

VAWA and SASP Reporting Requirements



February 22, 2023

PRESENTED BY
Lori Jensen, Grants Specialist
Kansas Governor's Grants Program

www.grants.ks.gov

As we get started...

- This webinar is being recorded.
- Please mute your microphone/turn off video.
- Have the 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!
 - 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 link to the PowerPoint and the recorded training will be sent to the Subgrantee's primary contact and posted on www.grants.ks.gov.**

Agenda

Managing Your Grant

Forms/Reports

The Grant Portal

Compliance

Q & A



Managing Your Grant

Grant Assurances

VAWA due February 22, 2023

SASP due February 20, 2023

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.

Project Number	Grant Name	Status	Action	Messages
17-VAWA-	Federal Sexual Assault Services Grant Program	Awarded	Manage	
		Open	Edit	

Getting and Staying Organized



Due dates and reminders



Staff changes



Review all forms/reports



Data collection methods

Managing Supporting Documentation

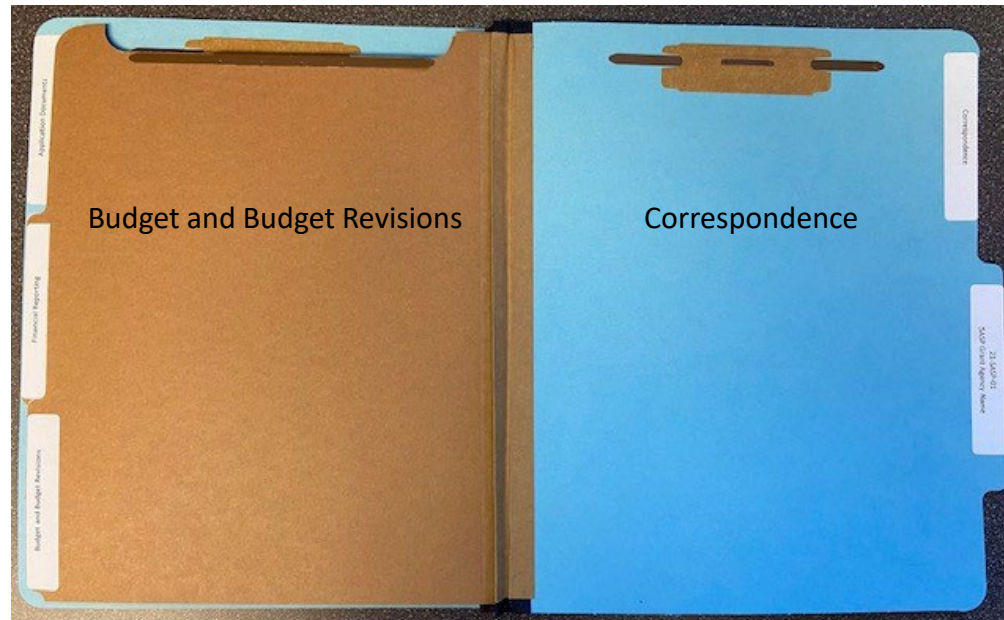
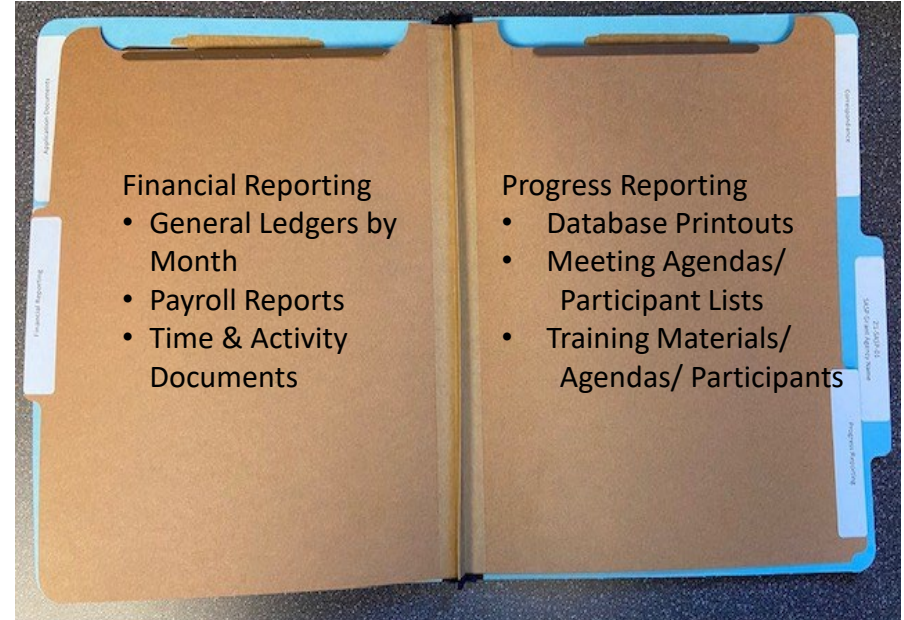
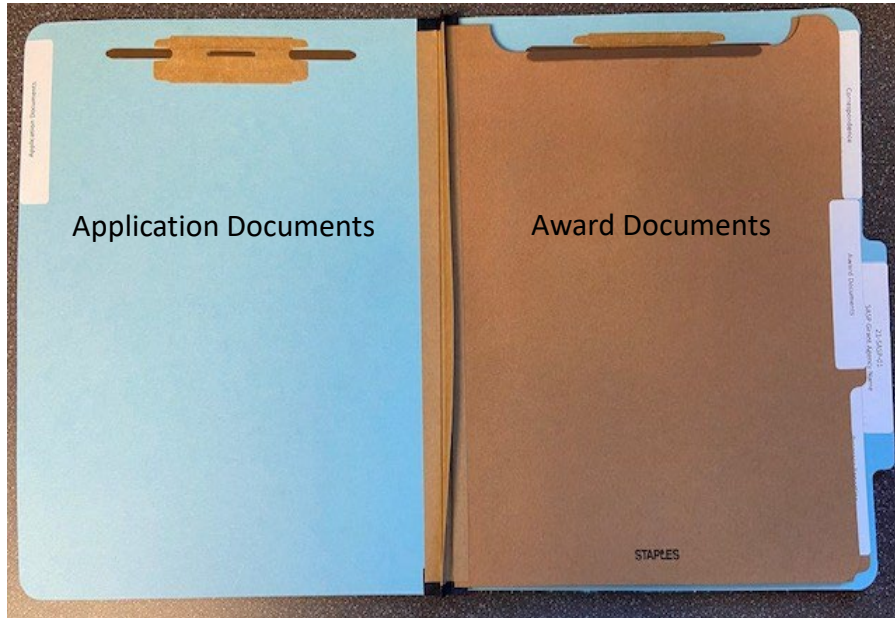
General Ledger	<i>Signed</i> Time and Activity Records	Activity logs/times worked on a case
Receipts, purchase orders, invoices	Travel logs	Copies of checks and payroll records
Database printouts	Intake forms	Case numbers
Phone logs	Survey results	Evidence of meetings and trainings
	Any other relevant support	

Managing Grant Award and Documentation



- ▼ **Grant Number**
 - Application Documents
 - Award Documents
 - Budget and Budget Revisions
 - Correspondence
- ▼ Financial Reporting
 - General Ledgers by Month
 - Payroll Reports
 - Time and Activity Document:
- ▼ Progress Reporting
 - Database Printouts
 - Meeting Agendas - Participar
 - Training Materials - Agendas

Supporting Documentation Folder



Managing the Budget

- Manage by line item
- Do not wait to purchase large quantities of supplies or equipment

Managing the Budget

- Submit revisions as you go
 - 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 10/20/23
 - Only considered after 10/20/23 if Subgrantee can demonstrate request meets exception criteria

The background features a large, light blue circle on the left side, which overlaps with a white circle on the right. The white circle has a subtle gradient, fading from white to light blue. The text "Forms/Reports" is centered in the overlapping area.

Forms/Reports

Reports/Forms List

*****Submit via the grant portal unless otherwise noted*****

1. Grant Portal Budget Section- VAWA due 03/01/23 and SASP due 2/27/23 and VAWA due (if the grant award is different from the original request)
2. Highly Compensated Officers- SASP due 2/27/23 and VAWA due 03/01/23
3. 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.
4. Financial Status Report- Due within 20 calendar days following the end of each month
5. Grant Project Narrative Report- Due 1/20/2024
6. Projection of Final Expenditures- Due 10/20/23
7. Equipment Inventory Form (off-line form)- Due within 30 days of the date of payment; submit to kggp@ks.gov
8. Annual Progress Report (off-line form)- Due no later than 1/20/24; submit to kggp@ks.gov

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

FIVE MOST HIGHLY COMPENSATED OFFICERS

Due March 1, 2023

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 UNIQUE ENTITY IDENTIFIER _____ (12 characters)													
4. GRANT AWARD AMOUNT (federal funds)	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 <input type="checkbox"/> No <input type="checkbox"/>															
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 <input type="checkbox"/> No <input type="checkbox"/>															
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: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:35%; text-align: center;">Name¹</th> <th style="width:65%; text-align: center;">Total Compensation²</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>_____</td></tr> <tr><td>2. _____</td><td>_____</td></tr> <tr><td>3. _____</td><td>_____</td></tr> <tr><td>4. _____</td><td>_____</td></tr> <tr><td>5. _____</td><td>_____</td></tr> </tbody> </table>				Name ¹	Total Compensation ²	1. _____	_____	2. _____	_____	3. _____	_____	4. _____	_____	5. _____	_____
Name ¹	Total Compensation ²														
1. _____	_____														
2. _____	_____														
3. _____	_____														
4. _____	_____														
5. _____	_____														
<p>¹ Provide the names of each of the five most highly compensated executives for the Subgrantee's preceding completed fiscal year.</p> <p>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)):</p> <ul style="list-style-type: none"> (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 **February 27**
and **March 1** respectively on
the Grant Portal

Monthly Financial Status Report (FSR)

Financial Status Report – Sample Grant December 1 – 31, 2023

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" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	32000
B. Fringe Benefit Expenditures	9061	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	9061
C. Travel/Training Expenditures	2820	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	2820
D. Supplies and Communications Expenditures	4100	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	4100
E. Facility Cost Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
F. Equipment Expenditures	1000	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	1000
G. Contractual Services Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
H. Other Expenditures	0	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0
I. Total Expenditures	48981	0	0	0	0	0	48981

Due within **20 calendar days** following the end of each month on the Grant Portal

Final FSR due February 20, 2024



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

GRANT PROJECT NARRATIVE REPORT
Due JANUARY 20, 2024

The information provided on this report is used to review progress on the S.T.O.P. VAWA-funded grant project.

1. NAME AND ADDRESS OF SUBGRANTEE ORGANIZATION	2. GRANT PROJECT NUMBER	3. GRANT AMOUNT
	4. REPORTING PERIOD (MM/DD/YYYY)	
	FROM: 1/1/2023	TO: 12/31/2023
	5. PHONE NUMBER	6. DATE OF REPORT

7. NAME AND TITLE OF AUTHORIZED CERTIFYING OFFICIAL

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

8. Describe how the grant project outcomes and activities addressed one or more of the critical priorities and strategies of the 2022-2025 Kansas Implementation Plan.

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

10. Share a story and/or attach anecdotal information (do not compromise client confidentiality) about how the services funded as a result of this grant project helped a crime victim achieve a positive result.

