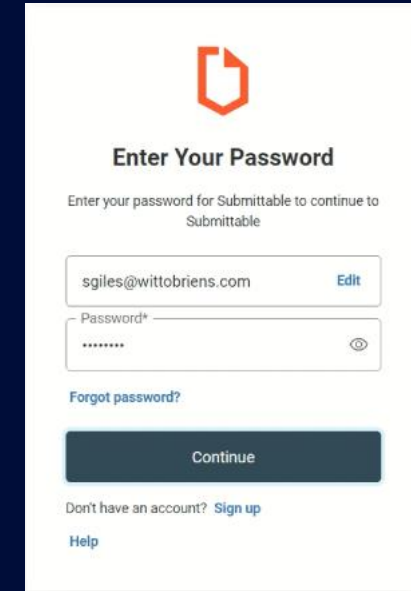
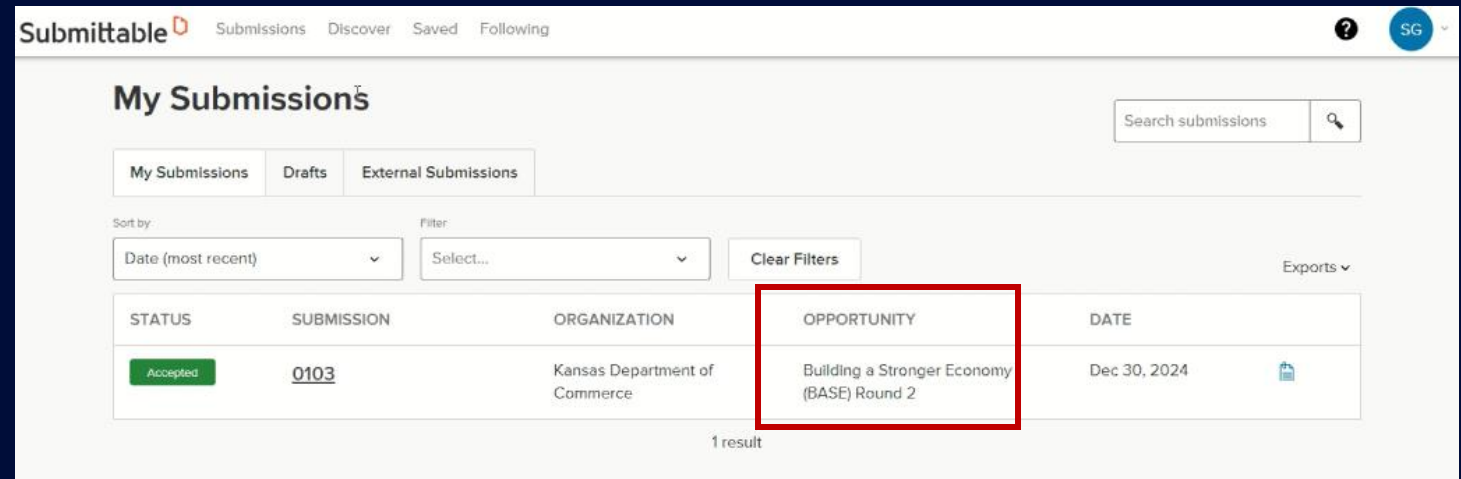


- **Login to Submittable using the email associated with your organization’s grant application**
  - **Link:** <https://accounts.submittable.com/>
  - **If you don't remember your password, use the "Forgot password" link**
  - **If you don't have a Submittable account, you can create an account by clicking “Sign up”**

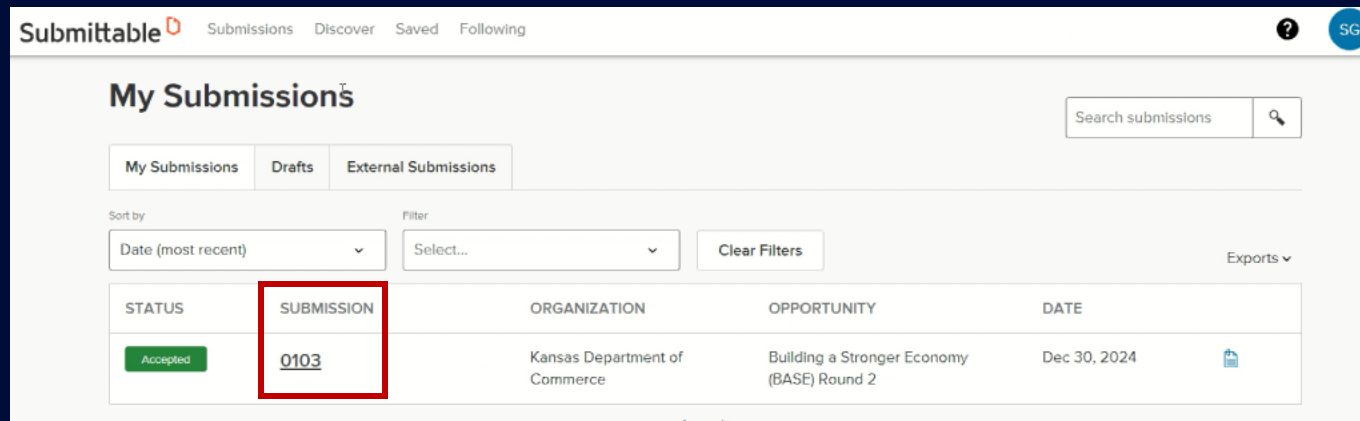
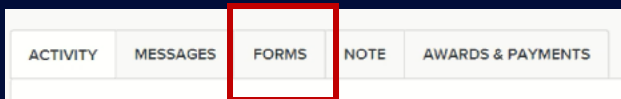


**When you first login, you’ll land on the submissions page. Here, you can access the applications your organization has submitted. Select the Sort By menu to change the order of the submissions displayed in the Submission view. Select the Filter drop-down menu to limit the Submission View by the status of your submissions. Use the grant program name in Opportunity to identify the grant you are submitting your quarterly report for.**

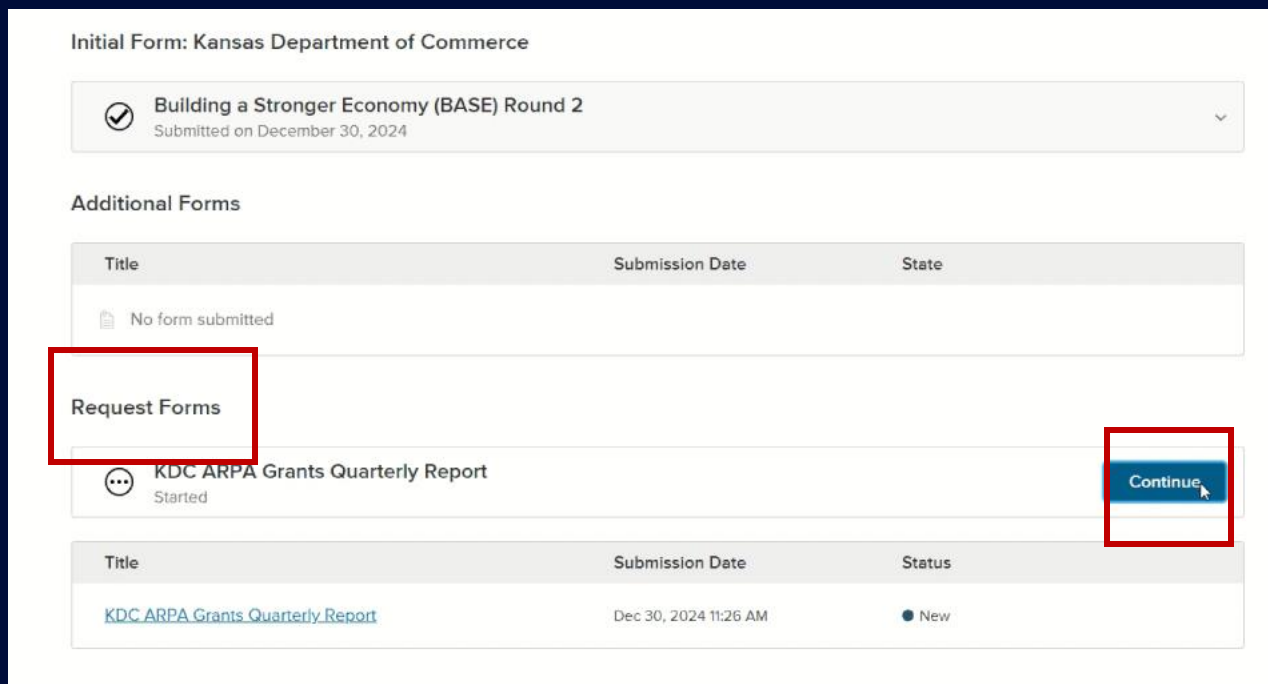


To access your quarterly report, navigate to the hyperlinked submission number under Submission.

You'll be taken to the submission's details page where you'll see various tabs for information about your submission.



The Forms tab will show the content of your original submission and any additional forms that have been sent in association with your initial submission. On the forms tab, scroll down to the Request Forms section. Find KDC ARPA Grants Quarterly Report. Select continue.



