Department of Commerce and Economic Opportunity
Financial Status Report Definitions and Preparation Instructions

Note: The activities and amounts provided on this report should only include the DCEO grant funds as they were listed in the original executed Grant Agreement (or in subsequent DCEO approved budget modifications.) and;

Note: The instructions provided on this page are specific to Financial Status Reports (PSR) to be completed for the **Emergency Shelter Grant Program (ESGP)**. FSR instructions listed on the DCEO Accountability website do not apply to ESGP reports.

Grant Identification and Preparer Information

- o **Grantee**
  - o Official registered name of business or individual awarded the grant award.

- o **Grant Number**
  - o Unique identification number assigned to grant award (e.g., 10-271001).

- o **DCEO Program Name**
  - o Already filled in as "**ESGP**".

- o **Report Period**
  - o The beginning date shown in the executed Grant Agreement is the beginning date of the first reporting period. Please refer to the Reports Deliverable Schedule for specific reporting due dates and reporting periods.
  - o Whether a report covers one or two months, or a quarter, it's "From" date should be the first day of a month and it's "To" date should be the last day of a month. Reports covering a period totaling less than a month are not acceptable and will be returned to Grantee.

- o **Prepared By**
  - o Name of individual preparing the report on behalf of the authorized signatory or authorized designee.

- o **Contact Number/Email**
  - o Phone number and email of individual who prepared the report.

- o **Date Prepared**
  - o Month/Day/Year that the report was prepared.

- o **Send Report to DCEO email address or hard copy address** (DCEO Use Only)
  - o Completed by DCEO staff (if applicable).
  - o Email of DCEO contact to which the grantee should return the completed report. Preference is that grantee email the report but grantee may send hard copy to the hard copy address.
  - o Name and address of DCEO contact to which the grantee should return the completed report if choosing to send hard copy.

Final Report
  - o Grantee should check box if this is the final report. Final report serves as the financial closeout report.

GRS (Grantee Reporting System) Reporting

- o Grantee should check the box if they input directly into the GRS (DCEO Grantee Reporting System). **If box is checked, the grantee will not be required to fill in the report.** Grantee may be required to submit supporting documentation with the report. **Supporting documentation for ESGP consists of documentation copies for <u>single</u> <u>expenses</u> over $1,000.00.** Please refer to Supporting Documentation Guidelines for additional information and requirements by Program.

No Change in Activity

- o Grantee is still required to submit the report for the reporting period. Check box if there is no change in the reporting information for this reporting period.

Adding Lines to the Report

- o To add lines to the report, right click in a cell for which you would like to insert a row above and select "insert" then select "enter row".

Section I: Expenditure Reporting

Subpart A: Grant Amount

Grant Amount is the amount of approved funding listed in Grant Agreement or any subsequent approved budget modifications. Matching funds should be reported separately in Section I.B.

- o **Cost Category**
- o Specific four-digit number identifying the budgeted lines as listed in the Grant Agreement, Part I.

- o **Cost Category Description**
- o Describes the budgeted cost category lines listed in the Grant Agreement, Part I (e.g., Rehabilitation, Essential Services, Prevention, and/or Operations). Please use only the Cost Category Descriptions from Part I, and not the Part II Scope of Work line-item descriptions. Matching funds should be reported separately in Section I, Subpart B.

- o **Current Approved Budget – Column 1**
- o The approved grant budget amounts as stated in the DCEO Grant Agreement Budget (Part I) or a subsequently approved Budget modification. Matching funds should be reported separately in Section I, Subpart B.

- o **Previously Reported Expenses – Column 2**
- o Grant expenses reported prior to this reporting period. The amount should be the same as stated in Column 4 of the prior report (if applicable). Any variances from the prior report must be identified. Matching funds should be reported separately in Section I, Subpart B.

- o **Current Reporting Period Expenses – Column 3**
- o Grant expenses reported for the current reporting period. This amount may include accrual amounts to be identified in Column 5. Accruals can only be reported if allowed by the Grant. Matching funds should be reported separately in Section I, Subpart B.

- o **Total Grant Expense to Date – Column 4**
  - o Addition of Column 2 & Column 3.

- o **Amount of Accruals included in Column 3 – Column 5**

  N/A for ESGP.

- o **Supporting Documentation - Column 6**
  - o Reference backup documentation that has been submitted to support expenditure. Please refer to Supporting Documentation Guidelines for additional information and requirements by Program. **Supporting documentation for ESGP consists of documentation copies for <u>single</u> <u>expenses</u> over $1,000.00. Please do not send documentation for single expenses below that amount.**

Subpart B: Match Amount

Match Amount is the amount of an entity's own cash funds and/or in-kind donations required to be expended on a program in order to receive supplemental funding from another entity. The required match may equal the funding received from the provider (such as the grantor) or may be a percentage or ratio of those funds. This amount is listed in the Grant Agreement, if applicable.

- o **Cost Category**
  - o Specific four-digit number identifying the budgeted lines for the match amounts as listed in the Grant Agreement, Part I.

- o **Cost Category Description**
  - o Describes the budgeted cost category lines for the match amounts in the Grant Agreement, Part I (i.e. Rehabilitation, Essential Services, Prevention and/or Operations).

- o **Current Approved Budget – Column 1**
  - o The approved Grant budget amounts for match funds as stated in the DCEO Grant Agreement Budget (Part I) or a subsequently approved Budget modification.

- o **Previously Reported Expenses – Column 2**
  - o Grant expenses paid with grant match funding prior to this reporting period. The amount should be the same as stated in Column 4 of the prior report (if applicable).

- o **Current Reporting Period Expenses – Column 3**
  - o Grant expenses reported for grant match funding in the current reporting period. This amount may include accrual amounts to be identified in Column 5. Accruals can only be reported if allowed by the Grant.

- o **Total Match Expense to Date – Column 4**
  - o Addition of Column 2 & Column 3.

- o **Amount of Accruals included in Column 3 – Column 5**

  N/A for ESGP.

- o **Supporting Documentation**
  - o Reference backup documentation that has been submitted to support expenditure. Please refer to Supporting Documentation Guidelines for additional information and requirements by Program. **Supporting documentation for ESGP match consists of documentation copies for <u>single</u> <u>expenses</u> over $1,000.00.**

Section II: Cash Requested Or Grant Funds Received

- o **Grant Amount – Column 1**
  - o Amount of approved funding listed in Grant Agreement and any approved budget. Does not include matching funds.

- o **Previous Grant Funds Received or Cash Requested – Column 2**
  - o Grant funds received or cash requested prior to this reporting period. The amount should be the same as stated in Column 2 of the prior report (if applicable). Any variances from the prior report must be identified.

- o **Current Grant Funds Received or Cash Requested – Column 3**
  - o Grant funds received or cash requested in the current reporting period reduced by any refunds made back to DCEO.

- o **Remaining Grant Funds [1-(2+3] – Column 4**
  - o Difference between the grant amount less the previous and current grant funds received or cash requested amounts.

- o **Grant Funds on Hand – Column 5**
  - o N/A for ESGP

Section III: Interest Income/Grant Program Income

- o **Prior Earnings Balance – Column 1**
  - o Amount of grant program income or interest earned prior to this reporting period. This should be N/A because ESGP is reimbursement only.

- o **Current Period Receipts – Column 2**
  - o Amount of grant program income or interest earned in the current reporting period. This should be N/A because ESGP is reimbursement only.

- o **Current Period Disbursements – Column 3**
  - o Amount of disbursements/payments/expenses incurred in the current reporting period that can be applied towards the program income or program

interest. The amount in this column must not contain expenses already reported in Section I. This should be N/A because **ESGP is reimbursement only**.

- o **Current Earnings Balance (1+2-3) – Column 4**
  - o Amount of grant program income or interest earned to date. This should be N/A because ESGP is reimbursement only.

- o **Supporting Documentation**
  - o Reference backup documentation that has been submitted to support expenditure. Please refer to Supporting Documentation Guidelines for additional information and requirements by Program.

Grantee Certification

- o **Grantee Certification**
  - o This area is where the grantee (authorized signatory or designee) signs and dates the report to declare that they feel confident that the information contained in the report is a true and accurate representation of transactions during the reporting period. The grantee is certifying that all expenditures from these project funds are for approved project costs only; supporting documentation has been submitted as required by the Program; all supporting documentation is on file with the grantee and individual submitting report has full signature authority to sign on behalf of this grantee as previously identified to the Department. The Grantee acknowledges that the Department's approval for any expenditure described herein shall be considered conditional and subject to further review and verification in accordance with Monitoring and Records Retention Sections of the Grant Agreement.
  - o Please refer to the Supporting Documentation Guidelines for the specific requirements.

- o **Signature**
  - o Authorized signature or authorized designee signature must sign off on the report. The authorized designee must be designated either in the Grant Agreement or by submitting the required form to the Department. Any changes must be submitted to the Department on the required form.
    - ▪ **Authorized Designee:** An individual authorized to submit materials required by a Grant Agreement or contract on behalf of an entity.
    - ▪ **Authorized Signatory:** An individual authorized to execute a binding document on behalf of an entity.
  - o Digitized signature is acceptable. A digitized signature would be a scanned image of a handwritten signature that is attached to an electronic document. To create a digitized signature grantee would sign a piece of paper and scan the paper to their computer. The signature can then be copied and pasted from the scanned document into the reports. **Grantee is responsible for ensuring the proper internal controls are in place when utilizing a digitized signature.**
  - o A typed signature is not acceptable.
  - o Preference is to email the reports to DCEO.

- o **Name and Title**
  - o Printed name and title of authorized designee or authorized signatory who signed the report.

- o **Date**

    o Date the report is completed and sent to DCEO.

DCEO Program Certification (Department Use Only)

<u>No Grantee personnel should complete or sign in this area. It is for DCEO use only.</u>

- **Program Certification**
  - The DCEO program area will indicate their review and acceptance of the report in the e-Grants System.
  - The program review and acceptance indicates that they have done a general and reasonable review of the information provided and do not find any major discrepancies or unusual items.
  - If the Program makes any revisions to the report with the involvement of the grantee, the grantee will need to recertify the report to accept the Program revisions.

Revision of Previously Certified Report
- Grantees do not need to update prior reports but should reflect revisions in current report submission. Negative numbers can be used in current report to correct and offset prior reporting period errors or adjustments.