



**FEDERAL PRISON RAPE ELIMINATION ACT
REALLOCATION FUNDS OF THE EDWARD BYRNE
MEMORIAL JUSTICE ASSISTANCE GRANT
(PREA REALLOCATION)**

FISCAL YEAR 2022

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 October 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 Summary Form & 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 October 7**.

Five Most Highly Compensated Officers (attached form)

The Five Most Highly Compensated Officers report form must be completed and returned **no later than October 7**.

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 a payment until the next 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

If the Subgrantee has changes in the primary contact, grant-funded staff, mail/email address, or phone/fax numbers, the KGGP must be notified in writing within 10 days of the change. Notification must include the position title, staff name, effective end and/or start date of staff, and all grant project numbers impacted. The notification must be emailed 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 September 2023 Financial Status Report. Upon expenditure for those obligations, the Subgrantee will submit a "FINAL" Financial Status Report 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 still 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 date 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.** Reports may be mailed, faxed, or e-mailed to kggp@ks.gov.

Financial Status Report (attached form)

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.”

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. If you have any questions, please contact [Lori Jensen](#).

Semiannual Grant Project Narrative Report (attached form)

Submit this report within **15 calendar days** after the end of each reporting period listed below.

<u>Report Period</u>	<u>Due Date</u>
August 1-December 31, 2022	January 15, 2023
January 1-June 30, 2023	July 15, 2023
July 1-September 30, 2023	October 15, 2023

Equipment Inventory Form (attached form)

This report is due 30 days after the date of payment and must be submitted by email to kggp@ks.gov.

GRANT PAYMENTS

Payment Process

Subgrantees should receive reimbursement payments within approximately three weeks after the due date of the required report(s). All reports received that are complete, correct, and received by 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 the KGGP at 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 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. No budget revision requests will be accepted after July 31, 2023.

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 extreme 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 rate, whichever is lower. If the Subgrantee chooses to reimburse at a rate in excess of this amount, 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 in regard to the Subgrantee's budgeting practices. **No budget revision requests may be requested during the final 60 days of the grant project period.**

An approval to allow a budget revision is effective as of the date of the approval. If the Subgrantee requires the budget revision to be retroactive or effective on a prior date, then 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 (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 \$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 to 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 that 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 PREA Reallocation funds, the Subgrantee shall submit a written request to the KGGP 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, and how the equipment will be disposed (i.e. trash, sold, donated, trade-in, etc.).

KGGP staff will respond in writing to the Subgrantee's request within 15 business days.

COMPLIANCE REVIEWS

Subgrantees are subject to compliance reviews by KGGP staff. Subgrantees are contacted two to three weeks prior to the review. In the interim, a Grant Project Compliance Review Report will be sent indicating what information is reviewed for the compliance report.

On-Site Compliance Reviews

At the on-site visit, KGGP staff interviews the grant project director and any grant-funded project staff, and discusses the Grant Project Compliance Review Report. The Subgrantee should be prepared to answer all questions in the report. Programmatic/statistical information and supporting backup documentation are reviewed to determine the Subgrantee's progress toward meeting the objectives as outlined in the Subgrantee's approved grant application. KGGP staff randomly selects three months of financial documentation to be reviewed, to determine if grant project expenditures are approved and allowable.

Desk Compliance Reviews

The Subgrantee will submit financial and programmatic/statistical documentation over a pre-determined period. Upon receipt of the requested information, KGGP staff reviews the material for approved and allowable costs, and for progress toward meeting objectives as outlined in the Subgrantee's approved grant application.

Completion of Compliance Reviews

Upon completion of a grant project compliance review, a written report is prepared by KGGP staff and is reviewed and signed by the Administrator. A signed 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 are approved by the KGGP, staff sends an email 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 that contain 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 the purpose of acquiring personal information with regard to 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 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 in regard to 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 that do not provide sufficient information regarding their audit with their grant application will receive a special condition in the Grant Assurances document in order to comply with this requirement.

Government agencies are not required to submit a copy of the completed audit report. However, they must assure 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.

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.

Grant Project Performance Report

This report is completed quarterly, with the final Grant Project Performance Report due by 11:59 p.m., **October 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.

Semiannual Grant Project Narrative Report

This report is completed semiannually, with the final Grant Project Narrative Report due by 11:59 p.m.,

October 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.

