



**FEDERAL PAUL COVERDELL NATIONAL
FORENSIC SCIENCES IMPROVEMENT ACT
(NFSIA) GRANT**

FISCAL YEAR 2022

REPORTING REQUIREMENTS

**KANSAS GOVERNOR'S GRANTS PROGRAM
785-291-3205 ~ 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 April 25**. Please note the Grant Project Number assigned to the grant project and any special conditions that may be included. The signature of the Authorized Certifying Official is required.

Budget Summary Form (attached form) & Budget Narrative

A Budget Summary Form (BSF) for the grant award amount must be signed and returned along with a Budget Narrative **no later than April 25**.

Five Most Highly Compensated Officers (attached form)

The Five Most Highly Compensated Officers report must be completed and returned **no later than April 25**.

GRANT REPORTING INFORMATION

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

Late/Incomplete Reports

Subgrantees submitting a late, incorrect, or incomplete report will not receive a payment until the scheduled payment for the next reporting period. Complete and correct reports must be received by **11:59 pm** 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 pm the next business day following the due date.

Subgrantee and Staff Changes

If the Subgrantee has changes in the primary contact, grant-funded staff, mail/email address, or phone/fax numbers, the KGGP must be notified in writing within 10 days of the change. Notification must include the position title, staff name, effective end and/or start date of staff, and all grant project numbers impacted. The notification must be emailed to kggp@ks.gov.

Reporting No Activity/Expenses

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

Period-End Obligations

If the Subgrantee incurs obligations during the grant project reporting period that will be paid in the first month following the end of the grant project period, the Subgrantee must report those obligations appropriately in the June 2023 Financial Status Report. Upon expenditure for those obligations, the Subgrantee will submit a "FINAL" Financial Status Report reflecting it as "Period Expenditures" in the

first month following the end of the grant project period. The Subgrantee must pay for obligations within 30 days after the end of the grant project period.

Extensions

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

GRANT REPORTING FORMS

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

Financial Status Report (attached form)

Submit this report within **15 calendar days** after the end of each month. Reported “Period Expenditures” must reflect actual Subgrantee cash outlays only; any accrued expenses may be reflected in the report as “Obligations.”

Program Income/Expenditure Report (attached form)

Submit this report within **15 calendar days** after the end of each calendar quarter.

Semiannual Grant Project Narrative Report (attached form)

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

<u>Report Period</u>	<u>Due Date</u>
January 1, 2022 Baseline Data and April 1 – June 30, 2022	July 15, 2022
July 1 - December 31, 2022	January 15, 2023
January 1 – June 30, 2023	July 15, 2023

Equipment Inventory Form (attached form)

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

GRANT PAYMENTS

Payment Process

Subgrantees 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 the KGGP for a copy of the proper Authorization for Electronic Deposit form. Subgrantees should receive grant payments within approximately three weeks after the due date of the required report(s). All reports received that are complete, correct, and received

by the due date are issued a payment, as long as funds are available and as long as the Subgrantee is in compliance with the grant award. Subgrantees submitting a late, incorrect, or incomplete report will not receive a payment until the 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, at which time the following criteria will be considered by KGGP staff:

1. The timeliness and accuracy of all grant reports (both financial and programmatic reports);
2. The amount of funds requested;
3. The approved budget line item for which advance funds are being requested;
4. The need for the Subgrantee to receive funds immediately;
5. The Subgrantee's reserve amount and why the reserve cannot be used temporarily; and
6. What efforts the Subgrantee is making to build up a sufficient reserve.

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

Late Fees/Charges

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

BUDGET REVISION REQUESTS

Any modification to the Subgrantee's grant award budget must **first** be approved by the KGGP. The Subgrantee shall make every effort to submit budget revision requests prior to the effective date of the proposed changes. No budget revision requests will be accepted after April 30, 2023.

Revision Request

A request to reallocate dollars between approved line items in the Subgrantee's grant project budget is allowed, provided the change does not affect the scope of the grant project.

The following must be submitted to request a revision:

Budget Justification - Submit a request that explains the need for the revision and the amount of grant funds that are reallocated. Budget revisions may only be requested within approved line items; funds cannot be moved into a new line item during the grant project period except under extreme circumstances. The document may be emailed to kggp@ks.gov.

Grant project funds cannot be used to reimburse travel-related mileage and meal expenses in excess of the applicant's approved policy rate or the [current federal per diem rates](#), whichever is lower. If the Subgrantee chooses to reimburse 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 Summary Form - Attach to the Budget Justification a revised Budget Summary Form reflecting the new requested budget. This form must be filled out completely and signed by the Subgrantee for the request to be considered.

Budget Narrative - Attach to the budget revision request a revised Budget Narrative reflecting the new requested budget.

Approval/Denial

KGGP staff will respond by email to the Subgrantee's request within 15 business days. There is no limit to the number of budget revisions a Subgrantee can request. However, frequent or repeated requests may raise concerns in regard to the Subgrantee's budgeting practices. **No budget revisions may be requested during the final 60 days of the grant project period.**

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

EQUIPMENT AND CONTRACTS

Equipment

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

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

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

Procurement of Contractual Services

The Subgrantee shall follow its agency's written procurement procedures, provided that the procurement conforms to applicable federal and state law. All procurement transactions, whether negotiated or competitively bid, shall be conducted in a manner that provides maximum open and free competition. Any noncompetitive approach in a procurement contract that would exceed \$250,000 must have specific prior approval.

Disposal of Equipment

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

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

GRANT PROJECT COMPLIANCE REVIEWS

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

On-Site Compliance Reviews

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

Desk Compliance Reviews

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

Completion of Compliance Reviews

Upon completion of an on-site grant project compliance review, a written report is prepared by KGGP staff and is reviewed and signed by the Administrator. A signed report is forwarded to the Subgrantee. Any outstanding issues will be described at the end of the report with corresponding due dates. When

the requirements are submitted by the Subgrantee and are approved by the KGGP, staff sends an email to the Subgrantee verifying the requirements are met. Requirements not submitted by the due date may result in the delay of grant payments.

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

Confidential Information

From time to time, KGGP staff will review records that have confidential information in the Subgrantee's files. No employee, intern, or volunteer of the KGGP shall request or access Subgrantee records containing personal information of a victim, informant, or employee that is protected under the law, such as name, address, telephone number, or any other identifying information, for the purpose of acquiring personal information with regard to that person. If it is necessary for this office to inspect grant records that may contain confidential information, such information shall be removed or covered during the inspection. Any specific request to review confidential information shall only be made by the Administrator, is done in writing, and includes 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, evaluation of evidence, and provides positive assurance regarding the financial statements presented. **The KGGP does not accept compilations or reviews as substitution for a financial statement audit report.** The Subgrantee must follow applicable audit requirements in regard to the completion of a Single Audit as stipulated in Federal OMB Uniform Guidance for Federal Awards, 2 C.F.R. Part 200, Subpart F. Financial statement audit reports shall be completed within nine months from the end of the Subgrantee's fiscal year.

Subgrantees 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 the KGGP has been provided with information on who conducts the audit, when the most recent audit was performed, what period was covered, and where the audit is filed.

CLOSEOUT PROCEDURES

During closeout, KGGP staff evaluates all grant required work performed by the Subgrantee. When all work is complete and all necessary follow-up action is taken, the grant file is closed. The following items must be submitted for the grant to be closed.

Financial Status Report

This report is completed monthly, with the final Obligations Financial Status Report due by 11:59 pm, **August 15, 2023**. Staff ensures the reports were timely, grant funds were expended in accordance with the approved budget, and any excess grant funds were returned to the KGGP.

Project Income/Expenditure Report

This report is completed quarterly, with the final Program Income Report due by 11:59 pm, **July 15, 2023**. Staff ensures the reports were timely and the Subgrantee completed the reports in accordance with the instructions provided by the KGGP.

Semiannual Grant Project Narrative Report

This report is completed semiannually, with the final Grant Project Narrative Report due by 11:59 pm, **July 15, 2023**. Staff ensures the reports were timely, the Subgrantee conducted its grant project in accordance with approved goals and objectives, and the Subgrantee completed the reports in accordance with the instructions provided by the KGGP.

Equipment Inventory Form

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

Grant Project Compliance Review

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

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

Grant Project Number: _____

Date: _____

NFSIA
FY 2022

BUDGET SUMMARY FORM		
BUDGET CATEGORY	NFSIA	KGGP USE ONLY
PERSONNEL:		
A. _____		
SUBTOTAL		
FRINGE BENEFITS:		
A. FICA		
B. Unemployment Insurance		
C. Health & Life Insurance		
D. Worker's Compensation		
E. Retirement		
F. Other (Specify) _____		
SUBTOTAL		
TRAVEL/TRAINING:		
A. Local Travel		
B. Training Costs/Conferences		
C. Other (Specify) _____		
SUBTOTAL		
SUPPLIES AND COMMUNICATIONS:		
A. Supplies		
B. Telecommunications		
C. Postage		
D. Printing		
SUBTOTAL		
EQUIPMENT/FIXED ASSETS:		
A. _____		
B. _____		
C. _____		
SUBTOTAL		
CONTRACTUAL SERVICES:		
A. _____		
B. _____		
C. _____		
SUBTOTAL		
OTHER:		
A. _____		
B. _____		
C. _____		
SUBTOTAL		
TOTAL REQUEST		

Signature of Authorized Certifying Official

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

FIVE MOST HIGHLY COMPENSATED OFFICERS
Due April 25, 2022

1. NAME OF SUBGRANTEE AND ADDRESS OF THE PRIMARY PLACE OF PERFORMANCE FOR GRANT PROJECT (must include Zip+4 data)

2. GRANT PROJECT NUMBER

3. SUBGRANTEE 12-DIGIT UNIQUE ENTITY IDENTIFIER NUMBER

4. GRANT AWARD AMOUNT

5. PHONE NUMBER

6. CONGRESSTIONAL DISTRICT(S) SERVED

7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

8. In the Subgrantee's preceding fiscal year, did the Subgrantee receive

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

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

Yes

No

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

Yes

No

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

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

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

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

- (i). Salary and bonus.
- (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with FAS 123R.
- (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv). Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- (v). Above-market earnings on deferred compensation which is not tax-qualified.
- (vi). Other compensation, if the aggregate value of all such other compensation (e.g., severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Approved by the Kansas Governor's Grants Program:

Date:

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL

KANSAS GOVERNOR'S GRANTS PROGRAM

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

FAX: (785) 291-3204

FINANCIAL STATUS REPORT

(Due 15 Days After Close of Each Month, or the First Business Day, by 11:59 PM)

**NFSIA
FY 2022**

The information provided on this report will be used to monitor Subgrantee cash flow.
No further monies or other benefits may be paid out under this program unless
this report is completed and filed as required by existing law and regulations.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. VENDOR IDENTIFICATION NUMBER OR FEDERAL EMPLOYER IDENTIFICATION NUMBER	4. FINAL REPORT <input type="checkbox"/> YES <input type="checkbox"/> NO
	5. BASIS OF ACCOUNTING <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	6. PROJECT PERIOD FROM: 04/01/2022 TO: 6/30/2023	7. REPORT PERIOD (MO, DAY, YR) FROM: TO:

GRANT FUND EXPENDITURES AND OBLIGATIONS BY BUDGET CATEGORY

BUDGET CATEGORY	APPROVED BUDGET	PERIOD EXPENDITURES	TO DATE EXPENDITURES	CARRY-OVER	OBLIGATIONS	FUNDS REMAINING
A. Personnel Expenditures						
B. Fringe Benefit Expenditures						
C. Travel/Training Expenditures						
D. Supplies and Communications						
E. Equipment Expenditures						
F. Contractual Services						
G. Other Expenditures						
H. Total Expenditures						

CERTIFICATION

CERTIFICATION I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS REPORT IS CORRECT AND COMPLETE AND REPRESENTS ACTUAL EXPENDITURES OF FUNDS FOR THE PERIOD COVERED AND FOR THE GRANT TO DATE.	AUTHORIZED CERTIFYING OFFICIAL (Type or Print)		TELEPHONE NUMBER		
			AREA CODE	NUMBER	EXT.
			FOR KGGP USE		
	SIGNATURE		DATE	APPROVED BY KGGP	DATE APPROVED

NFSIA FINANCIAL STATUS REPORT

(Due 15 Days After Close of Each Month, or the First Business Day, by 11:59 PM)

1. Name and address of Subgrantee organization.
2. Grant Project Number--Use the number given to the Subgrantee from the Kansas Governor's Grants Program in the Grant Assurances.
3. Vendor Identification Number or Federal Employer Identification Number--City or county vendor number if government Subgrantee, or federal employer identification number if not for profit Subgrantee.
4. Final Report--Mark "Yes" only when submitting the last monthly Financial Status Report for the entire grant project period.
5. Basis of Accounting--Indicate whether the Subgrantee's accounting system is cash or accrual basis for recording transactions related to this grant award.
6. Grant Project Period--Dates of the funding cycle, April 1, 2022, through June 30, 2023.
7. Report Period--Month in which the Subgrantee is reporting financial information.

Budget Category:

All amounts should be rounded off to the nearest whole dollar and no amounts reported should carry a negative balance.

Approved Budget--List approved grant amount for each budget category, per the Budget Summary Form. This column represents the total grant award for Fiscal Year 2022. Refer to the Budget Revision Requests policy within the Reporting Requirements to address any changes made to this column.

Period Expenditures--Amount of grant funds spent in each budget category during the month in which the Subgrantee is reporting. This includes only cash expenditures, not obligations incurred.

To-Date Expenditures--Amount of grant funds in each budget category spent since grant project period began including the current reporting period, or the accumulated total of Period Expenditures reported as of this date.

Carry-Over--Any grant funds received but not yet spent, meaning cash on hand at the end of the month. Only a total is required, not a break-down per budget category. This should be zero unless the Subgrantee requested and received an advance prior to the report period.

Obligations--Any expense that was incurred during the month in question, but not yet paid. Only report information in this column if the Subgrantee uses accrual basis accounting, and only report expenses that will be paid in the next month with grant funds or non-federal match funds.

Funds Remaining--Amount of funds in each budget category that have not been expended or obligated as of this date.

Total all columns and sign. There must be a signature on the Financial Status Report or it will be returned to the Subgrantee organization.

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

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

PROGRAM INCOME/EXPENDITURE REPORT

Due 15 Days After the End of Each Calendar Quarter or the First Business Day, 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 an NFSIA-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:		<u>Fees</u>	<u>Other Income</u>	<u>Total Income</u>
a. Program Income Earned Beginning Balance (line 8(c) of previous quarter's report)				
b. Program Income Earned During Quarter as a result of this grant project award	+			
c. Program Income Earned Ending Balance	=			
d. Grant Project Federal Portion (percentage of subgrantee project funded by federal NFSIA funds)	x			
e. Federal Portion of Program Income Earned	=			
9. PROGRAM INCOME EXPENDED:		<u>Fees</u>	<u>Other Income</u>	<u>Total Income</u>
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	=			
d. Grant Project Federal Portion (percentage of subgrantee project funded by federal NFSIA funds)	x			
e. Federal Portion of Program Income Expended	=			
10. PROGRAM INCOME UNEXPENDED:		<u>Fees</u>	<u>Other Income</u>	<u>Total Income</u>
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
FAX : (785) 291-3204**

**SEMIANNUAL GRANT PROJECT NARRATIVE REPORT
Due July 15, 2022; January 15, 2023; and July 15, 2023**

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

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. GRANT AMOUNT
	4. PHONE NUMBER	5. DATE OF REPORT
6. NAME AND TITLE OF AUTHORIZED AGENCY REPRESENTATIVE		7. SIGNATURE

8.	<i>Performance Metric</i>	<i>Data as of: Jan 1, 2022 (Baseline)</i>	<i>Report 1 period: Apr 1-Jun 30, '22</i>	<i>Report 2 period: Jul 1-Dec 31, '22</i>	<i>Report 3 period (Final): Jan 1-Jun 30, '23</i>
	1. At the beginning of the grant period, the average number of days between submission of evidence to a forensic laboratory and delivery of test results to a requesting office or agency:				
	2. At the end of this reporting period, the average number of days between submission of a sample to a forensic lab and delivery of test results to requesting office or agency:				
	3. At the end of this reporting period, the total number of forensic personnel in the forensic laboratory:				
	4. At the end of this reporting period, the total number of currently certified forensic personnel in the forensic laboratory:				
	5. At the beginning of the grant period, the total number of currently certified medicolegal death investigators in the forensic laboratory:				
	6. At the end of this reporting period, the total number of medicolegal death investigators in the forensic laboratory:				
	7. At the end of this reporting period, the total number of currently certified medicolegal death investigators in the forensic laboratory:				
	8. Number of backlogged cases as of January 1, 2022, in the forensic labs receiving funding from this grant:				
	9. At the end of the reporting period, the number of backlogged cases in the forensic labs receiving funding from this grant:				
	10. Number of forensic personnel attending training (if applicable to the grant) in this reporting period:				
	11. Number of training hours completed in total (if applicable to the grant) in this reporting period:				
	12. Number of medical examiners/coroners attending training (if applicable to the grant) in this reporting period:				
	13. Number of training hours completed in total (if applicable to the grant) in this reporting period:				

