STATE CHILDREN'S ADVOCACY CENTERS GRANT PROGRAM (CAC)

STATE FISCAL YEAR 2026

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 August 7**. 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 Section (Grant Portal) - *Writing a Grant Project Budget Guide*

If the grant award is different from the original request, the budget section of the Grant Portal must be revised and submitted after the signed Grant Assurances are submitted, but **no later than August 14**. See ***Appendix A*** for instructions to submit a revised budget in the Grant Portal.

Revised Grant Project Objectives (Grant Portal)

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 uploaded as an attachment in the Grant Portal.

GRANT REPORTING INFORMATION

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

Grant Portal Access

Subgrantees are required to have a Grant Portal Access policy. This policy must include security measures to manage accessibility and password maintenance among staff required to have Grant Portal access for meeting reporting and other requirements.

Late/Incomplete Reports

Subgrantees submitting a late, incorrect, or incomplete report will not receive a 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. The instructional training video can be accessed using this link, recorded training video. 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 make the

applicable updates to the General Information page of the Grant Portal, upload a letter of explanation as an Attachment, and click on Submit Revision.

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 4th quarter 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 (Grant Portal)

Submit this report via the Grant Portal within **10 calendar days** after the end of each calendar quarter. 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. See ***Appendix B*** for instructions to submit a Financial Status Report (On-line Report) in the Grant Portal.

Grant Project Statistical Report (Grant Portal)

Submit this report via the Grant Portal no later than **January 10** and **July 10**. See ***Appendix C*** for instructions to submit a Grant Project Statistical Report (Off-line Report) in the Grant Portal.

Projection of Final Expenditures (Grant Portal)

Submit this report via the Grant Portal **no later than May 31**. This report is a projection of the Subgrantee's expenditures for the final quarter of the grant project period. See ***Appendix C*** for instructions to submit the Projection of Final Expenditures (Off-line Report) in the Grant Portal.

Grant Project Narrative Report (Grant Portal)

Submit this report via the Grant Portal no later than **July 10**. See ***Appendix C*** for instructions to submit a Grant Project Narrative Report (Off-line Report) in the Grant Portal.

Equipment Inventory Form (form attached)

This report is completed for purchases of equipment with a unit cost of $10,000 or more and is due 30 days after the date of payment and must be submitted by email to kggp@ks.gov.

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 by the due date will be eligible for payment, provided funds are available and the Subgrantee remains in compliance with the grant award requirements. Subgrantees submitting a late, incorrect, or incomplete report will not receive a payment until the next scheduled payment.

Payments

Subgrantees will receive an advance equal to 50 percent of the grant award. Payment amounts in January and April will be determined by the to-date expenditures as reported on the quarterly Financial Status Report to ensure cash on hand does not exceed 25 percent of the total grant award.

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 MANAGEMENT AND REVISION REQUESTS

Subgrantees are expected to follow the grant project budget as approved in the Grant Portal and monitor spending by line item. While the grant project budget is organized into groups of similar cost types, the Subgrantee must track costs by the specific line items approved within each budget category. It is important to understand the distinction between a budget category and a line item.

Budget Categories

- Personnel
- Fringe Benefits
- Travel/Training
- Supplies and Communications
- Facility Costs
- Equipment
- Contractual Services
- Other

Line Item Examples

- Family Advocate (within Personnel)
- FICA (within Fringe Benefits)
- Health Insurance (within Fringe)
- Laptops (within Supplies/Communications)
- Rent (within Facility Costs)
- Audit/Accounting (within Contractual)
- Membership Dues (within Other)
- Direct Victim Assistance (within Other)

The Subgrantee is allowed to reallocate (move) funds between existing approved line items as long as the total amount moved is **no more than 10 percent of the total grant award** and the overall scope of the project does not change.

Example:
If the total grant award is $500,000, the Subgrantee may reallocate up to $50,000 across approved line items without needing prior approval. If $40,000 has already been moved, the Subgrantee has $10,000 left to move without asking for a formal budget revision. **The Subgrantee shall maintain and have readily available a clear, up-to-date general ledger showing all grant spending *by line item* and matching the amounts reported in the Financial Status Reports**.

Before spending funds that exceed approved line-item amounts, it is the Subgrantee's responsibility to:

- Review the Solicitation, Grant Assurances, and Reporting Requirements:
- Talk to the assigned Analyst if you are unsure whether a purchase is allowed;
- Consider if the budget reallocation will affect the purpose or scope of the grant project; and
- Consider if the change affects how this grant award is used as a match for a federal grant award.

When the Subgrantee Must Request a Budget Revision

The Subgrantee must request approval from the KGGP before making any budget changes when:

- More than 10 percent of the total grant award amount is being moved between line items;
- A new line item is being added;
- The change affects the purpose or scope of the grant project; or
- The change directly impacts the use of funds as a match to a federal grant award.

The Subgrantee shall make every effort to request budget revisions prior to the effective date of the proposed changes. An approval of a budget revision, per the circumstances described above, is effective on the date of the approval message or the date specified in the Subgrantee's Budget Justification. If a budget revision request is made after the change has already happened, the Subgrantee must explain why it was necessary, when the change took effect, and why retroactive approval is needed.

Budget revision requests will not be considered where proposed changes in the affected budget lines are less than 10 percent of the total grant award amount. No budget revision requests will be accepted after May 31.

Submitting a Budget Revision Request (Grant Portal)

The Subgrantee shall follow these steps to submit a budget revision request through the Grant Portal.

1. **Prepare a Budget Justification - Budget Revision Requests Guide –** Write a short justification on agency letterhead (Word or PDF format) and name the file "[current date] Revision." This document should:

   - Explain **why** the budget change is needed and how it fits into the overall approved grant project;
   - Clearly state **how much money** is being reallocated (moved) between budget line items;
   - If *cumulatively* (in total) more than **10 percent of the total grant award amount** is being moved between existing line items, include the **total amount moved so far**; and
   - Include the **date and signature** of the person authorized to request the budget revision.

   Upload this file under the **Attachments** tab in the Grant Portal.

   Reminder: Grant funds **cannot** be used to reimburse travel-related mileage and meal expenses at a rate higher than the agency's approved policy rate or the current federal rates (IRS mileage / GSA per diem rates), **whichever is lower**. If the agency reimburses at a higher rate, per agency policy, the Subgrantee cannot use grant funds administered by the KGGP to make up the difference. Check current federal rates here.

2. **Update the Budget of the Grant Portal - Writing a Grant Project Budget Guide –** Go to the **Budget section** of the Grant Portal and revise it based on the requested changes. The proposed budget revision should include the *cumulative* (total) reallocation of funds made to the grant project budget since the previous KGGP approval. Make sure all the numbers reflect the proposed budget revision updates.

3. Once the justification letter is uploaded and the Budget section is updated, go to the **Submit** tab and click on "**Submit Revision**."

See **Appendix A** for detailed instructions on submitting a revised budget in the Grant Portal.

Approval/Denial (Grant Portal)

KGGP staff will respond via the Grant Portal Message Center to the Subgrantee's request within 15 business days. An approval to allow a budget revision is effective as of the date of the approval via the Grant Portal. 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, as noted above.

EQUIPMENT AND CONTRACTS

Equipment (form attached)

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 purchase cost of $10,000 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 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 CAC 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 containing 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**. 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.

To maintain compliance with the requirement to submit audit reports within nine months from the end of the Subgrantee's fiscal year, the Subgrantee shall provide a **PDF copy or hyperlink to a website posting** of the organization's most recent financial statement audit report—including the

Single Audit report, if applicable—and IRS Form 990 in full via email to **kggp@ks.gov**. Additionally, if the audit report or the Auditor's Letter to Management contains any findings or recommendations, the applicant must describe the steps taken or the plan to address them.

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.

Projection of Final Expenditures

This report is due by 11:59 p.m., **April 10**. This report must be completed as accurately as possible to reflect the anticipated remaining expenses of the grant project.

Grant Project Statistical Report

This report is completed semi-annually, with the final Grant Project Statistical Report due by 11:59 p.m., **July 10**. Staff ensures the reports were timely, the Subgrantee collected and reported all relevant data, and the Subgrantee completed the reports in accordance with the instructions provided by the KGGP.

Grant Project Narrative Report

This report is due by 11:59 p.m., **July 10**. Staff ensures the report was timely and the Subgrantee completed the report in accordance with the instructions provided by the KGGP.

Financial Status Report

This report is completed quarterly, with the final Obligations Financial Status Report due by 11:59 p.m., **August 10**. 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.

Equipment Inventory Form

This form is completed within 30 days after the date of payment of the equipment purchased with grant funds. Staff ensures 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 the criteria have been satisfied, the grant file is closed, and a closeout notice is sent to the Subgrantee via the Grant Portal Message Center.

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KANSAS GOVERNOR'S GRANTS PROGRAM

LANDON STATE OFFICE BLDG, ROOM 304N, 900 SW JACKSON, TOPEKA, KS 66612

GRANT PROJECT STATISTICAL REPORT

Due January 10th and July 10th

Grant Project Statistical Reports are collected by the KGGP and forwarded to the Children's Advocacy Centers of Kansas for compilation.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Grant Project Reporting Period: From: _____ To: _____

Name of Individual Completing Form: _____

Phone Number of Individual Completing Form: _____

Email Address of Individual Completing Form: _____

VICTIMS SERVED

1. Number of New Children Served by Core CAC Services*: _____

2. Number of New Non-Offending Caregivers provided advocacy _____

3. TOTAL Number of New Clients Served #1 + #2 = _____

DEMOGRAPHICS (Children Only)

4. Age at Time of Referral:	**Female**		**Male**		***Other**		
0-6 years							
7-12 years							
13-17 years							
18+ years							
TOTAL: (Should equal #1)		+		+		=	

***Other - Please explain:** _____ Total from #1: _____

5. Race/ Ethnicity:	**Total Children**
White/Caucasian	
African American	
American Indian/Alaskan Native	
Spanish/Hispanic Latino	
Asian/Pacific Islander	
Multi-Racial	
Other (specify) _____	
TOTAL: (Should equal #1)	

Total from #1: _____

6. Special Needs:	
Physical Disability (i.e. deaf/hard of hearing, visually impaired, etc.)	
Developmental Disability (i.e. Autism, diagnosed ADD, etc.)	
Language Barrier (child)	

OFFENDER INFORMATION

7. Age at Time of Offense:	Female		Male		*Other		
Under 13 years							
13-17 years							
18+ years							
Unknown							
TOTAL:		+		+		=	

***Other - Please explain:** _____

8. Relationship to the Child:	
Parent	
Stepparent	
Other Relative	
Parent's Boy/Girlfriend	
Other Known Person (person known to the child/family)	
Unknown	
TOTAL: (Should equal #7, unless single offender with multiple victims)	

REFERRAL

9. Primary Reason for the Initial Referral: (Select one per case)		
Sexual Abuse		
Physical Abuse		
Multiple Abuse Types (already identified at time of initial referral)		
Witness to Violence		
Neglect		
Drug Endangered		
Other		
TOTAL: (Should equal #1)		Total from #1:

10. Number of Cases Referred By:		
Kansas Department for Children and Families		
Law Enforcement		
Other (specify) _____		
TOTAL: (Should equal #1)		Total from #1:

SERVICE DELIVERY

Please provide a response for every line even if it is zero.

11.		
	Number of Forensic Interviews Completed on Children Reported in #1*	
	Number of Cases Referred to Medical Exam	
	Number of Medical Exams Completed (on- or off-site)	
	Number of Cases Referred to Mental Health Treatment	
	Number of Cases that Accessed Mental Health (on- or off-site)	

*If the number of children served as reported in number one differs from the number of forensic interviews reported in number 10, please explain (be specific):

_____

EDUCATION

Please provide a response for every line even if it is zero.

12.		
	Number of Adults Provided Community/Professional Education	
	Number of Children Provided Prevention/Community Education	

CASE OUTCOMES - TO BE COMPLETED ON THE FINAL (July) REPORT ONLY

13. **Total Cases During Grant Year** (Should equal number of children served in qtrs 1-4) _____

14. **DCF Disposition: Of the cases reported in the current grant year only**

Number of Cases Substantiated _____
Number of Cases Affirmed _____
Number of Cases Unsubstantiated _____
Number of Cases With No DCF Finding (unable to locate) _____
Number of Cases Pending (no disposition determined as of June 30) _____

15. **Legal Outcome:**

Number of Cases-Charges Are Pending (no decision yet by prosecution) _____
Number of Cases-Charges Were Filed _____
Number of Cases-Charges Were Declined _____
Number of Cases-Closed Without Referral to Prosecution _____
Number of Cases-Outcome Unknown _____

16. **Number of Cases Accessed Mental Health (on- or off-site):** _____

COUNTY DEMOGRAPHICS / CASE REVIEW

CLIENTS RECEIVING SERVICES & CASE REVIEW MEETINGS THIS REPORTING PERIOD

17. **Client County of Residence At Time of Service (children only)**

	Kansas Counties (list alphabetically)	New Clients
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24	Out-of-State	
25	Unknown	
	TOTAL: (Should equal #1)	
	Total from #1:	

18. **Case Review Meetings by County**

	Kansas Counties (list alphabetically)	# Mtgs
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
	TOTAL:	

CAC
FY 2026

KANSAS GOVERNOR'S GRANTS PROGRAM

LANDON STATE OFFICE BLDG, ROOM 304N, 900 SW JACKSON, TOPEKA, KS 66612

PROJECTION OF FINAL EXPENDITURES
DUE MAY 31, 2026

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name of Individual Completing Form: _____

Phone Number: _____

Email Address: _____

1. Grant Award Amount: _____
2. Expenditures Reported First **Three** Quarters: _____
3. Projected **Fourth** Quarter Expenditures: + _____
4. Total Expenditures: = _____
5. Funds Remaining: (line 1 minus line 4) _____

Please provide the most accurate information possible. The Subgrantee will not be held to these figures if actual fourth quarter expenditures exceed projections, nor will the Subgrantee be penalized in subsequent years if projections reflect funds remaining at the completion of the grant project period. However, major discrepancies between projected and actual 4th quarter expenditures will raise concerns regarding the Subgrantee's grant management and budget practices. If the Subgrantee has submitted a budget revision request prior to the May 31st deadline that is pending KGGP review, the pending revision request should be taken into consideration when completing this form.

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

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KANSAS GOVERNOR'S GRANTS PROGRAM

LANDON STATE OFFICE BLDG, 900 SW JACKSON, ROOM 304 N, TOPEKA, KS 66612

GRANT PROJECT NARRATIVE REPORT

Due JULY 10, 2026

The information provided on this report is used to review progress on the CAC-funded grant project.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Grant Award Amount: _____

Grant Project Reporting Period: From: 7/1/2025 To: 6/30/2026

Name of Individual Completing Form: _____

Phone Number : _____

Email Address : _____

A WORD DOCUMENT WITH THE NARRATIVE REPSONSES MAY BE UPLOADED IN THE GRANT PORTAL TO ACCOMPANY THIS REPORT FORM.

1. Describe the activities accomplished and results achieved with these grant funds.

2. Describe any challenges that occurred during the grant project period.

3. Share a story and/or attach anecdotal information (do not compromise client confidentiality) about how the services funded as a result of this grant project helped a child achieve a positive result.

