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APPLICATION CHECKLIST

Kansas Community Services Block Grant – FFY 2023 Discretionary Funds Application

Checklist Item	Page No.	KHRC Use
This Checklist w/Page Numbers Identified	N/A	
Section 1 Application Cover Sheet – Completed & Signed (2 Signatures)	1	
Section 2 Proposed project		
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3.2 Entity Capacity		
3.3 Logic Models (if applicable)		
3.4 Evidence of consultation with Community Action Agencies (if applicable)		
Section 4 Budget		
4.1a Budget Summary (KS-CSBG 4.1a)		
4.1b Worksheet for CSBG Direct Expense (KS-CSBG 4.1b)		
4.1c Administrative Cost Pool (KS-CSBG 4.1c). If applicable.		
4.1d Worksheet for the Calc. of Shortfall (KS-CSBG 4.1d). If applicable.		
4.2 Budget Narrative		
Section 5 Signed Certifications and CSBG Assurances		
Lobbying		
Debarment/Suspension		
Drug-Free Workplace Requirements		
Environmental Tobacco Smoke		
Single Audit Certification		
Assurances for CSBG Applications (2 Signatures)		
Attach - 501c3 Letter (preferably dated within the last two years)		
Attach - Kansas Secretary of State – Good Standing Documentation		
Attach – Most Recent Single Audit or Independent Audit		
Check Does the applicant entity's name appear on all pages?	<input type="checkbox"/> Yes	
Check Are application pages numbered consecutively?	<input type="checkbox"/> Yes	
Check Are page number references provided on this checklist?	<input type="checkbox"/> Yes	

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Grant Application for Discretionary Awards Under the
Kansas Community Services Block Grant (CSBG)
Federal Fiscal Year 2023 – Round 1

SECTION 1 - COVER SHEET

1.1 Federal Identifying Information

Federal Awarding Agency: [Department of Health and Human Services](#)

Catalog of Federal Domestic Assistance (CFDA) Number: [93.569](#)

CFDA Title: [Community Services Block Grant](#)

Agencies eligible to submit proposals for 2023 CSBG Discretionary funding are Community Action Agencies ([CSBG-eligible entities](#)) providing services in Kansas, [Kansas Association of Community Action Programs](#) (KACAP) and [other non-profit organizations](#) whose primary purpose is that of eliminating the causes and effects of poverty in Kansas.

As outlined with the FFY 2023 CSBG State Plan, this RFP seeks proposals for:

1. Innovative Projects to support innovative community and neighborhood-based initiatives related to the purposes of the CSBG Act or
2. Training / Technical Assistance Projects to address the training and technical assistance needs of the community action network.

The total amount of funds available through this RFP is \$155,000.

1.2 Applicant Information

Entity's Legal Name:

Entity's DBA (if any):

Physical Address:

Mailing Address (if different):

City, State, Zip+4:

Website:

Project Geographic Service Area:

DUNS #:

SAM Unique ID:

EIN:

Title of Project:

Requested
Amount:

1.3 Contact Person for Matters Involving this Application

Name:

Position:

Business
Phone:

Email:

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1.4 Certification

This application for Federal fiscal year 2023 discretionary funding from the Kansas Community Services Block Grant has been authorized by the governing body of the organization named above.

Attest:

Executive Director Typed Name

Board Chair Typed Name

Executive Director Signature & Date

Board Chair Signature & Date

SECTION 2 - PROPOSED PROJECT

2.1a. **Provide a description of the proposed project.** The project summary should include a description of how CSBG funds will be used to support the project. Is this a new project or continuance of an existing project? Is this an Innovative project or Training & Technical Assistance project?

2.1b. **Provide a brief 25 words or less project description to use in a press release or contract.**

2.2 **Briefly define** how the proposed project relates to the purposes of the CSBG authorizing legislation and any Community Needs Assessments for the geographical service area.

2.3 **Briefly identify key personnel** to be involved in the proposed project, including the project director. **Identify the percent of time** that each key position will devote to the project. Provide

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information that will allow reviewers to make an informed judgment on the capabilities and experience of key personnel.

2.4 **Discuss other resources** (volunteers, in-kind, agency personnel, partnerships, additional funding, etc.) that will support the project.

2.5 **Timeline for implementing the proposed project.** Funds be expended by the end of grant period.

SECTION 3 - ENTITY SUMMARY

3.1 Introduction

3.1a Entity Mission Statement

3.1b Entity Vision Statement (if applicable)

3.1c Brief Entity Overview

3.2 Entity Capacity

3.2a Briefly describe entity attributes that contribute to its ability to **successfully execute** the project. The description should include the applicant's experience with providing similar services as described in the RFP.

