



Kansas Department of Commerce (KDC) ARPA Programs Policies and Procedures

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Purpose

This manual documents policies and procedures for the administration and management of all Kansas Department of Commerce (KDC) grant programs funded by the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program authorized by the American Rescue Plan Act (ARPA) of 2021 funds and was created with the objective of setting a consistent but more importantly compliant process for grant processing and the overall management of these funds. Included in this manual are policies, guidelines, and instructions for performing specific activities associated with all stages of the grants management process. Included in this Manual are procedures, guidelines, and instructions for performing specific activities associated with all stages of the grants management process. Statutory guidance and/or federal flow-down requirements for certain grants may differ from instructions in this manual and should be considered the highest level of authority for processing and managing grants.

All employees of the KDC whose work includes grants in any context or capacity are expected to review this Manual to gain familiarity with and understanding of all requirements.

Scope, Applicability, and Use

This Manual is for use by all KDC personnel involved in the grants management lifecycle of ARPA funds and seeks to:

- present the grants management process in a logical way;
- document specific KDC policies and procedures relating to the various grants management activities;
- allow the grants program manager and other KDC users access to information in an efficient and practical manner; and
- ensure compliance with ARPA SLFRF.

Assistance Listing (AL) Number (Formerly CFDA title): 21.027

Eligibility (Activities Allowed or Unallowed)– Revenue Loss/Replacement

The pandemic and public health emergency of COVID-19, resulted in the state of Kansas facing both a public health and economic crisis, which resulted in illness, quarantines, school closures, and temporary and permanent closures of businesses resulting in lost wages and financial hardship. The SLFRF program authorizes the State of Kansas to use its allocated funds to:

- a. Respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c. Replace lost public sector revenue by providing government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d. Make necessary investments in water, sewer, or broadband infrastructure;¹
- e. To provide emergency relief from natural disasters or the negative economic impacts of natural disasters;
- f. For projects eligible under the 26 surface transportation programs specified in the 2023 CAA (Surface Transportation projects); or
- g. For projects eligible under Title I of the Housing and Community Development Act of 1974 (Title I projects).²

¹ 42 USC 802(c)(1).

² Public Law No. 117-328

The Strengthening People and Revitalizing Kansas (SPARK) Taskforce approves Kansas' use of ARPA State Fiscal Recovery Funds, and the Kansas Office of Recovery distributes the funds as provided under the American Rescue Plan Act of 2021. As such, the Kansas Office of Recovery and the Kansas Department of Commerce (KDC) entered into Memorandum of Agreements to provide a suite of SPARK approved programs to assist in the post pandemic economic recovery. As a government service and the state's lead economic development agency, KDC strives to empower individuals, businesses, and communities to achieve prosperity in Kansas. KDC administers programs and services to support businesses, grow the economy and improve the quality of life across Kansas.

The revenue replacement provision of ARP is designed to fund "the provision of government services" and the U.S. Department of Treasury has issued guidance through its Coronavirus SLFRF Final Rule that provides that government services "include, but are not limited to, maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services. The aforementioned list of government services is not exclusive."³ Common examples of government services are "construction of schools and hospitals, road building and maintenance, and other infrastructure, health services, general government administration, staff, and administrative facilities, environmental remediation, provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)."⁴ Under the revenue loss category, government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise.⁵

Every use that is eligible under other eligible use categories is also eligible under revenue loss. ARPA offers little restrictions on States and municipalities using revenue replacement funds, except that, States and territories may not "use the funds to either directly or indirectly offset a reduction in net tax revenue," and are prohibited "from using funds for deposit into any pension fund."⁶ KDC is further restricted from using the "funds for debt service, to replenish financial reserves, or to satisfy an obligation arising from a judicial settlement or judgment."⁷ And lastly, Treasury highlights the general restrictions that would be covered by "the Award Terms and Conditions...other federal laws...[and that] funds may not conflict with the overall statutory purpose of the ARPA to reduce the spread of COVID-19."⁸ As the suite of grant programs administered by KDC consist of economic development programs, these programs do not fall under any of the enumerated "Restrictions on Use."

Process to Determine Funding Relationship

KDC adheres to Title 2 of the Code of Federal Regulations (2 CFR) including subtitle A and Part 200- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance or Part 200) when administering federal grants and adheres to the 2 CFR 200.331 in making Subrecipient and contractor determinations.

On April 27, 2022, and again on July 27, 2022, Treasury released updates to its guidance and expressly determined there are no subaward relationships under the revenue loss category.⁹

While Uniform Guidance determines that a subaward is provided for the purpose of "carrying out" a portion of a federal award, because there are no federal programs being administered under revenue loss, use of these funds as defined by Treasury "to provide for the provision of general government services" does not give rise to subrecipient relationships

³ U.S. Department of Treasury, SLFRF Final Rule 31 CFR Part 35 at 4408.

⁴ U.S. Department of Treasury, Coronavirus State and Local Fiscal Recovery Funds: 2022 Overview of the Final Rule, January 2022, pg. 11.

⁵ Treasury SLFRF Final Rule FAQ 3.2, P. 24.

⁶ 42 USC 802(c)(2).

⁷ U.S. Department of Treasury, SLFRF Final Rule 31 CFR Part 35 at 4422.

⁸ Id.

⁹ Treasury SLFRF Final Rule FAQ 13.14, P. 62 and P. 63.

given that there is no federal program or purpose being carried out.¹⁰ As all KDC programs are reported under Treasury Expenditure Category 6.1 Government Services, the relationship determination forms were unnecessary as “use of revenue loss does not give rise to subrecipient relationships.”

Kansas state statute K.S.A. 58-3501 was also reviewed for applicability considering the new funding relationship guidance. As the State statute authorizes compliance with the provisions of 42 U.S.C. §§ 4601-4655, the act was reviewed for its application in the administration of KDC revenue loss programs.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, 42 U.S.C. 4601–4655 (Uniform Act), established a program, which includes the payment of moving and related expenses, to assist persons who move because of Federal or federally assisted projects. The stated purpose of the act is “(a) To ensure that owners of real property to be acquired for Federal and federally-assisted projects are treated fairly and consistently, to encourage and expedite acquisition by agreements with such owners, to minimize litigation and relieve congestion in the courts, and to promote public confidence in Federal and federally-assisted land acquisition programs; (b) To ensure that persons displaced as a direct result of Federal or federally-assisted projects are treated fairly, consistently, and equitably so that such displaced persons will not suffer disproportionate injuries as a result of projects designed for the benefit of the public as a whole; and (c) To ensure that Agencies implement these regulations in a manner that is efficient and cost effective.”¹¹

The Act’s stated focus on “real property to be acquired for Federal and federally-assisted projects” is negated by Treasury’s guidance as described above that there are no subaward relationships present and 2 CFR 200.311 is not applicable to revenue loss funds. Further, property, supplies, or equipment acquired with revenue loss funds are exempt from the use and disposition requirements of the Uniform Guidance, regardless of award size.”¹²

How to Use the Manual

The organizational structure of this Manual serves three basic purposes:

- to present the grants management process;
- to document specific KDC policies and procedures relating to the various grants management activities; and
- to allow the grants program manager and other KDC users access to information about the funding managed by KDC and established policy and procedure decisions.

Authority

The authority of this Manual is established through the ARPA Memorandum of Agreements (MOAs) between the Kansas Office of Recovery (RO) and KDC allocating ARPA funding along with the overall responsibility for the coordination and administration of grants allocated by these funds.

MOAs (Summary table with Timeline dates, POP):

	MOA expires	Period of Performance	Amendments
Community and Technical College Grant program	6/30/2023*	7/1/2022-6/30/2024	
University Challenge Grant (UCG) program	6/30/2024*	Start date -9/30/2026	Amendment (+\$15M)
Public Universities (KBOR)	6/30/2023*	7/1/2022-6/30/2024	Amendment (+\$10M)
Private and Independent Colleges (PIC)	6/30/2023*	7/1/2022-9/30/2024	Amendment
Economic Expansion Rural Housing Grant (EERHG)	6/30/2023*	Start date- 6/30/2026	

¹⁰ *Id.*

¹¹ 49 CFR 24.1.

¹² Treasury SLFRF Final Rule FAQ 13.14, P. 65.

BASE	9/30/2024	2 years, (approx.: 6/2022-6/2024)	
BASE Amendment (Legislated Projects)	6/30/2023*	Same as BASE	
BASE 2.0 (amendment)	9/30/2026	04/25/2023 – 04/25/2025 2 years or by 6/30/2025 (whichever is sooner)	
SPRINT	9/30/2026	7/1/2022-4/30/2025	
ABODE	9/30/2026	4/1/2023-3/31/2025	
ALOFT	9/30/2026	6/1/2023-5/31/2025	
DRAW	9/30/2026	6/1/2023-5/31/2025	
Efficiency and Modernization	9/30/2026		
Kansas Public Broadcasting	9/30/2026	Within 2-years of announcement – not to extend past 6/30/2026	

*Note: due to funding authority, expect to amend and extend

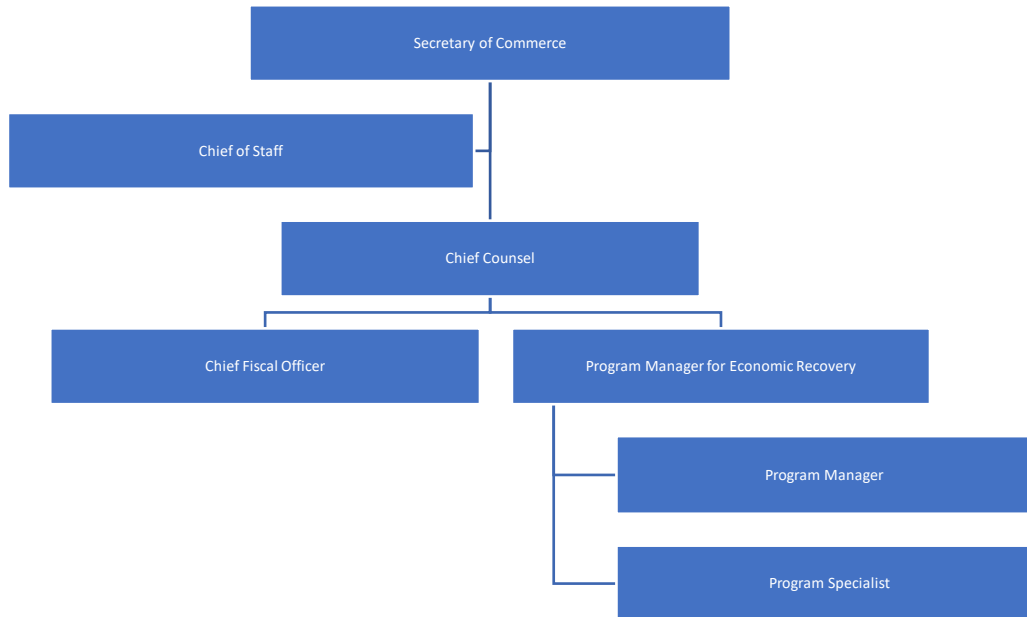
Grants Manual (Internal KDC Procedures)

Roles and Responsibilities:

It is the role of KDC to provide oversight and in accordance with §200.303 Internal Controls:

- a. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity (KDC and its grantees) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of funding Organizations of the Treadway Commission (COSO).
- b. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c. Comply with the terms and conditions of the MOAs and other guidance issued by the RO or other state agencies with authority over the ARPA funds.
- d. Evaluate and monitor the non-Federal entity’s compliance with statutes, regulations, and the terms and conditions of the grant awards.
- e. Take prompt action when instances of noncompliance are identified including noncompliance identified in monitoring and audit findings.
- f. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

Organizational Chart - Division of Economic Recovery



Key Duties

Secretary of Commerce – is the head of the Kansas Department of Commerce and administers the agency in accordance with K.S.A. 74-5001a et.al. Has final funding authority on behalf of the agency.

Chief of Staff – assists in the administration of the agency on behalf of the Secretary.

Chief Counsel – Oversees the Division of Economic Recovery, among other duties.

Chief Fiscal Officer – Oversees the receipt, distribution, and accounting for all KDC financial transactions.

Program Manager for Economic Recovery – Oversees the program staff administering the SLFRF grant programs.

Program Manager – Manages the program specialists assigned to particular grant programs.

Program Specialist – Monitors subawards as assigned by the program manager.

Conflicts of Interest

The Kansas Governmental Ethics Commission (GEC) is charged with administering, interpreting, and enforcing laws relating to conflict of interests. In addition, the GEC renders advisory opinions and can adopt rules and regulations under a less comprehensive conflict of interests' law covering local government officials and employees. For more details see the GEC website [Statutes | Ethics Commission \(kansas.gov\)](#) and [Guidelines for State Employees | Ethics Commission \(kansas.gov\)](#)

Should a conflict of interest (real or perceived) occur within KDC or with an awardee, the following process should be followed:

- Perform an internal review to determine if the existing policy was followed.
- For grantees, as appropriate, request grantee documents a corrective action plan. KDC evaluates corrective action plan to determine if it is sufficient. Grantee performs corrective action. KDC monitors adherence to corrective action plan.

- For KDC, contact Government Ethic Commission (KGEC_Ethics@ks.gov or (785) 296-4219)

As a recipient of federal funds, KDC also adheres to the conflict-of-interest provisions as described in 2 CFR 200.112, 2 CFR 200.318 and any guidance issued by Treasury.

In addition to adhering to the K.S.A. 46-215 et. al., KDC has implemented a Conflict-of-Interest Policy requiring all employees to disclose their outside employment or service to Commerce. All KDC staff are required to complete a disclosure form pursuant to that policy. KDC's conflict of interest policy is available on the intranet.

Pre-Award Phase

The [Strengthening People and Revitalizing Kansas \(SPARK\)](#) executive committee oversees the allocation process of the American Rescue Plan Act (ARPA) Funding, assisted by four advisory panels with additional members. The advisory panels are focused on four main topics: Health and Education, Economic Revitalization, Connectivity, and Efficiency and Modernization. The advisory panels recommend investments to the executive committee, and the executive committee then makes recommendations to the State Finance Council, which makes the final determination. The Office of Recovery, as the recipient of the ARPA funding, ensures the Economic Revitalization programs approved by the SPARK executive committee and the State Financial Council are enacted.

The Kansas Department of Commerce (KDC), as authorized by Memorandums of Agreement with the Office of Recovery, is the entity designated to distribute ARPA funding for Economic Revitalization programs. KDC adheres to the following pre-award phase parameters in the administration of these programs.

Parameters to be included in application processes for all public facing SPARK grant programs:

1. Clearly defined program objectives with publicly available and objective scoring methodology that should be weighted towards the measurable impact of SPARK dollars spent.
2. Broad communication of RFP opportunities throughout all known interested parties, industry groups, and the media to solicit as much participation as possible.
3. No limitations on who can apply based on prior submission of proposals to the SPARK process.
4. Resources made available within each managing organization to ensure all parties can navigate the process and submit conforming applications.
5. Sufficient time to apply from the time the RFP is publicized to ensure sufficient participation.
6. A process for measuring outcomes and reporting them publicly for each program.

Announcement of Funding Opportunities

KDC ARPA programs are either competitive or non-competitive.

Non-competitive awards are legislatively allocated to pre-determined awardees. Awardees were emailed invitations to apply, which also included the Grant Application Guidelines, Application (which included Risk Assessment questions), and a Grant Administration Plan (GAP) document. Awardees submitted all documentation via the [Submittable link](#) on the KDC website. All source documents can be found on KDC One Drive.

- BASE Legislated
- Community and Technical Colleges
- Private and Independent Colleges
- Public Universities (KBOR)
- Economic Expansion Rural Housing Grant (EERHG)

Competitively awarded programs were announced via press releases, example: [BASE Press Release](#). Prior to application deadlines, webinars were held to review Grant Application Instructions and frequently asked questions. Information specific to each competitively awarded program is located on the program's websites:

- BASE (BASE 1.0 and 2.0) [BASE Grant \(kansascommerce.gov\)](https://www.kansascommerce.gov/base)
- ABODE [ARPA Building Opportunities for the Disabled & Elderly \(ABODE\) \(kansascommerce.gov\)](https://www.kansascommerce.gov/abode)
- SPRINT [State Park Revitalization and Investment in Notable Tourism \(SPRINT\) \(kansascommerce.gov\)](https://www.kansascommerce.gov/sprint)
- ALOFT [Aviation Learning Opportunities & Funded Training \(ALOFT\) \(kansascommerce.gov\)](https://www.kansascommerce.gov/aloft)
- DRAW [Delivering Residents and Workforce \(DRAW\) \(kansascommerce.gov\)](https://www.kansascommerce.gov/draw)
- Kansas Public Broadcasting

Application Receipt

All applications are received through Submittable.

Application Compliance Reviews

Witt O'Brien's, a third-party contractor, completes an eligibility review for all projects that are to be awarded utilizing an Application Compliance Form ([example from BASE](#)). The eligibility review conducted by Witt O'Brien includes a review of the application, that the applicant is registered with SAM and is not disbarred, that the project only contains allowable activities, verifies match documentation, reviews the project narrative, and reviews answers related to the risk assessment. Each application and Compliance Form is assigned an identical submission number from the online Submittable platform. Following the completion of each awardee's Compliance Form, Witt O'Brien's documents whether or not an application is compliant with the eligibility requirements for the KDC SLFRF. All Application Compliance Forms are saved in each grant's program folder.

Unallowable Activities

No project may undermine any public health effort to stop the spread of COVID-19, and all expenditures will comply with applicable provisions of the American Rescue Plan Act (ARPA) and any relevant Kansas State law. The U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions are applicable to this award.

As stated previously, ARPA prohibits "Kansas from using ARPA funds to either directly or indirectly offset a reduction in net tax revenue," and second "prohibit all recipients, except Tribal governments, from using funds for deposit into any pension fund." The rule goes on to identify other restrictions on use which include, "use of funds for debt service, to replenish financial reserves, or to satisfy an obligation arising from a judicial settlement or judgment were ineligible uses of funds."¹³ And lastly, Treasury highlights the general restrictions that would be covered by "the Award Terms and Conditions...other federal laws...[and that] funds may not conflict with the overall statutory purpose of the ARPA to reduce the spread of COVID-19."¹⁴

In determining whether a cost is allowable the following factors and requirements apply from Subpart E: [200.400](#)(a) - (c), and (e) Policy guide, [200.403](#)(a), (c), (d), (g), and (h) Factors affecting allowability of costs, [200.404](#)(e) Reasonable costs.

Application Scoring/Peer Reviews

Peer review is a process of using in-house, other agency, and/or independent evaluators to assess the merits of an application for funding. The peer review process applies to grant program applications or concept papers that have met the basic minimum requirements review.

ARPA applications approved for compliance are then scored by KDC peer reviewers. KDC assigns scorers to each competitive grant opportunity, and all scoring methodology and scores are captured on Submittable. Each application that is scored is given a suggested award amount by the reviewers, independently.

¹³ U.S. Department of Treasury, SLFRF Final Rule 31 CFR Part 35 at 4422.

¹⁴ *Id.*

Conflicts of interest in scoring are addressed with the following procedure: Selected scorers are excluded from evaluating applications from counties where they had (currently or for the past 5 years) a personal residence or worked in a professional capacity. If a KDC employee currently or within the last 5 years oversaw a specific region of the state, applicants from that region would be excluded from their review.

Peer review recommendations are advisory in nature. In special circumstances, a grant application may require or recommend a second or supplemental review. When a second review is being considered, the grant program manager, in consultation with a supervisor, determines whether the second review panel will be composed of new reviewers, the original reviewers, or a combination of both. Circumstances that might necessitate a second review include: 1) incorrect information provided by the applicant 2) procedural errors made in the review process (e.g., conflict of interest) that was inconsistent with the program announcement or specific instructions to the applicant.

Peer reviewers and KDC staff must treat as absolutely confidential all application materials, reviewer identities, comments, deliberations, and recommendation of the peer review panel. Panelists are prohibited from providing any information before, during, and after the review regarding their deliberations or recommendations to anyone outside the peer review process. Should a peer review panel member receive a request for application materials or information about panel discussions or recommendations, the reviewer must notify the grant program manager immediately. Any persons requesting information about the review process or about a specific application should be referred to the grant program manager.

Award Phase

Award Selection

Upon the completion of scoring, applications are ranked in descending order, starting with the highest scoring application(s) and proceeding downward, to determine the ability to fund projects. The highest scoring applications were recommended to receive an award and the number of applications recommended for funding was determined based on the total funds intended to be awarded as compared to the amount of funds allocated for that program. These results are submitted to the Secretary of Commerce for final approval. The Secretary has discretion to deviate from the recommendations for items such as geographic equity, investment in strategic industries, community or regional economic need, etc.

Award Letter

To notify grantees of their award, KDC compiles Award letters which detail award amounts and requirements to be met prior to the issuance of the first payment. In most cases, the requirements are also detailed in interactive webinars for newly awarded grantees. Award letters can be found in each grant's respective grant file. Awards are posted publicly and included on the [Kansas Commerce Transparency Database](#).

Suspension and Debarment Check (SAM.gov)

In accordance with 2 CFR 200.214 and 31 CFR section 19.300, KDC ensures that, prior to entering into subawards and contracts with award funds, a determination will be made that any subrecipients and contractors are not suspended, debarred, or otherwise excluded from receiving the award. To confirm an exclusions check is completed on SAM.gov and a copy of the search is saved in the grant file. Use the following [job aid](#) to perform the check.

Pre- Agreement Submission Requirements

To receive a grant agreement, KDC requires grantees to submit Pre-Award Documentation into a program specific Pre-Award Submittable form. The form requests Contact information, Confirmation of Matching funds, Grant Administration Plan, Budget, & Timeline, a SAM.gov UEI number, Proof of Property Ownership or Proof of Permission, Documentation of Procurement Process, Proof of Permits, Proof of Insurance, Environmental Review, and ACH Form.

Program specialists must adhere to this guidance regarding ACH forms:

1. When receiving pre-award documentation, as of 10/3/2023, KDC is no longer accepting ACH forms and verification (voided checks or bank letters).
2. Awardees are asked to submit the last four digits of the account where their grant will be deposited.
3. If an awardee currently uses the same account number as provided in their pre-award documentation, no further information is required. Use the last four account numbers for their payment voucher.
4. If an awardee does not use the same account number as provided in their pre-award documentation, email the awardee that they will be receiving an email from the Kansas Dept of Admin via DocuSign.
5. If it is unclear whether an account number exists for an awardee, or if that awardee has never received Commerce funding, provide the signed W9 form, a contact name, phone number, and email to Chief Fiscal Officer. They will establish the supplier information and ACH information. Advise the awardee that they will be receiving an email from the Kansas Department of Commerce via DocuSign.

Additional forms required at the Pre-Award Phase include Policy Regarding Sexual Harassment, Certification of Company Not Currently Engaged in a Boycott of Goods or Services from Israel, and Certification of Company Not Currently Engaged in the Procurement or Obtainment of Certain Equipment, Services, or Systems. Signed copies of each form is kept in the awardee file.

An environmental review pursuant to the National Environmental Policy Act is not required under the SLFRF program¹⁵ nor by the State of Kansas. However, if an Environmental Review is required by local or county jurisdiction, documentation of the Environmental Review must be submitted. If an Environmental Review is not required, grantees submit a signed document stating no requirement exists within local or county jurisdiction and includes how they determined that (who they contacted, website review, previous project experience, etc.).

If the project occurs on a property that is designated as a National or State Historic Registered Place, grantees will need to obtain permission from the Kansas State Historic Preservation Office (SHPO) in writing before a disbursement can be made. If grantees are awaiting SHPO approval on a historically registered property, they can submit a printout of the request to SHPO for their environmental review section, and KDC will follow up to get the approval letter from SHPO before funding is disbursed. This way, KDC can still move forward with the agreement and will include in the special conditions.

Pre-Agreement Compliance Review

KDC Program Specialist (KDC PS), after receipt of the pre-award submission, downloads all Pre-Award submission materials to its designated folder in the KDC grant files and evaluates submission against requirements stated in the Submittable Pre-Award Form. KDC PS performs a SAM.gov registration and debarment check which is uploaded to the KDC OneDrive grant files. KDC OneDrive grant files consist of the following folders: Updates, Training Plan (dependent on project), Submittable, State Docs, Single Audit, SAM.gov, Quarterly Reports, Property Ownership, Procurement, Permits, Payments (& PO), Monitoring, Matching Funds (if required), Insurance, GAP, Extension Requests (if requested), Environmental Review, Correspondence, Commerce Application, Close Out Forms, Award Letter, Agreement.

Once KDC PS approves the pre-award submissions (often requests for additional documentation or clarification is required prior to this approval), they assign the Pre-Award entry in Submittable from their "Pre-Award Review" to "Pre-Award Final" whereby the KDC Program Manager or Director approves and through Submittable assigns to Witt O'Brien's (WOB) to complete the "Risk Assessment" review and draft the Special Conditions.

During the "Risk Assessment" WOB completes a SAM.gov Check, confirms private entity's business registration status on the KS Secretary of State [Kansas Business Entity Search](#) as "active and in good standing," performs a compliance review,

¹⁵ Treasury SLFRF Final Rule FAQ 6.3, P. 39

completes a Risk Assessment, designates risk category (Low, Medium, High), reviews pre-award submission against the requirements stated in the Submittable Pre-Award Form. This review informs payment provisions, additional monitoring actions based on risk assessment, and other special conditions which are included in a "Pre-Award Review, Considerations for: Special Condition(s) and Payment Schedule" document which is uploaded to Submittable.

Award Document Creation

The following process is followed for compiling Award Agreements:

1. KDC PS ensures all documents are received and approved.
2. Download Special Conditions from Submittable -> Reviews -> WOB.
3. Upload Special Conditions into Awardee's Award Agreement folder.
4. Copy the Agreement Template from the Required Agreement Docs folder into the Awardee's Award Agreement folder.
5. Open Template and make the following changes:
 - a. Save the name of the file to "AWARDEE NAME GRANT NAME Agreement Date Final."
 - b. Add the Awardee Name to the yellow highlight on page 1, followed by the UEI (not the CAGE code). Remove yellow highlight when done.
 - c. Enter the Full Award Dollar Amount in words and numbers on Section V Grant Funds where highlighted. Bold the amounts and remove yellow highlight.
 - d. On page 2, enter all highlighted information from the W-9.
 - i. Enter N/A for Federally Approved Indirect Cost Rate (if applicable)
 - ii. Grant Award Number is "FYXX-GRANT-XXXXX". The XXXXX is the initials of the awardee (example: Friends of the Free State Capitol is FOFSC).
 - iii. N/A for Modification/Amendment
 - iv. Project Name/Description is from the Master Spreadsheet Project Name
 - v. N/A for Project Code
 - vi. Performance Start and End Date based on the period of performance
 - vii. Leave Budget Period blank
 - viii. Amount Obligated is the full award
 - ix. Total Grant/Award Amount is the full award
 - x. Research and Development: always enter No
 - e. Bottom of page 6, section XIII, enter the mailing address from the W9 in the highlighted field, along with the email address from the GAP cover sheet and remove highlight when done.
 - f. Bottom of page 8, use the same address and email address from above, and add the phone number.
6. Copy the Israel Boycott form into the Award Agreement folder.
7. Open the GAP and save as a PDF, labeled as "Attachment C." Upload into the Award Agreement Folder. Make sure all sheets fit on one page.
8. Copy the Encumbrance Cover Sheet from the Required Docs folder into the Awardee's Award Agreements Folder.
9. Open the Encumbrance Sheet and rename to Encumbrance Cover Sheet-NAME Grants – XXXX. The XXXX is the same initials of the Awardee as used before on the Agreement.
10. Make the following changes to the Encumbrance Sheet:
 - a. Change Supplier number as from the list in the BASE Grant Supplier IDs file in the Required Docs folder.
 - b. Enter the Awardee name into the Name Field
 - c. Street Address from W9
 - d. Enter the full award into I-17 and E-45
 - e. Enter today's date into Contract Begin Date (example: 6/20/22), or applicable period of performance start date.

- f. Enter two years forward from Begin Date into Contract End Date (example: 6/19/24), or applicable period of performance end date.
 - g. Replace initials in B-38
11. Copy the Sexual Harassment file from the Awardee's Application Documents folder into the Award Agreements folder.
 12. Notify Program Manager for Economic Recovery that all documents are prepared for submission, by sharing the OneDrive file. The Program Manager for Economic Recovery will review the draft agreement and documentation.
 13. When approved the Director will share the file with the legal division for completion. The legal division will route the agreement and required documents to internal staff for review and approval and to the awardee for signature. Those included on agreement for approval and signature are as follows: Legal Division Attorney (approver), Program Manager for Economic Recovery (approver), Chief of Legal (Signature), Chief Fiscal Officer (Signature), Awardee (Signature), Secretary of Commerce (Signature). Final copies of the agreement are issued to those who have signed, approved, the fiscal division, and the KDC PS.

Summary of Matching requirements Per Program

Program	Match Required
BASE	25% - Previously allocated and expended funding used as match may date back to January 1, 2019. Land purchases will only be eligible for including into a match if purchased January 1, 2021, or after.
BASE 2.0 (Legislated)	25%
CTC	"Nonstate moneys or donated equipment on a \$1-for-\$1 basis from either the college or private industry partner."
UCG	"Private funds to federal funds on a \$3 of private moneys to \$1 of federal moneys basis. The availability of the match must be certified by the chief executive officer to the director of accounts and reports* by December 30, 2023, before expenditure of funds."
PU (KBOR)	No match
Wichita State University	"That all moneys in the digital transformation program fund expended for fiscal year 2023 shall be matched by nonstate moneys on a \$1-to-\$1 basis" For projects that require a match of private funds at the direction of the Legislature (Wichita State University), federal funds shall only be made available upon the certification of the match by the chief executive office of the institution to the director of accounts and reports*."
PIC	"Private funds to federal funds on a \$3 of private moneys to \$1 of federal moneys basis, except for the funding for the Benedictine College engineering program, which will be made available only upon the match of private funds to federal funds on a \$1 of private moneys to \$1 of state moneys basis. The availability of the match must be certified by the chief executive officer of the private or independent college to the director of accounts and reports* before expenditure of funds. Private money matches shall not be existing college funds and shall be new moneys."
Rural Housing	"All moneys in the economic expansion rural housing grant account expended for fiscal year 2023 shall be matched by nonstate moneys on a \$1-to-\$1 basis."
ALOFT	Minimum of 25% match funds of the total project cost. Matching funds must be directly related to the requested funds. In-kind donations and real estate equity are not eligible matching funds.
DRAW	Minimum of 25% match funds of the total project cost. Matching funds must be directly related to the requested funds. In-kind donations and real estate equity are not eligible matching funds.
ABODE	The applying entity must match funding request on a \$1- for-\$1 basis.
KPB	No match

SPRINT	No match
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Generally, it is advised to not create additional financial burdens with the funding. Debt service is restricted as a use of ARPA funds. KDC is not encouraging award recipients to incur loans for the match, however they are permitted to do so at their own risk.

Summary of Administrative Cost allowability

KDC shall only use ARPA Funds for direct costs related to the implementation of the Economic Development Infrastructure program. ARPA Funds shall not be used for any administrative or overhead costs, except as (1) costs specifically identified as administrative costs, (2) costs for additional personnel or outside contractors hired or contracted for the specific purposes of administering the program, and (3) other costs directly related to program administration and approved by the Office of Recovery.

Program recipients are to ensure that the administrative costs claimed by an ARPA SLFRF awardee adheres to the administrative costs permitted under the program. The table summarizes the allowability of administrative costs for KDC and subrecipients/awardees for each program.

	Allowable for KDC (Determined by the Office of Recovery)	Allowable for Subrecipients
BASE	KDC 1%	Subrecipients up to 10%
BASE 2.0	KDC - 5% of program amount to cover program admin	Subrecipients up to 10%
CTC (CC & TC)	Not allowable	Not allowable for subrecipients
UCG	KDC 5%	Not allowable for subrecipients
PU (KBOR)	Not allowable	Not allowable for subrecipients
PIC	5% cap on grant administrative costs	Not allowable for subrecipients
Housing	5%	Not allowable for subrecipients
ALOFT	5% as determined by the Office of Recovery	Not allowable for subrecipients
DRAW	5% as determined by the Office of Recovery	Not allowable for subrecipients
ABODE	5% as determined by the Office of Recovery	Not allowable for subrecipients
KPB	Not allowable	Not allowable for subrecipients
SPRINT	5% as determined by the Office of Recovery	Not allowable for subrecipients

Summary of Disbursements

The table below summarizes the disbursement schedule of grant payments for each program.

BASE	The first funding allocation of 50% of the award will occur within 30 days of an executed award agreement. The second 50% of the award will occur no earlier than January 2023 following two consecutive quarterly reports with successful progress of the project.
CTC	The first disbursement of funds will be 50% of the institution's allocation, after 50% of the total required match is documented as committed.
UCG	Quarterly reimbursements, revised to allow disbursement upon approval of match requirement.
PU (KBOR)	Funds will be advanced in 25% increments. First payment will be advanced upon receipt of the executed award agreement. All subsequent disbursements will be issued once the prior disbursement is expended and sufficient records are submitted
PIC	The first disbursement of funds will be 50% of the institution's allocation after 50% of the total required match is documented as available

Housing	Grant funds will be advanced in the following manner: The first disbursement of funds will be 20% of the allocation, after 20% of the total required match is documented as committed. All subsequent disbursements will be issued once the prior disbursement is expended and sufficient records (proof of cost and payment) are submitted which demonstrate compliance with the requirements of the agreement. Remaining disbursements will be advanced similar to the first.
ALOFT	Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.
DRAW	Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.
ABODE	No more than 10% of the awarded funds will be disbursed after an executed award agreement. All future expenditures will be reimbursed no more than monthly at 50% of cost after expenditures and supporting documentation are approved by KDC.
KPB	Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement. If an awardee expends at least 95% of its first disbursement, Commerce can issue the remaining award upon confirmation of approved expenditures.
SPRINT	Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.

Accounting System Requirements

The table below describes the funding codes utilized by KDC to ensure the allocated funds for each program are used for the required program and in conformance with KDC and the State of Kansas fiscal procedures.

FUND 3756, BUDGET UNIT 3536

NAME	PROGRAM CODE
UCG	A0030
PICG	A0061
Rural Housing Grant - Salina	A0025
CTC – CLOUD CCC	A0039
CTC-COWLEY CCC	A0040
CTC- FORT SCOTT CC	A0041
CTC-GARDEN CITY CC	A0042
CTC-HIGHLAND CC	A0043
CTC-HUTCHINSONCC	A0044
CTC-JOHNSON CCC	A0045
CTC- KANSAS CITY CC	A0046
CTC-NEOSHO CCC	A0047
CTC-PRATT	A0048

CTC - COLBY CCC	A0049
CTC-SEWARD CCC	A0050
CTC-COFFEYVILLE CCC	A0051
CTC-BUTLER CCC	A0052
CTC-BARTON CCC	A0053
CTC-NORTH CENTRAL KS TC	A0054
CTC-NORTHWEST KS TC	A0055
CTC-WASHBURN IoT	A0056
CTC-WICHITA STATE TC	A0057
CTC-FLINT HILLS TC	A0058
CTC-SALINA TC	A0059
CTC-MANHATTAN TC	A0060
PU-Wichita State University and University of Kansas	A0031
PU-University of Kansas	A0032
PU-Kansas State University	A0038
PU-Emporia State University	A0034
PU-Pittsburg State University	A0033
PU-Fort Hays State University	A0036
PU-Washburn University	A0035
PU-Wichita State University - digital transformation	Transferred to RO
BASE - Ag production facility - Hilmar	A0024
BASE- Animal Nourishment - Emporia	A0026
BASE - Infrastructure Southeast KS - Pittsburg	A0027
BASE –Refurbishment for Building Housing Project - Ottawa	A0028
BASE-Transload Facility - Stafford County	A0029
BASE 1.0	A0008
BASE 2.0	A0076
SPARK 2 Workforce (Aviation & Aerospace) ALOFT	A0079
SPARK 2 Workforce DRAW	A0080
SPARK 2 Housing - ABODE	A0078
SPARK 2 Tourism - SPRINT	A0077
Military License Reciprocity	A0119
Efficiency & Modernization - Disaster Recovery - Andover	A0120
Airport Authority Payment	Transferred to RO
Public Television Broadcasting – Smokey Hills	A0204
Kansas Public Broadcasting	A0150

Record Keeping

KDC shall maintain and preserve sufficient records to demonstrate compliance with the grant and shall provide such records to the Office of Recovery promptly upon written request. Such records shall be maintained not less than five (5) years after December 31, 2026.

Post-Award Phase

All Costs

Evaluate all documentation which supports grant costs (matching and award funds) against the following: Is the cost...

- Allowable – On their GAP, i.e. was an approved part of their budget/scope.
- Allocable – The cost was incurred specifically for the project, and it is assignable to a specific line item in their GAP. Also, the cost is not charged to any other federal award.
- Reasonable – Does not exceed what a prudent person would incur under the prevailing circumstances when the cost was incurred.
- Necessary – The cost is necessary for the proper and efficient performance and administration of the grant.

Applicable to for review of costs, 2 CFR 200...

- [303 Internal Controls](#)
- [403 \(a\),\(c\), \(d\), \(g\), \(h\) Factors affecting allowability of costs.](#)
- [404 \(e\) Reasonable costs](#)

Procedure to Prevent Duplication of Benefits

KDC reviews ARPA and non-ARPA use of funds for each particular grant. Awardees also commit to a covenant in the grant agreement as a condition of the award to avoid the duplication of benefits.

A duplication of benefits review should be performed prior to award. This should also be reviewed as part of monitoring and closeout. Furthermore, should additional awards be made, the duplication of benefits review should be completed if additional funding is provided, and amendments made.

Procedure to Detect and Prevent Fraud, Waste and Abuse of Funds

KDC prohibits fraud, waste, and/or abuse in the solicitation and use of ARPA funds. The Recovery Office has formalized a Fraud, Waste and Abuse Submission Portal to ensure allegations are collected and investigated as appropriate. This portal allows the public to report any suspect allegations of fraud, waste, and/or abuse of ARPA funds. The information requested includes:

- Who committed the fraud, waste, and/or abuse of funds
- Description of the wrongful use of funds
- When the incident occurred
- How the fraud, waste, or abuse was committed
- Relevant documentation regarding the incident

KDC staff are empowered to identify and report potential situations of fraud, waste, and/or abuse to the Supervisor, Legal, Secretary's Office.

The Secretary or his designee will then coordinate with the Recovery Office to report and take appropriate follow-up actions concerning the potential case of fraud, waste, and/or abuse.

Minimal Procurement Standards (if not utilizing the Prior Authorization Form)

The Kansas Department of Commerce requires awardees to follow the most stringent procurement policy stipulations between the awarded organization's own policies or the Kansas State Procurement Policy. Unless a more stringent policy is in place at the awardee organization, all purchases estimated to be more than \$5,000 must be competitively awarded ([KSA 75-3739](#)). In cases where a competitive process is infeasible, awardees must provide written justification

on a [KDC Prior Authorization Form](#) sole source vendor/supplier selection and attach documentation pertaining to any competitive process used to select a vendor.

Witt O'Brien's and/or the KDC Program Specialist should review the form to the best of their abilities and request missing information. Once it has met all the requirements, move the submission to Phase 2. Phase 2 will require Witt O'Brien's or Program Manager to review the request as part of the overall procurement process review and Witt O'Brien's (with support as needed from the Program Manager for Economic Recovery) will finalize it with a signature in DocuSign, copying the Program Specialist (as needed) on the receipt of the approval. Witt O'Brien's and/or the Program Specialist will upload the final approved form from DocuSign into the Awardee's procurement folder once it is completed. Witt O'Brien's and/or the Program Specialist will also be responsible for notifying the Awardee that the Prior Authorization request was approved, or if denied, what additional documents are required.

In addition, a SAM.gov debarment check is required for all contractors and subcontractors identified on invoices and/or in contracts for work done under KDC ARPA grants over \$5,000.

Payroll Documentation

Anyone who is paid in full or in part with ARPA SLFRF must keep specific documents to demonstrate the amount of time they spent on grant activities. In addition, employees who are paid from state and local funds, but whose salaries are used for cost sharing or matching, must also keep time and effort documentation. Charges to ARPA SLFRF for salaries and wages must be based on records that accurately reflect the actual work performed. It is critical that payroll charges match the distribution of time recorded. Budget estimates or other distribution percentages determined before actual hours are worked do not qualify as support for charges to federal awards.

Typical supporting documentation:

- Employee time sheets
- Detailed general ledger reports
- Payroll distribution reports

Generally, employees who charge their time to multiple funding sources, whether multiple federal awards or a mix of federal and non-federal programs, complete time sheets which include the following information:

- Number of hours worked in each program for each day
- Total number of hours worked during the payroll period
- Employee's signature
- Signature of employee's supervisor

Detailed general ledger reports or payroll distribution reports with the following:

- Name of each employee
- Salary or hourly rate for each employee
- Number of hours worked during each pay period
- Benefit rate for each employee
- Total amount paid to each employee

Travel Costs

If the travel is allowable, allocable, reasonable, and necessary, then:

- Collect the organization's travel policy.
- Review the documentation and verify that the travel was done in accordance with the awardee's travel policy.
- Ensure the appropriate receipts/documents are included, as required by the awardees' travel policy.

- For Conference Registrations, the conference must be attended for cost to be allowable. Invoice and the agenda or a certificate of attendance should be kept on file.
- Costs must follow the most stringent of requirements between the organization's policy and the federal rates.
 - Travel costs do not exceed the [Federal GSA rates](#).

Note: Lodging taxes are not included in the per diem rate. 41 CFR 301-11.27 states that lodging taxes paid by the federal traveler are reimbursable as a miscellaneous travel expense limited to the taxes on reimbursable lodging costs.

Payment Process

1. Once the special conditions in the agreement have been completed, the Economic Recovery Specialist initiates the payment voucher including dollar amount and purchase order. Follow the steps below to complete the payment voucher and initiate further review of payment to be disbursed.
2. Open **Payment Voucher—NAME Grants.xlsx** form.
3. Go to File-->Save As and click Save As. Rename the file **Payment Voucher—NAME Grants—Organization Name**. Example: Payment Voucher—BASE Grants—Port Authority of Stafford County.
4. Click the box under Location and change to NAME Grant-->Awards-->BASE Payments-->Awardee Folder.
5. Click New Folder and name the New Folder **Payment Vouchers** if the folder is not already present.
6. Save the file into the awardees Payment Voucher folder.
7. Go to Payment & PO folder in the awardees OneDrive file and open the PO folder
8. Enter the Supplier ID and PO number into the new Payment Voucher form.
9. Enter the name, address, city, state, and ZIP code **from the PO form** into the Payment Voucher form.
10. Enter the disbursement amount provided in the awardees Special Conditions to cell K20 in the Payment Voucher.
11. If the Signed PDF Award Agreement with all attachments is not located in the Award Tracking-->Awardee-->Award Agreement folder, go to Step 16. If the file is present, go to Step 22.
12. Open DocuSign and sign in.
13. Click the Completed tab and enter the entity abbreviation into the search box to find the fully signed Award Agreement.
14. Inside the Award Agreement screen, click the Download button on the right side of the screen.
15. Check the **Combine all PDFs into one file** box and click Download.
16. Go to the Award Tracking-->Awardee Folder-->Award Agreement folder and upload the signed Agreement.
17. Rename the file **Organization Name – GRANT NAME Agreement – Signature Date – SIGNED**.
18. Go to DocuSign and click Home.
19. Click the yellow Start button and select **Send an Envelope**
20. On the left side, click Upload and select the Payment Voucher you have created.
21. Click the next Upload box and select the signed Agreement for the organization in the Award Tracking-->Awardee Folder-->Award Agreement folder.
22. If you selected 9a previously, skip to step 28. If you selected 9b previously, continue to step 27.
23. Click the next Upload box and select all files found in the Awardees file -->Awardee Folder-->ACH folder.
24. Once all documents are uploaded, scroll down in DocuSign and check the Set Signing Order box.
25. In the #1 Name box, type **Erin** to select Erin Starr.
26. Click Add Recipient.
27. In the #2 Name box, type **Bob** to select Bob North.
28. Click Add Recipient.
29. In the #3 Name box, type **Sherry** to select Sherry Rentfro.
30. Click Add Recipient.
31. In the #4 Name box, type **Julia** to select Julia Baughman.
32. Change the Needs to Sign dropdown for Julia to Receives a Copy.

33. Click Add Recipient.
34. In the #5 Name box, type **Melissa** to select Melissa Graham.
35. Change the Needs to Sign dropdown for Melissa to Receives a Copy.
36. Click Add Recipient.
37. In the #6 Name box, type **Erin** to select Erin Starr.
38. Change the Needs to Sign dropdown for Erin to Receives a Copy.
39. Click the yellow Next button.
40. On the next screen, make sure Erin Starr is selected in the top left corner.
41. Click the Zoom button in the top middle of the screen and select 100% or whatever setting makes the document larger for you to read.
42. On the left side of the screen, scroll all the way down to the Approve button and click once.
43. Move your mouse over to the top right of the first page of the Payment Voucher to place an Approve placeholder for Erin Starr.
44. On the left side of the screen, change the dropdown from Erin Starr to Bob North.
45. Click the Signature button under Bob North's name once.
46. Move your mouse over to the small yellow box on the bottom left of the Payment Voucher document under the Agency Approvals header.
47. Click once on the Agency Approvals yellow box to place Bob North's signature placeholder.
48. On the top left of the screen, change the dropdown from Bob North to Sherry Rentfro.
49. Click the Signature button under Sherry Rentfro's name one time.
50. Move your mouse to the larger yellow box on the bottom center of the screen under the Agency Payment Certification header.
51. Click once on the Agency Payment Certification yellow box to place Sherry Rentfro's signature placeholder.
52. On the left side of the screen, click Date Signed and click on the Date line next to Sherry's signature placeholder.
53. Click the yellow Send button.

Program Updates

1. Add Awardee to the program list for which awarded.
2. Enter the project description, project begin and end date, project location, award letter date, executed agreement date, award amount, match requirement, disbursements, disbursement dates, grant expenditures to date, match expenditures to date, contact date, next steps, responses, and site visits.
3. Program update sheet to be updated by Program Manager upon review of KDC Program Specialists Daily Logs.

Budget Variance

As stated in the KDC grant agreements each grantee, shall request prior written approval from Commerce for changes in any budget line item if these changes exceed ten percent (10%) of the total project budget and the addition and/or removal of a budget line item. The Grantee shall also request written approval from Commerce for changes in the scope or nature of the project due to unforeseeable changes of circumstances. To request a budget variance Awardees are required to submit a written request and a revised GAP to the KDC Program Specialist. The Program Specialist should review the budget variance request and submitted documentation. The KDC Program Specialist will forward the extension request to the Director for review.

