



# **KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL**

## **FEDERAL EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM (JAG)**

**FISCAL YEAR 2023**

### **REPORTING REQUIREMENTS**

**KANSAS GOVERNOR'S GRANTS PROGRAM  
785-291-3205 or [kggp@ks.gov](mailto:kggp@ks.gov)**

## PROCEDURES TO OPEN GRANT AWARD

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

### Grant Assurances

The signed Grant Assurances must be received by the KGGP **no later than November 23**. Please note the Grant Project Number assigned to the grant project and any special conditions that may be included. The signature of the Authorized Certifying Official is required.

### Budget Section (Grant Portal)

If the grant award is different from the original request, the budget section of the Grant Portal must be revised and submitted after the signed Grant Assurances are submitted, but **no later than November 30**. See Appendix A for instructions to submit a revised budget in the Grant Portal.

### Five Most Highly Compensated Officers (Grant Portal)

Submit this report via the Grant Portal, after the signed Grant Assurances are submitted, but **no later than November 30**. See Appendix C for instructions to submit the Five Most Highly Compensated Officers report (Off-line Report) in the Grant Portal.

### Revised Grant Project Objectives (Grant Portal)

If the grant award is different from the original request and if the Subgrantee deems it is necessary, the grant project objectives also may be revised in accordance with the level of funding received and uploaded as an attachment in the Grant Portal.

## GRANT REPORTING INFORMATION

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

### Grant Portal Access

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

### Late/Incomplete Reports

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

### Subgrantee and Staff Changes (form attached)

The Subgrantee shall save one copy of the attached "Agency Staff and Title Change Form" Excel document and shall update the document as needed. To report KGGP grant-funded staff and title changes, the updated "Agency Staff and Title Change Form" Excel document **must be emailed** to [kggp@ks.gov](mailto:kggp@ks.gov) within 10 days of the change. The sample entry shows how to document staff changes, updated titles, and funding sources. Each blocked section is to be used for **one** Position Title only, even if the position title, staff, or funding changes per the sample attached. **The Agency Name and Date of Latest Update fields must be completed.**

If additional rows need to be added within the blocked section, highlight the first row of the blocked section, select copy, and then select Insert. To add a blocked section, highlight the entire blocked section, copy, and paste it at the bottom of the form.

The KGGP must be notified in writing within 10 days of the change if the Subgrantee has changes in the primary contact, mail/email address, or phone/fax numbers. The Subgrantee shall make the applicable updates to the General Information page of the Grant Portal, upload a letter of explanation as an Attachment, and click on Submit Revision.

### **Reporting No Activity/Expenses**

In any reporting period where no expenses were incurred or no activity took place, the required reports must still be filed. If no expenses were incurred, report a zero for the period. If no activity took place or no services were provided, report zero statistics and state why no activity took place for the period (see the “Failure to Commence Grant Project” Grant Assurance to ensure full compliance with requirements).

### **Period-End Obligations**

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

### **Extensions**

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

## **GRANT REPORTING FORMS**

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

### **Financial Status Report (Grant Portal)**

Submit this report via the Grant Portal within **15 calendar days** after the end of each month. Reported “Period Expenditures” must reflect actual Subgrantee cash outlays only; any accrued expenses may be reflected in the report as “Obligations.” All reported amounts for each budget category subtotal must be rounded off to the nearest whole dollar. See Appendix B for instructions to submit a Financial Status Report (On-line Report) in the Grant Portal.

### **Program Income/Expenditure Report (Grant Portal)**

Submit this report via the Grant Portal within **15 calendar days** after the end of each calendar quarter. See Appendix C for instructions to submit a Program Income/ Expenditure Report (Off-line Report) in the Grant Portal.

### **Grant Project Narrative Report (Grant Portal)**

Submit this report via the Grant Portal no later than **October 15**. See Appendix C for instructions to submit a Grant Project Narrative Report (Off-line Report) in the Grant Portal.

### **Grant Project Performance Report (BJA Performance Tools Website)**

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

### **Projection of Final Expenditures (Grant Portal)**

Submit this report via the Grant Portal **no later than July 15**. This report is a projection of the Subgrantee's expenditures for the final three months of the grant project period. See Appendix C for instructions to submit the Projection of Final Expenditures (Off-line Report) in the Grant Portal.

### **Equipment Inventory Form (form attached)**

This report is due 30 days after the date of payment and must be submitted by email to [kggp@ks.gov](mailto:kggp@ks.gov).

## **GRANT PAYMENTS**

### **Payment Process**

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

### **Reimbursements**

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

### **Advance Funds**

Subgrantees may request an advance if there is an unexpected or extreme need for grant funds prior to the next scheduled payment. Any advances that are approved must be liquidated by the Subgrantee

within 10 days of the payment date. To request an advance, a letter must be emailed to [kggp@ks.gov](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;
5. The Subgrantee's reserve amount and why the reserve cannot be used temporarily; and
6. What efforts the Subgrantee is making to build up a sufficient reserve.

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

### **Late Fees/Charges**

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

## **BUDGET REVISION REQUESTS**

Any modification to the Subgrantee's grant award budget must **first** be approved by the KGGP. The Subgrantee shall make every effort to submit budget revision requests prior to the effective date of the proposed changes. Retroactive budget revision requests will not be accepted after July 15, except in exceptional circumstances. Budget revision requests received after July 15 may be considered if the exceptional circumstances were unknown to the Subgrantee prior to and occurred after July 15 (e.g. staff changes, medical emergencies).

### **Revision Request (Grant Portal)**

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 via the Grant Portal to request a revision.

**Budget Justification** - Prepare a written justification as a Word or PDF document on agency letterhead with filename "[current date] Revision." 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. Upload the "[current date] Revision" document in the Attachments tab in the Grant Portal.

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

**Budget Section of the Grant Portal** - Revise and complete the budget section of the Grant Portal to reflect the proposed changes. After the budget section is revised and the justification letter is uploaded, go to the Submit tab and click on “Submit Revision.”

See Appendix A for instructions to submit a revised budget in the Grant Portal.

### **Approval/Denial (Grant Portal)**

KGGP staff will respond via the Grant Portal Message Center to the Subgrantee’s request within 15 business days. There is no limit to the number of budget revisions a Subgrantee can request. However, frequent or repeated requests may raise concerns regarding the Subgrantee’s budgeting practices.

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

## **EQUIPMENT AND CONTRACTS**

### **Equipment (form attached)**

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

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

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

### **Procurement of Contractual Services**

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

## **Disposal of Equipment**

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

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

## **COMPLIANCE REVIEWS**

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

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

## **Confidential Information**

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

## **AUDIT REQUIREMENT**

The KGGP requires Subgrantees to undergo a financial statement audit by an independent certified public accountant. A financial statement audit must be provided for any Subgrantee fiscal period in which grant funds are received and/or expended. A financial statement audit includes the performance of analytical procedures, includes the evaluation of evidence, and provides a positive assurance regarding the financial statements presented. **The KGGP does not accept compilations or reviews as substitution for a financial statement audit report.** Financial statement audit reports shall be completed within nine months from the end of the Subgrantee's fiscal year.

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



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

Nonprofit Subgrantees must provide the KGGP with a current financial statement audit report, including the Single Audit report if applicable, and the accompanying IRS Form 990, forwarded 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., **November 15**. Staff ensures the reports were timely, grant funds were expended in accordance with the approved budget, and any excess grant funds on hand were returned to the KGGP.

### **Project Income/Expenditure Report**

This report is completed quarterly, with the final Program Income/Expenditure Report due by 11:59 p.m., **October 15**. Staff ensures the reports were timely and the Subgrantee completed the reports in accordance with the instructions provided by the KGGP.

### **Grant Project Narrative Report**

This report is due by 11:59 p.m., **October 15**. Staff ensures the report was timely, the Subgrantee conducted its grant project in accordance with approved goals and objectives, and the Subgrantee completed the report in accordance with the instructions provided by the KGGP.

### **Grant Project Performance Report (PMT)**

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

### **Projection of Final Expenditures**

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

### **Equipment Inventory Form**

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



**Grant Project Compliance Review**

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

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

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

**FIVE MOST HIGHLY COMPENSATED OFFICERS**  
**Due November 30, 2022**

1. NAME OF SUBGRANTEE AND ADDRESS OF THE <u>PRIMARY PLACE OF PERFORMANCE</u> FOR GRANT PROJECT ( <u>must include Zip+4 data</u> )	2. GRANT PROJECT NUMBER
	3. SUBGRANTEE UNIQUE ENTITY IDENTIFIER <div style="border-bottom: 1px solid red; width: 150px; margin: 5px 0;"></div> (12 characters)
4. GRANT AWARD AMOUNT	5. PHONE NUMBER
6. CONGRESSIONAL DISTRICT(S) SERVED	

7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

8. In the Subgrantee's preceding fiscal year, did the Subgrantee receive
- (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **AND**
- (ii) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards)?

Yes

No

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

Yes

No

10. IF the answer to question number 8 is "Yes" AND the answer to question number 9 is "No," 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:

**KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL  
KANSAS GOVERNOR'S GRANTS PROGRAM**

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

**PROGRAM INCOME/EXPENDITURE REPORT**

Due 15 Days After the End of Each Calendar Quarter by 11:59 PM

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

**PROGRAM INCOME DEFINED:** Any and all income that is generated by the Subgrantee as a direct result of a JAG-funded grant project. Program income earned by the Subgrantee must be used to benefit the grant project, be expended on costs that would be allowable under federal grant guidelines, and be expended before federal funds are requested as reimbursement.

**8. PROGRAM INCOME EARNED:**

a. Program Income Earned Beginning Balance (line 8(c) of previous quarter's report)	_____
b. Program Income Earned During Quarter	+ _____
c. Program Income Earned Ending Balance	= _____

**9. PROGRAM INCOME EXPENDED:**

a. Program Income Expended Beginning Balance (line 9(c) of previous quarter's report)	_____
b. Program Income Expended During Quarter	+ _____
c. Program Income Expended Ending Balance	= _____

**10. PROGRAM INCOME UNEXPENDED:**

a. Program Income Earned Ending Balance (copy line 8(c) from above)	_____
b. Program Income Expended Ending Balance (copy line 9(c) from above)	- _____
c. Total Program Income Unexpended	= _____

Approved by the Kansas Governor's Grants Program:

Date:

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

**GRANT PROJECT NARRATIVE REPORT**  
**Due OCTOBER 15, 2023**

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

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. GRANT AMOUNT
	4. REPORTING PERIOD (MM/DD/YYYY) FROM: 10/1/2022 TO: 9/30/2023	
	5. PHONE NUMBER	6. DATE OF REPORT

7. NAME AND TITLE OF INDIVIDUAL COMPLETING REPORT

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

8. Describe how the goals and the objectives of the grant project were met.

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

10. Share any innovative programs and/or accomplishments as a result of this grant.

Approved by Kansas Governor's Grants Program:

Date:

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL  
KANSAS GOVERNOR'S GRANTS PROGRAM

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

## PROJECTION OF FINAL EXPENDITURES

DUE JULY 15, 2023

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

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

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

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

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

1. Grant Award Amount : \_\_\_\_\_

2. Expenditures Reported First **Three** Quarters: \_\_\_\_\_3. Projected **Fourth** Quarter Expenditures: + \_\_\_\_\_

4. Total Expenditures: = \_\_\_\_\_

5. Funds Remaining: (line 1 minus line 4) \_\_\_\_\_

Please provide the most accurate information possible. The Subgrantee will not be held to these figures if actual fourth quarter expenditures exceed projections, nor will the Subgrantee be penalized in subsequent years if projections reflect funds remaining at the completion of the grant project period. However, major discrepancies between projected and actual 4th quarter expenditures will raise concerns regarding the Subgrantee's grant management and budget practices. If the Subgrantee has submitted a budget revision request prior to the July 15th deadline, the pending revision request should be taken into consideration when completing this form.

Entered by the Kansas Governor's Grants Program:

Date:

**KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL  
KANSAS GOVERNOR'S GRANTS PROGRAM**

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

**EQUIPMENT INVENTORY FORM  
DUE WITHIN 30 DAYS OF PAYMENT DATE**

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

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

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

Name and Phone Number of Individual Completing Form: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_

Quantity Purchased: \_\_\_\_\_

Serial (or other identification) Number: \_\_\_\_\_

Source of the Equipment: \_\_\_\_\_

Identification of Who Holds the Title: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_ Paid Date: \_\_\_\_\_

Cost of the Equipment: \_\_\_\_\_ Cost Charged to Grant: \_\_\_\_\_

Percentage of Cost Paid for with Federal Grant Funds: \_\_\_\_\_

Location of Equipment: \_\_\_\_\_

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

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

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

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

## APPENDIX A

### CREATING A BUDGET REVISION REQUEST

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

The screenshot shows the 'Governor's Grants Program Grant Portal' on the Kansas.gov website. The header includes the state seal and the text 'Kansas.gov: The Official Web site of the State of Kansas'. The main content area is titled 'Introduction' and 'Governor's Grants Program' with the tagline '"Creating S.A.F.E. Communities"'. It describes the program's purpose: to enhance the criminal justice system, improve public safety, and support crime victim services. A 'Log in' button is present next to fields for 'E-mail address' and 'Password'. A 'forgot password' link is also available. On the left, a 'Site Navigation' menu lists 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'. A link to 'Learn more about the Governor's Grants Program.' is located at the bottom right 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.'

