



Governor's Grants Program

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P**

Federal State Access and Visitation Program

**Fiscal Year 2016
Grant Application**

APPLICATION DEADLINE:

**SUBMITTED BY 11:59 p.m. SEPTEMBER 30, 2015
ON THE GRANT PORTAL**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program (KGGP) at 785-291-3205.

Federal State Access and Visitation Program Guidelines

Eligibility Criteria

The purpose of the SAVP grant is to increase, enhance, expand, or initiate grant projects that provide services and assistance to children and families in need of supervised exchange or visitation. Assistance may encompass a range of support services. Specific services provided and the specific target group should reflect local needs and priorities. Activities may include: on-site supervision, exchange monitoring, therapeutic supervision, recording observations of visits, referrals to other services, and educational parenting classes. Indicators such as number of staff assigned, the type of services provided, the number of children and families served, and the number of personnel and others trained may be used to evaluate the efficiency and impact of the proposed grant project. Only agencies that received funding during Fiscal Year 2015 are eligible.

The following information outlines eligibility criteria and requirements for application and administration of the Federal State Access and Visitation Program (SAVP) pursuant to P.L. 104-193. The Kansas Governor's Grants Program (KGGP) establishes policies and procedures for the SAVP grant program, consistent with the requirements of the Federal SAVP Program. The KGGP has the discretion to be more restrictive regarding certain requirements.

Eligible applicants must receive 50 percent or more of their agency budget from sources other than funds distributed through this grant fund. Other sources may be public or private and may include contributions of goods or services, including materials, commodities, transportation, office space, or other types of facilities or personal services.

In addition, federal requirements state that eligible applicants must have in place, or must develop, protocols that ensure family violence safeguards. Applicants should provide the protocol as an attachment to the application if the protocol has been developed. If the protocol is not developed, it will be required as a special condition for receiving SAVP grant funds.

Non-federal matching contributions of 10 percent (cash or in-kind) of the total cost of the SAVP grant project (SAVP grant funds plus match) are required for each SAVP grant project and must be derived from non-federal sources.

Limitations on the Use of Grant Funds

- Grant funds can only be used for personnel, fringe benefits, travel, and contractual services for security. These costs must be necessary and essential to the grant project's success. SAVP funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by SAVP funds.
- Grant funds shall not be used for applying for or auditing this grant, fundraising, grant writing, lobbying, board development, or research projects or for any training directed at

any of these subject areas.

- Grant funds shall not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of the current federal rate, per its agency policy, grant funds administered by the KGGP cannot be used to make up the difference.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

The use of grant project funds is prohibited for grant projects that offer a low probability of improving services to children and families as determined by fiscal and grant project compliance reviews.

Supplanting

SAVP funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available to assist with supervised exchange and visitation services. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a SAVP grant award has not replaced funds otherwise available for the same program or purpose.

Defined: To reduce federal, state, or local funds for an activity specifically because SAVP funds are available (or expected to be available) to fund that same activity. SAVP funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, SAVP funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or grantee may be required to substantiate that the reduction in non-SAVP resources occurred for reasons other than the receipt or expected receipt of SAVP funds.

Example 1 Organization A appropriated or otherwise secured funds in FY16 for salary and benefits for two visitation supervisors. In FY16, Organization A is awarded SAVP funds designated for the hiring of two additional visitation supervisors. Organization A expended the SAVP funds as intended, and now has four visitation supervisors.

In this scenario, Organization A has used SAVP funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the visitation supervisors had left the organization during FY16 and Organization A

did not follow established recruitment procedures to replace the visitation supervisors, or utilized SAVP funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY15 for salary and benefits for two visitation supervisors. Due to budget projections for FY16, Organization B expects to lay off one visitation supervisor (facts that Organization B is able to substantiate). In FY16, Organization B is awarded SAVP funds designated for hiring one additional visitation supervisor. At the beginning of FY16, Organization B lays off one visitation supervisor and uses SAVP funds to continue the salary and benefits for the other visitation supervisor.

In this scenario, Organization B will use SAVP funds to pay the salary and benefits for one visitation supervisor who would have been laid off but for the availability of SAVP funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY16 for salary and benefits for two visitation supervisors. Organization C plans to use SAVP funds to pay the salaries of two additional visitation supervisors. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses SAVP funds to pay their salaries and benefits. In doing so, Organization C determines that the remaining employees could handle the services and did not attempt to backfill the positions.

In this scenario, by replacing existing funds with SAVP funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new SAVP-funded visitation supervisor positions, use of the SAVP funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for SAVP-funded activities.

Grant Application Deadline

Grant applications must be submitted via the Grant Portal **by 11:59 p.m. September 30, 2015.** Instructions for submitting applications via the Grant Portal are provided at the end of this document.

Grant Project Period

Grant projects funded by this grant program shall be for a period of 12 months from October 1, 2015 to September 30, 2016. Any funds not expended by September 30, 2016, must be returned to the Kansas Governor's Grants Program (KGGP).

Grant Recipient Compliance and Reporting Requirements

If SAVP grant funds are awarded to the applicant, subgrantees will be expected to comply with the SAVP grant program requirements set out in the grant assurances, reporting requirements, and any requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each SAVP grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

In addition, subgrantees must maintain appropriate programmatic and financial records that fully disclose the amount and disposition of SAVP funds. This includes, but is not limited to:

- Financial documentation for disbursements;
- Daily time and activity records specifying time and type of service devoted to allowable SAVP activities;
- Grant project files;
- The portion of the grant project supplied by other sources of revenue;
- Job descriptions;
- Contracts for services;
- Statistical documentation; and
- Other records that facilitate an effective audit and grant analysis for compliance.

Agencies receiving a SAVP grant are required to submit the following reports:

- The **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- Monthly **Financial Status Report** provides fiscal information on expenditures made during the month. Monthly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each month or the first business day.
- The **Program Income/Expenditure Report** provides information regarding program income/expenditures incurred during the reporting period as a result of the delivery of SAVP-funded activities. Reports are due 15 calendar days after the end of each quarter or the first business day.
- Quarterly **Grant Project Statistical Report** (due 15 days after each calendar quarter or the first business day) and annual **Federal Statistical Report** (due 15 days after the end of the 12-month grant project period or the first business day) provides statistical information on children and families being served.
- Quarterly **Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. Reports are due 15 calendar days after the end of each calendar quarter grant project period or the first business day.

- The **Projection of Final Expenditures Report** is due July 15th or the first business day.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Conditions of Grant Award

If Federal SAVP grant funds are awarded, subrecipients must comply with the Child Exchange and Visitation Center Guidelines developed by the Office of the Kansas Attorney General. All approved applicants are responsible for providing a copy of any revisions and/or updates to the agency's operations manual to the KGGP.

Review of Applications

KGGP staff will review applications for completeness, ensuring requirements are met and that proposed budgetary and programmatic information is allowable, reasonable, understandable, measurable, and achievable. Applicants will be notified via the Grant Portal of the grant award decision.

What an Application Must Include

Please read the grant requirements and instructions before completing the grant application. Submit the application via the Grant Portal. Detailed instructions for submission are appended to the end of this document. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. Do not submit any items not specified in the instructions.

The application must include the following items:

- _____ General Information
- _____ Project Narrative
- _____ Grant Project Budget
- _____ Agency Program Budgets
- _____ Proof of 501(c)(3) status

- _____ Certificate of Good Standing
- _____ Board of Directors Information
- _____ Family Violence Protocols
- _____ Federal Certifications

General Information

Applicants must complete the General Information page online. Please note that the language provided in the “Brief Description of Proposed Grant Project” field may be utilized on public websites and documents to describe accomplishments of the grant program.

Project Narrative

The following items must be included in the Project Narrative. Include each item in the order listed below and clearly label each section.

Prior Accomplishments

If the applicant received a 2015 SAVP grant award, describe specific agency accomplishments from the grant project period that were funded, in whole or in part, by SAVP grant funds. Clearly state the 2015 approved Goals and Objectives and report the actual outcomes. Format:

2015 Goal 1 –

2015 Objective 1 –

2015 Actual Outcome -

Provide documented evidence and anecdotal examples that show how SAVP-funded goals and objectives were met or how progress was made toward achieving the stated goals and objectives. Provide statistics that document the project’s performance and the timeframe represented by those statistics. Include the number of children and families served by the agency. Describe any evaluations that were conducted, explain the results, and describe how that information will be used to support and enhance the grant project.

Problem Statement and Needs Assessment

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement, such as an evaluation of agency service activity or other assessment. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Grant Project Goal(s) and Objectives

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency, but should be specific to the proposed SAVP-supported project. However, the goals for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of any needs assessment.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Follow the format below when writing the grant project goal(s) and objectives.

Example

Goal I: Provide a safe environment for families using center for visitation services.

Objective	Activities / Time Frame	Person Responsible
<p>1. 95 percent of families using the center will not have a security incident.</p> <p>2. 100 percent of families will adhere to agency policy and procedures.</p> <p>3. Three additional security personnel will be hired and trained.</p>	<p>1. Trained security and agency personnel are present at all exchanges and visitations. Security incidents are documented immediately. Security incidents are tracked quarterly* to measure family safety. January, April, July, October.</p> <p>2. (a) Center policy and procedures are reviewed with every family at intake, before any services will begin. Intakes are scheduled within one month of referral</p> <p>(b) Any family member not complying with agency policy and procedures will meet with staff to avoid further disruption of services. Families not adhering to policy and procedures will be tracked quarterly. January, April, July, October.</p> <p>3. (a) New security personnel will be trained on family issues such as divorce and domestic violence. By December 31, 2015.</p> <p>(b) Policy and procedures are reviewed with new security personnel. By December 31, 2015.</p>	<p>1. Security and agency personnel</p> <p>2. (a) Agency personnel</p> <p>(b) Agency personnel</p> <p>3. (a) Agency personnel and area partner agencies</p> <p>(b) Agency personnel</p>

Grant Project Performance Measures and Results

Grant subrecipients are required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Provide the

following information:

- Describe the process to be used for monitoring the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

Grant Project Staff

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name, title, and a brief job description for each staff listed. In addition, describe how this staffing pattern will help meet the goals of the grant project.

Sustainability

Provide a detailed description that explains what efforts are being made, or will be made, to ensure the long-term fiscal and programmatic sustainability of the project and program. The applicant must detail how the project will be funded in future years if SAVP funding declines or is not available.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has "active" status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a SAVP application.

Current Audit Report

If the KGGP has previously received a copy of the organization's most recent audit report and IRS Form 990, indicate this in the application and list the period covered in the audit, who performed the audit, and when the audit was completed.

If the KGGP has **not** previously received a copy of the organization's most recent audit report and IRS Form 990, both items must be forwarded by U.S. Mail to: Kansas Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 North, Topeka, KS 66612-

1220. Include with the audit the Auditor’s Letter to Management if applicable. If there are any findings and/or recommendations in the audit report or in the Letter to Management, explain how the findings and/or recommendations were, or will be, addressed by the applicant.

Grant Project Budget

The applicant must submit a grant project budget, based on the allocation provided by the KGGP, which is reasonable and cost effective. All grant project-specific budget information is completed online within the provided data fields of the Grant Portal. No *grant project* budgetary documents are uploaded as part of the application. See the detailed instructions that are appended to the end of this document for submitting the budget on the Grant Portal.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable cost principles as outlined in the SAVP guidelines as well as the Federal Office of Management and Budget (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), [2 CFR Part 200](#).

A detailed calculation and brief narrative explanation must be provided in the Description field of each line item. Calculations shall clearly demonstrate how the requested amounts were derived and must account for both the federal funds requested and the non-federal match provided, including the match source(s). Personnel must be listed by the agency-assigned title for the position. Positions should be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the SAVP grant project for each position requested. Fringe benefit costs shall not be allocated to a position at a rate exceeding the portion of personnel costs requested in the SAVP Personnel category. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests:

	<u>Request</u>	<u>Description</u>
CEVC Coordinator	\$8,300	Full-time, salaried, 20% of time on SAVP project; employees scheduled to receive a 5% raise on Jan 1 st : (\$40,000 x .25 year) + (\$42,000 x .75 year) x .20 of time
Volunteers (MATCH)	\$1,045	Volunteers will provide office and scheduling assistance to staff on weekends: \$11/hr based on comparable compensation x 95 hours
FICA	\$ 635	7.65% x \$8,300 requested salaries
Conferences/ Workshops	\$ 470	Crime Victims’ Rights Conference, April 2016, Topeka: (\$100 registr. x 1 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 1 staff) + (\$30/day meals x 3 days x 1 staff)

Current and Next Fiscal Year Agency Program Budgets

Upload the applicant's current and next fiscal year program budgets for the operation of the child visitation and exchange center, including balanced **income and expenses**. Include the fiscal period utilized by the agency. List all staff positions separately with their respective salaries/wages. Agency income must list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, fees, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the program expects to be notified of the funding decision or the date the program anticipates collecting the income. Include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the program's budget for expenses.

Example of budget income only:

Current Fiscal Year January 1-December 31, 2015

SOURCE:	AMOUNT:	STATUS:	DATE:
City of 'x'	\$10,000	Projected	10/15
United Way	5,000	Received	1/15
Walk-A-Thon	500	Collected	2/15
Participant Fees	1,500	Collected	12/15
SAVP '15-GOV	6,929	Received	10/14
SAVP '16-GOV	<u>2,153</u>	Requested	9/15
Total Agency Income	\$26,082		

*Note: -Budget expenses are also required.
-Repeat for Next Fiscal Year.

Proof of 501(c)(3)

Upload as an attachment proof of the applicant's exempt status as determined by the Internal Revenue Service.

Certificate of Good Standing

Upload as an attachment a current (less than one year old) copy of the applicant's Certificate of Good Standing from the Kansas Secretary of State's Office, available [online](#) or by calling (785) 296-4564.

Board of Directors

Upload as an attachment a list of the organization's Board of Directors. The attachment must

include each board member's name, profession, address, phone number, email address (if available), and the member's term of service.

Family Violence Protocols

Upload as an attachment a copy of the organization's family violence protocols that ensure the safety of parents/guardians and children served. If the organization does not have a current family violence protocol, upload a timeline for the completion of such a protocol.

Federal Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements and Regarding Environmental Tobacco Smoke

The applicant must read, sign, and upload the two required certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements and regarding environmental tobacco smoke. The certification forms are on the following pages of this document.



Office of the Governor

Sam Brownback, Governor

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION FOR
LOWER TIER COVERED TRANSACTIONS AND DRUG-FREE
WORKPLACE AND CERTIFICATION REGARDING ENVIRONMENTAL
TOBACCO SMOKE**

By signing and submitting the attached certifications, the prospective lower tier participant is demonstrating their understanding and acceptance of the following material:

1. The certifications are a material representation of fact upon which reliance is placed when this transaction is entered. If it is later determined that the prospective lower tier participant (hereinafter “participant”) knowingly rendered an erroneous certification, or otherwise violates the requirements of a certificate, in addition to other remedies available to the Federal Government, the U.S. Department of Health and Human Services may pursue available remedies, including suspension and/or debarment.
2. The participant shall provide immediate written notice to the Kansas Governor’s Grants Program if at any time the participant learns that a certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. The terms controlled substance, conviction, criminal drug statute, and drug-free workplace have the meanings set out in the Drug-Free Workplace Act of 1988 and in the Definitions section of 45 C.F.R. ‘76, Subpart F. The terms children’s services and indoor facility have the meanings set out in the Pro-Children Act of 1994 and as defined by the U.S. Department of Health and Human Services. You may contact the Kansas Governor’s Grants Program for assistance in obtaining a copy of these regulations.
4. The participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. '9, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Health and Human Services.

5. The participant further agrees by submitting this proposal that it will include the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The participant also agrees to include the “Certification Regarding Environmental Tobacco Smoke” in all subawards which contain provisions for the children’s services and that all subgrantees shall certify accordingly.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. '9, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant, may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R.'9, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Health and Human Services may pursue available remedies, including suspension and/or debarment.
9. The participant agrees to provide a drug-free workplace by:
 - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the participant’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The participant’s policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees of drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee that will be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will abide by the terms of

the statement and notify the participant in writing of a conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Participants of convicted employees must provide notice, including position title and identification number(s) of each affected grant, to the Kansas Governor's Grants Program;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.



Office of the Governor

Sam Brownback, Governor

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER TIER COVERED TRANSACTIONS AND DRUG-FREE WORKPLACE

Applicants should review the instructions for certification before completing this form. By signing this form the prospective lower tier participant is demonstrating compliance with the certification requirements of 34 C.F.R. ‘85, “Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants).” This certification shall be treated as a material representation of fact upon which reliance will be placed by the Kansas Governor’s Grants Program and the Federal Department of Health and Human Services.

The prospective lower tier participant certifies, by submission of this proposal, that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the participant is certifying that it will make a good faith effort to maintain a drug-free workplace.

If the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization



Office of the Governor

Sam Brownback, Governor

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, requires that smoking not be permitted in any portion of any indoor facility routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by the Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity. By signing and submitting this application the subgrantee certifies that it will comply with the requirements of this Act.

Signature

Date

Name and Title of Authorized Certifying Official

Name of Organization

Address of Organization

GRANT PORTAL INSTRUCTIONS

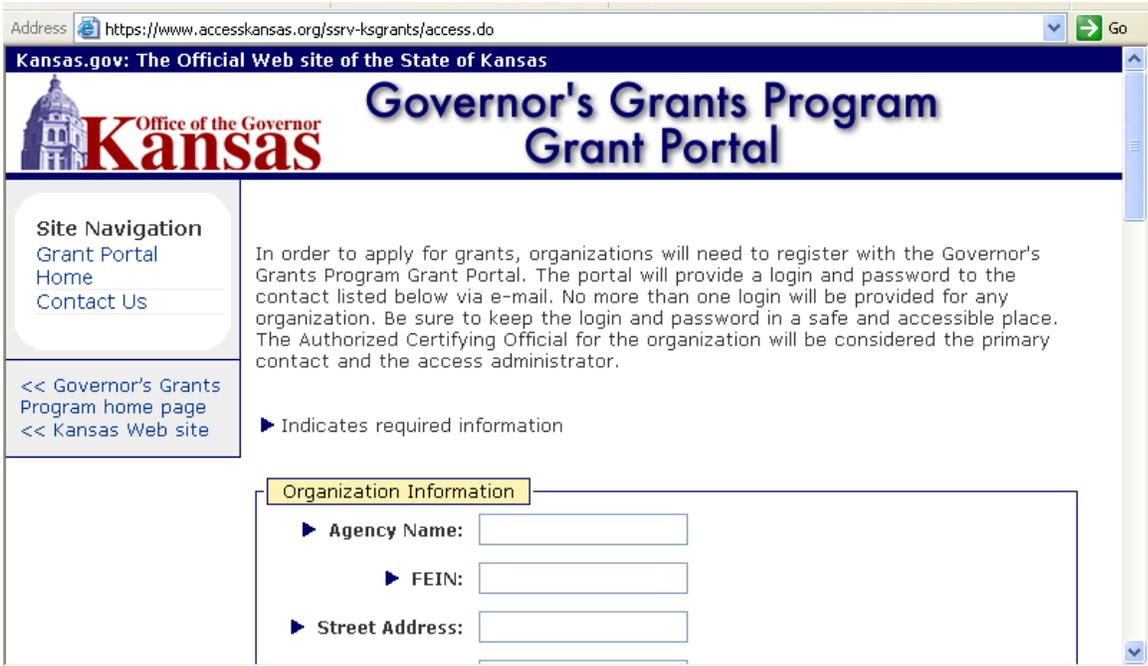
This document contains detailed steps to submit a grant application on the web-based Grant Portal for the Governor’s Grants Program at <https://www.kansas.gov/grants/index.do>. **BE SURE TO READ THE ENTIRE GRANT APPLICATION BEFORE ATTEMPTING TO APPLY ONLINE.**

If you have any questions about navigating the Grant Portal website or how to fill in any of the information, please contact the Governor’s Grants Program office at 785-291-3205 and ask for Kim Gerety or Lori Jensen. For technical questions, please contact the Kansas.gov Help Center, open Monday through Friday from 8:00 am to 5:00 pm, at helpcenter@ink.org or 800-452-6727.

