DCEO Grant Administration

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Reporting Requirements

- Grant Accountability and Transparency Act – the State of Illinois grant programs follow guidance from the federal government, specifically 2CFR 200 Uniform Administrative Requirements

- All of the DCEO reporting requirements are guided and crafted based on these requirements

Required Report Forms

Periodic Financial Report (PFR)

- Submitted either quarterly or monthly- Coverage period dates and due dates are outlined in your "Report Deliverable Schedule"

- Crafted by your grant manager upon grant execution specific to your grant's approved budget

- Details grant expenditures – Per budget category - prior approved, current reporting, and totals to date

Periodic Performance Report (PPR)

- Submitted either quarterly or monthly- Coverage period dates and due dates are outlined in your "Report Deliverable Schedule"

- Crafted by your grant manager upon grant execution specific to your grant's required deliverables and/or measurables

- Details overall project progress and completion

- Can be submitted in coordination with data reported via an alternative method (IL Works Portal)

STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

(a) Grantee Name		(b) Grant Number	(c) CSFA	(d) CFDA(s)	(e) Appropriation Number(s) **(State Agency Use Only)**

(f) FEIN Number	(g) DUNS	(h) Program Name and/or Code	(i) Date Prepared

(j) Agreement Period thru	(k) Report Period thru	(l) Final Report for Award Period ☐	(m) No changes from prior reporting period and/or No new expenses ☐

(n) Indirect Cost Rate: _____ % (o) Approved Indirect Cost Base: _____

(p) Program Restrictions: Yes ☐   No ☐   (q) List of Restrictions: _____

(r) Mandatory Match %:   Yes ☐   _____ %   No ☐   (s) Specify Match: _____

(t) Program Income (Award to Date)	(u) Program Income (In current reporting period)	(v) Interest earned (Award to Date)	(w) Interest earned (In current reporting period)

(x) Category/Program Expenses	(y) Current Approved Budget			(z) Grant Expenditures				(aa) Current Period Match			(bb) Total Match (Award to Date)	Add/ Delete Row
	Approved Budget	Remaining Balance Available	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (award to date)	Cash	In-kind	Total		
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		ADD DEL
(cc) TOTAL DIRECT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
(dd) Indirect Costs			0.00									
(cc) TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Report Transmittal

1. Grantee Name (per UGA):	2. Grant Number:	3. Grantee DUNS:
	4. CSFA Number:	5. Grantee FEIN:

6. Program Name (per UGA):	7. CFDA Number(s):

8. State Agency (Grantor):

9. Agreement Period:		10. Report Period End Date:
Start Date (Month/Day/Year):	End Date (Month/Day/Year):	(Month/Day/Year):

11. Final Report?	12. Report Frequency:		13. Prepared Date:
☐ Yes	☐ Monthly	☐ Quarterly	
☐ No	☐ Semi-annually	☐ Other (specify):	

Responses to Sections 14 - 22 may be provided in a separate format.
All grantees must complete Section 23.

☐ Alternative file or database used.

File Name or Database Source:

14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:		Add - Delete
					ADD
					DEL

18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard- Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period		21. Required (R) or Inform Only (IO)	Add - Delete
Did the deliverables specified in the task list submitted pursuant to Exhibit B lead to completion of the project as described in Exhibit A?					ADD
					DEL

Additional Documentation Requirements

Grant Ledger

◈ Crafted by your grant manager upon grant execution, specific to your grant's budget

◈ Required to provide additional detail when expenditures are reported on the PFR within a defined report period (Not required if zero expenditures are reported in a period)

◈ Detail fields include: vendor name, invoice number, description of work/tasks, check number, check date, $ amount charged to grant, report period dates

◈ ALL FIELDS MUST BE COMPLETED

Supporting Documentation

◈ Will be requested by your grant manager AS NEEDED

◈ Different types of grants have different % sampling requirements. Please do not send your grant manager every piece of financial documentation you have – this will be overwhelming and add time to their review. <u>Only send what they have requested from you.</u>

◈ Typically required: invoice, proof of payment, time and effort sheets for personnel expenditures

What happens after you submit your reports?

◈ Email all grant reporting documents to your assigned Office of Grants Management (OGM) grant manager contact

◈ Use your grant manager for every communication and submittal of documentation

◈ Upon review of your PFR and ledger, the grant manager will specify to you for which expenditures they need supporting documentation

◈ We are required to review a minimum percentage sampling of supporting documents for each report submittal.   Different grants and programs have different requirements.

What happens after you submit your reports?

◈ Email your grant manager only the supporting documentation they have requested

  ◈ Sending your grant manager 300 pages of documentation will only add to the time it will take to complete their review. Please only send the invoices and proof of payment (or equivalent documents) for those expenditures requested.

◈ Your grant manager will review the submitted supporting documentation in coordination with your submitted PFR and ledger. Once all has been determined to be in accordance with your executed Grant Agreement, the grant manager will approve the submitted report in our system.

What happens after you submit your reports?

◈ Once reports are approved, your reported/approved costs are entered and "certified" in our accounting system. Then the grant manager is able to enter the associated and appropriate "cash request" to reimburse your organization for reported expenditures.

◈ This request then goes to the Illinois Office of the Comptroller for a warrant to be issued

◈ Paper checks are issued and mailed to physical address on file for your grant/fein#. If an electronic deposit is preferred, that must be set up and coordinated directly between the grantee and the Comptroller's Office.

Specific to IL Works Grants

Once your grant manager has determined your report is approved and DCEO can reimburse you ....

- ◇ OGM works with the Office of IL Works to determine if DCEO can pay out for total expenditures to date, or if we can pay out to the maximum amount set forth based on programmatic metrics/data reported
  - ◈ If the maximum set forth by IL Works office is lower than your total expenditures to date – we can pay out up to that specified maximum amount
  - ◈ If the maximum set forth by IL Works office is higher than your total expenditures to date – we can pay out up to the total expenditures amount

Modifications

◈ A modification is any type of change needed to your currently approved scope of work, budget, and/or grant term end date (extension)

◈ A modification requires a formal request to your grant manager -

  ◈ Submittal of required forms (grant manager will instruct and assist), and review of that submittal by the grant manager, OGM Deputy Director, and DCEO Legal Office

  ◈ Approval is not assumed – we must ensure any proposed changes are allowable per the program requirements AND grant management standards

Modifications

- Your approved budget allows for a 10% plus or minus flexibility within approved budget categories without the need for a budget modification

  - One category might be 4% over and another category 6% under, for example…. that is allowable and does not require a modification

  - If any budget category is over utilized by more than 10% or under utilized by more than 10%, a budget modification will be required to correct the budget

Things to Remember…

◈ Communicate and work with your assigned Office of Grants Management grant manager

◈ Read and reference your Executed Grant Agreement (GA)

◈ Reference your Report Deliverable Schedule for important due dates and coverage periods

◈ Submitting a report is only the first step to receiving a reimbursement

◈ You are strictly limited to your approved scope of work and budget – you cannot report expenditures or tasks not included in your scope of work (Exhibit A of GA)

Fun Facts

- The Office of Grants Management has a team of "Establishment" grant managers and a team of "Administration" grant managers
  - The Establishment team writes, creates, and generates the grants
  - The Administration team manages reporting, modifications, compliance, and closeout
- Currently, our Grant Administration team has over 500 active grants that encompass 16 different programs

- Questions and Answers -