Grant Project Narrative Report

Must be submitted via the Grant Portal January 20, 2024

VAWA FY 2023		
KANSAS GOVERNOR'S GRANTS PROGRAM		
LONDON STATE OFFICE BLDG, ROOM 304 N, 900 SW JACKSON, TOPEKA, KS 66612		
PROJECTION OF FINAL EXPENDITURES DUE OCTOBER 20, 2023		
<p>Name of Subgrantee Organization: _____</p> <p>Grant Project Number: _____</p> <p>Name of Individual Completing Form: _____</p> <p style="padding-left: 40px;">Phone Number: _____</p> <p style="padding-left: 40px;">Email Address: _____</p> <p>1. Grant Award Amount (Federal Portion): _____</p> <p>2. Expenditures Reported First Three Quarters: (Federal Portion) _____</p> <p>3. Projected Fourth Quarter Expenditures: + _____ (Federal Portion)</p> <p>4. Total Expenditures (Federal Portion): = _____</p> <p>5. Funds Remaining (Federal Portion): (line 1 minus line 4) _____</p> <p style="font-size: small; padding-top: 20px;">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 budgeting practices. If the Subgrantee has submitted a budget revision request prior to the October 20th deadline, the pending revision request should be taken into consideration when completing this form.</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Entered by the Kansas Governor's Grants Program:</td> <td style="width: 30%; padding: 5px;">Date:</td> </tr> </table>	Entered by the Kansas Governor's Grants Program:	Date:
Entered by the Kansas Governor's Grants Program:	Date:	

Projection of Final Expenditures

Due **October 20, 2023** on the
Grant Portal.

Annual Progress Report

- ▶ Submitted by email to kggp@ks.gov
- ▶ Due **January 20, 2024**
- ▶ Fillable Report must be used and can be downloaded from: [Annual Progress Report](#)
- ▶ FTE count
- ▶ Validate button



Staff Information

Were STOP Program grant funds used to fund staff positions during the current reporting period?
(Check yes if STOP Program funds were used to pay staff, including part-time staff and contractors.)

- Yes—answer question 9
 No—skip to section B

9. Staff

(Report the total number of full-time equivalent (FTE) staff funded by the STOP Program subgrant during the current reporting period. Report staff by the function(s) performed, not by title or location. Include employees who are part-time and/or only partially funded with these subgrant funds as well as consultants/contractors. Include employees who are funded with any required grant match. Report grant-funded overtime. If an employee or contractor was employed or utilized for only a portion of the reporting period, prorate appropriately. For example, if you hired a full-time advocate in October who was 100% funded with STOP Program funds, you would report that as .25 FTE. Report all FTEs in decimals, not percentages. One FTE is equal to 2,080 hours—40 hours per week x 52 weeks. See separate instructions for examples of how to calculate FTEs.)

Staff	FTE(s)
Administrator (fiscal manager, executive director)	
Attorney (does not include prosecutor)	
Counselor	
Court personnel	
Information technology staff	
Investigator (prosecution-based)	
Law enforcement officer	
Legal advocate (does not include attorney or paralegal)	
Outreach worker	
Paralegal	
Probation officer/offender monitor	
Program coordinator (training coordinator, volunteer coordinator, hotline coordinator, victim services coordinator, prevention/education coordinator)	
Prosecutor	
Sexual assault nurse examiner/sexual assault forensic examiner (SANE/SAFE)	
Support staff (administrative assistant, bookkeeper, accountant)	
Trainer	
Translator/interpreter	
Victim advocate (non-governmental, includes domestic violence, sexual assault, and dual)	
Victim assistant (governmental, includes victim-witness specialist/coordinator)	
Other (specify):	
Total	

Annual Progress Report Staff Information

- Grant project budgeted for 1 FTE Advocate. The Advocate worked January 1 through June 30, 2023; new hire started October 1 and worked through December 31, 2023 (1560 hrs). This would be reported as a .75 FTE.

