Digital Opportunities to Connect Kansans (DOCK) 2.0

Application Guide

Version 1.0

September 12, 2024

Contents

Introduction

The DOCK 2.0 application guide is intended to assist applicants in developing the needed information for the DOCK 2.0 application and minimize the time spent in creating the content. The step-by-step process will provide insights into what content is needed for each section and provide guidance into what specific information needs to be included in the application as well as the associated templates. Applicants should use the application guide in conjunction with the DOCK 2.0 Program Guidelines document to ensure a robust application is submitted.

Application and Organizational Information

The Application and Organizational Information section will request the administrative content for the application.

Application Title

Applicants will need to develop the title of their application. The application title must incorporate the name of the organization. The title of the application can be seen in the example below:

Application Title: (required)

Limit: 300 characters

Please title in the following format: Organization Name - Project Name
Example: City of Wichita - Digital Skills for All

Eligibility

Applicants will need to select the type of organization that best fits their description. Options range from Non-profit organizations through Museums as listed below:
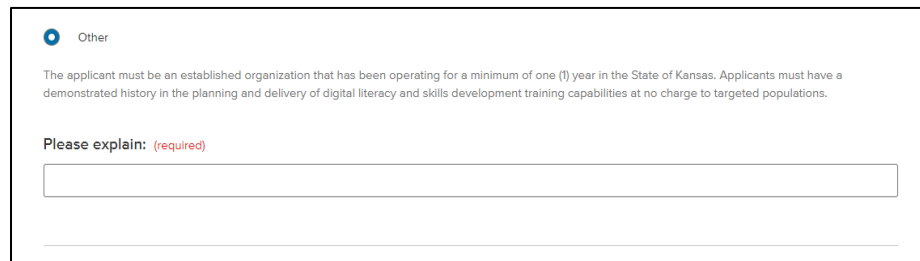
Eligibility

Please select organization eligibility: (required)

- Non-profit organization
- Tribal Government
- Municipalitie
- County
- Library
- School District
- Co-operative
- Electric Utility
- For-profit business and organization, including broadband service provider
- Higher Education Institution
- Museum
- Other - Political subdivisions or entities of a political subdivision
- Other

The applicant must be an established organization that has been operating for a minimum of one (1) year in the State of Kansas. Applicants must have a demonstrated history in the planning and delivery of digital literacy and skills development training capabilities at no charge to targeted populations.

If an applicant's organization is not described by the stated categories, select "Other" and the following text box will appear.

Applicant should then state the type of organization or explain the type of organization within the text box provided. Applicants must be an established organization that has been operating for a minimum of one (1) year in the State of Kansas. Applicants must have a demonstrated history in the planning and delivery of digital literacy and skills development training capabilities at no charge to targeted populations.

Organizational Information

This section will require the applicant to provide key organizational information and help verify organization eligibility as stated below:

- Organization Name – provide the legal name of the applicant's organization. This name must match the name registered in SAM.gov (see Page 7 for more detailed information about SAM.gov registration.)
- County – provide the county associated with the address to be entered
- Organization address – provide the address, city, state and zip code of where the applicant's organization. A P.O. Box will not be accepted as an address.
- Organization website – provide the URL of the applicant's website (example: www.applicantsite.org)

Organization Information

Organization Name: (required)

[   ]

Organization Address: (required)

Country (required)

[Select...   ⌄]

Address (required)

[   ]

Address Line 2 (optional)

[   ]

City (required)

[   ]

State, Province, or Region (required)   Zip or Postal Code (required)

[   ]   [   ]

Organization Website: (required)

[example.com   ]

The applicant will then be asked to provide the organization's phone number. Applicants should provide the 10-digit phone number to the organization's main office. Enter only the numbers. The application will format the phone number automatically. (example: (913)-222-1111)

Organization Phone: (required)

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Does the organization have a UEI? (required)

○ Yes

○ No

To receive Federal funding from the Kansas Office of Broadband Development at the Kansas Department of Commerce, your organization must have an active "unique entity identifier" with the Federal System of Award Management (SAM.gov). SAM.gov is an official website of the United States government and is FREE. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration. To get a UEI, get started **HERE.**

To receive Federal funding from the Kansas Office of Broadband Development at the Kansas Department of Commerce, the applicant's organization must have an active "unique entity identifier" with the Federal System of Award Management (SAM.gov). SAM.gov is an official website of the United States government and is FREE. There is no charge to get a Unique Entity ID, register your entity, and maintain your entity registration. All applicants must have a UEI, or must have submitted to receive a UEI, prior to submitting the application. The application cannot be submitted without a UEI or one being requested. The applicant will need to ensure that the name associated with the UEI is **<u>exactly the same</u>** as the one in the Organizational Information section.

If the organization has a UEI, select "Yes" and the following box will appear:

The applicant will then enter their respective UEI into the text box.

If the applicant does not have a UEI and needs to request one, selecting "No" will bring up the option as listed below:

To initiate the UEI request, select the "HERE" link within the application and the applicant will be directed to the SAM.gov site as seen below. Follow the instructions on the SAM.gov website to initiate the request.

After the UEI request has been completed on the SAM.gov site, the applicant can then select the check box stating that they have started the SAM.gov registration. Note: New UEI registrations can take an average of 7-10 business days to process at SAM.gov. Once received, applicants must provide the UEI to the Kansas Office of Broadband Development

(KOBD) via emailing the UEI to kdc_broadband@ks.gov. It is the responsibility of the applicant to provide this information as soon as possible after receipt.

Applicant Information

If the author and submitter are the same as the primary organization contact, then select "Yes" below.

Applicant Information

Is the application author & submitter the same as the primary organization contact? (required)

○ Yes

○ No

If not, select "No" and the following text boxes will become available to populate:

Applicant Information

Is the application author & submitter the same as the primary organization contact? (required)

○ Yes

● No

Primary Organization Contact (POC) Information

POC Contact Name: (required)

First Name (required)

Last Name (required)

POC Phone: (required)

POC Email: (required)

email@example.com

The applicant should then provide the point of contact (POC) first and last name, 10-digit phone number and email address as requested.

Project Proposal Section

The project proposal section is designed to capture key information about the project, capabilities of the applicant, where the project is intended to be implemented, organizations involved with the project, the project timeline and who will benefit from the project. This section includes the Executive Summary content as well as additional project information that defines the scope of the initiative.

Executive Summary

The executive summary is intended to capture a high-level summary of the project. The executive summary will be published on the KOBD website to solicit public comment. **Any information that should be treated as confidential should not be included in the executive summary as it will be public facing within one week of the application window closing.**
The executive summary requires the following information to be provided by the applicant:

- Goals of the project: Applicants should provide a summary of the goals of the project
- Needs addressed by the proposed project: Applicant should provide an overview of what needs are addressed by the project within the targeted population and/or community
- Service partners involved: Applicants should provide a summary of the service partners involved. The service partner's name and role in the project are required for this section. Service partners are defined as organizations that the applicant is purchasing services or equipment from in order to effectively deliver digital skills and training programs to the end user. Note: Service Partners are organizational partners that provide key services that assist in implementing project deliverables for the overall program
- Community partners and/or stakeholders involved: Applicants should provide a summary of all community partners and stakeholders involved with the project and their respective roles in the project, if any
- Intended impact of the proposed project: Applicants should state the impact of the project to the target population and/or community or communities where the project is being implemented
- Total project budget and funding requested: Applicants should input the amount of grant funds requested and the total project budget, including match. Specific and more detailed budget information will be requested in the Project Budget section

Executive Summary - Publicly Posted

The applicant will be required to provide content describing the project proposal. The executive summary must include:

- Goals of the project, needs addressed, community partners, stakeholders involved, and the intended impact
- A description of the location (City(ies), County(ies), etc.), partners involved, and anticipated improvements
- Goals of the project and community need to include the targeted population, if the solution is within an economically distressed area and identifying the compelling need
- The short and long-term benefit to the community
- The community engagement strategies to reach and support the target population
- How the organization plans to raise awareness of the program

Goals of the proposed project: (required)

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Limit: 250 words

Needs addressed by the proposed project: (required)

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Limit: 250 words

Needs addressed by the proposed project: (required)

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Limit: 250 words

Service partners involved in the proposed project: (required)

Limit: 250 words

Community and/or stakeholders involved in the proposed project: (required)

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Limit: 250 words

Intended impact of the proposed project: (required)

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Limit: 250 words

Total project budget: (required)

$ [   ] USD

Total project budget includes the entire cost of the project including funding requested, applicant match, and co-investment match.

Total amount requested in DOCK 2.0 funding: (required)

$ [   ] USD

Applicants will need to adhere to the word limits for each text box as application submission will not be allowed if responses are greater than the text box word limit. Tip: Applicants may find it useful to develop the Executive Summary content after the Project Proposal and Justification Sections are completed to ensure the Executive Summary aligns with the entire proposal.

File Naming Convention

Throughout the application, applicants will be required to name files or populated templates in a specific file naming structure. Many examples are provided throughout the application sections regarding the format type needed for the specific file submission. An example of one naming convention is shown below that provides the naming convention, what it stands for, how to truncate names to fit the naming convention and the character limits associated with the file:

- NAMING CONVENTION: DOCK2_OrgName_ProjectName_MgmtList

The file naming convention for the example above has the following file structure:
- DOCK2 = Kansas program name

- OrgName = the applicant's organization's name. This should be an abbreviated set of letters representing the applicant's organization
- ProjectName = an abbreviated set of letters representing the project name
- MgmtList = this is an abbreviated set of letters representing a requested management list of the organization. Note: This last set of letters will vary based on the specific information being requested. Specific file structure for each requested item will be listed in each application section

The total file name length should be more than 32 characters in length. An example of file name structure is listed below where the application is asking for Letters of Support.
- Using the naming convention as referenced above:
  - NAMING CONVENTION: DOCK2_OrgName_ProjectName_xxxxx (where the last set of x's are an abbreviation for the specific item being requested)

  - Example: If the applicant's organization is "Digital Literacy for All Kansans" and the project name is "Labette and Kingman County", the naming convention for the file could be:
    - DOCK2_DigLitAllKS_Lab&King_LOS where it has the following meaning:
      - DOCK2 = Kansas program name
      - Org Name = DigLitAllKS, which is a truncated form of Digital Literacy for All Kansans
      - Project Name = Lab&Kin, which is a truncated from
      - LOS = Letters of Support

The Org Name and Project Name are developed at the discretion of the applicant with the above information provided as an example of one approach to develop the truncated naming convention. This file name structure truncates the applicant's organization and project name and is 30 characters long which meets the 32-character limit for the file.

This file naming convention will be used throughout the application guide when a supporting documentation file should be uploaded during the application creation process.

Experience and Capacity

This section provides the applicant the opportunity to document the organization's experience in the planning and /or delivery of digital literacy and skills development training to individuals and/or communities. Applicants should provide relevant information in each section of the "Experience and Capacity" section as detailed below:

- List of management staff: Applicants are required to provide a list of the organization's management team that would be considered senior leadership positions within the organization. Candidates for this list are the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Program Director, Managing Director and / or the Project Manager. This list should include a bio for each person and can be uploaded into the application by selecting the "Choose File" button
- Summary of the organization, detailing its history, mission and primary objectives: Applicants must provide a brief history of the organization, the organization's mission, and the primary objectives and how these items relate specifically to the digital literacy and skills program
- Outline demonstrated experience in the planning and /or delivery of digital literacy and skills development training to individuals and/or communities: Applicants are encouraged to summarize the digital skills enablement capabilities within their organization as part of this summary. The summary should include the duration for which the organization has been involved with digital literacy and skills development training. This is the applicant's opportunity to showcase how and why the organization is positioned well to provide digital literacy and skills development training

Place the requested content in the associated text box or upload area within the application as shown above.

Location

Applicants should provide a brief description of where the services will be provided, at the city and county level.

- Counties impacted by the proposed project: select the counties where benefits will be enabled. All 105 counties are available to select. If all counties are impacted, applicants can select the "All Counties" option at the top of the section

Location

Please select the county(ies) impacted by the proposed project. (required)

☐ All Counties

☐ Allen

☐ Anderson

☐ Atchison

☐ Barber

☐ Barton

☐ Bourbon

☐ Brown

- Description of the targeted location(s): provide a general description of the areas within Kansas that will benefit from the project such as North Central Kansas, greater Wichita metro area, communities in the general vicinity of Dodge City, etc.
- List the city(ies) in which services will be offered: provide the specific city / cities or town(s) where the benefits will be enabled. If the cities or towns are too numerous to list, provide a summary of the 10 largest cities or towns designated to receive the benefits

Description of the targeted location(s): (required)

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Limit: 250 words

Please describe the targeted locations to offer services for the proposed program.

Please list the cities that services will be offered in: (required)

Program Awareness

Applicant should describe how the organization plans to raise awareness of the proposed program such as advertising within the community, community outreach, and stakeholder engagement sessions. Place the required content within the application text box as seen below.

Program Awareness

Please describe how the organization plans to raise awareness of the proposed program. (required)

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Limit: 250 words

Community Partners Narrative
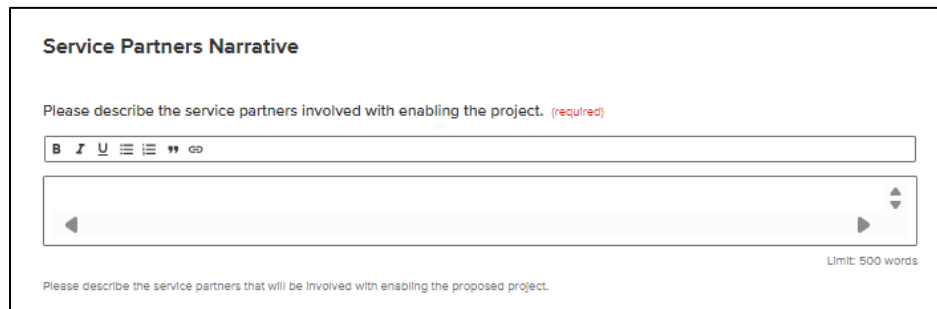
This section provides the applicant the opportunity to document the community partners involved with the project.

