



Kansas Department of Commerce
Grantee reporting guide: Small Business
Working Capital Program

November 2020

Questions? Contact the Back to Business team at B2BReporting@ks.gov

Four steps to report grant-funded expenditures

- 1 **Record all grant-funded expenditures in the provided Excel template**
 - Download the [reporting template here](#)
 - All expenses must be incurred between March 1 and December 30, 2020
 - All expenses must meet the eligibility criteria defined by the US Treasury and Kansas Department of Commerce; see next page for additional detail
 - Each report should include **all** grant-funded expenditures (not just those incurred since your last report)
- 2 **On each submission date, submit your completed report using your custom portal**
 - Your custom portal link was emailed to you by the Back to Business team
 - This link is specific to your business (do not share it with other grantees)
 - Report submission dates are listed to the right
- 3 **Respond to any follow-ups from the Back to Business team**
 - We may email or call with questions, or to request additional detail
- 4 **Retain all proofs of expenditure until December 30, 2025**
 - You may be asked to provide these later

Report submission dates

December 5, 2020

- Grantees who received their initial award notification **on or before** November 20, 2020

January 6, 2021

- All grantees

January 30, 2021

- All grantees

Additional reporting dates to be shared in early 2021

Eligible working capital business expenses

All grant funds must be used for eligible expenses as defined by the US Treasury and the Kansas Department of Commerce. Examples of eligible expenses are below. Expenses must be incurred between March 1 and December 30, 2020. Per the terms of your grant agreement, please retain all proofs of expenditure (e.g., receipts, invoices, paystubs) until December 30, 2025.

Primary eligible uses of funds

1. Payroll costs, including:
 - a. Salaries, wages, commissions, tips (and associated payroll taxes)
 - b. Owner compensation
 - c. Employee paid time off (excluding COVID-related sick time)
 - d. Group health care benefits and insurance premiums
2. Fixed debts
 - a. Business Mortgages, including interest (but excluding property tax contributions)
 - b. Monthly payments for vehicles and/or leased equipment
3. Business Rent
4. Utilities for the business, including water, gas, electric, and internet
5. Accounts payable and open invoices for services performed between March 1 and December 30, 2020.
 - a. Service contracts
 - b. Installations
 - c. Repairs
6. Equipment or service modifications associated with complying with local public health orders and/or best practices
7. Insurance (e.g., building, vehicle, general liability)

Secondary eligible use of funds

1. Inventory associated with the conduct of your business
2. Office supplies associated with the conduct of your business
3. Website hosting and maintenance
4. Bookkeeping and accounting services
5. Marketing and Advertisement

Ineligible Working Capital Business Expenses

1. Payments of dividends or bonuses
2. Stockholder disbursements
3. Repayment of stockholder or principal loans
4. Paying off any long-term or fixed debts
 - a. Payments can be made toward fixed debts consistent with existing monthly or semi-annually contributions, but the debts cannot be paid off or materially satisfied using funds received
5. Payment toward any federal or CARES Act loan
6. Payment toward any back taxes from any jurisdiction
7. State or local tax payments
8. Relocation

Expenditure reporting: Guidelines for completing the provided Excel template

All grant-funded expenditures must be reported using the provided template [available here](#). The example report below shows eligible expenses recorded with the appropriate level of detail.

Example report

Date of Expenditure	Expenditure Category	Description of Expenditure	Amount (\$)
<i>As shown on the proof of expenditure; please use the format MM/DD/YYYY; all expenses must be incurred between March 1 and December 30, 2020</i> <i>ex: 10/31/2020</i>	<i>Select the relevant category for each expense using the dropdowns below; see the 'Eligibility guidelines' tab for additional detail</i>	<i>A brief description of the expense; a separate line item is required for each proof of expenditure (e.g., receipt, invoice, purchase order, paystub)</i> <i>ex: November 2020 Electricity bill</i>	<i>As listed on proof of expenditure</i> <i>ex: \$149.50</i>
10/10/2020	3. Business Rent	October rent, Office Company	\$1,800.00
10/14/2020	4. Utilities	October electricity expense, Utility Company	\$105.00
10/22/2020	5. Services contracts, Installations, or Repairs	XYZ equipment repairs, Vendor #1 (<i>specify the equipment being repaired or installed</i>)	\$1,014.59
10/31/2020	10. Bookkeeping & accounting	October payroll processing services, Accounting Company	\$100.00
10/31/2020	4. Utilities	October internet, Broadband Company	\$39.99
11/1/2020	1. Payroll costs	October payroll, John Doe	\$1,000.00
11/1/2020	3. Business Rent	November rent, Office Company	\$1,800.00

Expenditure reporting guidelines

- ① **A separate line item** is required for each proof of expenditure (e.g., receipt, invoice, paystub)
- ② All expenses must be incurred between **March 1 and December 30, 2020**
- ③ All expenses must meet the **eligibility criteria** defined by the US Treasury and Kansas Department of Commerce (see prior page)
- ④ Each report should include **all grant-funded expenditures** (not just those incurred since your last report)
- ⑤ Please retain all proofs of expenditure until **December 30, 2025**; you may be asked to provide these later

Report submission: Using your custom portal to submit your completed report

1

Click the custom portal link emailed to you by the Back to business team

- Your link is specific to your grant (do not share it with other grantees)
- If you did not receive a link, please contact us at B2BReporting@ks.gov

2

Complete the four sections of the online reporting form:

- Grantee information: Please review the pre-populated fields and correct as needed; we will update your file accordingly
- Total expenditures: Enter the total value of eligible expenditures incurred to date (this figure should match the total in your completed Excel template)
- Report upload: Attach your completed expenditure report (we strongly encourage reports to be submitted as Excel files)
- E-signature: Sign with your mouse or finger (if using a touchscreen device) to attest that your report is accurate, and all expenses are eligible

3

Click "Submit Report" to submit your report to the Back to Business team

- We may email or call with questions, or to request additional detail
- Unless we contact you, no further action is needed until your next reporting date

Screenshot: Report submission portal

The screenshot shows a web form titled "Grant information for your review". It contains several input fields and sections:

- Legal business name***: A text input field.
- Your email address***: A text input field.
- Grant ID***: A text input field. Below it, a note reads: "ID number shared with you via email by the Back to Business team".
- Award amount***: A text input field with a "\$" symbol on the left.
- Total expenditures**: A section header.
- Total expenditures to date***: A text input field with a "\$" symbol on the left.
- Report upload**: A section header. Below it, text reads: "We strongly encourage completed reports to be uploaded as Excel files (rather than PDFs or handwritten documents). Each report you submit should include all grant-funded expenditures, **not** just those incurred since your last report." There are two links: "Click here to download a blank copy of the Excel reporting template." and "Click here to download the detailed reporting guide." Below the links is a file upload section with "Choose File", "Remove File", and "No File Chosen" buttons.
- E-signature**: A section header. Below it, text reads: "Please sign below using your mouse cursor or finger (if using a touchscreen device). By signing, you attest that all submitted information is complete, accurate, and all expenses in your uploaded report meet eligibility criteria shared by the Back to Business team*." There is a large empty rectangular box for the signature.
- At the bottom right of the form is a blue button labeled "SUBMIT FORM".