Additional Reporting Requirements

- ▶ The following reports/forms may be required for the agency's VAWA and SASP award:
- ▶ Equipment Inventory Form
- ▶ Authorization for Electronic Deposit

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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 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 also should 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: _____

Total Purchase Cost of Equipment:	\$ _____		
Cost Charged to Grant Project:	\$ _____	Grant Project Percentage of Total Cost:	_____ %
Federal Funds:	\$ _____	Federal Portion of Cost Charged to Grant Project:	_____ %
Non-Federal Match:	\$ _____	Non-Federal Match Portion of Cost Charged to Grant Project:	_____ %

EXAMPLE:

Total Purchase Cost of Equipment:	\$7,500		
Cost Charged to Grant Project:	\$5,025	Grant Project Percentage of Total Cost:	67%
Federal Funds:	\$3,769	Federal Portion of Cost Charged to Grant Project:	75%
Non-Federal Match:	\$1,256	Non-Federal Match Portion of Cost Charged to Grant Project:	25%

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.

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 VAWA 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

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 1 st : (\$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 1 st : (\$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		

1

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	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

Budget Revision

Don't forget!

Click the "Submit Revision" button

2

General Info. Budget Attachments Reports **Submit**

Application Submitted Successfully

Use the tabs above to navigate through the application process.

The submission was successful.

3

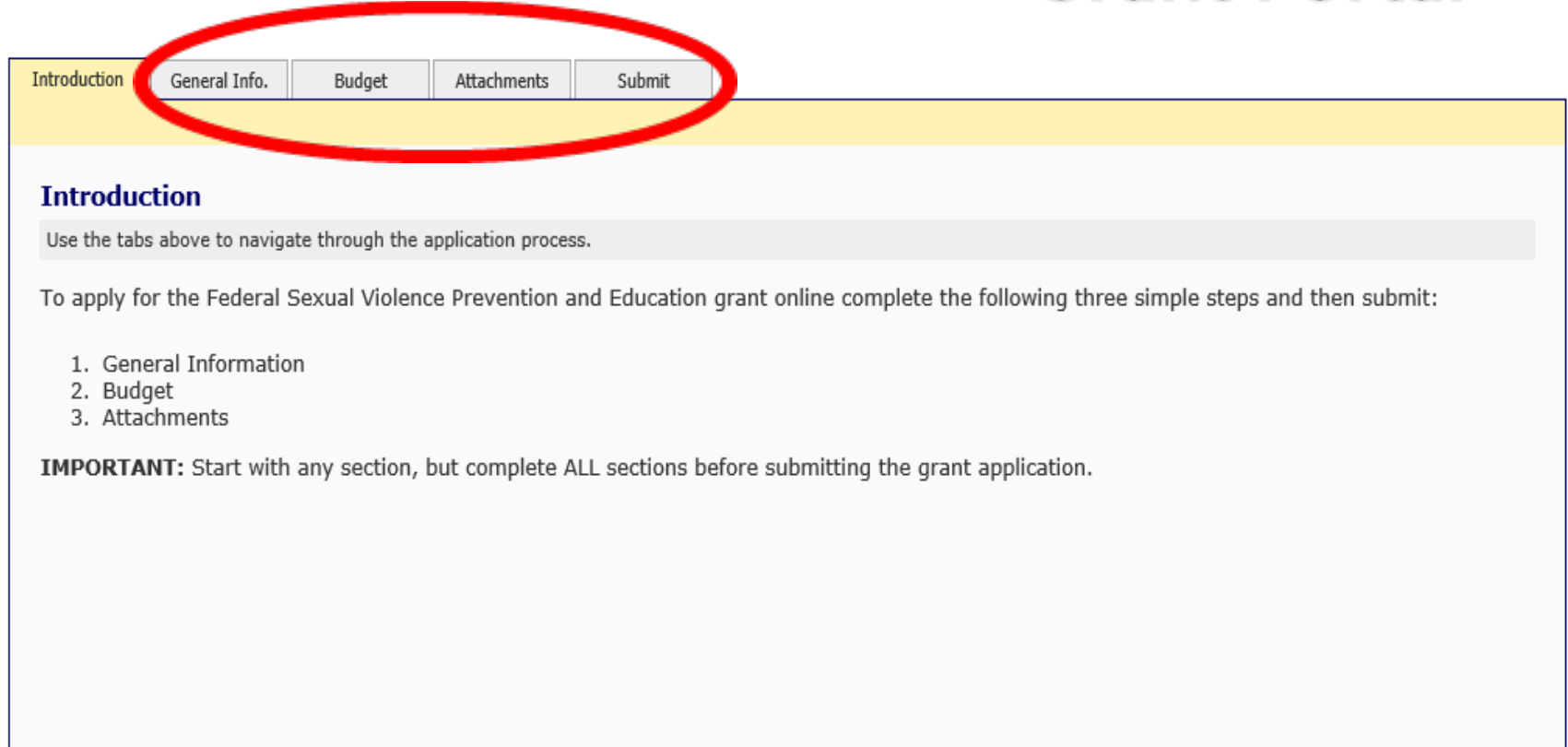
Recommended that subgrantee print this screen as confirmation

