

Kathe Decker



DCF Grant Request for Proposal (RFP)

Domestic Violence and Sexual Assault (DV/SA) Services
Division of Economic and Employment Services

Release Date: 09.20.2012

Submission Deadline: 10.12.2012

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Joint Legislative Budget Committee
October 9 and 10, 2012
Attachment: 22

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Overview

The Kansas Department for Children and Families (KDCF), Division of Economic and Employment Services (EES), Domestic Violence and Sexual Assault (DV/SA) Program announces the release of a Request For Proposal (RFP) to fund DV/SA services. Eligible applicants are local not-for-profit, charitable agencies (under public and/or private auspices) providing community based services with established resources and experience to serve the eligible population regardless of race, religion, color, national origin or sex. Faith-based organizations are encouraged to apply if established, experienced and currently provide DV/SA services. Please be aware that Federal regulations prohibit proselytization of activities related to this grant award.

Request for Proposal Timeline

Release of Request for Proposal	09.20.2012
Written Questions from Potential Bidders due by 5:00 p.m.	09.28.2012
Q&A Emailed & Posted by DCF	10.03.2012
Applications Due Electronically	10.12.2012 at 5:00 p.m. CST Attn: Brie Wilkins; 915 SW Harrison, Docking State Office Building; 8 th Floor Topeka, KS 66612-1570
Central Office Notifies Successful and Unsuccessful Applicants of Award	11.02.2012
Grant Start-Up	11.09.2012

If you have questions regarding this RFP please contact: Brie Wilkins (Brie.Wilkins@dcf.ks.gov)

I. Funding Opportunity/ Program Background

The KDCF will provide Temporary Assistance for Needy Families (TANF) funding to community not-for-profit or faith-based organizations that are established and experienced in providing DV/SA services. Applicants must successfully communicate a comprehensive approach in providing DV/SA services in a manner conducive to DV/SA survivors in promoting safety planning, healthy relationships, responsible parenting, achieving self-sufficiency, obtaining gainful employment and family well-being regardless of their race, religion, color, national origin, disability or sex. Applicants must demonstrate the capacity to provide necessary services as it relates to the implementation of the program's standards.

Program Philosophy:

The philosophy of the DV/SA Program is to provide DV/SA services to TANF recipients and non-TANF eligible participants who are DV/SA survivors to:

1. Promote safety planning, provide healthy relationship training and responsible parenting training, assist to overcome barriers to obtain and retain gainful employment and achieve self-sufficiency through economic independence.
2. Provide DV/SA survivors counseling, mediation, information on common causes of DV and child abuse, conflict resolution, access to community resources such as, but not limited to, physical and mental health care providers, if needed.

Purpose, Goals, and Objectives:

The purpose of this program is to provide TANF funding to experienced and established DV/SA community not-for-profit or faith-based organizations to implement DV/SA programs targeted specifically to serve TANF recipients and non-TANF eligible participants who are DV/SA survivors. The goal of this program is to promote safety planning, healthy relationship(s), responsible parenting and self-sufficiency through gainful employment that lends towards long-term economic independence. This grant will be awarded to a broad range of organizations experienced and established in providing DV/SA services to DV/SA survivors. Programs may provide services that include the following: value of safety planning, healthy relationship education and skills training, common causes of DV and child abuse, out-of-wedlock pregnancy prevention, counseling, therapy, mentoring services and other DV/SA services.

Program Outcomes:

Grantee shall be responsible for providing direct or indirect services that support the implementations of evidence-based strategies that result in improvements in targeted state-or community-level factors, while also contributing to state and local outcomes as indicated below.

- (1) Families learn value of safety planning.
- (2) Families learn the importance of healthy relationships.
- (3) Individuals learn conflict resolution skills.
- (4) Parents are knowledgeable of parenting skills and training.
- (5) Survivors receive information on the common causes of DV and child abuse
- (6) Survivors receive information on financial literacy, education for job and career advancement.

Program objectives include:

Whereas, the State of Kansas has historically recognized the need to provide support services for TANF recipients who are DV/SA survivors. The goal has been to provide safe environments for participants, children and families, to remove barriers towards achieving safety, self-sufficiency and obtaining employment. Since 1999, TANF families who have disclosed DV/SA have been afforded the opportunity to work with local DV/SA Centers. In order to expand and improve program services to DV/SA survivors, DCF is providing new Grants that are being awarded to established and experienced local DV/SA providers whose purpose is safety planning, prevention of DV/SA, education on healthy relationships and common causes of DV/SA and child abuse, and other services as defined in the Services To Be Provided.

Scope of Work:

The Grantee, as an independent contractor and not as an agent of DCF, shall, in conformance with the Terms and Conditions set forth herein, provide the necessary personnel and material and do all things necessary and/or incidental to the furnishing and delivery to DCF of the supplies or services set forth below: Scope of Work, all in accordance with the specifications and other requirements applicable to and referenced therein and as set forth in the award. The Grantee, in their proposal to the State, will indicate which of the following services they will provide. Services and activities are restricted to United States citizens and the eligible participants indicated.

The Grant may promote safety planning, counseling, therapy, mentoring services, healthy relationship training, conflict resolution training, responsible parenting skills and training, information on the common causes of DV/SA and child abuse, financial literacy training and achieving self-sufficiency to

TANF recipients who are DV/SA survivors.

As described below, limited services may be provided to non-TANF eligible participants who are DV/SA survivors. Non-TANF eligible participants include fathers, expectant fathers, pregnant women, families, and single individuals who desire healthy relationships.

Allowable services may include:

- Financial planning seminars, including the ability to effectively manage family business affairs by means of education, counseling or mentoring,
- Promoting responsible parenting through education, counseling, mentoring and mediation,
- Conflict resolution.

Prevention outreach services may include:

- Education outreach or public advertising campaigns on the value of healthy relationships to reduce incidents of DV,
- Disseminating information on the common causes of DV and child abuse,
- Healthy relationship education and skills training,
- Out-of-wedlock pregnancy prevention.