Approved by Kansas Governor's Grants Program: Date:

CAC
FY 2026

KANSAS GOVERNOR'S GRANTS PROGRAM

LANDON STATE OFFICE BLDG, Room 304N, 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 any grant funds. Any equipment purchase must be approved as part of the grant award. The definition of equipment is assets with a useful life of one year or more and a cost of $10,000 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. 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 State 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:

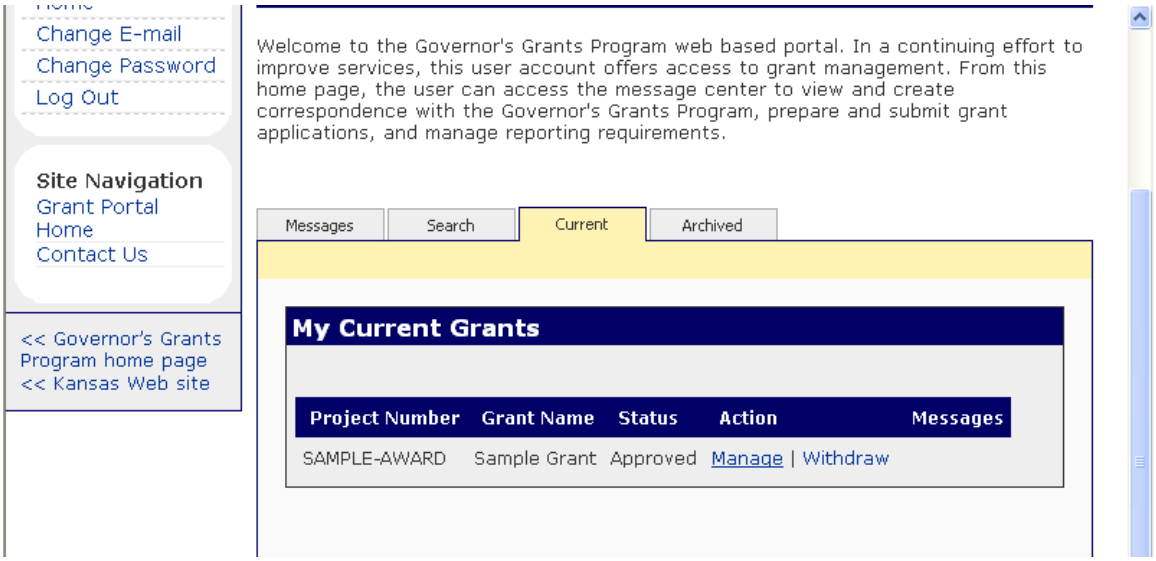
APPENDIX A

CREATING A BUDGET REVISION REQUEST

Any modifications to the Subgrantee's budget must first be approved by the Kansas Governor's Grants Program. Budget revision requests must be submitted through the Grant Portal. Below is the Grant Portal home page. It is located at https://www.kansas.gov/grants/index.do.

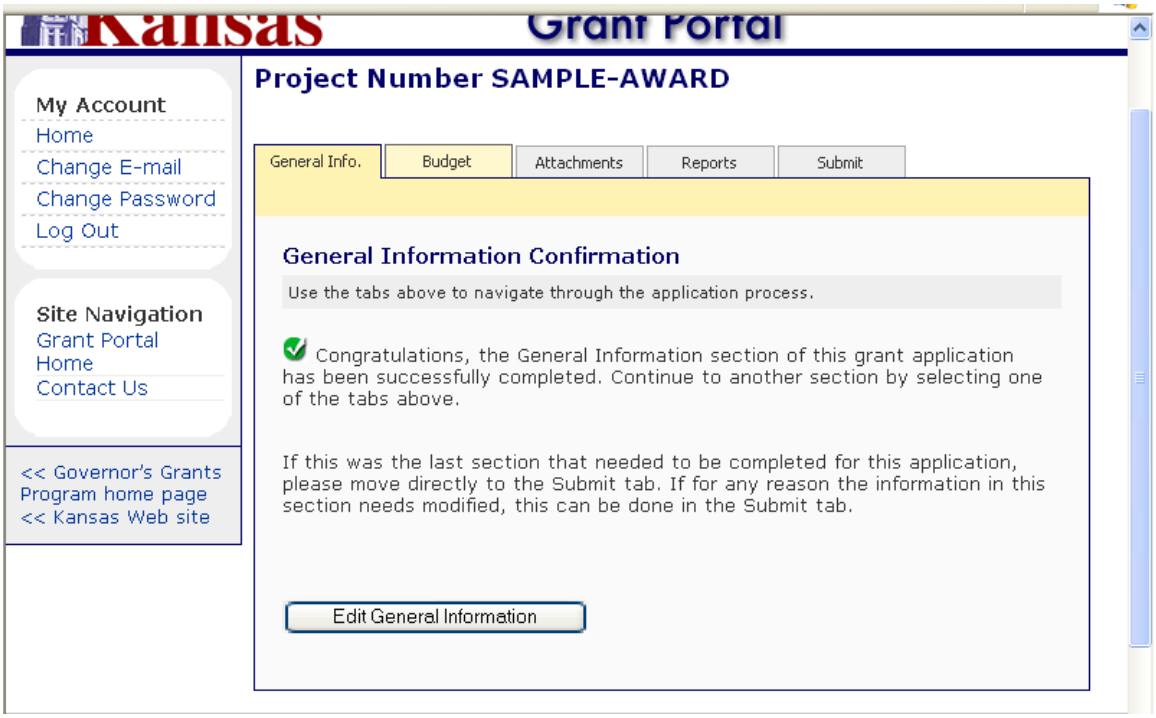
The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.'

The user's Grant Portal home page is displayed. To access an approved grant award, click on the 'Current' tab in the middle of the screen.

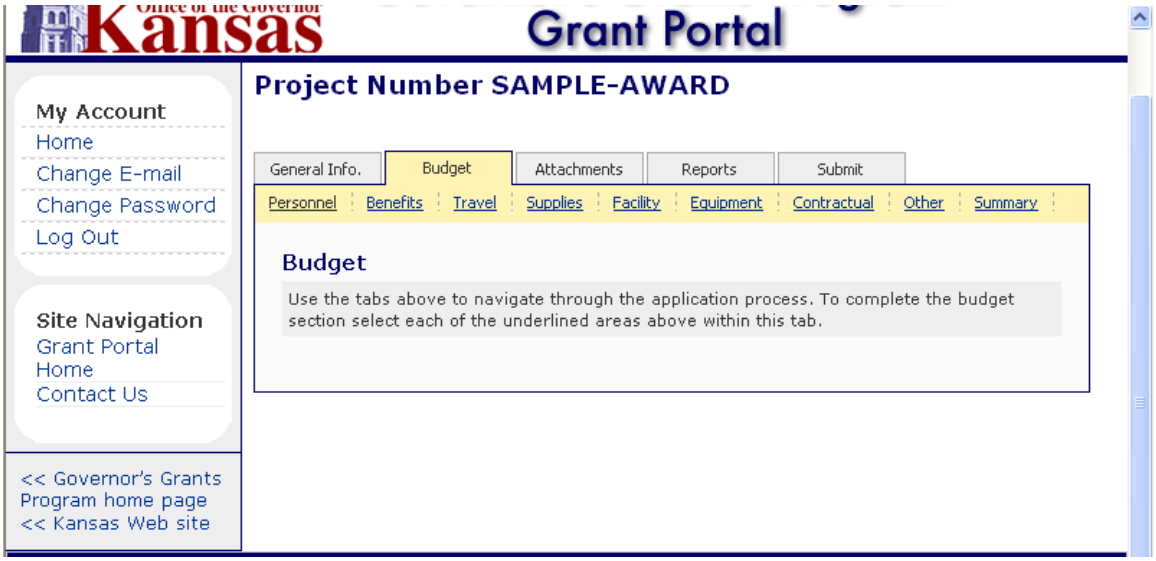


A list of grants awarded to the user's agency is provided. Find the grant project number for the budget to be revised and click on 'Manage.'

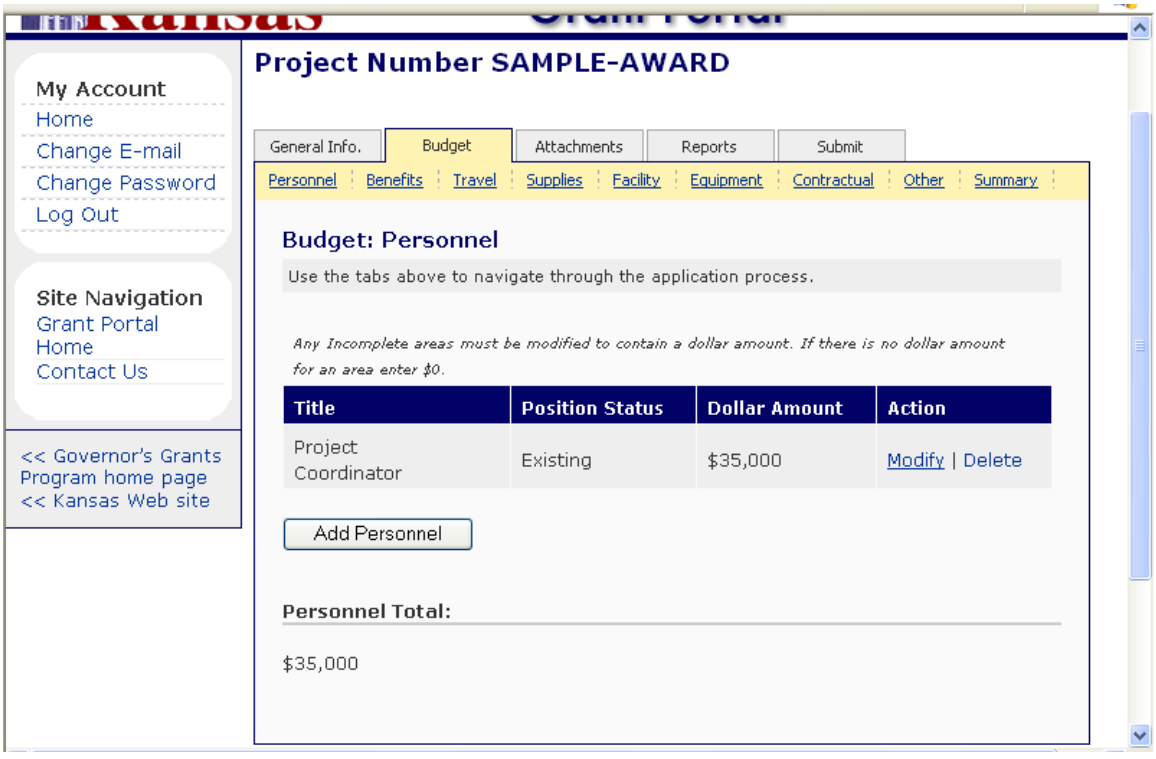
Note: If any prior actions taken on this grant are pending or if the Grant Assurances have not been received by the Kansas Governor's Grants Program, the user will see the word 'View' instead of 'Manage.' In this case, a budget revision request cannot be submitted until the pending issue(s) is resolved.



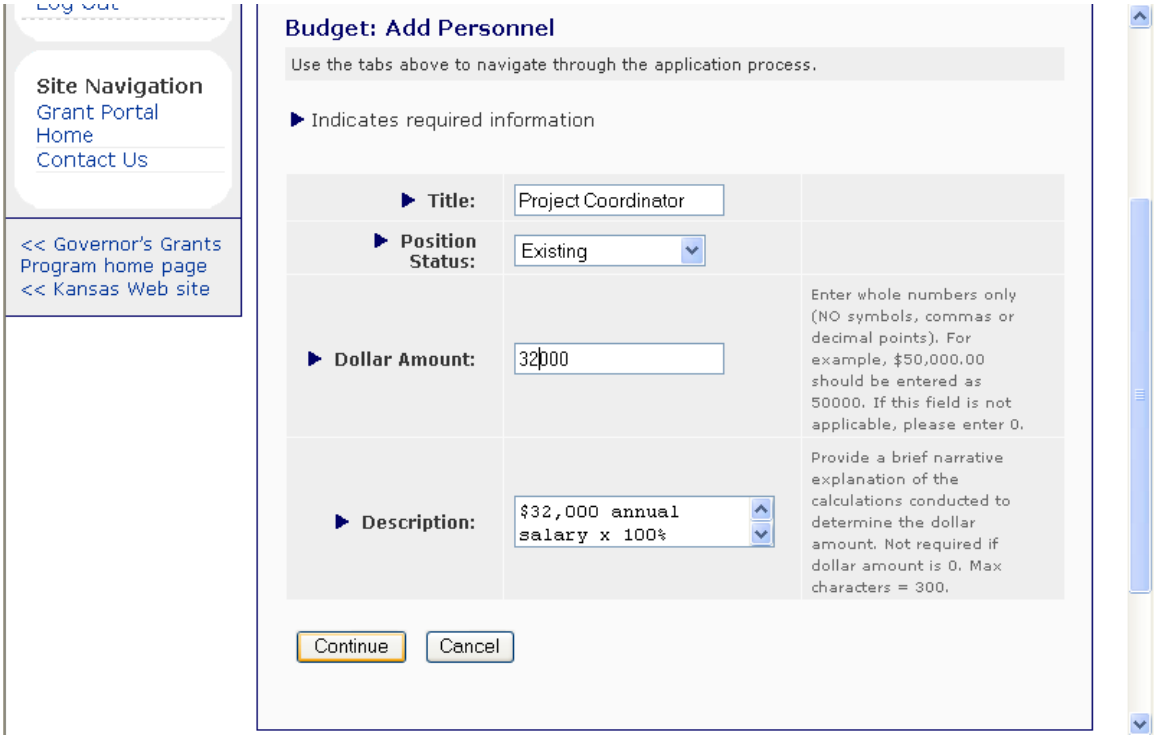
The user will see the General Information Confirmation page for the grant project number selected. To begin the budget revision request, click on the 'Budget' tab.



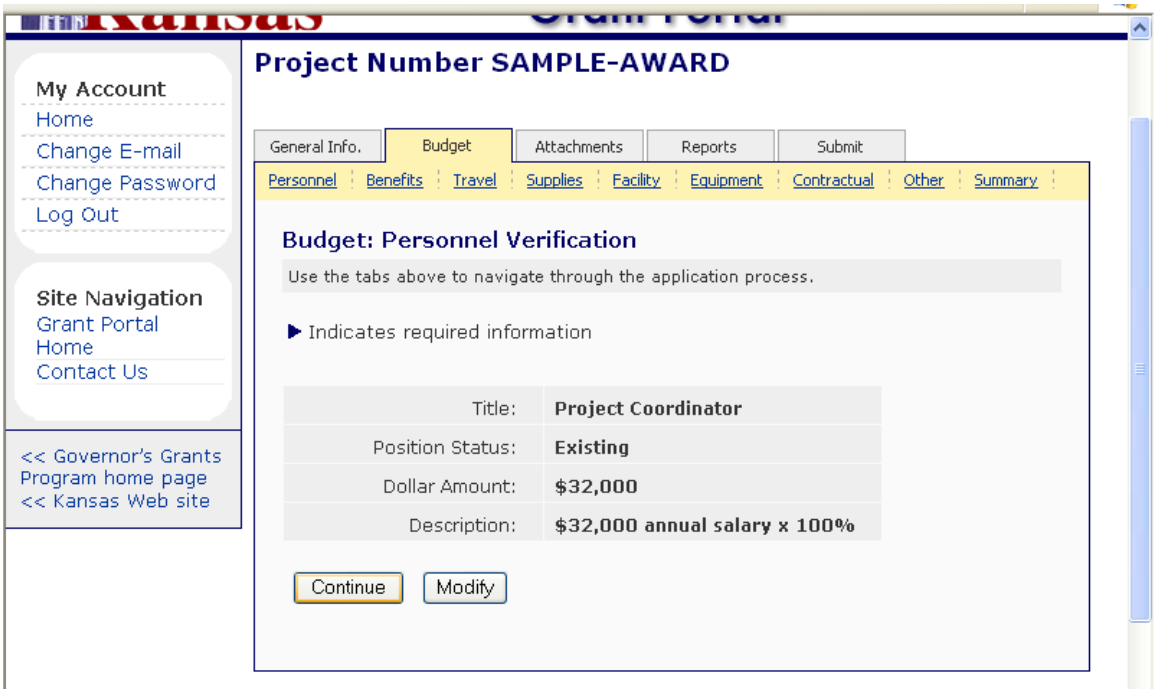
The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. Click on the budget categories that require an adjustment. For purposes of this example, a line item in Personnel will be revised. Click on the 'Personnel' link.



