JAG Reporting Requirements

December 3, 2021

PRESENTED BY

Lori Jensen, Grants Specialist

Kim Gerety, Grants Specialist

Kansas Governor's Grants Program

As we get started…

- This webinar is being recorded.

- Please mute your microphone/turn off video

- Have your Reporting Requirements document available for reference, either in print or on your computer.

- Closed captioning is available- Click the CC button in the toolbar at the bottom to access

- Prepare to engage!
  - Please introduce yourself in the chat.
  - Consider closing your email or other programs that may distract you.

- We want this to be helpful for you! Please ask questions in the chat throughout- **all questions will be answered at the end of the webinar.**

- Let us know in the chat if you are having technical issues, or send an email to kggp@ks.gov

- The PowerPoint and link to the recorded training will be sent to the subgrantee and posted on www.grants.ks.gov

Agenda

Introductions

Managing Your Grant

Forms/Reports

The Grant Portal

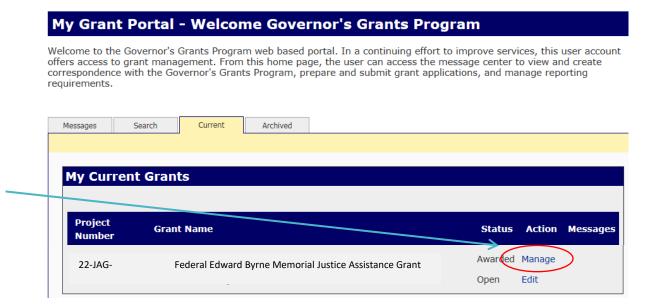Compliance

Q & A

Managing Your Grant

Grant Assurances

Due November 17, 2021

Initialed and signed copy must be returned to the KGGP office to kggp@ks.gov

Upon receipt and approval of the Grant Assurances (and Civil Rights Form if required), the award will be updated on the Grant Portal from a "View" Action to a "Manage" Action

My Grant Portal - Welcome Governor's Grants Program

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
22-JAG-	Federal Edward Byrne Memorial Justice Assistance Grant	Awarded	Manage	
		Open	Edit	

Getting and Staying Organized

Due dates and reminders

Staff changes
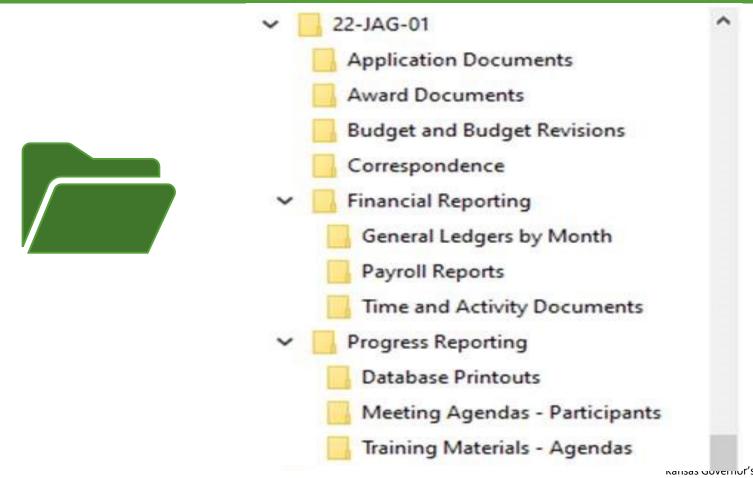
Review all forms/reports

Data collection methods

Managing
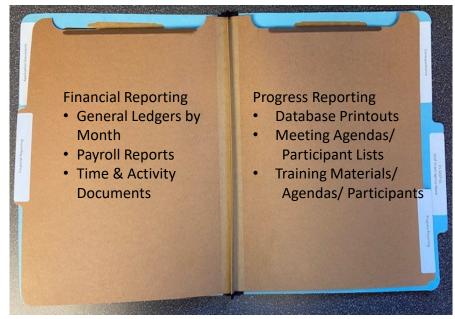## Supporting Documentation

General Ledger

Signed Time and Activity Records

Activity logs/times worked on a case

Receipts, purchase orders, invoices

Travel logs

Copies of checks and payroll records

Database printouts

Intake forms

Case numbers

Phone logs

Survey results

Evidence of meetings and trainings

Any other relevant support
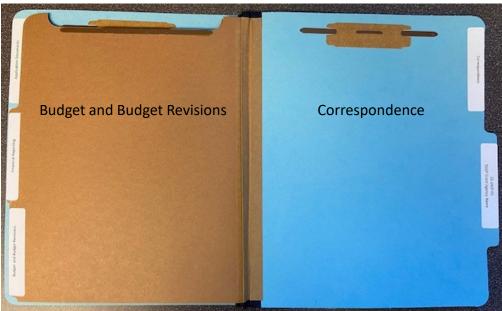
Managing Grant Award and Documentation

Supporting Documentation Folder

Application Documents

Award Documents

Financial Reporting
- General Ledgers by Month
- Payroll Reports
- Time & Activity Documents

Progress Reporting
- Database Printouts
- Meeting Agendas/ Participant Lists
- Training Materials/ Agendas/ Participants

Budget and Budget Revisions

Correspondence

Kansas Governor's Grants Program

Managing the Budget

- Manage by <u>line item</u>

- Do not wait to purchase large quantities of supplies or equipment

Managing the Budget

- Submit revisions <u>as you go</u>
  - Don't forget justification letter!

- Submit revisions before the effective date of the change (if possible)
  - If not, then explain the delay and provide proposed effective date
  - No requests after 7/15/22
    - Only considered after 7/15/22 if Subgrantee can demonstrate request meets exception criteria

Forms/Reports

Reports/Forms List

Submit via the Grant Portal unless otherwise noted

- Grant Portal Budget Section- Due 11/24/21 (if the grant award is different from the original request).

- Highly Compensated Officers- Due 11/24/21

- Revised Grant Project Objectives- if grant award is different from the original request and if the subgrantee deems it necessary, the grant project objectives may be revised and uploaded as an attachment in the Grant Portal.

- Financial Status Report- Due within 15 calendar days following the end of each month.

- Grant Project Narrative Report- Due 10/17/22

- Projection of Final Expenditures- Due 7/15/22

- Equipment Inventory Form (off-line form)- Due within 30 days of the date of payment; submit to kggp@ks.gov.

- Grant Project Performance Measurement Tool (PMT)- Must be submitted via the BJA Performance Tools website within **15 calendar days** following the end of each quarter.

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 24, 2021

1. NAME OF SUBGRANTEE AND ADDRESS OF THE <u>PRIMARY PLACE OF PERFORMANCE</u> FOR GRANT PROJECT (must include Zip+4 data)	2. GRANT PROJECT NUMBER
	3. **SUBGRANTEE DUNS NUMBER** (9-digit number) _____
4. GRANT AWARD AMOUNT	5. PHONE NUMBER
6. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL	

7. In the subgrantee's preceding fiscal year, did the subgrantee receive

   (i) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); **AND**

   (ii) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act (and subawards)?

   Yes ☐

   No ☐

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

   Yes ☐

   No ☐

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

	Name[1]	Total Compensation[2]
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

[1] Provide the names of each of the five most highly compensated executives for the subgrantee's preceding completed fiscal year.

[2] "Total compensation" is defined as the cash and noncash dollar value earned by the executive during the subgrantee's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

   (i). Salary and bonus.

   (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.

   (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.

   (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

   (v). Above-market earnings on deferred compensation which is not tax-qualified.

   (vi). Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds $10,000.

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

Highly Compensated Officers Report

Due no later than **November 24, 2021** on the Grant Portal

Monthly Financial Status Report (FSR)

Financial Status Report – Sample Grant December 1 – 31, 2021

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	0	0	0	0	0	32000
B. Fringe Benefit Expenditures	9061	0	0	0	0	0	9061
C. Travel/Training Expenditures	2820	0	0	0	0	0	2820
D. Supplies and Communications Expenditures	4100	0	0	0	0	0	4100
E. Facility Cost Expenditures	0	0	0	0	0	0	0
F. Equipment Expenditures	1000	0	0	0	0	0	1000
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	0	0	0	0	0	48981

- Due within **15 calendar days** following the end of each month on the Grant Portal
- Report only cash outlays as Period Expenditures;
- Report any unpaid but accrued expenses in the Obligations column
- Final JAG FSR due November 15, 2022

Kansas Governor's Grants Program

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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:

Program Income/Expenditure Report

Must be submitted quarterly via the Grant Portal

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GRANT PROJECT NARRATIVE REPORT
Due OCTOBER 15, 2022

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: 10/1/2021 TO: 9/30/2022	
	5. PHONE NUMBER	6. DATE OF REPORT

7. NAME AND TITLE OF AUTHORIZED AGENCY REPRESENTATIVE	8. SIGNATURE

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

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

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

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

Approved by Kansas Governor's Grants Program: Date:

Grant Project Narrative Report

Must be submitted via the Grant Portal October 15, 2022

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL
KANSAS GOVERNOR'S GRANTS PROGRAM

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

PROJECTION OF FINAL EXPENDITURES

DUE JULY 15, 2022

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:

Projection of Final Expenditures

Due July 15, 2022 on the Grant Portal.

Kansas Governor's Grants Program

Performance Measures

▶ Performance Measurement Tool (PMT) is the federal collection point for grant project statistical data.

▶ Must be submitted via the BJA Performance Tools website within 15 calendar days (or the next business day where applicable) following the end of each quarter

How to Access the PMT

▶ Subgrantees will access the website through: https://ojpsso.ojp.gov/

▶ There will not be automated Grant Portal reminders for this particular report – make sure these due dates are noted on your calendar

PMT Report

▶ Please be attentive to what is included on the report, that it is complete, and that the statistics are accurately reported for each quarter.

▶ Report statistics for each quarter, not cumulatively.

▶ Back-up documentation to support statistics and narrative must be maintained in the subgrantee's grant file and be readily available when requested.

PMT Report

Common reporting issues:

▶ General Award Information, question #5 "Are you the subrecipient of a JAG award from another JAG grantee?" Unless you have received a JAG award other than this one, the response to question #5 is "no."

▶ General Information: The "General Information/General Information Module" section will be identical for each quarterly report.

Contact Information for PMT Report

▶ For the PMT report, please contact the Kansas Governor's Grants Program for technical assistance before contacting BJA.

▶ Please contact the Kansas Governor's Grants Program regarding contact information or profile updates.

▶ Phone: 785-368-6620

▶ kim.gerety@ks.gov

Additional Reporting Requirements

▶ The following reports/forms may be required for your JAG award:

▶ Equipment Inventory Form

▶ Authorization for Electronic Deposit

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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 puchasing 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 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: _____

Equipment Inventory Form

▶ Report any equipment purchased with grant funds that cost $5,000 or more per unit

▶ Reconcile to the approved JAG grant project budget.

▶ Must submit within 30 days of payment date.

Property and Equipment

INVENTORY
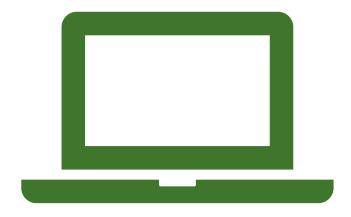
DISPOSAL OF EQUIPMENT

The Grant Portal

Grant Portal
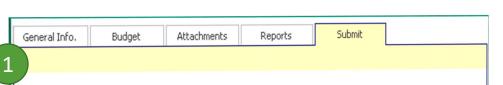
- ▶ Check the appendices for instructions

- ▶ Appendix A- Budget revision request

- ▶ Appendix B- Financial Status Report

- ▶ Appendix C- Submitting an offline report

Budget Revision Requests

Filename: 22-JAG-01 Budget

BUDGET CATEGORY	LINE ITEM	FEDERAL	MATCH	DESCRIPTION	NOTES
PERSONNEL:	Shelter Advocate	$31,980	n/a	Full-time, 40 hrs/wk; employees receive a 5% raise on January 1st: ($15.00/hour x 1,040 hours) + ($15.75 x 1,040 hours)	
	Victim Advocate	$19,188	$4,797	Full-time, salaried, 75% of time on project; employees receive a 5% raise on January 1st: ($31,200 x .5 year) + ($32,760 x .5 year) x .75 of time = 23,985; 20% match provided by county commission	
FRINGE BENEFITS:					
TRAVEL/TRAINING:	Conferences/Workshops	$800	n/a	Two [specify advocacy training events]: (200 miles x $.50/mile x 2 trips) + ($90/night x 2 nights x 2 trips) + ($40/day meals x 3 days x 2 trips)	
TOTAL:		$51,968	$4,797		

Application   Award-Apprvd   Rev3.28.17-Pndng

Budget Revision

Don't forget!

Click the "Submit Revision" button

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	Modify
✅	Budget	Modify
✅	Attachments	Modify

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

Submit Revision

1

2

Application Submitted Successfully

Use the tabs above to navigate through the application process.

✅ The submission was successful.

3 Recommended that subgrantee print this screen as confirmation

Grant Portal

Application

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

Introduction

Use the tabs above to navigate through the application process.

To apply for the Federal Sexual Violence Prevention and Education 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.

Any edits/revisions made to the General Information, Budget, and/or Attachments tabs require the Subgrantee to go to the Submit tab, click on 'Submit Revision,' and receive a confirmation message. The KGGP will not see those edits until revision is properly submitted.

Grant Portal

When submitting reports in the Grant Portal, the Reports tab should be considered 'self-contained' – you do not need to go the Submit tab to submit the report.

Grant Portal Reports

Verify submission through the 'Status' and date/time stamp.

May revise reports with "Action" of Revise or Upload/Download.

Submitting Offline Reports

Uploading Offline Reports

Rev1_Qtr1_22JAG.xls
Rev2_22JAG_Qtr1.xls

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: [_____] [Browse...]

[Upload File]

[Submit Report] [Exit Report]

Compliance

Compliance Reviews

Analyst will contact you to schedule.

Review Compliance Report and checklist.

Prepare your answers to questions ahead of time.

Analyst will notify you what documentation will be reviewed.

Complete follow-up requirements and recommendations by the due date.

KANSAS GOVERNOR'S GRANTS PROGRAM
GRANT PROJECT COMPLIANCE REPORT CHECKLIST

Please have the following information ready at the time of the site visit. If any of the information is in electronic format or is posted on a website, please forward to the Analyst prior to the review. Not all of the items may apply to the particular grant project. If the subgrantee is having a desk review, please submit all applicable documents. Contact the Analyst prior to the review if there are any questions about the information.

☐	1.	Grant file for related grant(s) to be reviewed
☐	3.	Subgrantee's policies and procedures for agency, including financial/accounting, purchasing, monitoring/evaluation, etc.
☐		Grant Portal access policy, if applicable.
☐	4.	Subgrantee's licensing or accreditation(s)
☐	5.	Confidentiality policy, if changed from previous compliance review
	6.	**NONPROFIT ORGANIZATIONS ONLY**
☐		Board minutes for last three meetings
☐		Articles of Incorporation
☐		Bylaws, if changed from previous compliance review – **MAKE A COPY**
☐		KCSDV accreditation documentation if domestic violence or sexual assault agency
	7.	**FACILITY**
☐		Any inspections of the facility
	11.	**MONITORING & EVALUATION STATUS**
☐		Information regarding process for compilation of statistical data and supporting backup documentation for <u>all data reported on the grant</u>, i.e. database records, queried reports, intake/discharge forms, phone logs, activity logs, etc.
	12.	**AUDIT & IRS FORM 990**
☐		Copies of any other compliance or audit reports that other funders provided; if the subgrantee program is under the umbrella of a larger organization, provide copies of findings/reports applicable to the program – **MAKE A COPY**
	13.	**FINANCIAL**
☐		Backup documentation for all expenses charged to the grant, including non-federal match expenditures if applicable, i.e. receipts, invoices, time and activity records, payroll information such as copies of payroll registers, etc.
	14.	**PROGRAM INCOME**
☐		Program income procedure, if applicable
☐		Forfeiture procedure, if applicable
	16.	**PERSONNEL**
☐		Subgrantee's personnel policies and procedures regarding fringe benefits, overtime, vacation, holidays, travel, staff evaluations, nondiscrimination policies/complaints and how handled, etc.
☐		Job descriptions for all grant funded positions
☐		Applications/resumes for grant funded positions
☐		List of all grant funded staff, job titles, start/end dates in positions, and number of hours worked per week – **MAKE A COPY**
	19.	**FACILITY COSTS**
☐		Lease agreement for facility if paid with grant funds
	20.	**EQUIPMENT**
☐		Lease agreements for equipment if paid with grant funds
☐		Usage log for equipment
	21.	**CONTRACTUAL SERVICES**
☐		Contracts for contractual services

Rev. July 2021

Compliance Review Checklist

Q & A

KGGP Website

Visit the KGGP website at

www.grants.ks.gov

for information on grant management.

- Grant Opportunities
- Resources – Managing a Grant Award
- Resources – Civil Rights Information
- Kansas Academy for Victim Assistance (KAVA)

Governor Laura Kelly &
Attorney General Derek Schmidt

24th Annual Crime Victims' Rights Conference
Will Be Virtual
April 6 - 8, 2022
and
Kansas Coalition Against Sexual and
Domestic Violence
&
Children's Advocacy Centers of Kansas
Virtual Preconference Institute
April 5, 2022

Contact Information

This webinar is just one opportunity to get your questions answered!

For questions regarding the agency's JAG award contact KGGP office.

Kansas Governor's Grants Program

Voice: 785-291-3205

Fax: 785-291-3204

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Lori Jensen, Grants Specialist   lori.jensen@ks.gov

Kim Gerety, Grants Specialist   kim.gerety@ks.gov

Erica Haas, Attorney   erica.haas@ks.gov

Jill Stewart, Financial Officer   jill.stewart@ks.gov