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
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 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
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?
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
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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