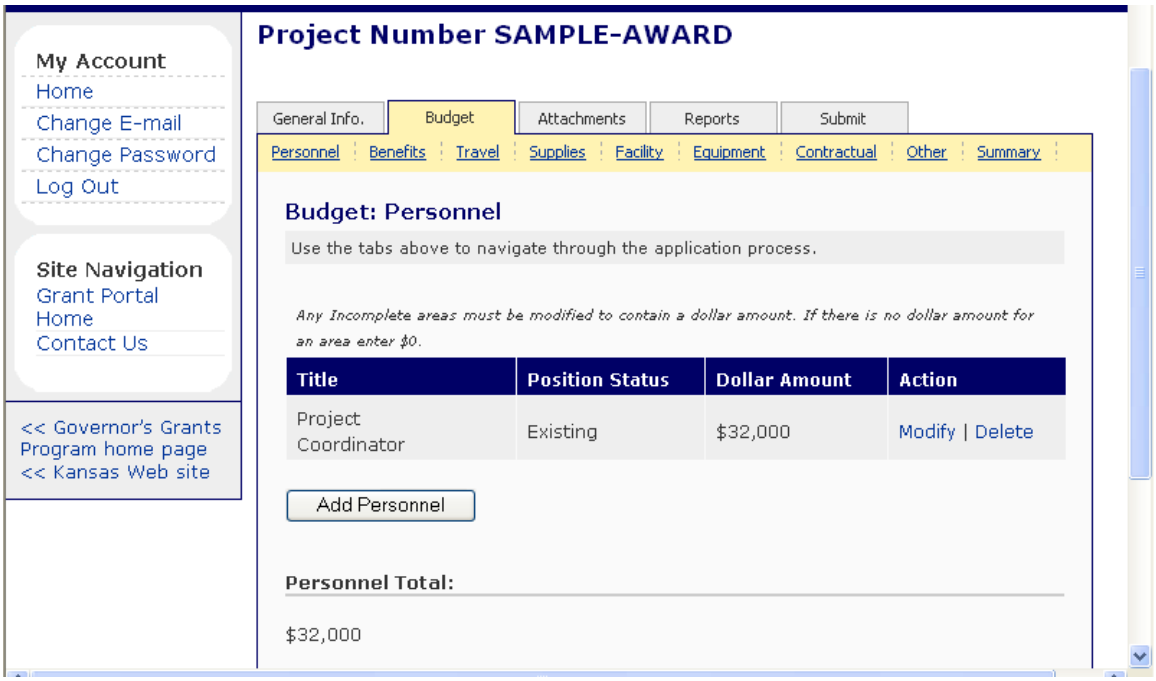
Each of the line items in the Personnel budget category is displayed. Find the line item to be revised and click on 'Modify' on the right-hand side of the screen.



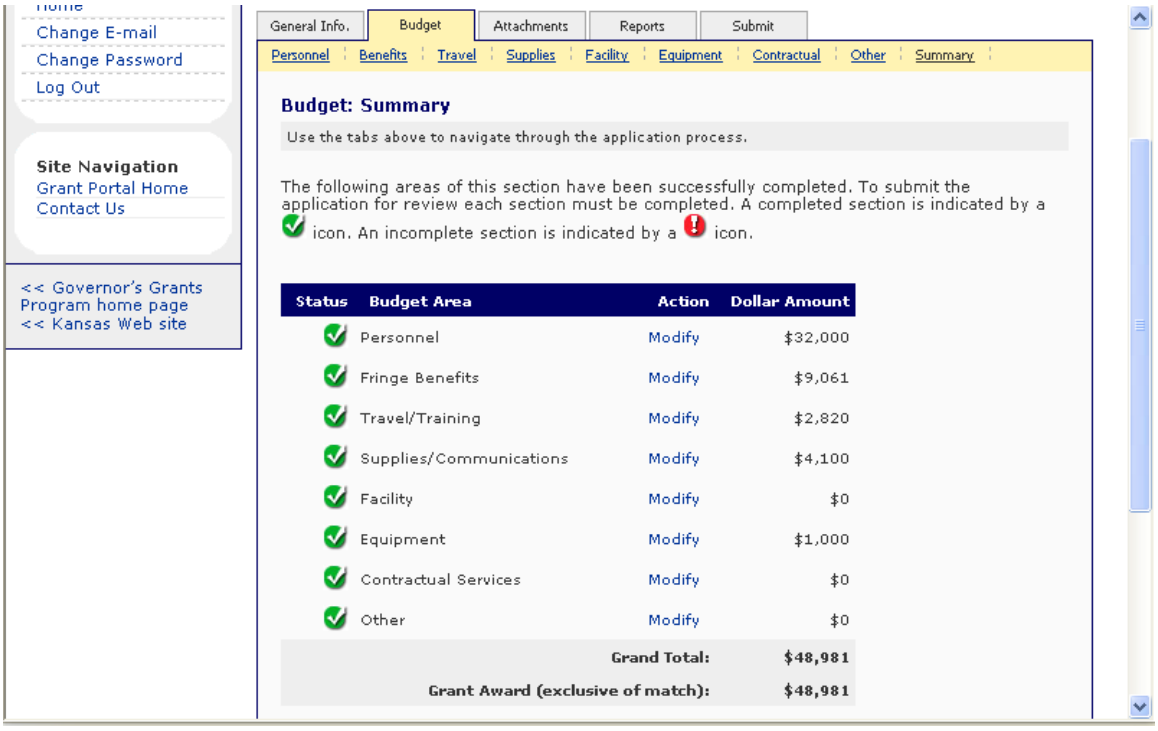
The user is able to edit the fields related to the selected line item. Be sure that the Description field and related calculations are appropriately revised as well as the Dollar Amount. When the changes are complete, click on 'Continue' at the bottom of the screen.



A verification screen now appears. Review each of the fields for accuracy. If additional changes must be made, click on 'Modify' and the user is returned to the edit screen. If the page is correct, click on 'Continue' at the bottom of the screen.



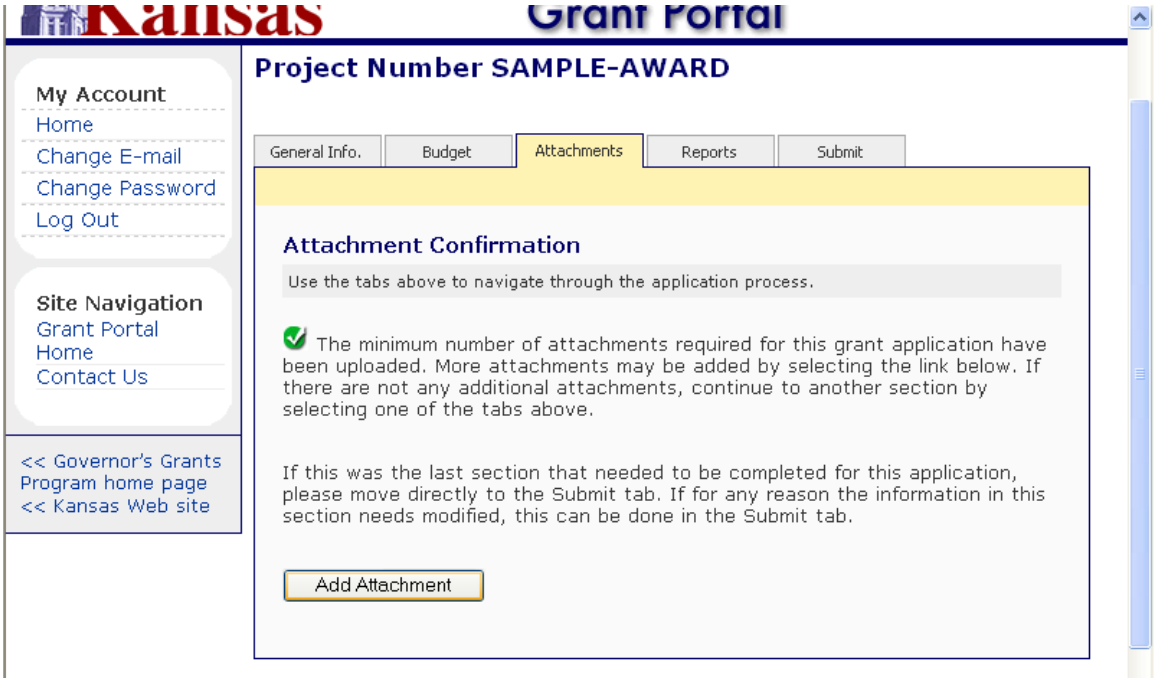
The user should progress through the pertinent line items that need to be revised, repeating the steps outlined above. After all of the revised amounts are updated, click on the 'Summary' link that is below the 'Budget' tab at the far right-hand side of the screen.



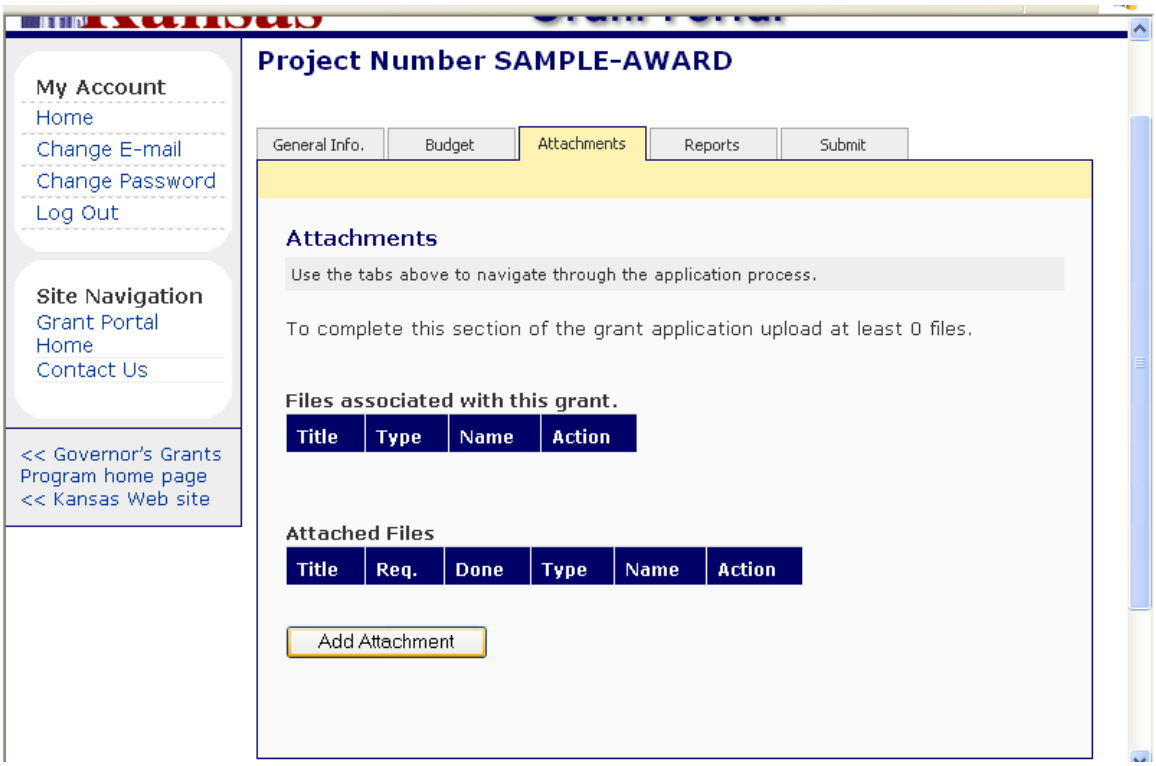
A Budget: Summary is displayed for the user to verify that the total budget reconciles with the Grant Award amount. If the two figures at the bottom of the screen do not reconcile, further line item revisions are required.

If the two figures do reconcile, the next step in the budget revision process is to create a justification document. This document must be created by the user as a Word document and saved in the user's computer files. For budget revisions, the filename **must** be "[current date] Revision."

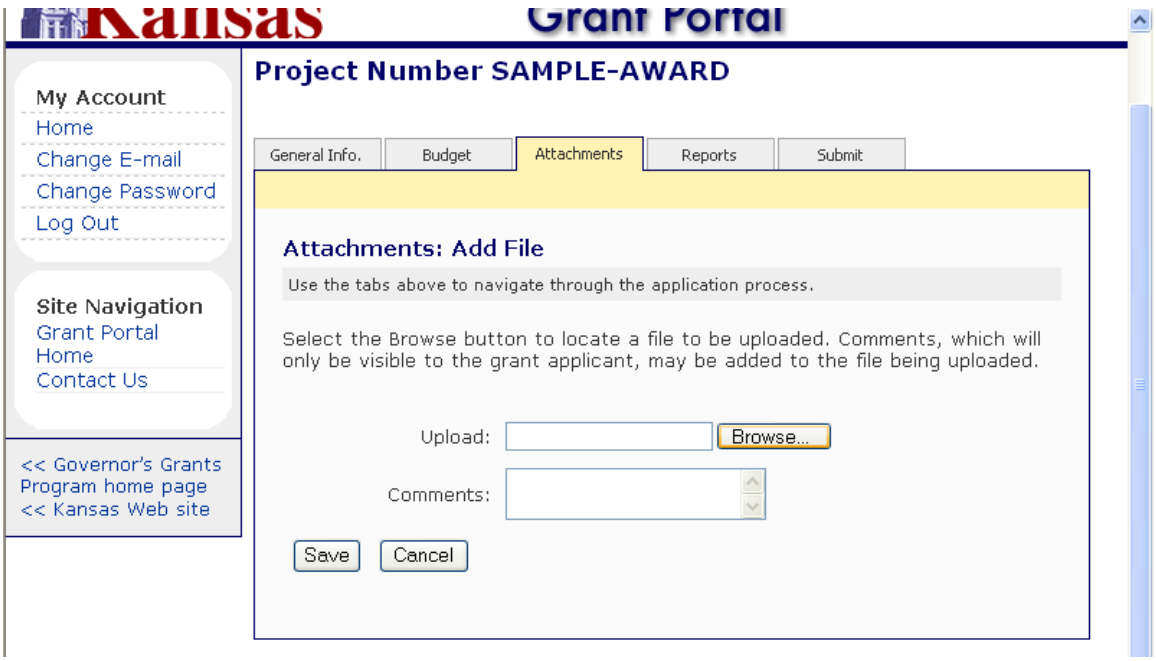
When the justification document is prepared, the user will click on the 'Attachments' tab at the top of the screen.