Financial Status Report

This report is completed monthly, with the final Obligations Financial Status Report due by 11:59 p.m., **November 15.** Staff ensures the reports were timely, grant funds were expended in accordance with the approved budget, and any excess grant funds 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 of the criteria have been satisfied, the grant file is closed and a closeout notice is sent to the Subgrantee via email.

PREA Reallocation
FY 2022

Grant Project Number: _____

Date: _____

BUDGET SUMMARY FORM		
BUDGET CATEGORY	PREA	KGGP USE ONLY
PERSONNEL:		
A. _____		
SUBTOTAL		
FRINGE BENEFITS:		
A. FICA		
B. Health & Life Insurance		
C. Retirement		
D. Unemployment		
E. Workers Comp.		
SUBTOTAL		
TRAVEL/TRAINING:		
A. Local Travel		
B. Training Costs/Conferences		
C. Other (Specify) _____		
SUBTOTAL		
SUPPLIES AND COMMUNICATIONS:		
A. Supplies		
B. Telecommunications		
C. Postage		
D. Printing		
SUBTOTAL		
EQUIPMENT:		
A. Equipment/Other Fixed Assets		
SUBTOTAL		
CONTRACTUAL SERVICES:		
A. _____		
B. _____		
C. _____		
SUBTOTAL		
OTHER:		
A. _____		
B. _____		
C. _____		
SUBTOTAL		
TOTAL GRANT AWARD		

Signature of Authorized Certifying Official

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

FIVE MOST HIGHLY COMPENSATED OFFICERS
Due October 7, 2022

1. NAME OF SUBGRANTEE AND ADDRESS OF THE <u>PRIMARY PLACE OF PERFORMANCE</u> 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 (federal funds)	5. PHONE NUMBER
6. CONGRESSIONAL DISTRICT(S) SERVED	

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," then 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 CRIMINAL JUSTICE COORDINATING COUNCIL

KANSAS GOVERNOR'S GRANTS PROGRAM

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)

PREA Reallocation

FY 2022

The information provided on this report will be used to monitor grantee 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: 08/01/2022 TO: 09/30/2023	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
A. Personnel Expenditures						
B. Fringe Benefit Expenditures						
C. Travel/Training Expenditures						
D. Supplies and Communications						
E. Equipment Expenditures						
F. Contractual Services						
G. Other Expenditures						
H. 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.	
	SIGNATURE	DATE	FOR KGGP USE		
			APPROVED BY KGGP	DATE APPROVED	

PREA Reallocation FINANCIAL STATUS REPORT

(Due 15 Days After Close of Each Month)

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, August 1, 2022, through September 30, 2023.
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 CRIMINAL JUSTICE COORDINATING COUNCIL

KANSAS GOVERNOR'S GRANTS PROGRAM

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

kggp@ks.gov

SEMIANNUAL GRANT PROJECT NARRATIVE REPORT

Due each January 15 and July 15; Final Due October 15, 2023

The information provided on this report is used to review progress on the funded grant project. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing laws and regulations. The information in this report is shared with the U.S. Department of Justice, Bureau of Justice Assistance and the Kansas Criminal Justice Coordinating Council.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. GRANT AMOUNT
	4. REPORTING PERIOD (MM/DD/YYYY)	
	FROM:	TO:
	5. PHONE NUMBER	6. DATE OF REPORT
7. NAME AND TITLE OF AUTHORIZED AGENCY REPRESENTATIVE		8. SIGNATURE

PLEASE RESPOND TO THE FOLLOWING QUESTIONS. A SEPARATE SHEET OF PAPER MAY BE USED AND ATTACHED, BUT SHOULD NOT REPLACE THIS FORM.

- 9. What were the Subgrantee's accomplishments within this reporting period?**

- 10. What goals were accomplished, as they relate to the Subgrantee's grant application?**

- 11. What problems/barriers were encountered, if any, within the reporting period that prevented goals or milestones from being reached?**

- 12. Is the project on track fiscally and programmatically to be completed as outlined in the approved grant application? (Please answer YES or NO. If no, please explain.)**

- 13. What major activities are planned for the next reporting period?**

- 14. Are there any innovative programs/accomplishments to share with the criminal justice field? Please describe.**

Approved by Kansas Governor's Grants Program:

Date:

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL

KANSAS GOVERNOR'S GRANTS PROGRAM

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

kggp@ks.gov

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 \$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. 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: _____

Location of Equipment: _____

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

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

Percentage of Cost Paid for with the Above Referenced Federal Grant Funds: _____

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 that 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.

Entered by Kansas Governor's Grants Program:

Date: