

# **FY 2025 PERKINS SECONDARY RESERVE FUND APPLICATION ELECTRONIC TRAINING EQUIPMENT #50001**

*Strengthening Career and Technical  
Education for the 21st Century  
Carl D. Perkins Career and Technical  
Education Act*



*Kansas leads the world in the success of each student.*

## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

## MOTTO

Kansans Can

## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

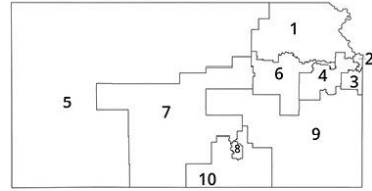
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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The Kansas State Board of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

*Kansas leads the world in the success of each student.*

Jan. 18, 2024

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## The Reserve Fund

The approved Kansas State Plan for Career and Technical Education (CTE) includes a Perkins Secondary Reserve Fund, established to provide support for innovative CTE programs, program delivery and/or CTE program expansion to meet critical workforce development needs. Reserve funds are distributed through a competitive grant process.

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### ELIGIBLE RECIPIENTS

Applicants eligible for a Perkins Secondary Reserve Fund grant award:

1. Must currently offer approved CTE pathways. **AND**
2. Must meet **at least one** of the following criteria:
  - A. Applicants must be in a rural area:
    1. **"Rural"** is defined as a non-urban area  
*(urban areas are defined as those Kansas counties with a population of 150 or more persons per square mile).*
    2. In Kansas, **Douglas, Johnson, Leavenworth, Sedgwick, Shawnee, and Wyandotte** counties are **urban**.
  3. All other Kansas counties are considered **rural** for the purposes of the Perkins Grant. **OR**
    - A. Applicants must have a high number of CTE students  
*(Concentrators or Participants enrolled in approved Pathways and/or Pathway Courses).* **OR**
    - B. Applicants must have a high **percentage** of CTE students.  
*(60% or more of the district's overall student population in approved Pathways/ courses.)*

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### PARTICIPANTS

Grantee selection **must include** the following factor:

- LEAs who offer state approved pathway(s) in the following clusters:  
Agriculture, Architecture and Construction, Engineering, Information Technology, and Manufacturing with transferable skills and competencies related to electricity, electronics, industrial maintenance and automated integrated systems.

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### FUNDING

Funding for this grant is set at a total of **\$60,000** per local education authority (LEA).

Purpose: To provide training and equipment to LEAs to increase student transferable skills and/or competencies related to emerging high skill, high wage and in-demand occupations of electricity, electronics, industrial maintenance and automated integrated systems.

Additionally, grantees will introduce all students, families, communities, and educators to Clusters at the middle school level; provide access and equity to CTE courses for special population students; increase completers among special population students.

District teams must create teams of the following: middle school principal, middle school counselor, middle school special education staff, high school principal, high school CTE coordinator, high school counselor and high school special education staff.

Required project activities:

1. Introduce all students, families and educators to career clusters and pathways.
2. Collaboration of CTE and special education staff to increase special population enrollment in CTE courses.
3. Purchase equipment to increase student transferable skills and/or competencies related to emerging high skill, high wage and in-demand occupations of electricity, electronics, industrial maintenance and automated integrated systems.
4. Provide teachers professional development to support teacher retention.

Recommended Middle School (5-8) activities:

1. Utilize KDOL Labor Market Information with all students focusing on special populations and family engagement.
2. Utilize KSDE middle school resources (WBL guide) in curriculum.
3. Create hands-on middle school hands projects in collaboration with high school CTE programs.
4. Offer a middle school CTE course.
5. Utilize 72153 Exploration of Career Pathways or incorporate middle school modules.
6. Present project outcomes at a KSDE webinar, workshop, or conference presentation
7. Host a family information event.

Recommend High School (9-12) activities:

1. Create a communication plan to increase CTE enrollment for special population students.
2. Translate CTE information in other languages for students and families.
3. Utilize KDOL labor market information, O'Net, and KBOR Degree states with all students focusing on special populations and family engagement.
4. Collaborate with Workforce Center WBL intermediaries.
5. Utilize scope and sequence, goal setting and e-portfolio resources to enhance Incorporate Individual Plans of Study (IPS/Career Development Model).
6. Collaborate with postsecondary partners to increase student opportunities for dual credit and Excel in CTE

7. Present project outcomes at a KSDE webinar, workshop, or conference presentation
8. Host a family information event.

Allowable Expenditures:

- a. Equipment/supplies to support one or more the following concepts:
  - i. Fundamentals of AC/DC and industry-relevant skills including how to operate, install, design, and troubleshoot basic AC and DC electrical circuits for various applications.
  - ii. Fundamentals of Electrical Control Concepts and Programmable Logic Controllers (PLC) used to teach some of the following: sensors, switches, mechanical troubleshooting, and industrial maintenance. Which can include pneumatics, electro-pneumatic valves, Flow control valves, PLC indicator lights, Human Machine Interfaces (HMI), electric motors, Variable Frequency Drives (VFD), drive shaves, couplers, chain/bel drives, lubrication, safety control devices, and PLC input/output (I/O) basics.

