

Grantee Periodic Reporting Templates

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Presentation Highlights

Periodic Reporting Templates

- ▶ Context the statewide, uniform periodic reporting templates – post award framework
 - Designed by grantee and state agency stakeholders
- ▶ Introduce two templates:
 - Periodic Financial Reporting (PFR)
 - Periodic Performance Reporting (PPR)
- ▶ Emphasize opportunity for grantees to inform grantmaking agencies
- ▶ Emphasize expectation that grantmaking agencies utilize reports to manage grants
- ▶ Announce a consolidated year-end report

Reporting: Post-award Requirement

- ▶ Approximately 83% of Illinois grantees receive funds from more than one state agency
- ▶ Inconsistency in financial and performance reporting across the state
- ▶ Inconsistency in periodic reporting frequency (2 CFR 200.327 and 328)
- ▶ GATA establishes uniform reporting templates
- ▶ State agency protocols apply the templates
 - Vary by program and state grantmaking agency
 - Grant agreement specifies requirements

Uniform Periodic Reporting

- ▶ Uniform, statewide templates are applicable to all grantmaking agencies
- ▶ All grants are subject to PFR and PPR unless statutorily exempt per the grant agreement
- ▶ Periodic Financial Reporting (PFR)
- ▶ Periodic Performance Reporting (PPR)
- ▶ 2 CFR 200.301 mandates the linkage between financial and performance reporting

Periodic Reporting Templates

- ▶ Periodic Financial Reporting (PFR)
 - Report financial information per grant terms (UGA)
 - Includes line item detail from the approved budget
- ▶ Periodic Performance Reporting (PPR)
 - Reports grant performance data per grant terms (UGA)
 - Includes deliverables and performance measures as stated in the UGA
- ▶ Detailed section-specific instructions are provided for each template

▶ Periodic Financial Report (PFR)

PFR – Periodic Financial Reporting

- ▶ Refer to the UGA to complete the sections
- ▶ If a section is not applicable, enter “N/A”
- ▶ Section X – Category/Program Expenses are based on the current, approved budget
 - Add rows as needed
 - Formulas within the template will compute amounts
- ▶ 2 CFR 200.415: federally required certification
- ▶ Signatures are NOT required
- ▶ Under state agency protocol, report can be electronically submitted / emailed

▶ Periodic Performance Report (PPR)

PPR – Periodic Performance Reporting

- ▶ Refer to the UGA to complete the sections
 - Section 18. Performance Measures – UGA Exhibit E
 - Section 19. Performance Standard – UGA Exhibit F
 - Section 14. Deliverables – enter “N/A” (not applicable) if UGA does not require deliverables
 - Add rows as needed
 - Provide justification when results lag the standard / target
- ▶ Per agency protocol, Sections 14 –22 may be provided in an alternative format
- ▶ 2 CFR 200.415: federally required certification
- ▶ Signatures are NOT required
- ▶ Under agency protocol, report can be electronically submitted / emailed

2 CFR 200.301 Links Financial and Performance Data

- ▶ Federal requirement to link financial data to performance accomplishments
 - Establishes a more holistic view of program execution
- ▶ PPR Section 23. Performance Accomplishments Correlated to Reported Expenses
 - Based on your program plan, is program spending on track with targeted program performance?
 - Assess this correlation at each reporting period
 - Variance may be justified and must be addressed

▶ **What can you do now?**

Grantees Improve State Agency Awareness with PFR and PPR

- ▶ Utilize templates to communicate expense and performance data and EXPLAIN it
- ▶ Engage and connect with the grantmaking agency through periodic reporting
 - Promote program successes
 - Ensure problems, issues are communicated – proactive grant management
- ▶ Periodic reporting is more than a required task when utilized properly
 - Make it know that you can do more with more

State Agencies Improve Grant Management with PFR and PPR

- ▶ Utilize reports to understand program execution
- ▶ Pay attention to required explanations to gain insight into program delivery realities
- ▶ Perform follow-up to proactively manage
- ▶ Engage front-line, program and financial staff in a cohesive grant management approach
- ▶ Take action as needed based on PFRs, PPRs and subsequent follow-ups

Consolidated Year-end Financial Report is Coming

- ▶ Stakeholders are developing a consolidated year-end financial reporting template
 - Based on the template implemented for the human service agencies under MIIC
 - Applicable to all grants, unless statutorily exempt
- ▶ Consolidated report will record all funding at the grantee level
- ▶ Training will be provided

Stay Tuned!

Illinois is Successful when Grants are Successful

- ▶ Uniform reporting templates standardize financial and performance reporting
- ▶ Uniform reporting templates allow for flexibility within state agency protocols
- ▶ Maximize the potential of the PFR and PPR by:
 - Communicating fully – grantees
 - Utilizing the information communicated – state agencies

Questions?

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