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#38-23-000315

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
CONTRACT FOR
MRC-STTRONG Local Unit Sustainability Project Award

1. Parties to Contract.

- 1.1. Kansas Department of Health and Environment [KDHE]
1000 SW Jackson St., Suite 340
Topeka, KS 66612
- 1.2. Sedgwick County Health Department [Fiscal Agent]
1900 E 9th Street N
Wichita, Kansas 67214-3115

THE PARTIES AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

2. **Purpose of Contract.** KDHE through its Bureau of Community Health Systems (BCHS) desires to build and strengthen the abilities of Kansas Medical Reserve Corps units to promote public health preparedness and response effectively to public health threats. Sedgwick County Health Department has been designated as the lead fiscal agent for Unit 92 Sedgwick County Medical Reserve Corps [MRC Unit].

3. **Term of Contract.** The period of this Contract shall begin July 1, 2023 and continue through June 30, 2025, unless sooner terminated according to the provisions herein.

4. Acknowledgements

- 4.1. Fiscal Agent acknowledges that this project has been funded wholly or in part by the Federal Agency Name under Federal Award Identification Number 1 U3REP230693-01-00 and as such, is subject to audit by the Federal Agency granting the funds for the purposes of performing the work and activities outlined in this Agreement.
- 4.2. Fiscal Agent acknowledges that this agreement may not cover the full scope of duties as a subrecipient of Federal Grant Funds, and that it will be responsible for complying with all laws governing a subrecipient's conduct and usage of Federal Funds.

5. Duties of Fiscal Agent

Fiscal Agent shall:

- 5.1. Manage and maintain, on behalf of the MRC Unit, all funds received pursuant to this contract in a fiscally responsible manner that is generally acceptable to local and state governments, subject to the restrictions outlined in this agreement and any restrictions set forth in Federal, State, or Local laws.
- 5.2. Perform all tasks required in the Work Plan, which is attached hereto as Appendix D and incorporated herein.
- 5.3. Refrain from using funds provided under this agreement for any training activities or exercises, except for those provided, or posted by Fiscal Agent/MRC Unit, in the Kansas Online Learning Management System, Kansas Training Realtime Integrated Network (Kansas TRAIN).
- 5.4. Ensure a designated MRC Unit leader is maintained at all times.
- 5.5. Expend funds in accordance with KDHE's guidance and the Budget submitted by the Fiscal Agent and approved by KDHE.

- 5.5.1. All new budget line items and changes of twenty-five percent (25%) or more in the allocation of funds across line items in the budget must be approved in advance by KDHE.
- 5.6. Submit Budget Progress Reports and Work Plan Progress Reports on forms provided by KDHE, to KDHE via KDHE.preparedness@ks.gov. Both reports shall be submitted according to the following schedule:
 - 5.6.1. Period 1: July 1, 2023, through September 30, 2023 — Report due September 30, 2023
 - 5.6.2. Period 2: October 1, 2023, through December 31, 2023 — Report due December 31, 2023.
 - 5.6.3. Period 3: January 1, 2024, through March 31, 2024 — Report due March 31, 2024.
 - 5.6.4. Period 4: April 1, 2024, through June 30, 2024 — Report due June 30, 2024
 - 5.6.5. Period 5: July 1, 2024, through September 30, 2024 — Report due September 30, 2024.
 - 5.6.6. Period 6: October 1, 2024, through December 31, 2024 — December 31, 2024
 - 5.6.7. Period 7: January 1, 2025, through March 31, 2025 — Report due March 31, 2025.
 - 5.6.8. Period 8: April 1, 2025, through June 30, 2025 — Report due June 30, 2025
- 5.7. Establish and maintain an effective system of internal fiscal control and accountability for all funds disbursed under this agreement including an accounting system that meets the requirements of the local governmental accounting, financial reporting requirements of the Governmental Accounting Standards Board, and all generally accepted principles for the reporting of receipts, disbursements, and the maintenance of asset and liability balances.
- 5.8. Document through job descriptions and employee time and attendance records that all staff members paid with MRC-STTRONG funds are performing activities related to operating the MRC unit.
- 5.9. Ensure that payments made to Fiscal Agent pursuant to this Contract will not be used to supplant other Fiscal Agent funds.
- 5.10. Retain copies of all expenditure reports, including invoices for each capital equipment purchase, for a period of at least five (5) years. Capital equipment shall pertain to any item with an acquisition cost of \$5,000 or greater and with a useful life of over a year. Information to be tracked for capital equipment shall include:
 - 5.10.1. Description of item
 - 5.10.2. Quantity
 - 5.10.3. Serial number
 - 5.10.4. Manufacturer
 - 5.10.5. Condition at time of purchase (Excellent, Good, Fair, Poor, Inoperable)
 - 5.10.6. Location (to include complete physical address including zip code)
 - 5.10.7. Purchase cost
 - 5.10.8. Date received
- 5.11. Maintain an inventory control system for tracking capital equipment and supplies purchased with MRC-STTRONG funding. Every piece of capital equipment subject to this paragraph shall be affixed with a label identifying the equipment as MRC Unit property.

- 5.12. At any time during normal business hours upon three (3) days prior written notice and as often as KDHE may deem necessary, make available to KDHE, representatives of the Federal Government (or their designees) for examination all of its records with respect to matters covered by this Agreement. Audits or inspections shall be conducted in such a manner as to not interfere unreasonably with normal business operations.

Federal funds disbursed to the Fiscal Agent/MRC Unit shall be audited according to the requirements of OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), also known as Uniform Grant Guidance. Fiscal agent agrees to independently obtain or, upon request, submit to an agency audit conducted annually. Any deficiencies noted in audit reports must be fully addressed and cleared by the Sub-recipient within 30 days after receipt of the audit report. Failure of the Sub-recipient to comply with audit requirements will constitute noncompliance with this Agreement and may result in the withholding of future payments.

- 5.13. Ensure Fiscal Agent and MRC Unit complies with all applicable requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. If Sub-recipient subcontracts, assigns, or transfers any of the work contemplated by this Agreement to another party, Contractor is responsible for ensuring such subcontractor, assignee, or transferee also complies with these federal nondiscrimination laws.
- 5.14. Refrain from using funds provided under this agreement for the preparation, distribution, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body, beyond normal, recognized executive relationships.
- 5.15. Afford access, upon written request, to representatives of the Secretary of the Kansas Department of Health and Environment or the Kansas Legislative Division of Post Audit to any of the Sub-recipient's documents or other records necessary to verify compliance with state agency Sub- recipient Agreements, Kansas or Federal statutes, and Federal Grant Guidelines.

6. Duties of KDHE.

- 6.1. Make payments in accordance with Paragraph 7 of this Agreement.
- 6.2. Provide expertise, staff assistance and direction throughout the project within the limits of available staffing and in recognition of the priority given to this program.
- 6.3. Provide technical assistance to any fiscal agent or MRC unit leader not meeting program expectations or requesting such assistance.

7. Compensation.

- 7.1. KDHE shall make quarterly payments to the Fiscal Agent equal to 1/8 (~~\$12,500.00~~) of the total award amount (~~\$100,000.00~~). Payments are subject to receipt, review, and approval of Budget Progress Report and the successful completion of the quarterly work plan deliverables and work plan progress reports.
- 7.2. The total payments to Fiscal Agent under this Agreement shall not exceed \$100,000.00.
- 7.3. In the event that the Fiscal Agent is unable to expend all of the funds allocated at the end of each fiscal year (June 30, 2024 and June 30, 2025), the Fiscal Agent shall notify KDHE in writing of the amount of unspent funds. KDHE may request a refund of unspent funds at the end of the grant period.

Upon request of the KDHE, the Fiscal Agent shall submit the unspent funds to the KDHE. In the event KDHE allows Fiscal Agent to retain unspent funds, any unspent funds shall remain subject to the terms and conditions of this agreement, and all restrictions under Kansas and Federal Law.

- 7.4. Payments to Fiscal Agent hereunder are solely contingent upon the receipt of adequate funding by BCHS through federal grants.
 - 7.5. Payment(s) may be withheld if any required Program or Fiscal Reports or refunds for any previous period have not been received, or if program requirements or objectives are not met as specified in this Contract and/or the Contract attachment(s).
 - 7.6. KDHE may terminate this Contract or withhold payment(s) if the Fiscal Agent fails to submit supporting documentation of Work Plan deliverable completion and financial reports as required herein below.
8. **Subcontractors.** Fiscal Agent shall not subcontract any work under the Contract without the express, written approval of KDHE prior to entering said subcontracts. Submission and approval of subcontracts must occur before any payment under this Contract is final. Failure to obtain approval of a subcontract may result in such actions as KDHE may find appropriate, including, but not limited to, the withholding of funds, the disallowance of expenditures made to the subcontractor, the reimbursement from the Fiscal Agent of expenditures paid, or the termination of this Contract. The Fiscal Agent shall be totally responsible for all actions and work performed by its subcontractor(s). All terms, conditions, and requirements of this Contract shall apply without qualification to each subcontractor of the Fiscal Agent. For the purposes of this Contract, the term "Fiscal Agent" shall include all subcontractors hired by the Fiscal Agent.

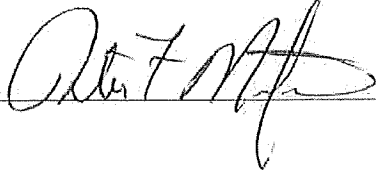
9. **Miscellaneous Terms and Conditions.**

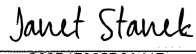
- 9.1. **Binding Appendices.** The provisions found in Appendix A, (Contractual Provisions Attachment [Form DA-146a]), Appendix B, (Whistleblower and Non-Debarment Certification), and Appendix C, (Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation) are hereby incorporated in this Contract and made a part hereof. Such provisions shall take precedence over any contrary provisions of this Contract.
- 9.2. **Amendments.** This Contract may be amended as necessary if such amendment is in writing and executed by the Parties with the same formalities as this Contract.
- 9.3. **Termination.**
 - 9.3.1. This Agreement is contingent upon the availability of federal funds. In the event that federal funds are insufficient to fund this Agreement or are not received, KDHE may unilaterally terminate this Agreement upon written notice to Fiscal Agent, and there shall be no further obligation upon any Party. The determination that sufficient federal funds have been received to fund this Agreement is solely within the discretion of KDHE.
 - 9.3.2. KDHE may terminate this Agreement upon written notice if Fiscal Agent fails to submit final performance and financial reports as required herein.
 - 9.3.3. KDHE may terminate this Agreement upon written notice if the MRC Unit is voluntarily or involuntarily deactivated by the Office of the Medical Reserve Corps (MRC).
 - 9.3.4. This Agreement may be terminated by either Party upon providing written notice to the other party at least thirty (30) days in advance of the effective date of termination.

THE PARTIES, through their duly authorized representatives, assent to the terms and conditions of this Contract and have executed it as of the date shown below.

Sedgwick County Health Department, Fiscal Agent for
Unit 092 Sedgwick County Medical Reserve Corps

Kansas Department of Health and Environment


Signature

DocuSigned by:

C03B17065D2A417...
Janet Stanek
Secretary

Peter F. Meitzner
Printed Name

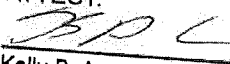
12/14/2023
Date

Chairman, Commissioner
Title First District

10-11-23
Date

Approved As To Form



ATTEST:

Kelly B. Arnold, County Clerk



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

Appendix A

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 1 day of July 2023 .

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.

Appendix B

**Compliance with the
"PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE
WHISTLEBLOWER PROTECTIONS"**

Congress has enacted a law, found at 41 U.S.C. 4712, encouraging employees to report fraud, waste, and abuse. This law applies to all employees working for contractors, grantees, subcontractors and subgrantees on federal grants and contracts [for the purpose of this document, "Recipient of Funds"]. The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) mandated a pilot program entitled, "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS". 41 U.S.C. 4712 has been amended, enacting a permanent extension of the pilot program.

This program requires all grantees, their subgrantees and subcontractors to:

- Inform their employees working on any Federal award they are subject to the whistleblower rights and remedies of the pilot program;
- Inform their employees in writing of employee whistleblower protections under 41 U.S.C. 4712 in the predominant native language of the workforce; and,
- Contractors and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.

Employees of a contractor, subcontractor, grantee [or subgrantee] may not be discharged, demoted, or otherwise discriminated against as reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form or condition of employment.

Whistleblowing is defined as making a disclosure "that the employee reasonably believes is evidence of any of the following:

- Gross mismanagement of a federal contract or grant;
- A gross waste of federal funds;
- An abuse of authority relating to a federal contract or grant;
- A substantial and specific danger to public health or safety; or,
- A violation of law, rule, or regulation related to a federal contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- A Member of Congress or a representative of a Congressional committee;
- An Inspector General;
- The Government Accountability Office;
- A federal employee responsible for contract or grant oversight or management at the relevant agency;
- An official from the Department of Justice, or other law enforcement agency;
- A court or grand jury; or,
- A management official or other employee of the contractor, subcontractor, grantee, or subgrantee who has the responsibility to investigate, discover, or address misconduct.

The Recipient of Funds acknowledges that as a condition of receiving funds, it has complied with the terms of the "PILOT PROGRAM FOR ENHANCEMENT OF CONTRACTOR EMPLOYEE WHISTLEBLOWER PROTECTIONS", as amended, and has informed its employees in writing and in the predominant native language of the workforce, that by working on any Federal award, the employees are subject to the whistleblower rights and remedies.

NON-DEBARMENT CERTIFICATION AND WARRANTY

The Recipient of Funds acknowledges that KDHE is required to verify that any person or entity receiving funds has not been suspended, debarred or otherwise excluded from receiving federal funds. Verification may be accomplished by 1) checking the System for Award Management (SAM) at www.sam.gov; 2) obtaining a certification from the entity; or 3) by adding a clause or condition to the transaction.

The Recipient of Funds, as a condition of receiving funds, certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, or by any department or agency of the State of Kansas.

Appendix C

Policy Regarding Sexual Harassment

WHEREAS, sexual harassment and retaliation for sexual harassment claims are unacceptable forms of discrimination that must not be tolerated in the workplace; and

WHEREAS, state and federal employment discrimination laws prohibit sexual harassment and retaliation in the workplace; and

WHEREAS, officers and employees of the State of Kansas are entitled to working conditions that are free from sexual harassment, discrimination, and retaliation; and

WHEREAS, the Governor and all officers and employees of the State of Kansas should seek to foster a culture that does not tolerate sexual harassment, retaliation, and unlawful discrimination.

NOW THEREFORE, pursuant to the authority vested in me as Governor of the State of Kansas, I hereby order as follows:

1. All Executive Branch department and agency heads shall have available, and shall regularly review and update at least every three years or more frequently as necessary, their sexual harassment, discrimination, and retaliation policies. Such policies shall include components for confidentiality and anonymous reporting, applicability to intern positions, and training policies.
2. All Executive Branch department and agency heads shall ensure that their employees, interns, and contractors have been notified of the state's policy against sexual harassment, discrimination, or retaliation, and shall further ensure that such persons are aware of the procedures for submitting a complaint of sexual harassment, discrimination, or retaliation, including an anonymous complaint.
3. Executive Branch departments and agencies shall annually require training seminars regarding the policy against sexual harassment, discrimination, or retaliation. All employees shall complete their initial training session pursuant to this order by the end of the current fiscal year.
4. Within ninety (90) days of this order, all Executive Branch employees, interns, and contractors under the jurisdiction of the Office of the Governor shall be provided a written copy of the policy against sexual harassment, discrimination, and retaliation, and they shall execute a document agreeing and acknowledging that they are aware of and will comply with the policy against sexual harassment, discrimination, and retaliation.
5. Matters involving any elected official, department or agency head, or any appointee of the Governor may be investigated by independent legal counsel.
6. The Office of the Governor will require annual mandatory training seminars for all staff, employees, and interns in the office regarding the policy against sexual harassment, discrimination, and retaliation, and shall maintain a record of attendance.

- 7. Allegations of sexual harassment, discrimination, or retaliation within the Office of the Governor will be investigated promptly, and violations of law or policy shall constitute grounds for disciplinary action, including dismissal.
- 8. This Order is intended to supplement existing laws and regulations concerning sexual harassment and discrimination, and shall not be interpreted to in any way diminish such laws and regulations. The Order provides conduct requirements for covered persons, and is not intended to create any new right or benefit enforceable against the State of Kansas.
- 9. Persons seeking to report violations of this Order, or guidance regarding the application or interpretation of this Order, may contact the Office of the Governor regarding such matters.

Agreement to Comply with the Policy Against Sexual Harassment, Discrimination, and Retaliation.

I hereby acknowledge that I have received a copy of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04 and agree to comply with the provisions of this policy.

[Handwritten Signature]
Signature and Date

Peter F. Mcitzner
Printed Name

Approved As To Form

[Handwritten Signature]

ATTEST:

[Handwritten Signature]
Kelly B. Arnold, County Clerk



July 1, 2023-June 30, 2025

Kansas MRC-STTRONG Local Unit Work Plan
 Federal Award Identification Number 1 U3AEP230693-01-00, MRC: State, Territory and Tribal Nations, Representative Organizations for Next Generation (MRC-STTRONG) Awards

UNIT NAME:

| | Required Activity | Qtr due | Output information/guidance |
|-------------------------------|-----------------------------------|--|---|
| 1. PURPOSE AND SCOPE | 1.4 Goals & Objectives | b. The MRC unit has developed minimum two, year 1 S-M-A-R-T objectives (short-term) for completion by Q4 | 1 Insert Yr 1 objectives here |
| 1. PURPOSE AND SCOPE | 1.4 Goals & Objectives | c. MRC unit has achieved at least 75% of its year 1 objectives | 4 Provide evidence of goal achievement |
| 1. PURPOSE AND SCOPE | 1.4 Goals & Objectives | d. The MRC unit has developed minimum two, year 2 goals | 4 Insert Yr 2 Goals here |
| 1. PURPOSE AND SCOPE | 1.4 Goals & Objectives | e. The MRC unit has developed minimum two, year 2 S-M-A-R-T objectives | 5 Insert Yr 2 objectives here |
| 1. PURPOSE AND SCOPE | 1.4 Goals & Objectives | f. MRC unit has achieved at least 75% of its year 2 objectives | 8 Provide evidence of goal achievement |
| 2. COMMUNITY PARTNERSHIPS | 2.1 Partnerships and Affiliations | b. The MRC unit has established a minimum of 2 formal partnerships | 4 Partner names, short description of partnership (ex. MRC is part of POD response plan for staffing, MRC assists with back to school events, etc.), method of documentation (email, plan, MOA, etc.) |
| 2. COMMUNITY PARTNERSHIPS | 2.1 Partnerships and Affiliations | c. The MRC unit has established a minimum of 3 formal partnerships | 7 Partner names, short description of partnership (ex. MRC is part of POD response plan for staffing, MRC assists with back to school events, etc.), method of documentation (email, plan, MOA, etc.) |
| 3. FINANCIAL NEEDS & FUNDING | 3.1 Determine financial needs | MRC unit determined and documented its financial needs | 3 Submit Financial Needs document to detail line items, and any identified funding sources for each (some funding may not be identified at this time). Template will be provided, but is not required for use. |
| 3. FINANCIAL NEEDS & FUNDING | 3.2 Identify and Pursue Funding | MRC unit identified funding and resources for sustainability beyond MRC-STTRONG grant | 6 Submit Financial Needs document to detail line items, and any identified funding sources for each (some funding may not be identified at this time). Template will be provided, but is not required for use. |
| 4. STRUCTURE AND ORGANIZATION | 4.2 Leadership Transition Process | The MRC unit has established a process to facilitate unit leader transition | 2 Submit documented checklist or UL manual section describing unit processes and important document locations |
| 4. STRUCTURE AND ORGANIZATION | 4.3 Organizational Structure | b. The MRC unit has an organization chart to show structure of leader, volunteer leaders and other positions within the MRC program | 5 This will visually list the structure of the unit (not the sponsoring org). May slightly resemble an ICS chart. |
| 4. STRUCTURE AND ORGANIZATION | 4.4 Unit Composition | a. The MRC unit determined its unit composition and documented it on its unit profile | 1 Compliance officer will validate on Federal portal |
| 4. STRUCTURE AND ORGANIZATION | 4.4 Unit Composition | b. The MRC unit determined its unit composition and updated it on its unit profile | 2 Compliance officer will validate on Federal portal |
| 4. STRUCTURE AND ORGANIZATION | 4.4 Unit Composition | c. The MRC unit determined its unit composition and updated it on its unit profile | 3 Compliance officer will validate on Federal portal |
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| 4. STRUCTURE AND ORGANIZATION | 4.4 Unit Composition | h. The MRC unit determined its unit composition and updated it on its unit profile | 8 Compliance officer will validate on Federal portal |
| 4. STRUCTURE AND ORGANIZATION | 4.4 Unit Composition | i. The MRC unit has reviewed and evaluated it's unit composition in relation to recruiting needs | 7 Submit unit composition report and summarize changes to recruiting, if any |
| 4. STRUCTURE AND ORGANIZATION | 4.5 Position Description | The MRC unit has developed position description/s for its unit leadership or roles. (Min. 1) (this refers to leadership positions within the volunteer group - strike team leader, FOD leader, Stop the Bleed Trainer, etc. or can be JSS for leader (by JSS)) | 5 Submit at least one leadership position description, scope of work, or Job Action Sheet. (See related item, 10 2 due in Q7) |
| 5. VOLUNTEER RECRUITMENT | 5.1 Recruitment Plan | The MRC unit developed a plan for volunteer recruitment | 3 Submit plan. Should mention who, how and when to recruit at minimum |
| 5. VOLUNTEER RECRUITMENT | 5.2 Application Process | The MRC unit has developed a volunteer application and a process for administering volunteer applications. | 1 Submit application (or link to online application) and documented process |

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| 5. VOLUNTEER RECRUITMENT | 5.3 Recruit Volunteers | The MRC unit has implemented plans to recruit volunteers necessary to carry out its mission and meet its goals | 5 | Summarize activities that demonstrate completion of the previously submitted recruitment plan. Include details of any grant funding utilized for this deliverable, metrics for advertising results or other data. |
| 6. VOLUNTEER SCREENING & SELECTION | 6.1 Screen & Select | The MRC unit has established and documented a process for volunteer screening and selection | 1 | Submit process (list) and selection criteria. Ensure considerations not only for selecting members, but for denying membership. |
| 6. VOLUNTEER SCREENING & SELECTION | 6.2 Re-evaluate Screen & Select | MRC unit re-evaluates its volunteer screening and selection procedures | 5 | Summarize evaluation results and any changes to procedures, to include eta for implementation. |
| 7. VOLUNTEER TRAINING | 7.1 Develop Training Plan | The MRC unit developed a written training plan which includes: -the statewide min req for MRC levels 2-4, -unit specific requirements documented for level 1, -at least 2 additional MRC member live trainings per year, -at least annual new member orientation | 2 | Develop and submit training plan for the project period. Plan must correlate with any budgeted trainings. Training plan should list the course and anticipated delivery quarter/s (or list as online such as ICS online courses). Mission sets are encouraged. Any train-the-trainer sessions should also show evidence of providing the related training to MRC members. This can be your "wish list" training plan for the coming year. In next quarters we will work to identify sources and funding for future training. |
| 7. VOLUNTEER TRAINING | 7.2 Identify Training Sources | The MRC unit has identified sources of training for requirements in the training plan. | 2 | Submit modified training plan to include sources. Quarters when training will be delivered may also be modified depending on source availability. |
| 7. VOLUNTEER TRAINING | 7.3 Train Volunteers | The MRC unit has successfully implemented the training plan to date. | 6 | Report training courses, number of participants, etc. Report details on all training paid for with MRC-STRONG grant funds in the quarter the training occurred whether or not the training was part of the original training plan. Submit spreadsheet or detail here |
| 7. VOLUNTEER TRAINING | 7.4 Training Records | a. The MRC unit has developed an organized system to archive and manage its members' training records and can demonstrate tracking ability by reporting % of volunteers that have completed each training level for year 1. | 3 | Level 4: ___ % Level 3: ___ % Level 2: ___ % Level 1: ___ % |
| 7. VOLUNTEER TRAINING | 7.4 Training Records | b. The MRC unit has developed an organized system to archive and manage its members' training records and can demonstrate tracking ability by reporting % of volunteers that have completed each training level for year 2. | 7 | Submit spreadsheet or detail here Level 4: ___ % Level 3: ___ % Level 2: ___ % Level 1: ___ % |
| 8. VOLUNTEER UTILIZATION | 8.1 Notify Volunteers | a. The MRC unit developed a process to notify its volunteers of emergency and non-emergency activities. | 2 | Submit notification plan/procedures. Should detail procedures a unit leader must follow to complete a notification drill, notify volunteers of opportunities. |
| 8. VOLUNTEER UTILIZATION | 8.1 Notify Volunteers | b. Conduct annual drill of the notification system to include verification of receipt by volunteer | 4 | # notified: _____ # confirmed: _____ time frame: _____ |
| 8. VOLUNTEER UTILIZATION | 8.1 Notify Volunteers | c. Conduct annual drill of the notification system to include verification of receipt by volunteer | 8 | # notified: _____ # confirmed: _____ time frame: _____ |
| 8. VOLUNTEER UTILIZATION | 8.2 Organize, Assemble & Deploy | a. The MRC unit has developed written procedures to organize, assemble, and deploy volunteers. | 4 | Submit plan/procedures |
| 8. VOLUNTEER UTILIZATION | 8.2 Organize, Assemble & Deploy | b. The MRC unit conducts an annual exercise with volunteer involvement to test procedures to organize, assemble and deploy. | 4 | Exercise must involve volunteers and validate the process of event sign up, at minimum. Call down drill does not meet the requirement and is already a requirement in 8.1. |
| 8. VOLUNTEER UTILIZATION | 8.2 Organize, Assemble & Deploy | c. The MRC unit conducts an annual exercise with volunteer involvement to test procedures to organize, assemble and deploy. | 7 | Exercise must involve volunteers and validate the process of event sign up, at minimum. Call down drill does not meet the requirement and is already a requirement in 8.1. |
| 8. VOLUNTEER UTILIZATION | 8.3 Utilize & Manage | The MRC unit has established policies and/or procedures to utilize and manage its volunteers. | 4 | Submit plan/procedures |
| 8. VOLUNTEER UTILIZATION | 8.4 Release Volunteers | The MRC unit developed a process to release its volunteers following completion of service. | 4 | Submit plan/procedures |
| 9. MRC VOLUNTEER SUPPORT | 9.1 Policies & Procedures Manual | The MRC unit has developed a policies and procedures manual. | 4 | Develop and submit by Q4 - draft is acceptable with eta on expected approval date. |
| 9. MRC VOLUNTEER SUPPORT | 9.2 Track & Manage Volunteers | The MRC unit has established a system for tracking and managing its volunteers. | 3 | Submit tracking plan |
| 9. MRC VOLUNTEER SUPPORT | 9.3 Volunteer Performance | The MRC unit has documented policies and procedures for reviewing volunteer performance. | 5 | Submit performance review plan/policy |
| 9. MRC VOLUNTEER SUPPORT | 9.5 Technical Assistance Assessments | b. The MRC unit participated in a year 1 Technical Assistance (TA) Assessment with the MRC Regional Liaison (approx. May/June 2024). | 4 | Required to receive year 2 funding. Regional Liaison will share finalized scoring document with unit. Unit should submit this document to State MRC Coordinator/compliance. |
| 9. MRC VOLUNTEER SUPPORT | 9.5 Technical Assistance Assessments | c. The MRC unit participated in a year 2 Technical Assistance (TA) Assessment with the MRC Regional Liaison (approx. May/June 2025). | 4 | |
| 9. MRC VOLUNTEER SUPPORT | 9.6 Develop Strategic Plan | a. The MRC unit has developed a strategic plan/roadmap. | 3 | Include SMART Objectives, strategies to reach Objectives, partners needed (if any) to meet objectives, etc. |

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| UNIT ADMINISTRATION | 9.6 Develop Strategic Plan | c. The MRC unit has re-evaluated strategic plan/roadmap considering year 2 objectives | 6 | Summarize actions taken and any measurements/results, and any changes to strategic plan. |
| UNIT ADMINISTRATION | 9.7 Communications & Marketing | The MRC demonstrates measurements of effectiveness for advertising. | 7 | Reportable in the quarter/s that the advertising occurred to match up with budget, with final measurement due in Q7. Measurements can be click through rates, number of new members as a result of the ad, etc. |
| UNIT ADMINISTRATION | 9.8 Photographs & Video | This deliverable only applies to units utilizing MRC-STRONG funding for advertising. a. The MRC unit has a process in place to gather, store, track photo/video waivers. Demonstrated in 5.2, 9.1. | 1 | |
| UNIT ADMINISTRATION | 9.8 Photographs & Video | b. The MRC unit documents its activities with photographs and/or video. Demonstrates in stakeholder report 12.3 | 5 | demonstrates in stakeholder report 12.3 |
| UNIT ADMINISTRATION | 9.9 Re-evaluate Unit Administration | The MRC unit has re-evaluated its administrative practices and updated the policy manual as needed. | 7 | Submit summary of any changes to policies/procedures of section 9, Unit Administration. |
| UNIT ADMINISTRATION | 10.1 Volunteer Retention & Recognition | a. The MRC unit has established a volunteer retention and recognition program. | 2 | Retention. This can be a formal plan, a communication plan, etc. Recognition: this can be a formal plan, a written description of how volunteers are recognized for their achievements, etc. |
| UNIT ADMINISTRATION | 10.1 Volunteer Retention & Recognition | b. The MRC unit has implemented the volunteer retention and recognition program. | 3 | Implementation can include announcing it to members, planning a future recognition event or activating some part of the plan. Submit implementation details here, or submit document that speaks to the same. |
| UNIT ADMINISTRATION | 10.2 Identify Key Volunteers | The MRC unit has identified key volunteers and can assign them to unit leadership positions or roles (relates to 4.5 developing position descriptions). | 6 | (relates to completion of FFS 4.5, Y2 Q1 - developing positions and org chart) |
| RISK MANAGEMENT | 11.1 Risk Management Plan | The MRC unit has drafted a risk management plan. | 6 | Draft plan is acceptable due to internal local approval process. |
| 12. UNIT ACTIVITIES | 12.1 Plan Activities & Events | a. The MRC unit has developed a calendar of activities and events in year 1 | 2 | Submit calendar/plan |
| 12. UNIT ACTIVITIES | 12.1 Plan Activities & Events | b. The MRC unit has developed a calendar of activities and events in year 2 | 6 | Submit calendar/plan |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | a. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 1 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | b. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 2 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | c. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 3 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | d. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 4 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | e. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 5 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | f. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 6 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | g. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 7 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | h. The MRC unit reports unit activities and updates profile in the federal portal at least once every 3 months. | 8 | Compliance officer/State MRC Coordinator will validate on Federal portal |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | i. The MRC unit reports a summary of activities to housing/sponsoring organization and stakeholders | 5 | Submit report to State MRC Coordinator and provide list of partners with whom it is shared. Should include, at minimum, sponsoring agency leadership and existing partners submitted in UI |
| 12. UNIT ACTIVITIES | 12.3 Report Unit Activities | j. The MRC unit reports a summary of all grant activities to KDHE | 8 | Submit report to State MRC Coordinator |
| 12. UNIT ACTIVITIES | 12.3 ADDITIONAL COMPLIANCE ACTIVITIES | j. The Unit leader (or designated person from sponsoring agency) meets monthly, one-on-one, with KS State MRC Coordinator to discuss grant deliverables progress, obtain support and assistance | monthly | State MRC Coordinator will validate attendance. |

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| 12. UNIT ACTIVITIES | 12.3 ADDITIONAL COMPLIANCE ACTIVITIES | k. The Unit leader (or designated person from sponsoring agency) attends the monthly KS Unit leader meetings | monthly | State MRC Coordinator will validate attendance. |
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