14. Number of forensic pathologists attending training (if applicable to the grant) in this reporting period:				
15. Number of training hours completed in total (if applicable to the grant) in this reporting period:				
16. Amount (in dollars) of federal funding used to conduct FGG/FGGS since the beginning of the grant period (cumulative):				
17. Number of new forensic samples subjected to FGG since the beginning of the grant period (cumulative):				
18. Number of new reference samples subjected to FGG since the beginning of the grant period (cumulative):				
19. Number of investigations began utilizing grant funds for FGG/FGGS since the beginning of the grant period (cumulative):				
19a. Number of homicide investigations initiated since the beginning of the grant period (cumulative):				
19b. Number of sexual assault investigations initiated since the beginning of the grant period (cumulative):				
19c. Number of unidentified human remains investigations initiated since the beginning of the grant period (cumulative):				
19d. Number of 'other' investigations initiated since the beginning of the grant period (cumulative): [specify type of crime in cell 46E]				
20. Number of cases resulting in searchable profiles obtained from FGG since the beginning of the grant period (cumulative):				
21. Number of investigations resulting in a new arrest that relied, in part, on the use of FGG/FGGS since the beginning of the grant period (cumulative):				
22. Identify the vendor laboratory/laboratories used to conduct FGG:				

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

9. Specify if the data provided above is laboratory-wide or if it is representative of the particular section or sections directly impacted by this grant project.

10. As of the last day of the reporting period, did you implement new technology or equipment using Coverdell funding? If yes, please describe any success stories related to the new technology/equipment. Further, please describe any challenges related to implementing the new technology/equipment.

11. During the reporting period, were there any processes implemented or revised? If yes, please describe.

12. Does the laboratory have the capability to test, process, and conclusively identify the presence of a controlled substance in evidence tested?

Yes

No

13. Which agency is used for the forensic laboratory's accreditation?

ANSI-ASQ National Accreditation Board (ANAB)

National Association of Medical Examiner (NAME)

Int'l Assoc. of Coroners and Medical Examiners (IACME)

American Association for Laboratory Accreditation (A2LA)

Other, please list: _____

14. If training hours were reported above in item #11, specify what training topics were covered:

Accreditation

General forensics

Anthropology

Latent Prints

Computer forensics

Medical examiner/MDI

Crime scene

Pathology

Digital forensics

Seized drugs

DNA

Toxicology

Firearms

Trace evidence

15. What were the accomplishments achieved during the reporting period?

16. What specific grant goals were accomplished during the reporting period, as they relate to the approved grant project?

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

18. What major activities are planned for the next six months?

FOR FINAL REPORT ONLY

19. Provide a summary and assessment of the program carried out with the grant, including a comparison of pre-grant and post-grant forensic science capabilities, and shall state the specific improvements in quality and/or timeliness of services.

20. Identify the number and type of cases accepted by the forensic science laboratory (April 1, 2022 to June 30, 2023), specifying the data by each section of the laboratory. All sections should be listed, regardless of the section(s) directly benefitting from this NFSIA project.

21. Provide a statement as to whether or not there were any allegations of serious misconduct/misconduct substantially affecting the integrity of forensic results during the grant project period (April 1, 2022 to June 30, 2023). If there were allegations made, describe the status of the review/investigation and entity(ies) involved in the review/investigation.

Approved by Kansas Governor's Grants Program:

Date:

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL

KANSAS GOVERNOR'S GRANTS PROGRAM

LANDON STATE OFFICE BLDG, 900 SW JACKSON, ROOM 304 N, TOPEKA, KS 66612
FAX: (785) 291-3204

EQUIPMENT INVENTORY FORM

DUE WITHIN 30 DAYS OF PAYMENT DATE

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

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name and Phone Number of individual Completing Form: _____

Description of Equipment: _____

Quantity Purchased: _____

Serial (or other identification) Number: _____

Source of the Equipment: _____

Identification of Who Holds the Title: _____

Acquisition Date: _____ Paid Date: _____

Location of Equipment: _____

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

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

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

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

Entered by Kansas Governor's Grants Program:

Date: