



FEDERAL NATIONAL CRIMINAL HISTORY IMPROVEMENT PROGRAM GRANT (NCHIP)

FISCAL YEAR 2024

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 December 12**. 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 December 12**.

Five Most Highly Compensated Officers (attached form)

The Five Most Highly Compensated Officers report form must be completed and returned **no later than December 12**.

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 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://grants.ks.gov/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 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 September 2025 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.”

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>
December 1 – December 31, 2023	January 15, 2024
January 1 – June 30, 2024	July 15, 2024
July 1 – December 31, 2023 ⁴	January 15, 2025
January 1 – June 30, 2025	July 15, 2025
July 1 - September 30, 2025	October 15, 2025

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 kggp@ks.gov to request 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 July 31, 2025.

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 reimburses at a rate in excess of this amount per their agency policy, the Subgrantee should be aware that no grant funds administered by the KGGP can be used to make up the difference.

Budget 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, unless there is a scope change that also requires federal approval. 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 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 NCHIP 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.

COMPLIANCE REVIEWS

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

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

Confidential Information

From time to time, KGGP staff will review records that have confidential information in the Subgrantee's files. No employee, intern, or volunteer of the KGGP shall request or access Subgrantee records

containing personal information of a victim, informant, or employee that is protected under the law, such as name, address, telephone number, or any other identifying information, for the purpose of acquiring personal information regarding that person. If it is necessary for this office to inspect grant records that may contain confidential information, such information shall be removed or covered during the inspection. Any specific request to review confidential information shall be in writing and only made by the Administrator. The request shall include the reason for review or inspection of the information.

AUDIT REQUIREMENT

The KGGP requires Subgrantees to undergo a financial statement audit by an independent certified public accountant. A financial statement audit must be provided for any Subgrantee fiscal period in which grant funds are received and/or expended. A financial statement audit includes the performance of analytical procedures, 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 regarding 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 p.m., **November 15, 2025**. 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.

Semiannual Grant Project Narrative Report

This report is completed semiannually, with the final Grant Project Narrative Report due by 11:59 p.m., **October 15, 2025**. 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.