



**FEDERAL BYRNE STATE CRISIS INTERVENTION
PROGRAM (SCIP) GRANT**

KANSAS SCIP ADVISORY BOARD

FISCAL YEARS 2025

REPORTING REQUIREMENTS

**KANSAS GOVERNOR'S GRANTS PROGRAM
785-291-3205 or kggp@ks.gov**

PROCEDURES TO OPEN GRANT AWARD

The following grant award documents must be submitted to the Kansas Governor's Grants Program (KGGP) before the grant award is considered open.

Grant Assurances

The signed Grant Assurances must be received by the KGGP **no later than January 21**. Please note the Grant Project Number assigned to the grant project and any special conditions that may be included. The signature of the Authorized Certifying Official is required.

Budget Summary Form (attached form) and Budget Narrative

A Budget Summary Form (BSF) for the grant award amount must be signed and returned along with a Budget Narrative **no later than January 21**.

Five Most Highly Compensated Officers (attached form)

The Five Most Highly Compensated Officers report form must be completed and returned **no later than January 21**.

Revised Grant Project Objectives

If the grant award is different from the original request and if the Subgrantee deems it is necessary, the grant project objectives also may be revised in accordance with the level of funding received and submitted to the KGGP.

GRANT REPORTING INFORMATION

The following policies apply to all grant reporting requirements set forth by the KGGP.

Late/Incomplete Reports

Subgrantees submitting a late, incorrect, or incomplete report will not receive any payment until the scheduled payment for the next reporting period. Complete and correct reports must be received by 11:59 p.m. on the date they are due. If the due date falls on a Saturday, Sunday, or State holiday, reports may be submitted by 11:59 p.m. the next business day following the due date.

Subgrantee and Staff Changes

The Subgrantee shall continue to maintain the "Agency Staff and Title Change Form" Excel document and update the document as required. A copy of the form as well as a recorded training video can be accessed at <https://www.grants.ks.gov/helpful-resources/grant-tips/grant-management>. To report KGGP grant-funded staff and title changes, the updated "Agency Staff and Title Change Form" Excel document **must be emailed** to kggp@ks.gov within 10 days of any changes.

The KGGP must be notified in writing within 10 days of the change if the Subgrantee has changes in the primary contact, mail/email address, or phone/fax numbers. The Subgrantee shall submit the applicable updates by email to kggp@ks.gov.

Reporting No Activity/Expenses

In any reporting period where no expenses were incurred or no activity took place, the required reports must still be filed. If no expenses were incurred, report a zero for the period. If no activity took place

or no services were provided, report zero statistics and state why no activity took place for the period (see the “Failure to Commence Grant Project” Grant Assurance to ensure full compliance with requirements).

Period-End Obligations

If the Subgrantee incurs obligations during the grant project reporting period that will be paid in the first month following the end of the grant project period, the Subgrantee must report those obligations appropriately in the March 2026 Financial Status Report. Upon expenditure for those obligations, the Subgrantee will submit a “FINAL” Financial Status Report in the Grant Portal reflecting it as “Period Expenditures” in the first month following the end of the grant project period. The Subgrantee must pay for obligations within 30 days after the end of the grant project period.

Extensions

A Subgrantee may request in writing an extension to submit a report late. Only under exceptional circumstances are extensions allowed (e.g. staff changes, medical emergencies). If an extension request is received on or before the due date of the report, a payment may be issued upon submission of the report. Staff will contact the Subgrantee to discuss the timeline for the extended report and grant payment. Extension requests may be emailed to kggp@ks.gov.

GRANT REPORTING FORMS

When completing the reporting forms and when contacting the KGGP, Subgrantees must use the Grant Project Number provided in the Grant Assurances. The following reports must be completed during the grant project period. All reports must be received on or before the required dates. **Reports received after the due dates are considered non-compliant. Repeatedly late and/or incorrect reports may result in the withholding of grant funds until the Subgrantee submits required reports and comes into compliance.**

Financial Status Report (form attached)

Submit this report within **15 calendar days** after the end of each month. Reported “Period Expenditures” must reflect actual Subgrantee cash outlays only; any accrued expenses may be reflected in the report as “Obligations.” All reported amounts for each budget category subtotal must be rounded off to the nearest whole dollar.