The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. The header is a dark blue bar with the text 'My Grant Portal - Welcome Jill Stewart'. Below the header, 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.' On the left, a 'My Account' menu lists 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below it is the same 'Site Navigation' menu as in the previous screenshot. At the bottom left, there are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'. The main content area features a 'Message Inbox' section with a 'Messages' tab and sub-tabs for 'Search', 'Current', and 'Archived'. The 'Current' tab is selected, and the message inbox shows 'You have 0 new messages.'

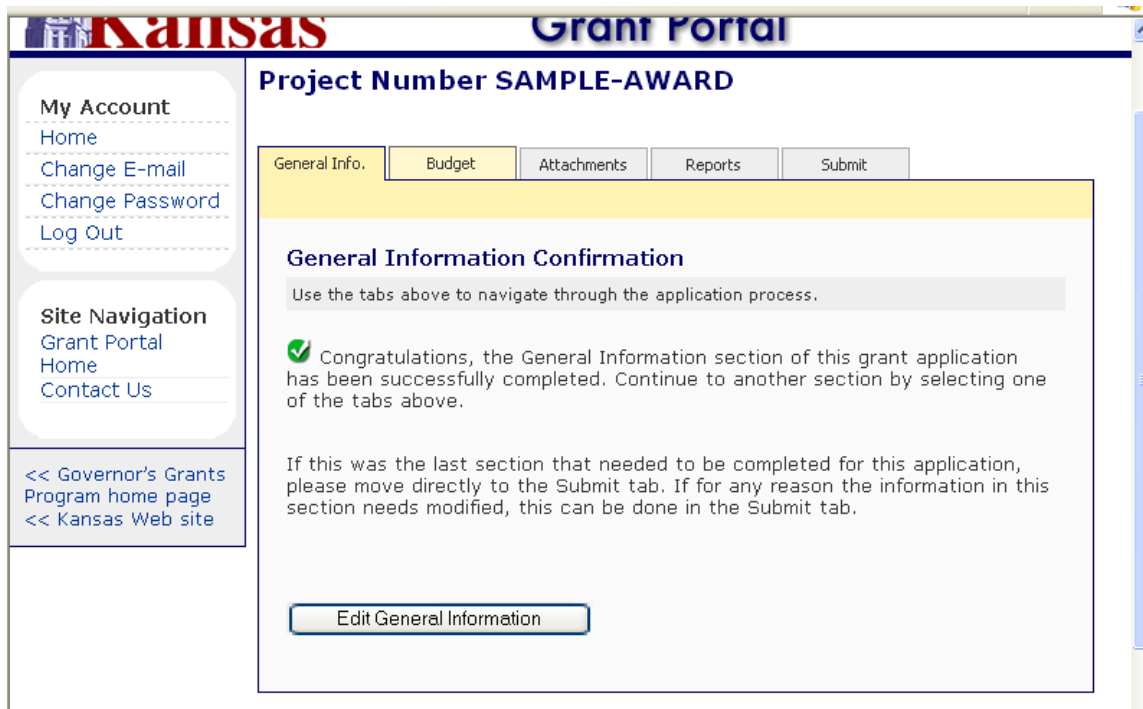
The user's Grant Portal home page is displayed. To access an approved grant award, click on the 'Current' tab in the middle of the screen.





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

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



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

**Office of the Governor Kansas Grant Portal**

**Project Number SAMPLE-AWARD**

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)

<< Governor's Grants Program home page  
 << Kansas Web site

General Info. **Budget** Attachments Reports Submit

Personnel Benefits Travel Supplies Facility Equipment Contractual Other Summary

**Budget**

Use the tabs above to navigate through the application process. To complete the budget section select each of the underlined areas above within this tab.

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

**Office of the Governor Kansas Grant Portal**

**Project Number SAMPLE-AWARD**

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)

<< Governor's Grants Program home page  
 << Kansas Web site

General Info. **Budget** Attachments Reports 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
Project Coordinator	Existing	\$35,000	<a href="#">Modify</a>   <a href="#">Delete</a>

**Personnel Total:**

\$35,000

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

[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Contact Us](#)

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

### Budget: Add Personnel

Use the tabs above to navigate through the application process.

► Indicates required information

► Title:	<input type="text" value="Project Coordinator"/>	
► Position Status:	<input type="text" value="Existing"/>	
► Dollar Amount:	<input type="text" value="32000"/>	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" value="\$32,000 annual salary x 100%"/>	Provide a brief narrative explanation of the calculations conducted to determine the dollar amount. Not required if dollar amount is 0. Max characters = 300.

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

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Contact Us](#)

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

### Project Number SAMPLE-AWARD

General Info.
Budget
Attachments
Reports
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:	Project Coordinator	
Position Status:	Existing	
Dollar Amount:	\$32,000	
Description:	\$32,000 annual salary x 100%	

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.

My Account
Home
Change E-mail
Change Password
Log Out

Site Navigation
Grant Portal Home
Contact Us

<< Governor's Grants Program home page
<< Kansas Web site

Project Number SAMPLE-AWARD

General Info.
Budget
Attachments
Reports
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
Project Coordinator	Existing	\$32,000	Modify   Delete

Add Personnel

Personnel Total:

\$32,000

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

Home
Change E-mail
Change Password
Log Out

Site Navigation
Grant Portal Home
Contact Us

<< Governor's Grants Program home page
<< Kansas Web site

General Info. Budget Attachments Reports Submit

Personnel
Benefits
Travel
Supplies
Facility
Equipment
Contractual
Other
Summary

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	\$32,000
	Fringe Benefits	Modify	\$9,061
	Travel/Training	Modify	\$2,820
	Supplies/Communications	Modify	\$4,100
	Facility	Modify	\$0
	Equipment	Modify	\$1,000
	Contractual Services	Modify	\$0
	Other	Modify	\$0
Grand Total:			\$48,981
Grant Award (exclusive of match):			\$48,981

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

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

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

The screenshot shows the 'Grant Portal' interface for 'Project Number SAMPLE-AWARD'. 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 these are links to the 'Governor's Grants Program home page' and 'Kansas Web site'. The main content area has tabs for 'General Info.', 'Budget', 'Attachments' (which is selected), 'Reports', and 'Submit'. The 'Attachment Confirmation' section contains a green checkmark icon and text stating that the minimum number of attachments required have been uploaded. It provides instructions on how to add more attachments or proceed to the 'Submit' tab. At the bottom of this section is an 'Add Attachment' button.

**Kansas Grant Portal**

**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports 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.

[Add Attachment](#)

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

**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports Submit

**Attachments**

Use the tabs above to navigate through the application process.

To complete this section of the grant application upload at least 0 files.