Short-term, non-recurrent benefits may also be utilized to ensure safety of individual members of needy families. Needy families is defined as households with an income under 100% of the federal poverty level. Short-term, non-recurrent benefits are (1) designed to deal with a specific crisis situation or episode of need; (2) not intended to meet recurrent or ongoing needs; and (3) not extend beyond four months. These benefits are limited to families with children or to pregnant women. Examples of possible short-term, non-recurrent benefits may include:

- Relocation assistance,
- Transitional housing,
- Utility crisis

Services to TANF recipient(s) and non-TANF eligible participant(s) must be reported and tracked individually. Cost allocation will be required if the Grantee elects to provide services to both TANF recipient(s) and non-TANF eligible participant(s).

State Resources To Be Provided:

1. DCF staff will monitor and collaborate with Grantee in evaluation of effectiveness of the DV/SA services.
2. EES Program Access Coordinator and TANF Program Manager will provide oversight. Additional designated DCF staff will also be providing assistance to the Grantee.

Performance Measure:

Reports

Reports will include, but is not limited to, information as follows:

- A. A year-end summary report of services and activities provided for the entire Grant term for SFY and FFY. Year-To-Date (YTD) reports will provide the total number of individuals served.
(Attachment F)

B. Quarterly Summary Project Reports:

Grantee shall submit four (4) summary project reports to DCF during the Grant term:
(Attachment F)

- January 20 (for the first quarter of October 1 – December 31).
- April 20 (for the second quarter of January 1 – March 31)
- July 20 (for the third quarter of April 1 – June 30)
- October 20 (for the final quarter of July 31 – September 30)

DCF may request more frequent reports if needed. For statistical items in the Report, the Grantee shall provide data for both the quarter and the YTD by SFY and FFY. Each quarterly report shall include information delineated by both TANF recipient(s) and non-TANF eligible participant(s) requested as:

- 1) The number receiving information about DV/SA services as specified in the Services to be Provided.
- 2) The number of referrals made to and received from DCF.
- 3) The number per month.
- 4) The number and amount of assistance payments paid from this Grant for DV/SA services.
- 5) The number receiving financial literacy training.
- 6) The number receiving services regarding parenting skills.
- 7) The number receiving services on conflict resolution.
- 8) The number receiving services for job and career advancement.
- 9) The number receiving education on the value of healthy relationships.
- 10) The number receiving information on the common causes of DV and child abuse.
- 11) The number of participants exiting the program per month.

C. Invoices

- 1) Monthly invoices and supporting documentation will include line-item DV/SA expenses for approved Grant activities (Attachment E). The invoice submitted for each month will be due to DCF by the 20th day of the following month. Invoices submitted past the due date shall be subject to non-payment.
- 2) Identify administrative costs per TANF regulations (Attachment E).
- 3) Upon receipt of Grantee's monthly invoice, DCF will review the invoiced expenses for approval, and then authorize payments for the approved expenses.
- 4) All payments will be in accordance with the Kansas Prompt Payment Act.

Deliverables:

The services and reports required by this Grant shall be completed in accordance with the respective dates specified in the Grant, or as requested by DCF. Acceptance of any late deliveries shall not be deemed a waiver of DCF's right to hold the Grantee liable for any actual loss or damage resulting therefrom, nor shall it act as a modification of the Grantee's obligation to make future deliveries in accordance with the award set forth in this Section. The estimated completion date for this Grant is September 30, 2014.

- A. Provision of awareness, assessment, safety and referral information, options, and procedures to TANF recipients served under this Grant. DV/SA Centers will work with local DCF offices and TANF Work Programs for assessment, training, or other services that are provided to TANF recipients.
- B. Provision of information to all TANF applicants and recipients regarding voluntary disclosure of DV/SA. This information shall also be available in DCF lobbies and DCF public access sites reflecting support for participants of domestic violence, which includes, but is not limited to, posters, flyers, brochures, resource lists of available services. The information should include emergency phone numbers, resources, confidentiality protection and available DCF services.
- C. Provision of community information for public advertising campaigns for the following activities:
 - Value of healthy relationships and skills needed to increase stability and health;
 - Common causes of DV and child abuse;
 - Benefits of healthy 2-parent families for children.
- D. Provision of information and services to non-TANF eligible participants for the following activities:
 - Value of healthy relationships and skills needed to increase stability and health;
 - Common causes of DV and child abuse;
 - Benefits of healthy 2-parent families for children;
 - Education around financial literacy;
 - Skills based training for job and career advancement;
 - Out-of-wedlock pregnancy prevention.

II. Award Information

Funding Information

Funding is provided through TANF Block Grant from DCF. The grant is specifically targeted to provide DV/SA services to DV/SA survivors who are TANF recipients and non-TANF eligible participants.

Award Amounts and Length

Awards will be issued for the funding period **November 9, 2012 until September 30, 2014** with 1 two-year (FFY) renewal options. Awards will be allocated based on proposals received. Proposals should designate which DV/SA Centers and identify which services are being applied for under this proposal. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

Allowable Uses of Funds

Programs may include, but are not limited to, the following allowable uses of award funds: See Scope of Work, page 5-6. TANF shall not be expended for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility. As per Administration for Children and Families guidelines, TANF requirements authorized by Title IV-A and XVI of the Social Security Act must meet 1 of 4 Purposes of TANF as follows:

- 1) Assisting needy families so that children can be cared for in their own homes;
- 2) Reducing the dependency of needy parents by promoting job preparations, work and marriage;
- 3) Preventing out-of-wedlock pregnancies;
- 4) Encouraging the formation and maintenance of two-parent families.

III. Eligibility

DCF invites applications from government agencies, public universities and colleges, and private, nonprofit organizations, including faith-based and community organizations.

Consistent with federal law, faith-based and other community organizations are invited and encouraged to apply for awards to deliver services within the state. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards.

Applicants are required to have a DUNS number at time of submission of funding proposal. This number is a unique nine-digit identification number provided by Dun & Bradstreet. It may be obtained at no cost at the following website: www.fedgov.dnb.com/webform or by calling 866-705-5711. Verification of the DUNS number must be submitted as part of the funding proposal.

Priority Considerations

The Peer Review Panel will also take into consideration any Priority Considerations identified in this RFP.

- Demonstrated established and experienced DV/SA Center that provides DV/SA services
- Capacity of DV/SA Center to serve geographic counties within provider's area of service
- Demonstrated ability to create effective partnerships to maximize service delivery with DCF staff
- Demonstrate DV/SA Centers and staff are available resources to provide DV/SA services in an appropriate manner.