Submit Revision

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

	Attachments	Modify
	Budget	Modify
	General Information	Modify

Status Application Section Action



Introduction General Info. Budget Attachments Submit

Introduction

Use the tabs above to navigate through the application process.

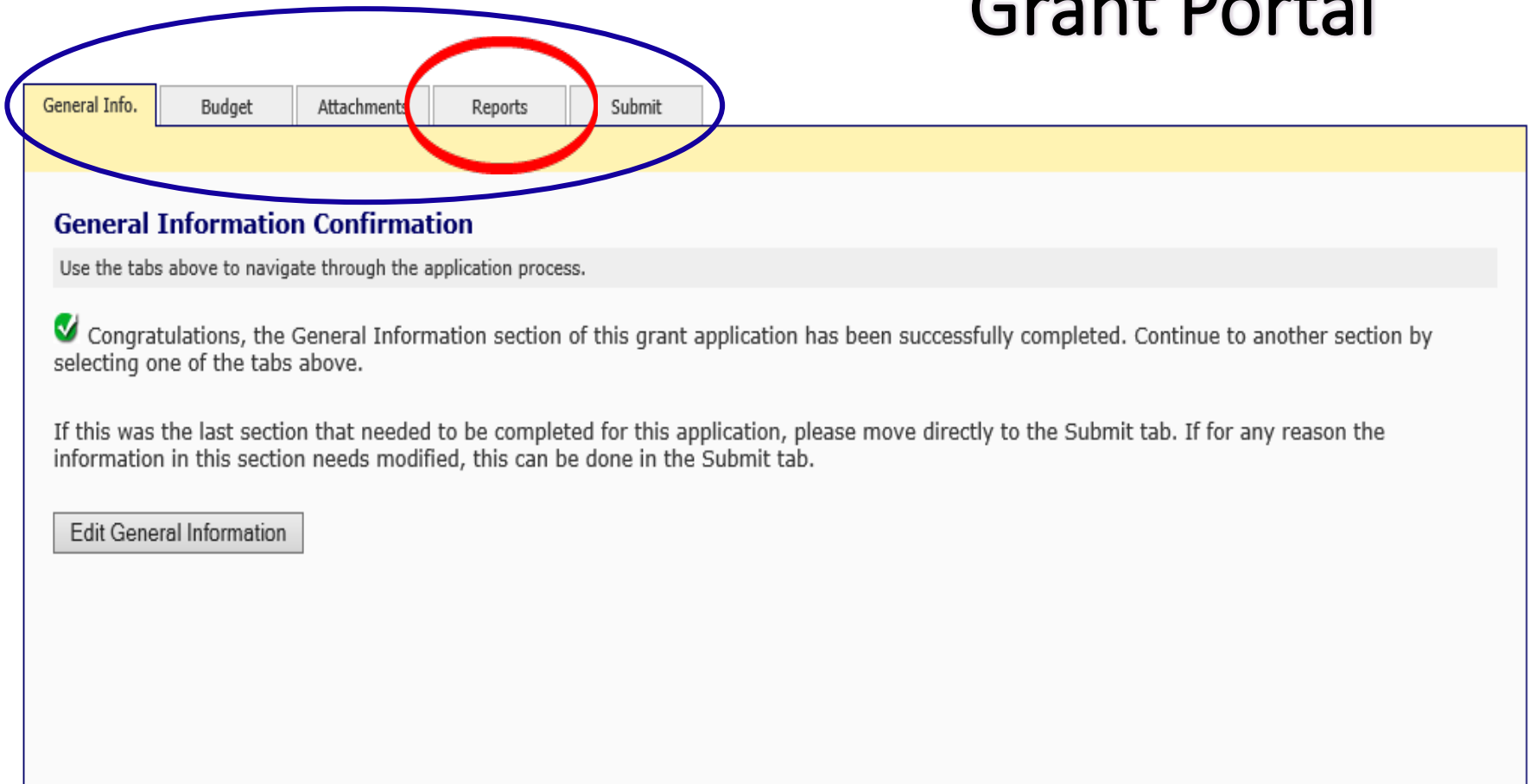
To apply for the Federal Sexual Violence Prevention and Education grant online complete the following three simple steps and then submit:

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



The screenshot shows the Grant Portal interface. At the top, there is a navigation bar with five tabs: "General Info.", "Budget", "Attachments", "Reports", and "Submit". The "Reports" tab is highlighted with a red circle, and the entire navigation bar is enclosed in a blue oval. Below the navigation bar, the main content area has a yellow header. The main content area is titled "General Information Confirmation" and contains the following text:

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](#)

When it comes to submitting in the Grant Portal, the Reports tab should be considered ‘self-contained’ – there is no need to go to also go to ‘Submit Revision’ in order to submit a report.

Reports: Select a Report
Online Reports

Report	Period	Due Date	Status	Date Submitted	Action
December 2013 FSR	December 1 - 31, 2013	01/21/2014	Approved	2015-02-26 09:13:17	Revise
November 2013 FSR	November 1 - 30, 2013	12/20/2013	Approved	2015-02-26 09:08:58	Revise
October 2013 FSR	October 1 - 31, 2013	11/20/2013	Approved	2013-12-30 08:53:13	Revise
September 2013 FSR	September 1 - 30, 2013	10/21/2013	Approved	2014-01-07 14:05:38	Revise
August 2013 FSR	August 1 - 31, 2013	09/20/2013	Approved	2013-11-01 15:25:45	Revise
July 2013 FSR	July 1 - 31, 2013	08/20/2013	Approved	2013-11-01 12:40:04	Revise
June 2013 FSR	June 1 - 30, 2013	07/22/2013	Approved	2013-07-29 13:34:13	Revise
May 2013 FSR	May 1 - 31, 2013	06/20/2013	Approved	2013-06-24 15:00:17	Revise
April 2013 FSR	April 1 - 30, 2013	05/20/2013	Approved	2013-06-24 14:55:51	Revise
March 2013 FSR	March 1 - 31, 2013	04/22/2013	Approved	2013-06-24 14:53:30	Revise
February 2013 FSR	February 1 - 28, 2013	03/20/2013	Approved	2013-04-08 13:44:20	Revise
January 2013 FSR	January 1 - 31, 2013	02/20/2013	Approved	2013-04-08 13:36:40	Revise

Offline Reports

Report	Period	Due Date	Status	Date Submitted	Action
4th Qtr Narrative	Oct. 1 - Dec. 31, 2013	01/21/2014	Approved	2014-01-07 10:05:39	Upload/Download
Projection of Final Expenditures	Oct. 1 - Dec. 31, 2013	10/21/2013	Approved	2014-01-07 11:04:25	Upload/Download
3rd Qtr Narrative	July 1 - Sept. 30, 2013	10/21/2013	Approved	2013-10-04 10:14:17	Upload/Download

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

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

1 **Download Blank Report Files**
Sample Off-Line .xls
Download Most Recently Uploaded Version of Reports
Sample Report, 1.xls

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

File: Browse...