Once the extension request is approved by the Director, the Program Specialist will create an addendum to the executed agreement. The Program Specialist will share the awardees One Drive "Addendum" folder with the Director for review. Once reviewed and approved the Director will share the folder with the Legal Division. The Legal team will review and upload the addendum in DocuSign, and route for signatures. The addendum is routed for approval and signatures as follows: Legal Division, Chief of Legal, Chief Fiscal Officer, Awardee, and Secretary of Commerce. Copies of the executed

addendum are provided to KDC Legal, Director or Economic Recovery, KDC Program Specialist, Fiscal Division, and the Awardee.

The Program Special will file the executed copy of the addendum into the Awardee's "Addendum" folder.

Scope Change

For those not competitively awarded (i.e. PIC), a new application must be re-submitted for compliance review, an amendment drafted, and routed for KDC approval should an awardee's projects materially change in scope. Any change in scope must not deviate from the legislated purpose.

Extensions to Grant Period

Agreement extensions are limited to the period of performance allowed by the Treasury Department. KDC should only consider extensions should there be a reasonable expectation that extending the project period will lead to project completion. An awardee should tell KDC as far in advance of the period of performance deadline, and no later than 1 quarter prior to the grant period of performance ending. A letter must be submitted by the awardee detailing the expenses made to date, remaining grant and match balance, requested extension date (no longer than 90 days from the end of the period of performance), supporting reasons for the request, the proposed budget, proposed project activities planned and currently unmet, and a statement that the funds will be used to complete the approved grant activities by the end of the requested period.

Non-Compliance

KDC retains the ability to provide Grantee with notice of default for actions resulting in noncompliance. Grant agreements provide that in the event of noncompliance, KDC "may provide Grantee with written notice of default and an opportunity to cure such default. If the default has not been resolved within thirty (30) days of the initial notice of default, then Commerce, at its option, may terminate this Agreement and shall require any or all grant funds previously provided by Commerce be repaid by Grantee and/or not provide any remaining grant funds to Grantee."

Single Audit

Regs: 2 CFR 200.501 Audit Requirements. (a) **Audit required.** A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part. Should an entity only receive awards under this program, they should consider a program-specific audit. Guidance for awardees:

- Should you spend more than \$750,000 in your fiscal year (per 2 CFR 200.501) you will need to have a single audit conducted. If you anticipate passing this threshold, please read 2 CFR 200 Subpart F in its entirety, [eCFR :: 2 CFR Part 200 Subpart F -- Audit Requirements](#). Pay special attention to 2 CFR 200.508-512 "Auditee responsibilities," [eCFR :: 2 CFR Part 200 Subpart F - Auditees](#).
- To have a single audit conducted, you will request proposals for audit services from CPA firms who specialize in Single Audits, and as it says in 2 CFR 200.509, "the objectives and scope of the audit must be made clear and [the auditee] must request a copy of the audit organization's peer review report which the auditor is required to provide under GAGAS. Factors to be considered in evaluating each proposal for audit services include the responsiveness to the request for proposal, relevant experience, availability of staff with professional qualifications and technical abilities, the results of peer and external quality control reviews, and price. Whenever possible, the auditee must make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services."
- The single audit must be uploaded to the Federal Audit Clearinghouse within 30 days of receipt of the completed report and within 9 months of the end of the period being audited.
- You must also submit a copy to KDC.

- If the Single Audit includes findings on the project funded by KDC, you will need to document your corrective actions and submit to KDC for a management decision.

The single audit framework is a tried-and-true compliance review and oversight tool. KDC as a State entity has a fiduciary oversight requirement and the single audit requirement on these awards provides a component of that compliance control to prevent waste, fraud, and abuse.

For profit awardees are not required to have a single audit performed but are required to have a standard financial audit should their spending meet the single audit threshold. They must submit the audit to KDC within 30 days of receipt of the completed report and within 9 months of the end of the period being audited.

Monitoring

There are several different methods of monitoring subrecipients.

- Substantive, intensive work with recipients via mail, email, or phone to address recipient questions or agency concerns with recipient compliance or performance.
- Desk reviews, which, similar to on-site reviews, include a comprehensive review of materials available through the recipient file to determine administrative, financial and programmatic compliance, as well as recipient performance.
- On-site monitoring, which includes visiting a recipient to verify recipient activity and address any issues raised during the desk review, is the most intensive form of monitoring and can be helpful for gathering information outside of documentation submitted by the recipient. While monitoring can include substantive communication with recipients, this section refers to “monitoring” as desk review or on-site monitoring efforts.

The objectives of grant monitoring, in all of its forms, are to:

- Check that the recipient complies with the programmatic, administrative, and fiscal requirements of relevant statutes, regulations, policies, and guidelines;
- Advocate responsible stewardship of awarded funds;
- Verify that programs/projects initiated by recipients are carried out in a manner consistent with the recipient's stated implementation plan and/or according to the policy guidelines and applicable rules and regulations of KDC;
- Provide guidance to recipients on KDC policies and procedures, grant program requirements, general state or federal pass-through regulations, and basic programmatic, administrative, and financial reporting requirements;
- Work with recipients via frequent phone and e-mail contact, as well as desk reviews and site visits, to identify any problems and provide substantive programmatic advice or assistance in resolution of the problems that may otherwise impede the effective implementation of programs;
- Observe and verify implementation of projects for possible transfer of knowledge or promising practices to other jurisdictions; and,
- Provide technical assistance (TA) by sending expert advisory personnel (may include outside expert referrals, grant managers, or program staff with subject matter expertise) to a site to conduct training, hold conferences, or prepare/disseminate technical publications.

The following are general requirements for effective monitoring:

- A thorough understanding of the purpose, goals, objectives, timelines, time/task plan, conditions of award, and budget (if applicable) of the grant being monitored;
- Periodic desk review of files and telephone and e-mail contacts with the recipient;
- Adequate preparation prior to a site visit, including completion of the pre-monitoring checklist, and review of program requirements;

- A working knowledge of the organization being monitored so that the people most vital to the grant activities, both financial and programmatic, can be interviewed during a site visit;
- A general knowledge of other KDC grants active within the jurisdiction of the monitoring site;
- Access to all recipient materials needed to conduct the monitoring; and,
- Documentation of substantive communication with the recipient, which must be uploaded into the recipient's submittable or KDC SharePoint folder.

***For more information on Monitoring, our partners at Witt O'Brien's have developed a Monitoring Plan, along with resources for use and are actively monitoring KDC programs.**

Site Visit

Program Specialist must perform site visits in accordance with the terms of the grant agreements. Program specialist will utilize the Site Monitoring Visit Report to document the site visit. Each report must be retained in the appropriate folder for each awardee.

Program specialist may adhere to the Virtual Site Visit Policy if a remote review is preferred.

Virtual Site Visit Policy

Purpose

The purpose of this policy is to establish guidelines and procedures for conducting virtual site visits in accordance with 2 CFR 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly referred to as the Uniform Guidance). This policy outlines the principles and standards to ensure that virtual site visits are conducted efficiently, effectively, and in compliance with federal regulations.

Scope

This policy applies to all personnel involved in the planning, execution, and reporting of virtual site visits for programs, projects, or activities funded by federal awards and administered by the Kansas Department of Commerce (KDC). It is applicable to both internal and external stakeholders.

Definitions

3.1. Virtual Site Visit: A remote assessment conducted via electronic means, such as videoconferencing, to evaluate the progress, performance, and compliance of federally funded programs, projects, or activities.

3.2. Uniform Guidance (2 CFR 200): The federal regulations governing the administration of federal awards, including grants and cooperative agreements.

Virtual Site Visit Planning

4.1. Prior Notification: KDC shall notify the awardee of the intent to conduct a virtual site visit in advance.

4.2. Agenda Development: A detailed agenda for the virtual site visit shall be prepared and shared with all relevant parties, including KDC, program/project staff, and any other stakeholders.

4.3. Technology Requirements: Ensure that the necessary technology, including videoconferencing equipment and internet connectivity, is in place and tested in advance to minimize technical disruptions during the virtual site visit.

4.4. Participant List: A list of participants from both KDC and the awardee, along with their roles and responsibilities, shall be documented and shared before the virtual site visit.

Virtual Site Visit Execution

5.1. Conduct: Virtual site visits shall be conducted in a manner consistent with in-person site visits, focusing on program/project performance, compliance, and financial management as specified in the Uniform Guidance.

5.2. Documentation: Detailed notes, recordings (where allowed), and any other relevant documentation shall be maintained during the virtual site visit to support findings, recommendations, and conclusions.

5.3. Communication: Regular communication among the virtual site visit team, program/project staff, and the grantor agency shall be maintained to address questions, provide clarifications, and ensure a smooth process.

Reporting and Documentation

6.1. Report Preparation: A comprehensive report summarizing the virtual site visit findings, conclusions, and any recommendations shall be prepared in accordance with the requirements of 2 CFR 200 and shared with KDC and the awardee.

6.2. Timeliness: Reports shall be submitted within the timeframes specified by KDC to ensure compliance with reporting requirements.

Follow-Up Actions

7.1. Corrective Action Plan (CAP): If deficiencies or issues are identified during the virtual site visit, KDC shall develop and implement a CAP to address these concerns promptly.

7.2. Monitoring: KDC shall maintain ongoing communication with the grantor agency to monitor the progress of CAP implementation and ensure compliance with federal requirements.

Recordkeeping

All records related to virtual site visits, including agendas, participant lists, notes, reports, and CAPs, shall be retained in accordance with the record retention requirements outlined in 2 CFR 200.

Compliance

Non-compliance with this policy and associated procedures may result in financial penalties, loss of funding, or other sanctions as specified in the Uniform Guidance and grantor agency regulations.

Review and Revision

This policy will be reviewed periodically to ensure its continued effectiveness and compliance with changes in federal regulations or organizational needs. Updates and revisions will be made, as necessary.

Quarterly Report Review & Progress Report Process

1. Awardee will submit a Quarterly Progress Report (QPR) within Submittable for their respective program.
2. The Program Specialist will automatically receive QPR's from Submittable based on their program responsibility.
3. The Program Specialist will review all submitted documentation to reconcile dollars claimed on the QPR, both for grant and matching funds, and make adjustments, as necessary.
4. If approved, the Program Specialist will elevate the QPR to Stage 2.
 - a. If denied, the Program Specialist will return the QPR to the awardee for corrections.
5. Stage 2: The Program Manager or the Director will review the QPR for budgetary allotments and accuracy.
6. If approved, the Program Manager or Director will mark the QPR as Accepted and notify the Awardee of the status and any pending subsequent disbursements, if applicable.
 - a. If denied for budgetary reasons, the Program Manager or Director will return the QPR to Stage 1 for the Program Specialist to begin the process of working with the Awardee on a revised GAP and addendum.

- b. If denied for documentation reasons, the Assistant Director will return the QPR to Stage 1 for the Program Specialist to correct or return to the awardee with additional instructions.

QUARTERLY REPORT PROCESS

The following steps outline how awardees can submit quarterly reports. Program specialists are encouraged to provide the following steps to their assigned awardees.

1. Go to Submittable.com and select **Submissions** at the top of the screen.
2. Click the **Show Filters** drop-down box and select program, example, **BASE Quarterly Reporting** in the **Projects** field and **Stage 1** in the **Review Stage** field.
3. Confirm in Submittable that a Quarterly Report has been submitted.
4. Open the Quarterly Report that is to be reviewed by clicking the Submission number of the lowest number available.
5. Confirm that the appropriate Reporting Quarter has been selected.
6. Download all documents from the report.
7. Move all downloaded documents into OneDrive. These documents should be placed in the following folder: BASE Grant-->Awards-->Award Tracking-->**AWARDEE FOLDER**-->Quarterly Reports-->NEW FOLDER named QuarterNumberYearNumber. Example: Q32022.
8. Within the new folder, copy the Quarterly Report Review Form and the Quarterly Progress Report.
9. Review all attachments provided to verify all expenditures have been documented. Properly documented items will include both:
 - a. An invoice, purchase order, or bill of sale for an item
 - b. A proof of payment for the item, such as a canceled check or bank statement with the amount reflected.
10. Enter each item onto the Quarterly Report Review Form.
11. Click the Timeline tab to review expenditures reported by the awardee.
12. For any expenditures that are greater than 10% (positive or negative) in variance the Program Specialist will need to contact the awardee to begin the process of a revised GAP and addendum.
13. If no errors are found on the report, **skip to Step 18**. If errors are found that need to be corrected by the awardee, the Program Specialist will open the report for editing, by selecting **Open Editing**.
14. Once Open Editing is selected, a box will open for the Program Specialist to enter a message. Change the Email Subject line to the program, example, **BASE Quarterly Report – Revisions Required**
15. In the Email Message field, enter the corrections that must be provided. Include the following text at the end of the message.
 - a. Your submission has been reopened for revisions. Please utilize the link provided to address all corrections and submit back to KDC. Please contact me with any further questions. I am happy to speak on the phone with you regarding any questions you may have.
16. Change the **Send From** field to My Address.
17. Click the Open Editing and Send Responses button to send the message. Return to the report in Submittable after a revision has been sent.
18. If no errors are found, click the Reviews tab on the top right Submittable page within the submitted report.
19. Click the Thumbs Up button to approve the Quarterly Report.
20. On the top menu of the Submittable page within the Report, change the stage from Stage 1 to Stage 2.
21. In Stage 2, the report will then be reviewed by the Program Manager or the Director. If errors are found, the report will be reassigned to the Program Specialist, Stage 1.
22. If no errors are found, the Program Manager or Director will approve the report, and send message, in Submittable, to the awardee notifying them that their report was accepted. If any adjustments were completed, they will be notated during this stage to the awardee.

Desk Reviews

Witt O'Brien's performs desk reviews as requested by the Kansas Department of Commerce Economic Recovery Division. WOB will be requested to review all award accounts, to verify documentation and reporting. Once the review is completed, any corrections are made, the Economic Recovery team will proceed with the Closeout process with the forms provided by WOB, [Closeout](#).

Risk Assessment

Each subrecipient regardless of risk level should undergo monitoring. As stated in the MOA, KDC shall comply with regulations outlined in 2 CFR 200.331 and 2 CFR 200.332 and any additional requirements set forth by the Office of Recovery. KDC responsibilities include, but are not limited to, the following:

- a. Completing risk assessments to evaluate and document the subrecipients risk of non-compliance.
- b. Determining the types and frequency of monitoring required based upon the outcome of the risk assessment and the requirements outlined in the grant.
- c. Ensuring that the subaward is clearly identified and provides the required Federal award identification, terms and conditions, in addition to the requirements outlined by the Office of Recovery to meet Federal reporting requirements.
- d. Reviewing program and financial reports submitted by the grantee.
- e. Performing onsite or other reviews as indicated to ensure subrecipient's compliance authorized uses of funds and grant terms documenting all reviews and approvals.
- f. Verifying that the subrecipient is audited as required by 2 CFR 200 Subpart F when it is expected that the subrecipient's total Federal awards expended equal or exceed \$750,000 per fiscal year.

The following identifies KDC's procedures to meet the requirements of a-f:

With the exception of the BASE program which had tailored risk assessment questions, the other legislated projects utilize the [KS Compliance Resource Library's](#) Risk Assessment Tool. This Risk Assessment, incorporated as a part of the application, dictates the level of risk for each subrecipient and the KDC monitoring protocols. Risk Assessments cover all grants and does not need to be completed on a grant-by grant basis. A new Risk Assessment along with a copy of an organization's single audit shall be submitted to KDC annually. If the Single Audit includes findings on the SLFRF-funded program/project, KDC will work with the recipient organization to resolve the findings. If the findings are not resolved to KDC's satisfaction, additional steps will be taken, up to, and including Notice of Default and termination of agreement. The Risk Assessment designates High Risk are those that possess less than 4 points, Medium Risk is between 4-11 points, and Low Risk possess greater than 11 points.

Except for the BASE program which has its own risk-based monitoring plan (that requires all subrecipients to participate in quarterly check-in calls, 2 annual in-person site visits, and 1 desk review) the other KDC ARPA grant programs will participate in the following monitoring:

Low Risk (minimum requirement for all grants)

1. KDC reviews and accepts each quarterly reports and supporting documentation submitted by subrecipients.
2. Each quarter, KDC randomly selects the [appropriate number of quarterly reports](#) to assign to WOB for a Financial Monitoring Desk Review. Over the course of the period of performance all subrecipients will receive Financial Monitoring desk reviews, whereby:
 - a. WOB compares budgeted expenses from the Grant Administration Plan (GAP) to actual expenses submitted as part of the grant recipient's quarterly reporting requirements, as well as a review of invoices demonstrating payment for goods and services consistent with the timeline outlined in the GAP.

- b. Additionally, the review includes a search in SAM.GOV to ensure active registration status, review of the agreement to ensure the subaward is clearly identified and provides the required Federal award identification, terms and conditions, and the requirements outlined by the Office of Recovery to meet Federal reporting requirements.
- c. Financial Monitoring Summary and, if applicable, Quality Improvement Plan is issued back to KDC.

Medium Risk

1. All Low Risk requirements, and
2. Additional check-in calls with technical assistance prior to disbursement of funds.

High Risk

1. All Medium Risk requirements, and
2. Annual in-person site visit to review financial and programmatic requirements, and most recent audit.

Closeout

Closeout is when the awardee has completed all deliverables and submitted their final quarterly report with supporting documentation for all project expenditures (required match and award funding). When this happens KDC PS will conclude the subaward agreement by assigning the appropriate closeout checklist to the awardee and completing the KDC PS closeout checklist and providing the Disposition of Property Policy to the awardee for signature.

Once the Closeout checklist is complete, a Closeout Letter should be drafted, routed for approval and signature.

***For more information on Closeout, our partners at Witt O'Brien's have developed a Closeout Plan, along with resources for use and are actively working to close KDC programs.**

Corrective Action (If necessary)

When identifying performance problems that require corrective action, KDC will utilize the following to determine the appropriate response.

Stage 1: Low – level Intervention

- Clearly identify problem areas and require corrective action (example: Quality Improvement plan within Financial Monitoring summary).
- Plan a strategy with the subrecipient that includes any training or technical assistance that may help address the identified problems.
- Require more frequent or more thorough reporting by the awardee.
- Conduct additional monitoring reviews.

Stage 2: Moderate – level Intervention (if low-level interventions do not remedy the identified problems)

- Increase assigned level of Risk.
- Provide the awardee with a written Notice of Intent to declare Grantee in Default, should they not initiate corrective actions, within a stated timeline, as requested in the low-level intervention.
- Suspend the use of grant funds and disallow certain expenses until identified issues are resolved.

Stage 3: High – level Intervention (if moderate level interventions do not remedy the identified problems)

- Issue written Notice of Default and final opportunity to cure such default within thirty (30) days.
- If the default has not been resolved within thirty (30) days of the initial notice of default, terminate the agreement and shall require any or all grant funds previously provided by Commerce be repaid by Grantee and/or not provide any remaining grant funds to Grantee.

- Initiate legal action, including rescinding of funding.

Reporting

KDC shall administer the program consistent with all ARPA requirements including definitions provided by law, regulation, Treasury guidance or the like and in accordance with any additional reporting guidance provided by the Office of Recovery and all applicable state rules, regulations, and statutes. KDC shall meet all reporting requirements as provided by the United States Treasury, including 2 C.F.R. Part 200, provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance). KDC shall provide timely and complete responses to requests from auditors and the Office of Recovery. KDC shall provide the Office of Recovery access to requested records and financial statements and provide any additional information as reasonably requested by the Office of Recovery.

Monthly reporting and compliance requirements shall include, but not be limited to:

- a) Project information, to include project expenditure category as determined by the Office of Recovery.
- b) Project expenditures and obligations, both current and cumulative.
- c) Project status.
- d) Project demographic distribution, as defined by the U.S. Treasury Compliance and Reporting Guidance when released.
- e) Detailed obligation and expenditure information for subawards greater than \$50,000.
- f) Any additional reporting requirements as required by the United States Treasury, the Kansas Legislature, or the Office of Recovery.

KDC SLFRF Programs

Community and Technical College (CTC)

Overview

Governor Kelly, through the Office of Recovery, has designated Kansas Department of Commerce to carry out the Community and Technical College (CTC) Grant program in accordance with the Kansas Legislature approved plan and all applicable law, rules, regulation, and United States Department of the Treasury (“Treasury”) interpretive guidance.

Eligible Projects/Award Selection

Funds must be used according to details identified in [2022 Session Laws Chapter 97, Section 10\(b\) and \(e\)](#), pages 1639-1641, and [Chapter 81, Section 28\(f\)](#), pages 1034-1036:

Recipient	Award Amount	Eligible Activities as stated 2022 Session Laws and MOAs
Barton Community College	\$1,843,594	That all moneys from the Barton CC project grant account shall be for the agriculture, farm machine and transportation technology complex
Butler County Community College	\$572,268	That all moneys from the Butler County CC project grant account shall be for the culinary arts and hospitality and management programs
Cloud County Community College	\$4,000,000	That all moneys in the Cloud County CC project grant account shall be for building a technical education and innovation center to house academic programs of renewable energy, nursing and allied health, agriculture and industrial technology to meet workforce needs
Coffeyville Community College	\$425,987	That all moneys from the Coffeyville CC project grant account shall be for the construction, electrical, fire science and welding technology programs
Colby Community College	\$1,843,594	That all moneys from the Colby CC project grant account shall be for the career and technical education agricultural center
Cowley County Community College	\$4,000,000	That all moneys in the Cowley County CC project grant account shall be for building a career and technical education facility in Arkansas city to expand carpentry and construction trades, welding, electromechanical maintenance and other high-wage, high-demand programs
Flint Hills Technical College	\$500,000	That all moneys from the Flint hills technical college project grant account shall be for welding equipment
Fort Scott Community College	\$800,103	That all moneys from the Fort Scott CC project grant account shall be for establishing a training program for heavy equipment operators in partnership with industry to serve multiple southeast Kansas counties and school districts to meet the workforce shortage in such industry
Garden City Community College	\$1,499,913	That all moneys in the Garden City CC project grant account shall be for expanding a facility to increase agricultural technology, farm equipment mechanic, industrial machinery mechanic and welding programs to serve more students and meet local industry workforce demand
Highland Community College	\$425,375	That all moneys in the Highland CC project grant account shall be for expanding the welding program in Atchison and purchasing equipment for computer support specialist and other high-wage high demand information technology programs in the Highland CC service area
Hutchinson Community College	\$999,786	That all moneys in the Hutchinson CC project grant account shall be for expanding facilities to allow for additional lab space for use by 20 additional

		registered nursing education students to meet a healthcare workforce shortage
Johnson County Community College	\$2,538,502	That all moneys in the Johnson County CC project grant account shall be for expanding the class A commercial driver's license program to meet supply chain and logistics workforce shortages and offer additional courses for students during the day, night and weekends
Kansas City Kansas Community College	\$12,000,000	That all moneys in the Kansas City Kansas CC project grant account shall be for the construction and equipment of the Kansas City, Kansas community, education, health and wellness center that will be an education, workforce, behavioral and physical health center to house programs that do not currently exist in downtown Kansas City, Kansas and provide high-wage, high-demand training in various industries
Manhattan Technical College	\$1,843,594	That all moneys from the Manhattan technical college project grant account shall be for the biomanufacturing program expansion
North Central Kansas Technical College	\$1,843,594	That all moneys from the North central Kansas technical college project grant account shall be for the carpentry and commercial drivers' license programs
Neosho County Community College	\$1,498,987	That all moneys in the Neosho County CC project grant account shall be for expanding the technical education center to provide various technical education programs including healthcare, aerostructures, electrical technology and industrial maintenance technology programs
Northwest Kansas Technical College	\$600,104	That all moneys from the Northwest Kansas technical college project grant account shall be for the cybersecurity and cryptosecurity programs
Pratt Community College	\$788,445	That all moneys in the Pratt CC project grant account shall be for expanding the welding program to serve more students, purchase additional robotic welding and technology equipment
Salina Technical College	\$1,843,594	That all moneys from the Salina technical college project grant account shall be for the automation and maintenance programs
Seward County Community College	\$1,843,594	That all moneys from the Seward County CC project grant account shall be for the professional truck driver program and diesel technology lab
Washburn Institute of Technology	\$1,843,594	That all moneys from the Washburn institute of technology project grant account shall be for the manufacturing training center
Wichita State Technical College	\$1,843,594	That all moneys from the Wichita state technical college project grant account shall be for the smart manufacturing, industry training 4.0 and associate degree nursing programs

Use of Funds

Grant funds may be used for direct costs related to the eligible activities identified above, and educational institutions may not charge administration costs or overhead from the grant.

Matching

Sources for matching must meet the same types of project costs as allowable under the program and be necessary and reasonable for the accomplishment of the grant project objectives. Quoted from the MOA, "Federal funds expended under this program shall be made available only upon the availability of local grant match of nonstate funds or donated equipment on a \$1 to \$1 basis from either the college or a private industry partner. Disbursement of the funds to the subrecipient should be made proportional to the expenditure of the matching funds."

"Nonstate moneys" are defined as operating expenses and reserve funds received from sources other than state budget allocations. Current and future tuition dollars are not permitted to be used as matching funds.

Donated equipment must be verified and assessed in one of the following methods:

- 1) Appraised by the project county's Office of Appraiser
- 2) Appraised by a registered appraiser as found on <https://www.kansas.gov/appraiser-directory/index.do>
- 3) Documented by a bill of sale for the value of the equipment as purchased or sold no earlier than March 11, 2021.

Timeline

Week of September 19, 2022- KDC hosted informational webinars Pre-award requirements, award distribution, and post-award reporting requirements were shared

- August 29, 2022 – Notice of Award & Recipient webinar
- October 28, 2022 – Application Guidance Issued
- December 9, 2022 – Application Submission Deadline
- July 1, 2022 - June 30, 2024- Period of performance, no-cost extensions will be approved on a case-by-case basis.

Disbursement Method

Grant funds will be advanced proportional to the proof of matching funds in the following manner: The first disbursement of funds will be 50% of the institution's allocation, after 50% of the total required match is documented as committed. All match commitment documentation must clearly identify the dollar amount, the source(s) of the funds, the proposed uses that comply with the requirements of this notice, and be signed by the authorized official. The institution must submit sufficient records to demonstrate compliance with the requirements of the agreement for the advanced award amount and the proportional match prior to the release of the second disbursement.

The second disbursement will be advanced similar to the first. After the submission of the remaining match commitment documentation, the second 50% of the allocation will be disbursed. Sufficient records are required for 100% of the total project budget, and failure to do so will result in repayment. Nonstate Moneys must be fully expended by project completion.

Example: An institution is allocated an award of \$100,000, and the required match is \$100,000. The total project budget is \$200,000. Upon execution of the agreement and documentation is submitted that 50% of the match (\$50,000) is committed, 50% of the award (\$50,000) will be advanced to the institution. Once the first 50% of the total project budget (\$100,000) is expended and proof of cost and payment are submitted and approved, the second disbursement of \$50,000 will be advanced following the submission of the remaining match commitment documentation (\$50,000).

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include, but are not limited to:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation as needed
- Provide pictures of the project

University Challenge Grant (UCG)

Overview

Governor Kelly, through the Office of Recovery, has designated Kansas Department of Commerce to carry out the University Challenge Grant program in accordance with the Kansas Legislature approved plan and all applicable law, rules, regulation, and United States Department of the Treasury ("Treasury") interpretive guidance.

This is a competitive grant opportunity. Each state educational institution may submit one application. The maximum award is \$25 million.

Eligibility Requirements

Eligible applicants must meet the definition of state educational institutions as defined by K.S.A. 76-711, and amendments thereto:

- (a) "State educational institution" means the university of Kansas, Kansas state university of agriculture and applied science, Wichita state university, Emporia state university, Pittsburg state university, and Fort Hays state university.
- (b) "Board of regents" means the state board of regents provided for in the constitution of this state and described in article 32 of chapter 74 of Kansas Statutes Annotated and amendments thereto.¹⁶

Use of Funds

Eligible projects shall be "projects that attract and recruit students and aid in the retention of such students and build the state workforce through increased enrollment." Grant funds may be used for project design, land purchases, building acquisition, site preparation, construction costs, and equipment. This list is not exhaustive. Educational institutions may not charge administration costs or overhead from the grant.

Matching

"Federal funds expended under this program shall be made available only upon the match of private funds to federal funds on a \$3 of private moneys to \$1 of federal moneys basis. The availability of the match must be certified by the chief executive officer to the director of accounts and reports by December 30, 2023, before expenditure of funds.

"Private monies" are defined as direct investment or philanthropic gifts by individuals, non-profit or for-profit organizations, foundations, or corporations. These funds cannot be derived from federal or state sources and must have been committed for the sole purpose of the proposed project. Local government funds are acceptable if the funds were not derived from a federal or state source and are appropriated exclusively for the proposed project. Debt serviced with revenue from private monies is not allowed. Philanthropic contribution or investment of real property may be considered private monies, based on verified fair market value of said property, so long as the property is necessary to the proposed project. In-kind contributions and tuition revenue are prohibited. Private Moneys must be fully committed by December 21, 2022, and fully received by project completion.

Timeline

- October 14, 2022 – RFA issued
- December 7, 2022 – Application submissions due

¹⁶ [Statute | Kansas State Legislature \(kslegislature.org\)](https://kslegislature.org/statutes/)

- December 21, 2022 – Notice of Award

If University Challenge grant funds remain available for award after the December 21, 2022, Notice of Award, a second round of awards will be made with an application deadline of February 1, 2023, and notice of second round awards on February 24, 2023. Universities receiving first round awards will be eligible to apply for second round funds.

Projects must be completed by September 30, 2026 (prior to the ARPA Treasury deadline)

Application

1. Project Overview that includes the following (7-page maximum)

A. Project description

B. Project Need and COVID Impacts

C. How the proposed project will:

i. attract and recruit students

ii. aid in the retention of such students

iii. build the state workforce through increased enrollment.

D. How will project success be measured?

Imagery including site plans, artist renditions, construction documents, masterplan images, etc., may be included as an addendum to the Project Overview and do not count toward the 7-page maximum.

2. Project Sustainability – Description of how the proposed project will be sustained after the University Challenge Grant funds have been expended. (2-page maximum)

3. Project Budget including state grant and private moneys. Required budget lines include site and building acquisition costs, site prep, construction costs, equipment, consultant fees and operating costs.

4. Project Timeline that does not exceed September 30, 2026.

5. Letter of certification of private moneys for required match.

6. Industry partners letters of support (3)

7. Letter of application approval by the institution's chief executive officer.

Application review

Each application will undergo a review at the KDC for scoring. See these Policies and Procedures for risk assessment.

Disbursement Method

University Challenge Grant funds will be reimbursed quarterly on a 1:3 (grant funds: private money) basis.

Documentation showing expenditures and private moneys will be required for each distribution. Purchase orders, invoices, and/or proof of payment via canceled checks or bank statements can be submitted as proof of expended matching funds and awarded dollars.