IV. Proposal Process

Questions regarding the proposal process can be submitted by e-mail only to Brie Wilkins; Brie.Wilkins@dcf.ks.gov. Frequently asked questions and answers (FAQs) will be updated regularly and posted on the web at <http://www.dcf.ks.gov/services/ees/Pages/DVSA-Program-Funding-Opportunities.aspx>.

Please note that staff assistance through DCF is available Monday through Friday from 8:00 a.m. to 5:00 p.m. CST (see "Contact Information" on the title page for more information about DCF' staff assistance).

How to Apply

Applicants shall submit applications electronically by 5:00 p.m. CST on October 12, 2012 to Brie.Wilkins@dcf.ks.gov. Applicants are also required to mail the original and four (4) copies postmarked on October 12, 2012 and addressed:

Attn: Brie Wilkins
Docking State Office Building
915 SW Harrison, 8th Floor
Topeka, Kansas, 66612-1570

The application must be arranged in the order indicated in the "Application Checklist" on page 13.

What a Proposal Should Include

Applications must include all the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application; preclude access to or use of award funds pending satisfaction of the conditions; and/or prevent the proposal from proceeding to Peer Review for further consideration.

DCF strongly recommends use of appropriately descriptive file names (e.g. "Program Abstract", "Project Narrative", "Budget Detail Worksheet and Budget Narrative,") for all attachments. DCF recommends that resumes be included in a single file, when requested.

Table of Contents

Include page numbers for each of the major sections of your application and for each attachment. DCF highly recommends a Table of Contents be included as part of the grant proposal.

Applicant Information (5 points)

Complete the Applicant Information Page (Attachment A). This is a standard form used for submission of proposals and related information. DCF takes information from the applicant's profile to populate the fields on this form. The Application page (attachment A) and Assurances (attachment C) must be signed by an official authorized to sign.

Program Abstract (10 points)

The program abstract should be no more than one double spaced page, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should include the following:

- Identify the type of applicant (community not-for-profit, faith-based or other organization).
- Describe the proposed program for which funding is being requested (including the purpose and program outcomes, the geographic area, description of target population, services to be provided and number of clients to be served).

Program Narrative (75 points)

The program narrative must include five sections- Statement of the Problem, Project Design, Implementation Plan, Management Structure and a Sustainability Plan-in the order listed below. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 50 pages. Please number pages "1 of XX" "2 of XX", etc.

If the Program Narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the Program Narrative:

- Statement of the Problem (10 out of 75 points) – Identify and describe the challenges or needs the program will address in the geographic area to be served. Provide data to show the nature and scope of the need. Explain previous or current efforts to address the problem, including an analysis of the outcome of these efforts. Provide a clear and concise statement of the purpose or goal of the program and how it will address the needs identified.
- Project Design (30 out of 75 points) – Describe the services to be provided. Describe the specific strategies that substantiate the project as a comprehensive program. Identify the geographic boundaries of the proposed program, as well as the target population to be served. Describe outreach and referral strategies to ensure access to the target population. Describe how your program will ensure cultural competence. Describe how your program will ensure program and physical accessibility for people with disabilities. Describe any potential barriers to implementing the project and strategies to overcome them.
- Implementation Plan (15 out of 75 points) – Provide a realistic and detailed implementation plan with activities or services and a timeline that indicates significant milestones in the project. Outline the specific program outcomes of the project and how they will address the problem. Describe how the project will address the allowable uses of funds and priority consideration (if applicable) outlined on pages 6-9. Applicants should identify who will collect data, who will be responsible for performance measures, and how the information will be used to evaluate and

guide the program.

- Management Structure (10 out of 75 points) – Describe the experience and capability of the applicant, staff, and contractors. If this is a joint application, identify the agency that will serve as the grantee and fiscal agency responsible for the grant's administration. Identify the staff team supporting the project including the name, title, and affiliation of each member. Provide documentation of any collaboration that has or is occurring on the initiative. Provide staff resumes, position descriptions for all grant funded positions. Provide Organizational Charts for all applicant agencies, list of Board Members and a Board Member Conflict-of-Interest Statement.

Sustainability Plan (10 out of 75 points) – Applicants should describe how the long-term financial sustainability of the project will be funded in the future, including strategies to cultivate alternate funding and community collaboration. If the project will not continue after the grant, provide a clear explanation of why. Provide Letters of Support from all key partners or other community groups, detailing the commitment to work with partners to promote the mission of the project.

Budget Detail Worksheet and Budget Narrative/Justification (10 points)

Applicants must submit a Budget Detail Worksheet and Budget Narrative outlining how grant funds will be used to support and implement the program.

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

V. Review and Selection Process

Peer Review Panel

DCF is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer review is the process by which competitive discretionary grant applications are evaluated by internal and external reviewers. Peer reviewers evaluate applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

DCF leadership uses the peer review summaries as guidance when selecting projects for awards. The peer reviewers' ratings serve as a basis for recommending whether to consider an application for funding. Peer review evaluations are advisory only, though, and do not bind DCF to follow the ratings. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance, and available funding.

Selection Criteria

The Peer Review Panel uses a scoring guide when reviewing proposals. The scoring guide has a 100 points total scoring system. The Scoring Guide scores as follows:

1. Applicant Information – Attachment A (5 points)
2. Program Abstract (10 points)
3. Program Narrative (75 points total)

- A. Statement of the Problem (10 Points)
 - B. Project Design (30 points)
 - C. Implementation Plan (15 points)
 - D. Management Structure (10Points)
 - E. Sustainability (10 Points)
4. Budget Justification (10 Points)

VI. Post Award Requirements

Notice of Post-Award Reporting Requirements

Program reporting includes:

Financial Report: By the 20th of each month the grantee will submit a monthly financial report for the prior month's expenses.

Program Report: By the 20th of each month the grantee will submit a monthly program report detailing service activities for the prior month.

Cumulative Quarterly Report: Grantee will submit a Cumulative Quarterly Report by the 20th of each of the following months that reflects activity for January, April, July and October to DCF.

Year-end Report: Grantee will submit a YTD Summary Report by the 20th day of October to provide the total number of individuals served, overview of services and activities for the entire Grant term for SFY and FFY.

