

Fiscal Reports

I. Egrants Fiscal Report

Department of Justice grant programs are ran on a reimbursement basis, meaning that during the grant period, funded projects will track approved expenditures and request reimbursement from the DOJ through quarterly financial reports.

A fiscal report must be completed every quarter, with a G2 attached within the report. Refer to section [II. G2 form - Financial Report/ Fund Request](#) for instructions on completing a G2 form. Please refer to chart below for reporting quarters:

Reporting Period:	Report Due:	Reporting Period:	Report Due:
7/1/18 – 9/30/2018	10/12/18	10/1/19 – 12/31/19	1/12/20
10/1/18 – 12/31/18	1/12/19	1/1/20 – 3/31/20	4/12/20
1/1/19 – 3/31/19	4/12/19	4/1/20 – 6/30/20	7/12/20
4/1/19 – 6/30/19	7/12/19	7/1/20 – 8/31/20	9/12/20
7/1/19 – 9/30/19	10/12/19	<i>*7/1/20 – 8/31/20 is the final reporting period</i>	

i. Creating a Fiscal Report

1. From the Egrants “Project Management” homepage, click the “Monitoring” link.

The screenshot shows a navigation menu with categories: MAIN MENU, USER MANAGEMENT, FUNDING ANNOUNCEMENT, PROJECT MANAGEMENT (highlighted in red), and WORK MANAGER (0). Under PROJECT MANAGEMENT, there are links for Project, Monitoring (highlighted with a yellow box and a mouse cursor), and Fiscal Details. Below the navigation, the following information is displayed:

- Grant ID: 12976
- Project Title: School Safety and Security Grant
- Modifications Status: Open - Draft
- Fund Announcement: School Safety Initiative 2018

2. Click the “Create” button that corresponds with the report you wish to submit.

Fiscal Reports

You Have Delinquent Reports...

PDF	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	7/1/2018 - 9/30/2018	10/12/2018	Quarterly	Submitted	3/6/2019 4:16:47 PM	Approved	Mr. Tom Flint	Create Edit View
	10/1/2018 - 12/31/2018	1/12/2019	Quarterly	Delinquent on 1/12/2019				Create Edit View
	1/1/2019 - 3/31/2019	4/12/2019	Quarterly	Not Available				Create Edit View
	4/1/2019 - 6/30/2019	7/12/2019	Quarterly	Not Available				Create Edit View

ii. Completing a Fiscal Report

1. Using the drop-down box, select whether this is your final report. Note, final report means your project has been completed and no further reimbursement will be requested. If this is your final report, please refer to the [IV. Final Fiscal Report](#) section after you submit your fiscal report.

FISCAL REPORT				
		Final Report: * No ▾		
		Report Status: Draft		Last Submitted Date:
		Approval Status: Pending		Status Updated By:
Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	42,177.00	29,523.25	0.00	29,523.25
Total Σ	42,177.00	29,523.25	0.00	29,523.25
Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Travel (Including Training)	755.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	41,422.00	29,523.25	0.00	29,523.25
Consultants/Contractual	0.00	0.00	0.00	0.00
Total Σ	42,177.00	29,523.25	0.00	29,523.25

2. In the “Financial Information” section, under “Current Period”, you will enter the total amount you are requesting refund for within this reporting period.

FISCAL REPORT				
		Final Report: * No ▾		
		Report Status: Draft		Last Submitted Date:
		Approval Status: Pending		Status Updated By:
Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	42,177.00	29,523.25	10,000.00	39,523.25
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

3. In the “Budget Categories” section, under “Current Period”, break down your reimbursement request into the appropriate categories. For example, you have a line item for “Cameras” totaling \$9500 under the “Supplies & Operating Expenses” category within your Budget. When requesting refund for said cameras, you must request the \$9500 from the “Supplies & Operating Expenses” category within your fiscal report.

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	42,177.00	29,523.25	10,000.00	39,523.25
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25
Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Travel (Including Training)	755.00	0.00	500.00	500.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	41,422.00	29,523.25	9,500.00	39,023.25
Consultants/Contractual	0.00	0.00	0.00	0.00
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

4. The “Project Income Earned” field should report any revenue you have made from a project that was paid for through this grant’s funding. This is expected to be \$0. In “Project Income Expended” box, you will report the amount of “Project Income Earned” that has been spent. Once again, this is expected to be \$0. If you believe either of these numbers should not be \$0, please contact your assigned grant specialist.

