



**OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT**  
VICTIM SERVICES DIVISION  
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**State Children's Advocacy Center Fund**  
**SFY 2023 Reporting Requirements**

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**OFFICE OF ATTORNEY GENERAL DEREK SCHMIDT**

VICTIM SERVICES DIVISION

2023 State Children's Advocacy Center Fund

Funding Period: 7/1/2022-6/30/2023

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**RECORD RETENTION**

The Office of the Attorney General (OAG) requires that all programmatic and financial records (copies of grant applications, assurances, reports, correspondence, expenditure receipts and supporting documentation, grant specific activity logs, timesheets, payroll records, etc.) must be maintained by your agency for a period of five years past the close of the grant project period.

**PROCEDURES TO OPEN GRANT AWARD**

The following grant award documents must be submitted to the Office of the Attorney General before the 2023 CAC grant award is considered open:

**SIGNED GRANT ASSURANCES**

Please read the grant assurance thoroughly and note the Special Conditions section. The 2023 CAC grant assurances, complete with appropriate initials and signatures, and any other required 2023 CAC Special Conditions, due by the same date, must be submitted to the OAG per the terms in the 2023 CAC grant award letter and 2023 CAC grant assurance.

**GRANT PROJECT NUMBER**

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Please note the Grant Project Number assigned to the grant project. Please use this Project Number in the subject line in all emails and communications with the OAG regarding this grant.

**REPORTING REQUIREMENTS**

*All grant reports must be submitted no later than 11:59 pm on July 31<sup>st</sup> on the OAG Grant Management System. When the due date falls on a weekend or holiday, the reports are due by 11:59 pm the next business day.*

Please contact Tracey Goering (785-368-7463) regarding your questions about the grant program.

**All reports must be submitted using the Grant Management System accessed through the OAG website at <https://ag.ks.gov/victim-services/grants>**

**Once your reports have been submitted, they can be accessed and printed through your Submittable login. All reports must be printed and kept for 5 years in accordance with the OAG record retention policy. These may be requested for viewing during any visit to the agencies location including site visits.**

**Financial Status Report**

Only one Financial Status Report (FSR) for the SFY 2023 CAC Grant Year will be required. The FSR covering the entire grant period, 7/1/2022 to 6/30/2023 will be due no later than July 31<sup>st</sup>, 2023. This will be submitted through the Grant Management System accessed through the OAG Website at <https://ag.ks.gov/victim-services/grants>.

**Equipment Inventory Report (EIR)**

Grantees are required to file an Equipment Inventory Report with the Office of the Attorney General regarding all equipment approved and purchased with grant funds during the grant year. Equipment is defined in this grant as assets with a useful life of one year or more and a cost of \$500 or more. The Equipment Inventory Report is due only if equipment is purchased using grant funds. *If no equipment is budgeted or purchased with grant funds, it is not necessary to file a report.*

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It is the grantee's responsibility to maintain inventory records that can be reviewed at any time by the Attorney General's staff. As with all grant records, a copy of the report and the invoices should be retained in the grantee's grant file for 5 years.

Instructions for the Disposal of Equipment funded through an OAG VS Grant

When requesting approval for the disposal of equipment purchased through OAG funding, please submit the following:

A written request for approval prior to disposition. Please include the following information in your written request:

- A full description of the equipment, including the specific name of the equipment, serial number, or other identification, date of purchase, total purchase price, reason for disposal, method of disposal, and projected date of disposal.
- Please include information about the funding of the equipment:
  - The OAG Grant Project Number funding the purchase of the equipment
  - Equipment Expense charged to the OAG Grant, including the total cost of the equipment and the percentage of purchase price funded by the OAG Grant.
  - Please include the percentage of the purchase price funded by other funding sources, to ensure that one hundred percent of the purchase price is sourced.

A copy of your organization's policy regarding the disposal of assets and equipment of grant-funded equipment.

A copy of the Equipment Inventory Report (EIR) for the Reporting Period in which the grantee reported the purchase of the grant funded equipment.

**Project Statistical Report**

The Q1, Q2, Q3, and Q4 SFY 2023 CAC Quarterly Statistical Reports (PSRs) are due no later than July 31<sup>st</sup>, 2023. If no activity took place or no services were provided, report zero statistics and state the reason no activity took place for the reporting period. Please submit (using the Grant Management System) all four quarterly CAC Grant Project Statistical Reports no later than July 31<sup>st</sup> for the following reporting periods:

- July 1, 2022 to September 30, 2022
- October 1, 2022 to December 31, 2022
- January 1, 2023 to March 31, 2023
- April 1, 2023 to June 30, 2023

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These are the same CAC statistical reports submitted to the Kansas Governor's Grants Program (KGGP) and forwarded to the Kansas Chapter of Children's Advocacy Centers for compilation. When submitting the Quarterly CAC Statistical Reports to our office, please add the OAG CAC grant project number at the top of the form.

**Annual Human Trafficking Report**

The SFY 2023 Annual Agency Human Trafficking Data Report (HTDR), covering the entire grant period, 7/1/2022 to 6/30/2023, will be due no later than July 31<sup>st</sup>, 2023. The annual report will reflect services provided to HT victims for the entire grant year.

**ELECTRONIC DEPOSIT OF GRANT PAYMENTS**

All payments will be made to grantees via electronic deposit.

<b>Documents Due to The Office of the Attorney General</b>	<b>Reporting Period</b>	<b>Due Date</b>	<b>Upon receipt of required reports, the following will occur:</b>
Signed Assurance and revised Budget Narrative, if required in the special conditions	N/A	As specified in the Award grant assurance	
Financial Status Report & Equipment Inventory Report (if applicable) – only one required for the period 7/1/2022 to 6/30/2023	Only one FSR & Equipment Inventory Report (if applicable) required for the period 7/1/2022 to 6/30/2023	July 31, 2023	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2022 to 6/30/2023
CAC Project Statistical Report (PSR) – File each quarterly report separately for Q1, Q2, Q3, Q4	File the Q1, Q2, Q3, Q4 quarterly PSRs for reporting periods 7/1/2022 to 6/30/2023	July 31, 2023	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2022 to 6/30/2023
Annual Agency Human Trafficking Data Report – File one for the entire grant year	Only one Annual Agency HT Data Report required for the period 7/1/2022 to 6/30/2023	July 31, 2023	Payment - Reimbursement of Actual Expenditures per FSR for the grant year 7/1/2022 to 6/30/2023

**FINAL PAYMENT PROCESS**

Final payments are made to the grantee upon reconciliation of the final reports and the completion of the special conditions. The grantee is accountable to track expenditures and payments from the OAG. Once the reports are received, if the OAG records match the final reports, a payment will be initiated. The actual payment may not be received for several weeks.