Upload File

3 **Submit Report** Exit Report

File: Browse...

Once you have uploaded all the files for this report, select the submit button below.

Uploading Offline Reports

Rev1_Qtr1_23VAWA.xls
Rev2_23VAWA_Qtr1.xls

Change E-mail Change Password Log Out	General Info. Budget Attachments Reports Submit
	Reports: Download/Upload Offline Report Files
Site Navigation Grant Portal Home Application Portal Instructions Contact Us	Download Blank Report Files Sample Off-Line .xls
	Download Most Recently Uploaded Version of Reports Sample Report, 1.xls
<< Governor's Grants Program home page << Kansas Web site	Upload Offline Report Files
	Once you have uploaded all the files for this report, select the submit button below.
	File: <input type="text"/> <input type="button" value="Browse..."/>
	<input type="button" value="Upload File"/>
	<input type="button" value="Submit Report"/> <input type="button" value="Exit Report"/>
	<input type="button" value="Submit Report"/> <input type="button" value="Exit Report"/>
	<input type="button" value="Upload File"/>



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 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.

<input type="checkbox"/>	1.	Grant file for related grant(s) to be reviewed
<input type="checkbox"/>	3.	Subgrantee's policies and procedures for agency, including financial/accounting, purchasing, monitoring/evaluation, etc.
<input type="checkbox"/>		Grant Portal access policy, if applicable.
<input type="checkbox"/>	4.	Subgrantee's licensing or accreditation(s)
<input type="checkbox"/>	5.	Confidentiality policy, if changed from previous compliance review
<input type="checkbox"/>	6.	NONPROFIT ORGANIZATIONS ONLY
<input type="checkbox"/>		Board minutes for last three meetings
<input type="checkbox"/>		Articles of Incorporation
<input type="checkbox"/>		Bylaws, if changed from previous compliance review – MAKE A COPY
<input type="checkbox"/>		KCSDV accreditation documentation if domestic violence or sexual assault agency
<input type="checkbox"/>	7.	FACILITY
<input type="checkbox"/>		Any inspections of the facility
<input type="checkbox"/>	11.	MONITORING & EVALUATION STATUS
<input type="checkbox"/>		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.
<input type="checkbox"/>	12.	AUDIT & IRS FORM 990
<input type="checkbox"/>		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
<input type="checkbox"/>	13.	FINANCIAL
<input type="checkbox"/>		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.
<input type="checkbox"/>	14.	PROGRAM INCOME
<input type="checkbox"/>		Program income procedure, if applicable
<input type="checkbox"/>		Forfeiture procedure, if applicable
<input type="checkbox"/>	16.	PERSONNEL
<input type="checkbox"/>		Subgrantee's personnel policies and procedures regarding fringe benefits, overtime, vacation, holidays, travel, staff evaluations, nondiscrimination policies/complaints and how handled, etc.
<input type="checkbox"/>		Job descriptions for all grant funded positions
<input type="checkbox"/>		Applications/resumes for grant funded positions
<input type="checkbox"/>		List of all grant funded staff, job titles, start/end dates in positions, and number of hours worked per week – MAKE A COPY
<input type="checkbox"/>	19.	FACILITY COSTS
<input type="checkbox"/>		Lease agreement for facility if paid with grant funds
<input type="checkbox"/>	20.	EQUIPMENT
<input type="checkbox"/>		Lease agreements for equipment if paid with grant funds
<input type="checkbox"/>		Usage log for equipment
<input type="checkbox"/>	21.	CONTRACTUAL SERVICES
<input type="checkbox"/>		Contracts for contractual services

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)



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Thank you for attending the webinar!

Contact Information

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

For questions regarding the agency's VAWA and SASP grant award contact the KGGP office.

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