




DOCK 2.0 Reporting & Close Out Requirements


Kansas Office of Broadband Development | Kansas Commerce
Digital Opportunities to Connect Kansans 2.0

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Introductions KOBBD Team



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Introductions WOB Team



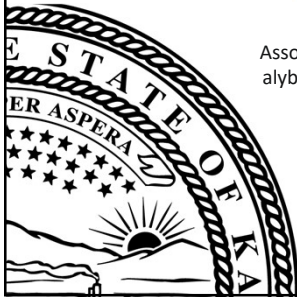
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Agenda

- Reporting Requirements Overview
- Monthly Reporting
- Reimbursement Process
- Event Reporting
- Material Project Changes
- Closeout Requirements
- Record Retention & Monitoring
- KOBD Monthly Reporting Template Live
- Questions

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Reporting Requirements Overview

Grant Performance Period
September 16, 2024, through July 31, 2026

Grant expenses must be incurred and funds expended during the grant performance period. Funds may be used for costs incurred after September 16, 2024, subject to KOBD approval. All funds must be expended by July 31, 2026.



Subrecipients Required To

Submit monthly program and financial report by the 5th of every month

Inform KOBD of recipient organization changes or proposed material changes

Submit a closeout report within 45 days of project completion



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Monthly Reporting

Details

Submission occurs via the Submittable online grant portal

- ✓ Use the KOBD monthly reporting template which will be emailed with instructions and the Submittable link following contract execution.

Submission is required every month

- ✓ Even if not including a request for reimbursement
- ✓ Supports timely review and cash flow

Submission includes:

- ✓ Monthly report template
- ✓ General Ledger or Expenditure Tracking Report (if requesting reimbursement)
 - Must detail all revenue and expenses
- ✓ Success stories (optional)



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Reporting Template



The reporting template contains the following tabs:

Program Narrative: Used to briefly describe the progress or activities as well as any successes and/or challenges that occurred during the month being reported.

Project Expenditures: Used to list expenditures for the month being reported and for which reimbursement is being requested. Expenditures listed on this tab must be clearly associated with a corresponding payment to confirm its eligibility for reimbursement.

Expenditures by Category: Pivot Table displaying the sum of total expenditures reported on the Project Expenditure tab) by budget category.

Completion Status: Used to provide information on progress toward completing project milestones.

Metrics: Used to provide updates on established KPIs

Approved Budget: Contains a copy of the approved budget that is not editable.

Project Changes: Provides information on how to submit material project changes to KOBD for approval. Examples of project changes are provided on the tab.

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Program Narrative

KOBD DIGITAL OPPORTUNITIES TO CONNECT KANSANS (DOCK) PROGRAM
Monthly Narrative

Please provide a brief narrative update of the progress, successes and challenges on this project since the previous reporting period.

Subrecipients:
Grant Awards:

Jun-25

Jul-25

Input narrative in the cell labeled for the month being reported on, not the month of submission (e.g., July 5th submission reports on June therefore the narrative is input in the June cell).

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Eligible Costs

Cost Eligibility Criteria

- To be considered eligible, costs must meet the following criteria:
- **Comply with Applicable Regulations:** Align with 2 CFR 200 Subpart E – Cost Principles, U.S. Treasury regulations, and the DOCK Program Guidelines.
- **Reasonable and Necessary:** Be reasonable in nature and amount, and necessary to carry out the objectives of the project.
- **Consistent Application:** Be consistent with the subrecipient's internal policies and procedures which are applied uniformly across all activities.
- **Proper Allocation:** Be allocated in proportion to the benefit received by the grant-funded project.



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KPI Groupings: DOCK Digital Equity Projects

Outcome Impact Category	What it Means	Why it Matters	Monthly KPI
Program Reach & Engagement	Total number of sessions hosted, and participants reached	Shows your impact and growing community engagement	Number of training sessions delivered
			Total attendees (unduplicated)
			% of repeat attendees
Skills Acquisition & Demonstration	Indicators showing participants' learning progress, like assessment scores or certifications attained	Demonstrates that learning goals are being met effectively	Number of participants completing skills assessments
			Average pre-/post-assessment score improvement
			Note: The Average Pre-/Post-Assessment Score Improvement is simply the mean gain in each participant's assessment score from before your training (the "pre" test) to after your training (the "post" test). It tells you, on average, how much learners improved.
Community & Partner Outreach	Details of collaborations, including partner organizations and community events hosted	Highlights strong partnerships and community support	Number of industry-recognized credentials earned (e.g. Northstar)
			Number of partner organizations engaged
			Number of outreach materials distributed (flyers, emails, etc.)

Note: Each subrecipient will track a subset of these metrics relevant to their specific program. The approved application will serve as a starting point for determining which metrics will be tracked and reported.



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KPI Groupings: DOCK Digital Equity Projects cont.

Outcome Impact Category	What it Means	Why it Matters	Monthly KPI
Device & Connectivity Access	Count of devices distributed and internet access resources provided	Bridges the digital divide by providing essential technology access	Number of devices loaned or distributed (laptops, tablets, hotspots) Number of Wi-Fi hotspots activated or connections facilitated
Digital Navigator Services	Support services delivered, including one-on-one assistance hours and referral counts	Emphasizes personalized help that builds confidence and results	Navigator hours delivered Number of 1:1 support sessions Navigator-facilitated referrals (e.g. workforce, social services)
Workforce Readiness	Career-focused activities such as resume help, job workshops, and internship placements	Connects your training directly to job opportunities and career growth	Number of participants placed into internships/jobs Number of résumés prepared or reviewed Number of job-search workshops delivered
Accessibility & Inclusion	Efforts to reach diverse audiences, such as bilingual sessions and targeted support	Ensures digital equity by reaching those who need support most	Number of bilingual/multilingual sessions delivered % of participants from target groups (e.g. seniors, low-income)
Sustainability & Capacity Building	Initiatives ensuring long-term program success, like training new instructors and recurring offerings	Builds lasting capacity for sustainable, ongoing success	Number of new local trainers certified ("train-the-trainer") Hours of train-the-trainer delivery Number of repeat monthly training locations (new vs. returning)
Participant Satisfaction	Feedback metrics, including survey ratings and likelihood to recommend	Measures participant satisfaction to drive continuous improvement	Average satisfaction rating (post-training survey, 1-5) % of respondents "likely to recommend"

Note: Each subrecipient will track a subset of these metrics relevant to their specific program. The approved application will serve as a starting point for determining which metrics will be tracked and reported.

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Monthly Reporting

Deadlines

- Due by end of day on the fifth of each month. If the fifth falls on a weekend or holiday, the report is due the next business day.
- First report due by the fifth of the first month after contract execution. If executed during the final week of the month, submission is due by the fifth of the second month following execution.
- Reports submitted after the fifth will be processed with the next month's submissions.

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Reimbursement Process

10% Holdback: KOBD withholds 10% of the total grant amount until final project closeout is completed.

Monthly Processing Goal: Reimbursement requests are reviewed on a rolling basis, with efforts made to process payments by the end of each month.

Preferred Payment Method: ACH (Automated Clearing House) is the preferred method for disbursement.

Support & Follow-Up: The WOB team will contact you if additional information or documentation is needed for report reviews or to complete processing.



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Event Reporting Process

Subrecipients must notify KOBD within 10 calendar days of any of the following events:

- Significant changes to the organization's financial position
- Changes in ownership or control of the subrecipient's entity
- Updates to key project personnel or changes to contact information

Form available online at [Grant-Event-Reporting-Form.pdf](#)

Submit the completed change request form to: KDC_broadband@ks.gov



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Material Change Request Process



Material Project Changes Require Prior Approval

- Advance approval from KOBD is required for any material change to the approved project.
- Expenditures made without prior approval may be deemed unallowable and may not be reimbursed.
- KOBD will provide an initial response within 3 business days of receiving a complete request.

Examples of Material Changes Requiring Approval:

- Serving a different population or location than originally approved
- Modifying the project scope or intended outcomes
- Reducing the number of individuals benefiting from the program
- Substituting electronics manufacturers or model numbers
- Budget variances exceeding 10% in a budget category
 - ✓ Include a draft of the modified budget being proposed when submitting the change request form.

Form available online at [Grant-Material-Project-Change-Request-Form.pdf](#)

Submit the completed change request form to: KDC_broadband@ks.gov

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Closeout Requirements



Final Report

- Due within 45 days of project completion
- A narrative overview of the project including successes, challenges, partners involved, lessons learned and overall impact.
- Final metrics
 - *Must match agreed-upon metrics including approved changes*
- A closeout expenditure report providing all final project expenditures and supporting documentation.

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Closeout Requirements

Closeout Meeting

- Upon receipt and validation of the final report, KOBD will schedule a closeout meeting.
- This meeting is a final review of the closeout report submission and an opportunity to share relevant information related to the project and its impact.
- Once the closeout meeting is complete, KOBD will release the final reimbursement payment.



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Record Retention & Monitoring

Don't Forget

- Maintain records for 5 years from 12/2026.
- Provide records upon request.
- Allow site visits and compliance reviews
- Adhere to 2 CFR 200 requirements



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KOBD Monthly Reporting Template : Live!



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Submittable Reporting Link: Live!

[DOCK 2.0](#)
[Submittable](#)
[Reporting Page](#)



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QUESTIONS?

THANK YOU

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BROADBAND
PLANNING**

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