violence, domestic violence, and dating violence services;
- Provision of advocacy, case management services, and information and referral services concerning issues related to family violence, domestic violence, or dating violence intervention and prevention, including—
 - (i) Assistance in accessing related Federal and State financial assistance programs;
 - (ii) Legal advocacy to assist victims and their dependents;
 - (iii) 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;
 - (iv) Assistance locating and securing safe and affordable permanent housing and homelessness prevention services;
 - (v) Provision of transportation, child care, respite care, job training and employment services, financial literacy services and education, financial planning, and related economic empowerment services;
 - (vi) Parenting and other educational services for victims and their dependents; and
- Provision of 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 domestic violence survivors wherever it is safe and convenient for the survivor.

Limitations on the Use of Grant Funds

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

- 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, or modifications to buildings. This includes mortgage payments.
- Vehicle purchases.

Only the following budget items are allowed: 1) personnel, including over-time and hazard pay per agency policies, 2) fringe benefit costs at an amount not to exceed the proportion of personnel costs supported by FVPSA-CA funds; 3) supplies; 4) contractual services specifically for professional deep cleaning/sanitization and information technology services; and 5) direct victim assistance.

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-CA 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-CA 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 family violence, domestic violence, dating violence, and their dependent children. 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-CA grant funds are awarded to the applicant, subgrantees will be expected to comply with the FVPSA-CA grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. In addition, subgrantees 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 U.S. Department of Health and Human Services, and the Kansas Governor's Grants Program (KGGP), which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of FVPSA-CA funds.

Agencies receiving a FVPSA-CA 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.

- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant project funds. These reports are due 25 calendar days after the end of each calendar quarter.
- The **Projection of Final Expenditures Report** is due April 25th.
- 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-CA 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 five (5) 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 five 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 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-CA funds are needed to support the applicant's efforts in preventing, preparing for, and responding to the coronavirus pandemic.

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.

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.

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 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 families impacted by family violence, domestic violence, and dating violence. The budget must adhere to allowable costs and activities as outlined in this FVPSA-CA 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-CA 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-CA 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: $\$18/\text{hr wage} \times 10\% \times 40 \text{ hrs/week} \times 26 \text{ weeks} =$	\$ 1,872
<i>Fringe Benefits:</i>		
FICA	$\$1,872 \times 7.65\% =$	\$ 143
<i>Supplies:</i>		
Latex Gloves	$\$160/\text{case of 1,000} \times 10 \text{ cases} =$	\$ 1,600
N95 Particulate Masks	$\$60/\text{box of 28} \times 10 \text{ boxes} =$	\$ 600
<i>Contractual:</i>		
Professional Cleaning Service COVID-19 Sanitization	$\$81.25/\text{hour} \times 2 \text{ hours/week} \times 52 \text{ weeks} =$	\$ 8,450
<i>Other:</i>		
Direct Victim Assistance	Hotel vouchers when shelter is not a safe option: $\text{discounted rate of } \$55/\text{nt.} \times 100 \text{ nts} =$	\$ 5,500

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: April 1, 2020 to June 30, 2021

Brief Description of Proposed Grant Project: _____

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

BUDGET SUMMARY FORM		
BUDGET CATEGORY	FVPSA-CA	KGGP USE ONLY
PERSONNEL: (may include regular, overtime, and/or hazard pay, as applicable)		
A. _____		
B. _____		
C. _____		
D. _____		
E. _____		
F. _____		
G. _____		
H. _____		
SUBTOTAL		
FRINGE BENEFITS:		
A. FICA		
B. Unemployment Insurance		
C. Health Insurance		
D. Workers' Compensation		
E. Retirement		
F. Other (Specify) _____		
G. Other (Specify) _____		
SUBTOTAL		
SUPPLIES:		
A. Office Supplies		
B. Shelter Supplies		
C. Other (Specify) _____		
SUBTOTAL		
CONTRACTUAL SERVICES:		
A. _____		
B. _____		
SUBTOTAL		
OTHER:		
A. <u>Direct Victim Assistance</u> _____		
SUBTOTAL		
TOTAL REQUEST		

Signature of Authorized Certifying Official