



**STATE COURT APPOINTED SPECIAL ADVOCATES  
GRANT PROGRAM  
(CASA)**

**STATE FISCAL YEAR 2025**

**REPORTING REQUIREMENTS**

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

## PROCEDURES TO OPEN GRANT AWARD

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

### Grant Assurances

The signed Grant Assurances must be received by the KGGP **no later than September 3**. Please note the Grant Project Number assigned to the grant project and any special conditions that may be included. The signature of the Authorized Certifying Official is required.

### Budget Section (Grant Portal)

If the grant award is different from the original request, the budget section of the Grant Portal must be revised and submitted after the signed Grant Assurances are submitted, but **no later than September 10**. See Appendix A for instructions to submit a revised budget in the Grant Portal.

### Revised Grant Project Objectives (Grant Portal)

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

## GRANT REPORTING INFORMATION

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

### Grant Portal Access

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

### Late/Incomplete Reports

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

### Subgrantee and Staff Changes

The Subgrantee shall continue to maintain the "Agency Staff and Title Change Form" Excel document and update the document as required. A copy of the form as well as a recorded training video can be accessed at <https://www.grants.ks.gov/helpful-resources/grant-tips/grant-management>. To report KGGP grant-funded staff and title changes, the updated "Agency Staff and Title Change Form" Excel document **must be emailed** to [kggp@ks.gov](mailto:kggp@ks.gov) within 10 days of any changes.

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

## **Reporting No Activity/Expenses**

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

## **Period-End Obligations**

If the Subgrantee incurs obligations during the grant project reporting period that will be paid in the first month following the end of the grant project period, the Subgrantee must report those obligations appropriately in the 4<sup>th</sup> quarter Financial Status Report. Upon expenditure for those obligations, the Subgrantee will submit a “FINAL” Financial Status Report in the Grant Portal reflecting it as “Period Expenditures” in the first month following the end of the grant project period. The Subgrantee must pay for obligations within 30 days after the end of the grant project period.

## **Extensions**

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

# **GRANT REPORTING FORMS**

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

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

Submit this report via the Grant Portal within **10 calendar days** after the end of each calendar quarter. Reported “Period Expenditures” must reflect actual Subgrantee cash outlays only; any accrued expenses may be reflected in the report as “Obligations.” All reported amounts for each budget category subtotal must be rounded off to the nearest whole dollar. See Appendix B for instructions to submit a Financial Status Report (On-line Report) in the Grant Portal.

## **Grant Project Statistical Report (provided by Kansas CASA Association)**

Subgrantees are required to meet the Kansas CASA Association’s reporting dates for the quarterly Outcomes and Statistical Data Report. This Excel document must be submitted within 10 calendar days after the end of each calendar quarter by email to [statedirector@kansascasa.org](mailto:statedirector@kansascasa.org). **A copy does not need to be submitted to the KGGP**; the KGGP will coordinate with the Kansas CASA Association to access outcomes and statistical data as needed.

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

Submit this report via the Grant Portal **no later than April 10**. This report is a projection of the

Subgrantee's expenditures for the final quarter of the grant project period. See Appendix C for instructions to submit the Projection of Final Expenditures (Off-line Report) in the Grant Portal.

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

Submit this report via the Grant Portal no later than **July 10**. See Appendix C for instructions to submit a Grant Project Narrative Report (Off-line Report) in the Grant Portal.

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

This report is completed for purchases of equipment with a unit cost of \$5,000 or more and is due 30 days after the date of payment and must be submitted by email to [kggp@ks.gov](mailto:kggp@ks.gov).

## **GRANT PAYMENTS**

### **Payment Process**

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

### **Payments**

Subgrantees will receive an advance equal to 50 percent of the grant award. Payment amounts in January and April will be determined by the to-date expenditures as reported on the quarterly Financial Status Report to ensure cash on hand does not exceed 25 percent of the total grant award.

### **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. Budget revision requests received after April 10, may be considered if the circumstances were unknown to the Subgrantee prior to and occurred after April 10 (e.g. staff changes, medical emergencies).

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

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

The following must be submitted via the Grant Portal to request a revision.

**Budget Justification** - Prepare a written justification as a Word or PDF document on agency letterhead with filename “[current date] Revision.” The request must include an explanation of the need for the revision and the amount of grant funds that are reallocated. Budget revisions may only be requested within approved line items; funds cannot be moved into a new line item during the grant project period except under exceptional circumstances. Upload the “[current date] Revision” document in the Attachments tab in the Grant Portal.

Grant project funds cannot be used to reimburse travel-related mileage and meal expenses in excess of the applicant’s approved policy rate or the current IRS mileage/GSA per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), whichever is lower. If the Subgrantee reimburses at a rate in excess of the federally approved rates, per their agency policy, the Subgrantee should be aware that no grant funds administered by the KGGP can be used to make up the difference.

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

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

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

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

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

## **EQUIPMENT AND CONTRACTS**

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

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

- Description of the equipment;
- Serial number or other identification number;
- Source of the equipment;
- Identification of who holds the title;

- Acquisition date;
- Cost of the equipment;
- Cost charged to grant;
- Percentage of grant fund participation in the cost of the equipment;
- Location of the equipment; and
- Use and condition of the equipment.

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

### **Procurement of Contractual Services**

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

### **Disposal of Equipment**

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

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

## **AUDIT REQUIREMENT**

For purposes of this State CASA grant program, an agency audit will not be required. However, local CASA programs are strongly encouraged to follow the conditions of the National CASA Association (NCA) Standard 6.c regarding independent audits, financial reviews, or compilations. As stated in the NCA standards, "Audits are recommended at least every three (3) years regardless of annual revenue," and the KGGP continues to consider this best practice. These State CASA grant funds can assist with the cost of the required audit, financial review, or compilation.

## **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.

### **Projection of Final Expenditures**

This report is due by 11:59 p.m., **April 10**. This report must be completed as accurately as possible to reflect the anticipated remaining expenses of the grant project.

### **Grant Project Statistical Report**

This report is completed quarterly and submitted to the Kansas CASA Association. Staff verifies the reports were submitted timely, the Subgrantee collected and reported all relevant data, and the Subgrantee completed the reports in accordance with the instructions provided by the Kansas CASA Association.

### **Grant Project Narrative Report**

This report is due by 11:59 p.m., **July 10**. Staff ensures the report was timely and the Subgrantee completed the report in accordance with the instructions provided by the KGGP.

### **Financial Status Report**

This report is completed quarterly, with the final Obligations Financial Status Report due by 11:59 p.m., **August 10**. Staff ensures the reports were timely, grant funds were expended in accordance with the approved budget, and any excess grant funds on hand were returned to the KGGP.

### **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 have inventory information on file.

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 the criteria have been satisfied, the grant file is closed, and a closeout notice is sent to the Subgrantee via the Grant Portal Message Center.