**Files associated with this grant.**

Title	Type	Name	Action
-------	------	------	--------

**Attached Files**

Title	Req.	Done	Type	Name	Action
-------	------	------	------	------	--------

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

**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports Submit

**Attachments: Add File**

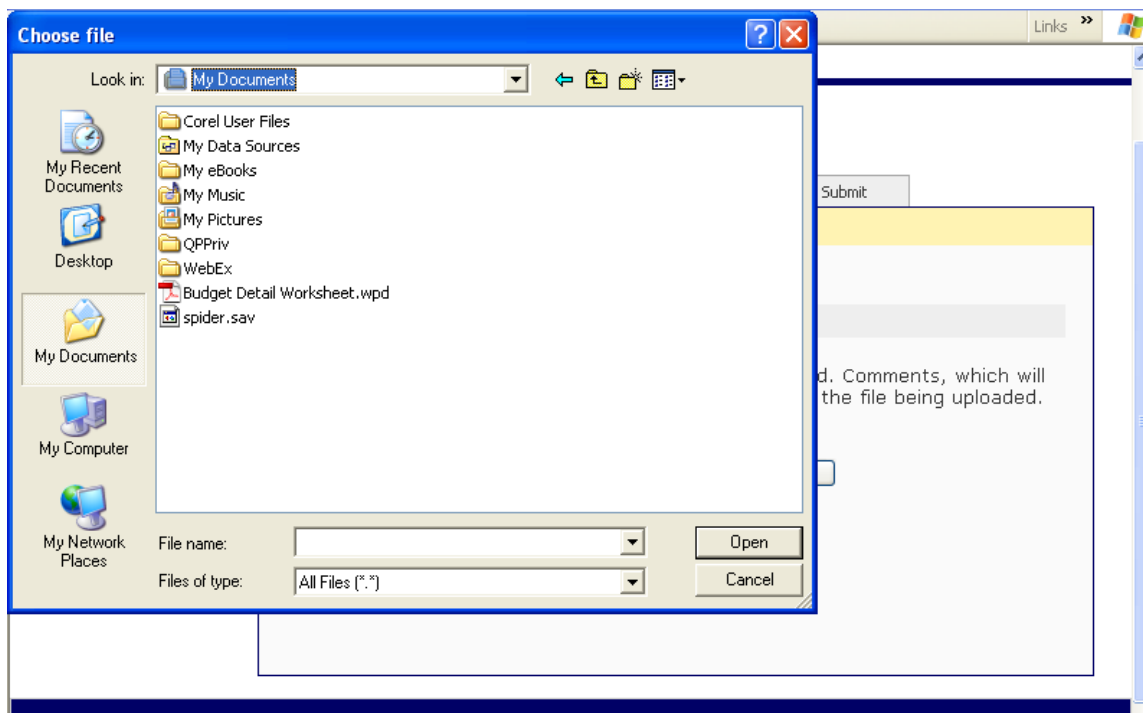
Use the tabs above to navigate through the application process.

Select the Browse button to locate a file to be uploaded. Comments, which will only be visible to the grant applicant, may be added to the file being uploaded.

Upload:

Comments:

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



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



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



**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports Submit

**Attachments: File Information**

Use the tabs above to navigate through the application process.

Type:	
Name:	Budget Revision [current date].doc
Date added:	2007-12-19 15:15
Size:	19KB
Comments:	

[Continue](#)

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.

**Project Number SAMPLE-AWARD**

General Info. Budget **Attachments** Reports 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.

[Add Attachment](#)

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

**Project Number SAMPLE-AWARD**

General Info. Budget Attachments Reports **Submit**

### Submit Application for Review

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.

Status	Application Section	Action
	General Information	<a href="#">Modify</a>
	Budget	<a href="#">Modify</a>
	Attachments	<a href="#">Modify</a>

**After the application has been successfully submitted, the information can no longer be edited, but can be viewed.**

[Submit Revision](#)

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

**Project Number SAMPLE-AWARD**

General Info. Budget Attachments Reports **Submit**

### Application Submitted Successfully

Use the tabs above to navigate through the application process.

The submission was successful.

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

## APPENDIX B

### SUBMITTING AN ONLINE FINANCIAL STATUS REPORT

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

The screenshot shows the 'Governor's Grants Program Grant Portal' on the 'Kansas.gov' website. The header includes the state logo and the text 'Office of the Governor Kansas'. The main content area is titled 'Introduction' and 'Governor's Grants Program' with the tagline '"Creating S.A.F.E. Communities"'. It describes the program's mission to fund organizations for public safety and crime prevention. On the left, there is a login section with fields for 'E-mail address' and 'Password', a 'Log in' button, and a 'forgot password' link. Below the login section is a 'Site Navigation' menu with links to 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'.

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

The screenshot shows the user's personalized 'My Grant Portal' page. The header says 'My Grant Portal - Welcome Jill Stewart'. 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 Inbox' section showing 'You have 0 new messages.' At the top of the message center are tabs for 'Messages', 'Search', 'Current', and 'Archived'. On the left, there is a 'My Account' menu with links to 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is the same 'Site Navigation' menu as the previous page. At the bottom left, there are links to the 'Governor's Grants Program home page' and the 'Kansas Web site'.

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

[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)

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

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.

[Messages](#)
[Search](#)
[Current](#)
[Archived](#)

### My Current Grants

Project Number	Grant Name	Status	Action	Messages
SAMPLE-AWARD	Sample Grant	Approved	<a href="#">Manage</a>   <a href="#">Withdraw</a>	

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

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

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)


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

## Project Number SAMPLE-AWARD

[General Info.](#)
[Budget](#)
[Attachments](#)
[Reports](#)
[Submit](#)

### General Information Confirmation

Use the tabs above to navigate through the application process.


 Congratulations, the General Information section of this grant application has been successfully completed. 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.

[Edit General Information](#)

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

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal](#)  
[Home](#)  
[Contact Us](#)

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

## Project Number SAMPLE-AWARD

General Info.
Budget
Attachments
**Reports**
Submit

### Reports: Select a Report

#### Online Reports

Report	Period	Due Date	Status	Date Submitted	Action
December FSR	December 1-31, 2007	01/30/2008			<a href="#">Complete</a>
Final Expenditures	Year	12/30/2008	Due		<a href="#">Complete</a>

#### Offline Reports

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

**Financial Status Report - Sample Grant December 1-31, 2007**

Budget Category	Approved Budget (Total Project)	Period Expend. (Federal Funds)	Period Expend. (Non-Federal Funds)	To Date Expend. (Federal Funds)	To Date Expend. (Non-Federal Match Funds)	Obligations (Total Project)	Funds Remaining (Total Project)
A. Personnel Expenditures	32000	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	32000
B. Fringe Benefit Expenditures	9061	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	9061
C. Travel/Training Expenditures	2820	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	2820
D. Supplies and Communications Expenditures	4100	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	4100
E. Facility Cost Expenditures	0	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	0
F. Equipment Expenditures	1000	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	1000
G. Contractual Services Expenditures	0	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	0
H. Other Expenditures	0	<input type="text"/>	<input type="text"/>	0	0	<input type="text"/>	0
I. Total Expenditures	48981	0	0	0	0	0	48981

