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SFY 2024

HUMAN TRAFFICKING VICTIM ASSISTANCE FUND

GRANT REPORTING REQUIREMENTS

OFFICE OF ATTORNEY GENERAL KRIS W. KOBACH
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FUNDING PERIOD: 7/1/2023 TO 6/30/2024
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REPORTING REQUIREMENTS

RECORD RETENTION

The Office of the Attorney General (OAG) requires that all programmatic and financial records (copies of grant applications, assurances, reports, correspondence, expenditure receipts and supporting documentation, grant specific activity logs, timesheets, payroll records, etc.) must be maintained by your agency for a period of five years past the close of the grant project period.

PROCEDURES TO OPEN GRANT AWARD

The following grant award documents must be submitted to the Office of the Attorney General before the 2024 HTVAF grant award is considered open:

SIGNED GRANT ASSURANCES

Please read the grant assurance thoroughly and note the Special Conditions section. The 2024 HTVAF grant assurances, complete with appropriate initials and signatures, and any other required 2024 HTVAF special conditions, due by the same date, must be submitted to the OAG Grant Management System per the terms in the 2024 HTVAF grant award letter and 2024 HTVAF grant assurance.

GRANT PROJECT NUMBER

Please note the Grant Project Number assigned to the grant project. Please use this Project Number in the subject line in all emails and communications with the OAG regarding this grant.

GRANT AWARD BUDGET – INITIAL REVISION

Awards will be rounded to **whole dollar** amounts. If the award amount stated on the first page of the grant assurance differs from the amount requested in the 2024 HTVAF grant application, a budget revision is required to reflect the exact amount of the award.

When filing the initial 2024 HTVAF Grant Budget Revision request:

- Complete a revised Budget Project Narrative, reflecting the reallocation of funds from one approved line item to another. The total expenditures listed on the revised Award Budget Narrative **must** equal the Award Amount stated in the grant assurance.
- If a revision is not required, please attach the original budget with the assurance.

REPORT FILING – GENERAL INSTRUCTIONS

Please call the grant monitor at (785) 368-7463 regarding your questions about the grant program.

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Each grant program has its own unique reporting requirements and forms. Quarterly FSR and PNR reports will be provided to you just prior to the end of the reporting quarter.

All HTVAF reports are due by 11:59 pm on the 30th of the month following the end of the required reporting period. When the due date falls on a weekend or holiday, the reports are due by 11:59 pm the next business day.

GRANT REPORTING FORMS

The following reports are required if funding under the 2024 HTVAF grant is awarded:

| ABBREV | TYPE OF REPORT | PURPOSE | REPORTING PERIOD |
|---------------|---|--|--|
| FSR | Financial Status Report | Provides fiscal information regarding expenditures during the reporting period. | Quarterly and Final |
| EIR | Equipment Inventory Report | Provides a summary of grant-funded equipment purchased during the reporting period. File only if equipment is an approved line item through this grant. | Quarterly, if equipment is or has been purchased |
| PSR | Project Statistical Report | Provides a summary of services provided and data regarding numbers served. This is a KGGP report that can be found on their portal. | Twice per year |
| HTDR-Agency | Annual Agency Human Trafficking Data Report (AGENCY-WIDE) | Provides summary data regarding number of Human Trafficking victims served by the entire <u>AGENCY</u> . Also includes summary data regarding demographic information and types of service provided. | Annual |
| PNR | Project Narrative Report | Provides a quarterly update on the status of the grant project goals, objectives and tasks. | Quarterly |

Quarterly Financial Status Report (FSR)

All FY 2024 HTVAF Quarterly Financial Status Reports (FSRs) (Quarters 1, 2, 3 and 4) are required and must be submitted to the OAG on or before the due date. If no expenditures were made, the grantee must file a report reflecting zero expenditures. Round all expenditures to the nearest whole dollar. You will be emailed a Submittable FSR first quarter. For the remaining quarters, the original FSR will be opened for revision to add subsequent quarters.

Fourth Quarter Obligations

If the grantee incurs obligations during the fourth quarter of the grant year that will be paid in the first month following the end of the grant project period (July), the grantee must report the obligations (obligated, but not yet paid) in the "Obligations" Column of the Quarter 4 FSR.

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Final Financial Status Report (FSR)

All grantees must file a FY 2024 HTVAF Final Financial Status Report (FSR). If no expenditures are reported in the “Obligations” column of the Quarter 4 FSR, the grantee must file a Final FSR, reflecting zero expenditures, and it is due on the same date as the FY 2024 HTVAF Quarter 4 FSR.

If expenditures are reported in the “Obligations” column of the FY 2024 HTVAF Fourth Quarter FSR, the grantee will report the “obligated” expenditures that are paid as of July 31st in the column marked “Period Expenditures.”

If an obligation reported on the Fourth Quarter FSR report is not actually PAID as of July 31st, it may not be reported on the FINAL Financial Status Report and is not eligible for reimbursement from the Office of the Attorney General.

The FINAL FSR is due on July 31st. If that date falls on a weekend or holiday, the report is due by 5 p.m. the next business day. Final FSRs submitted after the due date will not be reimbursed.

Adjustments to Financial Status Reports

Retroactive adjustments to previously filed FSRs should happen on a limited basis, and require prior authorization, unless requested by our office to correct errors.

If, in an unexpected circumstance, a Grantee requires a correction to a previously filed FSR, a grantee must obtain prior authorization to do so. The Grantee may make a written request in a letter on agency letterhead. This request must be approved and dated by the Executive Director. It is the Grantee’s responsibility to address the following criteria in the letter requesting the change in the previously filed FSR:

- The circumstances resulting in the need for the adjustment.
- The amount(s) and an explanation of the reason for the line item change(s) to each previously filed line item.
- In some circumstances, the Office of the Attorney General may also require verification that the agency’s board president, board treasurer or auditor supports these changes to previously filed FSR. The auditor must verify in a written letter on the auditor’s letterhead that the revision to the previously filed FSR is necessary and the revised transactions can be executed in the agency’s accounting system during the affected reporting periods. The auditor’s letter and the signed and scanned prior authorization request letter from the Grantee must be emailed to grants@ag.ks.gov.

The Grantee will be notified by email regarding this request. If approved, the revised FSR is due to our office within 10 business days of the approval. The adjustment(s) must also be made in the agency’s accounting system. Documentation of the approved adjustment(s) in the General Ledger must be submitted to our office at the same time the revised FSR is submitted.

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Equipment Inventory Report (EIR)

If the approved Budget Narrative includes the Equipment line item, Grantees are required to file an Equipment Inventory Report with the OAG regarding all equipment purchased with grant funds during the reporting period. The Equipment Inventory Report is due only if equipment is an approved line item through this grant.

Equipment is defined in this grant as an asset with a useful life of one year or more and a cost of \$500 or more. This form is available on the OAG Grant Management System and must be submitted during the period that the equipment purchase is reported on the FSR. If no equipment is budgeted or purchased with grant funds, it is not necessary to file a report.

The grantee must follow its agency written policies and procedures when purchasing equipment with these funds concerning purchasing approval, needs assessment, bidding, etc. 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 and the invoices should be retained in the grantee's grant file.

Instructions for the Disposal of Equipment funded through an OAG VS Grant

When requesting approval for the disposal of equipment purchased through OAG funding, please submit the following:

A written request for approval prior to disposition. Please include the following information in your written request:

- A full description of the equipment, including the specific name of the equipment, serial number, or other identification, date of purchase, total purchase price, reason for disposal, method of disposal, and projected date of disposal.
- Please include information about the funding of the equipment:
- The OAG Grant Project Number funding the purchase of the equipment
- Equipment Expense charged to the OAG Grant, including the total cost of the equipment and the percentage of purchase price funded by the OAG Grant.
- Please include the percentage of the purchase price funded by other funding sources, to ensure that one hundred percent of the purchase price is sourced.
- A copy of your organization's policy regarding the disposal of assets and equipment of grant-funded equipment.
- A copy of the Equipment Inventory Report (EIR) for the Reporting Period in which the grantee reported the purchase of the grant funded equipment.

Project Statistical Report (PSR)

The Project Statistical Report (PSR) is due at the end of Quarters 2 and 4 for the grant project. 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. This report may vary by agency type. If your agency is a DV/SA agency, upload the KGGP DV/SA/Stalking statistical report.

Annual Agency Human Trafficking (HT) Data Report (HTDR)

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All HTVAF grantees must file the Annual Agency HTDR on July 31st each grant year. If that date falls on a weekend or holiday, the report is due by 5 p.m. the next business day. The HTDR provides the OAG with data regarding all services provided AGENCY-WIDE to victims of HT during the reporting period, regardless of funding source. The OAG collects HT victim data for both Primary and Secondary Victims in the two-page HTDR.

Project Narrative Reports (PNR)

The PNR is due on a quarterly basis and provides information on the status of meeting the project goal(s) and objectives, etc.

Please ensure that your responses in the Project Narrative fully demonstrate how your agency has provided quality services to victims in your service area. Please include specific information about what you did for victims during the reporting period, and how you accomplished this.

Agency and Staff Changes

The OAG must be notified within five (5) days of the following changes:

- Change of personnel in position of Executive Director
- Change in personnel in grant-funded positions
- Change in address, phone, fax or email addresses of the agency contacts listed in the General Information page of the application
- Email a letter from the Executive Director (or board president) to grants@ag.ks.gov notifying the OAG of the changes.
- PFA, CVAF and HTVAF Grantees: The OAG must be notified via an email to Michelle.McCormick@ag.ks.gov and grants@ag.ks.gov prior to the closure of any vital grant funded services or any facility within your organization for any reason, which includes the closure of any shelter, Child Exchange and Visitation, or Child Advocacy facility. The reason for closure must be clearly stated. Please state whether this will be a permanent closure or temporary. If temporary, please state the estimated beginning and ending dates the services or facility will be closed. The only exception is due to an unforeseen emergency (tornado, fire, etc.), in which case notification must be given as soon as possible.
- In the event that this notification fails to occur in a timely manner, any grant-funded position will not be funded for the period until such notification has occurred.

PAYMENTS

Per the terms of the award, funds may be withheld if grantees do not submit the signed assurances, revised budgets and revised goals and objectives (if applicable), and other items specified in the special conditions by the due date.

The first payment of twenty-five percent of the HTVAF grant award will be made within two weeks of the end of the first quarter. A signed grant assurance must be submitted and all due special conditions met in order to receive the initial payment. The second payment of twenty-five percent of the HTVAF grant award will be made within two weeks of the end of the 2nd quarter. Any first quarter reports that are past due at the payment interval may impact the

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processing of your payment. The third payment of twenty-five percent of the HTVAF grant award will be made within two weeks of the end of 3rd quarter. Any second quarter reports that are past due at the payment interval may impact the processing of your payment. The fourth and final payment will be a reimbursement for all expenditures reported on FSRs in excess of payments. If payments received have exceeded expenditures reported on the Qtr. 4 and/or Final FSRs, the grantee must return the unspent grant funds to the OAG with the final reports.

The grantee must be able to account for the receipt, obligation and expenditure of funds. All funds must be accounted for on the cash basis of accounting. This means that expenditures are reported during the Grant Project Period when they are paid (in cash) and not just incurred (an obligation).

Payments will be made according to this table:

| Documents Due to The OAG | Reporting Period | Due Date | Scheduled payment date | Upon receipt of required reports and documents, the following will occur: |
|--|-------------------------|---|-------------------------------|--|
| Signed and initialed Grant Assurance | N/A | As specified in the Award grant assurance | N/A | Any items not submitted by the due date specified in the Award letter and Grant Assurance will be considered late. Once the Assurance documents have been received, you become eligible for the initial 25% payment. |
| Award Budget Narrative, revised Goals & Objectives, and special conditions requirements, as applicable | N/A | As specified in the Award grant assurance | N/A | Any items not submitted by the due date specified in the Award letter and Grant Assurance will be considered late. Once the Assurance documents have been received, you become eligible for the initial 25% payment. This payment will be released within 2 weeks of the end of first quarter. |
| Financial Status Report * Project Narrative Report | 07/01/2023-09/30/2023 | October 30, 2023 | October 7 | Receipt of accurate and complete first quarter reports makes you eligible for the next payment of 25% which is schedule to be released within two weeks of 2 nd quarter end. Reports received after October 30 will be considered late and could impact your payment. |

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| Documents Due to The OAG | Reporting Period | Due Date | Scheduled payment date | Upon receipt of required reports and documents, the following will occur: |
|---|-------------------------|------------------|--|---|
| Financial Status Report * Project Statistical Report Project Narrative Report | 10/01/2023 - 12/31/2023 | January 30, 2024 | January 7 | Receipt of accurate and complete second quarter reports makes you eligible for the next payment of 25% which is schedule to be released within two weeks of 3rd quarter end. Reports received after January 30 will be considered late and could impact your payment. |
| Financial Status Report * Project Narrative Report Projection of Final Expenditures | 01/01/2024 - 03/31/2024 | April 30, 2024 | April 7 | Receipt of accurate and complete third quarter reports makes you eligible for the next payment of 25% which is schedule to be released within two weeks of 3rd quarter end. Reports received after April 30 will be considered late and could impact your payment. |
| Financial Status Report * Project Statistical Report Project Narrative Report | 04/01/2024 - 06/30/2024 | July 30, 2024 | Upon approval and reconciliation of final reports. | <p style="text-align: center;">FINAL Payment</p> Reimbursement for all expenditures reported on FSRs in excess of payments; If FSR reports payments in excess of expenditures, Grantee must refund unspent grant funds. |
| Final Financial Status Report and Annual Agency Human Trafficking Data Report (HTDR) | 07/01/2024 - 07/01/2024 | July 31, 2024 | Upon approval and reconciliation of final reports. | |

NOTE: the Financial Status Reports, Project Statistical Reports, and Project Narrative Reports must show sufficient progress in Grant Activities. Any grantee not meeting guidelines specified in the application will be subject to review and possible termination of funding.

* - Includes the Equipment Inventory Report, when appropriate.

All reports received by this office that are complete and correct on or before the due date will be issued payment, provided that funds are available from the appropriate state sources and that the grantee is in compliance with all grant awards received from this office.

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- Each payment is based on period expenditures as reported on the FSR.
- Grantees submitting a late, incorrect, or incomplete report will not receive a payment until the next scheduled payment for the next HTVAF Grant reporting period.
- The final payment will be made after the final FSR is processed and approved.

NOTE: Late Fees/Charges - Grantees 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, penalties, 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 grantee.

GRANT ASSURANCE REQUIREMENTS AND SPECIAL CONDITIONS

Please provide our office with any other items required by the 2024 HTVAF grant Special Conditions by the date specified. No payments will be made if the grantee is delinquent in meeting the terms of the 2024 HTVAF grant assurance and Special Conditions by the specified due dates.

UNEXPENDED GRANT FUNDS

If an agency did not expend the entire award amount, the agency is required to refund any overpayment amount to our office. The grantee is accountable to track expenditures and payments from the OAG. At the end of the grant year, the grant monitor will determine the amount of the refund due. The OAG will send a letter requesting a check in that amount, providing a 3 week deadline. The Grantee must compare their grant information to the findings of the OAG. If the Grantee agrees with the assessment, they will initiate a payment within the requested deadline. If the Grantee information differs from the OAG, there is a 2 week timeframe to dispute the final number. The Grantee and the OAG grant monitor will review the records together to determine the appropriate reimbursement. Once resolved, a new request letter will be issued and an additional 3 week deadline is set.

No future payments will be made until unexpended funds are returned to the Office of the Attorney General. Failure to return unused funds may also impact the ability to receive future awards.

ELECTRONIC DEPOSIT OF GRANT PAYMENTS

To improve internal control, increase efficiency, and expedite payments, the OAG requires that all payments be made to grantees via electronic deposit. If direct deposit is not currently established with the State of Kansas, or if the grantee has a change in banking information at any time during the grant project period, contact the OAG to request a copy of the proper Authorization for Electronic Deposit form.

MODIFICATIONS TO BUDGET

- Budget revisions may only be requested between previously approved line items.
- Prior approval is not required for a budget narrative revision(s) during the first three quarters of the grant period between approved line items in the grantee's project budget narrative for amounts less than or equal to ten (10) percent of line item.

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Although prior approval is not required, the grantee must submit the written explanation and revised budget narrative at the same time the grantee is filing the FSR.

- Prior approval is required for a budget narrative revision request during the first three quarters of the grant period between approved line items in the grantee's project budget narrative for amounts greater than ten (10) percent of line item and must be submitted to the Office of the Attorney General 10 days prior to the proposed effective date of the change.
- No 'retroactive' budget revision requests requiring prior approval are allowed for the 2024 HTVAF grant.
- No budget revision requests will be granted during the final quarter of the grant project period, April 1 through June 30.
- Any budget revision request for modification in the Equipment budget category requires prior approval from the Office of the Attorney General and must be submitted to the Office of the Attorney General ten (10) days prior to the proposed effective date of the change.

BUDGET REVISION PROCEDURES

Email the OAG Grant Monitor at grants@ag.ks.gov to request an upload portal. Upload the following documents and submit:

1. Budget Justification letter - upload a justification on agency letterhead, explaining the need for the budget revision and the amount of each line item revision. The following items must be fully explained:
 - a. the reason for the budget request.
 - b. the effective date of the budget revision.

Revised Budget Narrative – upload a revised Budget Project Narrative, reflecting the reallocation of funds from one approved line item to another. This form must be filled out completely and approved by the Executive Director.

APPROVAL OF BUDGET REVISION REQUEST

The revised budget will be approved as requested, conditionally approved, partially approved, or denied. The OAG will contact the grantee in writing within 30 business days of the request to ensure that an approved revision is achieved in a timely manner. Once approved by our Office, the budget revision is effective the first day of the month following the budget revision request letter, unless otherwise noted.

All budget revisions that are approved by the OAG must be reflected in the grantee's 2024 HTVAF General Ledger expenditures. The OAG may request that the grantee submit a copy of the 2024 HTVAF General Ledger to demonstrate that this has been completed.

NOTE: Any budget revision request that affects the scope of the grant project will be denied.

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ADVANCE/ EMERGENCY FUNDING

If, in an extreme circumstance, a grantee requires an expedited payment, emergency funds may be requested. To make this request, a signed and scanned letter must be emailed to grants@ag.ks.gov.

This request must be signed and dated by the Executive Director, Board President, and Board Treasurer. The grantee will be notified via email of the decision to grant emergency funds.

It is the grantee's responsibility to address the following criteria in the request:

- The circumstances that make this situation extreme.
- The number of times in which a request for emergency funds has been made previously during the grant cycle. Please note: Grantees are discouraged from requesting emergency grant funds more than once in a grant cycle.
- The timeliness and correctness of all grant reports (both Financial Status Reports and any Statistical or Grant Project Narrative Reports).
- The amount of funds requested for the immediate advance.
- The reason the grantee must receive funds immediately.
- The grantee's reserve amount and why the reserve cannot be used temporarily.
- The efforts the grantee is making to build sufficient cash reserve.

Any advance payments must be limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements of the grantee in carrying out the purpose of the approved program.

COMPLIANCE WITH REPORTING AND GRANT ASSURANCE REQUIREMENTS

NOTE: A report is not considered to be timely if it is incomplete or incorrect. It is essential that the grant reports be reviewed for accuracy before submission.

A grantee may request an extension to submit a late report, with the exception of the reports for the Quarter 4 and Final reporting periods. We are required to withhold all grant payments until we receive the required documents and reports.

Grantees submitting a late, incorrect, or incomplete report will not receive a payment until the next scheduled payment for the next HTVAF Grant reporting period. We encourage grantees to make certain that all past due reports and requirements, as well as the next quarter's reports and requirements, are submitted prior to the next quarter's report due date to ensure payments can be processed the next quarter.

Persistent non-compliance with the grant reporting requirements and grant assurance requirements and special conditions may result in termination of the grant award and cessation of payments, per the grant assurance and can impact the ability to receive future grant awards.

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FINAL PAYMENT PROCESS

Final payments are made to the grantee upon reconciliation of the final reports and the completion of the special conditions. The grantee is accountable to track expenditures and payments from the OAG. Once the reports are received, if the OAG records match the final reports, a payment will be initiated. It could be up to three weeks before the check is actually generated. If the final reports do not match with the OAG grant monitor's records, the grant monitor will initiate communication to resolve the differences. Once resolved, the OAG will initiate a payment in the amount agreed upon. The actual payment may not be received for several weeks.

RIGHT TO TERMINATE

The OAG reserves the right to terminate any grant award and cease payment to the Grantee for failure to perform in accordance with the terms of the grant assurances. Further, the OAG may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods, videos and other property purchased with these grant funds if the Grantee fails to perform in accordance with the terms of the grant assurances and reporting requirements.