Community Partners Narrative

Please describe the community partners involved with enabling the project. (required)

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Limit: 500 words

Please describe the community partners that will be involved with enabling the proposed project.

- The applicant will list each community partner involved with enabling the project and their specific role in the project within the application text box shown above.

Service Partners Narrative

Applicants will be required to document the service partners involved with enabling the program.

Service Partners Narrative

Please describe the service partners involved with enabling the project. (required)

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Limit: 500 words

Please describe the service partners that will be involved with enabling the proposed project.

- Within the application text box shown above, the applicant will describe the service partners involved with enabling the project. Service partners are defined as organizations that the applicant is purchasing services or equipment from in order to effectively deliver digital skills and training programs to the end user

Critical Need and Overall Community Impact

A project must be designed to address a documented critical need in the community, specifically a lack of digital literacy and skills or a lack of access to digital literacy and skill development training. In this program, a critical need is generally defined as an environment or set of individuals lacking access to the resources or services that are provided by the project, whether because of the physical absence or insufficiency within the community of the type of resources provided by the project. Applicants will be required to define the critical need within the community, evidence of why the critical need exists, and how the project will address the critical need.

Critical Need and Overall Community Impact

A project must be designed to address a critical need in the community, specifically a lack of digital literacy and skills or a lack of access to digital literacy and skill development training. Targeted populations with a critical need for the project include those that do not have access to the resources or services that are provided by the project, whether because of the physical absence or insufficiency within the community of the type of resources provided by the project. Applicants will be required to define the critical need within the community and how the project will address the critical need.

Please describe the project, how it addresses a critical need within the community, and the impact the project will have on the community. (required)

Limit: 500 words

- Within the application's text box label shown above, describe the project and how it addresses a critical need within the community and the impact the project will have on the community.

Community Partner Letters of Support & Commitment

Letters of Support

Letters of support are formal letters documenting individuals and / or organizations that endorse the applicant's project. KOBD encourages applicants to include at least one letter of support to demonstrate engagement within the community. These types of endorsements reflect stakeholder engagement within the community generally indicate a need for such services an applicant is proposing. Each letter of support should include the following:

- Dated letter with either the official organization's logo at top of letterhead or name and address of the individual
- Why the person and/or organization is in support of the project
- Approving person's signature authorizing the support
- Signature block and signature of the individual's name, if not a sponsoring organization

Community Partner Letters of Support & Commitment

Letter(s) of Support:

Choose File

Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.

Acceptable file types: .pdf

NAMING CONVENTION: DOCK2_OrgName_ApplicationName_LOS
Letters of support should document the author and the organization they represent, if applicable. Each letter of support should include the following:
- Dated letter with official organization's logo at top of letterhead
- Dated letter of the individual's name and address, if not a sponsoring organization
- Why the person and/or organization is in support of the project
- Approving person's signature authorizing the support
- Signature block and signature of the individual's name, if not a sponsoring organization

- The applicant will upload one or more letters of support by selecting the "choose file" button within the application. Up to 10 files can be attached in this section. Note: If more than 10 letters of support are garnered by the applicant, the applicant may combine any letters beyond 10 into one .pdf file
- The naming convention for the file should follow the format as listed below:

- o To review the file naming structure defined earlier in the DOCK 2.0 Application Guide, the file naming convention has the following file structure:
  - DOCK2 = Kansas program name
  - OrgName = the applicant's organization's name. This should be an abbreviated set of letters representing the applicant's organization
  - ProjectName = an abbreviated set of letters representing the project name

The total file length should be no more than 32 characters in length. An example of file name structure is listed below.

- o Example: If the applicant's organization is "Digital Literacy For All Kansans" and the application name was "Labette and Kingman County", the naming convention for the file could be:
  - DOCK2_DigLitAllKS_Lab&King_LOS where it has the following meaning:
    - DOCK2 = Kansas program name
    - Org Name = DigLitAllKS
    - Project Name = Lab&Kin
    - LOS = Letters of Support

This file name structure truncates the applicant's organization and application name while still meeting the 32-character limit for the file.

Letters of Commitment

Letters of Commitment should document the community partner organization sponsoring the letter and the commitment scope. Community project partners must include the following details in the letter of commitment: Each Letter of Commitment should include the following from the community project partner:

- Dated letter with official organization's logo at top of letterhead
- The type of commitment being made to the project
- The partner's experience and/or ability to complete the specific service/role in the project
- Ability to complete the role within the performance period
- Approving person's signature authorizing the commitment

> Letter(s) of Commitment:
>
> [Choose File]
>
> Select up to 10 files to attach. No files have been attached yet. You may add 10 more files.
>
> Acceptable file types: .pdf
>
> NAMING CONVENTION: DOCK2_OrgName_ApplicationName_LOC
> Letters of commitment should document the community partner organization sponsoring the letter and the commitment scope. Community project partners must include the following details in the letter of commitment:
> - Dated letter with official organization's logo at top of letterhead
> - The type of commitment being made to the project
> - The partner's experience and/or ability to complete the specific service/role in the project
> - Ability to complete the role within the performance period
> - Approving person's signature authorizing the commitment

- The applicant will upload one or more letters of support by selecting the "choose file" button within the application. Up to 10 files can be attached in this section. Note: If more than 10 letters of support are garnered by the applicant, the applicant may combine any letters beyond 10 into one .pdf file
- The naming convention for the file should follow the format as listed below:

- o DOCK2 = Kansas program name
- o OrgName = the applicant's organization's name. This should be an abbreviated set of letters representing the applicant's organization
- o ProjectName = an abbreviated set of letters representing the project name
- o LOC = Letter of Commitment

The total file length should be more than 32 characters in length. An example of file name structure is listed below.

Example: If the applicant's organization is "Digital Skills Shop" and the project name was "Round 1", the naming convention for the file could be:
- DOCK2_DigSkShop_Rd1_LOC where it has the following meaning:
  - o Org Name = DigSkShop
  - o Project Name = Rd1
  - o LOC = Letters of Commitment

This file name structure truncates the applicant's organization and project name while still meeting the 32-character limit for the file.