Grant Project Performance Report (BJA Performance Tools Website)

Submit this report via the Federal Bureau of Justice Assistance [Performance Measurement Tools \(PMT\) website](#) within **15 calendar days** after the end of each calendar quarter. The PMT is the collection point for grant project statistical data. For first-time PMT users, access instructions will be provided by the KGGP at a later date. **Subgrantees are encouraged to review the SCIP Measures, provided on the Information and Resources page of the website, just as soon as access is obtained.** If you have any questions, please contact Kim Gerety, Grants Specialist, by email at kim.gerety@ks.gov or at 785-291-3205.

Projection of Final Expenditures (form attached)

Submit this report **no later October July 15**. This report is a projection of the Subgrantee’s expenditures for the final three months of the grant project period.

Equipment Inventory Form (form attached)

This report is due 30 days after the date of payment and must be submitted by email to kggp@ks.gov. Subgrantees are required to fill out this form if equipment is purchased with a useful life of one year or more and a **cost of \$5,000** or more per unit.

GRANT PAYMENTS

Payment Process

Subgrantees must be enrolled in direct deposit with the State of Kansas. If direct deposit is not currently established with the State of Kansas, or if the Subgrantee has a change in banking information at any time during the grant project period, contact kggp@ks.gov to request a copy of the proper Authorization for Electronic Deposit form. Subgrantees should receive grant payments within approximately two weeks after the due date of the required report(s). All reports received that are complete, correct, and received on the due date are issued a payment, as long as funds are available and as long as the Subgrantee is in compliance with the grant award. Subgrantees submitting a late, incorrect, or incomplete report will not receive a payment until the next scheduled payment.

Reimbursements

Payments are issued on a monthly reimbursement basis, contingent upon compliance with reporting requirements and availability of federal funds. The reimbursement amount is determined by the period expenditures as reported on the monthly Financial Status Report.

Advance Funds

Subgrantees may request an advance if there is an unexpected or extreme need for grant funds prior to the next scheduled payment. Any advances that are approved must be liquidated by the Subgrantee within 10 days of the payment date. To request an advance, a letter must be emailed to kggp@ks.gov, at which time the following criteria will be considered by KGGP staff:

1. The timeliness and accuracy of all grant reports (both financial and programmatic reports);
2. The amount of funds being requested;
3. The approved budget line item for which advance funds are being requested;
4. The need for the Subgrantee to receive funds immediately;
5. The Subgrantee's reserve amount and why the reserve cannot be used temporarily; and
6. What efforts the Subgrantee is making to build up a sufficient reserve.

The Subgrantee must address numbers two through six in the written request. The Subgrantee will be notified by KGGP staff regarding the decision. If the request for an advance payment is approved, the Subgrantee can expect a deposit to be made in approximately five business days.

Late Fees/Charges

Subgrantees are responsible for paying for grant-funded goods and services in a timely manner. Grant funds may not be used to pay late fees, finance charges, interest, or any other costs associated with late or overdue bills. All costs assessed to the Subgrantee for late or overdue bills are the sole responsibility of the Subgrantee.

BUDGET REVISION REQUESTS

Any modification to the Subgrantee's grant award budget must **first** be approved by the KGGP. The Subgrantee shall make every effort to submit budget revision requests prior to the effective date of the proposed changes. Budget revision requests received after October 15 may be considered if the circumstances were unknown to the Subgrantee prior to and occurred after October 15 (e.g. staff changes, medical emergencies).

Revision Request

A request to reallocate dollars between approved line items in the Subgrantee's grant project budget is allowed, provided the change does not affect the scope of the grant project.

The following must be submitted to request a revision.

Budget Justification – Submit a request that explains the need for the revision and the amount of grant funds that are reallocated. Budget revisions may only be requested within approved line items; funds cannot be moved into a new line item during the grant project period except under exceptional circumstances. The document may be emailed to kggp@ks.gov.

Grant project funds cannot be used to reimburse travel-related mileage and meal expenses in excess of the applicant's approved policy rate or the current federal per diem rates, whichever is lower. If the Subgrantee reimburses at a rate in excess of this amount per their agency policy, the Subgrantee should be aware that no grant funds administered by the KGGP can be used to make up the difference.

Budget Summary Form – Attach to the Budget Justification a revised Budget Summary Form reflecting the new requested budget. This form must be filled out completely and signed by the Subgrantee for the request to be considered.

Budget Narrative – Attach to the budget revision request a revised Budget Narrative reflecting the new requested budget.

Approval/Denial

KGGP staff will respond by email to the Subgrantee's request within 15 business days, unless there is a scope change that also requires federal approval. There is no limit to the number of budget revisions a Subgrantee can request. However, frequent or repeated requests may raise concerns regarding the Subgrantee's budgeting practices.

An approval to allow a budget revision is effective as of the date of the approval. If the Subgrantee requests the budget revision to be retroactive or effective on a specific date, the Subgrantee must make that need clear in the original revision request. However, as noted above, it is the policy of the KGGP to require **prior** approval.

EQUIPMENT AND CONTRACTS

Equipment

All equipment purchased with grant funds must be included in the Subgrantee's approved budget prior to the purchase. Equipment is defined as assets with a useful life of one year or more and a cost of **\$5,000** or more per unit. The Subgrantee shall follow its agency written policies and procedures for purchasing equipment, such as purchasing approval, needs assessment, soliciting bids, etc. For each equipment purchase, the Subgrantee must submit by email at kggp@ks.gov the following information within 30 days of the payment date:

- Description of the equipment;
- Serial number or other identification number;
- Source of the equipment;
- Identification of who holds the title;
- Acquisition date;
- Cost of the equipment;
- Cost charged to grant;
- Percentage of grant fund participation in the cost of the equipment;
- Location of the equipment; and
- Use and condition of the equipment.

An Equipment Inventory Form is attached that includes the requirements listed above. The Subgrantee is responsible for maintaining inventory records that can be reviewed at any time by KGGP staff. In addition, the Subgrantee is responsible for providing justification as to the need and use of the equipment. The amount of time the equipment is used for the grant project must be equal to or more than the percentage of the purchase cost that was covered by grant project funds. In some instances, this may require a usage tracking system to be in place.

Procurement of Contractual Services

The Subgrantee shall follow its agency's written procurement procedures, provided the procurement conforms to applicable federal and state law. All procurement transactions, whether negotiated or competitively bid, shall be conducted in a manner that provides maximum open and free competition.

Disposal of Equipment

For disposal of equipment purchased with these or any SCIP grant funds, the Subgrantee shall submit a written request by email to the KGGP Analyst for approval prior to disposition. The request should include the Grant Project Number the equipment was purchased under, name of equipment, date of purchase, purchase price, current fair market value, reason for disposal, serial (or other identification) number, and how the equipment will be disposed (i.e. trash, sold, donated, trade-in, etc.).

The KGGP staff will respond by email to the Subgrantee's request within 15 business days.

COMPLIANCE REVIEWS

Subgrantees are subject to on-site or desk compliance reviews by KGGP staff. Subgrantees are contacted two to three weeks prior to the review. For the on-site compliance review, the Grant Project Compliance

Review Report will be sent indicating what information is reviewed for the report. Upon completion of an on-site grant project compliance review, the report is forwarded to the Subgrantee. Any outstanding issues will be described at the end of the report with corresponding due dates. When the requirements are submitted by the Subgrantee and approved by the KGGP staff, an email is sent to the Subgrantee verifying the requirements are met. Requirements not submitted by the due date may result in the delay of grant payments.

For desk reviews, the Subgrantee will be notified by email when the review is complete.

Confidential Information

From time to time, KGGP staff will review records that have confidential information in the Subgrantee's files. No employee, intern, or volunteer of the KGGP shall request or access Subgrantee records containing personal information of a victim, informant, or employee that is protected under the law, such as name, address, telephone number, or any other identifying information, for purposes of acquiring personal information regarding that person. If it is necessary for this office to inspect grant records that may contain confidential information, such information shall be removed or covered during the inspection. Any specific request to review confidential information shall be in writing and only made by the Administrator. The request shall include the reason for review or inspection of the information.

AUDIT REQUIREMENT

The KGGP requires Subgrantees to undergo a financial statement audit by an independent certified public accountant. A financial statement audit must be provided for any Subgrantee fiscal period in which grant funds are received and/or expended. A financial statement audit includes the performance of analytical procedures, includes the evaluation of evidence, and provides a positive assurance regarding the financial statements presented. **The KGGP does not accept compilations or reviews as substitution for a financial statement audit report.** The Subgrantee must follow applicable audit requirements regarding the completion of a Single Audit as stipulated in Federal OMB Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, Subpart F. Financial statement audit reports shall be completed within nine months from the end of the Subgrantee's fiscal year.

Subgrantees not providing sufficient information regarding their financial statement audit with their grant application will receive a special condition in the Grant Assurances document to ensure compliance with this requirement.

Government agencies are not required to submit a copy of the completed audit report. However, they must assure that the KGGP has been provided with information on who conducts the audit, when the most recent audit was performed, what period was covered, and where the audit is filed.

Nonprofit Subgrantees must provide the KGGP with a current financial statement audit report, including the Single Audit report if applicable, and the accompanying IRS Form 990, forwarded via email to kggp@ks.gov or by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-1220. Further, the Subgrantee shall submit via email or by U.S. Mail, within 30 days of the audit report date, any findings and/or recommendations stated in the financial statement audit report or in the Letter to Management if one is issued, including a written explanation stating how the findings and/or recommendations were, or will be, addressed by the Subgrantee.

CLOSEOUT PROCEDURES

During closeout, KGGP staff evaluates all grant required work performed by the Subgrantee. When all work is complete and all necessary follow-up action is taken, the grant file is closed. The following items must be submitted for the grant to be closed.

Financial Status Report

This report is completed monthly, with the final Obligations Financial Status Report due by 11:59 p.m., **February 15**. Staff ensures the reports were timely, grant funds were expended in accordance with the approved budget, and any excess grant funds on hand were returned to the KGGP.

Grant Project Performance Report (PMT)

This report is completed quarterly, with the final Grant Project Performance Report due by 11:59 p.m., **January 15**. Staff ensures the reports were timely, the Subgrantee conducted its grant project in accordance with approved goals and objectives, and the Subgrantee completed the reports in accordance with the instructions provided by the KGGP.

Projection of Final Expenditures

This report is due by 11:59 p.m., **October 15**. This report must be completed as accurately as possible to reflect the anticipated remaining expenses of the grant period.

Equipment Inventory Form

This form is completed within 30 days after the date of payment of the equipment purchased with grant funds. Staff ensures that all expenditures made in the equipment budget line have inventory information on file.

Grant Project Compliance Review

Any issues raised during the compliance review must be resolved before the grant file is closed.

When there are issues preventing the closeout of a grant, the Subgrantee is notified in writing via email and requested to take corrective action. After all of the criteria have been satisfied, the grant file is closed and a closeout notice is sent to the Subgrantee via email.

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

_____ Date

_____ Signature of Authorized Certifying Official

KANSAS SCIP ADVISORY BOARD
KANSAS GOVERNOR'S GRANTS PROGRAM
 LANDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612

FIVE MOST HIGHLY COMPENSATED OFFICERS
Due January 21, 2025

1. NAME OF SUBGRANTEE AND ADDRESS OF THE PRIMARY PLACE OF PERFORMANCE FOR GRANT PROJECT <u>(must include Zip+4 data)</u>	2. GRANT PROJECT NUMBER
	3. SUBGRANTEE UNIQUE ENTITY IDENTIFIER _____ (12 characters)

4. GRANT AWARD AMOUNT	5. PHONE NUMBER	6. CONGRESSIONAL DISTRICT(S) SERVED
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7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

8. In the Subgrantee's preceding fiscal year, did the Subgrantee receive

(i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **AND**

(ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards)?

Yes

No

9. Does the public have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

No

10. IF the answer to question number 8 is "Yes" AND the answer to question number 9 is "No," the Subgrantee must provide the following most highly compensated data:

	Name ¹	Total Compensation ²
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

¹ Provide the names of each of the five most highly compensated executives for the Subgrantee's preceding completed fiscal year.

² "Total compensation" is defined as the cash and noncash dollar value earned by the executive during the Subgrantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- (i). Salary and bonus.
- (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.
- (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (v). Above-market earnings on deferred compensation which is not tax-qualified.
- (vi). Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Approved by the Kansas Governor's Grants Program:	Date:
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**KANSAS SCIP ADVISORY BOARD
KANSAS GOVERNOR'S GRANTS PROGRAM**

**SCIP
FY 2025**

LONDON STATE OFFICE BUILDING, 900 SW JACKSON, ROOM 304 N, TOPEKA, KS 66612

kggp@ks.gov

FINANCIAL STATUS REPORT

(Due 15 Days After Close of Each Month, or the First Business Day, by 11:59 P.M.)

The information provided on this report will be used to monitor Subgrantee cash flow. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. VENDOR IDENTIFICATION NUMBER OR FEDERAL EMPLOYER IDENTIFICATION NUMBER	4. FINAL REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO
5. BASIS OF ACCOUNTING <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		6. PROJECT PERIOD FROM: 01/01/2025 TO: 12/31/2025	7. REPORT PERIOD (MO, DAY, YR) FROM: TO:

GRANT FUND EXPENDITURES AND OBLIGATIONS BY BUDGET CATEGORY

BUDGET CATEGORY	APPROVED BUDGET	PERIOD EXPENDITURES	TO DATE EXPENDITURES	CARRY-OVER	OBLIGATIONS	FUNDS REMAINING
Personnel Expenditures						
Fringe Benefits Expenditures						
Travel/Training Expenditures						
Supplies and Communications						
Equipment Expenditures						
Contractual Services						
Other Expenditures						
Total Expenditures						

CERTIFICATION

CERTIFICATION I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS REPORT IS CORRECT AND COMPLETE AND REPRESENTS ACTUAL EXPENDITURES OF FUNDS FOR THE PERIOD COVERED AND FOR THE GRANT TO DATE.	AUTHORIZED CERTIFYING OFFICIAL (Type or Print)	TELEPHONE NUMBER		
		AREA CODE	NUMBER	EXT.
		FOR KGGP USE		
	SIGNATURE	DATE	APPROVED BY KGGP	DATE APPROVED

SCIP FINANCIAL STATUS REPORT

(Due 15 Days After Close of Each Month, or the First Business Day, by 11:59 P.M.)

1. Name and address of Subgrantee organization.
2. Grant Project Number--Use the number given to the Subgrantee from the Kansas Governor's Grants Program in the Grant Assurances.
3. Vendor Identification Number or Federal Employer Identification Number--City or county vendor number if government Subgrantee, or federal employer identification number if not for profit Subgrantee.
4. Final Report--Mark "Yes" only when submitting the last monthly Financial Status Report for the entire grant project period.
5. Basis of Accounting--Indicate whether the Subgrantee's accounting system is cash or accrual basis for recording transactions related to this grant award.
6. Grant Project Period--Dates of the funding cycle, January 1, 2025, through December 31, 2025.
7. Report Period--Month in which the Subgrantee is reporting financial information.

Budget Category:

All amounts should be rounded off to the nearest whole dollar and no amounts reported should carry a negative balance.

Approved Budget--List approved grant amount for each budget category, per the Budget Summary Form. This column represents the total grant award. Refer to the Budget Revision Requests policy within the Reporting Requirements to address any changes made to this column.

Period Expenditures--Amount of grant funds spent in each budget category during the month in which the Subgrantee is reporting. This includes only cash expenditures, not obligations incurred.

To-Date Expenditures--Amount of grant funds in each budget category spent since grant project period began including the current reporting period, or the accumulated total of Period Expenditures reported as of this date.

Carry-Over--Any grant funds received but not yet spent, meaning cash on hand at the end of the month. Only a total is required, not a break-down per budget category. This should be zero unless the Subgrantee requested and received an advance prior to the report period.

Obligations--Any expense that was incurred during the month in question, but not yet paid. Only report information in this column if the Subgrantee uses accrual basis accounting, and only report expenses that will be paid in the next month with grant funds or non-federal match funds.

Funds Remaining--Amount of funds in each budget category that have not been expended or obligated as of this date.

Total all columns and sign. There must be a signature on the Financial Status Report or it will be returned to the Subgrantee organization.

KANSAS SCIP ADVISORY BOARD
KANSAS GOVERNOR'S GRANTS PROGRAM
LANDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612

EQUIPMENT INVENTORY FORM
DUE WITHIN 30 DAYS OF PAYMENT DATE

Subgrantees are required to fill out this form if equipment is purchased with with a useful life of one year or more and **a cost of \$5,000** or more per unit. Any equipment purchase must be approved as part of the grant award. The Subgrantee shall follow its agency written policies and procedures for purchasing equipment, such as purchasing approval, needs assessment, soliciting bids, etc. This form must be submitted within 30 days of payment by email to kggp@ks.gov. A copy should also be retained in the Subgrantee's grant file.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name and Phone Number of Individual Completing Form: _____

Description of Equipment: _____

Quantity Purchased: _____

Serial (or other identification) Number: _____

Source of the Equipment: _____

Identification of Who Holds the Title: _____

Acquisition Date: _____ Paid Date: _____

Cost of the Equipment: _____ Cost Charged to Grant: _____

Percentage of Cost Paid for with Federal Grant Funds: _____

Location of Equipment: _____

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment: _____

The Subgrantee agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the grant project continues to be supported by this grant program. Further, the Subgrantee assures that services provided which utilize the equipment purchased by this grant project will continue to be reported to the Kansas Governor's Grants Program annually for as long as the equipment is used.

If you have any questions, please do not hesitate to contact this office at (785) 291-3205.

Entered by the Kansas Governor's Grants Program: _____ Date: _____