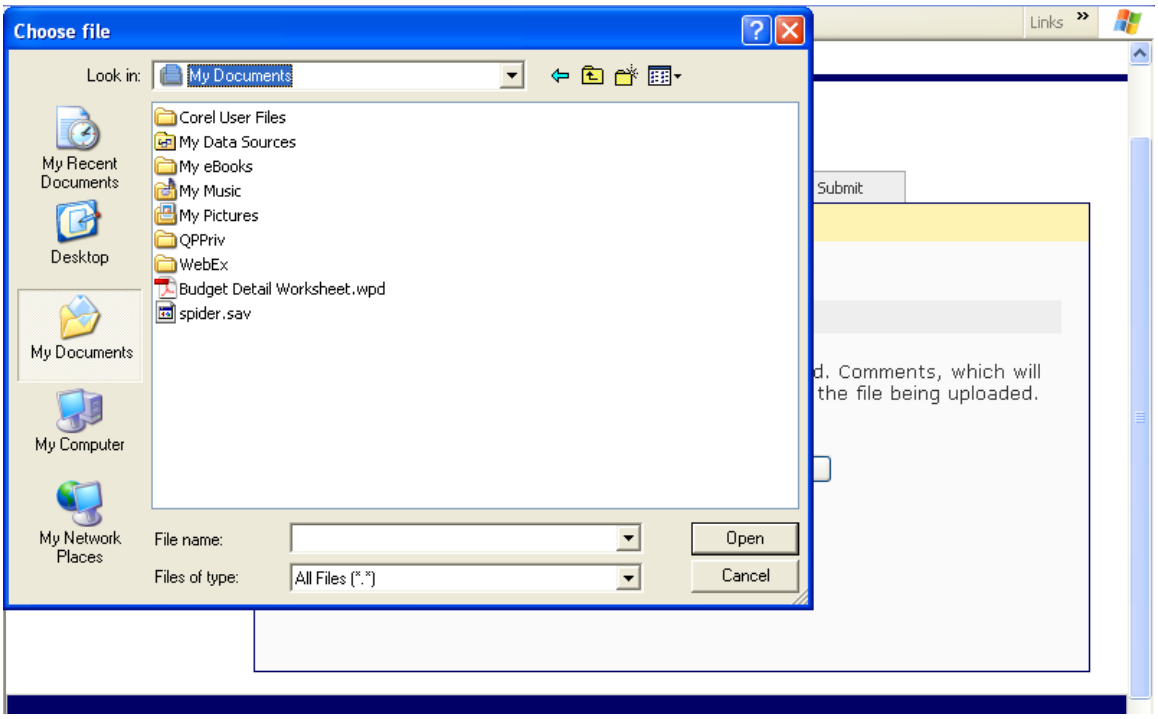
The system will display the Attachment Confirmation page. Click on the 'Add Attachment' button at the bottom of the screen.



The system will now display a list of any files previously added as an attachment. (In this example, there are no files already attached.) Click on the 'Add Attachment' button at the bottom of the screen.

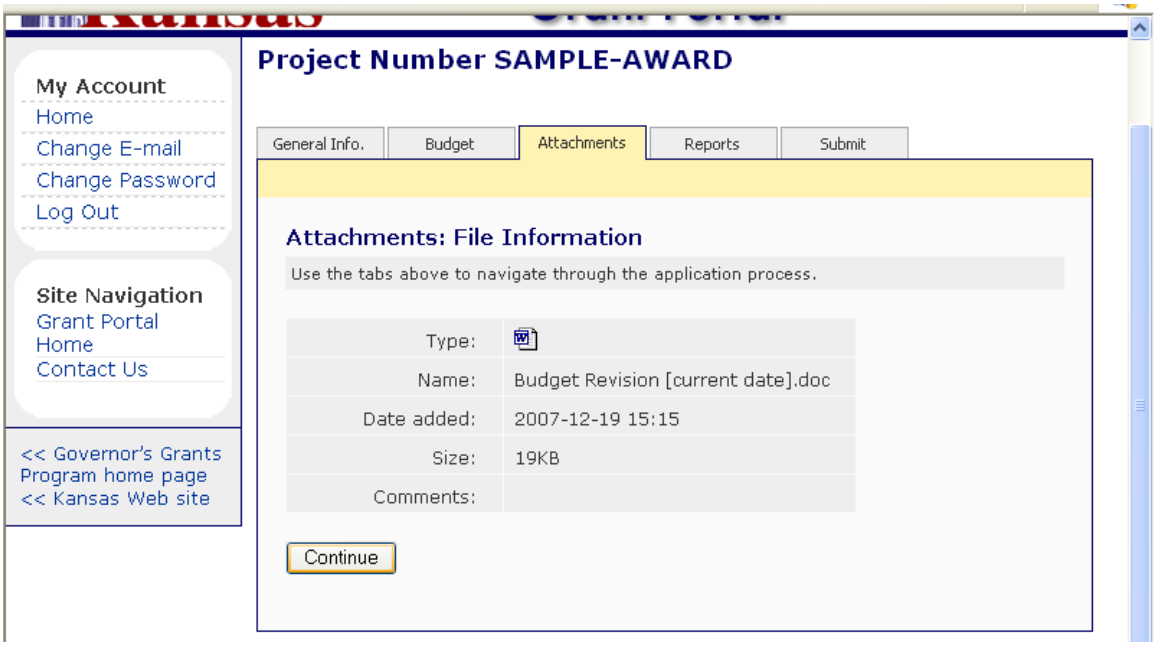


Click on the 'Browse' button to find the file that will be attached to the budget revision request.

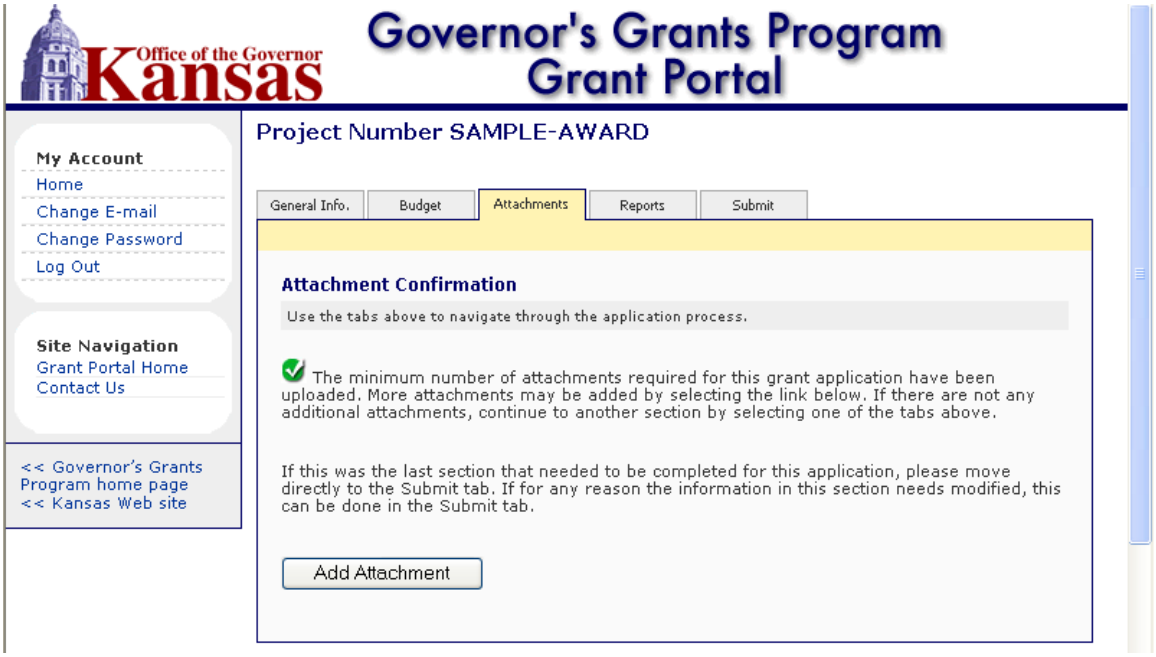


The system displays the 'Choose file' page that will allow the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).

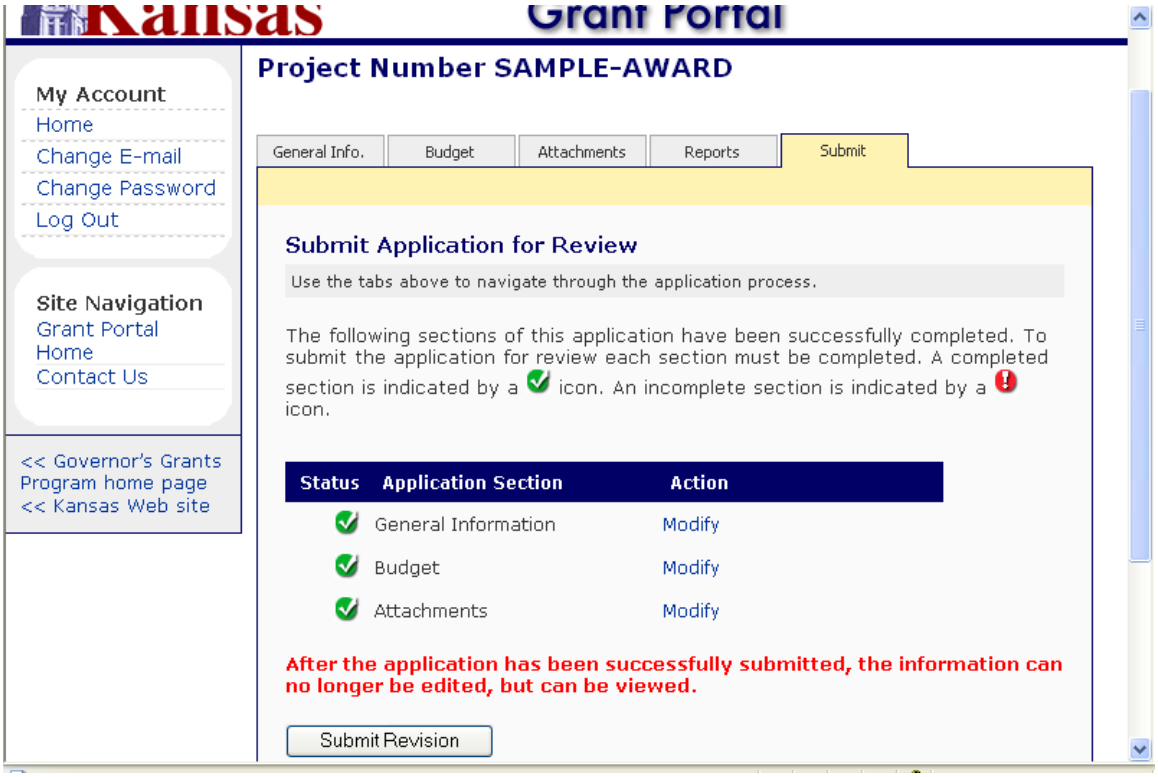
The system displays the Attachments: Add File screen again, with the selected file in the Upload field. Verify the filename is correct and click on the 'Save' button at the bottom of the screen. (If the user clicks on 'Cancel,' the display will return to the Attachments summary page.)



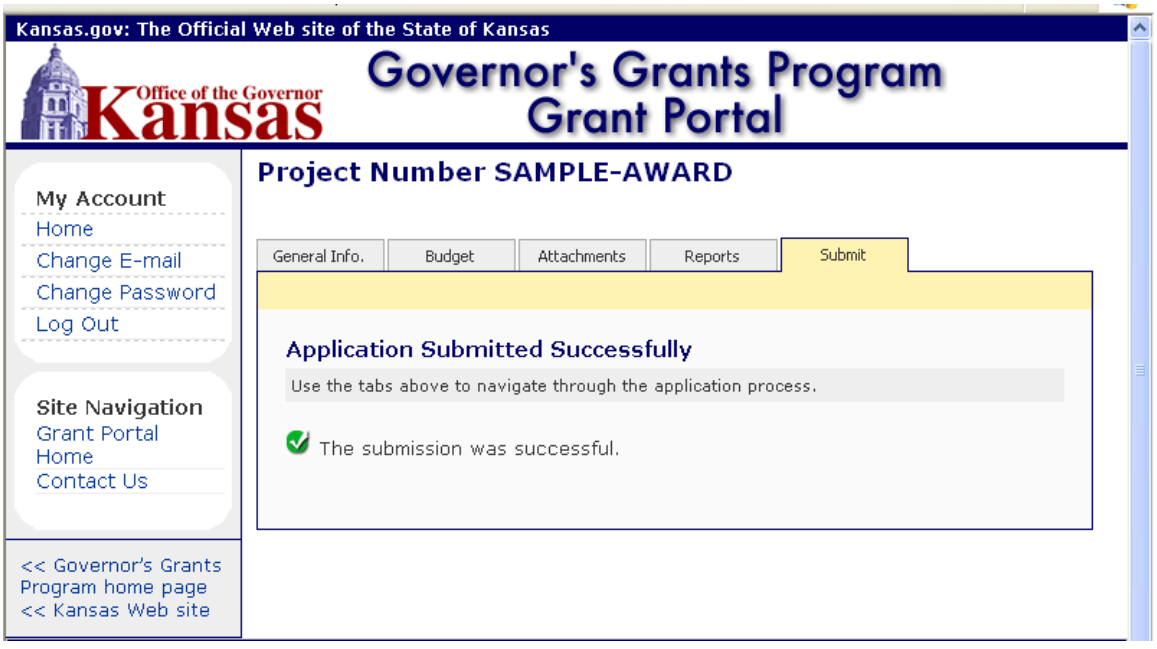
A verification page will display with the filename, date added, and size. If the information is correct, click on the 'Continue' button at the bottom of the screen.



The user is taken back to the Attachment Confirmation page. (To see the file just attached, click on 'Add Attachment' again to view the list of all attached documents.)



The budget changes have been entered and the justification letter has been uploaded as an attachment. Click on the 'Submit' tab at the top right-hand side of the screen. The Submit for Review page is displayed. Verify that there is a complete status next to each of the sections. If all sections are complete, click on the 'Submit Revision' button at the bottom of the screen.