Timeline, Activities and Benchmarks

The applicant must provide a project plan in .xls format that includes details relevant to each stage of the project and milestones for each phase of the project. Project milestones should cover the entire period of the project and align with the proposed project budget. The project timeline should include major project activities, including proposed start dates, benchmarks, and end dates. At a minimum, the plan should incorporate the following tasks:
- Project planning
- Digital skills assessments
- Curriculum development
- Equipment procurement (if applicable)
- Training venue preparation (online or physical)
- Outreach
- Training availability
- Curriculum updates, post-launch
- Monitoring program outcomes

The project plan template is available on the DOCK 2.0 program website and can be seen in the diagram below:

DOCK 2.0 PROJECT PLAN AND MILESTONES

Kansas Department of Commerce

Summary: Please upload a project plan in XLS format that includes details relevant to each stage of the project *and* milestones for each phase of the project. Please ensure the entire project period is included and aligns to the proposed project budget. Though not an exhaustive list, the plan should include at a minimum, *each* of the categories listed below unless line items notated as "if applicable" are not applicable to the applicant's project. **You may add additional line items for additional milestones as needed.**

Naming Convention: DOCK2_OrgName_ApplicationName_ProjectPlan

Date of Report:

Project Milestones	Duration (Weeks)	Comments
Project Planning		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Digital Skills Assessments (if applicable)		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Curriculum Development		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Equipment Procurement (if applicable)		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Training Venue Preparation (online or physical)		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Outreach		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Training Availability		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Curriculum Updates, Post Launch (If Applicable)		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Monitoring Program Outcomes		
<Enter Project Milestones>		
<Enter Project Milestones>		
<Enter Project Milestones>		
Add Additional Category Name		
<Enter Project Milestones>		
<Enter Project Milestones>		

- Applicants should take the following steps to fill out the Project Plan and Milestones template:
  1. Rename the file using the naming convention listed at the top of the form. The file naming convention has the following file structure:
     - DOCK2 = Kansas program name
     - OrgName = the applicant's organization's name. Note: This should be an abbreviated set of letters representing the applicant's organization
     - ProjectName = This should be an abbreviated set of letters representing the project name
     - ProjectPlan = signifies that this is the project plan for the application

     The total file length should be more than 32 characters in length. An example of file name structure is listed below.

     Example: If the applicant's organization is "Digital Skills Shop" and the project name was "Round 1", the naming convention for the file could be:
     - DOCK2_DigSkShop_Rd1_ProjectPlan where it has the following meaning:

- o Org Name = DigSkShop (Digital Skills Shop)
- o Project Name = Rd1 (Round 1)
- o ProjectPlan = Project Plan

This file name structure truncates the applicant's organization and project name while still meeting the 32-character limit for the file.

2. Place the date of the timeline in the "Date of Report" input section. The date should be the date that the timeline is created.

3. For each Project Milestone category (Project Planning, Digital Skills Assessments, etc.), include major project activities, including proposed start dates and end dates. Project milestones should cover the entire period of the project and align with the proposed project budget. Applicants can assume a project start date of March 24, 2025, which is three weeks after the anticipated awards announcement date of February 28, 2025.

4. Once completed, the applicant should upload the project plan file, clicking on the "Choose File" button and uploading it into the application.

Timeline, Activities and Benchmarks

Please upload a project plan that includes details relevant to each stage of the project and milestones for each phase. Cover the entire project period and align to the proposed project budget. (required)

> Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .xls, .xlsx, .zip

Project milestones should cover the entire period of the project and align with the proposed project budget. The project timeline should include major project activities, including proposed start dates, benchmarks, and end dates.
NAMING CONVENTION: DOCK2_OrgName_ApplicationName_ProjectPlan

Economically Distressed

This section will determine if the project benefits one or more economically distressed county within Kansas. To determine if the project will benefit an economically distressed county, the applicant must review the Key Definitions section, pages 20 and 21, in the DOCK 2.0 Program Guidelines and identify if any of the counties to be served by the application are listed within Table 2: Economically Distressed Counties in Kansas. Table 2 is shown below for reference.

Table 2: Economically Distressed Counties in Kansas			
Allen	Elk	Leavenworth	Rice
Anderson	Ellsworth	Lincoln	Riley
Atchison	Finney	Linn	Rooks
Barber	Ford	Lyon	Rush
Barton	Franklin	Marion	Russell
Bourbon	Geary	Marshall	Saline
Brown	Graham	Montgomery	Scott
Chase	Grant	Morris	Seward
Chautauqua	Greenwood	Morton	Sherman
Cherokee	Hamilton	Neosho	Stafford
Clark	Harper	Norton	Stevens
Clay	Harvey	Osage	Sumner
Cloud	Haskell	Osborne	Washington
Comanche	Jackson	Ottawa	Wilson
Cowley	Jewell	Pawnee	Woodson
Crawford	Kearny	Pratt	Wyandotte
Dickinson	Kingman	Rawlins	
Doniphan	Kiowa	Reno	
Edwards	Labette	Republic	

- If any of the served counties are on the list, the applicant should select "Yes" as shown below. Otherwise select "No"

Economically Distressed

Economically Distressed Area: Does the project benefit an economically distressed county? (required)

○ Yes

○ No

KOBD will consider an area economically distressed if either the 2022 per capital BEA PCPI or PCMI metric is below the 80% threshold. See *Key Definitions* section in the Program Guidelines for the list of all Kansas counties that qualify as economically distressed.

- Upon selecting "Yes", a list of counties will be displayed in which the applicant should select the specific county(ies) benefiting from the applicant's project. If not, select "No"
- Note: KOBD will consider an area economically distressed if either the 2022 per capital BEA PCPI or PCMI metric is below the 80% threshold. The *Key Definitions* section in the Program Guidelines contains the list of all Kansas counties that qualify as economically distressed. The counties listed above can also be found at the Stats America website via http://www.statsameri-ca.org/distress/distress.aspx

Covered Population

This section will determine if the proposed project benefits covered populations. Covered populations include low income individuals; aging individuals; incarcerated individuals active in reentry, second chance or related programs, other than those incarcerated in a Federal correctional facility; veterans; individuals with disabilities; individuals with a language barrier, including individuals who (i) are English learners and (ii) have low levels of literacy; individuals who are members of a racial or ethnic minority group; tribal nations; and individuals who primarily reside in a rural area.

Covered Population

Does the proposed project benefit covered populations? (required)

◯ Yes

◯ No

Covered populations include low income individuals, aging individuals; incarcerated individuals active in reentry, second chance or related programs, other than those incarcerated in a Federal correctional facility; veterans; individuals with disabilities; individuals with a language barrier, including individuals who (i) are English learners; and (ii) have low levels of literacy; individuals who are members of a racial or ethnic minority group; tribal nations, and individuals who primarily reside in a rural area

- If the project intends to serve any individuals within the covered populations definition, the applicant should select "Yes". If not, select "No"

Project Justification Section

The project justification section will require the applicant to provide narratives to justify the need for a project and provide relevant data indicators to support the effort. This section is where the applicant makes their compelling case for the project relative to the proposed services and covered populations. Applicants are encouraged to align the project design and outcomes to one or more of the applicable sub-bullet(s) of the five Strategy Activities identified on page 91 in the Kansas Digital Equity Strategic Plan found at the following link: https://www.kansascommerce.gov/wp-content/uploads/2024/03/DE-PLAN-FINAL.wo-appdx.pdf

Target Population

This section will require the applicant to describe the target population(s) impacted by the proposed project and how those populations will benefit from digital literacy and skills training.

Target Population

Please describe the target population(s) impacted by the proposed project and how those populations will benefit from digital literacy and skills training. (required)

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Limit: 500 words

Applicants should state the targeted population(s) they intend to impact by the proposed program and how those populations will benefit from digital literacy and skills training. Please be descriptive of the benefits received.

Benefit to the Community

This section will require the applicant to describe the short- and long-term benefits to the community though the proposed project. Examples of benefits include, but are not limited to the following:
- Digital literacy for emerging technological trends
- Expansion of resources within the community
- Sustained access to employment resources
- Improved and sustained digital literacy resource assistance within the community

21

- Improved access to digital literacy skill set development resources to targeted population
- Improved workforce development by providing increased computer skills
- Equip targeted population with skills to enable job progression and wage increases, leading to economic self-sufficiency and economic stimulation and growth within the community
- Increasing access to gain the skills needed or upskill to obtain or retain employment.
- Providing digital literacy services to individuals with disabilities, enabling greater participation in the digital ecosystem and improve quality of life
- Target population gaining access to training opportunities that they might not have had access to in the recent past and increasing number of individuals served

Benefit to the Community

Please describe the short- and long-term benefits to the community through the proposed project. (required)

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Limit: 500 words

The applicant should provide the short- and long-term benefits of the program within the text box as shown above.

Key Components of Digital Literacy

This section will require the applicant to select which key components of digital literacy that the project will address within the application. The applicant may select one or more options as listed below:

- Finding and consuming digital content
- Physical navigation and operation of digital tools, structures, and conventions
- Using digital tools safely, effectively, and appropriately while advocating safety and well-being online:
  - Staying safe online
  - Supporting personal wellbeing
  - Protecting digital systems and devices
- Sharing and communicating ideas clearly, effectively, and creatively with different audiences while following appropriate digital communication practices
- Connecting and working with others while using appropriate digital platforms and tools:
  - Connecting and interacting with others using appropriate technology
  - Collaborating with others digitally to complete a task
  - Interacting appropriately in a digital space
- Using critical thinking and problem-solving skills coupled with technology assets to gather data, analyze information, and find a solution
  - Selecting and using appropriate digital tools for specific purposes
  - Making critical decisions and conclusions about digital data, information, and content
- Developing methods for searching and managing digital data, information, and content
- Searching, identifying, and validating reliable and trusted digital resources
- Creating content and/or products through the use of digital tools to solve a problem or complete a task

- Create employment opportunities by enhancing individual digital literacy and/or skills

Please select the key components of digital literacy that the project will address. Applicant may select multiple options.
(required)

- [ ] Finding and consuming digital content
- [ ] Physical navigation and operation of digital tools, structures, and conventions
- [ ] Using digital tools safely, effectively, and appropriately while advocating safety and wellbeing online (Staying safe online, personal wellbeing, protecting digital systems and devices)
- [ ] Sharing and communicating ideas clearly, effectively, and creatively with different audiences while following appropriate digital communication practices
- [ ] Connecting and working with others, while using appropriate digital platforms and tools
- [ ] Using critical thinking and problem-solving skills coupled with technology assets to gather data, analyze information, and find a solution
- [ ] Developing methods for searching and managing digital data, information, and content
- [ ] Searching, identifying, and validating reliable and trusted digital resources
- [ ] Creating content and/or products through the use of digital tools to solve a problem or complete a task
- [ ] Create employment opportunities by enhancing individual digital literacy and/or skills
- [ ] Other

Please describe how the project addresses the selected key components of digital literacy. (required)

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Limit: 250 words

After the key components are identified, the applicant will need to briefly describe how the project addresses the selected key components of digital literacy.

Sustainability and Long-Term Impact

This section will require the applicant to document the sustainability and long-term impacts of the program within the application. The applicant will need to provide:
- Any plans for follow up and ongoing support for recipients
- A description of how the project will contribute to long-term digital equity, digital literacy, skill improvements within the community employment, workforce development, economic development, etc.
- A description of how the organization plans to sustain the program beyond the grant period

Sustainability and Long Term Impact

Please outline the organizations plans for follow-up and ongoing support for recipients. (required)

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Limit: 250 words

Please describe how the project will contribute to long-term digital equity, digital literacy, and skill improvements within the community. (required)

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Limit: 250 words

Please describe how the organization plans to sustain the program beyond the grant period. (required)

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Limit: 250 words

Applicants are encouraged to provide as much detail as possible within the text boxes. It is understood that some programs may not have funding sources secured to sustain the program beyond the program period. If that is the case, please state that as well while documenting if any other specific funding sources may be pursued in the future to sustain the program.

Outcome Evaluation and Metrics

This section will require the applicant to document the goals and expected outcomes and the key performance indicators of the project.

Outcome Evaluation and Metrics

Please discuss the major goals and expected outcomes of the project. (required)

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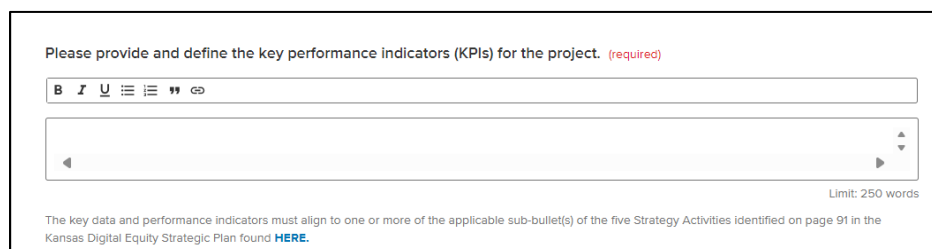
Limit: 250 words

Applicants should place the major goals and expected outcomes of the project into the text boxes of the application as shown above.

Key performance indicators (KPIs) are metrics used to measure the progress of a project or program. Examples of KPIs would be using speed to describe how fast a car is moving (55 miles per hour), or the number of runs scored in a baseball game. For the DOCK 2.0 Program, an applicant could, for example, establish KPIs such as how many people were trained in a digital literacy class or how many individuals obtained subsequent employment post training class completion.

In the application text box defined below, the applicant is required to document and define the key performance indicators (KPIs) for the project that would indicate how to measure the success of the project over the duration of the program period.

Please provide and define the key performance indicators (KPIs) for the project. (required)

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Limit: 250 words

The key data and performance indicators must align to one or more of the applicable sub-bullet(s) of the five Strategy Activities identified on page 91 in the Kansas Digital Equity Strategic Plan found **HERE.**
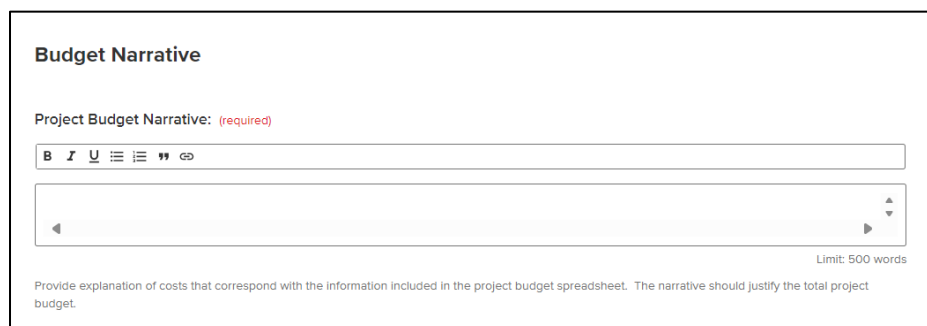
Should an award occur, the defined and listed KPIs will need to be used by the grantee to track the progress of the project during the program period. KPIs may be added or changed by KOBD after an award is made based on federal reporting requirements.