Example: Institution expends \$400,000 in private monies towards eligible and approved construction costs. After review of documentation and approval for disbursement is obtained, the Department of Commerce will issue \$100,000 as a reimbursement, meeting the necessary 1:3 matching funds requirement.

Reporting

Reporting is completed monthly and is Submitted to RO and DOA for review and approval of all expenditures.

Link to [Report](#).

Public Universities & Washburn (PU/KBOR)

Overview

Governor Kelly, through the Office of Recovery, has designated Kansas Department of Commerce to carry out the funding for projects at certain public universities in Kansas in accordance with the Kansas Legislature approved plan and all applicable law, rules, regulation, and United States Department of the Treasury (“Treasury”) interpretive guidance.

Eligible projects /Award selection

Funds must be used according to details identified in [2022 Session Laws, Chapter 81, Section 28 \(f\)](#) page 1033 and [Chapter 97, Sections 10 \(b\) and 35 \(a\)](#), pages 1641-1642, in which the Kansas Legislature appropriated funds for projects at certain public universities in Kansas

Recipient	Award Amount	Eligible Activities as stated 2022 Session Laws and MOAs
Emporia State University	\$5,000,000	That all moneys from the Emporia state university project grant account shall be for the nursing program relocation and staffing
Fort Hays State University	\$5,000,000	That all moneys from the Fort Hays state university project grant account shall be for the Gross coliseum improvements
Kansas State University	\$25,000,000	That the expenditures from the Kansas state university agriculture innovation account shall be used by the above agency for the purpose of funding projects at Kansas state university that address current and emerging problems in the biosciences field, advance countermeasures for disease, drive economic revitalization and provide training
Pittsburg State University	\$5,000,000	That all moneys from the Pittsburg state university project grant account shall be for the expansion of the Tyler research development park and projects in block 22
University of Kansas	\$35,000,000	That the expenditures from the university of Kansas economic development account shall be used by the above agency for the purpose of supplementing private donations, public-private partnerships and revenues to fund strategic initiative projects at the university of Kansas that develop and strengthen local and national partnerships
Washburn University	\$3,000,000	That all moneys from the Washburn university project grant account shall be for the center for integrated health studies. Strategic plan mentions Washburn Institute of Technology Integrated Health simulation center for the center for integrated health studies
University of Kansas and Wichita State University	\$25,000,000 \$10,000,000	That expenditures from the university of Kansas and Wichita state university health sciences account shall be used by the above agency for the purpose of funding the development of a health sciences education center in Wichita to consolidate and align the health-related educational, biomedical research, healthcare delivery and population health activities of the university of Kansas and Wichita state university. Additional \$10,000,000 allocated to project.

Use of Funds

ARPA Funds shall not be used for any administrative or overhead costs. Eligible costs include direct costs related to the implementation of the Public Universities program as approved by the Legislature (and noted in the Eligibility Requirements section above).

No Matching

No matching is required for this opportunity.

Program Implementation/Timeline

- November 10, 2022 – Notice of Award & Application Guidance Issued
- December 12, 2022 – Application Submission Deadline
- July 1, 2022 - June 30, 2024 – Period of performance

The period of performance is July 1, 2022 - June 30, 2024, eligible costs will only be allowed within this time period. No-cost extensions will be approved on a case-by-case basis.

Disbursement Method

Funds will be advanced in 25% increments. First payment will be advanced upon receipt of the executed award agreement. All subsequent disbursements will be issued once the prior disbursement is expended and sufficient records (proof of cost and payment) are submitted which demonstrate compliance with the requirements of the agreement.

Reporting

Reporting is completed monthly and is Submitted to RO and DOA for review and approval of all expenditures.

Monthly compliance and reporting requirements include but are not limited to:

- Project Information to include expenditure category as determined by the Office of Recovery
- Project Expenditures and Obligations, both current and cumulative;
- Project Status;
- Project demographic distribution; as defined by U.S. Treasury Compliance and Reporting Guidance when released;
- Detailed obligation and expenditure for subawards greater than \$50,000;
- Any additional reporting requirements as required by the U.S. Treasury; the Kansas Legislature; or the Office of Recovery.

Link to [Report](#).

Washburn University required to complete reporting via Submittable, providing proof of expenditures and procurement.

Wichita State University Digital transformation program fund

Program will not be run out of KDC.

Wichita State University Digital transformation program fund.....\$10,000,000

Provided, that all moneys in the digital transformation program fund expended for fiscal year 2023 shall be matched by nonstate moneys on a \$1-to-\$1 basis.

In addition to the other purposes for which expenditures may be made by the above agency from moneys appropriated from the state general fund or any special revenue fund or funds for fiscal year 2023 by section 103 of 2022 House Substitute for Substitute for Senate Bill No. 267, this or any other appropriation act of the 2022 regular session of the legislature, expenditures shall be made by the above agency from such moneys to consult with the director of the budget who shall determine the amount of moneys from any federal law that appropriates moneys to the state for aid for coronavirus relief that are eligible to be used for the digital transformation program, may be expended at the discretion of the state in compliance with the office of management and budget's uniform administrative requirements, cost principles and audit requirements for federal awards, and are unencumbered: Provided, That, of such identified moneys, the director of the budget shall determine the remaining moneys available in special revenue funds: Provided further, That if the above agency, in consultation with the director of the budget, determines that federal moneys to the state for aid for coronavirus relief are available during fiscal year 2023 to be used for such program, the director of the budget shall certify the amount of such federal coronavirus relief moneys from each fund to the director of accounts and reports and upon receipt of each such certification, or as soon thereafter as moneys are available, the director of accounts and reports shall immediately transfer an aggregate amount equal to \$10,000,000 as available from such funds to the digital transformation program fund of Wichita state university for the purpose of providing such program: And provided further, That at the same time as the director of the budget transmits certification to the director of accounts and reports, the director of the budget shall transmit a copy of such certification to the director of legislative research.

Private and Independent Colleges (PIC)

Overview

Governor Kelly, through the Office of Recovery, has designated Kansas Department of Commerce to carry out the Private and Independent College Grant program in accordance with the Kansas Legislature approved plan and all applicable law, rules, regulation, and United States Department of the Treasury (“Treasury”) interpretive guidance.

Eligibility Requirements/Award selection

Funds must be used according to details identified in 2022 [Session Laws](#), Chapter 81, Section 28 (f) page 1032 and , in which the Kansas Legislature appropriated funds for private and independent colleges in Kansas:

Recipients	Award Amount*	Details
Baker University	\$843,901.53	
Barclay College	\$90,218.99	Declined Award
Benedictine College	\$947,132.13	Total for 2 - \$1,147,132.13
Benedictine College	\$200,000.00	for engineering program match 1:1
Bethany College	\$418,973.83	
Bethel College	\$274,276.92	
Central Baptist Theological Seminary	\$17,266.22	Declined award
Central Christian College of Kansas	\$192,310.00	
Cleveland University-Kansas City	\$358,345.57	
Donnelly College	\$142,892.88	
Friends University	\$816,275.57	
Hesston College	\$185,165.36	
Kansas Christian College	\$76,209.54	Declined Award
Kansas Wesleyan University	\$442,134.38	
Manhattan Christian College	\$91,213.29	
McPherson College	\$492,563.66	
MidAmerica Nazarene University	\$908,560.56	Declined Award
Newman University	\$984,889.17	
Ottawa University	\$715,655.17	
Southwestern College	\$100,000	
Sterling College	\$350,504.32	Declined Award
Tabor College	\$371,521.49	
University of Saint Mary	\$669,550.72	

*Award amounts were calculated based on Fall 2021 Full Time Enrollment Reports provided by the Kansas Independent College Association.

Use of Funds

Grant funds may be used for project design, land purchases, building acquisition, site preparation, construction costs, and equipment. Additionally, program costs will be permitted as allowable expenditures, including but not limited to software, staffing, materials, and program deliverables. Any expenditures towards salaries or staffing must have documentation as to the sustainability of the position after funding has been exhausted. No personnel may be hired or paid on a short-term or temporary basis with this funding. Note that program costs should provide an economic impact

to the local community. This list is not exhaustive, but all projects must be used solely for project expenses approved in submitted application and budget, as well as support KDC's workforce development mission. KDC aims to ensure the state's workforce is equipped to meet industry needs and to help create economic success for Kansas residents and businesses.

Educational institutions may charge up to 5% on grant administration costs.

Matching

For purposes of the Private and Independent College Grants, the required match will consist of Private funds to federal funds on a \$3 of private moneys to \$1 of ARPA moneys basis, except for the funding for the Benedictine College engineering program, which will be made available only upon the match of private funds to federal funds on a \$1 of private moneys to \$1 of state moneys basis.

The availability of the match must be certified by the chief executive officer of the private or independent college before expenditure of funds. Private money matches shall not be existing college funds and shall be new moneys. All matching funds must be expended within the period of performance.

"Private moneys" are defined as direct investment or philanthropic gifts by individuals, non-profit or for-profit organizations, foundations, or corporations. These funds cannot be derived from federal or state sources and must have been committed for the sole purpose of the proposed project. Local government funds are acceptable if the funds were not derived from a federal or state source and are appropriated exclusively for the proposed project. Debt serviced with revenue from private monies is NOT allowed. Philanthropic contribution or investment of real property may be considered private monies, based on fair market value said property, so long as the property is part of the proposed project. In-kind contributions and tuition revenue are prohibited.

"New moneys" are defined as funds received by the institution no earlier than July 1, 2022, and the funds are dedicated to the approved project.

Program Implementation/Timeline

In September 2022, KDC distributed letters to all eligible private and independent colleges requesting a notice of intent to apply for the funding opportunity and requested a confirmation of the 3:1 (private money: grant funds) minimum matching commitment. Two colleges declined the award: Central Baptist Theological Seminary, MidAmerica Nazarene University. All others stated they intend to provide matching funds at a 3:1 ratio; for every \$1 awarded to our institution, our institution must provide \$3 in new private moneys and not existing funds.

- September 15, 2022 – Notice of Award
- September 20 & 22, 2022 – Informational Webinars hosted
- October 21, 2022 – Request for Applications issued
- November 30, 2022 – Requested Application submission
- July 1, 2022 to September 30, 2024 – period of performance

Disbursement Method

Grant funds will be advanced proportional to the proof of private matching funds in the following manner: The first disbursement of funds will be 50% of the institution's allocation after 50% of the total required match is documented as available (All match commitment documentation must clearly identify the dollar amount, the source(s) of the funds, the proposed uses that comply with the requirements of this notice, and be signed by the authorized official.) The institution will submit sufficient records to demonstrate compliance with the requirements of the agreement (competitive procurement, proof of cost (invoices) and proof of payment (canceled checks or bank statements)) for the

advanced award amount and the proportional percent (50%) private matching funds prior to the release of the second disbursement.

The following documents are required prior to the first disbursement:

- ARPA Funds Commerce Application
- Confirmation of Matching Funds
- Grant Administration Plan with Budget & Timeline
- SAM.gov UEI Registration
- Proof of Property Ownership or Permission by Owner
- Documentation of Procurement / Bid Process
- Proof of Permits
- Proof of Insurance
- Environmental Review if required by local or county jurisdiction
- IRS Form I-9
- Kansas Boycott Certification Form
- Agreement to Kansas Sexual Harassment Policy

The second disbursement will be advanced similar to the first. After the submission of the remaining match funding documentation, the second 50% of the allocation will be disbursed. Sufficient records are required for 100% of the total project budget, and failure to do so will result in repayment.

Example: An institution is allocated an award of \$100,000, and the required match is \$300,000. The total project budget is \$400,000. Upon execution of the agreement and documentation is submitted that 50% of the match (\$150,000) is available, 50% of the award (\$50,000) will be advanced to the institution. Once the first 50% of the total project budget is expended and proof of cost and payment are submitted and approved, the second disbursement of \$50,000 will be advanced following the submission of the remaining match commitment documentation (\$150,000).

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation as needed
- Provide pictures of the project

Economic Expansion Rural Housing Grant (EERHG)

Overview

Governor Kelly, through the Office of Recovery, has designated Kansas Department of Commerce to carry out the Economic Expansion Rural Housing Grant in accordance with the Kansas Legislature approved plan and all applicable law, rules, regulation, and United States Department of the Treasury (“Treasury”) interpretive guidance.

Eligibility Requirements/Award Selection

- a. Funds are to be used for the purpose of providing grants to housing projects intended to accommodate expansion due to recent economic development that creates over 500 new jobs;
- b. Projects shall be located in a Kansas county with a population greater than 40,000 and less than 60,000 as of the 2020 census;
- c. Projects must include over \$50,000,000 in capital investments;

Economic expansion rural housing grant (\$20,000,000) Provided, That the expenditures from the economic expansion rural housing grant account shall be used by the above agency for the purpose of providing grants to housing projects intended to accommodate expansion due to recent economic development in a Kansas county with a population greater than 40,000 and less than 60,000 as of the 2020 census: Provided further, That the recent economic development will create over 500 new jobs and the housing project includes over \$50,000,000 in capital investments: And provided further, That all moneys in the economic expansion rural housing grant account expended for fiscal year 2023 shall be matched by nonstate moneys on a \$1-to-\$1 basis (HB2510 – PAGE 7).

Economic development rural Kansas housing grant fund (\$5,000,000) Provided, That the expenditures from the economic development rural Kansas housing grant fund shall be used by the above agency for the purpose of providing grants to housing projects intended to accommodate expansion due to recent economic development in a Kansas county with a population greater than 40,000 and less than 60,000 as of the 2020 census: Provided further, That the recent economic development will create over 500 new jobs and the housing project includes over \$50,000,000 in capital investments: And provided further, That all moneys in the economic development rural Kansas housing grant fund expended for fiscal year 2023 shall be matched by nonstate moneys on a \$1-to-\$1 basis (SB267 – PAGE 63).

Use of Funds

KDC shall only use ARPA Funds for direct costs related to the implementation of the Economic Expansion Rural Housing Grants. ARPA Funds shall not be used for any administrative or overhead costs, except as (1) costs specifically identified as administrative costs, (2) costs for additional personnel or outside contractors hired or contracted for the specific purposes of administering the program, and (3) other costs directly related to program administration and approved by the Office of Recovery. Administrative costs shall be no more than 5% of the total amount approved by the Legislature.

Pursuant to the 2022 Session Laws, Ch. 97, Sec. 10(b), KDC shall return any ARPA funds for which no expenditures is incurred by June 30, 2023 to the Office of Recovery, unless otherwise directed by the Legislature. Under current federal law, ARPA funds for which no expenditure is incurred by December 30, 2026, shall be returned to Treasury.

Matching

Federal funds expended under this program shall be matched by nonstate moneys on a \$1-to-\$1 basis and disbursement of funds shall be made proportional to the expenditure of matching funds. ARPA Funds for this program shall be made available through June 30, 2023.

Review of Application

The application underwent a review at the KDC for eligibility, risk, and timeline. Once reviewed by KDC, the application was forwarded to WOB for Compliance and Risk Assessment review, as well as drafting of any special condition considerations which were uploaded via [Submittable](#). See these Policies and Procedures for risk assessment scoring.

Building a Stronger Economy (BASE) Grant Program 1.0 and 2.0

Overview

In December 2021, the SPARK Executive Committee and State Finance Council approved \$100M of funds from the federal American Rescue Plan Act (ARPA) for eligible economic development and infrastructure proposals in the BASE program. The Department of Commerce was authorized to administer this program and was announced by Governor Laura Kelly on January 31, 2022. The BASE Program will support infrastructure development to address economic development opportunities statewide with the goal of expanding the state's base of businesses and residents. Projects submitted are required to: (1) Document how the project was delayed or affected negatively due to the COVID-19 pandemic and the resulting negative economic conditions (2) Provide a minimum 25% match requirement by the applicant.

On April 19, 2022, SB267 was signed into law and on May 16, 2022, HB2510 was signed into law. Both allocate additional federal relief funds to certain economic development projects. As a result, the Kansas Office of Recovery and the Kansas Department of Commerce executed a Memorandum of Agreement identifying certain economic development projects "are to be awarded through the BASE program in accordance with the requirements outlined by the Kansas Legislature in the 2022 Session Laws Chapters 81 and 97." The projects did not go through the selection criteria detailed below. The projects are listed in eligibility requirements for legislated projects.

On December 20, 2022, the SPARK Taskforce recommended distributing \$50,000,000 in ARPA State Fiscal Recovery Funds to the BASE 2.0 program; and on December 21, 2022, the State Finance Council approved the expenditure of \$50,000,000 for the BASE 2.0 program.

Eligibility Requirements

The Building a Stronger Economy (BASE) Grant Program provides impactful award amounts up to \$25,000,000 with a minimum 25% match requirement by the applicant. Eligible projects must be in the State of Kansas and must be able to document how the project was delayed or affected negatively due to the COVID-19 pandemic and the resulting negative economic conditions.

Eligible applicants include:

- County or municipal governments
- Economic Development Organizations
- Recognized Tribes within the borders of Kansas
- Private land developers and commercial property owners
- 501c3-Designated Non-Profit Organizations
- Local Main Street Programs or Main Street Affiliate
- Local Chambers of Commerce
- Community Foundations
- Rural Water Districts

Eligibility Requirements for BASE Legislated Projects (Amendment to BASE MOA)

The following projects were appropriated funding through HB 2510 and SB267, as each was signed into law on May 16, 2022 and April 19, 2022 respectively and then allocated to KDC through the Governor's Department that executed a Memorandum of Agreement, effective March 1, 2022 and executed on September 1, 2022 identifying the project to be

awarded through the BASE program in accordance with the requirements outlined by the Kansas Legislature in the 2022 Session Laws Chapters 81 and 97. Each of the following projects has a memo to file documenting this process:

- \$35,000,000 awarded for the purpose of infrastructure for an agricultural production facility in a Kansas county with a population greater than 34,000 and less than 35,000 as of the 2020 census that will create over 200 jobs, include over \$400,000,000 in capital investment, and attract additional estimated local development and jobs. (Hilmar)
- \$5,000,000 awarded for the purpose of infrastructure for an animal nourishment facility for a city in Kansas with a population greater than 24,000 and less than 24,500 as of the 2020 census. (Simmons Pet Food/Emporia)
- \$5,000,000 for the purpose of infrastructure for a city in Southeast Kansas with a population greater than 20,000 and less than 21,000 as of the 2020 census. (Pittsburg)
- \$3,100,000 for the purpose of the refurbishment of a building for housing for a city in Northeast Kansas with a population greater than 12,200 and less than 12,700 as of the 2020 census. (City of Ottawa)
- \$2,500,000 for the purpose of establishing a transload facility for a county in Kansas with a population greater than 4,000 and less than 4,300 as of the 2020 census. (Stafford County)

Selection Process

The application opened on January 31, 2022 and closed February 28, 2022, at 11:59 PM. Projects must begin within 6 months of an executed award agreement and complete within 2 years of the agreement. Engineering reports, architectural drafts, construction costs, material purchases, and approved project-related expenditures would qualify as a successful start within the required 6-month window.

Application Information

Projects submitted must demonstrate the ability to be successfully implemented and have little viability without grant financing. There is a minimum 25% match requirement by the applicant or additional program partner.

- No more than 3 applications shall be submitted by any eligible entity.
- Construction must begin within 6 months of fully executed grant award document. Construction of BASE funded components of project must be completed within 2 years of the award date.
- All applicants must initiate registration with SAM.gov and obtain a UEI number prior to submission.
- The awarded project can include match funding from any state or federal source if there is no duplication of benefit. Examples of eligible matching funds include Local ARPA Funds, Economic Development Administration (EDA) Grants, Community Development Block Grant, Community Service Tax Credit Program, USDA Rural Development, State Historic Preservation Office programs, or Network Kansas programs.
- Award recipients are required to sign a grant agreement agreeing to the conditions of the program.
- Quarterly reporting will be required of all awardees on progress and financial status of the project.
- Applicants are encouraged to submit any relevant architectural and/or engineering plans for their project, as well as bids and estimates.
- The process for selecting a contractor or vendor should be identified in the organization's existing procurement policy. Commerce requires grantees to follow the most stringent procurement policy stipulations between the organization's own policies, Kansas State Procurement Policy, and 2 CFR 2 200A business and marketing plan are required for the project.

Application Requirements

Applicants were required to submit their application using the online portal, hosted by Submittable:

<https://kansasdepartmentofcommerce.submittable.com/submit/b0b25d20-5274-484e-8948-e718251aeb54/spark-building-a-stronger-economy-base>

To complete the application, an applicant must provide the following information:

- Project Information: Project Name, Address, Contact
- Sam.Gov Registration & DUNS Number
- Project Narrative
- Project Description & Scope - Project Narrative, Current Condition, Intended Use
- Project Funding Need - Reasoning for BASE Funds, Other Sources of Funding
- Project Budget & Narrative - Project's Financial Status
- Matching Fund Documentation
- Project Timeline
- Project Photos: Maximum Of 10
- Business & Marketing Plan –
- Commerce Fiscal Forms, Completed Federal W-9, Sexual Harassment Policy Acknowledgment and Non-Boycott
- Letters Of Support - Minimum Of 1, Maximum Of 3
- Financial Risk Assessment - Audits, Organizational Policies, Grant Management
- Optional Application Materials - Project Bids & Estimates Architectural and/or Engineering Reports

Review of Applications

A total of 445 applications were received; the following reviews were completed on all submissions in accordance with the following scoring and award selection process:

Round 1 Scoring (1 point maximum):

Witt O'Brien's completed a compliance and regulatory review for all projects received utilizing the [BASE Application Compliance Form](#). This form will provide thorough review for all projects regarding DUNS & SAM registration, allowable activities, required match documentation, narrative review, and risk assessment questions. Each application and Compliance Form will be assigned an identical submission number from the online Submittable platform to mitigate bias.

Following the completion of each Compliance Form, Witt O'Brien's will designate whether or not an application is Approved for Compliance. Those applications marked as Approved for Compliance will be designated 1 point for Round 1 Scoring and assigned to Commerce Department Reviewers for Round 2 Scoring. Those applications marked as Not Approved for Compliance will be designated 0 points for Round 1 Scoring and assigned to Commerce Department Reviewers for Round 2 Scoring.

Round 2 Scoring (155 points maximum):

Applications sorted into Commerce Department Reviewer teams for grading will be evaluated by a minimum of two Reviewers, who will read and score each application to compose an average Round 2 score. The maximum score for Round 2 totals 155 points. Reviewers with regional work assignments or affiliations (i.e., North Central Business Development RPM) will be prohibited from reviewing applications from within their respective region.

The scoring matrix for Round 2 Applications is as follows:

- Application contains a complete and thorough Project Description & Scope (15 points maximum):
 - The Project Description was not submitted or contained minimal information (0 points)
 - The Project Description contained little information regarding an economic development opportunity tied to the request (5 points)
 - The Project Description contained a tie to an economic development opportunity in the area but did not provide full information on the project (10 points)

- The Project Description contained all necessary information regarding the size and scope and included a tie to an existing or potential economic development opportunity (15 points)
- Application contains a suitable need for funding from the BASE program (15 points maximum):
 - The Project Funding Need was not provided or contained minimal information (0 points)
 - The Project Funding Need contained little information on why the BASE program funding is necessary (5 points)
 - The Project Funding Need contained most information on the necessity of BASE program funding, but the project would be viable without the BASE program (10 points)
 - The Project Funding Need contained all relevant information regarding the need for funding from the BASE program and how other avenues of funding were or are being pursued (15 points)
- The Project Budget and Narrative contained all necessary information (15 points maximum):
 - The Project Budget and Narrative were not submitted or contained only minimal information (0 points)
 - The Project Budget and Narrative were submitted but contained lack of detail on the matching funds offered to the program (5 points)
 - The Project Budget and Narrative contained matching funds information but did not provide a timeline for completion within 2 years (10 points)
 - The Project Budget and Narrative contained matching funds information and a successful strategy for completion of the project within 2 years (15 points)
- Match funding is documented at the following level (20 points maximum):
 - Matching funds are not fully committed or fall below the 25% minimum (0 points)
 - Matching funds meet the required 25% minimum of total project funding (10 points)
 - Matching funds exceed 50%, with the potential for project completion without BASE funding (15 points)
 - Matching funds exceed the 25% minimum requirement but compose less than 50% of the funding need (20 points)
- A thorough Project Timeline has been submitted with goals and an end date within 2 years (15 points maximum):
 - No Project Timeline is present or contains minimal information (0 points)
 - A project timeline has been submitted but does not provide specific project or funding goals, or provide completion within 2 years (10 points)
 - A project timeline has been submitted that provides specific project and funding goals that provides completion within 2 years (15 points)
- Project bids and estimates were provided for the application (10 points maximum):
 - No bids or estimates were provided for the application (0 points)
 - Some bids or estimates were provided for the application, but did not cover the full project (5 points)
 - Bids or estimates were provided for every aspect of the project (10 points)
- Architectural and/or engineering reports were complete (15 points maximum):
 - Architectural and/or engineering reports were not provided (0 points)
 - Architectural and/or engineering reports were provided, but did not provide thorough details (5 points)
 - Architectural and/or engineering reports were provided, but lacked all details for the full scope of the project (10 points)
 - Architectural and/or engineering reports were provided and provided thorough and detailed information (15 points)
- A complete business and marketing plan were submitted (15 points maximum)
 - A business and/or marketing plan was not provided (0 points)
 - A brief narrative or incomplete business and/or marketing plan was provided (5 points)
 - A business and/or marketing plan was provided but did not provide details on projections of growth, marketability of site or community, or return on investment of the project (10 points)

- A full and complete business and/or marketing plan relevant to the project was submitted, and included projections of growth, marketability of site or community, and return on investment of the project (15 points)
- Letters of support were provided for the application (15 points maximum)
 - No letters of support were provided (0 points)
 - 1 letter of support was provided (5 points)
 - 2 letters of support were provided (10 points)
 - 3 letters of support were provided (15 points)
- Catalytic Impact Scoring (20 points maximum):
 - High level of economic impact
 - Ability to complete the project in a timely manner
 - Experienced project development and management team
 - Relevance of project to SPARK Executive Committee investment priorities
 - High likelihood of return on investment of granted funds

Oversight and Management

Risk Assessment

BASE Application Compliance Form documents risk assessment issues from the applicants and whether the project is approved for compliance. The results documented in the BASE Application Compliance form established the level of monitoring:

1. Low Risk – No risk assessment issues identified, and funded application is approved for compliance.
2. Medium Risk - risk assessment issues identified, and funded application is approved for compliance.
3. High Risk - risk assessment issues identified, and funded application is not approved for compliance.

Any subrecipient who did not submit any pre-award documentation shall receive an increased risk designation that informs the payment provisions.

Low Risk (minimum requirement for all grants)

1. Program and Financial Quarterly Report submission
2. Payment schedule: First 50% upon executed agreement, the second 50% of the award will occur no earlier than January 2023 following two consecutive quarterly reports with successful progress of the project - Quarterly Progress Reports must be submitted by October 31, 2022, and January 31, 2023, with satisfactory progress of the project determined in the sole discretion by the Department of Commerce. (Reconciled and approved)

Medium Risk -

1. ALL Low Risk requirements, and
2. Payment of second disbursement will be contingent on review and approval of documentation for the first 50% disbursement of funds.

High Risk-

1. Quarterly Payments
2. Payments are contingent upon verification and approval of the previous quarter's financial and narrative project reports. Payments shall not exceed the Grant Administration Plan's Timeline and Grantee must expend the full payment amount to receive the next quarter's full disbursement. Should the Grantee fail to expend the full amount advanced during the quarter, the balance remaining will be reduced from the next disbursement amount.

Site Visits

Throughout the duration of the programs, two site visits will be completed by KDC staff to monitor progress and discuss key elements of grant management. These visits will enable KDC to engage with the subrecipient and will be captured using the [Site Visit Template](#). One site visit may be conducted virtually, [Virtual Site Visit Policy](#). The following items will be discussed at each visit:

Site Visit #1	Site Visit #2
<ul style="list-style-type: none">• Scope of Work to be performed by the Subrecipient• Review of Invoices and Financial Documentation• Review of Quarterly Reports (if applicable)• Progress Update (from subrecipient)• Challenges/Concerns• Key Areas of Focus<ul style="list-style-type: none">○ Policies and Procedures○ Record Retention• Questions• Site Photos	<ul style="list-style-type: none">• Scope of Work to be performed by the Subrecipient• Review of Invoices and Financial Documentation (Audits)• Review of Quarterly Reports (if applicable)• Progress Update (from subrecipient)• Challenges/Concerns• Key Areas of Focus<ul style="list-style-type: none">○ Financial Review○ Audit Requirements• Questions• Site Photos

Upon the completion of each site visit, KDC will send a summary email to the subrecipient containing brief notes from the visit and responses to follow-up items. In addition, a PDF copy of the Site Visit Report will be uploaded into OneDrive.

BASE 2.0

Risk Assessment

BASE 2.0 Applicants were required to answer risk assessment questions as a part of the application. Compliance Review Forms noted any risks assessment issues and a risk assessment tool was developed to score the answers to the questions. A copy of the risk assessment tool can be found [here](#).

1. Low Risk – Greater than 11 points
2. Medium Risk – Between 4-11
3. High Risk - Less than 4

Low Risk (minimum requirement for all grants)

1. Program and Financial Quarterly Report submission
2. Payment schedule: First 50% upon executed agreement, the second 50% of the award will occur no earlier than January 2024 following two consecutive quarterly reports with successful progress of the project - Quarterly Progress Reports must be submitted by October 31, 2023, and January 31, 2024, with satisfactory progress of the project determined in the sole discretion by the Department of Commerce. (Reconciled and approved)

Medium Risk -

1. ALL Low Risk requirements, and
2. Payment of second disbursement will be contingent on review and approval of documentation for the first 50% disbursement of funds.

High Risk-

1. Quarterly Payments
2. Payments are contingent upon verification and approval of the previous quarter's financial and narrative project reports. Payments shall not exceed the Grant Administration Plan's Timeline and Grantee must expend the full payment amount to receive the next quarter's full disbursement. Should the Grantee fail to expend the full amount advanced during the quarter, the balance remaining will be reduced from the next disbursement amount.

MATCH

A minimum 25% match is required by the applicant or additional program partner. Matching funds can include Local Fiscal Recovery Funds, Community Service Tax Credit Program funds, Community Development Block Grant (CDBG) funds, USDA programs, and funds from a general operating account.

As stated in the [FAQ presentation](#):

- Previously allocated and expended funding used as match may date back to January 1, 2019.
- Land purchases will only be eligible for including into a match if purchased January 1, 2021, or later.
- A resolution or commitment letter from the applying governing agency is sufficient documentation for the match requirement.

Unique to BASE 1.0 is the supporting documentation requirement for matching funds. This policy for BASE 1.0 was stated in 3/29/2023 conference call with KDC. Rationale for keeping the policy: The match for BASE 1.0 is not legislated, but a KDC administrative requirement. Documentation supporting matching funds is required when the quarter in which the matching funds are expensed is randomly selected for monitoring. For all other KDC programs, including BASE 2.0, documentation supporting the match is required for all match expenditures and required to be submitted with quarterly reports. However, a policy change made in November 2024, and applicable to all active KDC ARPA grants, does not require submission of supporting documentation for reporting. All high risk grantees and a 10% sample of active projects within each program will be selected for desk monitoring and supporting documentation will be requested.

