



**FEDERAL FAMILY VIOLENCE PREVENTION  
AND SERVICES ACT  
AMERICAN RESCUE PLAN ACT  
SUPPLEMENTAL GRANT PROGRAM  
(FVPSA-ARP)**

**REPORTING REQUIREMENTS**

**KANSAS GOVERNOR'S GRANTS PROGRAM  
785-291-3205 or [kggpapp@ks.gov](mailto:kggpapp@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 July 14, 2021**. 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 and Budget Narrative**

If the grant award is different from the original request, the Budget Summary Form (BSF) for the grant award amount must be signed and returned along with a Budget Narrative **no later than July 14, 2021**.

### **Five Most Highly Compensated Officers (attached form)**

The Five Most Highly Compensated Officers report must be completed and returned **no later than July 14, 2021**.

## 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 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 [kggpapp@ks.gov](mailto:kggpapp@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 June 2021 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 [kggpapp@ks.gov](mailto:kggpapp@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.** Reports should be emailed to [kggpapp@ks.gov](mailto:kggpapp@ks.gov).

### **Financial Status Report (attached form)**

Submit this report within **25 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 Narrative Report (attached form)**

Submit this report **no later than October 25 of 2022 and 2023.**

### **Projection of Final Expenditures (attached form)**

Submit this report **no later than April 25, 2023.** This report is a projection of the subgrantee’s expenditures for the final three months of the grant project period.

## **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 [kggpapp@ks.gov](mailto:kggpapp@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 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](mailto: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; and
5. The subgrantee's reserve amount and why the reserve cannot be used temporarily.

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. Retroactive budget revision requests will not be accepted after April 30, 2023, except in exceptional circumstances. Budget revision requests received after April 30, 2023, may be considered if the exceptional circumstances were unknown to the Subgrantee prior to and occurred after April 30, 2023, (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** – Prepare a written justification as a Word or PDF document on agency letterhead. The request must include an explanation of 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. Submit the document by email to [kggpapp@ks.gov](mailto:kggpapp@ks.gov).

**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. 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 revisions 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 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.

## **PROCUREMENT AND 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.

## **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 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 be 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.

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 by U.S. mail. Further, the subgrantee shall submit 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., **August 25, 2023**. 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 Narrative Report**

This report is due by 11:59 p.m., **October 25 of 2022 and 2023**. 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., **April 25, 2023**. This report must be completed as accurately as possible to reflect the anticipated remaining expenses of the grant project.

### **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.

**KANSAS GOVERNOR'S GRANTS PROGRAM**

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

[kggpapp@ks.gov](mailto:kggpapp@ks.gov)

**FIVE MOST HIGHLY COMPENSATED OFFICERS**

**Due July 14, 2021**

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 9-DIGIT DUNS NUMBER

4. GRANT AWARD AMOUNT (federal funds)	5. PHONE NUMBER
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6. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

7. 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

8. 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

9. IF the answer to question number 7 is "Yes" AND the answer to question number 8 is "No," then the subgrantee must provide the following most highly compensated data:

	Name <sup>1</sup>	Total Compensation <sup>2</sup>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

<sup>1</sup> Provide the names of each of the five most highly compensated executives for the subgrantee's preceding completed fiscal year.

<sup>2</sup> "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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Agency Name: \_\_\_\_\_  
 Grant Project Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

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

\_\_\_\_\_  
 Signature of Authorized Certifying Official



**KANSAS GOVERNOR'S GRANTS PROGRAM**

**FVPSA-ARP**

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

[kggpapp@ks.gov](mailto:kggpapp@ks.gov)

**FINANCIAL STATUS REPORT**

The information provided on this report will be used to monitor grantee cash flow.

(Due 25 Days After Close of Each Month, or the First Business Day, by 11:59 P.M.)

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: 04/01/2021 TO: 06/30/2023	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. Supplies and Communications						
D. Equipment Expenditures						
E. Contractual Services						
F. Other Expenditures						
G. 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.
	<b>FOR KGGP USE</b>				
	SIGNATURE		DATE	APPROVED BY KGGP	

## FVPSA-ARP FINANCIAL STATUS REPORT

(Due 25 Days After Close of Each Month, or the First Business Day)

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, April 1, 2021, through June 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 accruals or 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.

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 GOVERNOR'S GRANTS PROGRAM**

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

[kggpapp@ks.gov](mailto:kggpapp@ks.gov)**GRANT PROJECT NARRATIVE REPORT****Due October 25, 2022, and October 25, 2023**

Name of Subgrantee Organization: \_\_\_\_\_

Grant Project Number: \_\_\_\_\_

Grant Project Reporting Period: From \_\_\_\_\_ To \_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Grant Project Narrative is grant project specific and should explain how the FVPSA-ARP Grant assisted the subgrantee to prevent, prepare for, and respond to the Coronavirus disease 2019 (COVID-19) public health emergency to support families impacted by family violence, domestic violence, and dating violence. A word document may be attached to accompany this report form if additional space is needed.

**Quarterly Progress Assessment**

1. Provide a detailed assessment of the implementation activities that occurred during this reporting period.

2. What problems or barriers are preventing the accomplishment of the goals and objectives?

3. If this is not the final report, what implementation plans are expected to occur during the next reporting period?

Approved by the Kansas Governor's Grants Program:

Date:

**KANSAS GOVERNOR'S GRANTS PROGRAM**

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

[kggpapp@ks.gov](mailto:kggpapp@ks.gov)

**PROJECTION OF FINAL EXPENDITURES  
DUE APRIL 25, 2023**

Name of Subgrantee Organization: \_\_\_\_\_

Grant Project Number: \_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

- |  |                       |       |
|--|-----------------------|-------|
| 1. Grant Award Amount:                             |                       | _____ |
| 2. Expenditures Reported Apr 1, 2021-Mar 31, 2023: |                       | _____ |
| 3. Projected <b>Final</b> 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 final 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 final quarter expenditures will raise concerns regarding the subgrantee's grant management and budget practices. If the subgrantee has submitted a budget revision request, the pending revision request should be taken into consideration when completing this form.

Entered by the Kansas Governor's Grants Program:

Date: