2020
Heritage Trust Fund
Grant Workshop
Through this program, the Kansas Historical Society has the opportunity to help communities realize their preservation goals and increase interest in their historic resources.
NOTE: This is a reimbursement program. Applicants are expected to pay for all consultant and construction costs as they become due and payable. The HTF will reimburse up to 80% of those costs upon receipt of documentation of completed work and evidence of payment by the applicant.

For-Profit Corporations are reimbursed 50%. They must demonstrate they have the other 50% match.
Eligible Properties

Listed Properties

- National Register of Historic Places
- Register of Historic Kansas Places
- Contributing Properties in a NR-Listed District

Properties owned by the State or Federal government are NOT eligible.

*Eligible Properties
-- Most districts have non-historic or non-contributing properties located within registered historic districts that DO NOT qualify for this grant!
-- If you are unsure of the status of your property, call our office at 785-272-8681 ext. 240.

*The property may not be owned by
--the State of Kansas or
--the federal government.
Eligible Applicants

* Applicant must own the property (exceptions might be something like a cemetery – still must make reasonable effort to locate owner(s) and get their permission/agreement)

* If there is more than one owner, all property owners must agree, in writing, to apply for the grant and include that documentation with the application. Properties owned by boards, trusts, or commissions should include documentation of a vote approving the application.
For-Profit Corporations owners must...

- demonstrate that the property's continued existence is threatened, or
- its rehabilitation is not economically feasible without grant assistance
Eligible Activities

Eligible Activities
See Program Information for more information!

While all of these activities are eligible, some are more successful than others. In general, proposals to repair and preserve the exterior envelope of a building compete better than projects to simply update an already stable and sound building.

No work shall begin on the project until the grant awards are announced (February 2020), the grant administrator has attended an orientation session with SHPO staff, and the owner has signed a grant agreement.
“General Maintenance” is at the discretion of the grant review committee. Keep in mind that there are certain things that all property owners are expected to do toward maintaining their buildings. For example, cleaning gutters or touching up paint.
This is a reimbursement program

- Grantees must maintain cash flow and pay consultants/contractors per your contracts with them.
- Documentation of payment is required when you request reimbursement.
- Reimbursement requests are processed as quickly as possible.

Here’s how match works...
The grantee pays 100% of all bills as they come due and payable. HTF will reimburse the grantee 80% (or 50%) of those expenses upon approval of a reimbursement request. A reimbursement request includes photos of the completed work, a bill for the work, proof of payment, and a request form. HTF cannot directly pay contractors or consultants.
<table>
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<tr>
<th>Deadlines</th>
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<tr>
<td><strong>Preliminary Drafts (optional)</strong></td>
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<tr>
<td>• About November 1, 2019</td>
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<tr>
<td>• Please email or mail.</td>
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<tr>
<td><strong>Final Applications</strong></td>
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<td>• December 2, 2019</td>
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<tr>
<td>• See program information for new submission instructions and options.</td>
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<tr>
<td><strong>Awards Announced</strong></td>
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<tr>
<td>• February 2020</td>
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<tr>
<td>• Historic Sites Board of Review Meeting</td>
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HSBR meeting to be announced
Mailed applications must be post marked on or before the application deadline date.
Submit applications to:
Kansas Historical Society
Historic Preservation Office
6425 SW 6th Street
Topeka, Kansas 66615-1099.
• Envelopes should be marked "Heritage Trust Fund Application" to ensure prompt delivery to the grant program staff.
• Hand-delivered applications must be delivered to the offices of the SHPO before 4:30pm on the deadline date.
• Photos must be clearly labeled and securely attached to the application to ensure they are not separated.
• SHPO staff will scan hard copy applications into an electronic format and deliver them to the grant committee digitally for their review.
One digital copy of the application form, all accompanying attachments, and photos
• Email a link to kshs.shpo@ks.gov where application materials can be found on a file-sharing site such as OneDrive, Dropbox, or Google Drive.
• Digital copies of application materials may also be mailed or hand-delivered on a CD or flash drive with the same deadline requirements noted above.
• Emailed applications must be received before 12:00 midnight on the deadline date.
• Digital applications must be in either Word or PDF format.
• Digital images are preferred in JPEG (.jpg) format with descriptive file names.
• SHPO staff will compile applications into a single PDF document and deliver them to the grant committee digitally for their review.

COMING SOON – Online grant form. Contact kshs.shpo@ks.gov to inquire about the status of this option.
After the award...

• Sign a Project Agreement
  • Defines the scope of work, schedule, reimbursement criteria, and other conditions of the grant award.

• Grant Administrator attends an orientation

• Submit monthly progress reports

All grant recipients must sign a Project Agreement (sometimes called a grant agreement), which defines the scope of work, schedule, reimbursement criteria (including approved budget line items), and other conditions of the grant award. The scope of work, schedule and budget are drawn from the information presented in the grant application. **No project work may begin until this project agreement is signed, and the project administrator has attended a grant orientation.**

All HTF grant recipients must inform HTF staff of any significant problems, delays, or adverse conditions which might alter the scope of work or schedule of the project. Monthly progress reports are a requirement.
HTF Application Materials

2020 Program Information

- Important background and instructions

2020 Application

- Carefully read both before filling out form!
- Applications must be submitted on forms provided
- Do not alter the spaces
- Only add information where clearly allowed
- [www.kshs.org/14617](http://www.kshs.org/14617)
The Application

*A.* Applicant is the legal owner of the property as of December 2, 2019, and will remain the owner throughout the duration of the project, plus five-years from the date of project closeout.

--If the property has more than one owner, all parties must provide proof of agreement with the application and, if funded, agreement with the project agreement. You are required to provide proof of current ownership. See section P of application.

*B.* Give the property’s Historic Name, legal street address, including zip code, if applicable, and the city and county in which the property is located.

*C.* Enter the name and address of the person who will be overseeing the grant project, if it is funded. If an organization is applying, the contact name is a representative authorized to conduct its business. If the contact person is not the Project Administrator, explain under section M. **Make sure that the person listed as the administrator knows! They will be our point of contact and will be responsible for progress reports and other project specific correspondence.**
What category best fits the applicant?
More than one or not sure? Use the explanation box.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

*D.* If you aren’t sure of your status, please contact the SHPO
Check the appropriate box.
If you aren’t sure, give us a call.
Be sure to include the name of the historic district if applicable.

Give a very brief overview of the project. A couple sentences at most.

Don’t worry about explaining your need for the grant or how the property came to be in this condition.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

NOTE: There is a character limit on each box.

*E. If you aren’t sure in which Register your property is listed, please call the SHPO at 785-272-8681 ext. 240

*F. Provide a very brief overview of the project for which you are seeking funding. For example: “Funding is need to address the 24 original wooden windows in the Smith House. The windows are suffering from rot and deterioration.”
As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

NOTE: There is a character limit on each box.

These questions require you to give a written account and justification of your project. Make your answers clear and concise so that anyone unfamiliar with the project can understand its objectives. Do not assume that the HTF review committee understands the importance of your project. Convince them that you have planned and will be able to implement a successful project.
State statute requires applicants to demonstrate “the potential benefit to the community and the state” as well as “community support for the project”.

- Explain how your project/property benefits or will benefit the community and state.
- Summarize the community’s support of the property or project and demonstrate that support by attaching letters of support.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

NOTE: There is a character limit on each box.

Section H – Be sure to summarize how much support you have from the community here, but back it up with letters of support from approximately 5 supporters. See Section O.
<table>
<thead>
<tr>
<th>I. Condition of the Property and Urgency of the Preservation Work</th>
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<tbody>
<tr>
<td>Describe the current condition of the property and how it came to be in this condition. Prioritize the preservation work needed and describe the most urgent needs. Why is funding critical now? (2000 characters)</td>
</tr>
</tbody>
</table>

- **Briefly** describe how the property came to be in its current condition.
- What are the causes of the current problems?
- Has the property been maintained by you or a past property owner?
- Describe the most urgent, current preservation need (usually the exterior envelope of a building).
- Explain how that need ranks against other issues that may be facing the property.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

**NOTE:** There is a character limit on each box.

The state statute that created this grant requires the grant committee to consider “the condition of the property; the urgency of the preservation work proposed” as part of the criteria for selecting awardees. Often, this “urgency” piece is the most critical to the grant committee. If the need isn’t urgent, then why should they recommend funding it now?
The state statute that created this grant requires the grant committee to consider “whether or not the property is endangered” when they are selecting awards.

- Explain how your property is endangered
  - Is development encroaching?
  - Erosion?
  - Lack of maintenance by a previous owner?
  - Deterioration?
  - Poor construction?

✓ Explain how your proposed project will address the endangerment and protect the property.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

NOTE: There is a character limit on each box.

This question also has to do with urgency. Do NOT leave this section blank!
State your case as to why current conditions are endangering the property.

What might happen if you don’t address the urgent priority written about in Section I? How will this grant help?
K. Financial Need
Why are HTP funds being requested for this project? Describe past expenditures made by the applicant toward the repair and maintenance of this property and give the sources of funding used. Describe what other funding is available for this project. If the project is ineligible for other sources of funding, please explain why.

(1500 characters)

- Have you utilized other grants, tax credits, personal savings, etc. on previous repairs, maintenance, or major projects on this property?
- What other sources of funding do you have available for this project?
- Are you applying for any other grants, loans, tax credits, etc.?
- If the project is not eligible for other funding sources; why?

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.
NOTE: There is a character limit on each box.

Be sure to answer all of the questions. State your case for why you need this grant and why the grant committee should fund your request over all others.
L. Match Requirements
A 20 percent match is required for most applicants (for-profit corporations require a 50 percent match). This match must be in-hand at the time this application is submitted. Are the matching funds for this project secured? What is the source of the match?

NOTE: Grantees are expected to pay all project bills as they come due, then seek reimbursement from their HTF grant award upon completion of approved budget line items. Be sure you have not only the 20% match required, but enough cash flow to pay consultants and contractors before seeking reimbursement. (500 characters)

The 20% match must be available December 2nd.
• Do you have it?
• If so, in what form do you have it?
  o Loan agreement
  o Cash savings
  o Another grant

MANDATORY— Applicants must provide documentation of their match. See Section O.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.

NOTE: There is a character limit on each box.

THIS IS A REIMBURSEMENT PROGRAM! You must have at least enough cash on hand to cover your 20% (or 50%) match, but grantees must pay all bills as they come due (i.e. pay architects, engineers, consultants, and contractors) then seek reimbursement from the Heritage Trust Fund. Reimbursements are processed as soon as possible – usually within 30 days.

KEEP IN MIND: Some projects cannot be split up into smaller pieces (for example: new roofs). It may be necessary for the grantee to pay the bills for the whole project and then seek reimbursement once the work is complete.
M. Applicant’s Administrative Ability
Applicants must demonstrate their ability to administer a grant should they be funded. Who will be the grant administrator and what are their qualifications? Use similar projects or past experiences to demonstrate the grant administrator’s ability to oversee this project.
(1500 characters)

The state statute that created this program requires the grant committee to take into consideration “the administrative ability of the applicant” when considering grant awards.

• We want to have ONE point of contact on the project if funded.
• Make sure that person knows they are the administrator and actually wants that job!
• Why are they suitable for this role?
  – Should be someone who can work with the project team and HTF staff, keep records, provide monthly progress reports, and someone you expect to remain throughout the entire project.

As with most parts of this application, DO NOT add pages or use more space than is provided by the form. Keep answers concise.
NOTE: There is a character limit on each box.

The state statute that created this program requires the grant committee to take into consideration the “the administrative ability of the applicant” when considering grant awards. Make a case for why your grant administrator will be a good choice. The grant administrator will need to attend an orientation session once the grants are announced, submit monthly progress reports during the grant period, and be the one point of contact for the SHPO.
N. Project Schedule, Budget, and Scope of Work

Write a detailed outline of the work you propose to accomplish with this grant. Provide corresponding costs and an estimated date for each task. Break up work items into manageable headings. See an example budget and schedule at the end of the HTF Program Information packet.

Should your project be funded, information from this section will be used to develop a grant agreement. Finish this section by subtotaling the construction activity costs on the appropriate line at the bottom of this page. Complete the remaining lines by adding the construction total, contingency, and consultant fee to find the project total. Record the grant request. Attach photos of the proposed project areas to document current conditions (see Section G).

Space below is limited. Please attach additional pages if necessary.

The grant review committee needs to know:
• what you are doing
• how you are doing it
• when you plan to do it
• how much you think it will cost.

Use the sample on Page 11 of the Program Information to format your schedule, budget, and scope of work.

This is one place in the application that you CAN use additional pages. NOTE: There is a character limit for this box, but feel free to attach additional pages.

This section will form the basis of your grant agreement if your project is funded. Make sure the information is accurate to the best of your ability. Itemize out your proposed budget and schedule. Describe your proposed scope of work in as much detail as you know at the moment. Additional details will be needed before you go out to bid for a contractor.
N. Project Budget and Schedule

Consider the breakdown of your budget carefully. These are the line items on which your reimbursements will be based.

- This is the only part of the application where you can use additional pages if needed.
- Items need to be distinct portions of physical work that can be completed and then submitted for reimbursement.

- This schedule and draft budget as a basis for a Project Agreement
- Reimbursements from the grant award will be given based on the 100% completion of each line item.
- Carefully consider how you divide up your project. You may need more than the 20% match.
Example project schedule and budget:

Explain what needs to be done.

Provide an estimated cost and estimated date.

Generally, reimbursements will not be processed for amounts less than $5,000.

Be sure to seek out estimates from qualified contractors before writing up your application. Generally, try to get three estimates and then base your budget on the highest estimate.

HTF grantees are NOT required to accept the lowest bid when seeking contractors. Competitive bidding is recommended for projects over $25,000, but is not required by the HTF grant program.

Described work MUST follow the Secretary of the Interior’s Standards for Rehabilitation. Contact the SHPO staff with any questions.
To receive a reimbursement:
- Work 100% complete (a distinct portion)
- Grant agreement / Grant period
- Secretary of the Interior’s Standards
- Photos
- Bills, invoices, requisitions...
- Proof of payment, receipts, statements, check...

 HTF cannot reimburse for mobilization costs, ripping off a roof, taking out windows, opening up a wall or ceiling, etc.

 HTF can only reimburse once the roof is reinstalled, the windows repaired and reinstalled, and/or the wall or ceiling closed back up.
No line items for “set up”, “demolition”, or “mobilization”.

Example: Your project includes window rehabilitation. It is recommended that you divide line items by the number of windows rather than by phases of the window work.

**Recommended:**
- Six windows on the north $10,000.00
- Six windows on the south $10,000.00

**NOT Recommended:**
- Remove 12 windows $5,000.00
- Repair 12 windows off site $11,000.00
- Reinstall 12 windows $4,000.00

The HTF program cannot reimburse for work that is not complete. This means walls closed up, roof on and finished, windows installed, etc.

However, it may be easier for the contractor to do the work in a different way. Asking your contractor to do the work based on the line items in your budget may mean the cost is higher.
Grantees are encouraged to withhold a retainage from their contractors pending completion of the project (5% - 10% is common). This allows the grantee to have some assurance that the project will be completed to their satisfaction.
Example:
- Contractor completes west side windows; bills you for $10,000
- Your contract allows you to withhold 10% retainage
- You pay the contractor $9,000 ($10,000 - $1,000)

Reimbursement:
- Invoice = $10,000
- Proof of payment = $9,000
- HTF reimbursement = 80% of $10,000 = $8,000
- HTF retainage = 10% of $8,000 = $800
- Reimbursement amount = $7,200

Example of how reimburse for one grant item might look.
ATTENTION!

Seeking competitive bids is a requirement of this program for any products or services estimated at $5,000 or more.

Non-competitive, directly negotiated contracts may be approved by HTF Grant Staff on a case-by-case basis.

The required bidding process is outlined in Appendix A & Appendix B at the end of the program information handout.

Because we use this grant to match federal funds that support other programs administered by the SHPO, this program has to follow the same grant requirements as federal funding.

Whether seeking the assistance of a consultant or a qualified contractor, the procurement of professional and construction services must be carried out in a manner consistent with the HTF policies described in the project agreement to be signed by the grantee. The required bidding process is outlined in Appendix A & Appendix B at the end of the program information handout. Seeking competitive bids is a requirement of this program for any products or services estimated at $5,000 or more. Non-competitive, directly negotiated contracts may be approved by HTF Grant Staff on a case-by-case basis.
Ideally, grant applicants will wait for notice of their grant award and seek approval of their preliminary scope of work by SHPO before putting a project out to bid, but it is acknowledged that some projects will be better served by upfront coordination with a consultant and/or contractor. Successful grant applicants must be able to demonstrate to SHPO staff upon request that consultants and/or contractors hired prior to the grant award were chosen through an open and fair competitive process.

- What needs to be done? Write it up. Draw it out.
- Get approval
  - Who is qualified to do it? Invite them.
    - Give them time to reply to your invite.
      - Evaluate the replies and make a decision.
        - Send documents to SHPO & draft contract
          - Get SHPO approval and sign contract
Using the services of an architect or engineer?
   – Include only if you want HTF to reimburse you
   – Define what you expect them to do for you
   – Provide an estimated cost for their services
   – Provide estimated dates of their services

*Make an investment in hiring a good consultant. *

Only include consultant services in your budget if you intend those services to be part of the expenses reimbursed to you by the HTF grant.

Projects involving structural stabilization or restoration of missing features generally require the services of a professional consultant. Those services may be reimbursed by HTF or may be paid via other sources. Projects that involve simple repairs and replacement in-kind of existing features generally do not require consultant services.
Section N – Be sure to calculate the 20% contingency from construction costs only. Add in the architect/engineer’s fees after the contingency. “Contingency” is a cushion added to the budget to help cover unforeseen problems. It does not have any connection to the 20% required match.

Keep in mind that the grant request cannot exceed $90,000.

While most grant requests will be 80% of the project total. Remember that for-profit corporations may only request 50% of the project total (up to $90,000).
Mandatory Application Materials and Attachments

O. Application Submission and Attachments
Please use the checklist below to verify that all required materials are included with this application. Do not submit materials that have not been requested. Final application submissions become the property of the Kansas Historical Society and will not be returned to the applicant.

- **Evidence of property ownership.** Provide written proof that the grant applicant is the owner of the property. Types of acceptable evidence include current titles or deeds in the applicant’s name, evidence of current title insurance, or other documentation from a local government attesting to the current ownership of the subject property (preferred). Document must include a legal description of the property.

- **Documentation of 20 percent (or 50 percent) match.** Provide written proof that the applicant has access to funds that cover at least the minimum match requirement. Types of acceptable documentation include, but are not limited to, a bank statement, loan guarantee letter, evidence of donations, or confirmation of funding from another source.

- **Photographic documentation of the property.** Provide no more than 20 images of the property illustrating the conditions and concerns addressed in this application. One image should show an overall view of the front façade of the property / building. The remaining images are at the applicant’s discretion. The applicant is solely responsible for the clarity of the images. Photos must be submitted in a complimentary way with the written application and clearly labeled so they do not become separated from the application.

Digital images submitted in JPEG (.jpg) format are preferred, but hard copy photographs no smaller than 3”x5” are acceptable. Hard copy photos will be scanned and presented to the grant committee in a digital format.

- **All attachments are mandatory.**

- **You may NOT send missing attachments after the grant deadline date!**

Submit the requested attachments only. **Do not** submit material that has not been requested.

There is a checklist included at the end of the application for your convenience. Use this checklist to make sure you have included everything.
Letters of Support - Keep the number of letters to a minimum. There are typically 45-60 applications each year.

Letters from Congress and politicians are sometimes effective, but letters from people with a personal connection to the property generally have more of an impact.

Preservation Plan – Summarize a large preservation plan into a one to two-page outline. If you don’t have a preservation plan, now may be the time to think about writing one up. Even a list of future “wants and needs” is a good start.
Photo Requirements

- **Label, Date, & Describe Photos**
  - Describe features / How they related to the items in Section N
  - Maybe number images to make sure they are presented in the order you prefer.