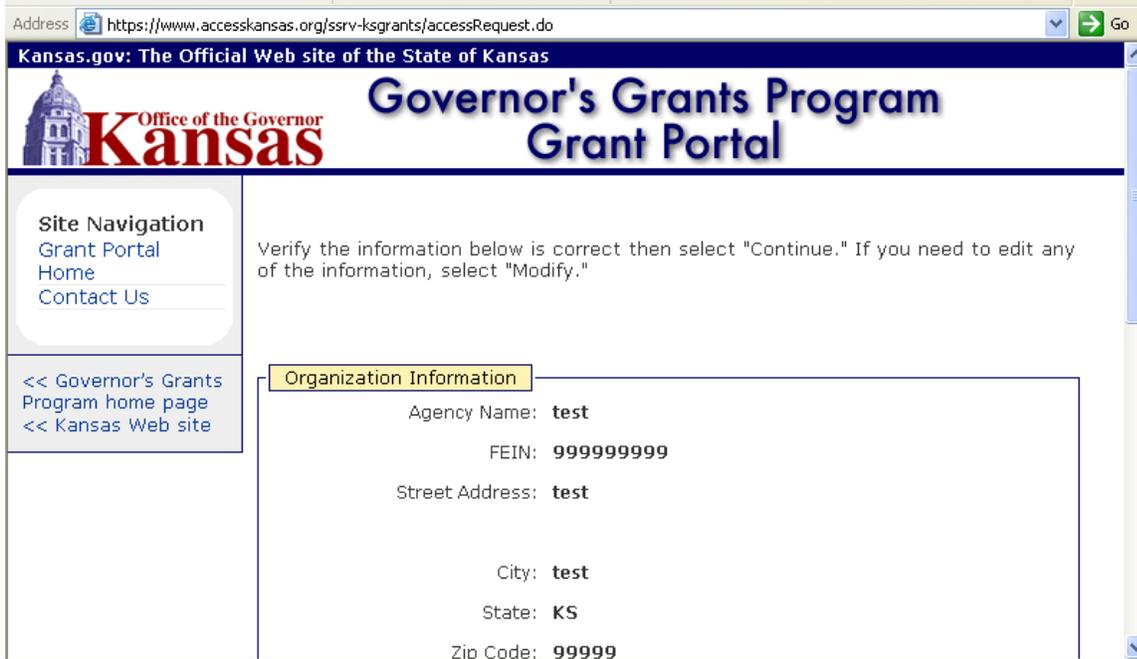
ACCESS REQUEST

Applications can NOT be submitted if the agency has not first requested access. This process could take up to three business days to receive your login ID and password, so please plan accordingly. If, however, the agency has previously completed an Access Request, then the agency will proceed to the section of instructions below titled “Submitting the Application.”

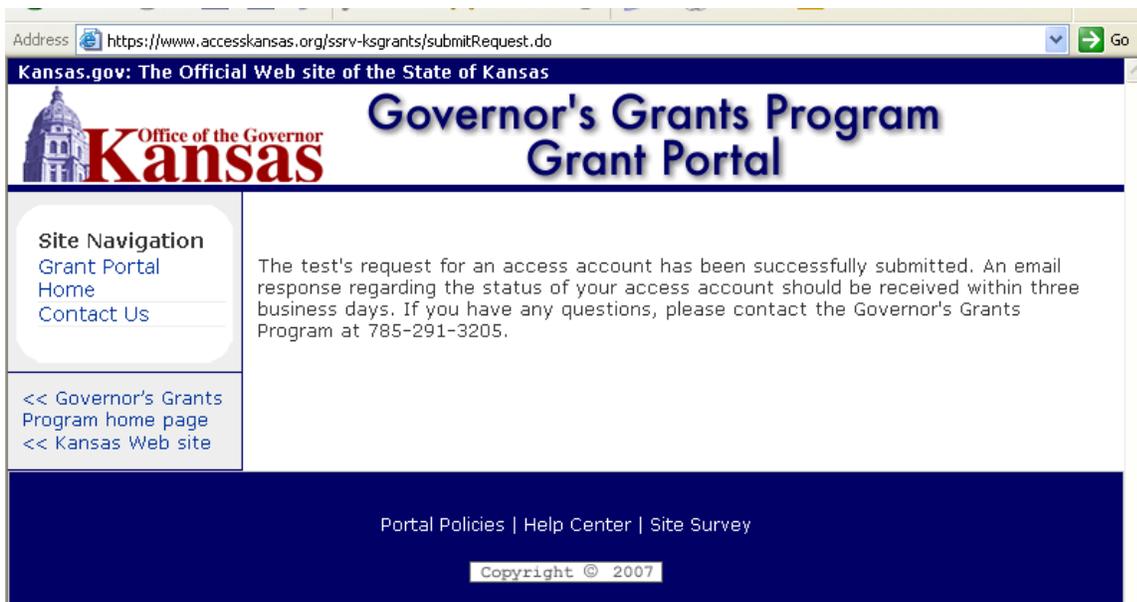
There is only one login ID accepted per agency. PLEASE CONTACT LORI JENSEN AT 785-291-3205 PRIOR TO REQUESTING ACCESS, TO ENSURE THERE IS NO DUPLICATION. To complete an Access Request to submit to the Governor’s Grants Program, go to <https://www.kansas.gov/grants/access.do>.



Fill in the information requested in the appropriate fields and click on “Submit.”



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.



If the information is complete, you will receive a confirmation message indicating the submission was successful. You will receive an email response within three business days. The email response is an automated message sent from the Help Center and contains a temporary password for login.

ACCESSING THE GRANT PORTAL

When the Access Request is approved by the Governor's Grants Program, an email is sent from the Help Center to the applicant's email address provided. The approval includes a temporary password to be used to access the Grant Portal. Below is the Grant Portal home page. It is located at <https://www.kansas.gov/grants/index.do>.

The screenshot shows the top of a web browser window with the address bar displaying "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the title "Governor's Grants Program Grant Portal". On the left side, there is a login section with fields for "E-mail address:" and "Password:", a "Log in" button, and a "forgot password" link. Below this is a "Site Navigation" menu with links for "Grant Portal", "Home", and "Contact Us". At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site". The main content area features a heading "Introduction" followed by "Governor's Grants Program" and the slogan "*Creating S.A.F.E. Communities*". A paragraph describes the program's mission to enhance the criminal justice system and support public safety. A link "Learn more about the Governor's Grants Program." is provided at the bottom of the main content area.

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.' If you are a first-time user, the password will be the temporary password provided in the Help Center access approval email message.

The screenshot shows a user's personalized Grant Portal home page. The top navigation bar is dark blue with the text "My Grant Portal - Welcome Jill Stewart". Below this, a welcome message states: "Welcome to the Governor's Grants Program web based portal. In a continuing effort to improve services, this user account offers access to grant management. From this home page, the user can access the message center to view and create correspondence with the Governor's Grants Program, prepare and submit grant applications, and manage reporting requirements." Below the message is a "Message Center" section with tabs for "Messages", "Search", "Current", and "Archived". Underneath, a "Message Inbox" box displays a message: "You have 0 new messages." On the left side, there is a "My Account" menu with links for "Home", "Change E-mail", "Change Password", and "Log Out". Below that is the same "Site Navigation" menu as seen in the previous screenshot. At the bottom left, there are links for "<< Governor's Grants Program home page" and "<< Kansas Web site".

The user's Grant Portal home page is displayed. If you are a first-time user, it is recommended that before proceeding any further, the user change the temporary password provided to one

created for the agency. Existing users also can change their password at any time. To do this, click on the 'Change Password' link on the left side of the page.

The screenshot shows a web browser window with the title "Kansas.gov: The Official Web site of the State of Kansas". The page header includes the "Office of the Governor Kansas" logo and the "Governor's Grants Program Grant Portal" title. The main content area is titled "Change Password" and contains the following text: "Enter current password and then enter new password twice. Password is case sensitive. Password must be 8-10 characters and contain both upper and lower case characters [a-z A-Z], at least one number [0-9] and at least one symbol [! @ # \$ % ^ & * " ; < ; > = ? ^].". Below this text is a legend: "► Indicates required information". There are three input fields: "Current password:", "New password:", and "Retype new password:". Each field has a small right-pointing triangle icon to its left. Below the input fields are "Submit" and "Cancel" buttons. On the left side of the page, there is a navigation menu with sections: "My Account" (Home, Change E-mail, Change Password, Log Out), "Site Navigation" (Grant Portal Home, Contact Us), and a footer with links: "<< Governor's Grants Program home page" and "<< Kansas Web site".

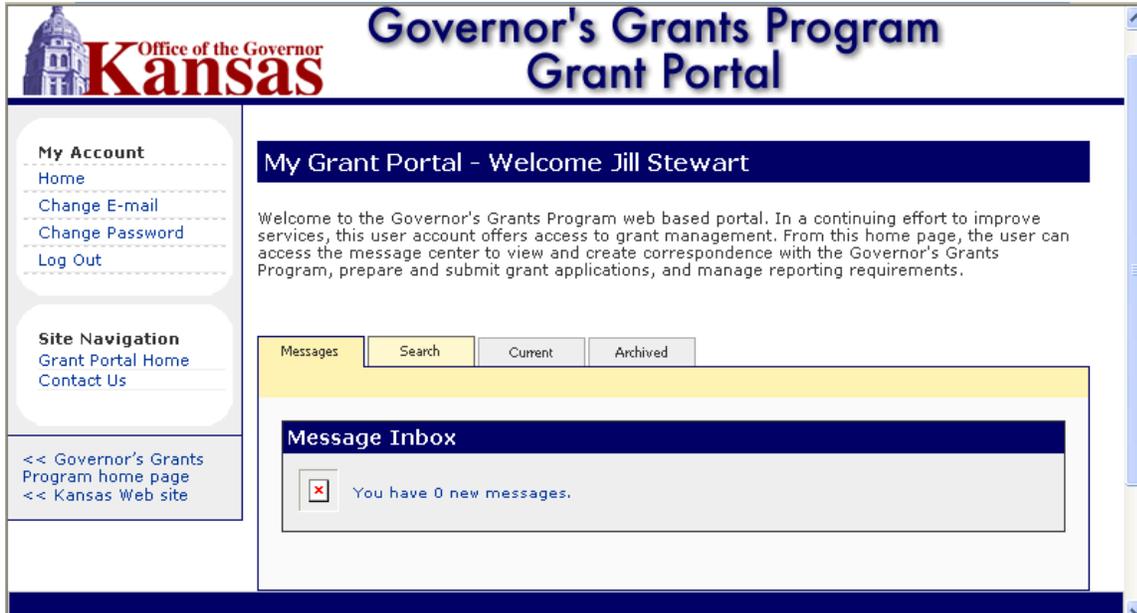
The user is now on the Change Password screen. The user must provide the information requested; be sure the new password meets the criteria stated at the top of the screen. Click on 'Submit.'

The screenshot shows the same web browser window as the previous one, but the main content area now displays a confirmation message: "✔ Congratulations! You have successfully updated your password." The navigation menu on the left side of the page remains the same as in the previous screenshot.

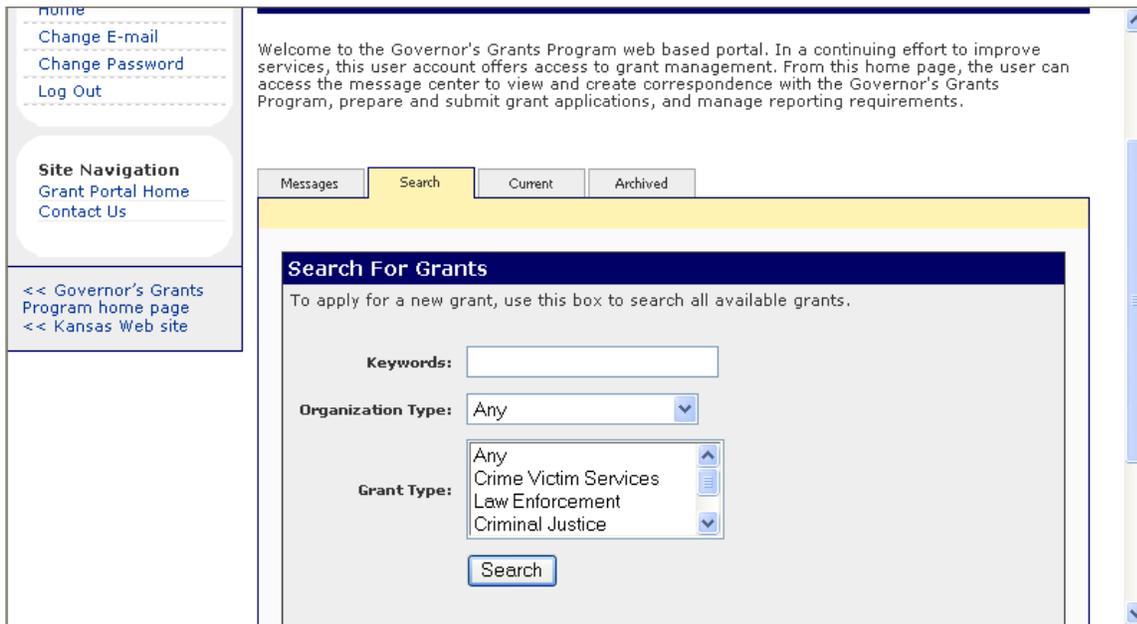
If the information is complete, you will receive a confirmation message indicating the submission was successful. Click on the 'Home' link on the left side of the page.

SUBMITTING THE APPLICATION

Log in to the Grant Portal following the instructions above titled “Accessing the Grant Portal.”



To begin a new application, go to the 'Search' tab in the middle of the screen.



Enter criteria into the fields provided to narrow the search, or leave all the fields blank to conduct a wide search. For a keyword, the user will want to select a word or phrase from the description of the grant to be applied for. Click on 'Search.'

[Grant Portal Home](#)
[Contact Us](#)

[<< Governor's Grants Program home page](#)
[<< Kansas Web site](#)

Search Results

{ 1 results found}

Name	Applications Close	Projects Start Date	Projects End Date	Description	Action
Sample Grant	03/14/2008	07/01/2008	06/30/2009	Sample grant application.	Full Guideline Text Apply

Keywords:

Organization Type:

Grant Type:

- Any
- Crime Victim Services
- Law Enforcement
- Criminal Justice

Search results will appear. If the user does not see the grant name that an application is to be prepared for, a new search can be conducted from this screen. If the user does see the grant name than an application is to be prepared for, click on 'Full Guideline Text' to open an electronic copy of the Grant Application Packet. The electronic copy may be printed and/or saved to the user's desktop. To begin an application on the Grant Portal, click on 'Apply.'

NOTE: Once the user has clicked on 'Apply' to begin an application, the application will appear in the user's 'Current' screen. The user will be able to work on the application as their time allows and will not need to conduct a Search again to locate the application.

[Kansas.gov: The Official Web site of the State of Kansas](#)

Office of the Governor

Governor's Grants Program Grant Portal

My Account

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Application

Introduction
General Info.
Budget
Attachments
Submit

Introduction

Use the tabs above to navigate through the application process.

To apply for the Sample Grant grant online complete the following three simple steps and then submit:

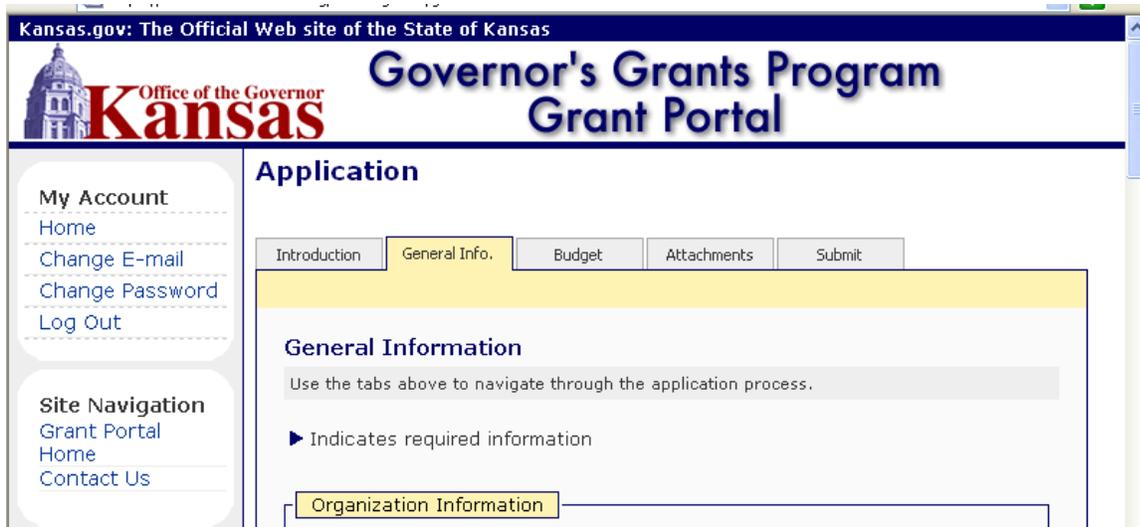
1. General Information
2. Budget
3. Attachments

IMPORTANT: Start with any section, but complete ALL sections before submitting the grant application.

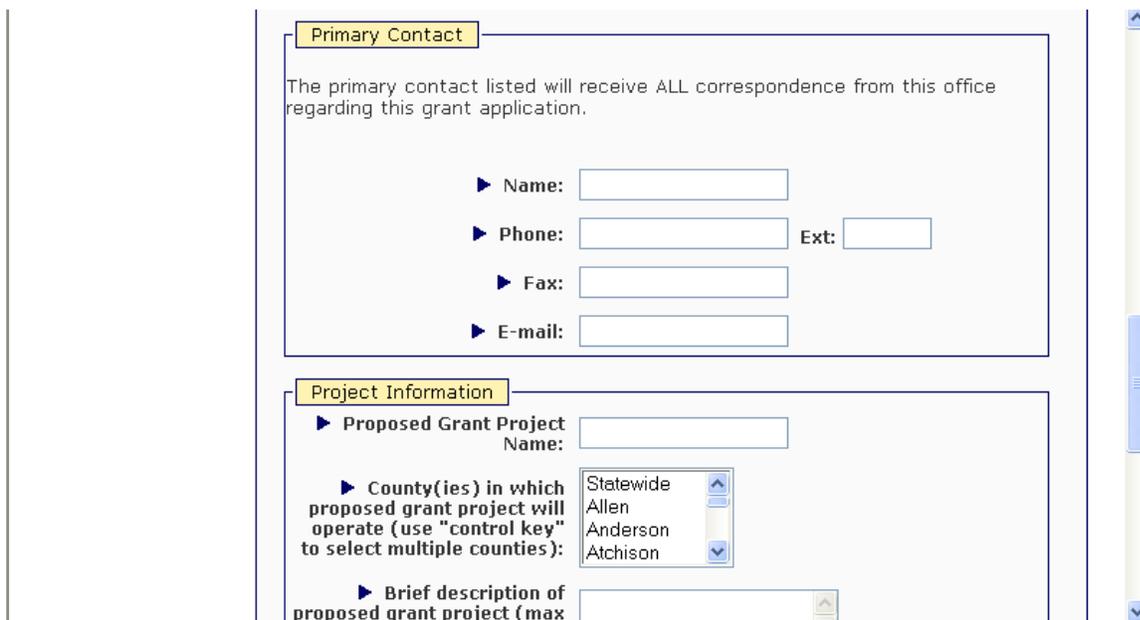
There are five tabs across the top of the page. The user will start on the 'Introduction' tab. As stated in the introduction, three sections must be completed before the application can be submitted: the General Information, Budget and Attachments.

General Information

Click on the 'General Info.' tab in the middle of the screen.



The user is now on the General Information page and will see Organization Information, Authorized Certifying Official, Contact Information and Project Information. Some of the information is filled in for you. Scroll down the page, reviewing the information until you reach the Primary Contact box, where you will begin entering data.



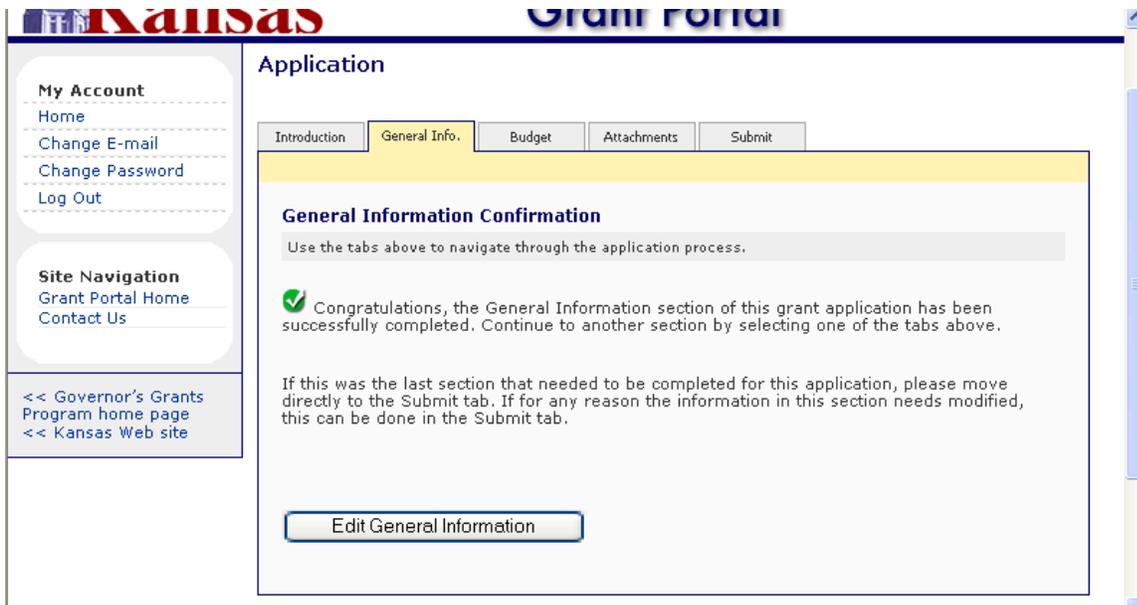
When all the data is entered, click on ‘Submit.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a General Information Verification screen.

The screenshot shows the 'Application' section of the 'Governor's Grants Program Grant Portal'. At the top, there is a navigation bar with 'Kansas.gov: The Official Web site of the State of Kansas' and the 'Office of the Governor Kansas' logo. The main heading is 'Governor's Grants Program Grant Portal'. On the left, there are two menu sections: 'My Account' with links for Home, Change E-mail, Change Password, and Log Out; and 'Site Navigation' with links for Grant Portal, Home, and Contact Us. The main content area has a tabbed interface with 'General Info.' selected. Below the tabs, there is a yellow header for 'General Information Verification'. The text below reads: 'Use the tabs above to navigate through the application process.' and 'Verify the information below is correct then select "Continue." Select "Modify" to edit any of the information.' A yellow box highlights the 'Applicant Identification' section.

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information.

This screenshot shows the 'Project Information' section of the application. At the top, there is contact information: Fax: 555-555-5555 and E-mail: sample@email.org. The 'Project Information' section contains the following details: Proposed Grant Project Name: Sample Project; County(ies) in which proposed grant project will operate: Statewide; and Description of proposed grant project: Sample project for demonstration. Below this information, there is a prompt: 'If awarded, these funds will: Create a new grant project or service activity.' At the bottom of the section, there are two buttons: 'Continue' and 'Modify'.

If the data appears to be correct, click on ‘Continue’ and the General Information section is completed.

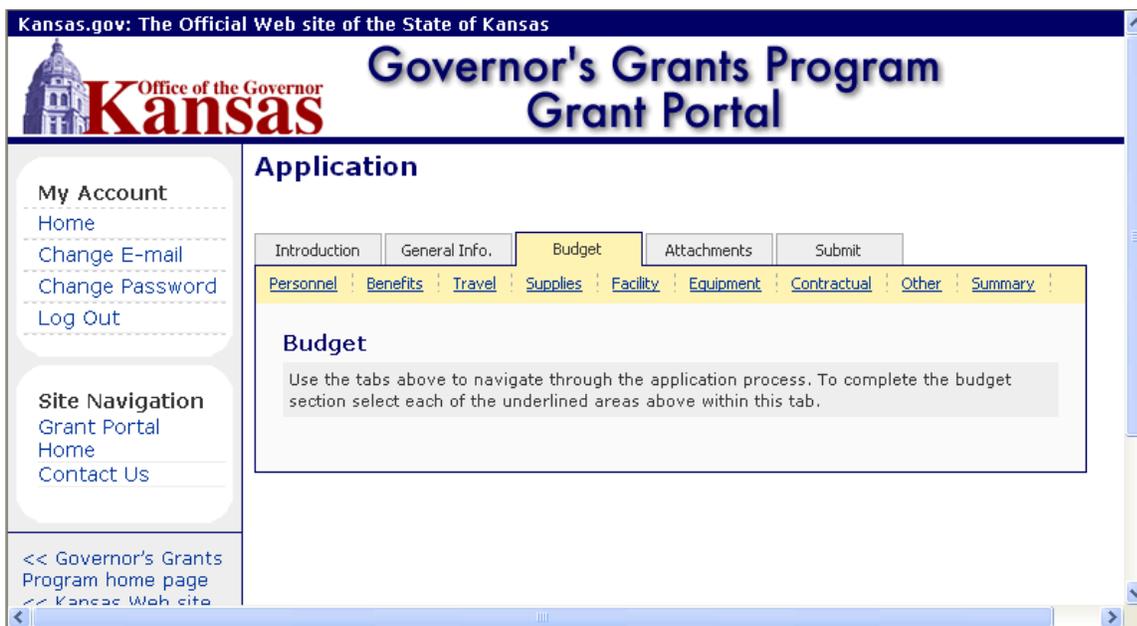


A General Information Confirmation screen will appear. The user will be able to make further edits if necessary.

Budget

To continue with the application, click on the 'Budget' tab in the middle of the screen.

NOTE: All budget line item requests must be rounded off to the nearest whole dollar.

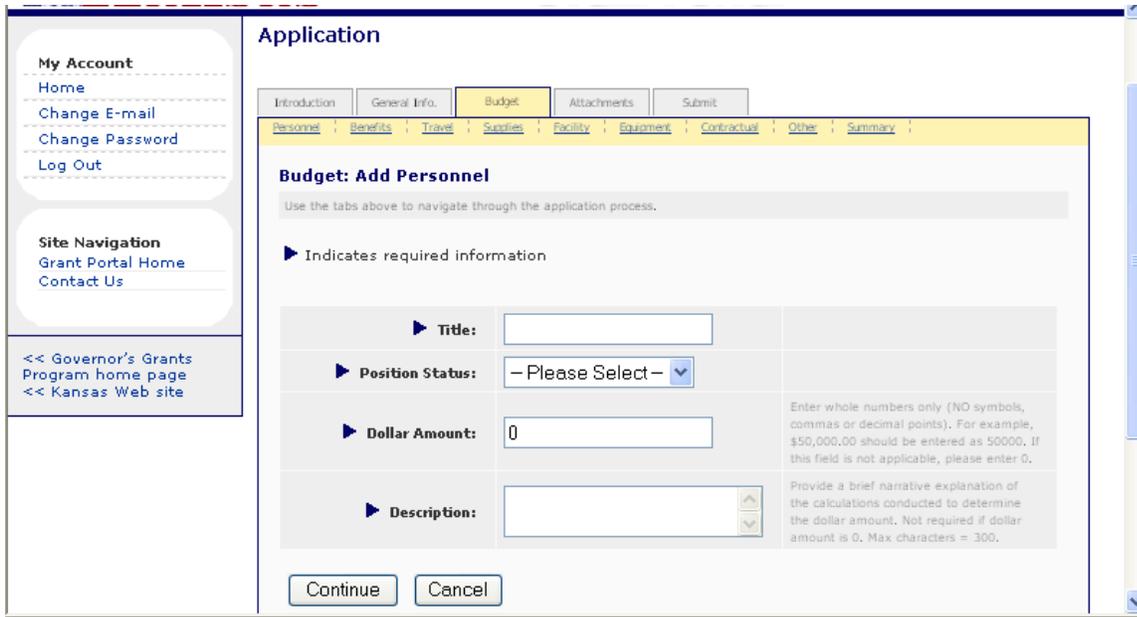


The user is brought to the Budget screen that displays each of the budget categories just below the 'Budget' tab. It is a requirement that a dollar amount is entered into each line item, even if it

is zero. Therefore, it is recommended that the user work from left to right, starting with Personnel, viewing each budget category. Refer to the Grant Application Packet to determine what budget categories are allowable for each grant program. Click on the Personnel link.



In the Budget: Personnel screen, the user must determine if any funds are to be requested for salaries or wages in the grant application. If no Personnel funds are to be requested, the user should proceed to the 'Benefits' screen. If Personnel funds are to be requested, click on 'Add Personnel.'



Complete the fields that appear on the screen as appropriate for the proposed grant project.

NOTE: *If* the grant program has a match requirement, the user also will see a Match Amount box for each budget line item to enter a value.

For the ‘Description,’ a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. When complete, click on ‘Continue.’ If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Personnel Verification screen.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel Verification

Use the tabs above to navigate through the application process.

► Indicates required information

Title:	Sample Manager
Position Status:	New
Dollar Amount:	\$18,720
Description:	Part-time position to provide project coordination. \$18/hour x 1,040 hours/year x 100% of time on project = \$18,720

Review the data for accuracy and if anything must be changed, click on ‘Modify’ to edit information. If the data appears to be correct, click on ‘Continue’ and the new Personnel line item appears.

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | Benefits | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Personnel

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Title	Position Status	Dollar Amount	Action
Sample Manager	New	\$18,720	Modify Delete

Add Personnel

Personnel Total:

\$18,720

The user may now edit the new Personnel line item by clicking on either ‘Modify’ or ‘Delete’ under the Action column at the right side of the screen, may add another position title by clicking on ‘Add Personnel’ and repeating the steps outlined above, or may proceed to the next budget category by clicking on the Benefits link below the ‘Budget’ tab.

Change E-mail
Change Password
Log Out

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<< Kansas Web site

Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA		Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

Benefits Total:

\$0

In the Budget: Fringe Benefits screen, the user must determine if any funds are to be requested for fringe benefit expenses in the grant application. Because there are standard line items provided in the Benefits budget category, the user must specify a dollar amount even if it is zero before the category is considered complete. Click on the ‘Modify’ link for each line item, beginning with FICA.

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Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Add Fringe Benefits

Use the tabs above to navigate through the application process.

▶ Indicates required information

▶ Type:	FICA	
▶ Dollar Amount:	<input type="text"/>	Enter whole numbers only (NO symbols, commas or decimal points). For example, \$50,000.00 should be entered as 50000. If this field is not applicable, please enter 0.
▶ Description:	<input type="text"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

Continue Cancel

Complete the fields that appear on the screen as appropriate for the proposed grant project. For the 'Description,' a brief statement regarding the purpose of the line item and a computation for determining the amount of the request must be provided. However, if the budget request for this line item is zero, a 'Description' is not required. When complete, click on 'Continue.' If any data is not valid, an error message will appear at the top of the screen in red text. If the data is complete as required, the user will see a Fringe Benefits Verification screen.

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Application

Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits Verification

Use the tabs above to navigate through the application process.

▶ Indicates required information

Type:	FICA
Dollar Amount:	\$1,432
Description:	\$18,720 salaries x 7.65% rate for FICA taxes = \$1,432

Continue Modify

Review the data for accuracy and if anything must be changed, click on 'Modify' to edit information. If the data appears to be correct, click on 'Continue' and the completed FICA line item appears.

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Change Password
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Introduction | General Info. | **Budget** | Attachments | Submit

Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance		Modify
Health Insurance		Modify
Worker's Compensation		Modify
Retirement		Modify

Add Fringe Benefits

Benefits Total:
\$1,432

The user may now edit the FICA line item by clicking on 'Modify' under the Action column at the right side of the screen or proceed to the next line item by clicking on the Unemployment Insurance 'Modify' link.

Change Password
Log Out

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Personnel | **Benefits** | Travel | Supplies | Facility | Equipment | Contractual | Other | Summary

Budget: Fringe Benefits

Use the tabs above to navigate through the application process.

Any Incomplete areas must be modified to contain a dollar amount. If there is no dollar amount for an area enter \$0.

Type	Dollar Amount	Action
FICA	\$1,432	Modify
Unemployment Insurance	\$0	Modify
Health Insurance	\$0	Modify
Worker's Compensation	\$0	Modify
Retirement	\$0	Modify

Add Fringe Benefits

Benefits Total:
\$1,432

When each of the Fringe Benefits line items has been given a dollar value, the user may add additional fringe benefits by clicking on the 'Add Fringe Benefits' button or may continue to the next budget category Travel. Repeat the same process for the Travel, Supplies, Facility, Equipment, Contractual and Other budget categories. When all of the budget information is entered, click on the Summary link.

Budget: Summary

Use the tabs above to navigate through the application process.

The following areas of this section have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.

Status	Budget Area	Action	Dollar Amount
	Personnel	Modify	\$18,720
	Fringe Benefits	Modify	\$1,432
	Travel/Training	Modify	\$0
	Supplies/Communications	Modify	\$0
	Facility	Modify	\$0
	Equipment	Modify	\$0
	Contractual Services	Modify	\$0
	Other	Modify	\$0
Grand Total:			\$20,152

The user will see each budget category listed with a status indicator for complete or incomplete. If any budget category is incomplete, click the ‘Modify’ link to go directly to that budget screen for editing.

NOTE: *If* the grant program has a match requirement, there will be a message at the bottom of the Budget: Summary screen that states whether or not the budget meets the match requirement. The match requirement also must be met in order for the Budget section of the application to be considered complete.

Attachments

To continue with the application, click on the ‘Attachment’ tab in the middle of the screen. Each grant program has a certain number of Attachment requirements. Refer to the Grant Application Packet for specific instructions regarding the requirements, as some of the Attachments are required for all applying organizations and some may only be applicable to certain applying organizations. Attachments must be prepared and saved on the user’s desktop in a PDF, Word document or Excel spreadsheet format. File names must correspond to the attachment requirement, i.e. filename: [Project Narrative.doc](#).

Application

Introduction | General Info. | Budget | **Attachments** | Submit

Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

Form documents that applicant's are required to use are found under the heading "Files associated with this grant." Click on the 'Download' link to access the required form.

Application

Introduction | General Info. | Budget | **Attachments** | Submit

Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	required				Edit
Federal Certification	required				Edit
501(c)(3)					Edit

File Download

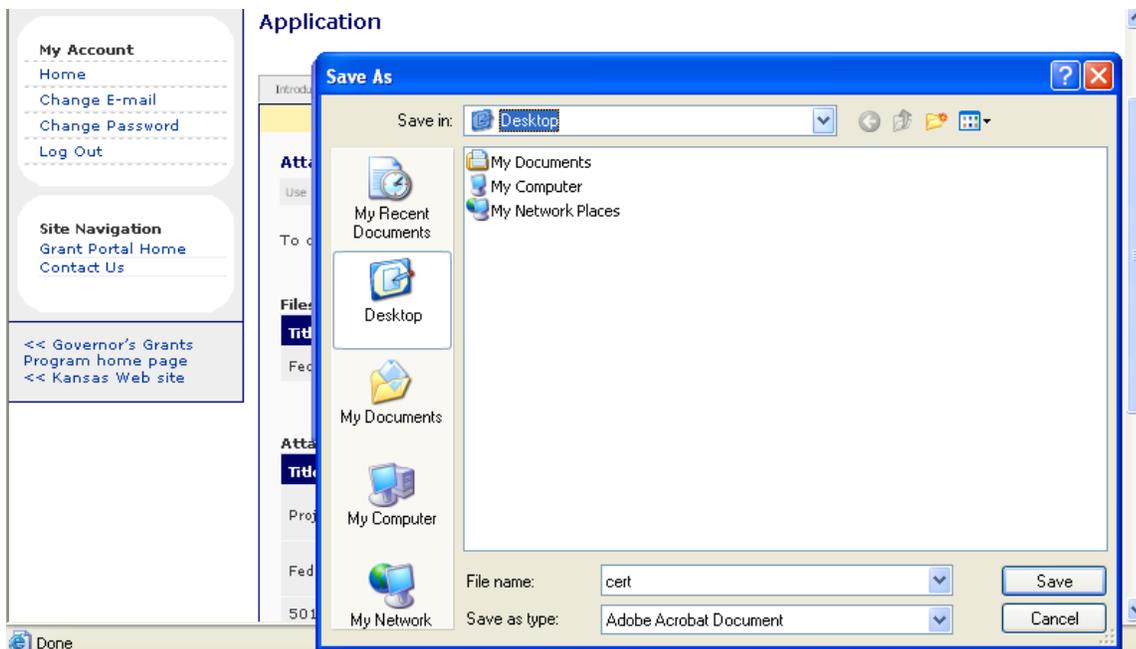
Do you want to open or save this file?

Name: cert.pdf
Type: Adobe Acrobat Document
From: demo.accesskansas.org

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The system displays the 'File Download' window that allows the user to open or save the file to be utilized. Click on 'Save.'



Locate the computer drive and folder on the user’s desktop that the document is to be saved in, give the document a filename and click ‘Save.’ On some computers, the user will see a ‘Download Complete’ verification screen. This screen may be closed. The document is now downloaded to the user’s desktop and the user is returned to the ‘Attachments’ page.

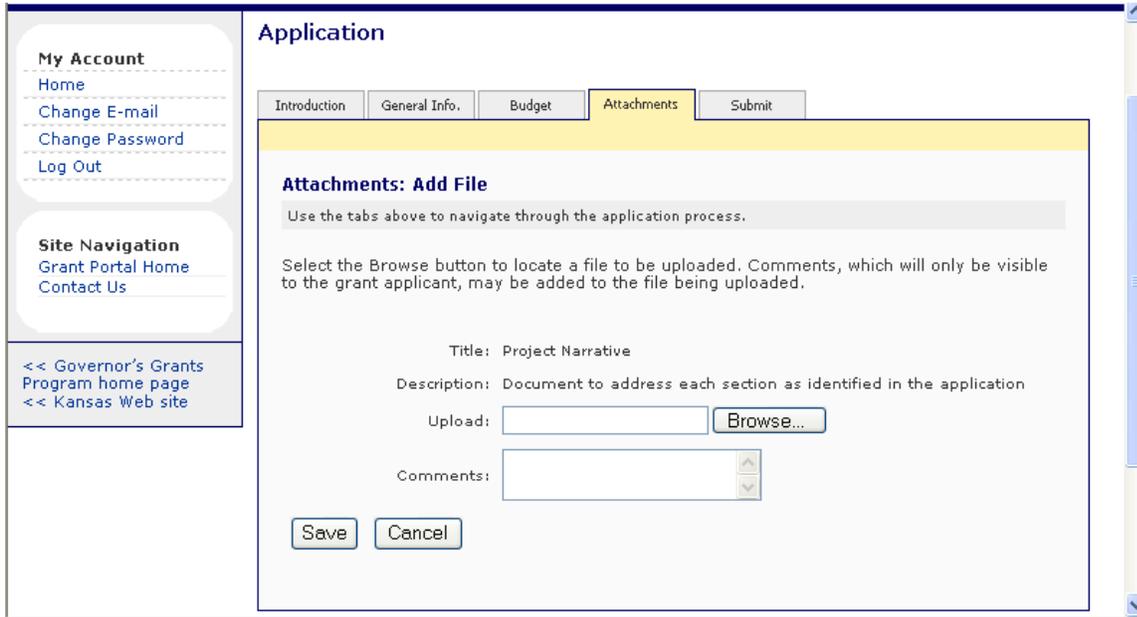


Under the heading “Attached Files,” the user will see a list of required attachments that are found in the Grant Application Packet.

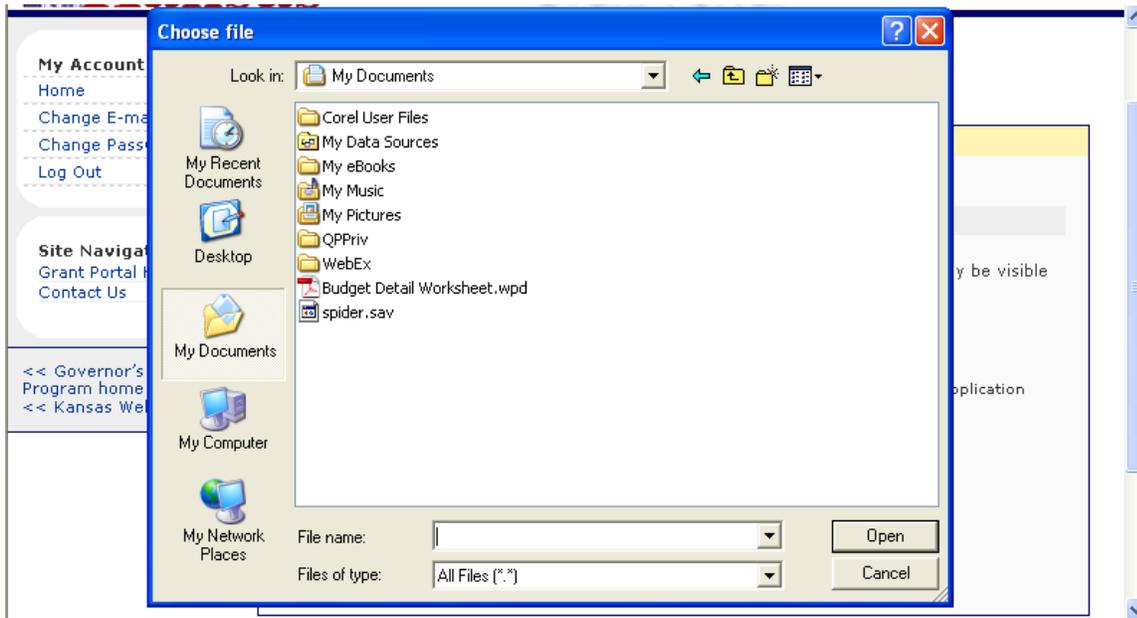
NOTE: The minimum number of attachments to be uploaded is indicated at the top of the screen. Some applying organizations may be required to upload more than the minimum number

of attachments. Refer to the Grant Application Packet instructions to determine how many attachments the user's organization must provide.

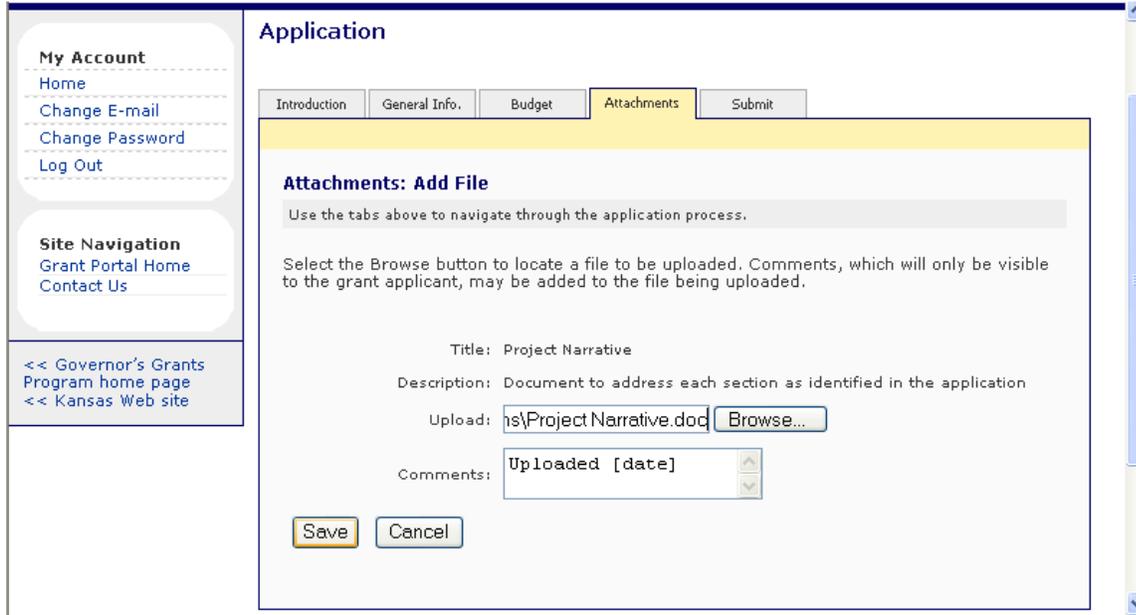
To upload a required attachment, click on the 'Edit' link next to the appropriate attachment title.



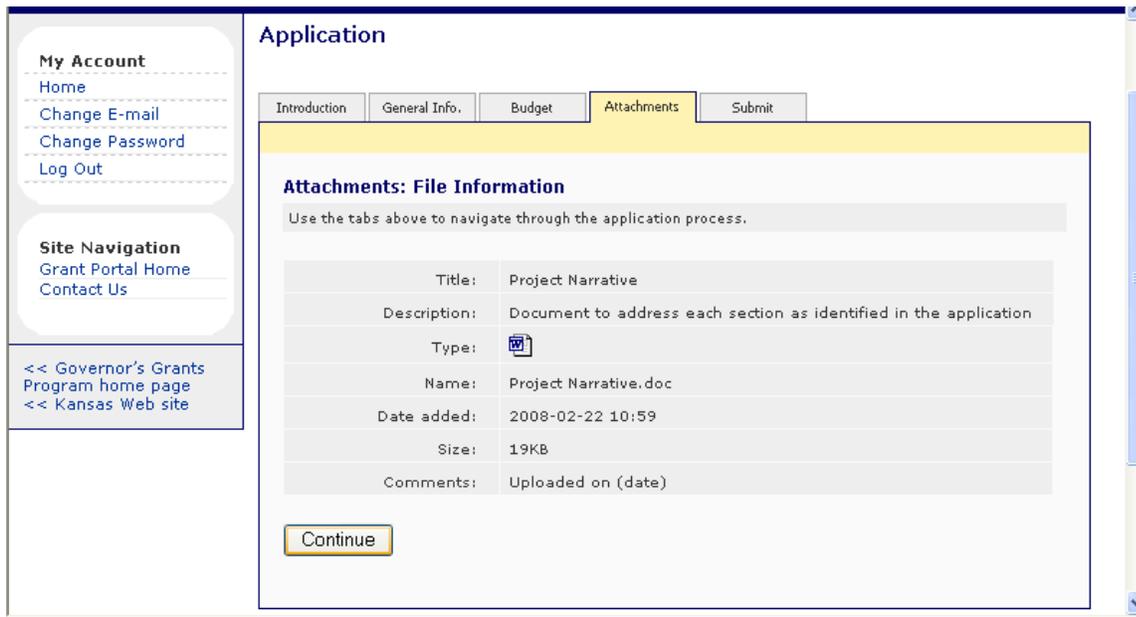
Click on the 'Browse' button to find the file that will be uploaded to the attachment requirement.