Use of Funds

Allowable Uses of funds:

- Infrastructure associated with the development of new business parks
- Infrastructure required to support business expansions
- Renovation of existing business parks to bring them up to modern standards
- Development of infrastructure such as railroad spurs, water, wastewater, stormwater, and other utilities
- Driveway aprons
- Business Park signage
- Parking facilities directly associated with business attraction projects
- Speculative industrial office and residential space
- Development of infrastructure related to cybersecurity investments
- Other projects that achieve the goal of expanding the state's base of businesses and residents

Method of payment

Method of payment was dependent on risk assessment status and detailed in Special Conditions attached to the grant agreement. See below for payment schedules, under Risk assessment.

Delivering Residents & Workforce (DRAW) (\$10M)

[DRAW-Application-Guidelines-FINAL-2.pdf \(kansascommerce.gov\)](#)

Overview

This program will address workforce shortages and training needs in high demand and critical need industries, including but not limited to healthcare providers, education providers, technology-based businesses, and employers working with the blind, visually or hearing impaired, or persons with other disabilities.

Program outcomes include: (1) Increased workforce participation in the high demand and critical needs industries, (2) Increased residency of employees in these industries from out-of-state, (3) Increased services provided by awarded applicants.

Eligibility Requirements

Eligible entities will use funds to supplement training costs and encourage new job opportunities. Priority will be given to applications that encourage new employees from out-of-state.

Eligible applicants include:

- Mobile workforce training providers
- Healthcare providers
- Education providers
- Technology-based businesses
- Employers working with the blind, visually, or hearing impaired, or persons with disabilities

Eligible Activities

- Construction, engineering and architecture, planning, inspections, and environmental assessments for on-site training facilities
- Construction, engineering and architecture, planning, inspections, and environmental assessments for service expansions that will require new job opportunities • Third-party training costs and vendor training on machinery and equipment
- Machinery, supplies, technologies, and equipment that is solely used for training purposes
- Supervisor and management salaries directly related to training costs • Course development costs and services for development of in-house training
- Marketing, communication, and activities to attract talent to Kansas

Ineligible Activities

- Salaries for employees receiving training
- Grant administration costs
- No project may undermine any public health effort to stop the spread of COVID-19, and all expenditures will comply with applicable provisions of the American Rescue Plan Act (ARPA) and any relevant Kansas state law.
- Grant funds may not be used for debt service, to replenish financial reserves, for financial restructuring, nor may it be used to satisfy an obligation arising from a judicial settlement or judgement. The U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions are applicable to this award.

Use of Funds

Eligible expenses include training costs associated with employee development and advancement and equipment related to the training and end-use of customer/client services. Additional consideration will be given to applicants with verified new hires that are new Kansas residents.

Matching

Entities are required to provide a minimum of 25% match funds of the total project cost. Matching funds must be directly related to the requested funds. In-kind donations and real estate equity are not eligible matching funds.

Timeline

- March 13, 2023 – Notice of Funding Opportunity Announced & Application Guidance Issued
- April 24, 2023 – Application Submission Deadline
- No earlier than May 15, 2023 - Estimated Notice of Awards
- June 20, 2023 – June 19, 2025 – Period of performance (No-cost extensions will be approved on a case-by-case basis)

Disbursement Method

Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.

Application Scoring Rubric

1. Does the application contain a complete and thorough Project Description and Scope? (15 points)
2. Application contains a suitable need for funding from the program (15 points)
3. The Project Budget and Narrative contained all necessary information (10 points)
4. A thorough Project Timeline has been submitted with goals and an end date within 2 years (10 points)
5. Project bids and estimates were provided for the application (10 points)
6. Letters of Support were provided in the application (5 points)
7. Catalytic Impact of Project (35 points)

Risk assessment scoring

See these Policies and Procedures for risk assessment scoring.

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation, as needed
- Provide progress pictures of the project

Aviation Learning Opportunities & Funded Training (ALOFT) (\$20M)

[ALOFT-Application-Guidelines-FINAL-bf.pdf \(kansascommerce.gov\)](#)

Overview

This proposed program will provide funding to aviation and aerospace manufacturers, supply chain providers, and local airports for training and workforce development initiatives. Aviation and aerospace manufacturers in Kansas have experienced challenges maintaining a qualified workforce. Training incentives will allow employers in the aviation industry to participate in the Registered Apprenticeship program, the Kansas Department of Commerce Workforce AID program, and cover general training costs associated with new hires. Funding will also be available for airport facility or service expansion projects that will yield staff development and training opportunities.

Program goals/target outcomes: (1) Increase training and development opportunities for the Kansas aviation sector, (2) Increase capacity of aerospace and aviation manufacturers, (3) Increase service of local airports via expansion of airport facilities that provide for additional staff and training opportunities, (4) Increase participation in the Kansas Registered Apprenticeship program and the Kansas Department of Commerce Workforce AID program

Eligibility Requirements

Eligible applicants include aviation and aerospace manufacturers identified with a North American Industry Classification System (NAICS) code beginning in 3364; supply chain manufacturers that provide services, equipment, and manufacturing for eligible aviation and aerospace manufacturers; and locally and city-owned airports.

Use of Funds

Maximum award \$5M, eligible activities:

- Construction, engineering and architecture, planning, inspections, and environmental assessments for on-site training facilities
- Construction, engineering and architecture, planning, inspections, and environmental assessments for airport facility or service expansion projects that will result in new job or training opportunities
- Third-party training costs and vendor training on machinery and equipment
- Machinery, supplies, technologies, and equipment that is solely used for training purposes
- Supervisor and management salaries directly related to training costs
- Youth training services and costs related to early interest development in aviation and aerospace industries
- Course development costs and services for development of in-house training
- Marketing, communication, and activities to attract talent to aviation and aerospace industries
- Participation costs for the Kansas Registered Apprenticeship and Workforce AID programs

Matching

Entities are required to provide a minimum of 25% match funds of the total project cost. Matching funds must be directly related to the requested funds. In-kind donations and real estate equity are not eligible matching funds.

Timeline

- March 13, 2023 – Notice of Funding Opportunity Announced & Application Guidance Issued
- April 24, 2023 – Application Submission Deadline
- No earlier than May 15, 2023 - Estimated Notice of Awards
- June 16, 2023 – June 15, 2025 – Period of performance (No-cost extensions will be approved on a case-by-case basis)

Disbursement Method

Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.

Application

Witt O'Brien's completed a compliance and regulatory review for all projects received utilizing the [ALOFT Application Compliance Form](#). This form captures the review of all projects regarding SAM registration, allowable activities, required match documentation, narrative review, and risk assessment questions. Each application and Compliance Form is assigned an identical submission number from the online Submittable platform to mitigate bias.

Following the completion of each Compliance Form, Witt O'Brien's designated whether or not an application is Approved for Compliance. Those applications marked as Approved for Compliance will be designated 1 point for Round 1 Scoring and assigned to Commerce Department Reviewers for Round 2 Scoring. Those applications marked as Not Approved for Compliance will be designated 0 points for Round 1 Scoring and not assigned to Commerce Department Reviewers for Round 2 Scoring.

Application Scoring Rubric (Round 2)

1. Does the application contain a complete and thorough Project Description and Scope? (15 points)
2. Application contains a suitable need for funding from the program (15 points)
3. The Project Budget and Narrative contained all necessary information (10 points)
4. A thorough Project Timeline has been submitted with goals and an end date within 2 years (10 points)
5. Project bids and estimates were provided for the application (10 points)
6. Letters of Support were provided in the application (5 points)
7. Catalytic Impact of Project (35 points)

Risk assessment scoring

See these Policies and Procedures for risk assessment scoring.

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation as needed
- Provide progress pictures of the project

State Park Revitalization & Investment in Notable Tourism (SPRINT) (\$30M)

[sprint-application-guidelines-2-2-2023.pdf \(kansascommerce.gov\)](https://www.kansascommerce.gov/sprint-application-guidelines-2-2-2023.pdf)

Overview

This proposed Tourism program will provide funding to support the development and/or improvement of tourism-focused businesses and tourism agencies. During the pandemic, some sectors of the Kansas tourism industry experienced increased activity (ex: state parks) while other sectors experienced a decline in activity (ex: museums, performing arts centers, entertainment venues etc.). ARPA funding provides Kansas the opportunity to address these impacts and support the industry as a whole through the enhancement of existing tourism facilities and development of new attractions.

Program goals/target outcomes: (1) Enhancement/modernization of existing tourism facilities, (2) Development of new tourism attractions to spur regional economic development, (3) Increased tourism related economic activity as a result of investments.

Eligibility Requirements

Funding to be used for infrastructure enhancements, capital projects, renovations, etc.

Eligible applicants are tourism-focused businesses and tourism agencies including, but are not limited to, Kansas state parks, Destination Marketing Organizations (example: Convention and Visitor Bureaus, Chambers, etc.), museums, conference centers, performing arts centers, entertainment venues, and other tourism-focused businesses and tourism agencies. City and county entities may apply for government owned tourism locations, but city and county parks are not eligible for SPRINT funding.

Applications will be considered based on potential regional impact, with a priority placed on shovel-ready projects with potential for high economic impact.

Relevant SPARK Idea Submissions will be notified of funding opportunity.

Use of Funds

Investments that provide an improvement (such as additional capacity), new features, new exhibits or other benefits aimed to increase site tourism and related economic activity, these activities include but are not limited to:

- Infrastructure enhancements, capital projects, renovations
- Renovation and repair of indoor and outdoor facilities, roads, and utility connections adjacent to the project site
- Construction, engineering and architecture, planning, inspections, and environmental assessments
- Development of public land to create a tourism destination
- Costs associated with recruitment of new permanent and semi-permanent exhibits
- Application costs for national museum affiliation

Ineligible activities:

Salaries and grant administration costs are not eligible. No project may undermine any public health effort to stop the spread of COVID-19, and all expenditures will comply with applicable provisions of the American Rescue Plan Act (ARPA) and any relevant Kansas state law. Grant funds may not be used for debt service, to replenish financial reserves, for financial restructuring, nor may it be used to satisfy an obligation arising from a judicial settlement or judgement. The U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions are applicable to this award.

Matching

No matching funds are required for this program.

Timeline

- January 30, 2023 – Notice of Funding Opportunity Announced & Application Guidance Issued
- February 27, 2023 – Application Submission Deadline
- No earlier than April 3, 2023 - Estimated Notice of Awards
- July 1, 2022 – April 30, 2025 – Period of performance (No-cost extensions will be approved on a case-by-case basis)

Disbursement Method

Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement.

Application

Compliance Review of Applications

[Application Compliance Reviews - OneDrive \(sharepoint.com\)](#)

Application Scoring Rubric

[PROPOSED SCORING MATRIX FOR SPRINT.docx \(sharepoint.com\)](#)

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation as needed
- Provide pictures of the project

ABODE (SPARK 2) (\$10M)

Overview

Proposed program will provide funding for construction and renovation of multi-housing units for elderly or disabled individuals. The program would also allow for new construction providing health and safety accommodations.

During the pandemic, many elderly and disabled individuals faced housing concerns which disrupted their access to medical care, food, and other services. This program would provide advanced housing to support health and safety needs while creating a community of resources to enhance the individual's quality of life.

Program goals/target outcomes: (1) Provide multi-housing units for elderly and disabled persons, (2) Increase opportunities for safe and healthy living conditions for high needs populations, (3) Increase overall inventory of housing in Kansas.

Eligibility Requirements

Competitive funding opportunity to be made available by application for individuals or entities constructing new multi-housing units that provide accommodations for elderly and/or disabled individuals.

Use of Funds

Renovations to existing facilities or construction of new multi-housing units (in accordance with ADA standards for accessible design, 28 CFR Part 36, Title II and Title III) which accommodate individuals who are elderly and/or disabled. Project design, engineering costs and architectural designs are also permitted as eligible expenditures.

All award recipients must follow local, state, and federal laws. Recipients must follow all applicable requirements of Kansas building codes, regulations, licensing, and inspections.

Projects should aim to accomplish a net increase in resident capacity while providing safe and healthy living conditions. Projects should aim to support health and safety needs while creating a community of resources to enhance the resident's quality of life (access to medical care, food, and other services).

Ineligible Activities:

Funds cannot be used for client care services, transportation, or program operating costs. Salaries and grant administration costs are not eligible. No project may undermine any public health effort to stop the spread of COVID-19, and all expenditures will comply with applicable provisions of the American Rescue Plan Act (ARPA) and any relevant Kansas state law. Grant funds may not be used for debt service, to replenish financial reserves, for financial restructuring, nor may it be used to satisfy an obligation arising from a judicial settlement or judgement. The U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions are applicable to this award.

Matching

1:1 match

Timeline

- January 30, 2023 - Notice of Funding Opportunity Announced & Application Guidance Issued
- February 27, 2023 at 11:59PM – Application Submission Deadline
- March 24, 2023 - Estimated Notice of Awards

- April 1, 2023 - March 31, 2025 – Period of performance. No-cost extensions will be approved on a case-by-case basis.

Disbursement Method

No more than 10% of the awarded funds will be disbursed after an executed award agreement. All future expenditures will be reimbursed no more than monthly at 50% of cost after expenditures and supporting documentation are approved by KDC.

Application

Compliance Review of Applications

[Compliance Review Forms - OneDrive \(sharepoint.com\)](#)

Application Scoring Rubric

[PROPOSED SCORING MATRIX FOR ABODE.docx \(sharepoint.com\)](#)

Reporting

Awardees are required to submit a reimbursement request via Submittable. Required documentation for the reimbursements include:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project

Kansas Public Broadcasting (KPB) (\$6M)

[KPB application and guidelines](#)

Overview

The Kansas Public Broadcasting (KPB) Grant will address infrastructure needs for public broadcasting services that were delayed or slowed due to COVID-19 in an effort to expand the state's services to its base of businesses and residents. KPB projects will aim to address critical infrastructure needs for public broadcasters, including modifications to meet FCC standards, across Kansas.

Eligibility Requirements

Eligible applicants shall include those licensed public broadcasting stations which operate from a community in Kansas and shall also include public television station KCPT, which provides primary service to Kansas.

Use of Funds

KPB projects will support infrastructure investments associated with current or future projects, including, but not limited to:

- Broadcast encoders
- Transmission lines, RF systems, and digital decoders
- Television transmitters
- Tower antennae, painting, re-tensioning, lighting, and maintenance
- Microwave transmitters and receivers
- Remote camera packages
- Encoders, routers, switches, and display systems
- Studio equipment
- Broadband upgrades relative to service enhancements

Ineligible activities:

- Staffing and employment costs
- Street Repairs or Improvements

Matching

No matching funds are required for this program.

Timeline

- August 2, 2023 – Request for applications posted
- August 7, 2023 – Webinar for interested applicants
- September 13, 2023 at 11:59PM – Applications due
- September 27, 2023 – Earliest date of awardee announcements
- Period of Performance – Projects must be completed within 2-years of awardee announcement. No-cost extensions will be granted on a case-by-case basis, with no projects extending past June 30, 2026.

Disbursement Method

Awardees will be provided with no more than 50% of their award disbursement following the execution of an Award Agreement. The remaining disbursement(s) will be provided following the acceptance of two quarterly progress reports and 10% of the grant funds have been expended, along with any other necessary conditions provided in the Award Agreement. If an awardee expends at least 95% of its first disbursement, Commerce can issue the remaining award upon confirmation of approved expenditures.

Reporting

Awardees are required to submit a quarterly report to KDC, via Submittable. The reporting requirements include but are not limited to:

- Proof of Expenditures (invoices & proof of payment)
- Narrative on the current status of the project
- Option to attach additional documentation as needed
- Provide pictures of the project