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

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

Communications Expenditures	4100	375	125	375	125	0	3600
E. Facility Cost Expenditures	0	0	0	0	0	0	0
F. Equipment Expenditures	1000	750	250	750	250	0	0
G. Contractual Services Expenditures	0	0	0	0	0	0	0
H. Other Expenditures	0	0	0	0	0	0	0
I. Total Expenditures	48981	3900	1300	3900	1300	1725	42056

Notes (optional):

To Date Expenditures  
 Federal Funds: \$3,900 Victim Services  
 Non-Federal Match: \$1,300 Victim Services

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

**My Account**

[Home](#)

[Change E-mail](#)

[Change Password](#)

[Log Out](#)

**Site Navigation**

[Grant Portal Home](#)

[Contact Us](#)

<< Governor's Grants Program home page

<< Kansas Web site

**Project Number SAMPLE-AWARD**

General Info. Budget Attachments **Reports** Submit

**Reports: Select a Report**

**Online Reports**

Report	Period	Due Date	Status	Date Submitted	Action
December FSR	December 1-31, 2007	01/30/2008	Submitted	01/09/2008	<a href="#">View</a>
Final Expenditures	Year	12/30/2008	Due		<a href="#">Complete</a>

**Offline Reports**

Report	Period	Due Date	Status	Date Submitted	Action
--------	--------	----------	--------	----------------	--------

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

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



## APPENDIX C

### SUBMITTING AN OFF-LINE REPORT

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

The screenshot shows the 'Governor's Grants Program Grant Portal' website. At the top, it says 'Kansas.gov: The Official Web site of the State of Kansas'. Below this is 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 link for 'forgot password'. Below the login section is a 'Site Navigation' box with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'Introduction' and a subheading 'Governor's Grants Program'. Below this is a quote: *"Creating S.A.F.E. Communities"*. The main text describes the program's mission: 'The Governor's Grants Program administers funds to organizations that aim to enhance the criminal justice system, improve public safety, support crime victim services and drug and violence prevention programs. State and local units of government, non-profits, community and faith-based organizations throughout the state are eligible to apply for and receive grant funds. The Governor's Grants Program provides the staffing and day-to-day management of these grant programs.' At the bottom of the main content area, there is a link: 'Learn more about the Governor's Grants Program.'

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

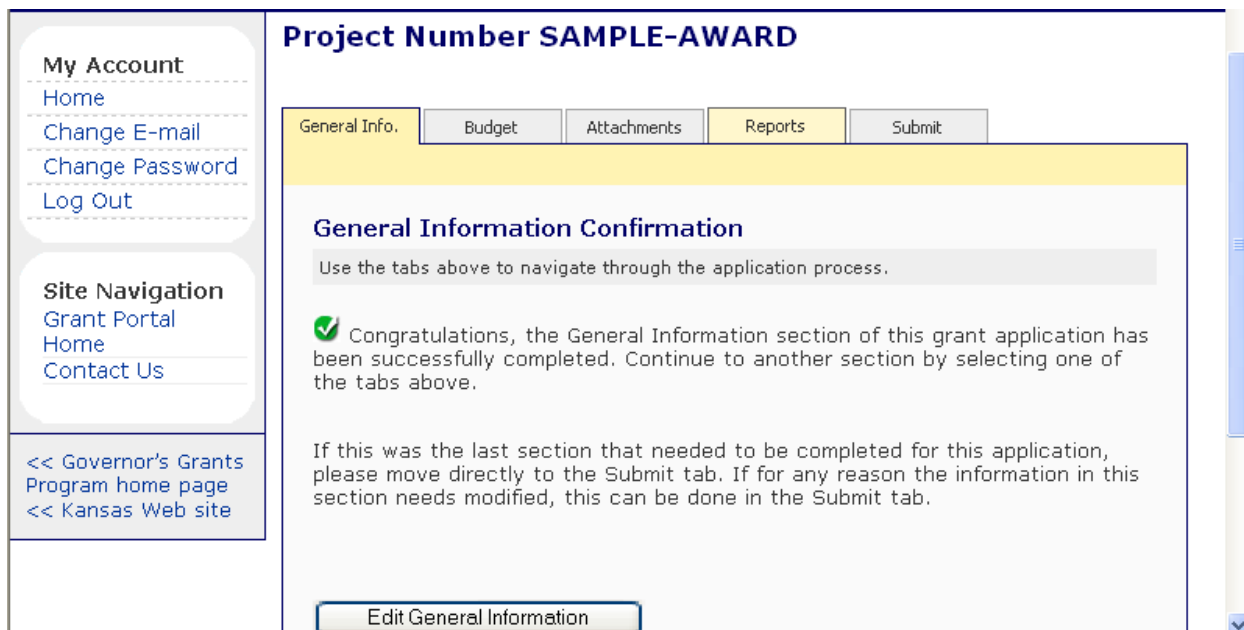
The screenshot shows the 'My Grant Portal - Welcome Jill Stewart' page. On the left side, there is a 'My Account' section with links for 'Home', 'Change E-mail', 'Change Password', and 'Log Out'. Below this is a 'Site Navigation' box with links for 'Grant Portal', 'Home', and 'Contact Us'. At the bottom left, there are links to '<< Governor's Grants Program home page' and '<< Kansas Web site'. The main content area on the right has a heading 'My Grant Portal - Welcome Jill Stewart'. Below this is a welcome message: '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 welcome message is a 'Messages' section with tabs for 'Messages', 'Search', 'Current', and 'Archived'. The 'Current' tab is selected. Below the tabs is a 'Message Inbox' section with a message: 'You have 0 new messages.'

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



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

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



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

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Application Portal](#)  
[Instructions](#)  
[Contact Us](#)

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

**Project Number SAMPLE-AWARD**

[General Info.](#)
[Budget](#)
[Attachments](#)
[Reports](#)
[Submit](#)

**Reports: Select a Report**  
**Online Reports**

Report	Period	Due Date	Status	Date Submitted	Action
December FSR	December 1-31, 2007	01/30/2008	Approved	02/26/2008	<a href="#">Revise</a>
January FSR	Jan. 1 - 31, 2008	02/29/2008	Submitted	02/26/2008	<a href="#">View</a>
Final Expenditures	Year	12/30/2008	Due		<a href="#">Complete</a>

**Offline Reports**

Report	Period	Due Date	Status	Date Submitted	Action
1st Qtr Narrative Report	October 1 - December 31, 2007	01/30/2008	Approved	01/09/2008	<a href="#">Upload/Download</a>
Sample Off-Line Report	June	07/31/2008			<a href="#">Upload/Download</a>

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

**My Account**  
[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Application Portal](#)  
[Instructions](#)  
[Contact Us](#)

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

**Project Number SAMPLE-AWARD**

[General Info.](#)
[Budget](#)
[Attachments](#)
[Reports](#)
[Submit](#)