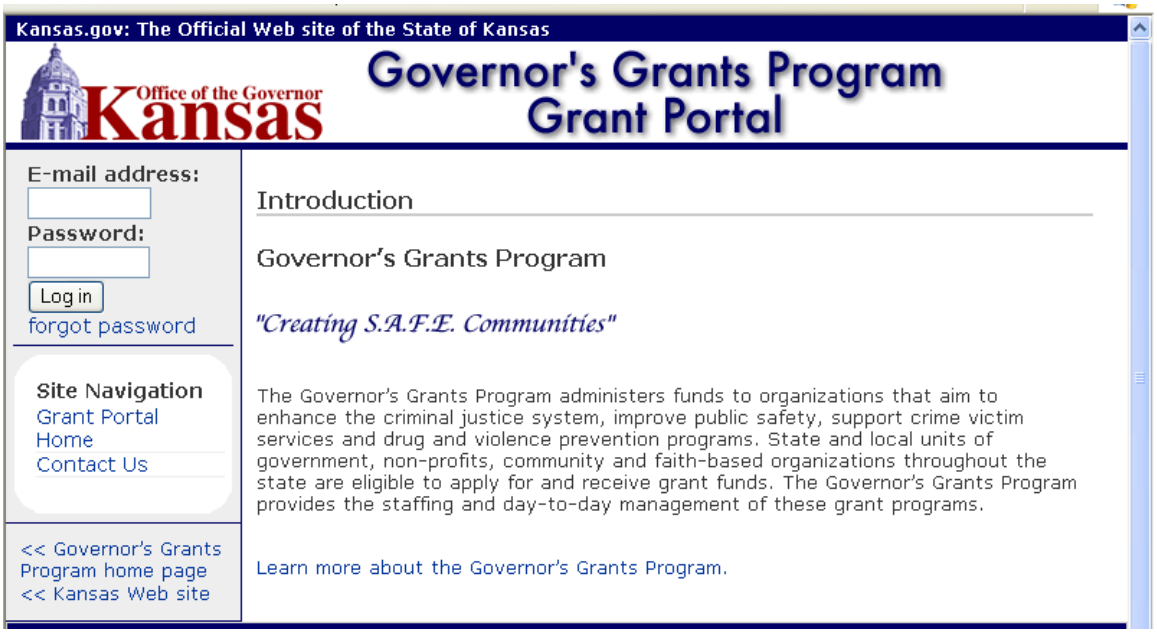


The system will display a message confirming that the revision was successfully submitted.

APPENDIX B

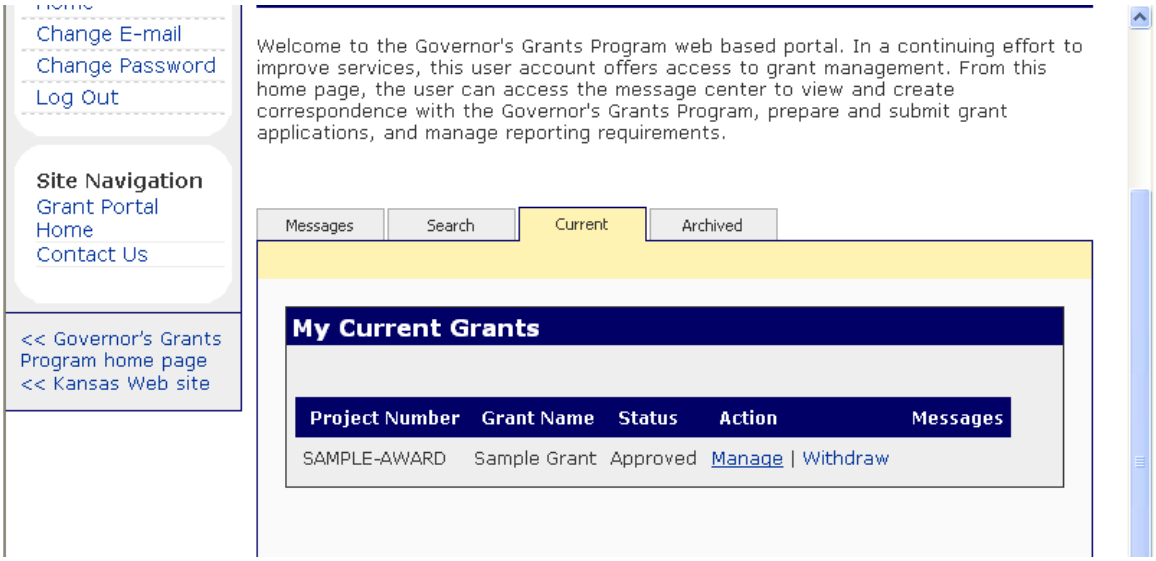
SUBMITTING AN ONLINE FINANCIAL STATUS REPORT

Financial Status Reports must be submitted through the Grant Portal. Below is the Grant Portal home page. It is located at https://www.kansas.gov/grants/index.do.



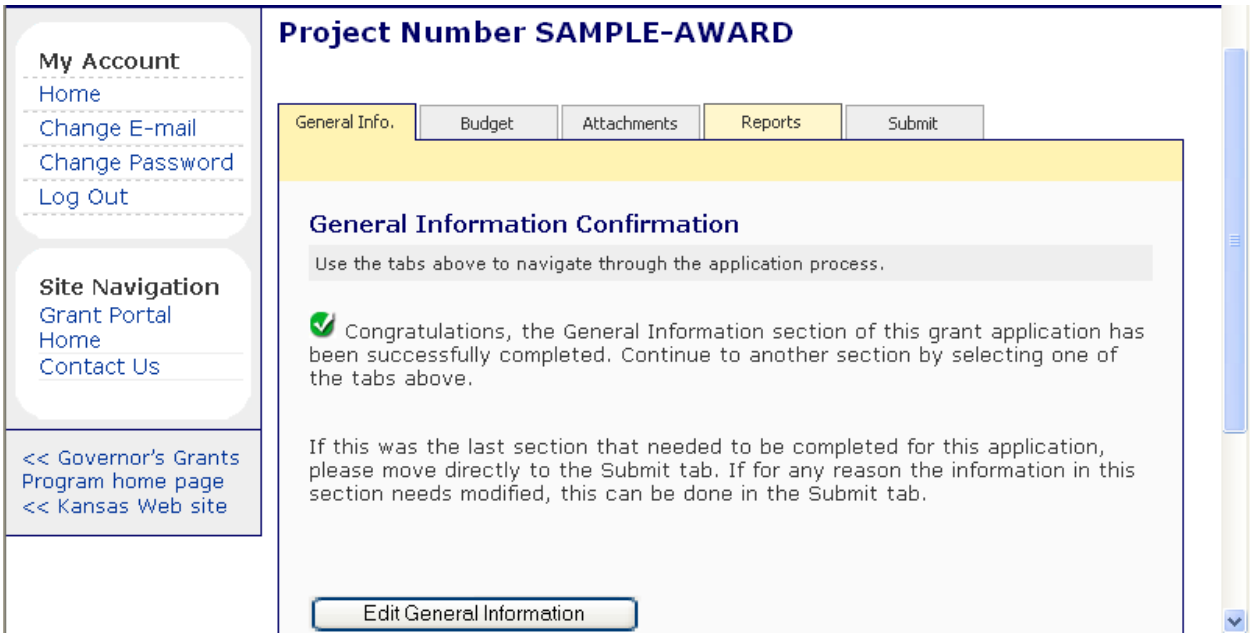
The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.'

The user's Grant Portal home page is displayed. To access an approved grant award, click on the 'Current' tab in the middle of the screen.

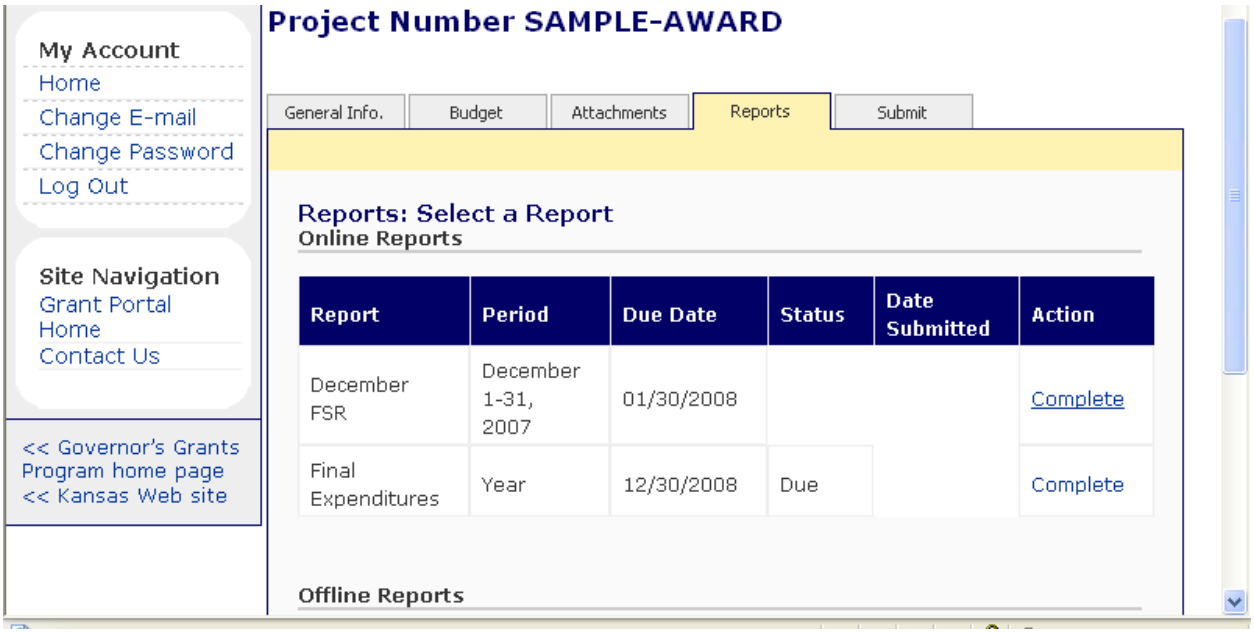


A list of grants awarded to the user's agency is provided. Find the grant project number for the budget to be revised and click on 'Manage.'

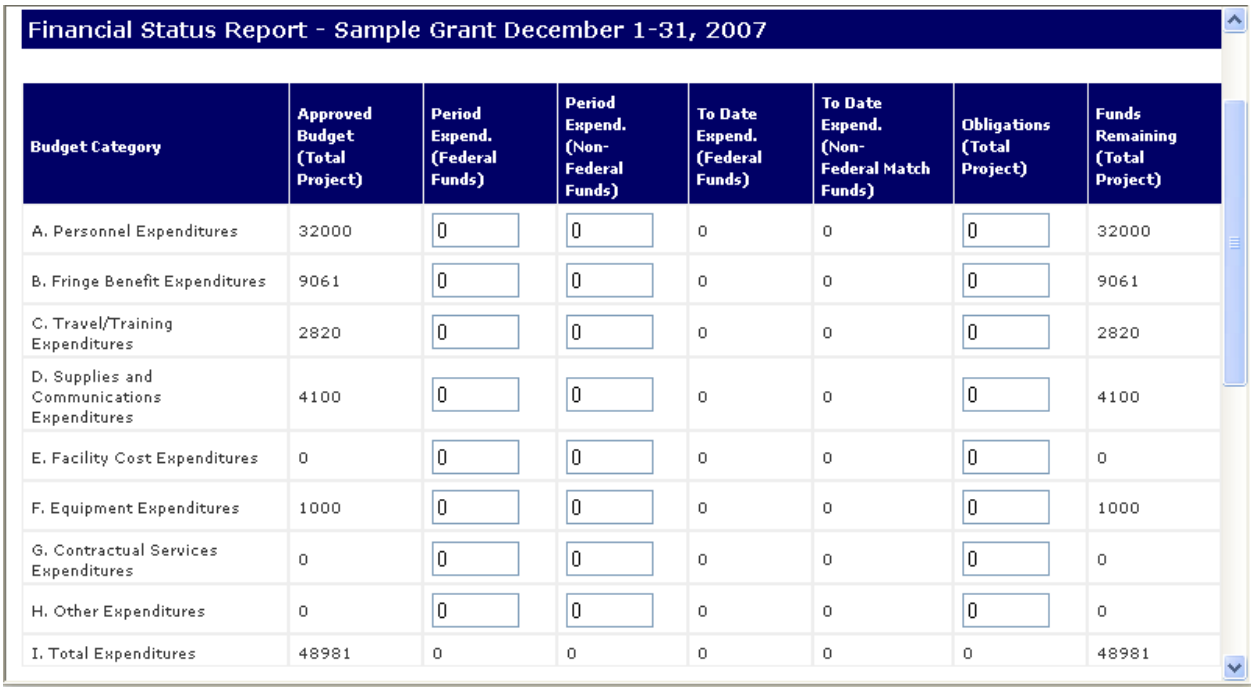
Note: If any prior actions taken on this grant award are pending or if the Grant Assurances have not been received by the Kansas Governor's Grants Program, the user will see the word 'View' instead of 'Manage.' Reporting requirements may be submitted at any time, whether the grant is in a 'Manage' or 'View' status.



The user will see the General Information Confirmation page for the grant project number selected. To submit a Financial Status Report, click on the 'Reports' tab.

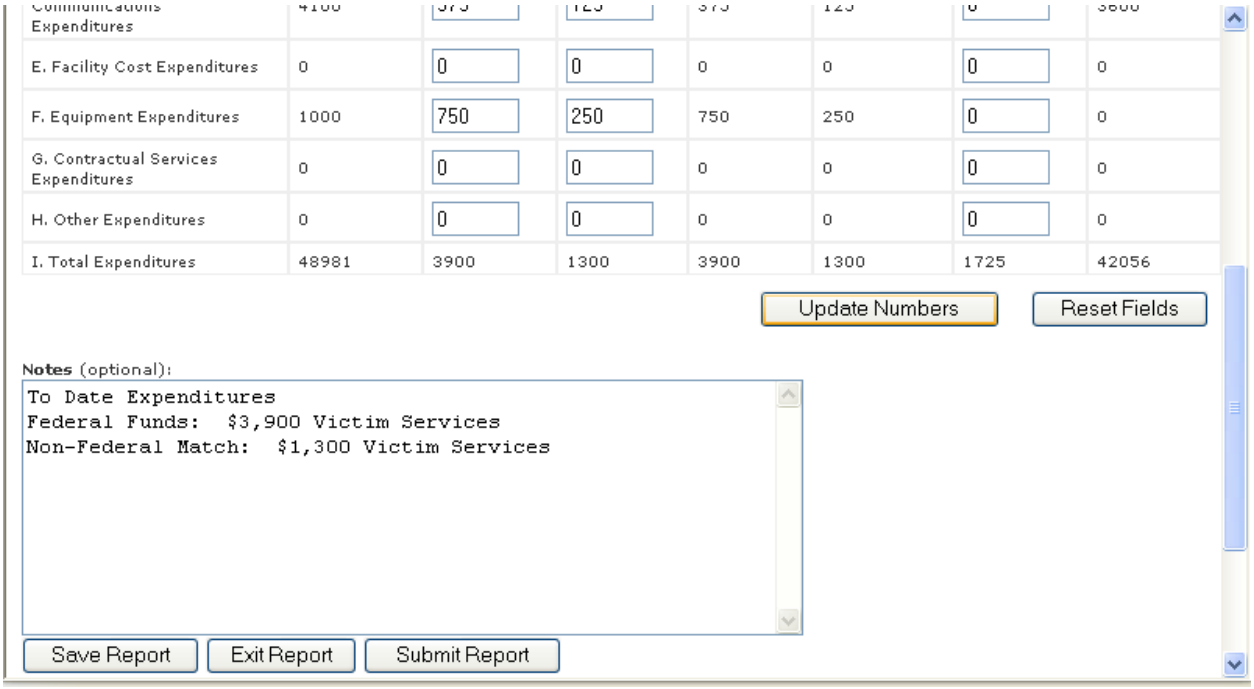


The user is brought to the Reports screen that displays each of the pending Financial Status Reports under the 'Online Reports' heading. Find the appropriate Report that must be completed and click on 'Complete' under the Action column.