Project Budget Section

The project budget section will require the applicant to provide a budget narrative, project budget, bank verification letter and other associated financial information to evaluate the applicant's financial capability and standing to execute the proposed project.

Budget Narrative

This section will require the applicant to document the details of the project budget. The applicant must provide an explanation of costs that corresponds with the information included in the project budget spreadsheet and input the content within the Budget Narrative section of the application.

Budget Narrative

Project Budget Narrative: (required)

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Limit: 500 words

Provide explanation of costs that correspond with the information included in the project budget spreadsheet. The narrative should justify the total project budget.

A summary paragraph should be provided for each project "Cost Category" with up to five paragraphs provided. The narrative should justify the total project budget.

Budget Review

In this section, the applicant will be asked to provide specific budget information that provides the financial details of the project as listed below.

Total Project Cost

The applicant should input the total amount of project as seen below.

Total project costs: (required)

$ [   ] USD

Total DOCK 2.0 Funds Requested

The applicant should input the total amount of funds requested from the State of Kansas in the application section as seen below.
- The funds requested amount can be as high as $250,000 which is the maximum individual award available
- The funds requested must equal 97% or less of the total project cost
- Note: The Total DOCK 2.0 funds requested is not the total project cost figure. The total project cost must exceed the funds requested amount

Total DOCK 2.0 funds requested: (required)

$ [   ] USD

Total Applicant Match Amount

The applicant should populate the total amount that the applicant's organization will contribute to the project as shown above.

Total applicant match amount: (required)

$ [   ] USD

KOBD is implementing a minimum 2% applicant match model for the DOCK 2.0 Program. The minimum applicant match percentage is based on the total project cost. Applicant match calculations are listed in the **example** below:
- Total project cost = $100,000
- Applicant match = 2% x $100,000 = $2,000

- KOBD is implementing a minimum 2% applicant match model for the DOCK 2.0 Program. The minimum applicant match percentage is based on the total project cost. Applicant match calculations are listed in the example below:
  - Total project cost = $100,000
  - Applicant match = 2% x $100,000 = $2,000
- Based on the total project cost, calculate the minimum applicant match for the project. Ensure that the applicant match for the project is equal to or greater than the minimum applicant match
- Once the applicant match is determined to be greater than or equal to the minimum applicant match, input the applicant match value into the "Total applicant match amount" input section shown above

Note: The applicant is responsible for ensuring that the funds used for matching this federal grant is an allowable use of those funds.

26

In-Kind Match

Applicant matching funds may include an In-Kind match of up to 75% of the total applicant match. In-Kind matches can be used in lieu of providing a cash match. In-Kind matching funds generally include, but are not limited to the following:

- Existing equipment on hand / in inventory that the applicant has previously purchased
- Future labor costs associated with existing staff / personnel that would be assigned to the project

Applicants must determine if an In-Kind match will be made and then select the appropriate option listed in application as noted below:

> **Do your matching funds include In-Kind Match?** (required)
>
> ○ Yes
>
> ○ No

If the applicant selects "No", the applicant can proceed to the Co-Investment section. If the applicant selects "Yes", the remaining In-Kind section applies to the application.

- An example of an In-Kind match and the impact to the applicant match amount is shown below:
  - Applicant match is $3,000
  - The applicant has determined that a new computer valued at $500 will be purchased and dedicated to the project
  - The applicant has determined that $1,000 of a staff member's salary will be dedicated to the project during the grant period
  - Total In-Kind Match is then calculated with the following information: $500 (new computer on hand) + $1,000 (staff member's portion of salary assigned to the project) = $1,500
  - The applicant must determine if the Total In-Kind Match is equal to or less than the 75% Maximum In-Kind Match:
    - 75% x $3,000 (applicant match) = $2,250
    - Total In-Kind Match = $1,500
    - Since $1,500 is less than $2,250, the $1,500 In-Kind match is allowable
    - The applicant will then provide $1,500 in In-Kind match and the remaining $1,500 within the applicant match will be provided in cash
  - Once the In-Kind match is determined and is within the In-Kind match guidelines, the applicant can input the value into the In-Kind input section shown below

> **Total applicant in-kind match:** (required)
>
> [   ]

- If an In-Kind match is to be used in the application, an In-Kind match requires valuation documentation and is subject to KOBD's approval. For federal grants or federal broadband funding, applicants must check with federal funding source(s) to determine allowability

- Applicants will be prompted to upload "In-Kind Match" documentation showing the value of the "In-Kind Match" using the selection button as shown below:

Co-Investment Match

Co-investors are defined as individuals or organizations within the benefitted community, other than the applicant, who commit funds to the project. KOBD is implementing a minimum 1% Co-Investment match model for the DOCK 2.0 Program. Co-Investment amounts are calculated as a percent of the total project cost as listed in the example below:

- Total project cost = $200,000
- Co-Investment = 1% x $200,000 = $2,000
- Additional points may be awarded if co-investors provide incremental funds beyond the 1% match. An example of a co-investor providing incremental matching funds beyond the minimum Co-Investment match is below:
    - o Minimum Co-Investment match is 1% of total project cost per program guidelines
    - o Co-investor decides to match at a 4% total project cost value
    - o Incremental points will be awarded for the additional 3% of total project cost matched by the co-investor

- Based on the total project cost, calculate the minimum Co-Investment match for the project. Ensure that the Co-Investment match for the project is equal to or greater than the minimum Co-Investment match
- Once the Co-Investment match is determined to be greater than or equal to the minimum Co-Investment match, input the Co-Investment match value into the "Co-Investment Match" input section

Uploading A Project Budget

All applicants will be required to develop and upload the project budget during the application process. See "Developing the Project Budget" section for specific instructions on how to develop the project budget. When the budget is complete, select the "choose file" button to upload the file.

Please use the file naming convention listed below for the project budget.

- NAMING CONVENTION: DOCK2_OrgName_ProjectName_BudgetFinancialValidation

Bank Verification Letter Or Signed Letter Of Commitment

All applicants, except for government organizations, must provide a bank verification letter that proves there are sufficient funds available for the Applicant Match Amount. Applicants may provide other acceptable proof demonstrating sufficient funds are available as noted below:

- A bond rating from Moody's, Standard and Poor's, or Fitch of Investment Grade at the time an application is submitted
- Financial information of parent organization if audited financials for operating subsidiary are not available. Parent organization must still provide a bank verification letter on behalf of the applicant

Local government organizations or agencies may provide a signed letter of commitment from the organizational leader stating that funds have been secured in lieu of a bank verification letter.

