

# UNIFIED GOVERNMENT CARES ACT

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Sub-Recipient CARES Report Training



Presenters: Crystal Sprague and Deasiray Bush

# Approved Awardees

Direct Aide Program Organization
Argentine Neighborhood Development Association
Avenue of Life
Bethel Neighborhood Center
Boys & Girls Clubs of Greater Kansas City
Catholic Charities of Northeast Kansas
Children's Mercy West Cordell Meeks Clinic
Choices Health Services Inc.
Community Health Council of Wyandotte County (CHC)
Community Housing of Wyandotte County (CHWC)
Cornerstones of Care
Cross-Lines Community Outreach
Dotte Local Grocer, Inc. (fiscally sponsored by Groundwork NRG, a 501c3 non-p
Due West Therapeutic Riding Center
Fellowship Christian Church (DOC)
Giving the Basics, Inc.
Groundwork Northeast Revitalization Group, Inc.
Guiding Star Missionary Baptist Church
Harvesters - The Community Food Network
Hillcrest Ministries of MidAmerica, Inc., dba Hillcrest Transitional Housing
Humane Society of Greater Kansas City
Kansas City Dream Center Co
Kansas City Kansas Chamber of Commerce
Kansas City Kansas Foundation for Excellence
Kansas City Kansas West Kiwanis Foundation
KC Digital Drive
KC Healthy Kids
KCK Alcohol Safety Action Project
Keeler Women's Center

Direct Aide Program Organization
KidZone Learning Center of Wyandotte County, Inc.
KVC Hospitals, Inc.
KVC Kansas
LA FAMILIA DEAN LOZOYA FOUNDATION INC
Latino Health For All Coalition
Mercy and Truth Medical Missions
Mid-America Regional Council Community Services Corporation
Mt. Carmel Church of God in Christ
Mt. Carmel Redevelopment Corporation
NBC Community Development Corporation
PCs for People Kansas City (formerly Connecting For Good)
Police Athletic League of Kansas City, Kansas
Sharon Lee Family Health CARE
St. Paul's Episcopal Church (Neighborhood Pantry & Breakfast)
Stony Point Christian Church Preschool
Swope Health Services - Wyandotte
The Family Conservancy
The Farm School at Gibbs Road Inc.
The Urban Scholastic Center
Turner House Clinic Inc. (d/b/a: Vibrant Health)
Uncle Sam's Academy for Tots
United Way of Greater Kansas City
Urban Scholastic Center
Wyandot Behavioral Health Network, Inc.
Wyandotte Economic Development Council
Young Women on the Move
Young Women on the Move
Youthfront

Congratulations!!!

# FUNDING PRIORITIES

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- Reimburse the Unified Government, Bonner Springs, and Edwardsville for allowable expenses.
- Strengthen the ability for robust public health responses.
- Improve the adaptability of taxing entities.
- Grow requisite health & human services and build community resiliency.

# UPCOMING REPORTING DEADLINES

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- Tuesday, November 3rd (3/1/20 - 10/31/20 Expenses)
- Thursday, December 3rd - (11/1/20 - 11/30/20)
- Monday, January 4th - (12/1/20 - 12/30/20) \*Close Out
- Thursday, January 14th- Reconciliation Final Reporting

# GRANT PROGRAMS

## Expense Reporting:

- Each row represents ONE program
- Drop-down menu classifies program type
- Previous reporting documents contain much of the required data


Program Type	Primary Program Sponsor Type	Name of Organization	Program Title	Existing program or project	Program or project scope and description	How does the program meet the requirements outlined in the CARES Act?
Grant Program - Small Business Support	-Profit					
Grant Program - Small Business Support						
Grant Program - Economic Development						
Grant Program - Social Services						
Grant Program - Non-Profit Assistance						
Grant Program - Childcare						
Grant Program - Housing/Utility Assistance						
Grant Program - Individual Assistance						
Grant Program - Healthcare/Nursing Homes						

# GRANT PROGRAMS

## New Fields:

- Administrative Costs of implementing the program
- If a Grant Program with an Application process, there are additional fields to complete:
  - Total # of Applications Received and Total # of Awards Issued
  - These fields can be updated each reporting cycle as more applications are processed

Total Allocated - Administration	Total Allocated - Program / Grants / Implementation Costs	Total # of Applications Received	Total # of Awards Issued





# GRANT REPORTING TEMPLATE – PART 1/3

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Grant Program Reporting Template -

Refer to your email or contact us @ [CARESACTWYCO@wycokck.org](mailto:CARESACTWYCO@wycokck.org)



# REPORTING EXPECTATIONS PART 2/3

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Reporting Period: March 1st - October 31<sup>st</sup> is DUE November 3rd

Use [LINK](#) to:

- Submit the workbook (Grant Reporting Excel Template)
- Upload backup documentation such as receipts
- Submit the change memo

CARES Team will email a friendly reminder of reporting deadlines and associated links

# CHANGE MEMO 3/3

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- Change in Project Scope
- Change in Submitted Budget only – does not change the scope
- Notice of trouble in spending, project completion, etc
- Special circumstances

## CRF County Change Memo

This Change Memo should accompany monthly County Expenses Reporting Template—even if no substantive changes are made.

**County:** Wyandotte County, Kansas

**Reporting Period:** March 1, 2020 through September 30, 2020

**Submitted by:** Crystal Sprague, Cares Act Response Team,

**Do you have changes from previously submitted reporting?** X YES \_\_\_NO

Wyandotte County respectfully submits a response and change memo for the Spark Round 1 – Local Government.

In addition to the changes listed below we also like to address the modifications requested as part of the September 5, 2020 Reimbursement and Direct Aid Review Memo.

### Modifications

- 1.) Signature pages absent from each report: Signature pages for the reimbursement and direct aid reports were submitted in the corresponding excel document as the second tab in the worksheet.

# RECORD RETENTION REQUIREMENTS

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- Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to all prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients
- Records should include reporting costs incurred during the period March 1 through December 30, 2020. The total of all categories must equal the total of all costs incurred during that period.

# RECORDS TO SUPPORT COMPLIANCE MAY INCLUDE, BUT ARE NOT LIMITED TO, COPIES OF THE FOLLOWING:

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1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;
7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

# FAQ

- Admin Percentage Cap requirement at 5% of the award or less
- I have not received my MOU
- December 30th deadline
- If I have subrecipients – do I need an MOU with each
- If I have subrecipients – do I have to upload all their documents to your portal
- I want to do something different with the award
- Do I have to prove/certify the service funds were expended do to COVID
- If I have expended all the funds do I have to continue to report

# SERVICES FLIER

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- [MyResource Connection](#)

Food Needs Request	Volunteer or Donate	Solicitud de alimentos	Voluntarios y donaciones	
RESTART WYCO	BUSINESS ASSISTANCE	RELEASES/INFO	RESOURCES	VIDEOS

**CONTRIBUTION**

913-626-0015  
816-361-3600

913-449-0350  
913-299-1400

816-929-3000

913-485-3416

816-678-1046

**HEALTH - MENTAL / PHYSICAL / TESTING**

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- Crystal Sprague, CARES Act Planning Team, Manager
- Deasiray Bush, CARES Act Planning Team, Finance
- Lisa Rangel, CARES Act Planning Team, Administration
- James Bain, CARES Act Planning Team, Legal
- Robbie Anderson, CARES Act Planning Team, Metrics
- Dave Reno, CARES Act Planning Team, Communications
- Shaya Lockett, CARES Act Planning Team, Small Business

Do you have CARES Act Questions? We're here to help!

Send your questions to [CARESACTWYCO@wycokck.org](mailto:CARESACTWYCO@wycokck.org)

Phone: 913-573-8268

Kansas Office of Recovery website - <https://covid.ks.gov/spark-recovery-office/>

UG COVID-19 information: <https://alpha.wycokck.org/Coronavirus-COVID-19-Information>

# CARES ACT RESPONSE TEAM