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State Children's Advocacy Center Fund
SFY 2022 Reporting Requirements

OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT

VICTIM SERVICES DIVISION

«FY» State Children's Advocacy Center Fund

Funding Period: «GRANT_PERIOD__BEG_DATE» to 6/30/2022

REPORTING REQUIREMENTS

All grant reports must be submitted by 11:59 pm on the 31st of the month following the end of the grant year on the OAG Grant Management System.

All OAG State CAC reports are due by 11:59 pm on the 31st of the month following the end of the grant year. When the due date falls on a weekend or holiday, the reports are due by 11:59 pm the next business day.

Please contact Tracey Goering (785-368-7463) regarding your questions about the grant program.

All reports must be submitted using the Grant Management System accessed through the OAG website at <https://ag.ks.gov/victim-services/grants>

Once your reports have been submitted, they can be accessed and printed through your Submittable login. All reports must be printed and kept for 5 years in accordance with the OAG record retention policy. These may be requested for viewing during any visit to the agencies location including site visits.

Financial Status Report

Only one Financial Status Report (FSR) for the SFY 2022 CAC Grant Year will be required. The FSR covering the entire grant period, 7/1/2021 to 6/30/2022 will be due on August 1, 2022. This will be submitted through the Grant Management System accessed through the OAG Website at <https://ag.ks.gov/victim-services/grants>.

Equipment Inventory Report (EIR)

Grantees are required to file an Equipment Inventory Report with the Office of the Attorney General regarding all equipment approved and purchased with grant funds during the grant year. Equipment is defined in this grant as assets with a useful life of one year or more and a cost of \$500 or more. The Equipment Inventory Report is due only if equipment is purchased using grant funds. If no equipment is budgeted or purchased with grant funds, it is not necessary to file a report.

It is the grantee's responsibility to maintain inventory records that can be reviewed at any time by the Attorney General's staff. As with all grant records, a copy of the report

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and the invoices should be retained in the grantee's grant file.

Project Statistical Report

The Q1, Q2, Q3, and Q4 SFY 2022 CAC Quarterly Statistical Reports (PSRs) are due July 31st. If no activity took place or no services were provided, report zero statistics and state the reason no activity took place for the reporting period. Please submit (using the Grant Management System) all four Quarterly CAC Grant Project Statistical Reports no later than July 31st for the following reporting periods:

- July 1, 2021 to September 30, 2021
- October 1, 2021 to December 31, 2021
- January 1, 2022 to March 31, 2022
- April 1, 2022 to June 30, 2022

These are the same CAC statistical reports submitted to the Kansas Governor's Grants Program (KGGP) and forwarded to the Kansas Chapter of Children's Advocacy Centers for compilation. When submitting the Quarterly CAC Statistical Reports to our office, **please add the OAG CAC grant project number at the top of the form.**

Annual Human Trafficking Report

The SFY 2022 Annual Agency Human Trafficking Data Report (HTDR), covering the entire grant period, 7/1/2021 to 6/30/2022, will be due on July 31, 2022. The Annual Report will reflect services provided to HT victims for the entire grant year.

ELECTRONIC DEPOSIT OF GRANT PAYMENTS

All payments will be made to grantees via electronic deposit. Contact us if you cannot comply with this requirement.

Documents Due to The Office of the Attorney General	Reporting Period	Due Date	Upon receipt of required reports, the following will occur:
Signed Assurance and revised Budget Narrative, if required in the special conditions	N/A	As specified in the Award grant assurance	
Financial Status Report & Equipment Inventory Report (if applicable) – only one required for the period 7/1/2021 to 6/30/2022	Only one FSR & Equipment Inventory Report (if applicable) required for the period 7/1/2021 to 6/30/2022	July 31, 2022	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2021 to 6/30/2022

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Documents Due to The Office of the Attorney General	Reporting Period	Due Date	Upon receipt of required reports, the following will occur:
CAC Project Statistical Report (PSR) – File each quarterly report separately for Q1, Q2, Q3, Q4	File the Q1, Q2, Q3, Q4 quarterly PSRs for reporting periods 7/1/2021 to 6/30/2022	July 31, 2022	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2021 to 6/30/2022
Annual Agency Human Trafficking Data Report – File one for the entire grant year	Only one Annual Agency HT Data Report required for the period 7/1/2021 to 6/30/2022	July 31, 2022	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2021 to 6/30/2022