The bank verification letter or signed letter of commitment can be uploaded via the button in the application as seen below via a .pdf or .zip file type using the file structure listed below:
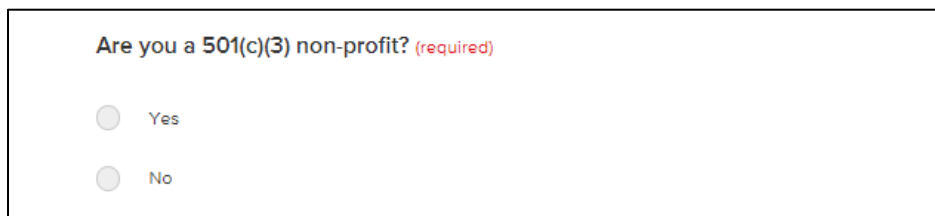
Bank verification letter or signed letter of commitment: (required)

Choose File

- NAMING CONVENTION: DOCK2_OrgName_ProjectName_BankVerification

Validating Non-Profit and For-Profit Status

Applicants will be required to provide proof of their entity tax status. Answering the non-profit question below will determine the next set of required documentation:

Are you a 501(c)(3) non-profit? (required)

○ Yes

○ No

- Answering "Yes" will lead the applicant to the following input section:

- The applicant content must include the last (1) year of the organization's tax returns and the last year's Form 990. Note: Only the first two pages of Form 990 are required

- Answering "No" will lead the applicant to the following input section:

- The last full year of the applicant's income statement must be uploaded to verify the "For Profit" nature of the applicant's organization

Tax Clearance Certificate

Applicants will be required to provide a Certificate of Tax Clearance to ensure the applicant's State of Kansas account is in current compliance with all applicable:
- Kansas tax laws administered by the director of taxation within the Kansas Department of Revenue
- Taxes/fees/payments administered by the Kansas Department of Labor
- Other various fees/charges administered by Kansas state agencies

A Certificate of Tax Clearance can be requested at the following link (Kansas Department of Revenue - Tax Clearance Request Information (ksrevenue.gov) and will take approximately one business day to process. The landing page for the Certificate of Tax Clearance is shown below. Applicants should follow the instructions as listed on the page to generate the Certificate of Tax Clearance.

Once the Certificate of Tax Clearance is received, print the certificate to a ".pdf" file using the naming convention listed below:

- NAMING CONVENTION: DOCK2_OrgName_ProjectName_TaxCert

Applicants will be prompted to upload the Certificate of Tax Clearance .pdf version within the application as shown below.

Attestations

Applicants must attest to certain conditions as part of the application submission process. The following attestations will be provided to all applicants and must be selected in order to submit the application. The required attestations are listed below:
- The grant applicant is in good financial standing with the State of Kansas
- The grant applicant is not currently involved in pending litigation in association with previous Kansas-sponsored grant projects
- The grant applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency
- If a private entity, the grant applicant has been operating in the State of Kansas for no fewer than one (1) year
- The grant applicant has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation

of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property

- The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local)
- The grant applicant has not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default
- The grant applicant agrees that if awarded funds through the program, the grant agreement will be executed within 60 days of receipt from Commerce. If the agreement is not executed within 60 days, the Kansas Department of Commerce reserves the right to reallocate funds
- All applicants will be required to sign the Department of Commerce Confidentiality Agreement at the time of application submission

Once the applicant selects all boxes affirming each statement, it should look like the attestation form below:

Applicant Attestations

Applicants must attest to certain conditions as part of the application submission process. Each acknowledgement below needs to be selected in order to submit. The required attestations are listed below:

☑ Applicant is in good financial standing (required)

The grant applicant is in good financial standing with the State of Kansas.

☑ Applicant is not currently involved in pending litigation (required)

The grant applicant is not currently involved in pending litigation in association with previous Kansas-sponsored broadband infrastructure grant projects.

☑ Applicant is not presently debarred, suspended, proposed for debarment, declared ineligible (required)

The grant applicant is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any federal department or agency.

☑ Applicant is operating in the State of Kansas for no fewer than one (1) year (required)

If a private entity, the grant applicant has been operating in the State of Kansas for no fewer than one (1) year.

☑ Applicant has not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them (required)

The grant applicant has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

☑ Applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (required)

The grant applicant is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local).

☑ Applicant has not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or default. (required)

The grant applicant has not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

☑ Applicant agrees that if awarded funds through the program, the grant agreement will be executed within 60 days of receipt from Commerce. (required)

The grant applicant agrees that if awarded funds through the program, the grant agreement will be executed within 60 days of receipt from Commerce. If the agreement is not executed within 60 days, the Kansas Department of Commerce reserves the right to reallocate funds.

☑ Applicant agrees to Department of Commerce Confidentiality Agreement (required)

Grant applicant has read and agrees to the Department of Commerce Confidentiality Agreement at the time of application submission.

The application can now be saved as a draft by selecting the "Save Draft" button or be submitted by selecting the "Submit Form" button as shown below.

> Save Draft   **Submit Form**
>
> Drafts may be visible to the administrators of this program.

Appendix: Developing the Project Budget

The following section is designed to assist the applicant in developing the project budget. Please reference the budget template screenshot at the end of this section as needed when reviewing the various information contained within this section. The DOCK 2.0 project budget template is available on the KOBD DOCK 2.0 program website.

Cost Categories

Cost categories are the general types of cost groupings for the project. Personnel / Payroll, Professional and Contracted Services, Supplies, Materials and Software, Capital Expenditure / Outlay, and Other Operating Costs (travel, software subscription, participant support costs, etc.) are the five cost categories available to align project expense within the budget and are shown in the budget template below:

	Costs Category
1) Personnel / Payroll	**Purpose**
Sub-Total	
2) Professional and Contracted Services	
Sub-Total	
3) Supplies, Materials and Software	
Sub-Total	
4) Capital Expenditure / Outlay	
Sub-Total	
5) Other Operating Costs (travel, software subscription, participant	
Sub-Total	
Grand Totals	

- Each cost category is described below:
  - Payroll
    - Allowed Costs: Salary and fringe benefits for time spent on the project (must maintain records of time and effort for each employee listed)
    - Costs NOT Allowed: Personal liability insurance, employer contributions to voluntary retirement plans (401(k) 403(b)), payroll costs that exceed subrecipient policy

  - Professional and Contracted Services: Professional, consulting, and contracted services are those services delivered by an independent contractor (individual entity or firm) who is not on your organization's payroll and who offers its services to the public. Such services are paid on a fee basis for specialized services that are usually considered to be temporary or short-term in nature, normally in areas that supplement the expertise of your organization
    - Allowed costs include, but are not limited to, the following: Land Surveying, Real Estate Appraising, Accounting/CPA, Curriculum Development
      - Note 1: Consultants often rely on their outsider's perspective to provide unbiased recommendations. They generally bring formal frameworks or methodologies to identify problems or suggest more effective or efficient ways of performing tasks. Consulting services do not include a routine service/activity that is necessary to the functioning of the subrecipient organization, e.g., additional staff
      - Note 2: Contracted services such as rental or lease of buildings/space, services that don't meet the definition of professional or consulting
    - Costs NOT Allowed: Training or technical assistance on grant writing or obtaining grant funds, fundraising activities or training on fundraising, legal retainer fees, tuition and fees, new building construction or renovation/remodeling, required annual audit and report of financial activities, audit fees and expenses, audit fees and expenses when such costs are part of the subrecipient's indirect cost pool

  - Supplies, Materials and Software: This category reflects consumable items, not capitalized (less than $10,000 unit cost), that are necessary for the project. See also 2 CFR §§200.20 Computing devices and 200.33 Equipment (2 CFR Part 200, §200.94), effective October 1, 2024. Allowable items also include maintenance and operations supplies, classroom/training materials, marketing materials, software, and general supplies and materials including computer equipment if the acquisition cost is less than the capitalization level established by the subrecipient or $10,000, whichever is less, effective October 1, 2024. If electronics such as computers and laptops are purchased, manufacturer name and model number must be included in the line item description

