Kansas
Office of Broadband Development

KANSAS BROADBAND PLANNING

KDC GRANT PORTAL

USER GUIDE

BROADBAND REPORTING

Table of Contents

Introduction

The Office of Broadband Development (KOBD), housed within the Kansas Department of Commerce, is pleased to provide this KDC Grant Portal User Guide to grant awardees. This guide provides instructions on how to register and create a user account for access to the KDC Grant Portal as well as instructions on how to submit monthly progress and closeout reports.

Effective April 1, 2026, use of the KDC grant portal for submission of monthly progress and closeout reports is mandatory for the following KOBD grant programs:

DIGITAL OPPORTUNITIES
Advancing Digital Opportunities to Promote Technology (ADOPT)
Digital Opportunities to Connect Kansans (DOCK)

INFRASTRUCTURE
Broadband Acceleration Grants (BAG)
Lasting Infrastructure and Network Connectivity (LINC)

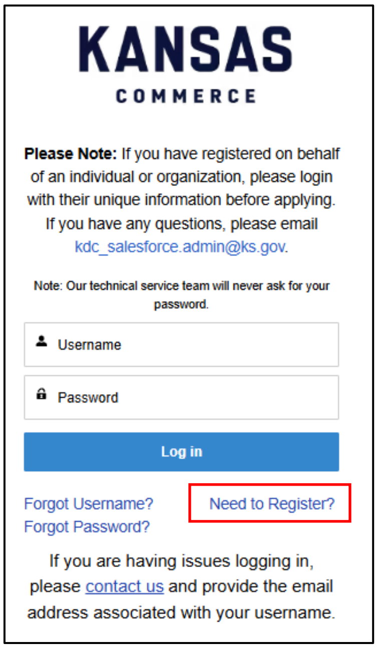
Grant awardees with an established user account for the KDC Grant Portal may proceed to **Section IV: Accessing the Reporting Module.**

Grant awardees without an existing user account should proceed to **Section I: Grant Portal Registration on page 2.**

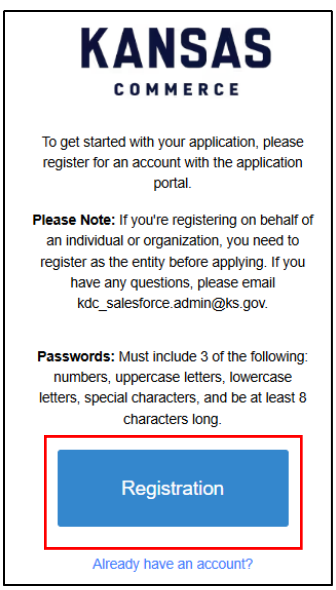
Section I: Grant Portal Registration

1. Access the portal log-in page using this link: [Login (site.com)]()

2. From the portal log-in page, click on *Need to Register?*

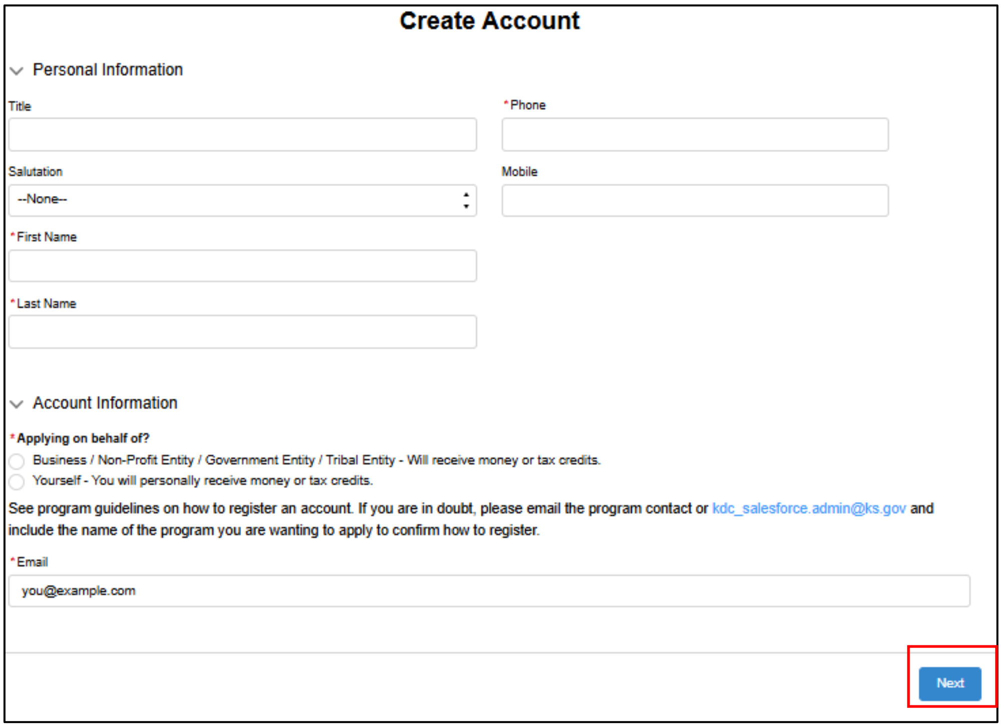


3. After reviewing information on the following screen, click on the *Registration* button.

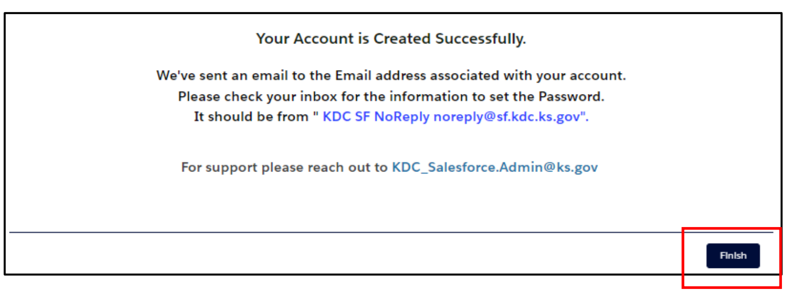


Return to TOC

4. Complete the required fields in the Create Account pop-up window then click the *Next* button.
   The required fields are:
   a. User Phone Number
   b. User First and Last Name
   c. Applying on behalf of? (select business)
   d. User Email address
   e. Organization Name (field will appear once email address is entered)



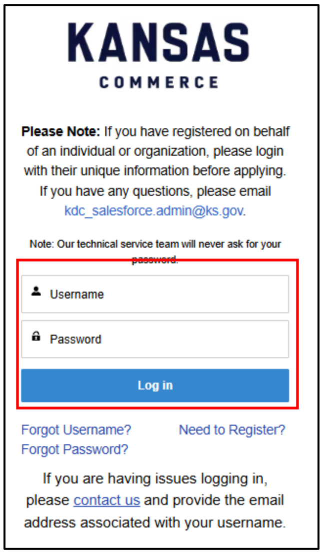
5. Your user account has now been created. Click the *Finish* button then check your email for a link to set up your account password.



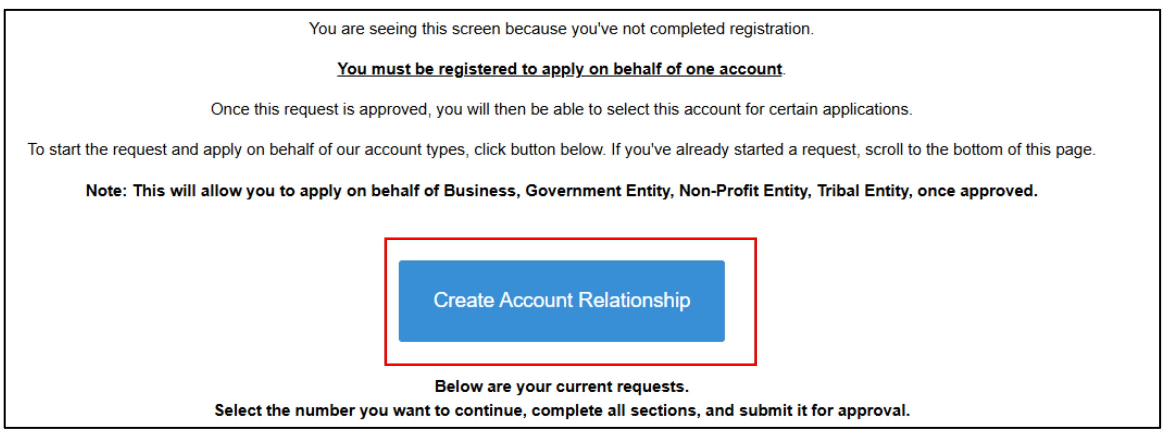
Section II: Creating a New Organization Account and Linking a User Account

1. Access the portal log-in page using this link: [Login (site.com)]

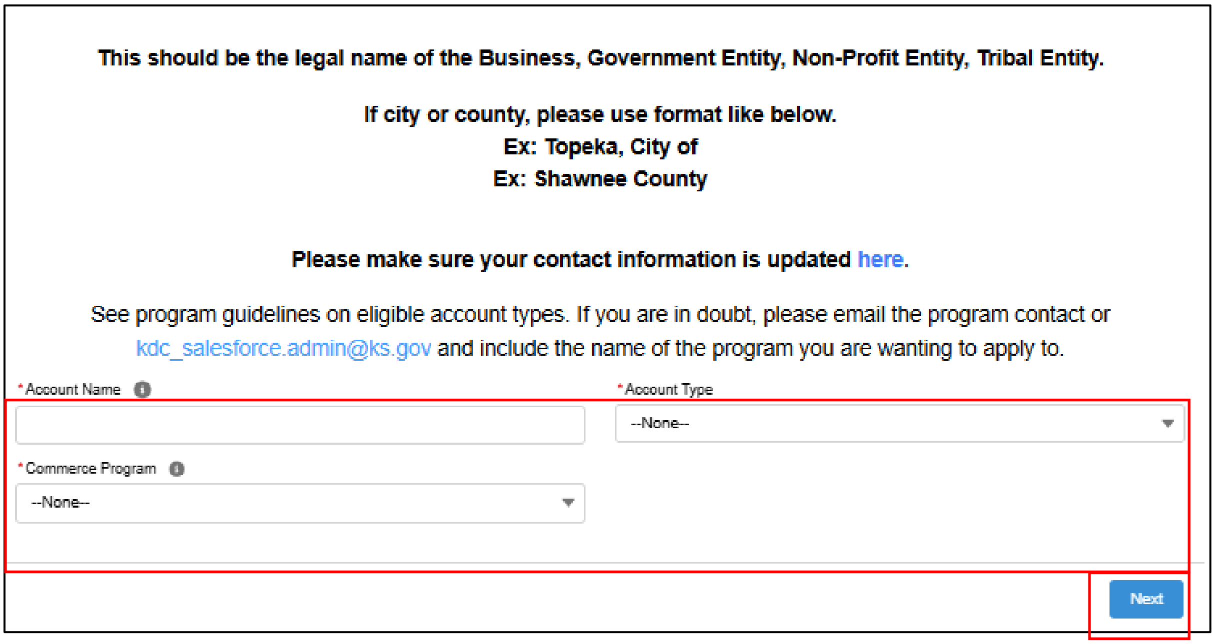
2. Enter your username and password then click the *Log in* button.



3. On the next screen, click the *Create Account Relationship* button.



4. On the next screen, you will begin the search process to see if the organization you wish to link your account to is already in the system. Complete the required fields and click on the *Next* button.
    a. Enter the account name (this should be the legal name of the organization)
    b. Choose the Account Type
    c. Select the Commerce Program that the organization may be associated with.



This should be the legal name of the Business, Government Entity, Non-Profit Entity, Tribal Entity.

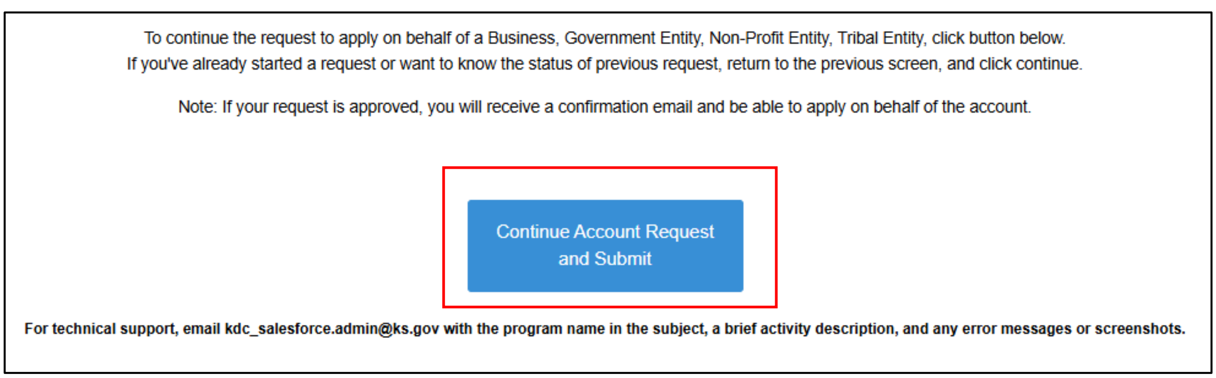
If city or county, please use format like below.
Ex: Topeka, City of
Ex: Shawnee County

Please make sure your contact information is updated here.

See program guidelines on eligible account types. If you are in doubt, please email the program contact or kdc_salesforce.admin@ks.gov and include the name of the program you are wanting to apply to.

*Account Name
*Account Type
--None--
*Commerce Program
--None--
Next

5. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.



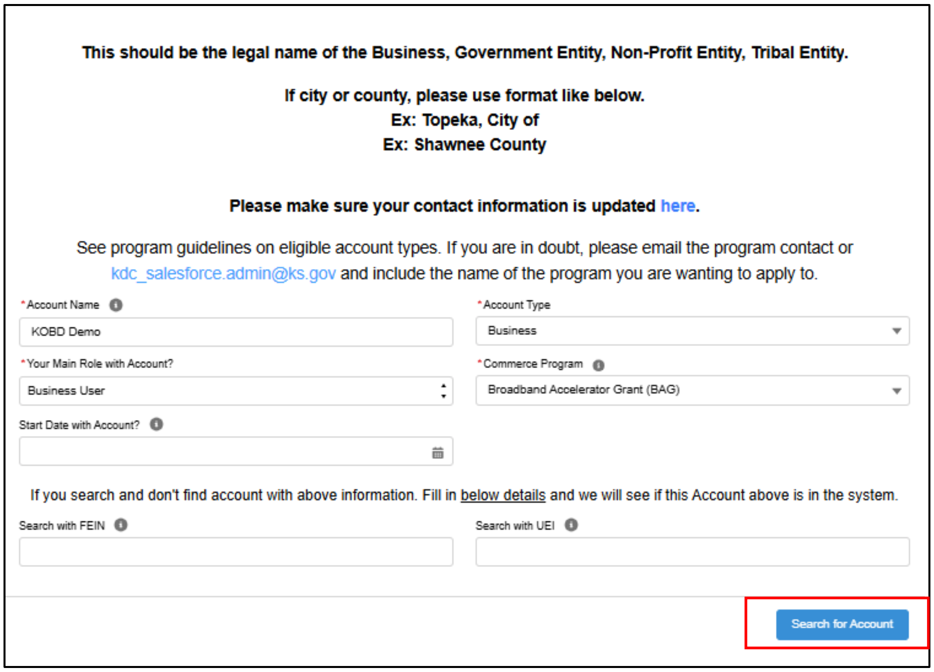
To continue the request to apply on behalf of a Business, Government Entity, Non-Profit Entity, Tribal Entity, click button below.
If you've already started a request or want to know the status of previous request, return to the previous screen, and click continue.

Note: If your request is approved, you will receive a confirmation email and be able to apply on behalf of the account.

Continue Account Request and Submit

For technical support, email kdc_salesforce.admin@ks.gov with the program name in the subject, a brief activity description, and any error messages or screenshots.

6. In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the *Search for Account* button.



This should be the legal name of the Business, Government Entity, Non-Profit Entity, Tribal Entity.

If city or county, please use format like below.
Ex: Topeka, City of
Ex: Shawnee County

Please make sure your contact information is updated here.

See program guidelines on eligible account types. If you are in doubt, please email the program contact or kdc_salesforce.admin@ks.gov and include the name of the program you are wanting to apply to.

*Account Name: KOBD Demo
*Account Type: Business
*Your Main Role with Account?: Business User
*Commerce Program: Broadband Accelerator Grant (BAG)
Start Date with Account?

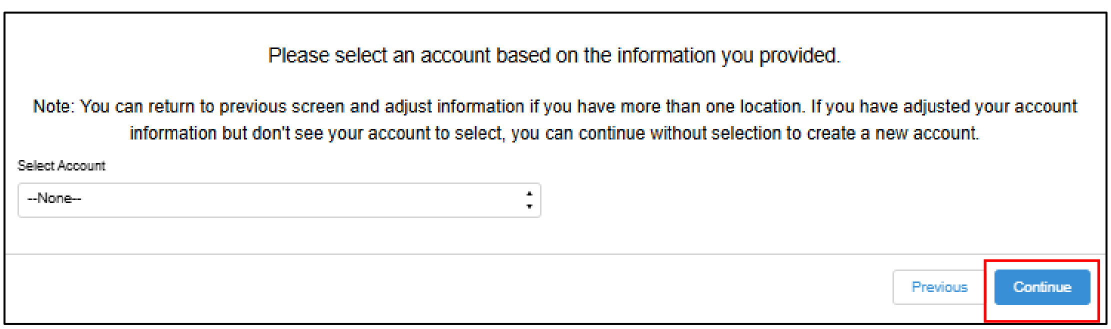
If you search and don't find account with above information. Fill in below details and we will see if this Account above is in the system.

Search with FEIN
Search with UEI

Search for Account

TIP: Entering the FEIN or UEI number is not required, however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same organization.

7. In the following pop-up window, select the dropdown arrow to determine if any existing organization accounts which match or are similar to your organization's name exist in the system. If no name is listed, click the *Continue* button.



Please select an account based on the information you provided.

Note: You can return to previous screen and adjust information if you have more than one location. If you have adjusted your account information but don't see your account to select, you can continue without selection to create a new account.

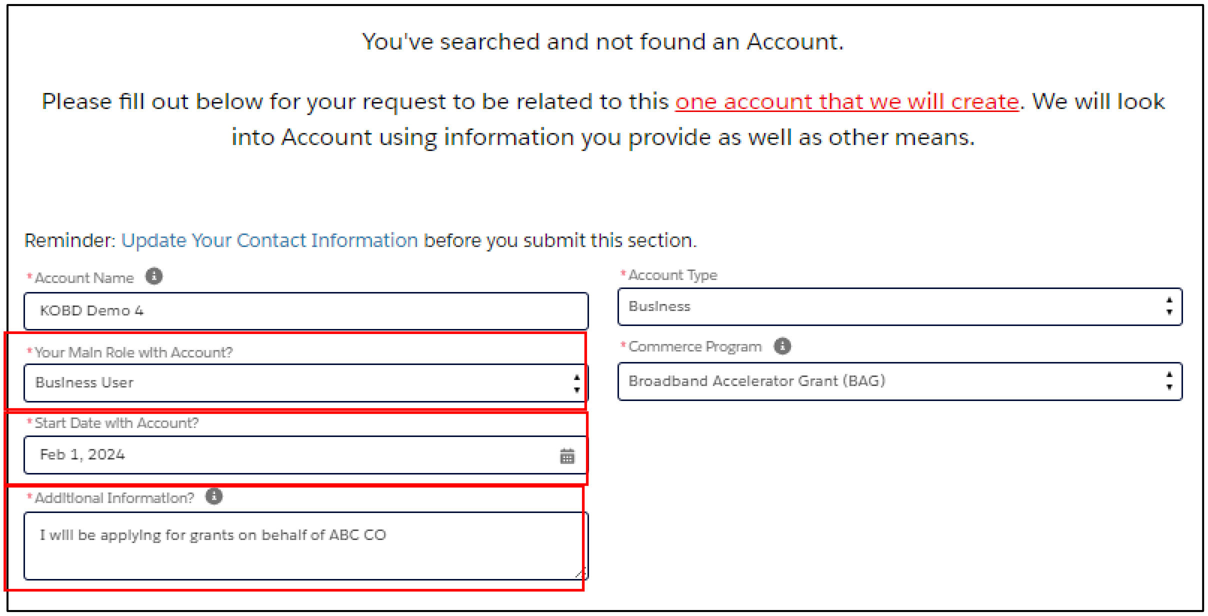
Select Account
--None--

Previous
Continue

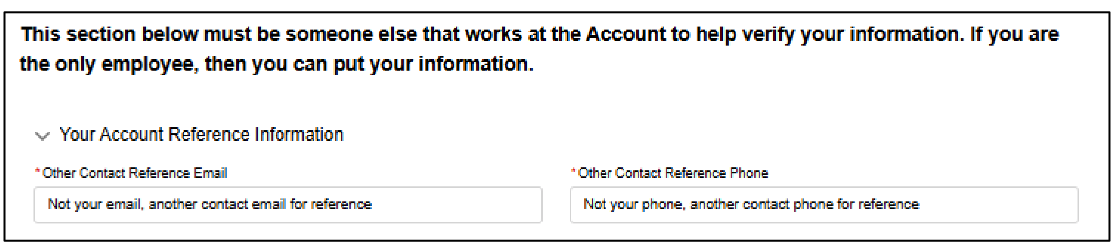
Return to TOC

8. You have now completed the search without finding an existing organization account and will need to create one. On the following screen, you will see the information entered previously has auto populated here. You will need to fill out the remainder of the required fields.

    (a) In the first section of this screen, you will need to complete the fields titled *Your Main Role with Account, Start Date with Account* and *Additional Information*. Content entered in the *Additional Information* field should be such that it would help KOBD staff confirm you are employed by and authorized to create an account on the organization's behalf.

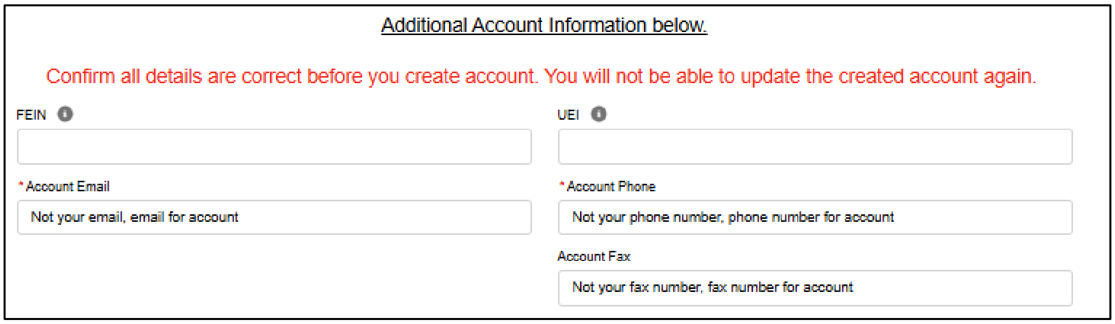


    (b) In the second section of the screen, you will enter an *email address* and *phone number* for another employee at the organization who can serve as a reference should KOBD need to contact them to verify your identity and employment with the organization.



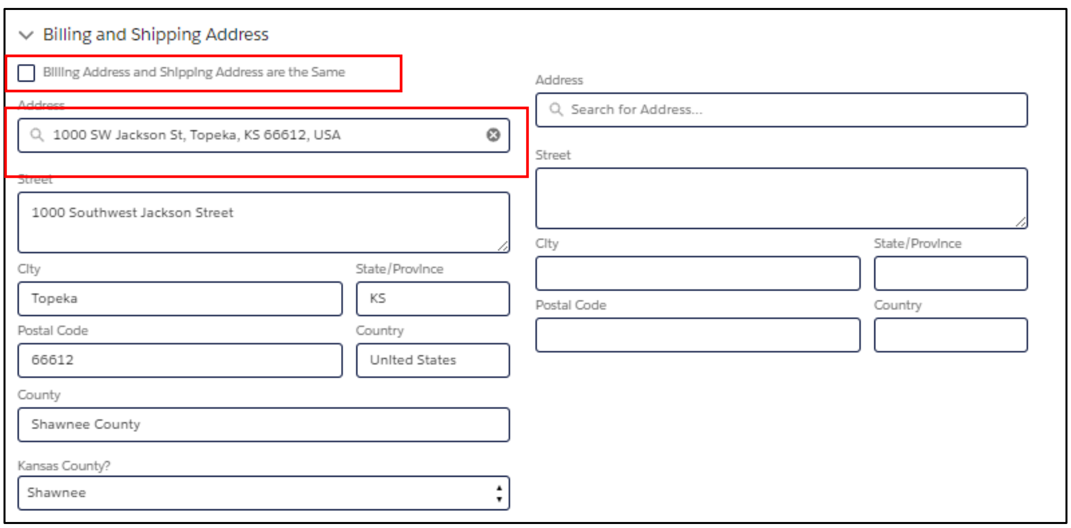
Return to TOC

(c) In the third section of this screen, you are required to enter an *account email* and *phone number*. These fields should be populated by a general email and phone number that the company uses. For instance, this may be the email and phone number published on the company website that can be used by the general public to contact the company.



TIP: To assist KOBD staff with verification and provide additional security against fraudulent account creation, it would be helpful to include either the FEIN and/or EUI number for the company.

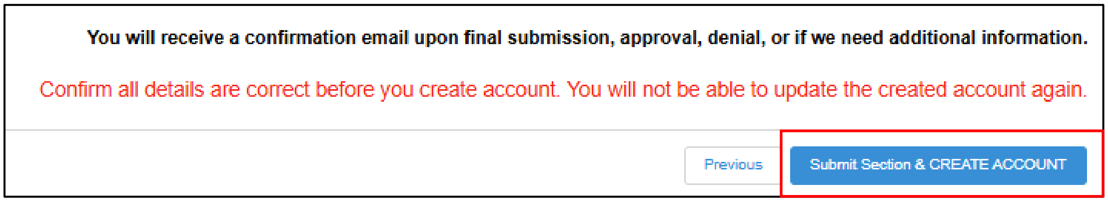
(d) In the final section of this screen, you will enter the organization's *billing and shipping addresses* as well as the *Kansas County* where the organization is located. The Kansas County field may be left blank if organization is located outside of Kansas.



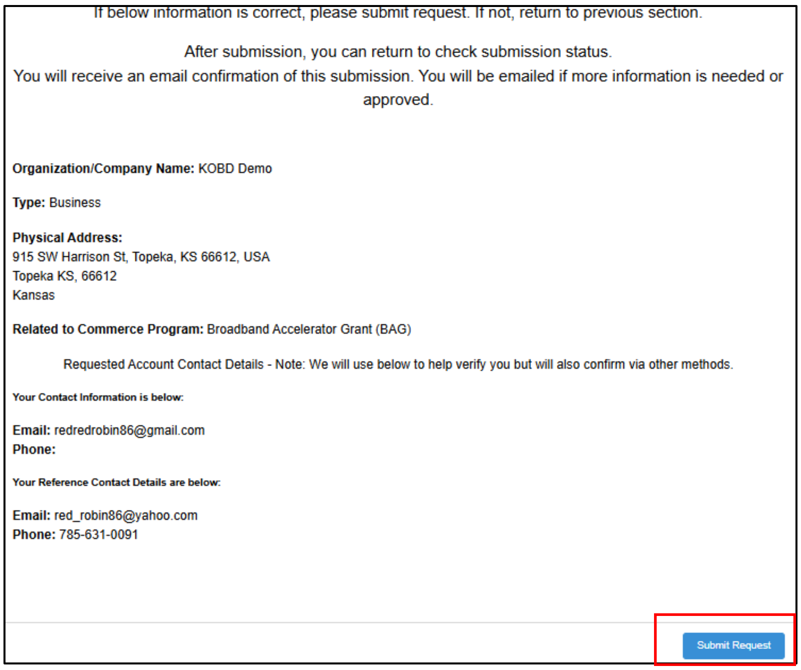
TIPS:
If the billing and shipping addresses are the same, please check the box *"Billing Address and Shipping Address are the Same"* to avoid entering address information twice.

Use the first Address field to search and select your organization address which will then auto populate the street, city, state, zip code and county fields for you.

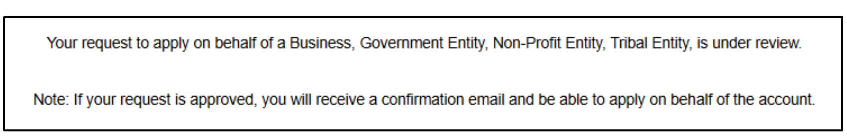
9. Confirm all information has been entered correctly and then click the *Submit Section & Create Account* button.



10. From the pop-up window, verify that all account information is accurate and then click on the *Submit Request* button.



11. Congratulations! You have successfully submitted your request to create an organization account and link your user account to it. You can now click the *End* button.

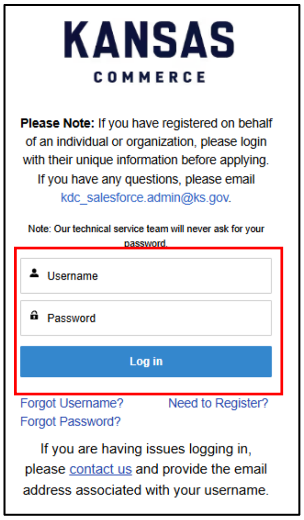


Return to TOC

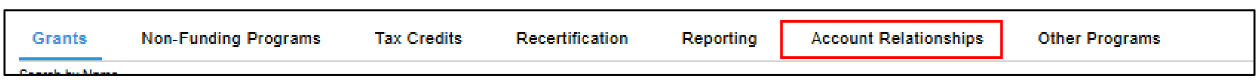
Section III: Linking a User Account to an Existing Organization Account

1. Access the portal log-in page using this link: [Login (site.com)]

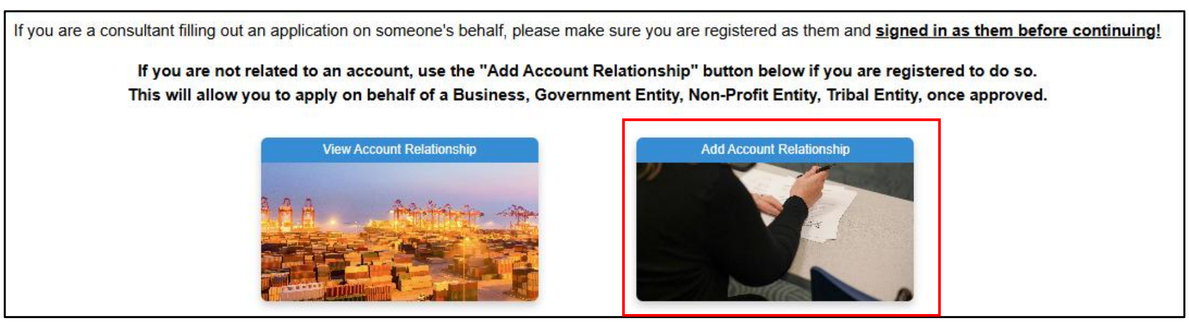
2. Enter your username and password then click the *Log in* button.



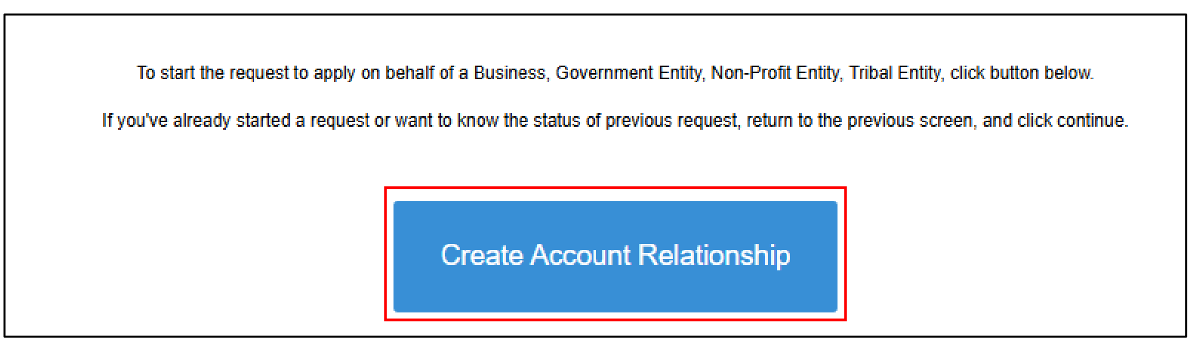
3. From the portal Home page, click on Account Relationships.



4. From the next screen, click on the *Add Account Relationship* icon.

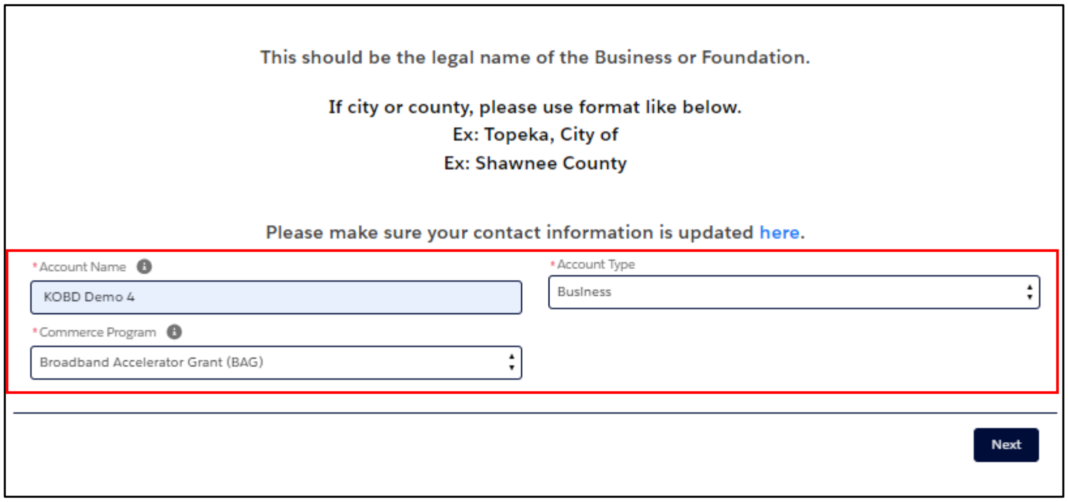


5. Click on the Create Account Relationship Request icon.

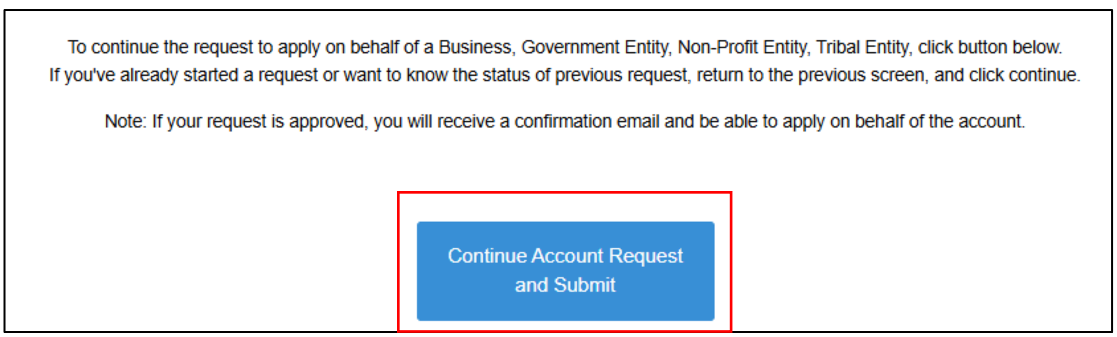


Return to TOC

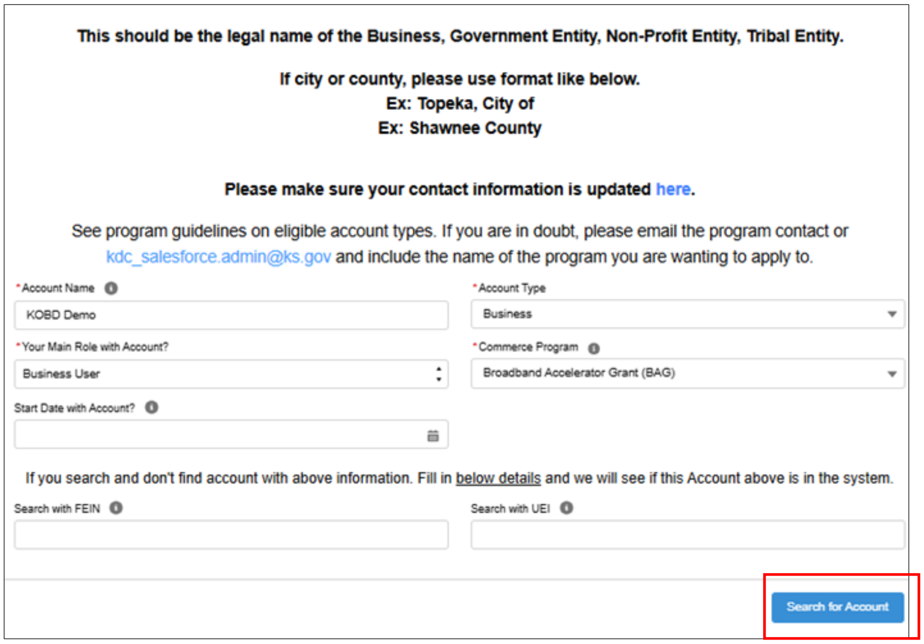
6. From the following screen, you will begin the search process to see if the organization you wish to link your account to is already in the system. Complete the required fields and click the *Next* button.
    a. Enter the account name (this should be the legal name of the organization)
    b. Choose *Business* as the Account Type
    c. Select the Commerce Program that the organization may be associated with.



7. In order to continue the next step in the search process, select Continue Account Relationship Request on this screen.

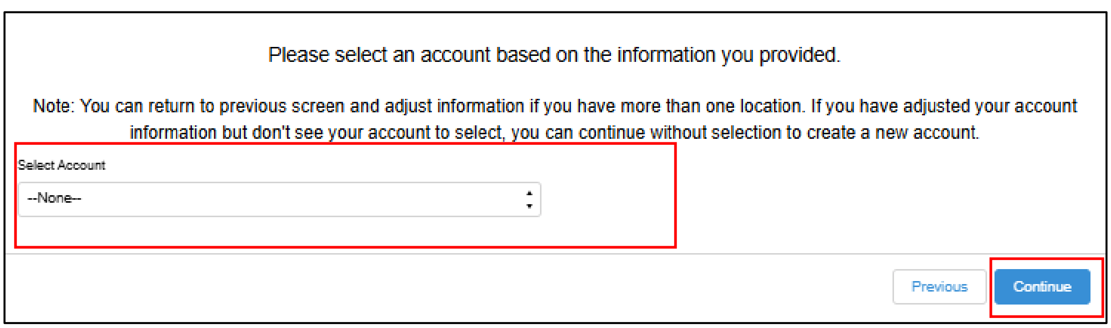


8. In the pop-up window, you will see the information entered on the initial search screen has auto populated. Complete the remaining required fields and click on the *Search for Account* button.



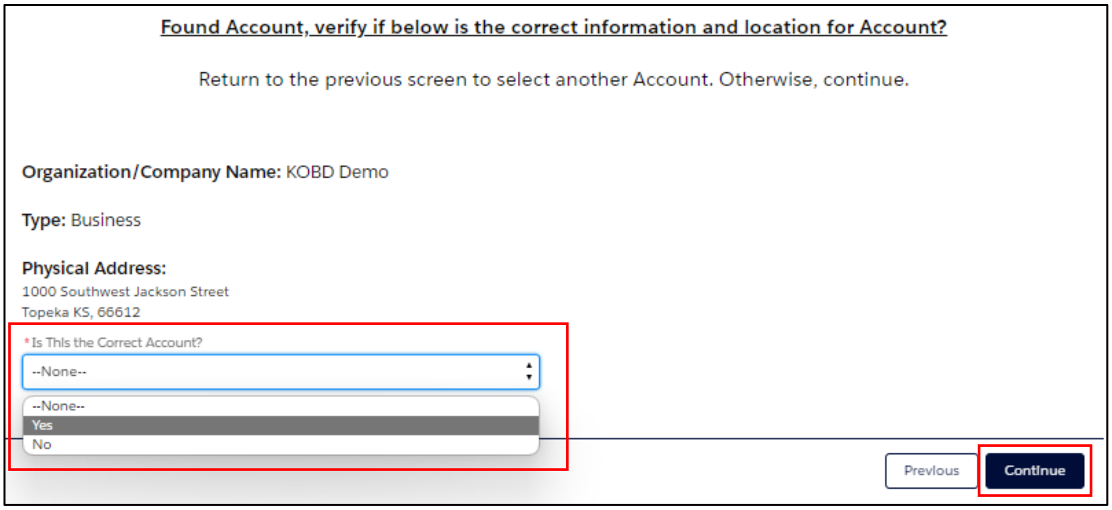
TIP: Entering the FEIN or UEI number is not required, however, including one or the other of will help in the search process and guard against creation of potential duplicate accounts for the same organization.

9. On this screen, select the organization from the drop-down list and then click the *Continue* button.



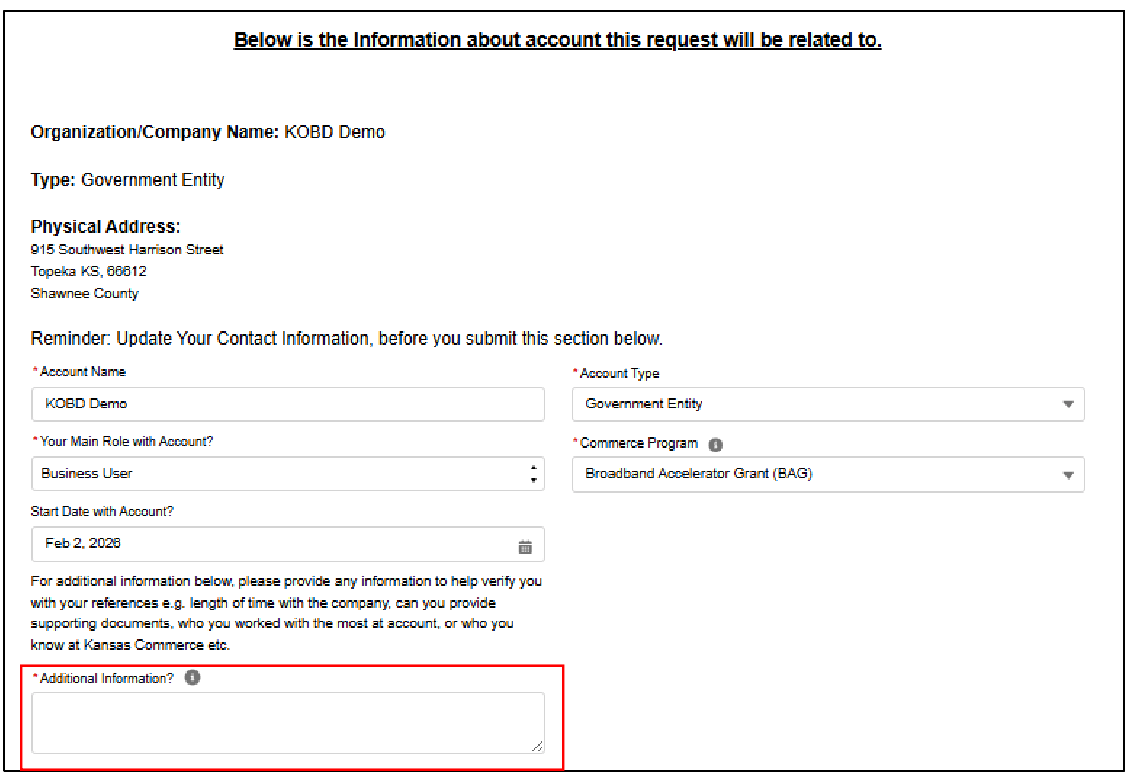
Return to TOC

10. Review the name and address of the organization selected and if accurate, select Yes from the drop-down list. Click the *Continue* button.

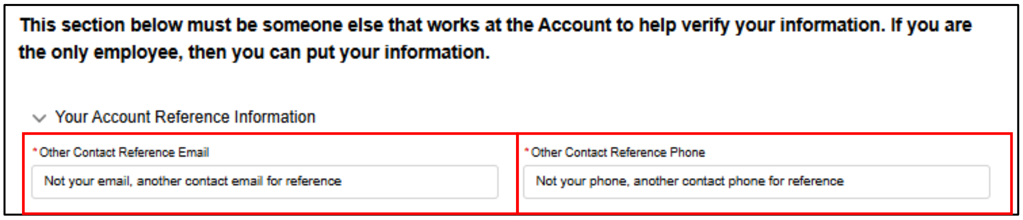


11. You have now completed the search, located an existing organization account, and will now finish the process to link your user account to it. On the following screen, you will see that information entered previously has auto populated here. You will need to fill out the remainder of the required fields.

    (a) In the first section of this screen, you will need to fill in the *Additional Information* field. Content entered in this field should be such that it will help KOBD staff confirm you are employed by and authorized to use the grant portal on behalf of the selected organization.



(b) In the second section of the screen, you are required to enter an *email address* and *phone number* for another employee at the organization who can serve as a reference should KOBD need to contact them to verify your identity and employment with the organization.


This section below must be someone else that works at the Account to help verify your information. If you are the only employee, then you can put your information.

Your Account Reference Information

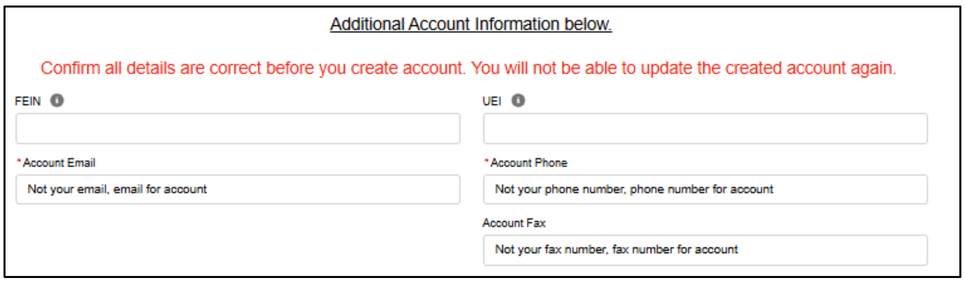
*Other Contact Reference Email

Not your email, another contact email for reference

*Other Contact Reference Phone

Not your phone, another contact phone for reference

(c) In the third section of this screen, you may, but are not required to, enter an *account email* and *phone number*. If entering, these fields should be populated by a general organization email and phone number that the company uses. For instance, this may be the email and phone number published on the company website that can be used by the general public to contact the company.


Additional Account Information below.

Confirm all details are correct before you create account. You will not be able to update the created account again.

FEIN

UEI

*Account Email

Not your email, email for account

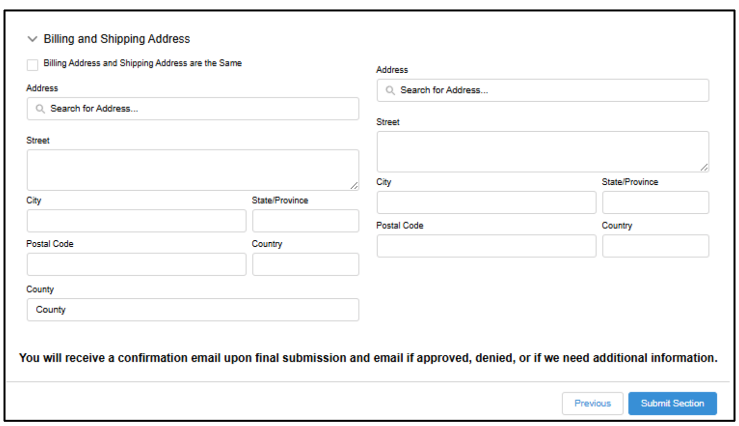
*Account Phone

Not your phone number, phone number for account

Account Fax

Not your fax number, fax number for account

(d) In the final section of this screen, you will enter the organization's *billing and shipping addresses* as well as the *Kansas County* where the organization is located. When done, click on the *Submit Section* button. The Kansas County field may be left blank if organization is located outside of Kansas.


Billing and Shipping Address

Billing Address and Shipping Address are the Same

Address

Search for Address...

Street

City

State/Province

Postal Code

Country

County

County

Address

Search for Address...

Street

City

State/Province

Postal Code

Country

You will receive a confirmation email upon final submission and email if approved, denied, or if we need additional information.

Previous

Submit Section

TIPS:
If the billing and shipping addresses are the same, please check the box "Billing Address and Shipping Address are the Same" to avoid entering address information twice.

Use the first Address field to search for and select your organization address which will then auto populate the street, city, state, zip code and county fields for you.

Return to TOC

12. From the pop-up window, verify that all account information is accurate and then click on the *Submit Request* button.

If below information is correct, please submit request. If not, return to previous section.

After submission, you can return to check submission status.
You will receive an email confirmation of this submission. You will be emailed if more information is needed or approved.

Organization/Company Name: KOBD Demo

Type: Business

Physical Address:
915 SW Harrison St, Topeka, KS 66612, USA
Topeka KS, 66612
Kansas

Related to Commerce Program: Broadband Accelerator Grant (BAG)

Requested Account Contact Details - Note: We will use below to help verify you but will also confirm via other methods.

Your Contact Information is below:

Email: marie.e.mcneal@ks.gov
Phone:

Your Reference Contact Details are below:

Email: joe@invalid.com
Phone: 456-456-1231

Submit Request

13. Congratulations! You have successfully submitted your request to link your user account to an organization account. You can now click the *End* button.

Success, request submitted.

Organization/Company Name: KOBD Demo

Type: Business

Physical Address:
915 SW Harrison St, Topeka, KS 66612, USA
Topeka KS, 66612
Kansas

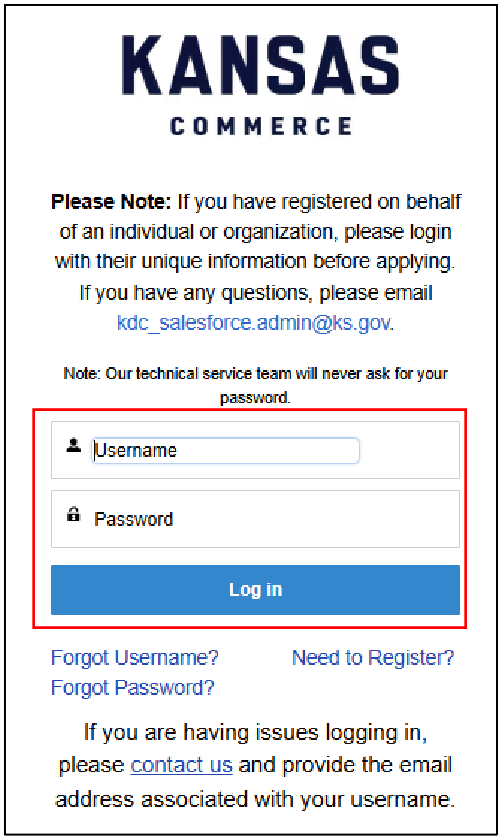
End

Your request to apply on behalf this account has been approved!

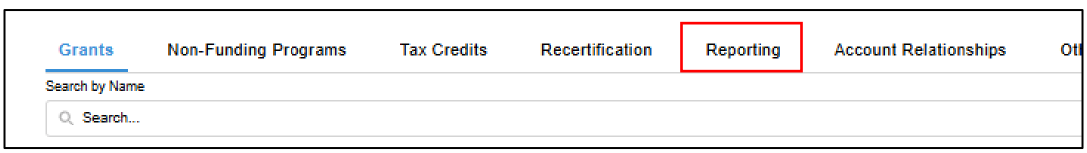
Note: You will also receive a confirmation email for your records.

Section IV: Accessing the Reporting Module

1. Access the portal log-in page using this link: [Login (site.com)]
2. Enter your username and password then click the *Log in* button.



3. From the Application Portal Home Page, click on the Reporting Module.



4. Next, locate the Broadband Reporting icon and click on the *Learn More & Report* button.

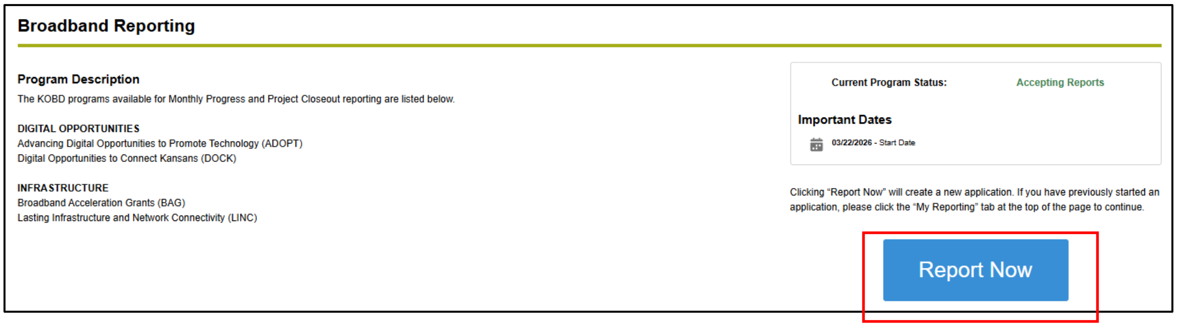
Return to TOC

If submitting a Monthly Progress Report, see Section V below.

If submitting a Closeout Report, proceed to [Section VI](#).

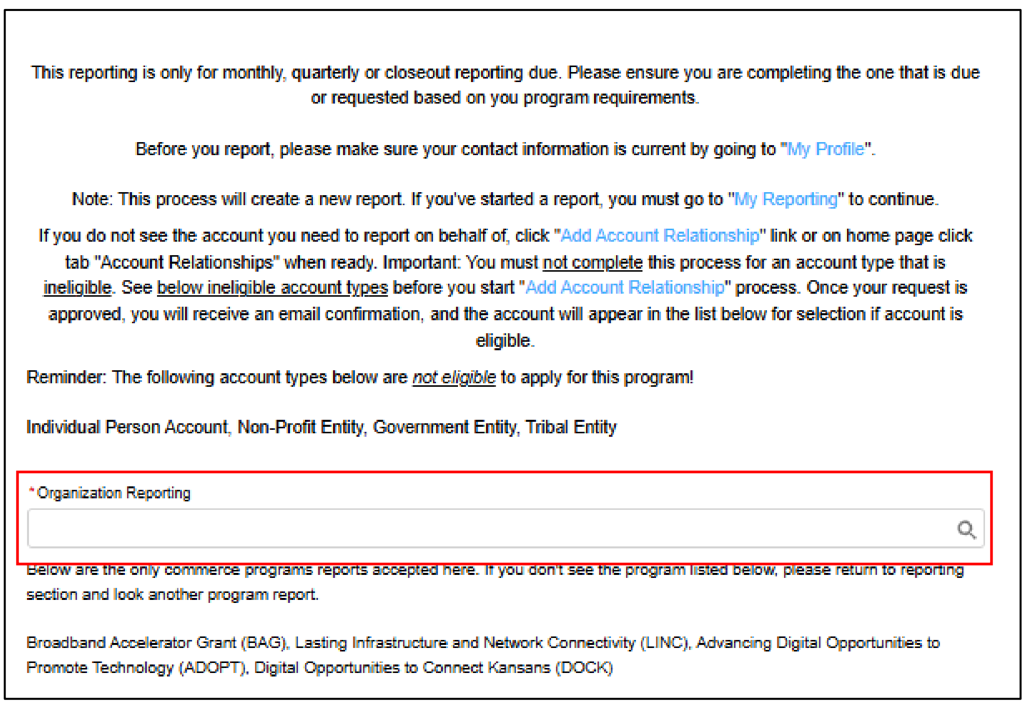
Section V: Completing and Submitting a Monthly Report

1. To begin a report, click the *Report Now* button.

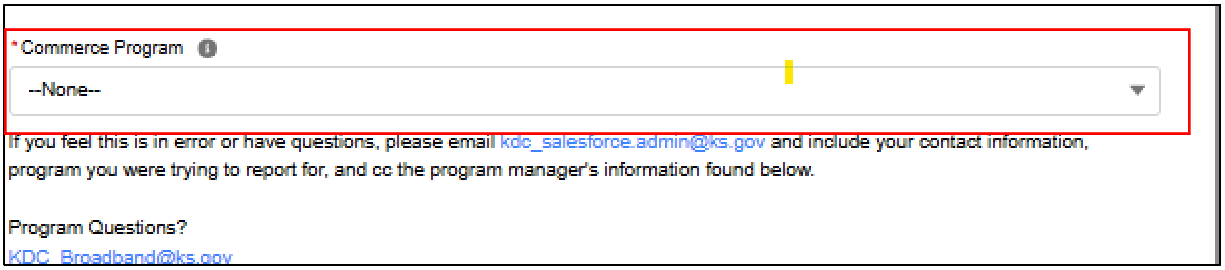


2. In the pop-up window, click in the *Organization Reporting* field and select the name of the organization for whom the report is being submitted.

   If you do not see the name of your organization in the drop-down list, you will need to 1) Create an organization account and link your user account to it, or 2) Link your user account to an existing organization account. Please refer to Sections II or III of this guide for step by step instructions.



3. Scroll down and in the *Commerce Program* field, select the name of the KOBD grant program for which you are submitting a report.



Reminder:
The following programs are available for reporting in the KDC Grant Portal:

DIGITAL OPPORTUNITIES
Advancing Digital Opportunities to Promote Technology (ADOPT 1 and 2)
Digital Opportunities to Connect Kansans (DOCK 1 and 2)

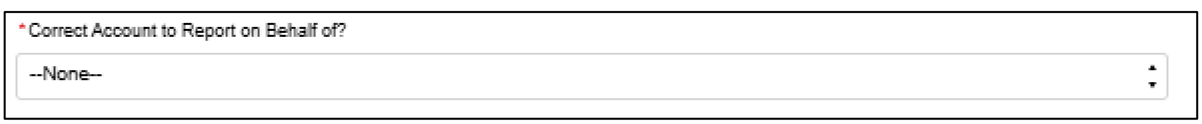
INFRASTRUCTURE
Broadband Acceleration Grants (BAG 3, 4, 5, etc.)*
Lasting Infrastructure and Network Connectivity (LINC)

*BAG grant awardees should select *Broadband Accelerator Grant (BAG)* from the drop-down list

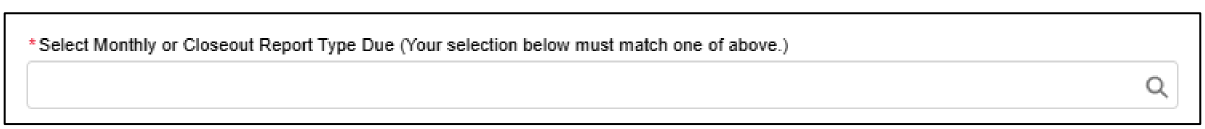
4. From the next pop-up window, review the details of the account that was selected for the organization to ensure it is correct.

   If it is correct, select *Yes.*

   If it is not the correct account, select *No-Select Another Account*. You will need to 1) Create an organization account and link your user account to it, or 2) Link your user account to an existing organization account. Please refer to Sections II or III of this guide for step by step instructions.

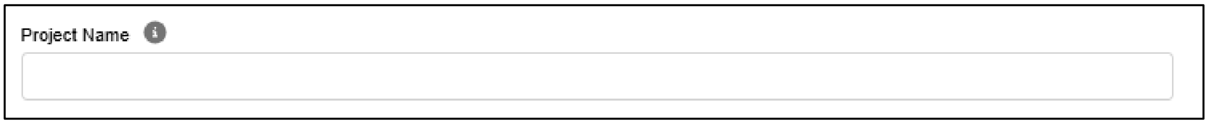


5. Next, scroll down and select Monthly from the drop-down menu.



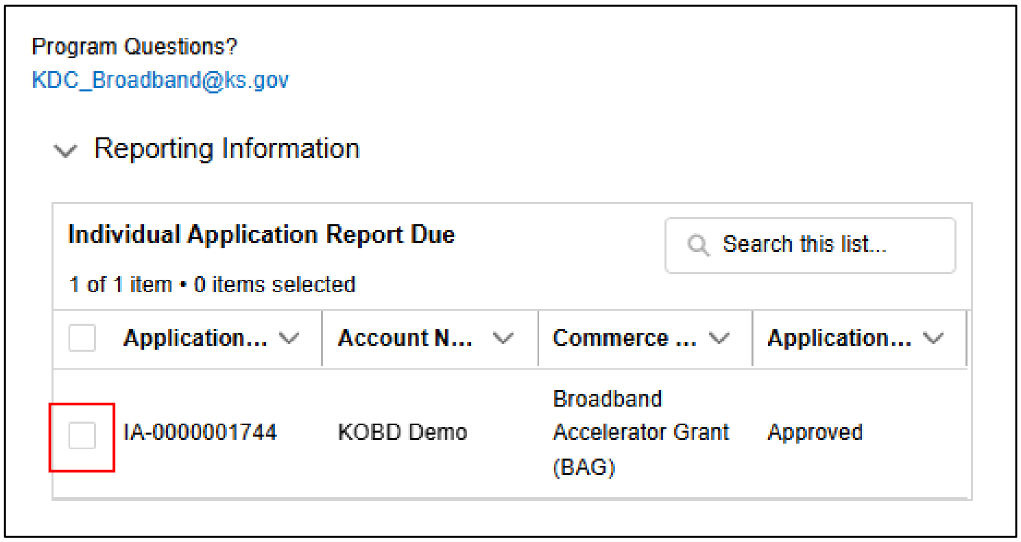
6. Enter the report due date.

7. Enter the project name for the project for which the report is being submitted. The project name should match the name entered in the awarded application.

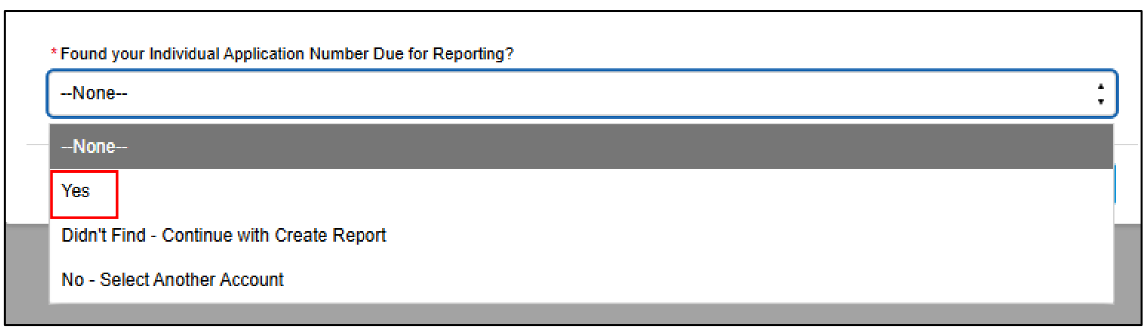


8. Scroll down to *Reporting Information*. If the awarded application was created in the KDC Grant Portal, it should appear in the *Reporting Information* box.

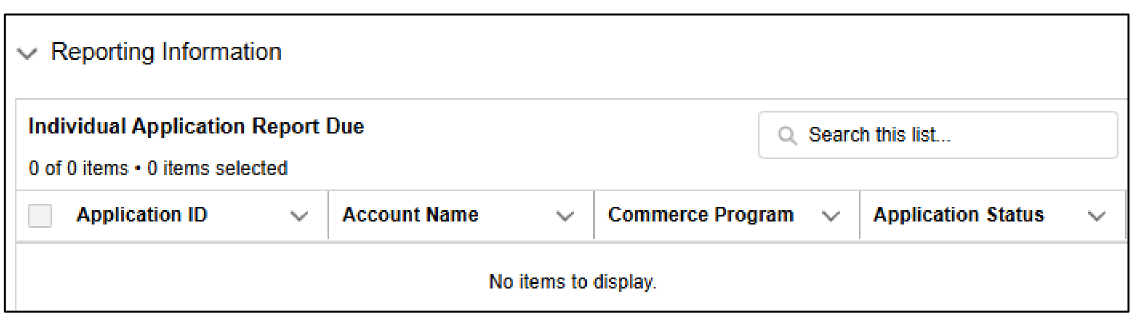
   a. If the awarded application appears in the *Reporting Information* box, select it by checking the box next to the corresponding Application ID.



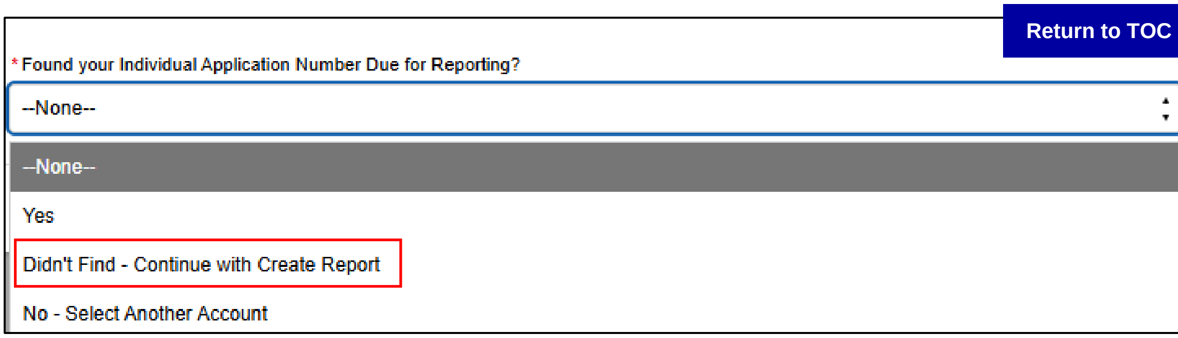
   b. In the next question, select Yes, that you found the application due for reporting.



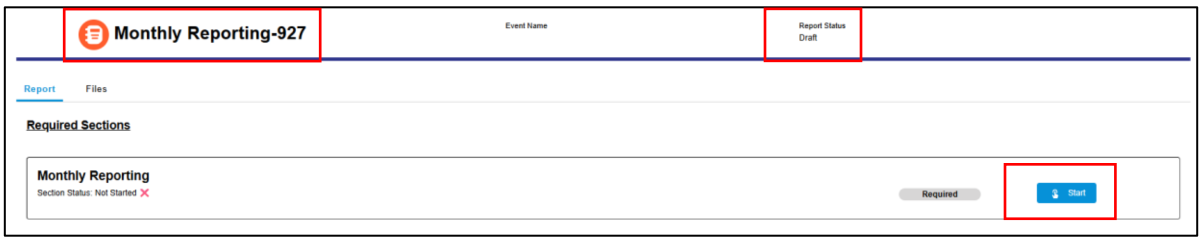
   c. If no applications appear in the *Reporting Information* box, in the next question, select Didn't Find – Continue with Create Report.



Return to TOC



9. On the next screen, you will see that a shell of the report has been started.
    a. Please notice the system has automatically named it Monthly Reporting and assigned a 3 digit number as part of the naming convention. You will want to keep track of this report number to refer to later as needed.
    b. The report status has also been set to draft.
    c. To start completing the report, click on the *Start* button.



10. On the *Grant Reporting Form* screen, complete the required fields which are marked with a red asterisk. These fields are:

<u>Section 1: Project Info</u>

Recipient Name: Enter the name of the organization that received the grant being reported on.

Tax Year: Enter the tax year the report is being completed in.

Project Name: Enter the project name. This should match the project name created when the application was submitted. It can be shortened if necessary but should at least contain the Program Name, Organization Name and Project Area/Name. (Ex: BAG 4 Speedy ISP Shawnee County or DOCK 1.0 Non-Profit1 Digital Skills Training)

Amount Awarded: Enter the amount of the grant award received by the organization.

Address: Enter the street address of the awarded organization.

City: Enter the city where the awarded organization is located.

Zip Code: Enter the zip code where the awarded organization is located.

County: Enter the county where the awarded organization is located.

Monthly Report Period: Enter the month and year the report is due (Ex: April 2026).

Are you requesting reimbursement? Select Yes or No. If Yes is selected, a conditional field will appear, and you will be required to enter the dollar amount of the reimbursement request.

Have the expenditures and/or payroll for which you are requesting reimbursement already been paid by your organization (the subrecipient)? Select Yes or No.

Date Submitted: Select the date the report is being submitted.

Section 2 - Expenditure Documentation

Amount of Grant Expenditures for this reporting period: Enter the amount of grant expenditures being reported. This figure should match the amount of grant funded expenditures listed on the Expenditure tab of the Monthly Reporting Template for this reporting period.

Amount of Match Expenditures for this reporting period: Enter the amount of match expenditures being reported. This figure should match the amount of match funded expenditures listed on the Expenditure tab of the Monthly Reporting Template for this reporting period.

Section 3 - Certification

Name: This field will auto-populate from the user's account information.

Title: This field will auto-populate from the user's account information.

Phone Number: This field will auto-populate from the user's account information.

Email Address: This field will auto-populate from the user's account information.

Certification Date: Enter the date you are submitting the report and certifying that all information contained within it is accurate.

I certify that the documents and data provided in this Monthly report are true to the best of my knowledge. I understand that my organization is responsible for maintaining all accurate records of expenditures: Click the check box beside this certification statement.

FILE Uploads

Required Documents

Expenditure Document File Upload: Upload the supporting documentation for the expenditures being reported for this period. This should be copies of invoices, receipts, time and effort, proof of payment, etc.).

Monthly Progress Report: Upload the monthly reporting template.

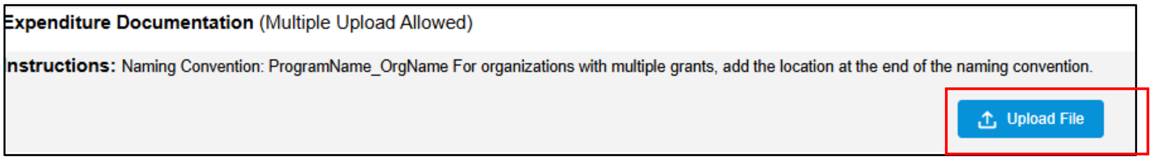
Supplemental Documents

Project Highlight Documentation: Upload a project snapshot highlighting the impact this project has on a local household, business or organization, a project-related social media link(s), upcoming project-related event, or other project-related highlights you'd like us to know about.

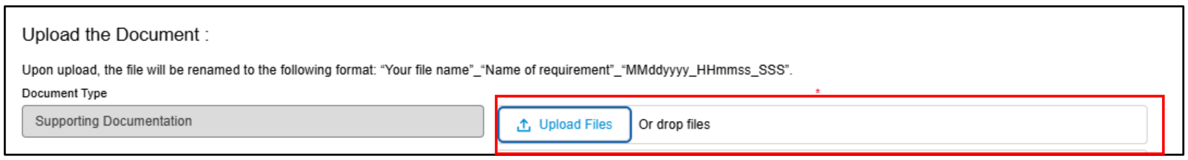
Additional Project Highlights or Success Story Documentation: Upload any additional files relative to the project success that you would like us to be aware of, and that we may share to highlight the success of this project, the impact on the community, etc.

Additional Project Information: Upload any additional information you'd like us to know about the project.

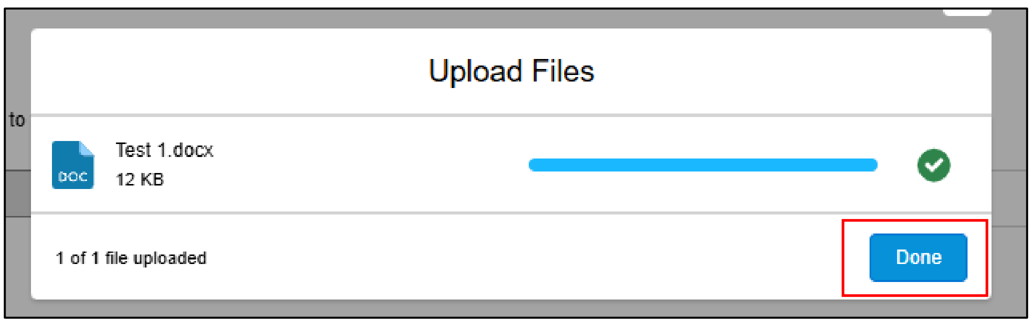
11. To upload a file, click on the *Upload File* button.



12. In the pop-up window, either click the *Upload File* button or drag and drop the file you want to upload.

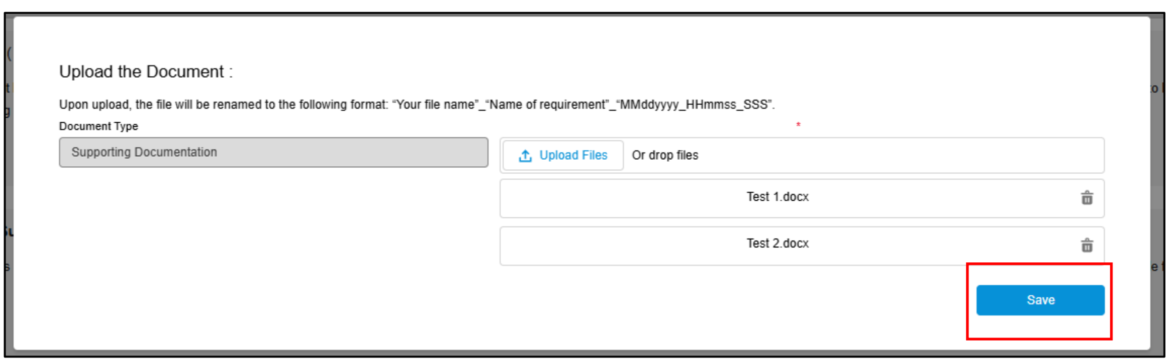


13. Once the file has uploaded, click the *Done* button.

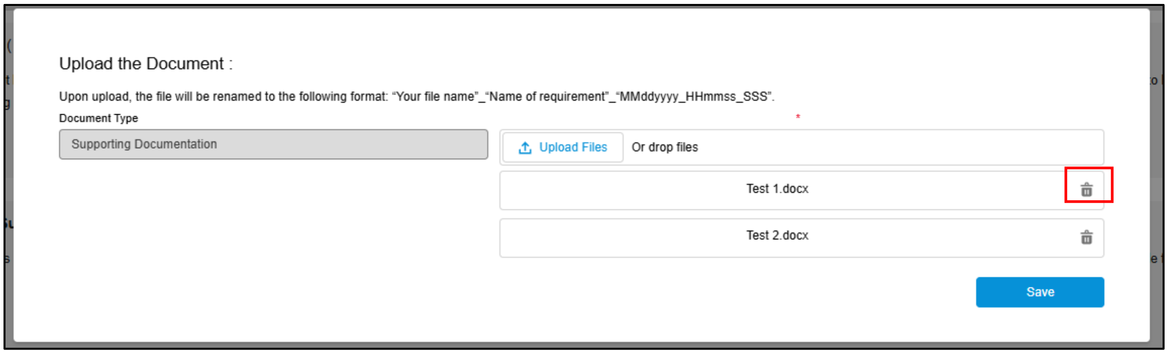


14. Repeat Steps 11-13 for as many documents as you wish to upload for that specific file upload requirement. Alternatively, you may combine all files into a single PDF document or upload a Zip file containing multiple documents.

15. Once all documents or Zip files are uploaded, click the *Save* button.

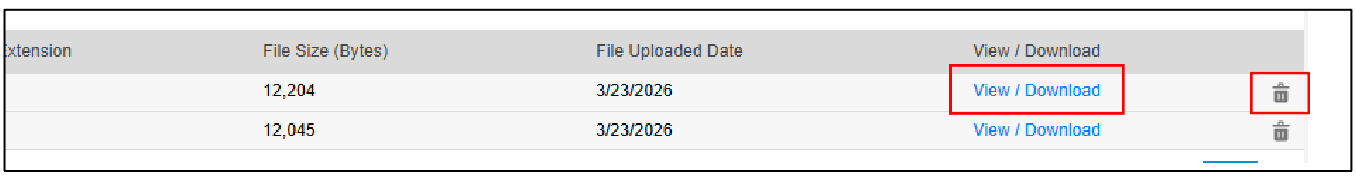


16. If you upload an incorrect document or Zip file, you may delete those by clicking on the trash can icon in the pop-up window.



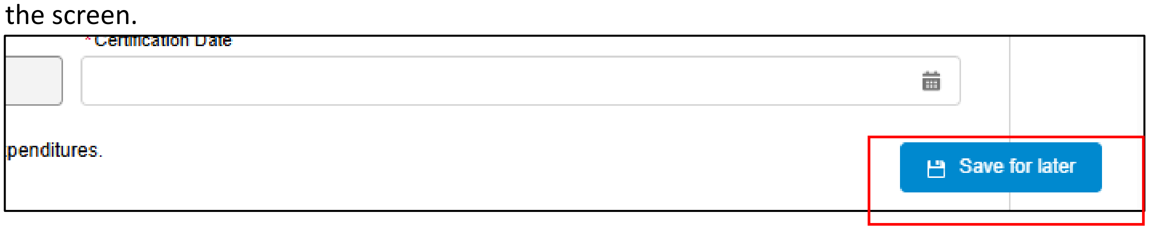
17. If you wish to view or download a document after it's been uploaded into the report, you can click on the View/Download hyperlink for the specific document.

    If you need to delete a document at this point, you can do so by clicking on the trash can icon for the specific document.

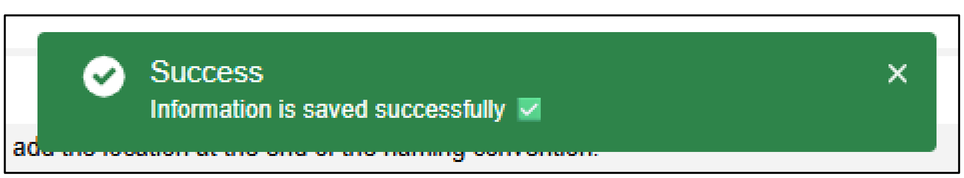


18. If you are ready to submit the report, click the *Submit* button at the bottom of the screen.

19. If at any time while filling out the report, you need to stop, you may save your progress by clicking on the *Save for Later* button. This button appears in the bottom right-hand corner of the screen.



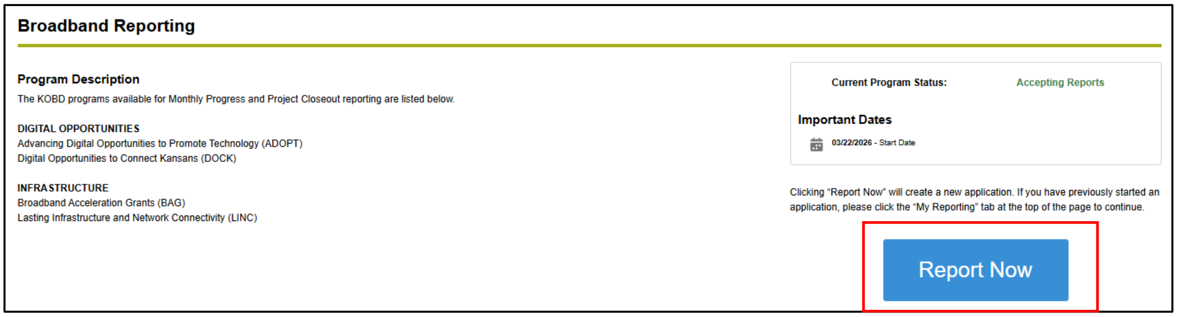
20. After selecting the *Save for Later* button, wait to exit the screen until you see the message that the report has been saved successfully. This will appear as a green banner at the top of the screen.



21. When ready to continue with the report, see Section VII: Accessing and Submitting In-Progress Reports.

Section VI: Completing and Submitting a Closeout Report

1. To begin a report, click the *Report Now* button.



Broadband Reporting

Program Description

The KOBD programs available for Monthly Progress and Project Closeout reporting are listed below.

DIGITAL OPPORTUNITIES
Advancing Digital Opportunities to Promote Technology (ADOPT)
Digital Opportunities to Connect Kansans (DOCK)

INFRASTRUCTURE
Broadband Acceleration Grants (BAG)
Lasting Infrastructure and Network Connectivity (LINC)

Current Program Status: Accepting Reports

Important Dates

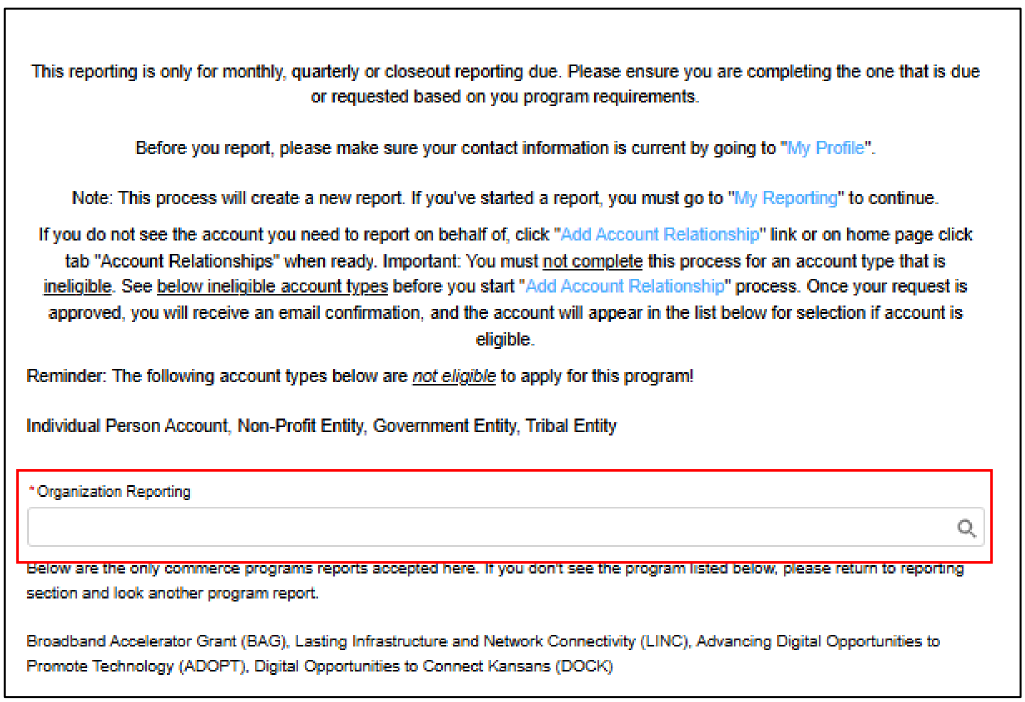
03/22/2026 - Start Date

Clicking "Report Now" will create a new application. If you have previously started an application, please click the "My Reporting" tab at the top of the page to continue.

Report Now

2. In the pop-up window, click in the *Organization Reporting* field and select the name of the organization for whom the report is being submitted.

   If you do not see the name of your organization in the drop-down list, you will need to 1) Create an organization account and link your user account to it, or 2) Link your user account to an existing organization account. Please refer to Sections II or III of this guide for step by step instructions.



This reporting is only for monthly, quarterly or closeout reporting due. Please ensure you are completing the one that is due or requested based on you program requirements.

Before you report, please make sure your contact information is current by going to "My Profile".

Note: This process will create a new report. If you've started a report, you must go to "My Reporting" to continue.

If you do not see the account you need to report on behalf of, click "Add Account Relationship" link or on home page click tab "Account Relationships" when ready. Important: You must not complete this process for an account type that is ineligible. See below ineligible account types before you start "Add Account Relationship" process. Once your request is approved, you will receive an email confirmation, and the account will appear in the list below for selection if account is eligible.

Reminder: The following account types below are *not eligible* to apply for this program!

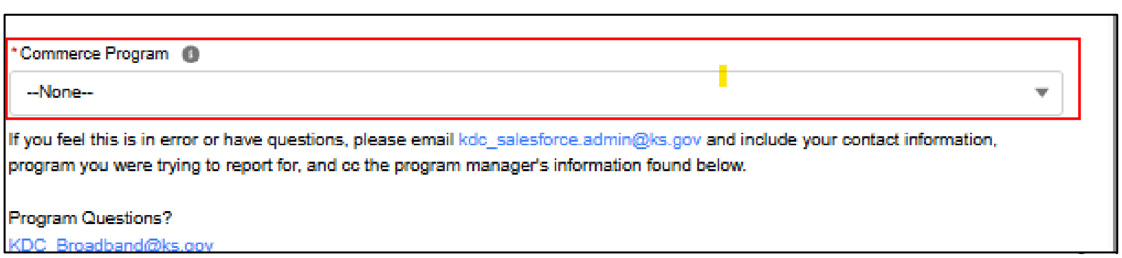
Individual Person Account, Non-Profit Entity, Government Entity, Tribal Entity

* Organization Reporting

Below are the only commerce programs reports accepted here. If you don't see the program listed below, please return to reporting section and look another program report.

Broadband Accelerator Grant (BAG), Lasting Infrastructure and Network Connectivity (LINC), Advancing Digital Opportunities to Promote Technology (ADOPT), Digital Opportunities to Connect Kansans (DOCK)

3. Scroll down and in the *Commerce Program* field, select the name of the KOBD grant program for which you are submitting a report.



* Commerce Program

--None--

If you feel this is in error or have questions, please email kdc_salesforce.admin@ks.gov and include your contact information, program you were trying to report for, and cc the program manager's information found below.

Program Questions?
KDC_Broadband@ks.gov

Reminder:
The following programs are available for reporting in the KDC Grant Portal:

DIGITAL OPPORTUNITIES
Advancing Digital Opportunities to Promote Technology (ADOPT 1 and 2)
Digital Opportunities to Connect Kansans (DOCK 1 and 2)

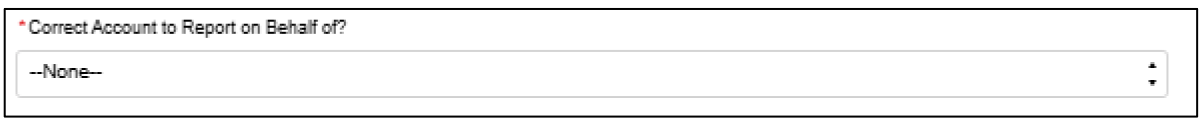
INFRASTRUCTURE
Broadband Acceleration Grants (BAG 3, 4, 5, etc.)*
Lasting Infrastructure and Network Connectivity (LINC)

*BAG grant awardees should select *Broadband Accelerator Grant (BAG)* from the drop-down list

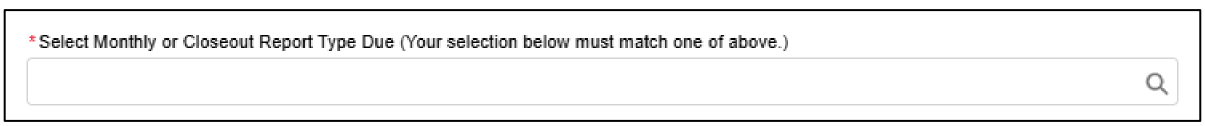
4. From the next pop-up window, review the details of the account that was selected for the organization to ensure it is correct.

   If it is correct, select *Yes.*

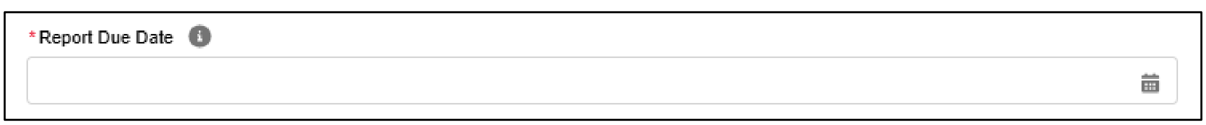
   If it is not the correct account, select *No-Select Another Account*. You will need to 1) Create an organization account and link your user account to it, or 2) Link your user account to an existing organization account. Please refer to Sections II or III of this guide for step by step instructions.



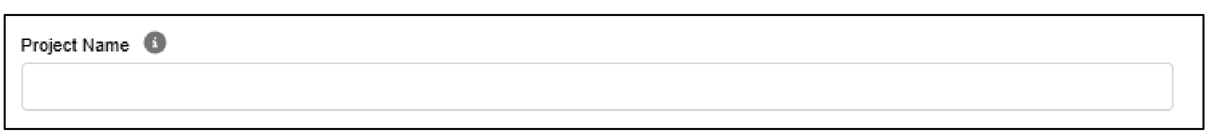
5. Next, scroll down and select Closeout from the drop-down menu.



6. Enter the report due date.

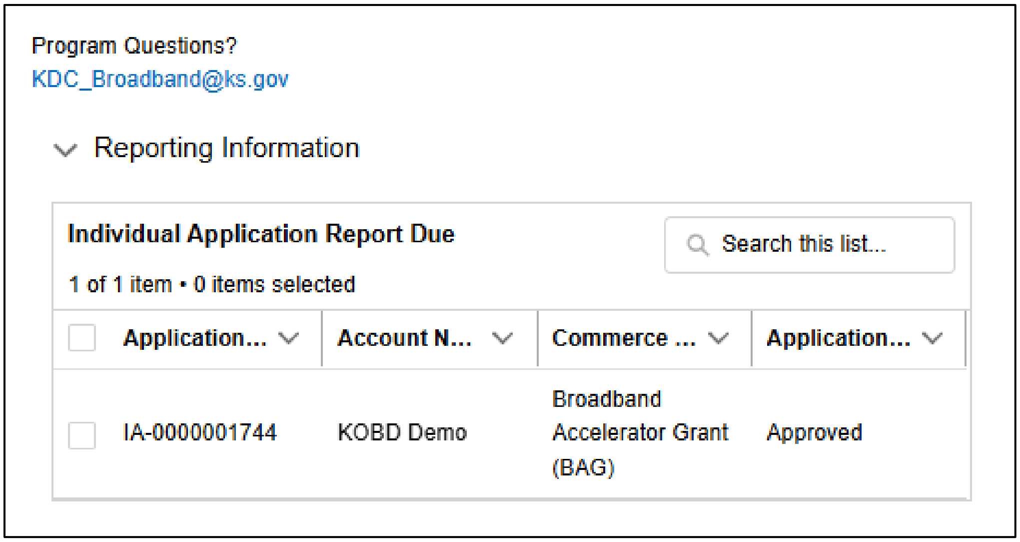


7. Enter the project name for the project for which the report is being submitted. The project name should match the name entered in the awarded application.

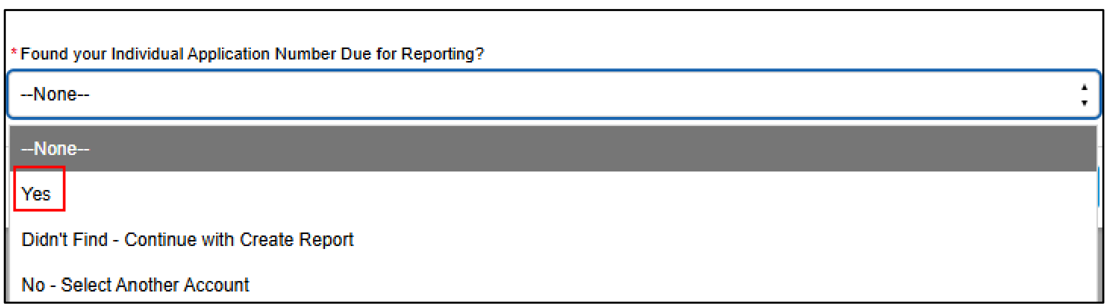


8. Scroll down to *Reporting Information*. If the awarded application was created in the KDC Grant Portal, it should appear in the *Reporting Information* box.

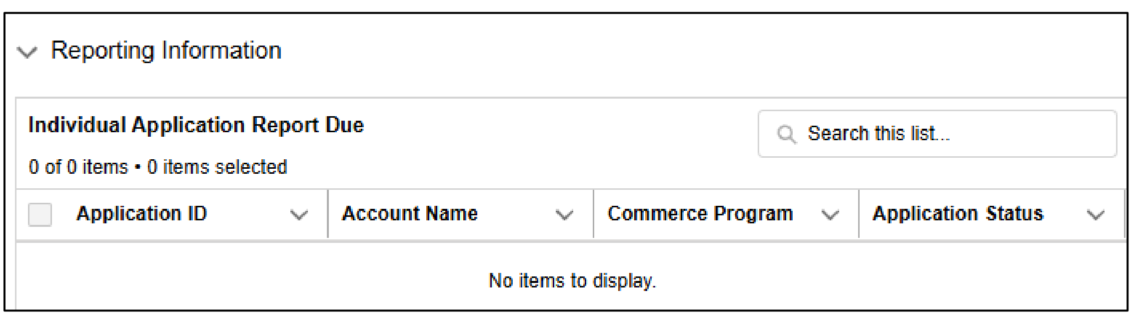
   a. If the awarded application appears in the *Reporting Information* box, select it by checking the box next to the corresponding Application ID.



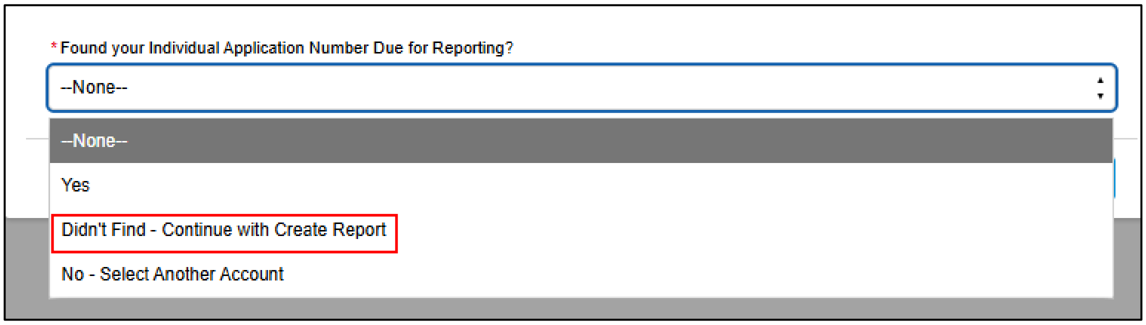
   b. In the next question, select Yes, that you found the application due for reporting.



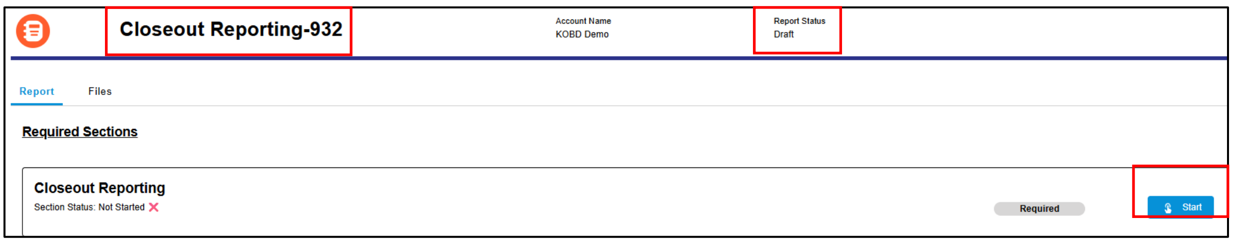
   c. If no applications appear in the *Reporting Information* box, in the next question, select Didn't Find – Continue with Create Report.



Return to TOC



9. On the next screen, you will see that a shell of the report has been started.
   a. Please notice the system has automatically named it Monthly Reporting and assigned a 3 digit number as part of the naming convention. You will want to keep track of this report number to refer to later as needed.
   b. The report status has also been set to draft.
   c. To start completing the report, click on the *Start* button.



10. On the *Grant Closeout Form* screen, complete the required fields which are marked with a red asterisk. These fields are:

Section 1: Project Info

Recipient Name: Enter the name of the organization that received the grant being reported on.

Tax Year: Enter the tax year the report is being completed in.

Project Name: Enter the project name. This should match the project name created when the application was submitted. It can be shortened if necessary but should at least contain the Program Name, Organization Name and Project Area/Name. (Ex: BAG 4 Speedy ISP Shawnee County or DOCK 1.0 Non-Profit1 Digital Skills Training)

Amount Awarded: Enter the amount of the grant award received by the organization.

Address: Enter the street address of the awarded organization.

City: Enter the city where the awarded organization is located.

Zip Code: Enter the zip code where the awarded organization is located.

County: Enter the county where the awarded organization is located.

Date Submitted: Select the date the report is being submitted.

Are you requesting reimbursement? Select Yes or No. If Yes is selected, a conditional field will appear, and you will be required to enter the dollar amount of the reimbursement request.

Have the expenditures and/or payroll for which you are requesting reimbursement already been paid by your organization (the subrecipient)? Select Yes or No.

Section 2 - Project Narrative

This section **ONLY** applies to Infrastructure programs.

If submitting a closeout report for a Digital Opportunity program, you will see the section header, but no questions will appear.

Please provide a brief description of the technical solution and the community being served: This is a narrative field where you will describe the technical solution built and the community being served.

Please provide the # of FTE's involved in the construction of this project: Enter the number of FTEs employed or contracted to construct the project.

Of the FTE's provided previously, how many of those FTE's are new FTE jobs created: Enter the Number of FTEs which were new jobs created due to the construction of the project.

Please list speed packages offered to customers in the served locations. If not applicable to project, enter N/A: Enter all speed packages offered to customers and the cost of those packages.

Please provide the number of customers who have signed up for each of the speed packages listed above. If None enter 0. If not applicable to project enter N/A: Enter the number of customers who have subscribed for each speed package listed in the previous question.

Section 3 - Certification

Review the certification statements listed.

Name: This field will auto-populate from the user's account information.

Title: This field will auto-populate from the user's account information.

Phone Number: This field will auto-populate from the user's account information.

Email Address: This field will auto-populate from the user's account information.

Certification Date: Enter the date you are submitting the report and certifying that all information contained within it is accurate.

FILE Uploads

Required Documents

Speed Tests: Upload documentation for the speed tests performed on a minimum of 5% of locations passed in the project. The tests should validate the minimum and maximum speeds proposed in the application.

Expenditure Documentation: Upload the supporting documentation for the expenditures being reported for this period. This should be copies of invoices, receipts, time and effort, proof of payment, etc.).

Closeout Report Spreadsheet: Upload the closeout reporting template. This document is the monthly reporting template that has been used throughout the period of performance. It must include a cumulative list of all expenditures that occurred during the period of performance.

Supplemental Documents – Applicable to all programs

Project Highlight Documentation: Upload a project snapshot highlighting the impact this project has on a local household, business or organization, a project-related social media link(s), upcoming project-related event, or other project-related highlights you'd like us to know about.

Additional Project Highlights or Success Story Documentation: Upload any additional files relative to the project success that you would like us to be aware of, and that we may share to highlight the success of this project, the impact on the community, etc.

In-Kind Expenditure Documentation: Upload documentation that provides details about any in-kind expenditures and an explanation or documents that support the methodology used to calculate the value of in-kind donations.

Supplemental Documents – Applicable only to Infrastructure programs

Private service area map in KMZ or KML format: Upload an as-built map of the project. This map should contain the same elements as the private map submitted at the time of application. These elements are listed in the corresponding BAG Program Guidelines available on the KOBD website.

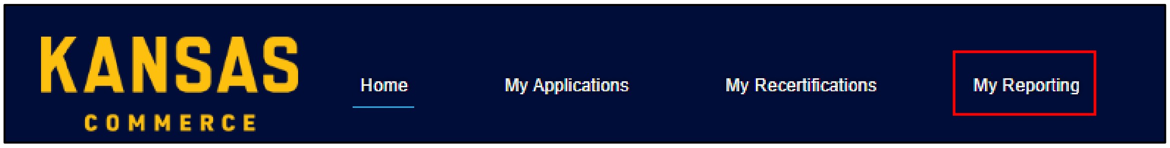
Public service area map in KMZ or KML format: Upload an as-built map of the project. This map should contain the same elements as the private map submitted at the time of application. These elements are listed in the specific BAG Program Guidelines (3.0, 4.0 or 5.0) available on the KOBD website.

Additional Speed Tests: Upload any additional speed test documentation you would like to have reviewed by KOBD as part of project closeout.

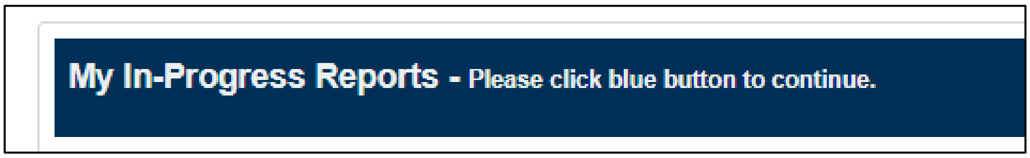
Return to TOC

Section VII: Accessing and Submitting In-Progress Reports

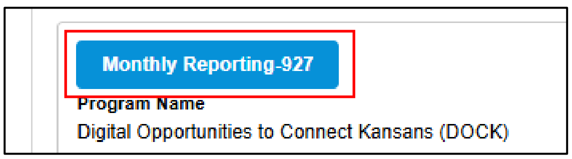
1. From the Home screen, click on My Reporting at the top of the screen.



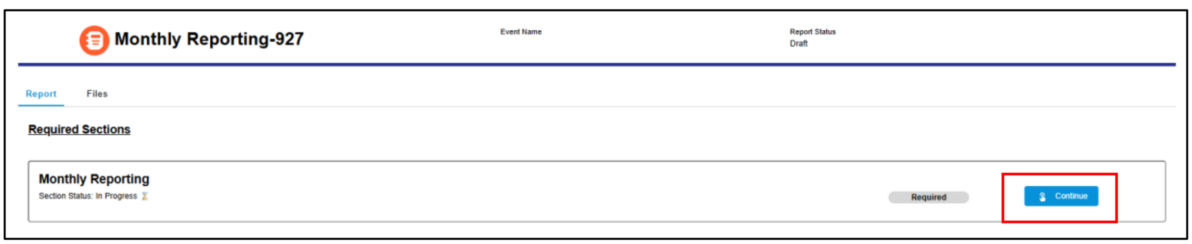
2. On the next screen, you will see a column for all In-Progress reports.



3. Locate the report you wish to complete and click on the button reflecting the name of that report (Monthly Reporting-XXX or Closeout Reporting-XXX).



4. Once the report opens, click the *Continue* button.

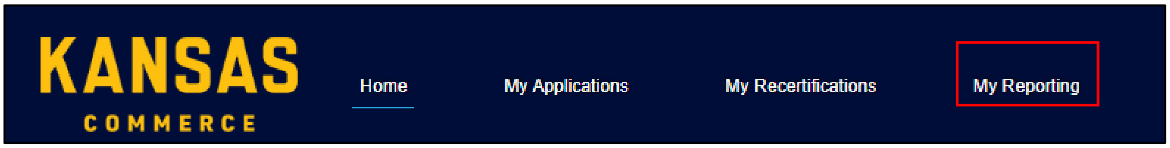


5. Once all information is entered, click the *Submit* button.

Return to TOC

Section VIII: Viewing Submitted Reports

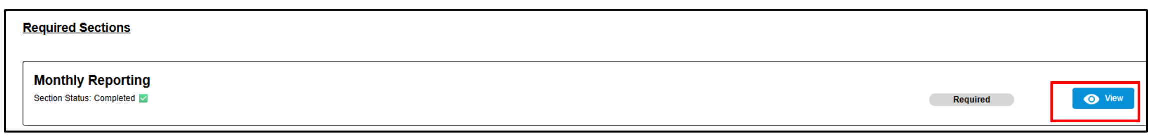
1. From the Home screen, click on My Reporting at the top of the screen.



2. On the next screen, you will see a column for all In-Progress reports.

3. Locate the report you wish to complete and click on the button reflecting the name of the specific report (Monthly Reporting-XXX or Closeout Reporting-XXX).

4. Once the report opens, click the *View* button.



5. You will be able to view the submitted report but will not have the ability to make any changes.

Section IX: Modifying Submitted Reports

1. Submitted reports may only be modified if KOBD re-opens the report.

2. If KOBD reviews the report and determines modifications are needed, you will be contacted by email or phone to discuss the necessary modifications. KOBD will then re-open the report, and the user will receive an automated email notification the report is available for revisions.

3. The re-opened report will show up in the user's list of In-Progress reports. Please follow the instructions in Section VII to access, modify and re-submit the report.

4. If a user needs to modify the report prior to KOBD requesting revisions, please email the following information to KDC_Broadband@ks.gov and request it be re-opened.

    a. Organization Name
    b. Report Name (Monthly Reporting-XXX or Closeout Reporting-XXX)
    c. Reason modifications are needed

    KOBD will reach out if there are any questions or when the report has been re-opened for your modifications.