Federal Funding Accountability and Transparency Act (FFATA) Requirements

Awards through this RFP will be subject to Federal Funding Accountability and Transparency Act of 2006 (FFATA). In order to meet these requirements, applicants should provide the names and total compensation for the five most highly compensated executives of the organization.

Audit Requirements

Copy of most recent Year-end Financial Statement

Additional Requirements

The following certifications must be completed by any applicant agency pursuing funding under this proposal: Certification Regarding Lobbying; Debarment Certification (Primary); Drug-free Certification; Environmental Tobacco Smoke Certification; Maintenance of Effort Certification. These certifications may be downloaded at: http://www.acf.hhs.gov/grants/grants_resources.html#assurances

VII. Resources

On-Line Resources

For more information, a list of definitions, budget sheets, or copies of a Work Plan and Logic Models please go to the DCF Procurements Resource page at <http://pubauth.DCF.ks.gov/agency/procure/Pages/Resources.aspx>.

Proposal Checklist

The following sections must be submitted in this order:

- ___ Table of Contents
- ___ Applicant Information (Attachment A)
- ___ Program Abstract
- ___ Statement of Problem*
- ___ Project Design*
- ___ Implementation Plan*
- ___ Management Structure*
- ___ Sustainability Plan*

Supplies Details

ATTACHMENT B
BUDGET SHEET

Description	Proposed Budget
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Cost Center Totals	\$0

Comments:

Contractual Details

ATTACHMENT B
BUDGET SHEET

Description	Proposed Budget
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
Cost Center Totals	\$0

Comments:

Staff Education & Training Details

ATTACHMENT B
BUDGET SHEET

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

Building, Space, & Maintenance Details

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

ATTACHMENT B

BUDGET SHEET

Other Details

Other 1

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

Other 2

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

Other 3

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

Indirect

<u>Description</u>	<u>Proposed Budget</u>
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
<u>Cost Center Totals</u>	<u>\$0</u>

Comments:

___ Budget Sheet (Attachment B)

___ Budget Narrative

Attachments:

___ Statement of Compliance with Assurances (Attachment C)

___ List of Board Members and a Board Member Conflict-of-Interest Statement

___ Letters of Support

___ Most recent Year-end Financial Statement

___ Organizational Chart/Description

___ Definitions (Attachment D)

___ DSA Budget Information (Attachment E)

___ DSA Budget Information Instructions (Attachment E)

___ DSA Budget & Grant Transaction Report (Attachment F)

* These items are considered part of the narrative and should not exceed 50 pages in length.

Attachment A – Applicant Information

A. Applicant Agency

Name:		
Address:		
City, ST Zip:		
Telephone:		Email:

B. Type of Agency Public Private Non-Profit Private Profit

C. Official Authorized to Sign Application

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:
Signature:		

D. Project Director

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

E. Financial Officer

Name:		
Title:		
Address:		
City, ST Zip:		
Telephone:		Email:

F. Type of Application New Revision Continuation of Grant # _____

G. Title of Project: _____

H. Geographic Area to be Served and Target Population

Area:	
Population	

I. Federal Identification Number (Fein): _____

J. DUNS Number: _____

K. Applicant's Fiscal Year: _____

L. Project Costs

Grant Funds Requested:	\$
Local Funds/Cash Match	\$
In-Kind	\$
Total Cost	\$

Attachment B - Budget Sheet



Copy of Budget
Format.xls

Attachment (C) – ASSURANCES

1) NO SUPPLANTING OF GRANT FUNDS:

Federal funds must be used by the Grantee to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds. For certain programs, a written certification may be requested by the awarding agency or recipient agency stating that Federal funds will not be used to supplant State or local funds. Funds awarded under this Agreement may not be used for any purpose other than the one defined in this document.

2) PROHIBITED EXPENDITURES:

The Grantee agrees that it will not use or expend any of the grant funds received hereto for any purpose other than providing the services covered by this grant, and the following expenses are expressly prohibited: (a) entertainment, (b) meals of the grantee, its staff, providers, and vendors, (c) travel expenses that are not strictly in performance of grant responsibilities and purposes, (d) expenses to attend any seminars, conferences or programs, (e) dues, membership fees, (f) campaign contributions and lobbying expenses to influence any legislation, (g) consultant fees and (h) other such expenses.

3) DEBARMENT:

As part of the Code of Federal Regulations (45 C.F.R. Part 76), all governmental entities receiving funding from the Federal Government must participate in a government wide system for non-procurement debarment and suspension. A person or entity that is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government wide effect. The Secretary of DCF is authorized to impose debarment. Before any person or entity enters into an agreement, grant or contract with DCF, the Excluded Parties Lists shall be researched for potential debarred persons or entities (located at <http://epls.arnet.gov>).

Grantee warrants that it is currently not debarred from participation in any federal or state funded programs and that Grantee shall immediately provide notice to DCF in the event it becomes debarred during the term of this Grant.

4) OWNERSHIP:

All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by Grantee under this Grant shall be owned by DCF. The Grantee may not release any materials without the written approval or directive of DCF.

All records, reports, documents and other material delivered or transmitted to Grantee by DCF shall remain the property of DCF, and shall, upon request, be returned by Grantee to DCF, at Grantee's expense, at termination or expiration of this Grant. All records, reports, documents, or other material related to this Grant and/or obtained or prepared by Grantee in connection with the performance of the services contracted for herein shall become the property of DCF, and shall, upon request, be returned by Grantee to DCF, at Grantee's expense, at termination or expiration of this contract.

5) AUDIT CLAUSE:

Neither party to the Grant shall prohibit or prevent the Legislative Division of Post Audit, DCF Division of Audit Services, or any authorized federal or state representative and/or auditors from having access to any records, documents, or other information--confidential or otherwise--regarding or relating to the execution

and/or performance of this Grant. (See K.S.A. 46-1101 et seq.)

6) AUDIT REQUIREMENTS:

Awards containing Federal funds are subject to the Audit Requirements listed in OMB Circular A-133. Organizations expending Federal award funds in excess of \$500,000 during their fiscal year must have an audit completed in accordance with this Circular. Organizations spending less than \$500,000 annually in Federal awards may be subject to other audit requirements which will be established at the time of the award.