The system displays the 'Choose file' window that allows 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. The user may add a comment if preferred. Click on ‘Save’ at the bottom of the screen. (If the user clicks on ‘Cancel,’ 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 and the user is directed back to the Attachments page.

Log Out

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Attachments

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 2 files.

Files associated with this grant.

Title	Type	Name	Action
Federal Certifications		cert.pdf	Download

Attached Files

Title	Req.	Done	Type	Name	Action
Project Narrative	✗ required	✗ Done		Project Narrativ.doc	Delete View
Federal Certification	✗ required				Edit
501(c)(3)					Edit

As stated in the Grant Application Packet instructions, certain Attachment requirements are forms that are provided in the “Files associated with this grant” section. In the example above, the ‘Federal Certifications’ document has been downloaded to the user’s desktop. The user is responsible for preparing the document to be ready to upload. In this example, the document must be printed, signed by the appropriate individual, scanned and saved as a PDF document to the user’s desktop. To upload the prepared attachment, follow the same instructions provided above by clicking on ‘edit,’ selecting the file from the browse window and verifying the filename.

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Application

Introduction
General Info.
Budget
Attachments
Submit

Attachment Confirmation

Use the tabs above to navigate through the application process.

✔

The minimum number of attachments required for this grant application have been uploaded. More attachments may be added by selecting the link below. If there are not any additional attachments, continue to another section by selecting one of the tabs above.

If this was the last section that needed to be completed for this application, please move directly to the Submit tab. If for any reason the information in this section needs modified, this can be done in the Submit tab.

When the minimum number of Attachment requirements has been met, the user will see an Attachment Confirmation screen as above. From this screen, the user may either edit existing

attachments or add additional attachments by clicking on the ‘Add Attachment’ button, or may proceed with submitting the application.

Submit

To continue with the application process, click on the ‘Submit’ tab across the top of the screen.

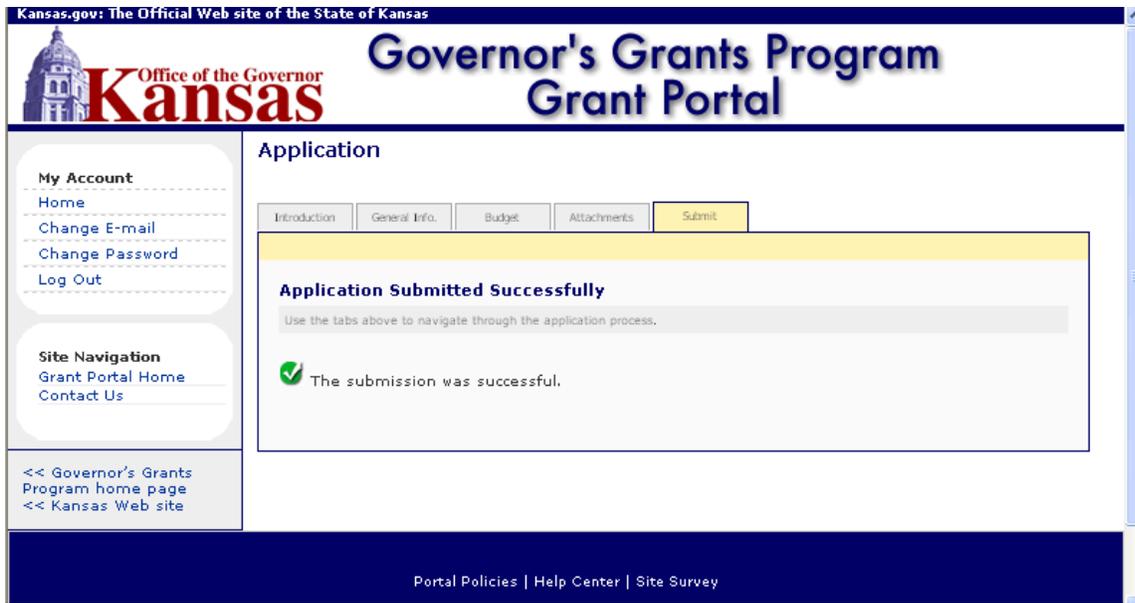
The screenshot shows a web application interface. On the left is a sidebar with 'My Account' (Home, Change E-mail, Change Password, Log Out) and 'Site Navigation' (Grant Portal Home, Contact Us). Below that are links for '<< Governor’s Grants Program home page' and '<< Kansas Web site'. The main content area is titled 'Application' and has tabs for 'Introduction', 'General Info.', 'Budget', 'Attachments', and 'Submit' (which is highlighted). Below the tabs is a yellow banner with the heading 'Submit Application for Review'. A message states: 'Use the tabs above to navigate through the application process. The following sections of this application have been successfully completed. To submit the application for review each section must be completed. A completed section is indicated by a icon. An incomplete section is indicated by a icon.' Below this is a table:

Status	Application Section	Action
	General Information	Modify
	Budget	Modify
	Attachments	Modify

Below the table, a red message reads: 'After the application has been successfully submitted, the information can no longer be edited, but can be viewed.' At the bottom of the main content area is a 'Submit Application' button.

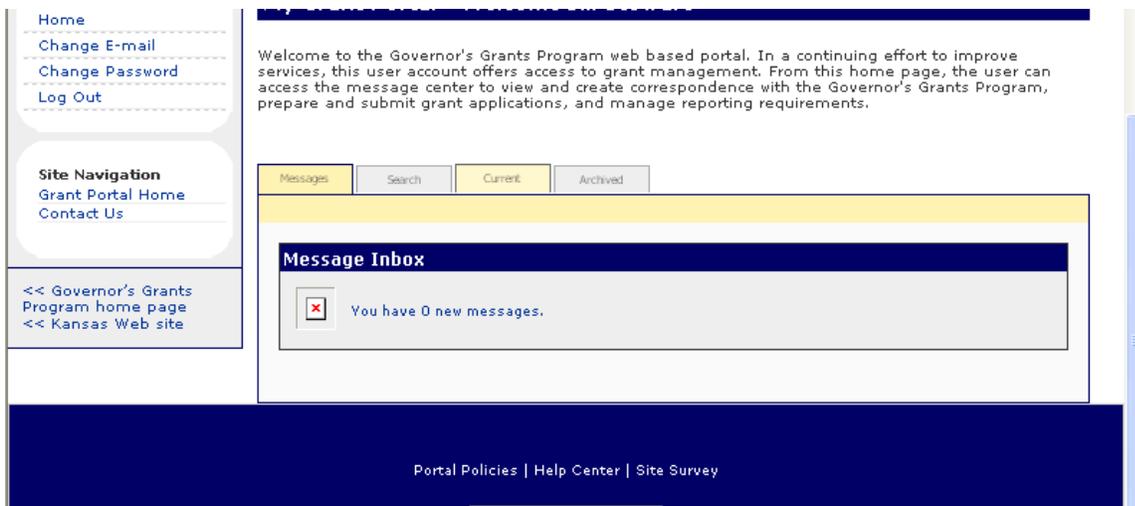
The user will see each application section listed with a status indicator for complete or incomplete. If any application section is incomplete, click the ‘Modify’ link to go directly to that section for editing. If all sections are complete, click on the ‘Submit Application’ button at the bottom of the screen.

NOTE: After submitting the application, it is locked to the user for any edits and may only be viewed.

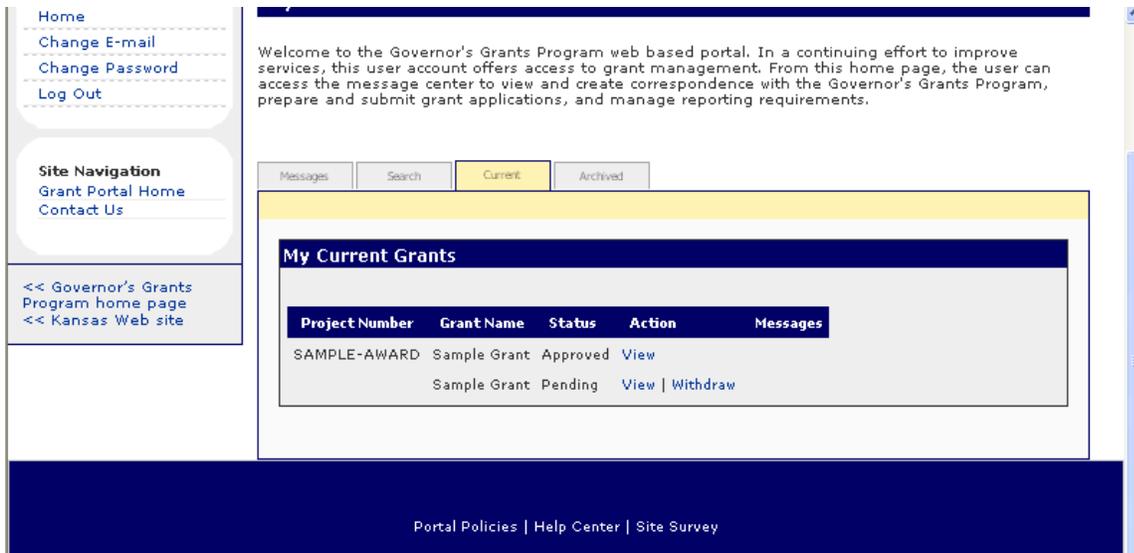


The system displays a message confirming that the revision was successfully submitted. The user is done with the grant application and may log out of the Grant Portal.

To view the new status of the grant application just submitted, click on the 'Home' link on the left side of the screen.



Click on the 'Current' tab across the center of the screen.



In this view, the grant application just submitted is the second line with a “Pending” status. The application may be viewed or withdrawn if the organization chooses to not have the application considered.

To exit the Grant Portal, click the ‘Log Out’ link on the left side of the screen.