- **Submitter first and last name**
- **Organization name**
- **Select the appropriate reporting period from the dropdown**

**Reporting Period (required)**

Select...

2024 Q3

**2024 Q4**

2025 Q1

2025 Q2

2025 Q3

2025 Q4

2026 Q1

2026 Q2

### KDC ARPA Grants Quarterly Report

**Submitter Name (required)**

First Name (required)

Last Name (required)

**Organization (required)**

**Reporting Period (required)**

Select...

- **Input total grant expenditures incurred during quarter**
- **Input total matching funds expended during quarter**
  - **If your grant program has no matching requirement, enter 0**

**Amount of Quarterly Grant Expenditures (required)**

\$  USD

Enter the grant expenditure amount for the reporting period. Enter 0 if none.

**Amount of Quarterly Match Expenditures (required)**

\$  USD

Enter the grant expenditure amount for the reporting period. Enter 0 if none or if there is no match requirement.

**Populate the Expense Allocation Support table using your organization's most recently approved Grant Administration Plan (GAP). Take the line items from the budget narrative and/or timeline tabs in your GAP and populate column A "Approved GAP Line Item"**

Expense Allocation Support

	A	B	C	D
1	Approved GAP Line Item	Grant	Match	Total
2	LBP Abatement	45900	0	45900
3	Asbestos Abatement	250000	0	250000
4				0
5				0

KS Example	Previously Expended	Q4 2024		Q1 2025		Q2 2025	
		Match	BASE	MATCH	BASE	MATCH	BASE
<b>PHASES &amp; TASKS</b>							
<b>Phase 1 - Design</b>							
Architecture						\$ 600,000.00	
Building Purchase	\$ 250,000.00						
-							
<b>Phase 2 - Hazardous Materials</b>							
Lead Based Point (LBP) Inspection				\$ 50,000.00			
LBP Abatement		\$ 50,000.00					
Asbestos Abatement		\$ 250,000.00					
-							
<b>Phase 3 - Construction</b>							
Freight Elevator Repair				\$ 50,000.00			
-							
-							
-							
<b>Phase 4</b>							
-							
-							
-							
-							
<b>TOTAL</b>	\$ 250,000.00	\$ 300,000.00	\$ -	\$ 100,000.00	\$ -	\$ 600,000.00	\$ -
<b>TOTAL BASE \$</b>	\$ 1,000,000.00						
<b>TOTAL MATCHING \$</b>	\$ 250,000.00						

**Using your organization’s detailed expenditure listing, general ledger (GL) detail, or other internal tracking mechanism, report the amount allocated to the grant in column B “Grant” for the line item identified in column A “Approved Line Item”. Repeat this step for each line item. Report the amount allocated to match (if applicable to your grant program) by line item in column C “Match”**

Expense Allocation Support

	A	B	C	D
1	Approved GAP Line Item	Grant	Match	Total
2	LBP Abatement	45900	0	45900
3	Asbestos Abatement	250000	0	250000
4				0
5				0

**GL Detail**

Type	Date Paid	Check #	Name	Memo	Split	Amount
Bill Pmt -Che	10/15/2024	1147	Getting the Lead Out	LBP Abatement	Accounts Payable	45,900.00
Bill Pmt -Che	10/26/2024	1155	We Hate Asbestos LLC	Asbestos Abatement	Accounts Payable	50,000.00
Bill Pmt -Che	11/15/2024	1156	We Hate Asbestos LLC	Asbestos Abatement	Accounts Payable	45,000.00
Bill Pmt -Che	12/03/2024	1158	We Hate Asbestos LLC	Asbestos Abatement	Accounts Payable	95,000.00
Bill Pmt -Che	12/27/2024	1161	We Hate Asbestos LLC	Asbestos Abatement	Accounts Payable	60,000.00

**\*\*The last row of the Expense Allocation Support table will sum the amounts entered for grant and match. Ensure that the total grant and match amounts on the Expense Allocation Support table agree with the amounts reported in the total grant and match expenditures fields on your quarterly report**

- **In the “Progress Report” field on your quarterly report, summarize the activities that occurred during the reporting period**
- **In the “Expense Support” field, attach a detailed expenditure listing, general ledger (GL) detail, or other internal tracking mechanism that substantiates the amounts reported in your Expense Allocation Support table. Your expense support should agree with your Expense Allocation Support table**
  - **Do not attach invoices, proof of payment (e.g. checks), or receiving support to your submission**
  - **If you have no expenses to report for the quarter, attach a document stating you have no expenses to report**
- **Attach photos documenting physical progress, if applicable to your project**
- **Check the certification box**
- **Select “Submit Form”**