Note – Equipment selected should include training, curriculum, teacher and student guides/materials, applicable licensing, installation and or technical support.

- b. Professional Development
  - i. Required - Instructor(s) training of equipment
  - ii. Recommended - Plan of how LEA will share the knowledge gained with others. i.e. presentations at workshops or conferences, provide opportunities for other districts to visit/tour facilities.
- c. Staff stipends
  - i. Collaboration of CTE and special education staff.

## AWARD PERIOD

This Reserve Fund grant award(s) is for the school year period of **December 1, 2024**, through **June 30, 2025**. Drawdown of funds from KSDE must occur no later than **May 20, 2025**.

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## APPLICATION PROCESS

Interested, qualified applicants must submit a proposal describing the nature and scope of the project, and the amount of funding requested. Proposals for Reserve Fund grants must include the Cover Sheet; Project Application; Detailed Budget; Budget Narrative; and Completed Assurances Forms. This Perkins Reserve Application must be submitted electronically to: Helen Swanson [hswanson@ksde.org](mailto:hswanson@ksde.org) no later than **5:00 p.m. local time** on **November 1, 2024**. Late proposals will not be considered.

## SUBMISSION REQUIREMENTS

Documents	Due Date	Submit to
Cover Sheet, Application, Project Activities Sheet, Budget, Budget Narrative, and Assurance Forms	November 1, 2024 5:00 p.m.	<a href="mailto:hswanson@ksde.org">hswanson@ksde.org</a> Helen Swanson
Hard copy of all documents w/original signatures, contractual provisions, and local assurances attachments	Upon Request	KSDE CTE- Perkins 900 SW Jackson, Suite 653 Topeka, KS 66612

## REPORTING REQUIREMENTS

Grant recipients must provide a final narrative, a final project activities sheet, and a final expenditure report no later than June 30, 2025. The applicant or the applicant's Perkins Coordinator is responsible for ensuring the final report is submitted as required.

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## FAILURE TO COMMENCE PROJECT

If the project activities described in the grant proposal has not commenced within 30 days after acceptance of the grant award, the recipient must report in writing the steps taken to initiate the project, the reason for the delay, the expected start date, and submit an adjusted project timeline. If project activities have not commenced within 10 days of receipt of the above letter, KSDE may terminate the grant and the recipient will be required to return all unused grant funds with a complete accounting of all expenditures. **All funds must be expended by June 30, 2025.**

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## RIGHT TO TERMINATE THE GRANT

After a grant is awarded, any adjustments and/or modifications to the activities or budget amounts must be approved by KSDE prior to the change occurring. Failure to request grant changes in advance may result in the returning of funds expended without approval, and/or termination of the grant. KSDE reserves the right to terminate any grant award and cease payment to the recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, KSDE may seek reimbursement of any or all grant funds and may reclaim any equipment, durable goods and other property purchased with these grant funds if the recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.

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## UNUSED FUNDS

All grant funds awarded but not expended by **June 30, 2025**, must be **returned** to KSDE within 15 days after of the end of the grant award period.



# Cover Sheet

USD and

Consortium Name

## List Contact Persons

Responsibility	Name & Position	Telephone	Email Address
Application Completer			
Administrator			
District Clerk/Finance Officer			

Provide individual participant information below.

Participant Name (First and Last)	Participant Role	Telephone	Email Address
	District Administrator		
	CTE Coordinator		
	CTE Teacher(s)		

Identify the pathway(s) offered in your district:

Agribusiness Syst	Corr., Sec., Law & Law Enf. Svcs.	Fashion, Apparel Design	Nat. Res. & Env. Services
Animal Science	Comprehensive Ag	Food Prod. & Process. Sys.	Network Systems
Aviation Maint.	Construction & Design	Government & Public Ad	Plant Systems
Aviation Prod.	Digital Media	Graphic Design	Power Str. & Tech. Sys.
Biochemistry	Early Childhood	Health Science	Prog. & Soft Dev.
Biomedical	Emergency & Fire Mgt. Svcs.	Info. Support & Services	Rest. & Event. Mgt.
Biotech in Ag.	Energy	Manufacturing	Teaching/ Training
Business Finance	Engineering & Applied Math	Marketing	Travel & Tourism
Bus. Mgt. & Ent.	Family, Com. & Cons. Svcs	Mobile Equipment Maint.	Web & Digital

Secondary Funding: I understand that if funds become unavailable this application may be terminated. If satisfactory progress and documentation are not made regarding the intended outcomes of this application or if this institution fails to comply with applicable laws, regulations, assurances and/or terms of this grant this application becomes null and void and all funds must be returned. I further understand that supplanting of funds is not allowed under the *Carl D. Perkins Career and Technical Education Act*.

Administrator's Signature

Date



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## Reserve Fund Project Activities

District USD: \_\_\_\_\_ District Name: \_\_\_\_\_ Consortium \_\_\_\_\_ Grant Year: FY 2025

Responsibility:	Start Date: <u>12/01/2024</u>	Completion Date: <u>06/30/2025</u>
Description of the Activity <i>(What will you do?) Complete this section to include with the application</i>		\$
Expected Result/Evaluation of the Activity <i>(What is the expected outcome?) Complete this section to include with the application</i>		



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### Project/ Budget (Return with APPLICATION)

Budgeted Items	Number of Items	Item Amount	Total Amount
Equipment/Supplies – 3 bids or sole source letter required for each item over \$5,000			
			\$
			\$
			\$
			\$
Total for Equipment/Supplies			\$
Professional Development (Registration Fees)			
			\$
			\$
Total for Professional Development			\$
Travel (Including hotel, fuel, per diem)			
			\$
			\$
			\$
Total for Travel			\$
TOTAL FOR PROJECT			\$

### Project/Budget Narrative (Return with APPLICATION)

DESCRIBE the information from pg. 5 on Project Narrative

*Type your Narrative here. Please explain the activity, define the expected results, and the evaluation of the activity.*

State of Kansas  
Department of Administration  
DA-146a (Rev. 07-19)

### CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the

\_\_\_ day of \_\_\_\_\_, 20\_\_ .

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least thirty (30) days prior to the end of its current fiscal year and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year; plus, contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001, *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111, *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101, *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to

reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to

comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) Contractor agrees to comply with all applicable state and federal anti-discrimination laws and regulations; (g) Contractor agrees all hiring must be on the basis of individual merit and qualifications, and discrimination or harassment of persons for the reasons stated above is prohibited; and (h) if it is determined that the contractor has violated the provisions of any portion of this paragraph, such violation shall constitute a breach of contract and the contract may be canceled, terminated, or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.

6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority to Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101, *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information: No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101, et seq.**
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member

of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

### **Local Assurances/Contractual Agreements**

**We, as an eligible recipient for funds under the Carl D. Perkins Career and Technical Education, Strengthening Career and Technical Education for the 21st Century Act hereby agree to the following assurances and contractual agreements:**

- To administer each program, service, or activity covered in this application in accordance with all applicable statutes and regulations governing Carl D. Perkins Career and Technical Education Act of 2006, and
- To be in compliance with Executive Order 11246; Title VI of the Civil Rights Act of 1964, as amended; Title IX Regulations; Section 504 of the rehabilitation Act of 1973, as amended; Individuals with Disabilities Education Act and any other federal or state laws, regulations and policies which apply to the operation of the programs. The institution does not discriminate on the basis of sex, race, color, national origin or handicap in the educational programs, services or activities being provided.
- The Uniform Grant Guidance, 2 CFR 200 all applicable subrecipient requirements, notably including but not limited to 2 CFR Part 200, Appendix II
  - (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
  - (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.
  - (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
  - (I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- To perform grant fund accounting, auditing monitoring procedures as may be necessary to maintain records as CTE determines to ensure fiscal control, proper management, and proper expenditure of grant funds. The award recipient shall maintain books, records, documents, and other evidence to summarize costs in such a manner so as to identify the costs directly with the delivery of services outlined in the approved grant application. This means that at a minimum the award recipient shall keep records which segregate the grant funds from all other funds received by the award recipient, to keep its accounting for this grant project separate from the accounting of other funds and to spend and report in accordance with the approved grant project budget by program and budget line items. It is understood that this includes invoices and other financial documentation for all paid expenses; the portion of the grant project supplied by other sources of revenue; contracts for services; and other records which facilitate effective grant compliance.
- To assure all records shall be subject at all reasonable times to inspection, review, or audit by State personnel and other

personnel duly authorized by KSDE. The award recipient assures that all financial records, supporting documentation, statistical records, and all other records pertinent to the grant award shall be retained by the award recipient for at least **five years** following the end of the grant project period.

- The award recipient assures that grant funds will not be used to supplant state or local funds.
- If the activities described in the grant application have not commenced within **60 days** after acceptance of the grant award, the award recipient shall report in writing the steps taken to initiate the grant project, the reasons for delay and the expected starting date. If the activities have not commenced within **30 days** of receipt of the above letter, the award recipient shall submit to CTE a further statement in writing regarding the delay. Upon receipt of the second letter, KSDE may terminate the grant, and the award recipient shall return to KSDE all unused grant funds with a complete accounting of all expenditures.
- KSDE reserves the right to terminate any grant award and cease payment to the award recipient for failure to comply with applicable laws, regulations, and/or terms of the grant assurances. Further, KSDE may seek reimbursement of any or all grant funds and may reclaim durable goods purchased with these grant funds if the award recipient fails to perform in accordance with the terms of the grant assurances and reporting requirements.
- The award recipient shall return to KSDE any grant funds not expended or encumbered by June 30, 2021, within 15 days after the end of the grant project period.




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*Name of District/Consortium*

assures the Kansas State Department of Education of its intent to comply with the assurances and contractual agreements as outlined in this document. Further, we are willing to explain, in writing, how we intend to comply with each of these assurances and agreements.




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Name or Signature of Authorized Administrator  
Date

Title



*Code)*

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*Address (Street, City, State, Zip*



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