



Illinois
Department of Commerce
& Economic Opportunity

Apprenticeship Expansion Program Grant Reporting Requirements

September 28, 2020

Today's Agenda

- Part I Highlighted Grant Requirements
- Part II Apprenticeship Reporting Requirements
- Part III Quarterly Report Requirements
- Part IV Grant Reporting System Highlights



PART I: Highlighted Grant Requirements

- Article I Award and Grantee Specific Information
- Article II Required Representations
- Article III Definitions
- Article IV Payment
- Article V Scope of Grant Activities/Purpose of Grant
- Article VI Budget
- Article VII Allowable Costs
- Article VIII Required Certifications
- Article IX Criminal Disclosure
- Article X Unlawful Discrimination
- Article XI Lobbying
- Article XII Maintenance and Accessibility of Records; Monitoring
- Article XIII Financial Reporting Requirements
- Article XIV Performance Reporting Requirements
- Article XV Audit Requirement
- Article XVI Termination; Suspension
- Article XVII Subcontracts/Sub-Grants
- Article XVIII Notice of Change
- Article XIX Reorganization and Board Membership
- Article XX Agreements with other State Agencies
- Article XXI Conflict of Interest
- Article XXII Equipment or Property
- Article XXIII Promotional Materials; Prior Notification
- Article XXIV Insurance
- Article XXV Lawsuits and Indemnification
- Article XXVI Miscellaneous

Article VII: Allowable Costs

- “Grant Expenditures should be made in accordance with generally accepted, sound business practices, arms-length bargaining, and applicable federal and state laws and regulations.”
- “Grant expenditures should conform to the terms and conditions of this Agreement.”
- “Grant expenditures should not exceed the amount that would be incurred by a prudent person under the circumstances prevailing at the time the decision is made to incur the costs.”
- “Grant accounting should be consistent with generally accepted accounting principles.”
- “Grant Funds provided under this Agreement must be expended only to perform the tasks set forth in the Scope of Work.”
- “The Department will require a refund from Grantee if (i) the total grant expenditures are less than the amount vouchered to the Grantee from the Department pursuant to the Notice of Grant Award; or (ii) Grant Funds have not been expended in accordance with Part I and Part II hereof.”
- Any balance of funds unearned at the end of the grant period must be refunded.

Allowable Costs

- Grant funds will only pay for the costs necessary to complete program objectives.
 - Unnecessary Costs are Prohibited
 - Food/Alcohol/Entertainment Expenses are Prohibited
 - Gifts/Donations/Fundraising/Promotional Materials are Prohibited
 - Fines/Penalties/Interest Costs are Prohibited
 - Uniforms and tools may be allowable if required by the worksite
 - Field trip cost to registered worksites may be allowable
- Costs may be disallowed for duplicative costs incurred for clients who are co-enrolled in more than one program.



Allowable Costs

- Arms-length bargaining
 - Grantees can not charge themselves market rate for rent or training and pass costs to grant. Grantees can recover depreciation/maintenance or charge use allowance.
- Compensation
 - Must be reasonable for services rendered; cannot be for distribution of earnings in excess of costs
 - Bonuses – must be pursuant to an established written policy consistently followed by organization
 - Reserves for severance pay or UI may be unallowable. Refer to the cost principles.
 - Contract Employees must be properly classified and have proper documentation (i.e., executed contracts, 1099s, invoices showing time worked and deliverables completed). *Note: EO (Exempt Organizations) at the IRS will look at 1,500 employment tax returns for non-profits. EO will look at worker classification, fringe benefits, officer compensation, and employee expense reimbursements.*

Allowable Costs

- Travel expenses should be in accordance with the latest State of Illinois Travel Regulations or such reasonable travel policies approved by and adopted by the Grantee. The Grantee must retain receipts as source documentation.
- Allocation of Costs: Even if proposed budget states that a certain percentage of payroll or facilities costs will be charged to the grant, allocation of costs must be based on the actual activity of a cost allocation base that reflects benefits received. There must be a written cost allocation plan that describes the allocation methodology.

Article XII Maintenance and Accessibility of Records; Monitoring & Technical Assistance

- The grant will be monitored for compliance in accordance with the terms and conditions of the Grant Agreement, together with appropriate programmatic rules, regulations, and/or guidelines that the Department promulgates or implements.
- Onsite Fiscal Monitoring
- Onsite Programmatic Technical Assistance



Article XV: Audit Requirements

- Grantees are required to submit an audit as outlined in Article XV of the Grant Agreement
- Standard Audit
 - Audit Report, Management Letter, and SAS 114 Letter generally no later than nine months after the period audited or 30 calendar days after the receipt of the audit report
 - Annually for the life of the Grant
- Single Audit
 - Audit Report, Management Letter, and SAS 114 Letter no later than 9 months after the end of period audited
 - Or an annual letter stating no single audit is required

Article XVII Subcontracts/Subgrantees

- Must obtain written approval before providing any portion of this funding to another entity through a grant agreement or contract.
- Must ensure that subgrantees are aware of the terms and conditions of this grant and abide by them.
- Subgrants must be made in conformance with terms of Agreement (e.g., requirement for a close-out and refund of revenue in excess of costs, lower-tier audits).

Article XXI: Conflict of Interest

- A conflict of interest exists if a Grantee's officers, directors, agents, employers and family members use their position for a purpose this is, or gives the appearance of, being motivated by a desire for a private gain, financial or nonfinancial, for themselves or others, particularly those with whom they have family business or other ties.
- The Grantee must establish safeguards to prohibit such a conflict of interest from occurring.
- Grantees are **REQUIRED** to "immediately notify the Department in writing of any actual or potential conflicts of interest, as well as any action that create or which appear to create a conflict of interest.

Protection of Confidential Information

- Grantees must recognize and safeguard personally identifiable information (PII)
- Recipients must meet the requirements in Training and Employment Guidance Letter (TEGL 39-11), Guidance on the Handling and Protection of Personally Identifiable Information (PII).



PART II: Apprenticeship Reporting Requirements

- The US Department of Labor requires a significant amount of detail regarding the Apprenticeship Expansion Program. This information is documented in the following reports:
 - ✓ Work Plan Progress Report / Companies Engaged Report
 - ✓ Standardized GATA Reports: (Periodic Program Report and Periodic Financial Report)
- The State has developed the *Work Plan Progress Report* template that includes a tab on the apprentices served, a tab on the companies engaged, and a tab to provide a narrative update.





PART II: Apprentice Reporting Requirements

Apprenticeship Expansion Program

CSFA Number: 420-30-0082

CFDA Numbers

Program 11 Grants: 17.285

Program 63 Grants: 17.258, 17.259, 17.278

Program 11 Grantees:

- Rend Lake College
- Township High School D214
- Elgin CC
- United Way
- Lincoln Land CC
- ACPE
- TEC Services

Program 63 Grantees:

- CAIC
- National Able
- Safer Foundation
- St. Clair County (both)
- Danville Area CC
- ManTraCon
- Heartland CC
- COD
- OAI

Apprenticeship Reporting Systems

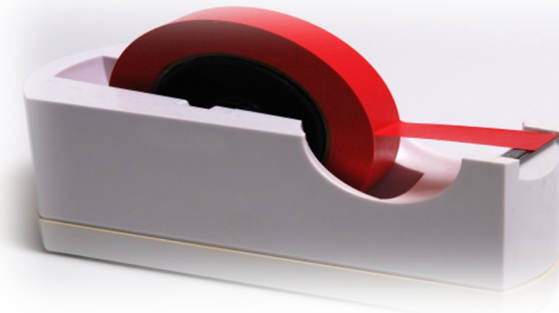


**FOLLOW THE
APPRENTICESHIP
EXPANSION PROGRAM
SYSTEM REQUIREMENTS
GUIDANCE THAT WAS
ISSUED 8/31/20**

- Grantees that use WIOA funds (Program 63 or 68) for WIOA enrolled apprentices must use the *Illinois Workforce Development System (IWDS)* or *Illinois workNet System*
- Grantees that use WIOA funds (Program 63 or 68) or Apprenticeship Expansion funds (Program 11) for *Incumbent Worker Training* must use the *Illinois Workforce Tracking System (IWTS)*.
- Grantee that use Apprenticeship Expansion funds (Program 11) or other funds (non WIOA Title) for apprentices that are defined as “other impacted individuals” will report these apprentices using a tracking spreadsheet that is uploaded to Illinois WorkNet

PART III: GATA Reporting Requirements

- General Observations
 - Purpose of Standardized Reports
 - Limited Agency Discretion
 - Needed Software
 - What Reports are Due?
- Periodic Performance Report (PPR) Specifics
 - Content
 - General Information
 - “Alternative File or Databases Used” Check Box
 - Supporting Documentation
 - Grantee Certification/Agency Acceptance
 - Common Issues
- ▶ Periodic Financial Report (PFR) Specifics
 - Content
 - General Grantee/Program/Grant Information
 - Indirect Cost Rate
 - Program Income and Interest Earned
 - Expenditure Budget to Actuals
 - Supporting Documentation
 - Grantee Certification/Agency Acceptance
 - Common Issues



Purpose of GATA Standardized Reports

- The Periodic Performance Report (PPR) and the Periodic Financial Report (PFR) were developed under GATA by the Office of Management and Budget
- ALL state agencies / programs are required under GATA to utilize the standardized templates, unless *statutorily exempted*.
- A goal is to simplify reporting for grantees, most of whom receive funds from multiple agencies
- DCEO has limited discretion to change the report form but we can link this form to existing program and fiscal report.

Adobe PDF Software Needed

- Grantees may need to install or update their Adobe Software in order to use the form.
 - The form was created with Adobe Lifecycle Designer ES4, version 11.0.0.20130303.1.892433.
 - The form is for Acrobat and Adobe Reader 10.0 or later per the form properties. The scripting default language is JavaScript.
- Grantees can download the free reader at <https://get.adobe.com/reader/>



Standardized Reports tie to Uniform Grant Agreement

- Many data Sections in the standardized reports tie directly to Exhibits found in the Uniform Grant Agreement (UGA).
- Grantees will continue to use and reference tracking databases such as the Illinois Workforce Development System (IWDS), Incumbent Worker Tracking System (IWTS), or Illinois workNet for the Periodic Performance Report (PPR) and the Grantee Reporting System (GRS) for the Periodic Financial Report (PFR).
- Grant Managers need the original report PDFs. Scanned copies won't be accepted since state agency staff must complete Sections of the report as well.

Periodic Performance Report

- High level instructions are included on pages 1-4 of the Report.
 - Sections **must** match information found in the Uniform Grant Agreement (UGA).
- Grantees are to complete Sections 1-13
 - The Catalog of Federal Domestic Assistance (CFDA), CFDA/Program Name, and Catalog of State Financial Assistance (CSFA) can be found in 1.3 of Article I of the *new* Uniform Grant Agreement (UGA) or by using the listing/chart included in the OET Grant Programs portion of this presentation.
- A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period and the box should be checked “yes” in Section 11.

PPR – “Alternative File or Database Used” Check Box

- If Grantees are already entering Deliverable/Performance information into an existing database, check the appropriate box and enter the database/file name (between Sections 13 and 14).
 - If **IWDS** is used to track participant data, check the box “Alternative file or database used” and add “See Illinois Workforce Development System – IWDS” to the File Name or Database Source box. *Skip to Section 23.*
 - If **Illinois workNet** is used to track participant data, check the box “Alternative file or databased used” and add “See Illinois workNet” to the File Name or Database Source box. *Skip to Section 23.*
- Data Section 23 will still require attention

PPR – Performance Measures

- Section 23 is required to be completed for **ALL GRANTS**, even if performance data is tracked via database.
- 2 CFR 200.301 and GATA mandate that grantees relate financial data to performance accomplishments.
- Includes check boxes to indicate if performance is consistent with grant-to-date expected services and expenditures/earnings.
- Grantee **must** provide explanation in rows below when performance is not consistent with grant-to-date expected services and expenditures/earnings and is encouraged to provide explanation in rows below when performance is consistent with grant-to-date expected services and expenditures/earnings.

PPR – Supporting Documentation

- PPR Supporting Documentation

- Grantee **must** include documentation from the file or database with the submission of the PPR.
 - It is suggested grantees submit a plan vs. actual report from IWDS for participant serving grants in that system, plan summary report in IWTS, benchmark report for EPIC, etc.
 - The OET grant manager will provide further guidance if requested.
- All supporting documentation is to be submitted in a single PDF.
- A cover page **must** be submitted that includes the grant #, grantee organization, DUNS #, FEIN, and period covered by the PPR.
- Naming convention – grant number PPR Support last date of reporting period – 1X-XXXXXX Programmatic Support 12-31-17
 - **Standard Quarterly Report Example: 17-681006 PPR Support 12-31-17**
 - **Final Report Example: 17-681006 Final PPR Support 06-30-18**

Grantee Certification / Agency Acceptance

- Data elements 24-26 are completed by Grantee and data elements 27-29 are completed by the OET grant manager.
- Enter the name and title of individual from **grantee organization** in Section 24.
 - Only authorized signatories or their designees as found in the UGA and the CEO Acknowledgment and Designation Form (for Local Workforce Innovation Areas (LWIAs)) should certify the report
- Enter phone number and email address of the individual in Sections 25 and 26.
- The report **DOES NOT** need to be signed.
- Naming convention – grant number PPR last date of the reporting period – 1X-XXXXXX PPR 12-31-17
 - **Standard Quarterly Report Example: 16-661003 PPR 12-31-17**
 - **Final Report Example: 16-661003 FPPR 06-30-18**

Periodic Financial Report Requirements

- High level instructions are included on pages 1-4 of the Report.
 - Sections a-j and p-s must match information found in the UGA.
- Grantees are to complete Sections a-w.
 - The Catalog of Federal Domestic Assistance (CFDA), CFDA/Program Name, and Catalog of State Financial Assistance (CSFA) can be found in 1.3 of Article I of the Uniform Grant Agreement (UGA) or by using the listing/chart included in the OET Grant Programs portion of this presentation.
 - A final PFR shall be required at the completion of the grant award. For final PFRs, the reporting period end date shall be the end date of the project / grant period and the box should be checked in Section I.

PFR – Indirect Cost Rate Information

- Section n - Indirect Cost Rate percentage (%) as accepted by State Cognizant Agency for indirect cost reimbursement. If no indirect cost reimbursement is requested, enter 0%.
 - **Must** match GATA Grantee Portal
 - Not applicable to Trade grants since claiming indirect costs is not allowable under this funding source
- Section o - Indirect Cost Base description as accepted by State Cognizant Agency for indirect cost reimbursement. (Example: Modified Total Direct Costs - MTDC). If no indirect cost reimbursement is requested, enter N/A.
 - **Must** match GATA Grantee Portal
 - Not applicable to Trade grants since claiming indirect costs is not allowable under this funding source

PFR – Reporting Elements

- Section p: Since there are funding-related program restrictions that will be monitored, mark “Yes”.
- Section q: Type in “Reference the requirements of Article 41 and the budget” for the List of Restrictions.
- Section r: Select “No” unless your grant agreement includes match
- Section s: If section r is no, enter N/A. If yes, enter the percent match
- Sections t-w: Should be completed by the Grantee, unless program income or interest were not allowed per terms and conditions of grant.
- Section x: Should be marked “See GRS”
- Section y – Section ee: Can be left blank if costs are reported in GRS

PFR – Supporting Documentation

- PFR Supporting Documentation
 - A copy of the GRS screen print out for screens 362 and 371 **must** be submitted with the PFR.
 - A Trial Balance as supporting documentation for expenditures **must** accompany the PFR.
 - A “bridge” document providing details of why GRS and the trial balance don’t match **must** be submitted, **if applicable**.
 - All supporting documentation is to be submitted in a single PDF.
 - A cover page **must** be submitted that includes the grant #, grantee organization, DUNS #, FEIN, and period covered by the PFR.
 - Naming convention – grant number Trial Balance last date of reporting period – 1X-XXXXXX Trial Balance 12-31-17
 - **Standard Quarterly Reporting Example: 17-651023 Trial Balance 12-31-17**
 - **Final Report Example: 17-651023 Final Trial Balance 06-30-18**

Grantee Certification / Agency Acceptance

- Data elements ff-ii are completed by Grantee and data elements jj - ll are completed by OET fiscal monitor.
- In Section ff enter the name and title of individual from **grantee organization**.
 - Only authorized signatories or their designees as found in the UGA and the CEO Acknowledgment and Designation Form for LWIAs should certify the report
- Complete Sections gg, hh, and ii.
- The report **DOES NOT** need to be signed.
- Naming convention – grant number PFR last date of reporting period – 1X-XXXXXX PFR 12-31-17
 - **Standard Quarterly Report Example: 16-071001 PFR 12-31-17**
 - **Final Report Example: 16-071001 FPFR 06-30-18**

Fiscal Report Requirements

- “The Grantee’s financial management system shall be structured to provide for accurate, current and complete disclosure of the financial results of the Project funded under this grant program.”
- The general ledger must support costs and revenue reported to the Department and must allow tracing of funds to a level of expenditure adequate to ensure funds have been expended appropriately.
- Grantee must report costs in the *GRANT REPORTING SYSTEM* - an electronic reporting system used for requesting cash and reporting of grant costs, obligations, and miscellaneous receipts and disbursements (i.e., program income)
<https://neonwebh.cmcf.state.il.us:8080/dceo/costrpt>

Fund Accounting

- Grantees must submit Quarterly Financial Status Reports. Supporting documentation (Trial Balance) must also be submitted to support costs reported.
- In order to provide support (Trial Balance) that ties to the Report, grant revenue and expenses must be segregated in your accounting system.



PFR – Common Issues

- Grantees don't follow naming convention.
- If indirect cost rate is N/A, put zero in (n) and N/A in (o).
- (p) is not marked Yes, and nothing is entered into (q).
- If no match, put N/A in (s).
- (t) and (v) should match the 371 screen in GRS.
- (x) should say See GRS.
- Supporting Documentation is the Trial Balance, GRS Screens, and if applicable, a Bridge document.

PART IV: Grantee Reporting System (GRS)

- The Grant Reporting System (GRS) is an electronic reporting system used for requesting cash and reporting of grant costs, obligations, and miscellaneous receipts
- GRS Website for Grantees:
<https://neonwebh.cmcf.state.il.us/dceo/costrpt>



GRS Access Instructions

- Your grant manager can send you the GRS External User ID Request Form.
 - GRS IDs are limited to one per grantee.
 - The person assigned to the ID should be the person who will be accessing the system to report expenditures and request cash.
 - A new user will be emailed a temporary password. The new user must login within 2 days to enter a new password or the temporary password will expire.
- Log in to GRS with your User ID and password once per month to keep password current. You'll be instructed to change your password every 2-3 months.
- Contact the DCEO Help Desk for password resets or connectivity issues.
 - Email: ceo.racfsecurity@illinois.gov
 - The email should read as follows: "Please reset the password for RACF ID _____. I am a WIOA grantee that needs access to GRS."

Expenditure Reporting Requirements

- Expenditures for each month must be entered into GRS by the 20th of the following month. After the 20th, the grantee is locked out of reporting for the previous month. Late reporting, especially for the last month of the quarter, can result in discrepancies between the PFR and your accounting records. Failure to submit the reports by the reporting deadline may lead to suspension of cash.
- Keep supporting documentation (e.g., P&L) on file for monitoring and reporting (quarterly financial reports and trial balances). Supporting documentation must tie to the expenditures entered in GRS. Any discrepancies must be documented in a trial balance crosswalk.
- Reported expenditures must be on an accrual basis. If your accounting system is not an accrual basis, you must develop and report accruals through best estimates of the documentation on hand. Any accruals or adjustments not captured by your accounting system must be included on a supplemental spreadsheet or trial balance crosswalk that can be used to reconcile the trial balance to the expenses reported in GRS.

Example of a Trial Balance Crosswalk

GRS Entry												
WIA 14-654XXX												
9/30/2019												
Breakdown of Trial Balance Expenses by Account												
GRS Line		Accounting System (Trial Balance)	Expense Account 5000 - Salaries and Wages	Expense Account 5001 - Fringe Benefits	Expense Account - 5002 Facilities Expense	Expense Account 5003- Supportive Services	Accruals 9/30/19	Total 9/30/19		GRS Budget	9/30 Total GRS Expenses	Budget Remaining
1000	Work Exp Wages	170,000.00	160,000.00	10,000.00			1,000.00	171,000.00		180,000.00	171,000.00	9,000.00
2000	Program Services	25,150.00	10,000.00	500.00	4,650.00	10,000.00	1,000.00	26,150.00		35,000.00	26,150.00	8,850.00
5000	Administration	10,850.00	10,000.00	500.00	350.00			10,850.00		20,000.00	10,850.00	9,150.00
		206,000.00	180,000.00	11,000.00	5,000.00	10,000.00	2,000.00	208,000.00	-	235,000.00	208,000.00	27,000.00

Cash Request Processing

- Cash Requests are processed on Mondays and Thursdays.
- Cash requests entered in GRS by 4:30 pm on Wednesday will be approved/rejected on Thursday. Cash requests entered in GRS by 4:30 pm on Friday will be approved/rejected on Monday.
- Holidays occurring on Mondays or Thursdays will delay the cash request processing by at least one day.
- Cash requests approved by DCEO are processed to the Illinois Comptroller's Office for payment.
- Cash Request Limit – Depending on the variable advance limit in the grant agreement, your cash requests may be limited to certified costs to date or certified costs to date plus a percentage of the grant amount.



Direct Deposit

- If the grantee wants to receive payments via Electronic Funds Transfer (EFT) rather than a paper warrant, the grantee should contact the Illinois Comptroller's Office.
- Illinois Office of Comptroller, Electronic Commerce Section, 217-557-0930
- If you have multiple grants, you will have to get a 3-digit control number for each new grant. The control number and grant number must be provided to DCEO accounting.

GRS Navigation



- On the main menu, enter the grant number. Use the PF buttons on the left side of the screen (not the F buttons on your keyboard) to select a screen.
- On a screen, you can use tab and shift/tab to move between entry/text fields on the screen
- Refer to the menu at the bottom of the screen for other options, including the PF button to go back to the main menu.

Entering Expenditures

- You must enter the decimal point and cents (e.g., 250.00). If you do not, GRS will enter the decimal point. It will convert 250 to 2.50.
- To enter negative numbers, enter the amount followed by a minus sign.
- On the main menu, enter the grant number at the top of the screen and hit PF01 to go to the Expenditure Reporting Screen (#351)
- On the Expenditure Reporting Screen, enter the expenditures for the appropriate expenditure code (line item) and month. After the 20th, all expenditures must be reported under the current month. You must enter the decimal point and cents. To reduce expenditures or adjust an incorrect entry, enter the amount followed by a minus sign. Use the PF08 button to scroll down to find the expenditure code and month you want.
- If expenditure entry is complete, click the PF01 button to transfer to the Expenditure Summary Screen (#352).

Entering Expenditures

- On the Expenditure Summary Screen, verify the expenditures in the “Uncertified Costs” column are correctly entered.
- If expenditures are correct, click the PF02 button to certify the expenditures. This moves the expenditures to the “Certified Costs” column.
- If costs are not entered correctly, click the PF04 button to return to the expenditure reporting screen and correct the entries. You won’t be able to do this after costs have been certified. You’ll have to enter adjusting amounts to correct the costs.
- Once entries have been confirmed and certified, you may enter a cash request to reimburse for the expenditures entered by clicking the PF05 button.

Entering Cash Requests

- On the Cash Request screen, verify there are funds available to request in the “Cash Available to Request” field. Depending on the cash advance limit, certified costs to date must equal or exceed the previous cash requested. Note: You can access the Cash Request screen from the main menu by entering the grant number and click on the PF03 button.
- Enter the amount of the cash request on the line “Your Cash Request.” You must enter the decimal and cents. If you do not, they system will put in the decimal.
- To certify your cash request, click the PF02 button.
- To void a cash request that is still in pending request status, click the PF06 button.



Cash Request Tracking

- To track a cash request, click F4 on the main menu to go to the Cash Request Tracking Screen (#354).
- You can scroll down by using the PF08 button.
- To see the warrant information from the Comptroller's Office, click the PF01 button. This information will only populate when a warrant has been issued. The system updates overnight.
- Grantees can check the status of a warrant at the Comptroller's website: <https://illinoiscomptroller.gov/vendors/warrant-inquiry-form/>. All numbers, including the zeros, must be entered. If a warrant is not outstanding, a contact phone number will appear that the grantee can call to request information.

Sub Grantee Cost Ledger Summary

- This screen provides information about the entire grant budget, total expenditures reported, and the unexpended balance by line item and total.
- On the main menu, enter the grant number at the top and click on the PF06 button.



Closing Out Grants

- In order to close out a grant, the grantee can press F6 on the GRS 352 Screen (not the F2 approval to certify costs) which should be done before they submit the final report and trial balance.
- After the F6 approval is done, the grantee can no longer request cash. The grantee must ensure that GRS revenue equals GRS expenditures and that the final trial balance supports the revenue and expenditures reported in GRS.
- The F6 is automatically made available to the grantee once the grant end date has been reached. Otherwise, DCEO accounting has to manually force the grant to start the close-out process.

Place a "Y" On screen 352 – Click "F6"

GRANT# 09673100 GRANTEE "Y"
I HEREBY CERTIFY ALL NECESSARY
TASKS HAVE BEEN COMPLETED TO
PREPARE THE CLOSE OUT AND WE
ARE READY TO PRINT AND SIGN IT:

F6 APPROVE F10 UN-APPROVE

Troubleshooting

- Password or Connectivity Issues
 - Email: ceo.racfsecurity@illinois.gov
 - Use Google Chrome
- Payment Suspension
 - You should receive an email notification. Contact the person identified in the notification or your grant manager. Normally, payment suspension is the result of late reporting or late single audits.
- Can't enter costs for a line item/expenditure code
 - Make sure the amount you want to enter does not put you over the line item budget plus variance allowance. These amounts are in the budget section of your grant agreement.
- Can't enter costs for the previous month
 - After the 20th, you are locked out of the prior month. Costs must be reported in the current month. If the costs were for the last month of a reporting period, this may cause a discrepancy between GRS and your quarterly trial balance. Any discrepancies must be noted in the Trial Balance crosswalk.

Troubleshooting

- Check or Direct Deposit Not Received
 - Find the Warrant Number on the Cash Request Tracking screen and then look up the warrant on the Comptroller's website
 - Call the Comptroller's Office contact number if the warrant is not outstanding
- Can't Enter Cash Request
 - Check Cash Available to Request on the Cash Request screen.
 - Confirm that Certified Costs to Date and Previous Cash Requested amounts on the Cash Request screen are correct. You may have entered costs that you did not certify.
- Entered the wrong amount or failed to enter a decimal point
 - If you failed to enter a decimal point, GRS will enter a decimal point for you. \$3,500 will be converted to \$35.00. You will have to enter additional costs in GRS to correct the amount for that line item/expenditure code and month.
 - If the amount you entered was too high, you can do another entry in GRS to correct the amount for the appropriate expenditure code and month. When you enter the adjusting amount, put a minus sign after the number (e.g., 500.00-).

Key Contacts

- Patrick Campbell (Program Manager)
 - Patrick.Campbell@Illinois.gov
- Jennifer Foil (Program Support)
 - jfoil@niu.edu
- Trevor Lawson (Interim Grant Manager)
 - Trevor.Lawson@Illinois.gov
- Josh Koons (Fiscal Support)
 - Joshua.Koons2@illinois.gov

Questions and Answers