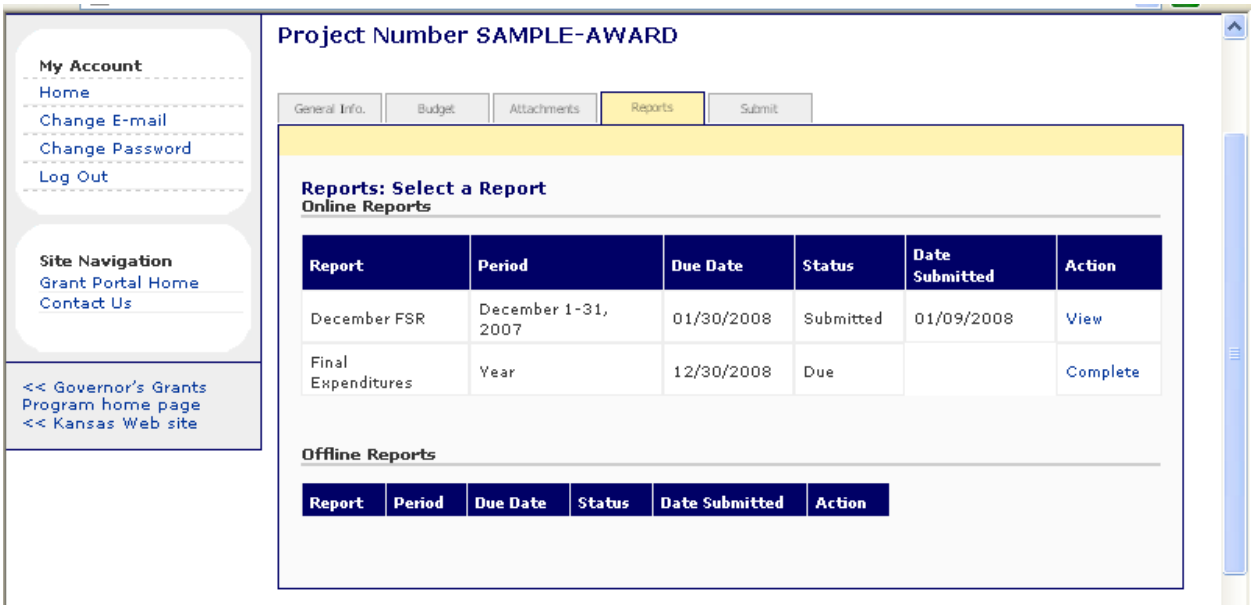


The user is brought to Financial Status Report screen in which the period expenditures for the grant project are to be entered. The Approved Budget column will display the current approved budget category amounts. Any pending revisions will not be reflected until they are approved by the Kansas Governor's Grants Program. The user enters each of the Period Expenditures incurred by the grant project during the reporting period, for both federal funds and non-federal match funds if applicable. Period Expenditures must include only cash outlays; any obligations

incurred during the reporting period but not yet paid are to be reflected in the Obligations column.



After the expenditures are entered, the user will click on the 'Update Numbers' button to update the totals down columns and across rows. If the data does not appear correct and the user wishes to start over, click on 'Reset Fields.' If the data does appear correct, complete any Notes that are relevant to the report. When complete, click on the 'Save Report' button. The user will complete a final review of the data and when ready, click on 'Submit Report.'



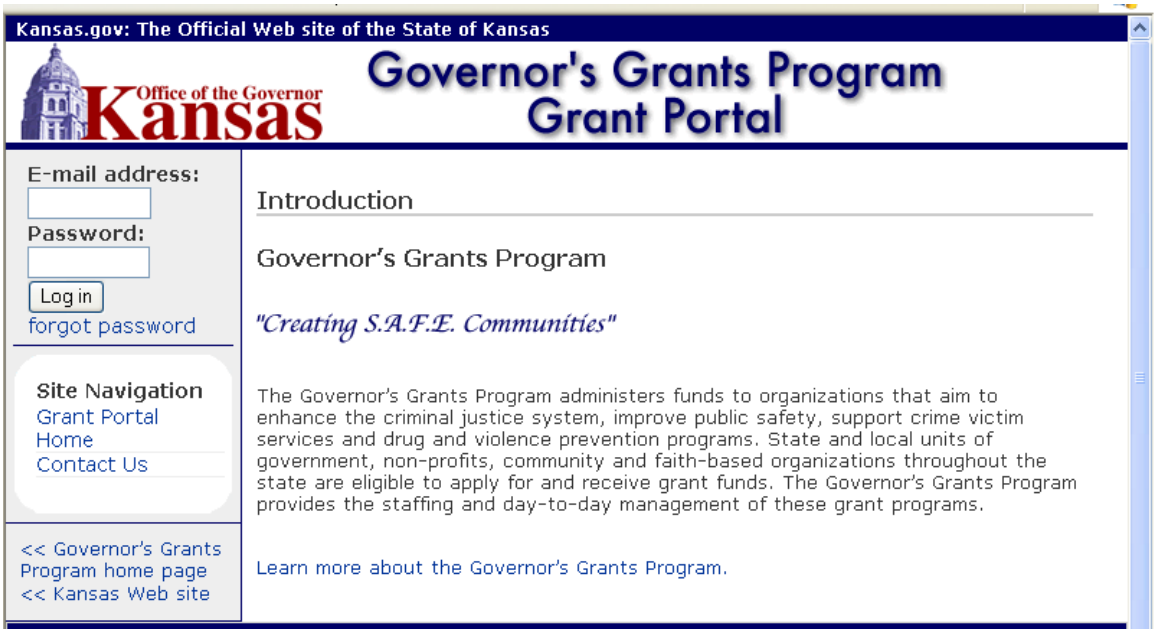
After the report is submitted, the user will be brought back to the Reports screen. The Status column now displays a 'Submitted' status and the Date Submitted is shown. The Action column

now displays ‘View’ to allow the user access to see the report, but no edits can be made. The Financial Status Report is now successfully submitted and the user may log out.

APPENDIX C

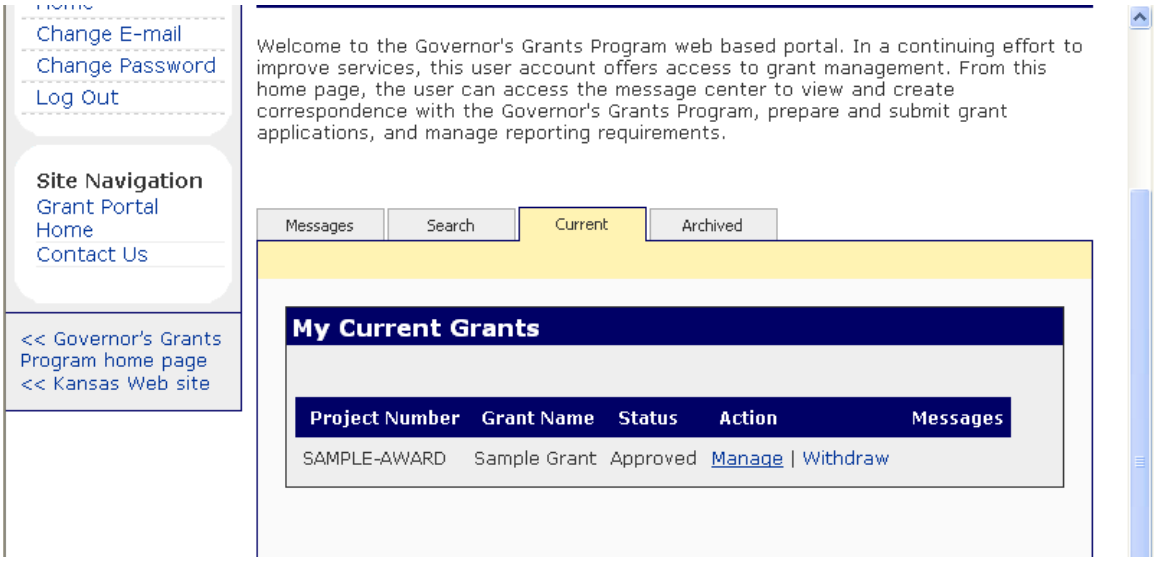
SUBMITTING AN OFF-LINE REPORT

Refer to the Reporting Requirements for a list of off-line reports to be submitted through the Grant Portal. Below is the Grant Portal home page, located at https://www.kansas.gov/grants/index.do.



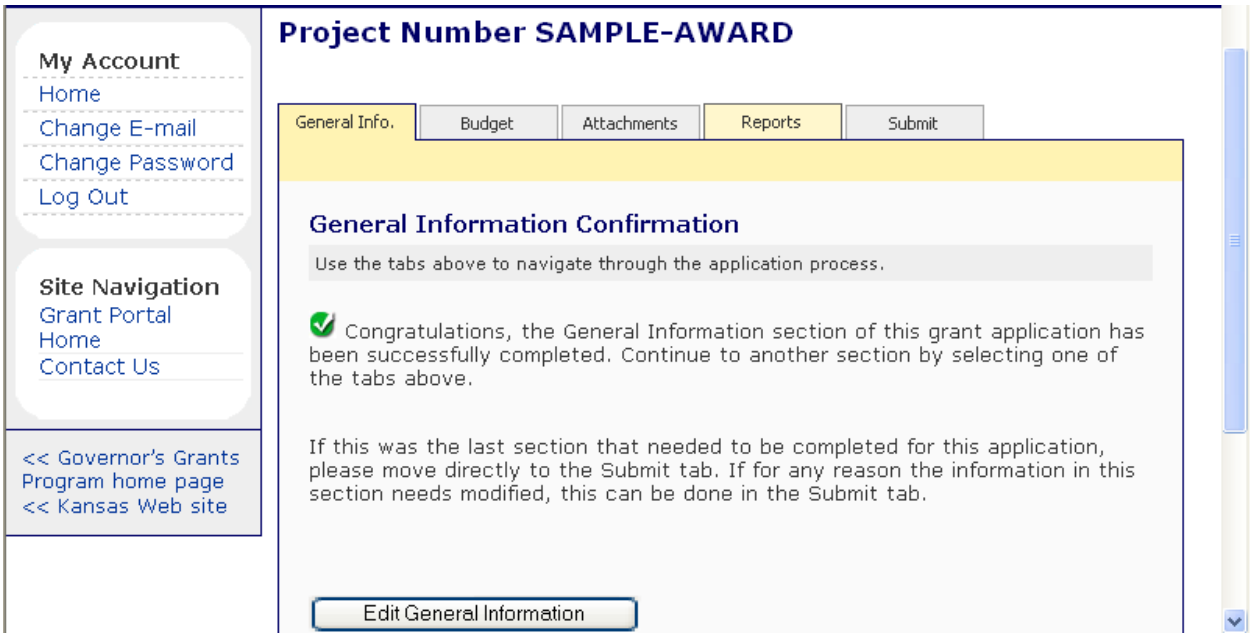
The user will enter their assigned e-mail address and password in the fields provided on the left side of the page, and click on 'Log in.'

The user's Grant Portal home page is displayed. To access an approved grant award, click on the 'Current' tab in the middle of the screen.

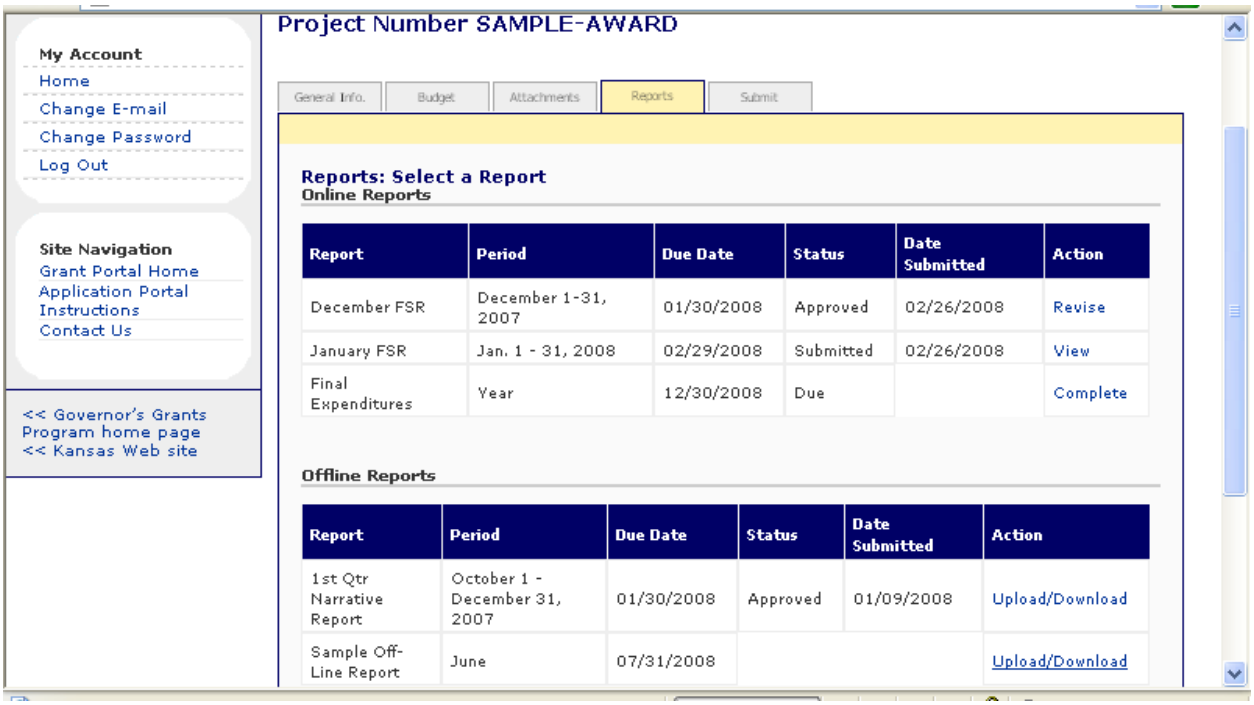


A list of grants awarded to the user's agency is provided. Find the grant project number for the budget to be revised and click on 'Manage.'