7) COST PRINCIPLES:

Grantee covered by the provisions of the Office of Management and Budget Cost Circulars are required to comply with all provisions contained therein. Circular provisions establish principles for determining costs and administrative requirements applicable to grants, contracts and other Agreements with education institutions, non-profit agencies, State and local governments and federally recognized Indian tribal governments (governmental units). The principles contained in the Circulars shall be used by the State of Kansas (either through its function as a pass-through agency of Federal dollars or through its direct award of State dollars) in determining compliance to cost and administrative requirements under Grants, cooperative Agreements, cost reimbursement contracts, and other contracts in which costs are used in pricing, administration or settlement.

The circulars and provisions contained therein that apply are as follows:

- OMB Circular A-21: Cost Principles for Educational Institutions
- OMB Circular A-87: Cost Principles for State, Local and Indian Tribal Governments
- OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.
- OMB Circular A-122: Cost Principles for Non-Profit Organizations

8) COMPENSATION

DCF agrees to reimburse Grantee for providing all of the goods and services reported in the quarterly cost reports per Grant.

In the event that Grantee does not provide the services listed under this Grant, or only provides a portion of the services, DCF reserves the right to withhold payments until such time as Grantee demonstrates that the services have been provided.

Any federal financial penalties incurred by DCF which result from a federal audit or review of Grantee's use of TANF funds shall be reimbursed in full by Grantee.

9) PAYMENT

Upon receipt of Grantee's invoice with supporting documentation for payment of goods and services, DCF will reimburse monthly. All payments shall be in accordance with the Kansas Prompt Payment Act.

10) GENERAL RELATIONSHIP

Grantee agrees that in all matters relating to this Grant that it shall be acting as an independent contractor and shall assume and pay all liabilities insured and perform all obligations imposed with respect to the performance of this Grant. Grantee shall have no right, power, or authority to create any obligation, expressed or implied, on behalf of DCF and shall have no authority to represent DCF as an agent.

Grantee and their employees shall not be deemed to be employees of DCF. Grantee shall take appropriate measures to insure that its personnel who perform services are adequately covered by any and all employer related taxes and insurance in accordance with applicable law.

Grantee and DCF concur that this Grant is not assignable by either party. Each party shall be responsible for the acts and omissions only of its own staff, employees, officers and agents.

11) CONFIDENTIALITY

Grantee agrees that confidentiality of record and client information and information shared by DCF staff is essential to this Grant. Grantee understands that no disclosure, discussion, publication or further distribution of this information to any third party is authorized by DCF. This duty to protect confidentiality shall survive the expiration or termination of this Grant. This duty shall not prohibit Grantee from complying with court orders or mandated reporting requirements and cooperating in investigations as required by the State of Kansas statutes.

No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Grantee shall agree to return any or all data furnished by DCF promptly at the request of DCF in whatever form(s) it is maintained by Grantee. On the termination or expiration of this Agreement, Grantee shall not use any of such data or any material derived from the data for any purpose and, where so instructed by State, shall destroy or render it unreadable.

12) RETENTION OF RECORDS

Unless DCF specifies in writing a shorter period of time, Grantee agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this Grant for a period of six (6) years from the date of the expiration or termination of this Agreement. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds six (6) years.

13) CAPTIONS:

The descriptive headings of this Grant are for convenience only and shall not be deemed to affect the meaning of any provision.

14) TERMINATION:

Termination for Cause

DCF may terminate this Agreement for cause based upon the failure of Grantee to comply with the terms and/or conditions of the Grant; provided that DCF shall give Grantee written notice specifying Grantee's failure. If within thirty (30) days after receipt of such notice, Grantee shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then DCF may, at its option, place Grantee in default and the Grant shall terminate on the date specified in such notice. Grantee may exercise any rights available to it under Kansas law to terminate for cause upon the failure of DCF to comply with the terms and conditions of this Grant; provided that Grantee shall give DCF written notice specifying DCF's failure and a reasonable opportunity for DCF to cure the defect.

Termination for Convenience

DCF may terminate the Agreement at any time by giving thirty (30) days written notice to Grantee. Grantee shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily, whether terminated for cause by Grantee or terminated for convenience by either party.

15) SUB-RECIPIENT:

Grantee shall not assign, transfer, sublet or delegate this Grant or its power to execute this Grant to any other person, company or corporation, in whole or in part without consent and approval in writing from DCF. This provision shall not be construed to prohibit the Grantee from assigning a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to DCF.

All terms, conditions and requirements of the Grant shall apply without qualification to any services performed or goods provided by any subcontractors.

16) MODIFICATIONS:

This Agreement may only be modified by the mutual written agreement of the parties.

The State of Kansas' current financial situation does not make it possible for DCF to make firm, unalterable financial commitments. In the event DCF determines lack of funding requires a modification of this Grant, DCF reserves the right to renegotiate terms and conditions of the Grant with Grantee. Grantee agrees to cooperate with DCF in renegotiating this Grant should DCF determine that such modification is necessary to manage the resources available to DCF.

In the event DCF is subject to a formal funding reduction or allotment, DCF reserves the right to alter or adjust the payment or terms of this Grant to meet funding reductions or allotments by sending a written notice of such alterations or adjustments to Grantee 15 days before such alterations or adjustments become effective. Should Grantee believe there is a need to modify other terms or conditions of the Grant, DCF will, in good faith, negotiate regarding the terms of the Grant.

17) WEB DEVELOPMENT:

Any web site, web pages, or web based applications developed by Grantee for DCF shall be in compliance with all Kansas Information Technology Committee (ITEC) policies, refer to: <http://www.da.ks.gov/kito/itec/>. Guidelines supporting the State Web Accessibility policy (ITEC 1210) can be found at <http://www.da.ks.gov/kito/itec/>. In addition, the web content must be in compliance with DCF web standards (DCF-ITS Standard 3401.04), available upon request.

18) FORCE MAJEURE:

Grantee shall not be held liable if the failure to perform under this Grant arises out of causes beyond the control of Grantee. Causes may include, but are not limited to, acts of nature, fires, quarantine, strikes other than by Grantee's employees, and freight embargoes.

19) CRIMINAL PROVISION:

By acceptance of this Grant, Grantee declares and assures that they have not been convicted for any criminal offense that indicates a lack of integrity or honesty. Crimes indicating a lack of integrity or honesty include but are not limited to the following: any conviction of federal, state or local laws for embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; racketeering; and violation of antitrust laws. Any conviction(s) incident to obtaining or attempting to obtain or performing a public or private contract or subcontract; or conviction of any other offense which impacts the performance and/or responsibility of Grantee are also considered as offenses which lack of integrity and honesty. Grantee shall ensure that any employees hired for this Grant are not on any register indicating a problem with the law or abusive or neglectful acts or crimes against persons such as KBI security clearance, the Child Abuse and Neglect Central Registry, and the Adult Protective Services Registry.

20) COMPLIANCE WITH LAWS and REGULATIONS:

The Grantee agrees that it will comply with all federal, state, and local laws and regulations in effect at any time during the course of this Grant. The Grantee shall certify to DCF that it will provide a drug-free workplace and as a condition of the Grant, the Grantee will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the Grant.

21) SEVERABILITY:

If any provision of this Grant is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this Grant shall not be affected and each provision of this Grant shall be enforced to the fullest extent permitted by law.

22) CONFLICT OF INTEREST:

All Grantee shall not knowingly employ, during the period of this Grant or any extensions to it, any professional personnel who are also in the employment of the State and who are providing services involving this Grant or similar in nature to the scope of this Grant to the State. Furthermore, Grantee shall not knowingly employ, during the period of this Grant or any extensions to it, any State employee who has participated in the making of this Grant until at least two years after his/her termination of employment with the State.

23) GRANT DOCUMENTS:

The Grant documents shall consist of the following documents. In the case of ambiguity or conflict in the Grant documents, the following order of precedence shall govern:

- a) this Grant
- b) any attachments to this Grant

24) VAWA:

The Privacy Protections in VAWA 2005 protect the "personal information" of the participants served by this grant. As a condition of this Grant, Grant recipients are required to maintain the confidentiality of personal information. 42 USC § 11383(b)(2). Data may be shared with an informed, written, and reasonably time-limited consent of the client. 42 USC § 11383(b)(2)(B)(ii). These requirements mean that simple form contracts and fine print will not be used to obtain a consent to release the data. Grantees will have to educate their clients about the requirements of most disclosures. The reasonable time limitation of the releases means that clients are kept aware of the purposes of new disclosures as they come up. A "time limited consent" should be long enough to complete the task for which it was requested but no longer than forty-five (45) days.

If a court order or an authorized state or federal agency (e.g. DCF or HHS) pursuant to statutory requirement requests the data, the Grantee should make reasonable efforts to alert the client of the release. 42 USC § 11383(b)(2)(C). This way clients are alerted whenever others, especially an opposing party, accesses their information.

Grantee states that it has reviewed the data reporting requirements of this grant and stipulates and agrees that none of the reporting requirements in the Grant violate the requirements of VAWA.

25) HIPAA:

The Grantee will collect and have access to private, privileged and/or confidential data in order to carry out

the purpose of this grant. The Grantee may be subject to the Kansas Open Records Act; and therefore Grantee accepts full responsibility to determine whether it is subject to the Act and for providing adequate supervision and training to its agents and employees to ensure compliance with the Act and the exceptions thereto. Grantee is prohibited from using or disclosing any "Protected Health Information" ("PHI") except as required by DCF pursuant to TANF or other applicable law, or as permitted under the Health Insurance Portability and Accountability Act, 1966 (HIPAA).

Confidentiality under the Health Insurance Portability and Accountability Act, 1996 (HIPAA): DCF is a covered entity under the act and therefore Grantee is not permitted to use or disclose health information in ways that DCF could not. This protection continues as long as the data is in the hands of Grantee.

Definition: For purposes of this section, the terms "Protected Health Information" and "PHI" mean individually identifiable information in any medium pertaining to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, that Grantee receives from DCF or that Grantee creates or receives on behalf of DCF. The terms "Protected Health Information" and "PHI" apply to the original data and to any health data derived or extracted from the original data that has not been de-identified.

Electronic protected health information (EPHI) is a subset of PHI and means individually identifiable health information that is transmitted by or maintained in electronic media.

- a) Required/Permitted Uses Section 164.504(e)(2)(i): Grantee is required/permitted to use the PHI for the following purposes:
 - (i) Any activity required to ensure contract compliance and fulfill contract obligations
- b) Required/Permitted Disclosures Section 164.504(e)(2)(i): Grantee shall disclose DCF's PHI only as allowed herein or as specifically directed by DCF.
- c) Limitation of Use and Disclosure Section 164.504(e)(2)(ii)(A): Grantee agrees that it will not use or further disclose the PHI other than as permitted or required by this contract or as required by law.
- d) Disclosures Allowed for Management and Administration Section 164.504(e)(2)(i)(A) and 164.504(e)(4)(i): Grantee is permitted to use and disclose PHI received from DCF in its capacity as a Grantee to DCF if such use is necessary for proper management and administration of Grantee or to carry out the legal responsibilities of Grantee.
- e) Minimum Necessary: Grantee agrees to limit the Grant of PHI used and/or disclosed pursuant to this section to the minimum necessary to achieve the purpose of the use and disclosure.
- f) Safeguarding and Securing PHI Sections 164.308, 164.310, 164.312, 164.314 and 164.504(e)(2)(ii)(B): Grantee agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI and or EPHI that Grantee creates, receives, maintains, or transmits. Grantee will furnish DCF with a written description of such safeguards taken upon request. Grantee agrees to allow authorized representatives of DCF access to premises where the PHI and or EPHI is kept for the purpose of inspecting physical security arrangements.
- g) Agents and Subcontractors Section 164.504(e)(2)(ii)(D): Grantee will ensure that any entity, including agents and subcontractors, to whom it discloses PHI received from DCF or created or received by

Grantee on behalf of DCF agrees to the same restrictions, conditions and safeguards that apply to Grantee with respect to such information.

- h) Right to Review: DCF reserves the right to review terms of Grant between Grantee as they relate to the use and disclosure of PHI belonging to DCF.
- i) Ownership: Grantee shall at all times recognize DCF's ownership of the PHI.
- j) Notification Section 164.304, 164.314 (a)(2)(C) and 164.504(e)(2)(ii)(C): Grantee shall notify DCF both orally and in writing of any use or disclosure of PHI and or EPHI not allowed by the provisions of this Grant of which it becomes aware, and of any instance where the PHI is subpoenaed, copied or removed by anyone except an authorized representative of DCF or the Grantee. Grantee shall report to DCF any security incident within 5 business days of becoming aware of such incident. For the purposes of this paragraph, "security incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification or interference with systems operations in an information system.
- k) Transmission of PHI Section 164.312 I(1) and 164.312 I(2): Grantee agrees to follow the HIPAA standards with regard to the transmission of PHI.
- l) Employee Compliance with Applicable Laws and Regulations: Grantee agrees to require each of its employees having any involvement with the PHI to comply with applicable laws and regulations relating to security, confidentiality and privacy of the PHI and with the provisions of this Grant.
- m) Custodial Responsibility: An employee of Grantee shall be designated as the custodian of PHI and will be responsible for observance of all conditions of use. If custodianship is transferred within the organization, Grantee shall notify DCF promptly.
- n) Access, Amendment, and Accounting of Disclosures Section 164.504(e)(2)(ii)(E-G): Grantee will provide access to the PHI in accordance with 45 C.F.R. Section 164.524. Grantee will make the PHI available for amendment and incorporate any amendments to the PHI in accordance with 45 C.F.R. Section 164.526. Grantee will make available the information required to provide an accounting of disclosures in accordance with 45 C.F.R. Section 164.528.
- o) Documentation Verifying HIPAA Compliance Section 164.504(e)(2)(ii)(H): Grantee will make its policies, procedures, and documentation relating to the security and privacy of protected health information, including EPHI, available to the DCF of Health and Human Services for purposes of determining DCF's compliance with 45 C.F.R. Parts 160 and 164. Grantee will make these same policies, procedures, and documentation available to DCF or its designee upon request.
- p) Contract Termination Section 164.314 (a)(2)(i)(D) and 164.504(e)(2)(ii)(I): Grantee agrees that within 45 days of the termination of this contract, it will return or destroy, at DCF's direction, any and all PHI that it maintains in any form and will retain no copies of the PHI. If the return or destruction of the PHI is not feasible, the protections of this section of the contract shall be extended to the information, and further use and disclosure of PHI is limited to those purposes that make the return or destruction of PHI infeasible. Any use or disclosure of PHI except for the limited purpose is prohibited.
- q) Termination for Compliance Violation Section 164.314 (a)(2)(i)(D) 164.504(e)(2)(iii) and Section 164.504(e)(1)(ii): Grantee acknowledges that DCF is authorized to terminate this Grant if DCF determines that Grantee has violated a material term of this section of the contract. If termination of the Grant is not feasible due to an unreasonable burden on DCF, Grantee's violation will be reported to the

Attachment (D) – DEFINITIONS

As used throughout this Grant, the following words and terms are used as defined in this paragraph unless (a) the context in which they are used clearly requires a different meaning or (b) a different definition is prescribed for a particular part or portion of a part.

- (1) “Advocates” shall mean Professional staff, hired by the Grantee, to provide direct services to participants of DV/SA. Advocates shall have the necessary training in order to be able to assess needs, provide services and make appropriate referrals for the safety of the participant and family.
- (2) “Award” denotes this document which sets forth the Grant requirements.
- (3) “Citizen” denotes an individual born in the United States or by naturalization.
- (4) “Community-based organization” means an organization that provides services to survivors of domestic violence, dating violence, sexual assault, or stalking; has established a culturally specific program that addresses domestic violence, dating violence, sexual, or stalking; focuses on underserved populations; and has obtained an expertise, or demonstrates a capacity to work effectively on domestic violence, dating violence, sexual assault, and stalking.
- (5) “Contact” denotes Direct communication either face-to-face, telephone calls or e-mail exchange with a DSA participant.
- (6) “DCF” means Department for Children and Families.
- (7) “DV/SA” shall mean Domestic Violence and/or Sexual Assault. Domestic Violence and/or Sexual Assault refers to the victimization of a person with whom the abuser has or has had an intimate romantic or spousal relationship. It includes violence against both men and women and may encompass social/financial isolation, deprivation, physical, emotional and/or mental abuse.
- (8) “EES” denotes Economic Employment Services.
- (9) “Grantee” shall mean the entity awarded the grant, and its employees, agents and representatives.
- (10) “Grantor” and DCF shall mean The Kansas Department for Children and Families, and its employees, agents and representatives.
- (11) “May” denotes the permissive.
- (12) “Non-TANF” eligible participants include fathers, pregnant women, families, and single individuals who desire healthy relationships.
- (13) “Participant” shall mean Person receiving TANF benefits where so indicated. It may also mean non-TANF recipients who are single pregnant women and expectant fathers, families with children or pregnant women, or couples or individuals interested in healthy relationships. The term participant encompasses the terms recipient, customer, and consumer.

DCF of Health and Human Services, along with steps DCF took to cure or end the violation or breach and the basis for not terminating the Grant.

If selected as the sub-recipient of this award, I agree on behalf of *[Agency name]* to abide by the Assurances described in this document.

[Officer's Name and Title]

[date]

- (14) "Protected Health Information" (PHI) means individually identifiable information in any way pertaining to the past, present or future physical or mental health or condition of an individual, and the providing of health care to an individual.
- (15) "Shall" denotes the imperative.
- (16) "Sub-recipient" is a non-Federal entity that expends Federal awards received from a pass-through entity (DCF) to carry out a Federal program, but does not include an individual that is a beneficiary of such a program.
- (17) "Support Services" denotes Services provided according to the individual's unique needs and the availability of the Grantees annual TANF allocation of funds for these types of purchases. Services are not entitlements.
- (18) "TANF" Temporary Assistance to Families, Kansas' name for the federally funded Temporary Assistance to Needy Families.
- (19) "TANF Work Program Activities" shall mean activities designed to lead a customer to self-sufficiency. These activities should be customer driven and based on the individual's skill level, situation and needs.
- (20) "Survivors of Domestic Violence and/or Sexual Assault" denotes individuals with current or past domestic violence or sexual assault.
- (21) Violence Against Women Act (VAWA) 2005 – The Privacy Protections in VAWA 2005 protect the "personal information" of the participants served by this Grant .VAWA 2005 defines "personal information" in strong language. 42 USC §11383(a)(18):

Individually identifying information for or about an individual including information likely to disclose the location of a survivor of domestic violence, dating violence, sexual assault, or stalking, including:

- (A) a first and last name;
- (B) a home or other physical address;
- (C) contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- (D) a social security number; and
- (E) any other information, including date of birth, racial or ethnic background, or religious affiliation, that, in combination with any of subparagraphs (A) through (D), would serve to identify any individual.