  - Capital Expenditure / Outlay: Capital expenditures are those that acquire capital assets or make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (2 CFR Part 200, §200.13). Equipment means tangible personal property (including information technology

systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or $10,000, effective October 1, 2024. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies (2 CFR Part 200, §200.33). If electronics such as computers and laptops are purchased, manufacturer name and model number must be included in the line item description

- o Other Operating Costs (travel, software subscription, participant support costs, etc.):
    - Allowable Costs: In-state travel for employees (reasonable and necessary), transportation for participants to and from grant activities, property and liability insurance for the subrecipient organization (not allowed for individuals, must be allocable to the program), advertising costs related to performance of the grant project including personnel recruitment, goods and services procurement, and program outreach costs. All other advertising costs are not allowed
    - Costs NOT allowed: Food, beverage, entertainment, awards, banquets, ceremonies, social events, participation incentives, printing/publication costs, membership dues, subscriptions, tuition reimbursement, electronic devices for personal use, gifts, personal cell phones, souvenirs, memorabilia, or promotional items such as T-shirts, caps, tote bags; door prizes, fees for organizations substantially engaged in lobbying. Travel costs not allowed are alcoholic beverages, tips/gratuities, entertainment, recreation, social events, first class airfare, any expense for other persons, meals and lodging for persons who live in the same city or town where the meeting, conference, workshop is held, any cost not reasonable or necessary to meet grant objectives

Applicants should populate the respective cost category for each expense. Upon completion of entering the first expense, populate the Purpose and % of Salary Allocated if applicable.

Projected Costs

Projected costs are the amount that should be entered that reflects the estimated costs for the specific cost category line item. Applicants should enter the costs associated with each line item in the "Project Costs" cell.

Requested Grant Funds

This is the portion of the line-item cost for which the applicant will be requesting grant funds.

Percent of Requested Funds

This is an administrative value, do not input values into this cell. This is an automatically calculated percentage value that determines the requested funds to projected costs ratio for the entire cost category.

DO NOT INPUT: Applicant Matching Funds (Applicant Cash Match + Applicant In-Kind Match) and Source Columns

This section is for administrative use. Do not input any content within this column. This adds the applicant matching funds and applicant "In-Kind" funds together for a total sum amount.

Co-Investment Funds and Source Columns

This column is where the applicant places the Co-Investment funds that will be secured through their partner organization (in dollars) and then populates the sources of the funds. Source of funds can be county or city government, or another profit or non-profit organization.

Applicant Cash Match and Source Columns

This column is where the applicant places their respective applicant matching funds and then populates the source of the funds. The source of the funds is generally "Cash On Hand" which reflects cash balances in a bank or money market account.

Applicant In-Kind Match and Source Columns

This column is where the applicant places the In-Kind match that the organization will contribute through existing inventory or salaries of individuals that are already on staff that will be allocated to the project. Note: The Applicant In-Kind Match added to the Applicant Cash Match will equal the "Applicant Matching Funds".

Total Percent of ALL Funding

This is an administrative value, do not input values into this cell. This percentage reflects total applicant match, Co-Investment funding, and requested funds combined value divided by the total projected costs for that specific cost category. If the value is less than 100%, the applicant has not accounted for all costs across the funding sources and should update the budget so that the value equals 100%.

TOTAL FUNDING (Should Match Projected Costs)

This value reflects the total applicant match, Co-Investment amount and requested funds amount. If this value does not equal the sub-total in Projected Costs Sub-Total cell for the specific category, then the applicant has not accounted for all costs across the funding sources and should update the budget so that the two values are the same.

Final Budget Checklist

When finalizing the budget, check four boxes in cells F3, F4, F5 and F6. If all cells are green, the applicant has met all the requirements for a successful budget submission as shown below.

	A	B	C	D	E	F
1		Kansas *Department of Commerce* **DOCK 2.0 BUDGET**				
2						
3		*Does Projected Costs Grand Total Equal Total Funding Grand Total*			Yes	**Budget Is Balanced**
4		*Minimum Matching Funds Required*			$ 3.00	**Minimum applicant match level met**
5		*Minimum Co-Investment Funds Required*			$ 1.50	**Minimum co-investment match level met**
6		*In Kind Match %*			20.00%	**In Kind Match % Is Acceptable**

If any cells are not green, applicants need to review the specific topics identified in B3, B4, B5 and B6 to ensure correct values are reflected in those budget areas. **Note:** Do not over-write these any of these cells as they are auto-populated and are intended to be tools to help the applicant develop the project budget.

Budget Template

The DOCK 2.0 budget template below can be used as a reference. The budget template is available on the KOBD DOCK 2.0 program website.

Kansas DOCK 2.0 BUDGET														
				Please provide and calculate using this budget template. Do not insert or remove cost categories.										
Does Projected Costs Grand Total Equal Total Funding Grand Total		Yes		Budget is Balanced										
Minimum Matching Funds Required		$ 5.00		Minimum applicant match level met										
Minimum Co-Investment Funds Required		$ 1.50		Minimum co-investment match										
In Kind Match %		20.00%		In Kind Match % is Acceptable										

Costs Category			Projected Costs	Requested Grant Funds	Percent of Requested Funds	DO NOT INPUT: Applicant Matching Funds (Applicant Cash Match + Applicant In-Kind Match) ($)	Co-Investment Funds	Co-Investment Funds (source)	Applicant Cash Match ($)	Applicant Cash Match (source)	Applicant In-Kind Match ($)	Applicant In-Kind Match (source)	Percent of Applicant Match and Co-Investment Funding	TOTAL Percent of ALL Funding	TOTAL FUNDING (Should Match Projected Costs)
1) Personnel / Payroll	Purpose	% of Salary Allocated													
			$ -	$ -		$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
Sub-Total			$ -	$ -	0.00%	$ -	$ -		$ -		$ -		#DIV/0!	#DIV/0!	$ -
2) Professional and Contracted Services															
			$ 150.00	$ 150.00		$ 15.00	$ 5.00		$ 10.00		$ 5.00				
			$ -	$ -		$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
Sub-Total			$ 150.00	$ 150.00	66.67%	$ 15.00	$ 5.00		$ 10.00		$ 5.00		33.33%	100.00%	$ 150.00
3) Supplies, Materials and Software															
			$ -	$ -		$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
Sub-Total			$ -	$ -	0.00%	$ -	$ -		$ -		$ -		#DIV/0!	#DIV/0!	$ -
4) Capital Expenditure / Outlay															
			$ -	$ -		$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
Sub-Total			$ -	$ -	0.00%	$ -	$ -		$ -		$ -		#DIV/0!	#DIV/0!	$ -
5) Other Operating Costs (travel, software subscription, participant															
			$ -	$ -		$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
			$ -			$ -	$ -		$ -		$ -				
Sub-Total			$ -	$ -	0.00%	$ -	$ -		$ -		$ -		#DIV/0!	#DIV/0!	$ -