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3.2b Briefly describe applicant's experience with the Community Services Block Grant or similar federal grants.

3.2c How will project performance be assessed, analyzed, reported and adjusted through the term of the project?

3.2d Once grant funds are expended by the end of the grant period, how does the entity intend to **continue** the project and/or **sustain** gains made as a result of the project?

3.2e Provide a brief summary of all existing projects/programs that are funded by an earlier CSBG discretionary grant. The summary should include progress made toward the project/program's goals.

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Item 3.3 - Logic Model Presentation

Proposed Project - FFY 2023 CSBG Discretionary Funds

3.3a Project

Title: _____ Total Project Cost: _____ Total CSBG funds requested: _____

3.3b Situation/Needs Statement

3.3c Activities/Interventions

This approach is: ☐ Evidence Based¹ ☐ Evidence Informed² ☐ Neither Evidence Based or Evidence Informed

3.3d Outcome(s)

3.3e Evaluation

Measurement Tool(s)

Data Sources/Collection
Procedures

Frequency of Data Collection

3.3f Desired and/or Intended Result Statement:

¹Evidence-Based Practice - Approaches to prevention or treatments that are validated by some form of documented scientific evidence. These could be findings established through scientific research, such as controlled clinical studies or other comparable and rigorous methods.

²Evidence-Informed Practice - Approaches that use the best available research and practice knowledge to guide program design and implementation within context. This informed practice allows for innovation and incorporates the lessons learned from the existing research literature.

[Copy and extend the form as necessary.]

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3.4 ****Non-Community Action Applicants****

3.4a Insert evidence or describe the process through which the entity consulted with the Kansas [Community Action Agency](#) who's assigned CSBG service area overlaps the area targeted by the proposed project. Each Community Action Agency has determined local needs and prepared a Community Needs Assessment. Partnerships and collaboration with Community Action Agencies is encouraged. * Community Action Agencies describe collaboration or partnerships with other organizations related to this project.

SECTION 4 – BUDGET

4.1 Budget Workbook

Insert the completed, applicable worksheets contained within the FFY 2023 budget workbook.

4.2 Budget Narrative – CSBG Direct Expense

4.2a Provide a detailed description of the proposed use of CSBG funds

SECTION 5 – CERTIFICATIONS AND CSBG ASSURANCES

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Certification Regarding Lobbying
Department of Health and Human Services
Administration for Children and Families

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization

Date

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Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions Instructions for Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with the Department of Health and Human Services' (HHS) determination whether to enter this transaction. However, failure of the prospective primary participant to furnish a certification or explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the HHS agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549: 45 CFR Part 76.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each

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participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, HHS may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Title

Organization

Date

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**U.S. Department of Health and Human Services
Certification Regarding Drug-Free Workplace Requirements
Grantees Other Than Individuals**

By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in the May 25, 1990, *Federal Register*, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see above).

Definitions of terms in the Non-procurement Suspension and Debarment common rule and the Drug-Free Workplace common rule apply to this certification. Grantees' attention is called to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 USC 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.

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“Employee” means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All “direct charge” employees; (ii) all “indirect charge” employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee’s payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee’s payroll; or employees of subrecipients or subcontractors in covered workplaces).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about: (1) The dangers of drug abuse in the workplace; (2) The grantee’s policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will: (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point of the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (use attachments, if needed):

Signature

Title

Organization

Date

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Environmental Tobacco Smoke Certification

Public Law 103-227, Part C, Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 or if the services are funded by Federal programs either directly or through States or local governments by Federal grant, contract, loan or loan guarantee.

By signing and submitting these assurances the grantee certifies that it will comply with the requirements of the Act. The grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for children's services and that all subgrantees shall certify accordingly.

Signature

Title

Organization

Date

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CSBG Sub-Recipient Single Audit Certification

Kansas Housing Resources Corporation (KHRC) and its subrecipients are subject to the requirements of the Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. KHRC is required to monitor subrecipients of Federal awards and determine whether they have met the audit requirements. Accordingly, and to update our records, please complete this Audit Certification.

1. ☐ Our Single Audit, for the fiscal year ended _____, has been completed. The schedule of findings and questioned costs relating to a Federal award(s) provided to our organization disclosed no audit findings and the summary schedule of prior audit findings, if included, indicates correction.

2. Our Single Audit for fiscal year ended _____, has been completed and

☐ The schedule of findings and questioned costs disclosed an audit finding(s) relating to a Federal award(s) provided to our organization, **and/or**

☐ The summary schedule of prior audit findings reported on the status of an audit finding(s) relating to a Federal award(s) provided to our institution and does not indicate correction.

Please reference below the specific audit finding(s) noted in the audit report or summary schedule of prior audit findings.

Finding reference number(s) _____

3. ☐ Our Single Audit for the fiscal year ended _____, has not been completed.

We expect the audit report to be available by _____ at which time we will alert the Kansas Housing Resources Corporation to its availability.

4. ☐ We are not subject to the audit requirement of Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

(Explain) _____

I certify that the above information is true and correct and all relevant material findings contained in audit report/statement have been disclosed.

Signature

Title

Organization

Date

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Assurances for Community Services Block Grant Applications

The eligible entity certifies that it agrees to use the Fiscal Year 2023 funds available through the Community Services Block Grant:

- For the support of activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of title IV of the Social Security Act (42 USC 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families -
 - to remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a state program carried out under part A of title IV of the Social Security Act);
 - to secure and retain meaningful employment;
 - to attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
 - to make better use of available income;
 - to obtain and maintain adequate housing and a suitable living environment;
 - to obtain emergency assistance through loans or grants to meet immediate and urgent family and individual needs;
 - to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
 - 1) document best practices based on successful grassroots intervention in urban areas,
 - 2) to develop methodologies for widespread replication; and
 - 3) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.
- To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as -
 - programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation and entrepreneurship programs); and
 - after-school childcare programs; and

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- To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

The subgrantee certifies that it will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The subgrantee certifies that it will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and it will coordinate the provision of employment and training activities in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment and Opportunity Act.

The subgrantee certifies that it will ensure coordination between antipoverty programs in its communities and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted.

The subgrantee agrees to permit and cooperate with Federal investigations undertaken in accordance with Section 678D of the Community Services Block Grant authorizing legislation (1998).

The subgrantee assures that it will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served within the State, including religious organizations, charitable groups and community organizations.

The subgrantee certifies that it will establish procedures under which a low-income individual, community organization, or religious organization, or representative of low income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

The subgrantee agrees to deploy the Results Oriented Management and Accountability (ROMA) system for managing performance and measuring results.

The subgrantee certifies that it is committed to managing an information system capable of producing accurate and unduplicated program participant characteristics, activity counts and outcomes data, agency-wide, and supportive of Results Oriented Management and Accountability.

The subgrantee certifies that it will prepare and submit to the State an annual report on its measured performance which will allow the State to submit an annual report, as described under 678E(a)(2) of the Act.

The subgrantee certifies its understanding of the prohibition against use of Community Services Block Grant funds for the purchase or improvement of land, or the purchase, construction, or permanent improvement (other than low-cost residential weatherization or other energy-related home repairs) of any building or other facility, as described in Section 678F(a) of the Community Services Block Grant authorizing legislation (1998).

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The subgrantee certifies its understanding that programs assisted by Community Services Block Grant funds shall not be carried out in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with any partisan or nonpartisan political activity or any political activity associated with a candidate, or contending faction or group, in an election for public or party office; any activity to provide voters or prospective voters with transportation to the polls or similar assistance with any such election, or any voter registration activity. (Section 678F(b) - Community Services Block Grant authorizing legislation (1998))

The subgrantee certifies that it will ensure that no person shall, on the basis of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Community Services block Grant program funds. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to an otherwise qualified individual with a disability as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 12131 et seq.) shall also apply to any such program or activity. (Section 678FC, Community Services Block Grant authorizing legislation (1998))

The subgrantee certifies it will consider religious organizations on the same basis as other non-governmental organizations to provide assistance under the program so long as the program is implemented in a manner consistent with the Establishment Clause of the first amendment to the Constitution; not to discriminate against an organization that provides assistance under, or applies to provide assistance under the Community Services Block Grant program on the basis that the organization has a religious character; and not to require a religious organization State Community Services Block Grant Assurances Page 5 of 5 to alter its form of internal government except as provided under Section 678B or to remove religious art, icons, scripture or other symbols in order to provide assistance under the Community Services Block Grant program.

The subgrantee certifies its understanding that cost and accounting standards of the Office of Management and Budget Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards shall apply to Community Services Block Grant funds.

The subgrantee agrees to comply with the requirements of Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994, which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by a Federal grant, contract, loan or loan guarantee.

Executive Director

Board Chair

Date

Date

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Insert Attachments:

- 501c3 Letter (preferably dated within last 2 years)
- Kansas Secretary of State – Good Standing Documentation
- Most Recent Single Audit or Independent Audit