This definition prevents demographic data which could help to identify a client from being released. Rural or nearly homogenous communities could have some residents for whom release of demographic information, such as family size or religion or ethnicity, could be identifying. Even if it is not specifically identifying, it could narrow the pool of

people down to a select few, and label all of them suspected survivors and abusers.

Grant recipients are required to maintain the confidentiality of personal information. 42 USC § 11383(b)(2). Data may be shared with informed, written, and reasonably time-limited consent of the client. 42 USC § 11383(b)(2)(B)(ii). These requirements mean that simple form contracts and fine print will not be used to release the data. Grantees will have to educate their clients about the requirements of most disclosures. The reasonable time limitation of the releases means that clients are kept aware of the purposes of new disclosures as they come up.

If a court order or other process requests the data, the Grantee should make reasonable efforts to alert the client of the release. 42 USC § 11383(b)(2)(C). This way clients are alerted whenever others, especially an opposing party, accesses their information.

It is joint understanding that none of the reporting requirements stipulated in the Grant violate the requirements of VAWA.

DV/SA BUDGET INFORMATION

Grantee Agency Name and Mailing Address	Federal Employer ID
	Grant Period
Primary Contact:	Phone #

SECTION A - BUDGET CATEGORIES

1. Object Class Categories	Sources of Funds		
	(1) DV/SA Grant	(2) Other	(3) TOTAL
A. Personnel Wages			\$ -
B. Employer Taxes & Benefits			\$ -
C. Travel			\$ -
D. Equipment			\$ -
E. Supplies			\$ -
F. Contractual			\$ -
G. Training			\$ -
H. Other			\$ -
I. Indirect Costs			\$ -
J. Less Program Income (enter as a negative amount)			\$ -
K. TOTAL (sum of A thru K)	\$ -	\$ -	\$ -

CrossCheck total--> \$ -

SECTION B - OTHER BUDGET INFORMATION

1. Indirect Charges:

2. Administrative Expenses included in Row I-Indirect Costs, Column 1-DV/SA Grant:

3. Other Sources of Income (Column 2) and Other Sources of Program Income (Row H):

4. Remarks:

**DV/SA Budget & Grant Transaction Report
Kansas Department for Children and Families**

Grantee Agency Name and Mailing Address	Grant Number	Federal Employer ID
	Grant Period	Reporting Period (Mo/Yr)
	Grant Amount	

ANNUAL DV/SA GRANT	DV/SA Grant Budget	PRIOR PERIOD Cumulative Expenditures	CURRENT PERIOD Expenditures	Year-to-Date Cumulative Expenditures	Current Period Matching Expenditures
A. Personnel Wages				\$ -	
B. Employer Taxes & Benefits				\$ -	
C. Travel				\$ -	
D. Equipment				\$ -	
E. Supplies				\$ -	
F. Contractual				\$ -	
G. Training				\$ -	
H. Other				\$ -	
I. Indirect Costs				\$ -	
J. Less Program Income (enter as a negative \$)				\$ -	
K. TOTAL	-	-	-	-	-

Administrative Portion of Total Grant Expenses

	\$ -
--	------

Prior Period Cumulative Matching Exp.
Year-to-date Matching Exp. \$

Cash Report:	
Cash on Hand-Beginning of Current Period	
Receipts-Include Program Income	
Disbursements	
Cash on Hand-End of Current Period	\$ -

Authorized Project Official: I certify that to the best of my knowledge and belief, this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.

Signature Date Phone Number

AUTHORIZED PAYMENT \$ _____

DCF Program Monitor Signature Date

INSTRUCTIONS FOR THE DV/SA Grant Program

GENERAL INSTRUCTIONS

This form is to be used when applying for funds from the Kansas Department of Children & Families, Economic and Employment Support Division and the Domestic Violence and Sexual Assault (DV/SA) Program.

Terminology:

Grant funding period or budget period:
a two-year period beginning October 1, 2012 through September 30, 2014.

Indirect Costs: Expenses which benefit more than one program and/or cannot be specifically identified with only one program; such as the overhead of the operating agency. The amount of indirect costs charged to DV/SA must be based upon a reasonable allocation among the programs provided by the agency. Typical examples are: general administration of the agency, accounting and personnel services, and the costs of operating and maintaining facilities.

Section A. Budget Categories

The column headings (1) through (3) are the funding sources for the budgeted expenditures. The row categories are titles for types of expenditures. As amounts are entered in rows A through K, list the amount in the "Sources of Funds" column which will provide funding for the expenditure.

Row J (column 1 only) - Enter the estimated amount of any program income as a negative number, if any is expected to be generated from this project. Any program income is used to reduce expenditures before federal funds are applied.

Row K - The total of each column will automatically calculate in row K, TOTAL.

Column 3 - The total of each row will automatically calculate in column 3.

The cross check total is the sum of each column 3.

Section B. Other Budget Information

Line 1 – Indirect Charges: Identify the types and amounts of indirect charges and what percent of that expenditure is applied to this grant.

Line 2 – Administrative Expenses: Of the total amount listed in Row I - Column 1, identify the administrative only portion of these expenses. Any costs identified as indirect costs would be included. In addition, there may be other direct costs to the DV/SA program which are administrative in nature. Funding for the DV/SA grant defines administrative costs:

- Salaries and related costs engaged in administration
- Accounting services
- Audit services
- Other goods and services required for administration of the program including rental or purchase of equipment, utilities, and office supplies
- Indirect costs

The cost of any activity providing direct services for the DV/SA program should NOT be included in administrative costs.

Line 3 – Other Sources of Income: Identify any other sources of income which may be used to fund the DV/SA program and to provide match for the federal funds.

Identify the nature and source of any program income. The estimated amount of program income may be considered by the State grantor agency in determining the total amount of the grant.

Line 4 – Remarks: Provide any comments or explanations, not included in the budget narrative statement, which will provide more detail to further identify or clarify expenditures.