- Make sure photos are securely attached to hard copy submissions

- Be aware of the quality of your photos
  - Images will be scanned or converted into a single PDF documents for transfer to the grant review committee

*Photos Consistently Make or Break an Application*

- Photographs need to be in color and must show architectural features *clearly*.
- The applicant is solely responsible for clarity of photographs and photocopies.
- Photographs, CDs, and thumbdrives will not be returned.
Make the first photo the pretty, overall shot.

These photos represent what we call a “three corner” shot. Photos taken from the corner of the property allow the viewer to see not only the front façade but also one side and a little of the environment surrounding it.
Photographs

- Close-ups of damage and deterioration.

- Draw arrows and circle items as needed to point out needed work items.

- Be sure to label each photo and the work items shown.

To complete your application, please include photos that document the description in Section N.

These photos show the areas of deterioration where work is required.

You may present these photos in any way you like, but the limit is 20 images total.
This is an example showing a different method of labeling the image. This also shows the reduced quality of a scanned hard copy image.
Use aerials if helpful to show areas of a roof or higher elevations of a building.
Use lifts, drones, or other means to show damage and deterioration that may be otherwise hard to reach.
Another example of a hard copy image with typed labels and hand-drawn arrows. Scan quality is better in this example.
Provide more information, but don’t make the images so small the reviewers can’t see the detail or read the text.

The limit of 20 images hasn’t been tested yet, but don’t press your luck. Grant reviewers will be looking at 45-60 applications; piling multiple images onto one “page” may cause more confusion than clarity.
Use rulers, pencils, levels, etc. to highlight issues that may not readily visible.

Call out problems in the notes.

Use rulers, pencils, straight edges, or other props to illustrate damage like rotten wood or soft plaster. Photos of buckets to catch water from leaking roofs, carpenter’s levels to show uneven floors, etc. might be needed to better illustrate the problems.

A small diagram of the building showing where the photos were taken is a helpful addition to the photos.
The use of historic photographs/post cards may be needed when doing restoration work. Historic photographs assist in replacing lost features.
Photographs

Take notice of the weather and trees!

Make sure photos show the damaged area clearly! The grant reviewers use the photos to familiarize themselves with the project - if they can’t see what is in need of repair - how can they know you are in need of HTF monies?
White buildings don’t show up well on a sunny day.
Beware of printers with streaky ink.
Stand where you can see the whole building and don’t have to tilt the camera too much.
Photos need to have some description and reference point.

Watch your fingers!

Be careful to show details with perspective and in relation to other objects and features. A close-up photo of a white plaster wall doesn’t convey much information.
Don’t Forget!!

Read and Sign the Assurances

NOTE especially assurance #5 – grantees are expected to pay all project costs and then seek reimbursement for a portion of them.

#6 – The HTF grant agreement will require owners to maintain ownership of the property for 5 years following completion of the grant. Also, owners must maintain the grant-funded work during that 5 year period.
Further Thoughts...

- Have you convinced the reviewers?
- Has someone else read your application?
- We are happy to provide technical advice regardless of whether your property receives a grant.

*The Historic Preservation Office is here to help – whether you receive a grant or not.*
*Every building tells a story. You are competing with many others who have equally important projects. Tell your story. Convince the reviewers why yours is best.*
*Give your completed application to someone who knows nothing about your project. Does it make sense to them?*
*Best Wishes and Good Luck.*
Be sure to take advantage of the Preliminary Review.

Draft applications must be submitted to us by
November 1, 2019

Preliminary applications can be emailed to kshs.shpo@ks.gov or mail ONE copy to the Grants Manager at Kansas Historical Society, 6425 SW 6th, Topeka, KS 66615-1099. Staff will review whatever you send to us, even if the preliminary application is not complete.

Preliminary applications will be marked up with questions and comments by staff then returned to the submitter. Preliminary reviews are on a first come, first served basis. The earlier you get your draft application to SHPO, the earlier we can return comments.
For additional information contact:

Katrina Ringler
HTF Grants Manager
Kansas State Historical Society
Historic Preservation Office
6425 SW 6th Avenue
Topeka, KS 66615-1099
785-272-8681 ext. 215
Fax 785-272-8682
kshs.shpo@ks.gov
or www.kshs.org