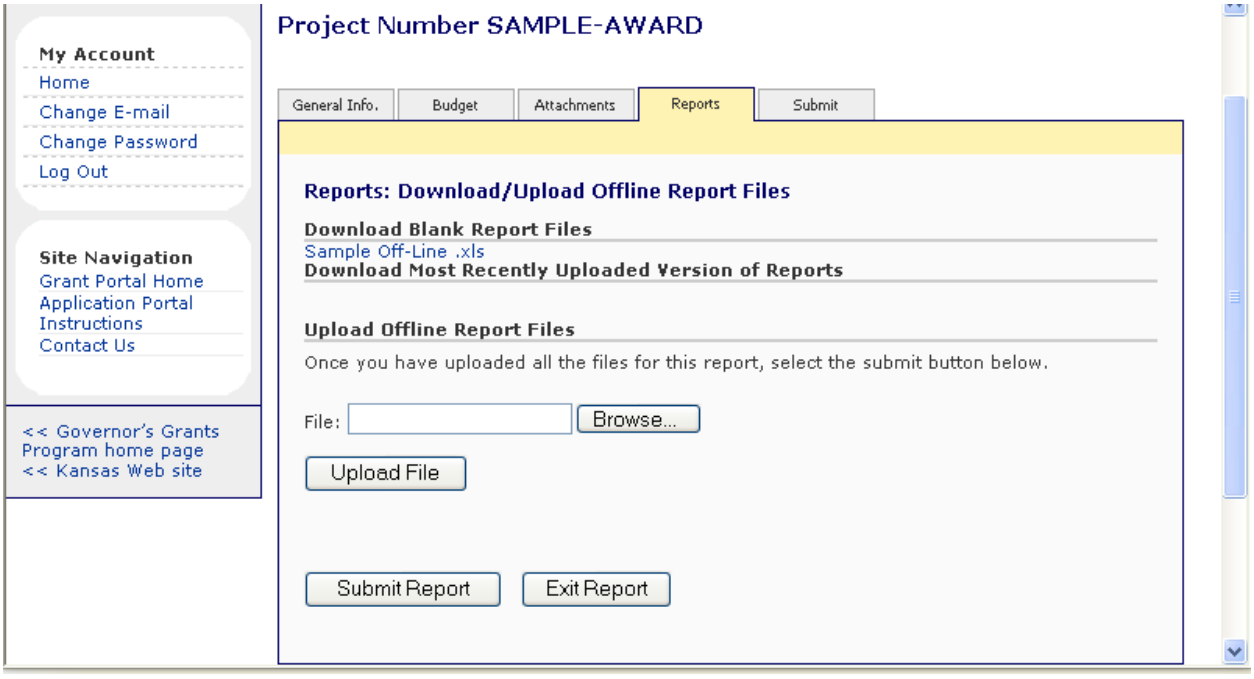
Note: If any prior actions taken on this grant are pending or if the Grant Assurances have not been received by the Kansas Governor's Grants Program, the user will see the word 'View' instead of 'Manage.' Reporting requirements may be submitted at any time, whether the grant is in a 'Manage' or 'View' status.



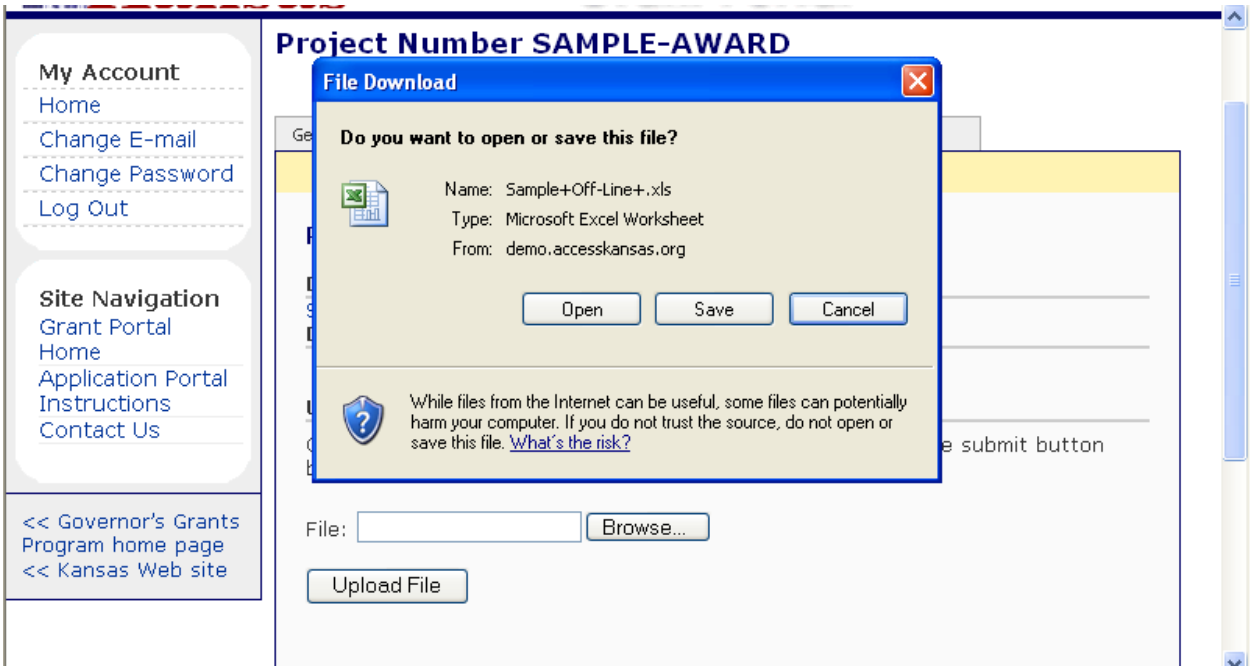
The user will see the General Information Confirmation page for the grant project number selected. To submit an off-line report, click on the 'Reports' tab.



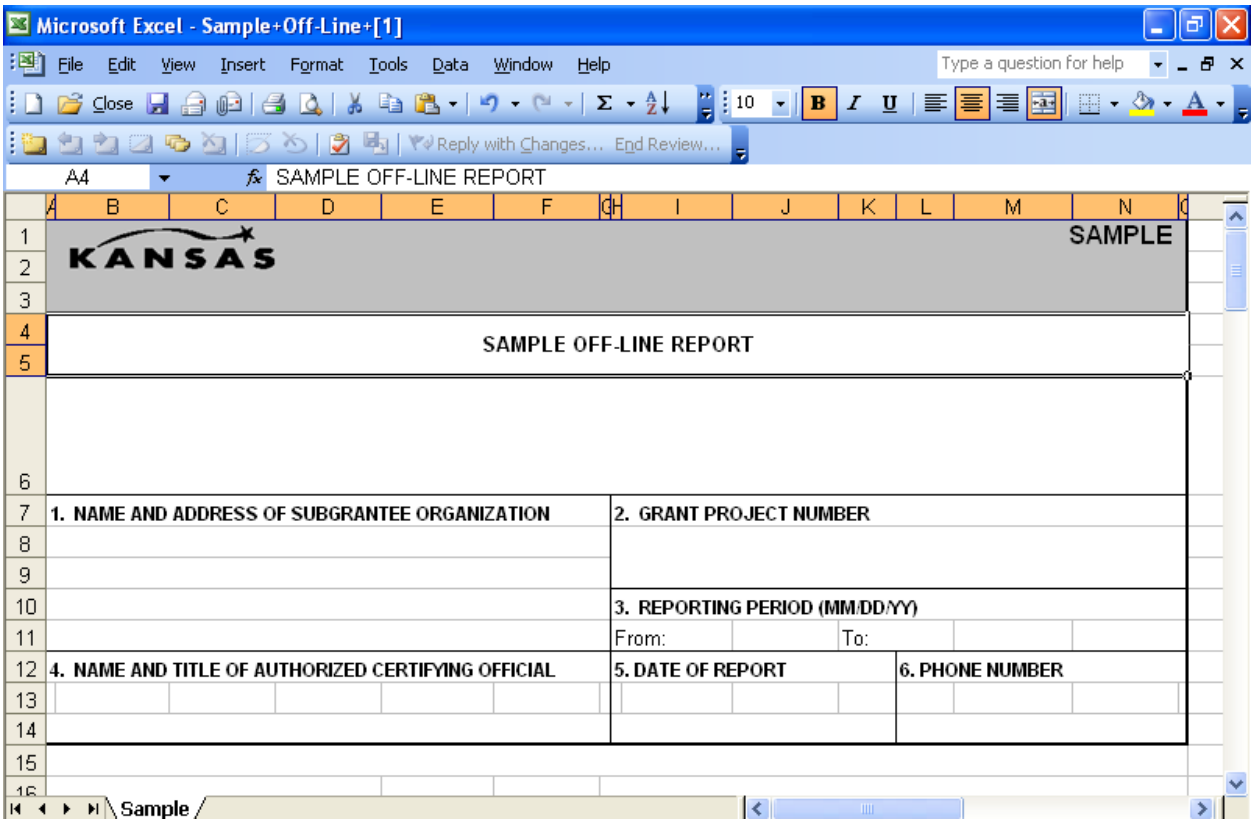
The user is brought to the Reports screen that displays each of the pending reports. Scroll down the page to the 'Offline Reports' heading to find the appropriate Report that must be completed and click on 'Upload/Download' under the Action column (for this example, the report is titled "Sample Off-Line Report").



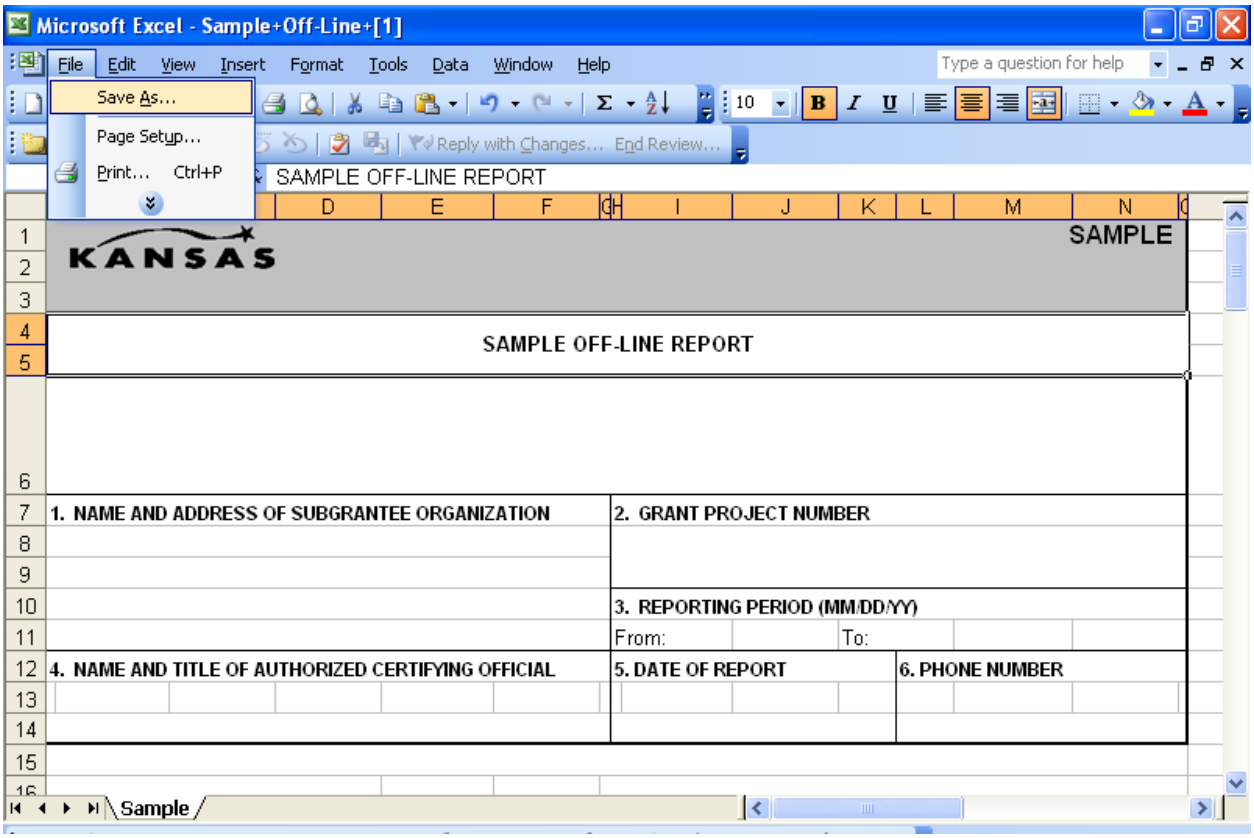
The next screen provides the user options to download or upload reports. The download option must be used first to access the report document and save it to the user's desktop. Click on the filename listed under the 'Download Blank Report Files' heading (for this example, the filename is "Sample Off-Line.xls").



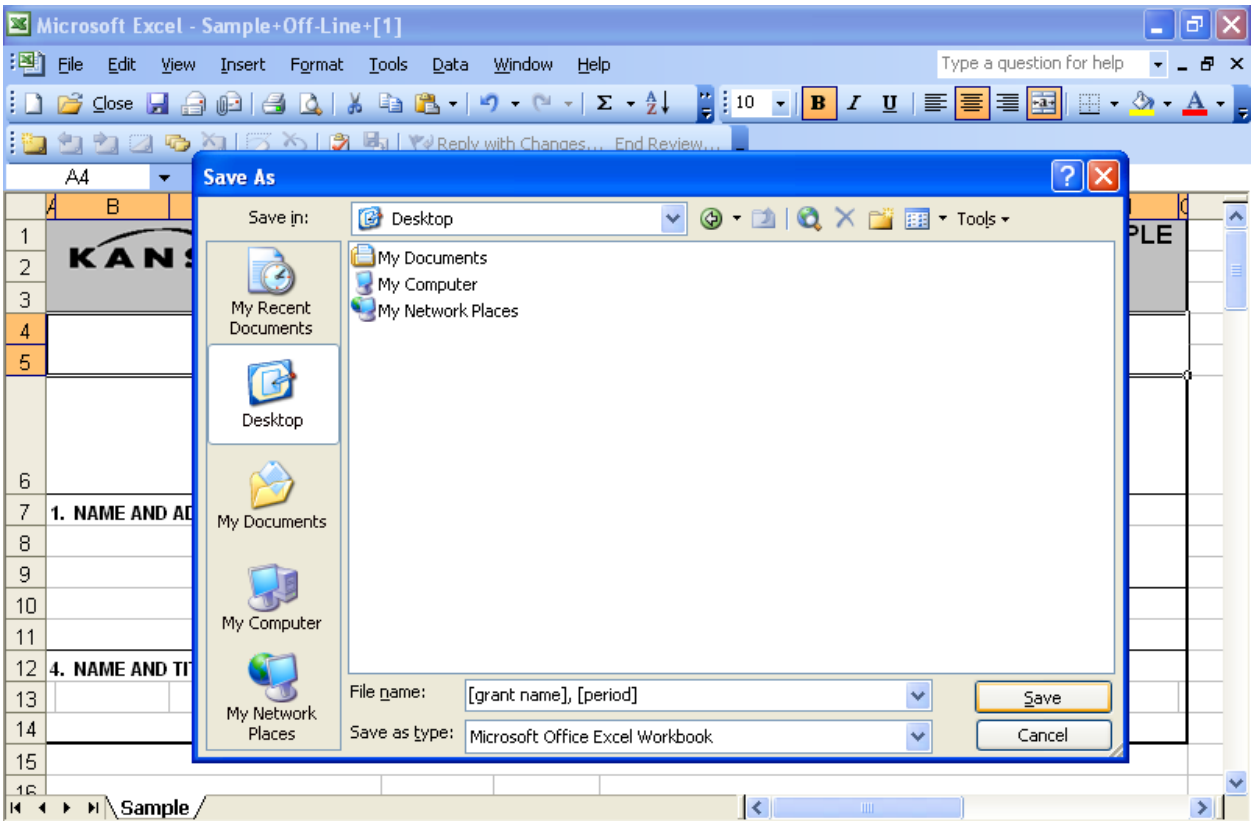
The user is prompted with the option to open, save or cancel. Click on the 'Open' button.