**Reports: Download/Upload Offline Report Files**  
**Download Blank Report Files**  
[Sample Off-Line .xls](#)  
**Download Most Recently Uploaded Version of Reports**

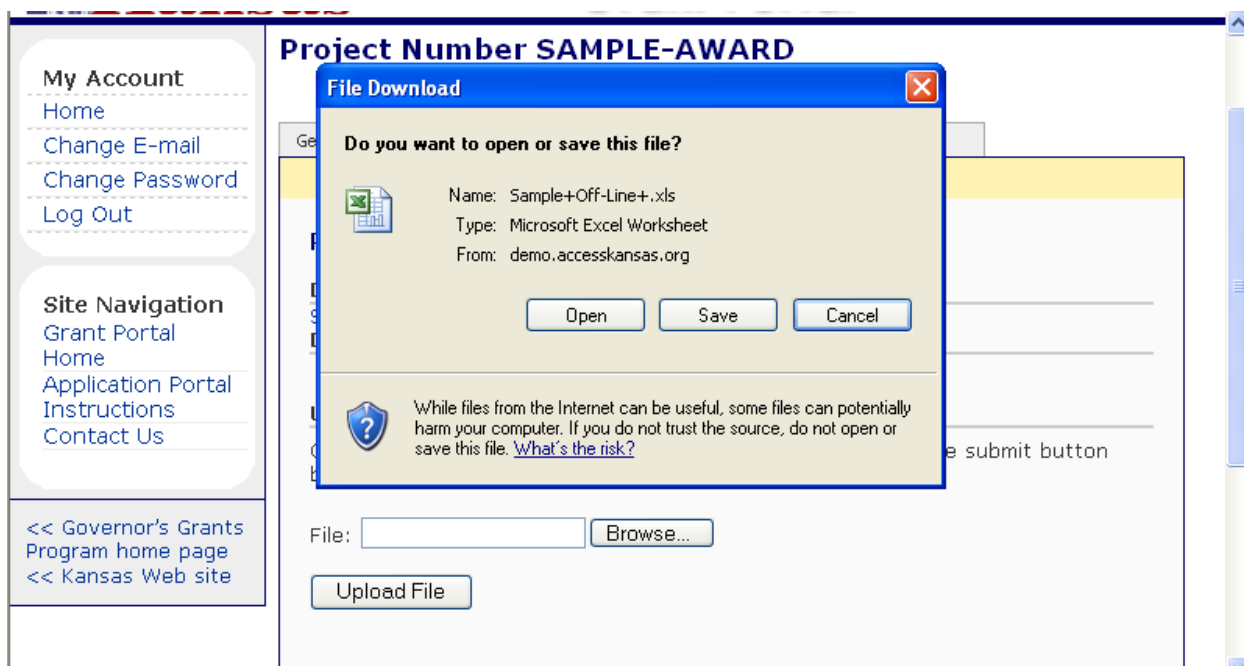
**Upload Offline Report Files**  
Once you have uploaded all the files for this report, select the submit button below.

File:  [Browse...](#)

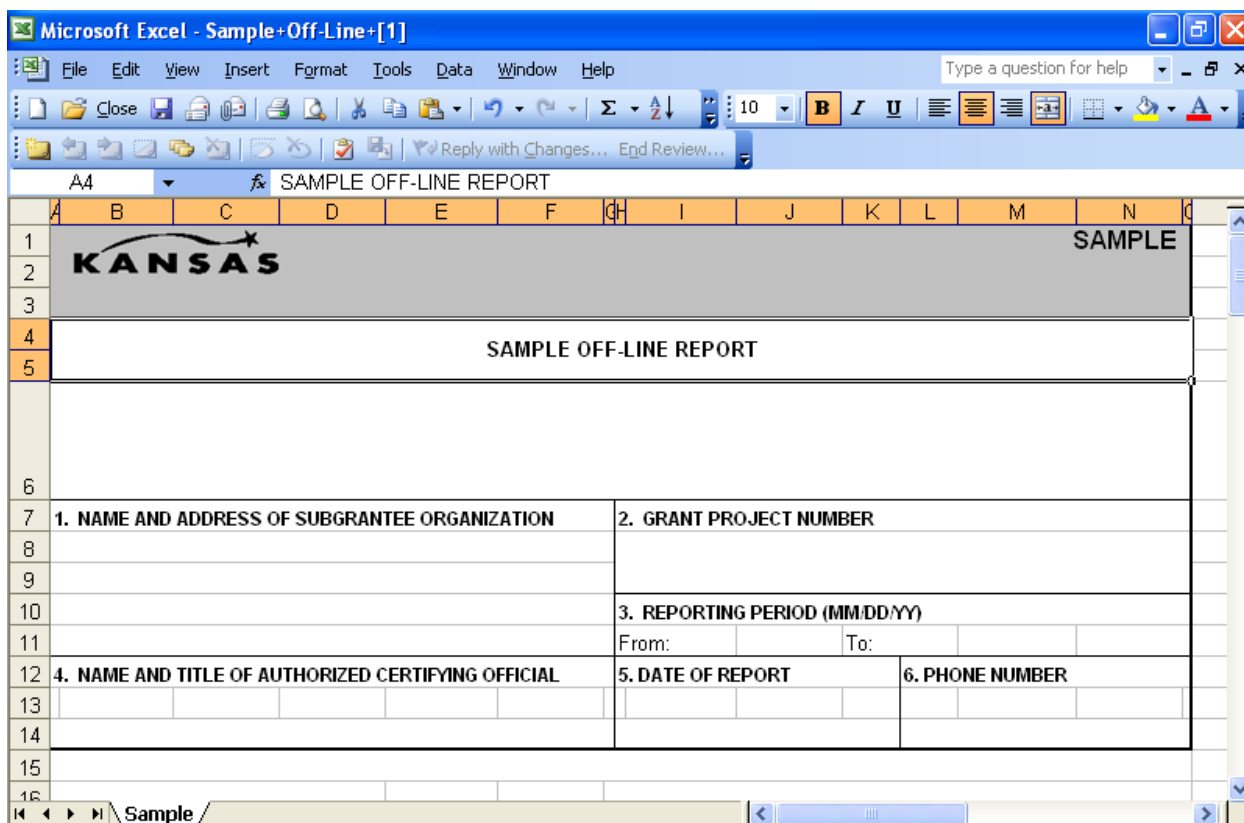
[Upload File](#)

[Submit Report](#)
[Exit Report](#)

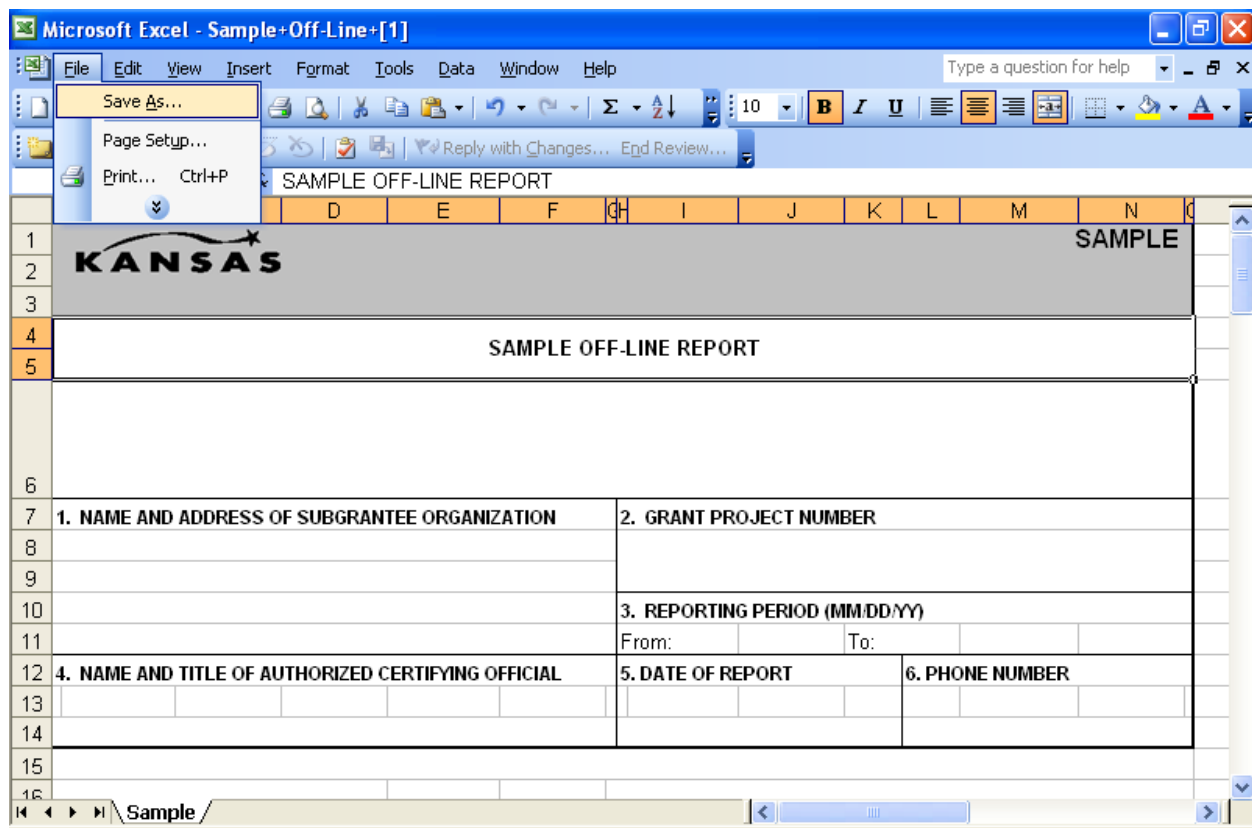
The next screen provides the user options to download or upload reports. The download option must be used first to access the report document and save it to the user's desktop. Click on the filename listed under the 'Download Blank Report Files' heading (for this example, the filename is "Sample Off-Line.xls").



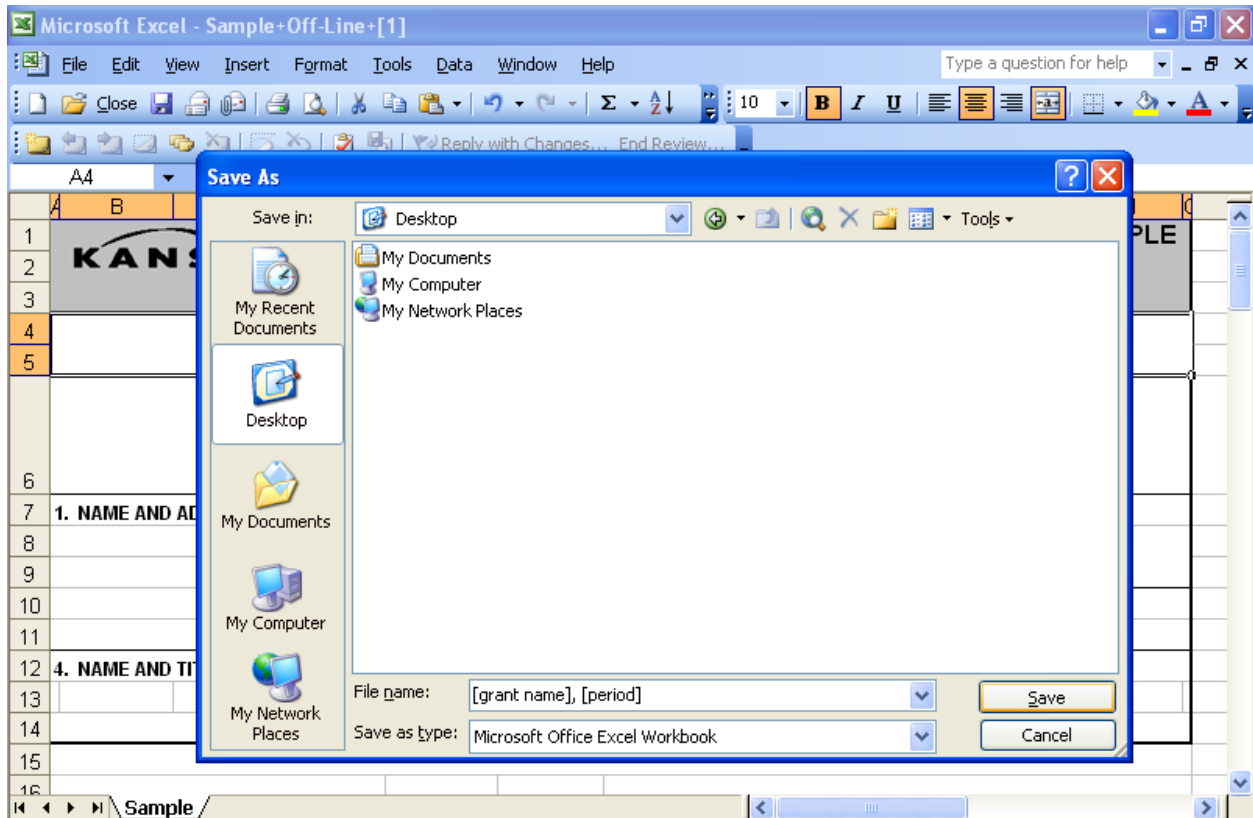
The user is prompted with the option to open, save or cancel. Click on the ‘Open’ button.



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



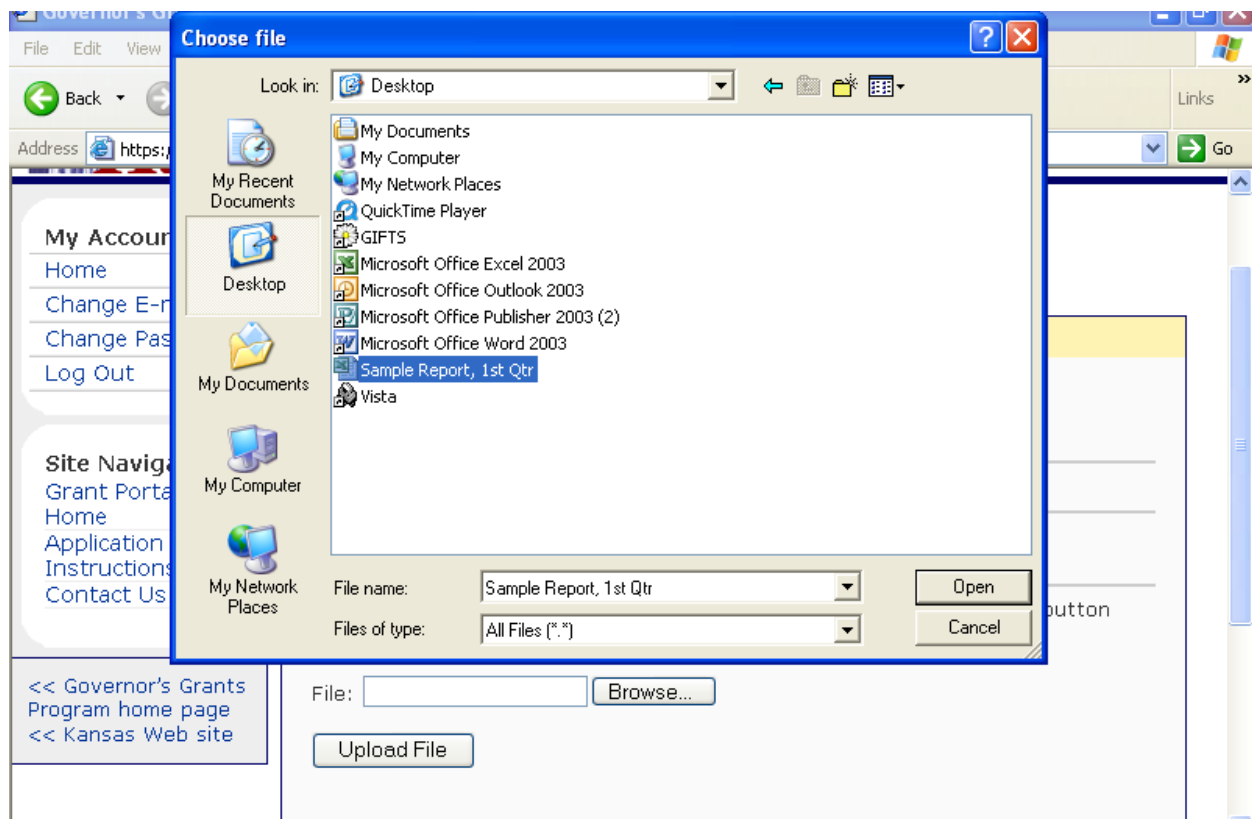
Click on File, Save As.



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

<p><b>My Account</b></p> <p><a href="#">Home</a></p> <p><a href="#">Change E-mail</a></p> <p><a href="#">Change Password</a></p> <p><a href="#">Log Out</a></p> <p><b>Site Navigation</b></p> <p><a href="#">Grant Portal Home</a></p> <p><a href="#">Application Portal Instructions</a></p> <p><a href="#">Contact Us</a></p> <p><a href="#">&lt;&lt; Governor's Grants Program home page</a></p> <p><a href="#">&lt;&lt; Kansas Web site</a></p>	<h2>Project Number SAMPLE-AWARD</h2> <table border="1"> <tr> <td>General Info.</td> <td>Budget</td> <td>Attachments</td> <td><b>Reports</b></td> <td>Submit</td> </tr> </table> <h3>Reports: Download/Upload Offline Report Files</h3> <p><b>Download Blank Report Files</b></p> <p><a href="#">Sample Off-Line .xls</a></p> <p><b>Download Most Recently Uploaded Version of Reports</b></p> <p><b>Upload Offline Report Files</b></p> <p>Once you have uploaded all the files for this report, select the submit button below.</p> <p>File: <input type="text"/> <input data-bbox="771 1753 893 1780" type="button" value="Browse..."/></p> <p><input data-bbox="495 1806 649 1837" type="button" value="Upload File"/></p>	General Info.	Budget	Attachments	<b>Reports</b>	Submit
General Info.	Budget	Attachments	<b>Reports</b>	Submit		

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



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



Home  
Change E-mail  
Change Password  
Log Out

Site Navigation  
Grant Portal  
Home  
Application Portal  
Instructions  
Contact Us

<< Governor's Grants Program home page  
<< Kansas Web site

General Info. Budget Attachments **Reports** Submit

### Reports: Download/Upload Offline Report Files

**Download Blank Report Files**  
[Sample Off-Line .xls](#)  
**Download Most Recently Uploaded Version of Reports**

**Upload Offline Report Files**  
 Once you have uploaded all the files for this report, select the submit button below.

File:

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

Change E-mail  
Change Password  
Log Out

Site Navigation  
Grant Portal  
Home  
Application Portal  
Instructions  
Contact Us

<< Governor's Grants Program home page  
<< Kansas Web site

General Info. Budget Attachments **Reports** Submit

### Reports: Download/Upload Offline Report Files

**Download Blank Report Files**  
[Sample Off-Line .xls](#)  
**Download Most Recently Uploaded Version of Reports**  
[Sample Report, 1.xls](#)

**Upload Offline Report Files**  
 Once you have uploaded all the files for this report, select the submit button below.

File:

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

[Home](#)  
[Change E-mail](#)  
[Change Password](#)  
[Log Out](#)

**Site Navigation**  
[Grant Portal Home](#)  
[Application Portal](#)  
[Instructions](#)  
[Contact Us](#)

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

[General Info.](#)
[Budget](#)
[Attachments](#)
[Reports](#)
[Submit](#)

### Reports: Select a Report

#### Online Reports

Report	Period	Due Date	Status	Date Submitted	Action
December FSR	December 1-31, 2007	01/30/2008	Approved	02/26/2008	<a href="#">Revise</a>
January FSR	Jan. 1 - 31, 2008	02/29/2008	Submitted	02/26/2008	<a href="#">View</a>
Final Expenditures	Year	12/30/2008	Due		<a href="#">Complete</a>

#### Offline Reports

Report	Period	Due Date	Status	Date Submitted	Action
1st Qtr Narrative Report	October 1 - December 31, 2007	01/30/2008	Approved	01/09/2008	<a href="#">Upload/Download</a>
Sample Off-Line Report	June	07/31/2008	Submitted	07/25/2008	<a href="#">View</a>

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