

Capital Investment Grant Post Award Training

February 9, 2023



1

Agenda

- Report Deadlines
- Reporting
 - Line-Item Expenditure Form
 - Documentation
 - Project Update Narrative
- Project Work Plan revision
- Project Change in Scope
 - Revised Line-Item Budget Form

2

Reporting Due Dates

- April 10, 2023 for the period of December 1, 2022 – March 31, 2023
- June 30, 2023 for the period of April 1, 2023 – June 30, 2023
- **CIG and Matching funds must be expended by June 30, 2023**



3

Reporting

• Report Form

- Copies of all receipts for expenses paid by CIG and matching funds
Indicate on the receipt/invoice which items are being paid with grant funds and which items are being paid by matching funds
- Brief narrative: achievements/challenges during the reporting period (project progress to date, ahead of schedule); pricing changes (more/less expensive)
- *Photos (not mandatory)*
 - Pre/post renovation
 - Old/new equipment
 - Pre/post construction



Date Submitted *

Organization *

Reporting Period *

Final Report *

Total CIG grant dollar expenditures *

Total Matching Funds expenditure *

Brief narrative activity during reporting period *
 Provide a brief narrative of the project progress to date. If there has been no progress, please provide an explanation as to why no progress has been made.

File Upload
 Upload a documentation of items being claimed for CIG funds and accompanying receipts/invoices for CIG expenditures. Upload documentation of items being claimed as Matching funds and accompanying receipts/invoices for Matching Funds. You **MUST** indicate on the receipt/invoice what items are being paid with CIG Funds and what items are being paid by matching funds. Reports submitted without proper accompanying documentation will be returned for proper documentation.
 Not required! If you would like share progress photos, please upload them here. We would love to see how your project is going.

Name of Person submitting report *
 I certify that this report is in agreement with the sub-grantee's official accounting records and required documentation has been attached.

4

Line-Item Expenditure Form

- Line Item Expenditure Form



EXPENDITURES		
List all items paid for with either Capital Investment Grant funds or Capital Investment matching Funds (insert lines as needed)	CIG Funds Expended	Matching Funds
Books -supplies	\$ 140.85	\$ 244.14
Total Funds Expended	\$ 140.85	\$ 244.14

5

Line-Item Documentation



amazon.com

Final Details for Order #114-0590990-6253041

Paid By: Community Care Network of Kansas
 Placed By: Kari Parker
 Order Placed: June 28, 2022
 PO number: 3202
 Amazon.com order number: 114-0590990-6253041
 Order Total: \$995.34

Shipped on July 10, 2022

Items Ordered	Price
15 of <u>The Resilience Factor: 7 Keys to Finding Your Inner Strength and Overcoming Life's Hurdles</u> / Reivich, Karen	\$9.39
<small>Sold by: Amazon.com Condition: New</small>	
Shipping Address:	Item(s) Subtotal: \$140.85
Kari Parker	Shipping & Handling: \$0.00
700 SW JACKSON ST STE 600	-----
TOPEKA, KS 66603-3786	Total before tax: \$140.85
United States	Sales Tax: \$0.00
Shipping Speed:	Charged to CIG Funds
Two-Day Shipping	Total for This Shipment: \$140.85

Shipped on July 10, 2022

Items Ordered	Price
26 of <u>The Resilience Factor: 7 Keys to Finding Your Inner Strength and Overcoming Life's Hurdles</u> / Reivich, Karen	\$9.39
<small>Sold by: Amazon.com Condition: New</small>	
Shipping Address:	Item(s) Subtotal: \$244.14
Kari Parker	Shipping & Handling: \$0.00
700 SW JACKSON ST STE 600	-----
TOPEKA, KS 66603-3786	Total before tax: \$244.14
United States	Sales Tax: \$0.00
Shipping Speed:	Charged to Matching funds
Two-Day Shipping	Total for This Shipment: \$244.14

6

Sample Completed Report Form

EXPENDITURES		
List all items paid for with either Capital Investment Grant funds or Capital Investment matching Funds (insert lines as needed)	CIG Funds Expended	Matching Funds
Books -supplies	\$ 140.85	\$ 244.14

Item(s) Subtotal: \$140.85
 Shipping & Handling: \$0.00
 Total before tax: \$140.85
 Sales Tax: \$0.00
Charged to CIG Funds
Total for This Shipment: \$140.85

10, 2022
 Price
 Big Life's Hurdle Reivich, Karen \$9.39

Item(s) Subtotal: \$244.14
 Shipping & Handling: \$0.00
 Total before tax: \$244.14
 Sales Tax: \$0.00
Charged to Matching funds
Total for This Shipment: \$244.14



Date Submitted *
 01/24/2023

Organization *
 Community Care Network of Kansas

Reporting Period *
 December 1, 2022 to March 31, 2023

Final Report *
 No

Total CIG grant dollar expenditures *
 140.85

Total Matching Funds expenditure *
 244.14

Brief narrative activity during reporting period *
 Provide a brief narrative of the project progress to date. If there has been no progress, please provide an explanation as to why no progress has been made.
 To date we have been able to order 41 of the books requested. There is a supply chain issue with the books and they are on back order. The anticipated ship date is April 15, 2023. Even with the delay in shipping we anticipate our project will be completed on time.

File Upload
 Upload a documentation of items being claimed for CIG funds and accompanying receipts/invoices for CIG expenditures. Upload documentation of items being claimed as Matching funds and accompanying receipts/invoices for Matching Funds. You MUST indicate on the receipt/invoice what items are being paid with CIG Funds and what items are being paid by matching funds. Reports submitted without proper accompanying documentation will be returned for proper documentation.
 Not required: If you would like share progress photos, please upload them here. We would love to see how your project is going.
 Amazon invoice.pdf

Drag and drop files here or browse files

Name of Person submitting report *
 I certify that this report is in agreement with the sub-grantee's official accounting records and required documentation has been attached.
 Karl Parker

Send me a copy of my responses

Email address
 kparker@communitycareks.org

Submit

7

Project Update Narrative

Brief narrative activity during reporting period *

Provide a brief narrative of the project progress to date. If there has been no progress, please provide an explanation as to why no progress has been made.

To date we have been able to order 41 of the books requested. There is a supply chain issue with the books and they are on back order. The anticipated ship date is April 15, 2023. Even with the delay in shipping we anticipate our project will be completed on time.



8

Workplan

When to Submit a Revised Work Plan

- Project is behind schedule
- You have submitted a Change in Scope - Project Work Plan will need to be updated and submitted with Change in Scope

COMMUNITY CARE NETWORK OF KANSAS
Health. Equity. Justice.

REVISED PROJECT WORK PLAN
ATTACHMENT E

Project Activity	Anticipated activity completion date
Remainder of book order received	May 1, 2023
Order bookshelves	May 15, 2023



Change in Scope Request

When to Submit a Change in Scope Request

- Your original project is no longer viable due to things out of your control
 - Supply chain issues – unable to get requested items or equivalent
- Your project is complete, however, you have unspent CIG and/or Matching funds

COMMUNITY CARE NETWORK OF KANSAS
Health. Equity. Justice.

Date submitted *

Organization *

Original Scope of Project *

Description of Change Requested *

Justification for Change in Scope Request *

Project Impacts *

Increase/Decrease in Total Project Costs *

Has the Project Timeline been impacted?

File Upload *

Name of Person submitting the request *

Title of Person submitting request *



Revised Budget

- Submitted with your Change in Scope Request Form



**Attachment B
Revised Line Item Budget**

	GRANT FUNDS	MATCHING FUNDS	TOTAL COST
Personnel			
Existing:			\$ -
New:			\$ -
Contractual			
New:			\$ -
New:			\$ -
Equipment			
Other: Reception room chairs	\$ 500.00	\$ 600.00	\$ 1,100.00
Other: 2 color printers (new budget item)	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Other:			\$ -
Other:			\$ -
Other:			\$ -
Supplies			
Other: printer cartridges for printers (new budget item)	\$ 150.00	\$ 150.00	\$ 300.00
Other:			\$ -
Other:			\$ -
Other:			\$ -
Other:			\$ -
Other:			\$ -
Miscellaneous/Other			
Other:			\$ -
Other:			\$ -
Other:			\$ -
Other:			\$ -
TOTAL PROJECT COST	\$ 2,150.00	\$ 2,250.00	\$ 4,400.00
Signature: Executive Director/CEO: _____ Signed by: _____			Date: Date Signed
CEO: _____			

*Instructions for the Line-Item Budget form found on page 8 of the CIG RFP.

11

Questions?

12

Contact

Kari Parker

Resource and Training Specialist

kparker@communitycareks.org

785-861-7854