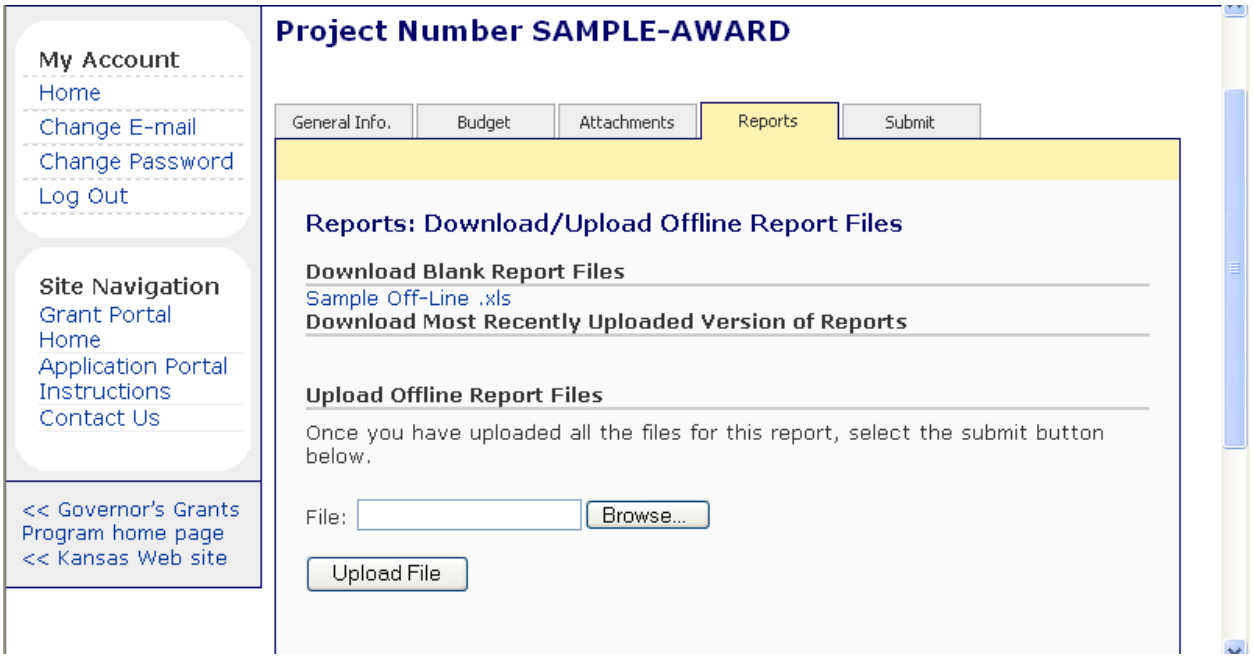
The report file is opened on the user's desktop. It is recommended that the report be saved to the user's computer files at this time.



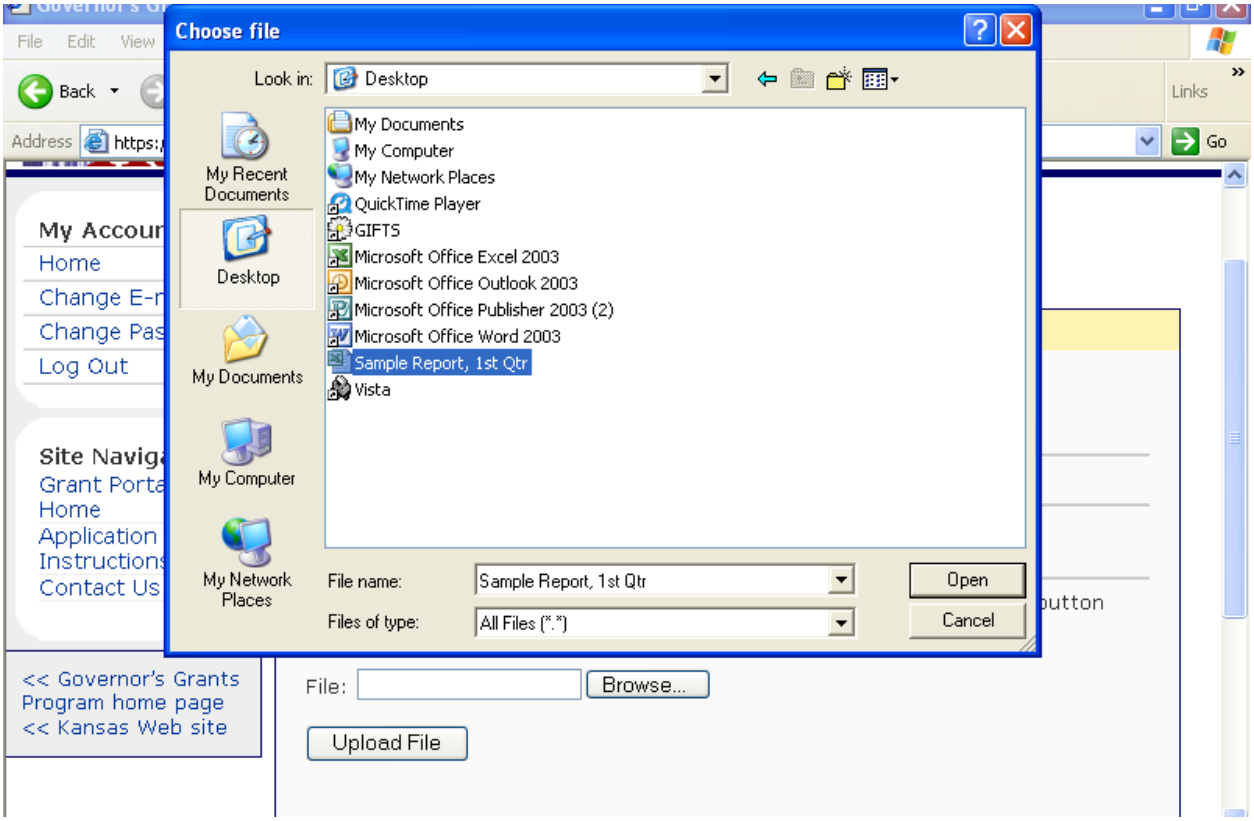
Click on File, Save As.



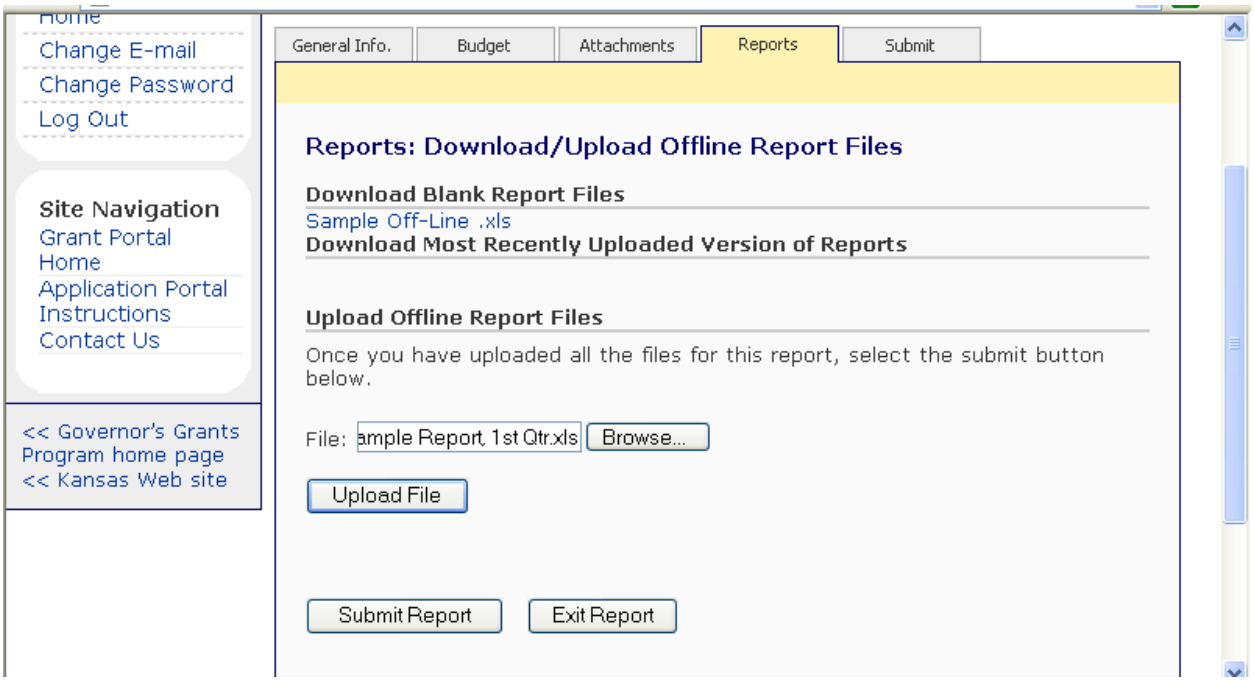
The user will save the file to their appropriate computer drive and file folders. Be sure to revise the 'File Name' to document the period being reported. Click on 'Save.' The user completes the document, saving all the work. (Note: Because the document is saved to the user's computer files, the user may choose to exit the Grant Portal at this time, complete the document that is saved to their computer files at their leisure, and then log back into the Grant Portal at a later date when the report is completed.)



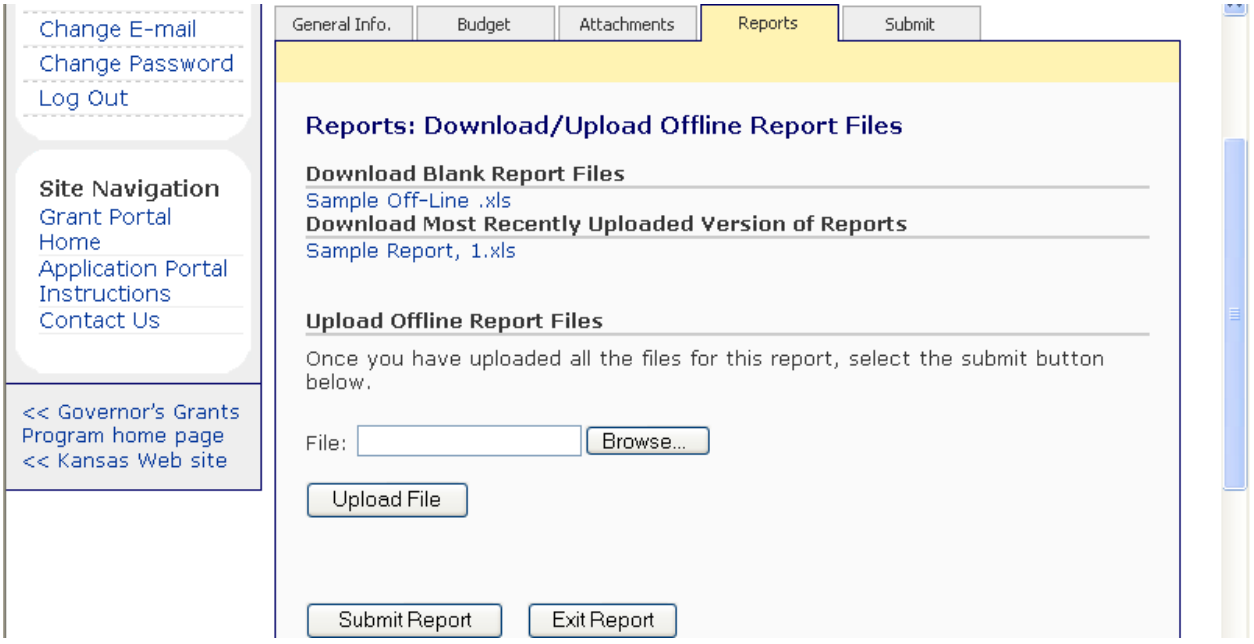
When the report is complete and ready to be submitted, the user will return to the Reports: Download/Upload screen as seen above. Click on the 'Browse' button to find the file that will be uploaded.



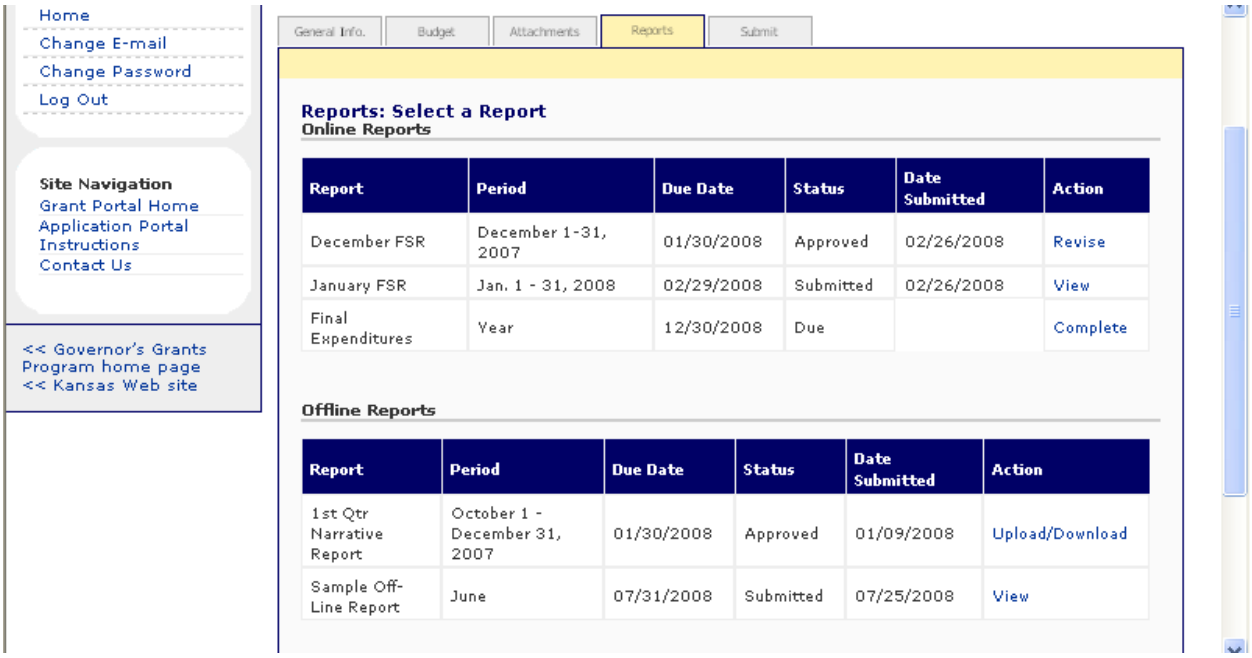
The system displays the 'Choose file' page that will allow the user to look for and select the file to be attached. The user clicks on the file to be attached so that it is highlighted, and then clicks on 'Open' (or can double-click on the file name).



The system displays the Upload Offline Report Files screen, with the selected file in the 'File' field. Verify the filename is correct and click on the 'Upload File' button. (Note: Do NOT click on 'Submit Report' at this time. The report is not successfully uploaded yet.)



The completed report document now appears under the 'Download Most Recently Uploaded Version of Reports' heading. This is the file that the Kansas Governor's Grants Program will view. The user now clicks on the 'Submit Report' button.



After the report is submitted, the user will be brought back to the Reports screen. The Status column now displays a 'Submitted' status and the Date Submitted is shown. The Action column now displays 'View' to allow the user access to see the report, but no edits can be made. The Offline Report is now successfully submitted and the user may log out.