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	42,177.00	29,523.25	10,000.00	39,523.25
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Travel (Including Training)	755.00	0.00	500.00	500.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	41,422.00	29,523.25	9,500.00	39,023.25
Consultants/Contractual	0.00	0.00	0.00	0.00
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

Project Income:
(Program Income earned and expended should represent the amount for this reporting period not the cumulative amount.)

Project Income Earned: Project Income Expended:

5. Ensure the “Current Period” field, under the “Financial Information”, and the “Current Period” field, under the “Budget Categories”, match.

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	42,177.00	29,523.25	10,000.00	39,523.25
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Travel (Including Training)	755.00	0.00	500.00	500.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	41,422.00	29,523.25	9,500.00	39,023.25
Consultants/Contractual	0.00	0.00	0.00	0.00
Total Σ	42,177.00	29,523.25	10,000.00	39,523.25

6. The “Remarks” section is optional. However, you may enter any information you deem necessary to communicate to the Grant Specialist who will review your fiscal report.

Project Income:
(Program Income earned and expended should represent the amount for this reporting period not the cumulative amount.)

Project Income Earned: Project Income Expended:

Remarks:

iii. Attaching Required Documents

1. Attach a G2 form, alongside the corresponding invoices, using the “Add Attachment” button. Refer to section [II. G2 form - Financial Report/ Fund Request](#) for instructions on completing a G2 form.

The screenshot shows a yellow box highlighting the "Add Attachment" button. Below it is a table with three columns: "Attachment Name (click attachment name to view it)", "Attachment Description (click description to maintain it)", and "Date". Below the table are three more columns: "Problem Description", "Due Date", and "Status". At the bottom are four buttons: "Save as Draft", "Submit", "Delete", and "Cancel".

2. Click the “Choose File” button to browse your computer for the appropriate file.

The screenshot shows the "Attachment File Description:*" field, the "Attachment File Size:" field, and the "Upload File:" section. The "Choose File" button is highlighted in yellow. Below it are "Save", "Delete", and "Cancel" buttons.

3. Fill-in the “Attached File Description” field with a short description of your attachment.

The screenshot shows the "Attachment File Description:*" field filled with "2018 Q4 G2". The "Attachment File Size:" field is empty. The "Upload File:" section shows the "Choose File" button and the filename "2018 Q4 G2 ... (14591).pdf". Below are "Save", "Delete", and "Cancel" buttons.

4. Click the “Save” button.

The screenshot shows the "Attachment File Description:*" field filled with "2018 Q4 G2". The "Attachment File Size:" field is empty. The "Upload File:" section shows the "Choose File" button and the filename "2018 Q4 G2 ... (14591).pdf". The "Save" button is highlighted in yellow.

5. Repeat steps 1- 4 to add all necessary attachments.

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	2018 Q4 G2 - Happy School District (12976).pdf	2018 Q4 G2	2/13/2019
Delete	2018 Q4 Invoices - Happy School District (12976).pdf	2018 Q4 Invoices	2/13/2019






iv. Submitting your Fiscal Report

1. If you are requesting \$0 for refund, please see section [III. Zero Dollar Reimbursement Request](#) before continuing.
2. Click the “Submit” button.

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	2018 Q4 G2 - Happy School District (12976).pdf	2018 Q4 G2	2/13/2019
Delete	2018 Q4 Invoices - Happy School District (12976).pdf	2018 Q4 Invoices	2/13/2019

Problem Description	Due Date	Status

3. You may verify your report has been received, as the “Status” will be updated to Submitted.

Fiscal Reports								
You will not be able to enter a new fiscal report until DOJ staff has approved your previous report.								
PDF	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	7/1/2018 - 9/30/2018	10/12/2018	Quarterly	Submitted	10/8/2018 2:48:57 PM	Approved		<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	10/1/2018 - 12/31/2018	1/12/2019	Quarterly	Submitted	2/13/2019 2:19:58 PM	Pending	DOJ Staff	<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	1/1/2019 - 3/31/2019	4/12/2019	Quarterly	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	4/1/2019 - 6/30/2019	7/12/2019	Quarterly	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>
	7/1/2019 - 8/31/2019	9/12/2019	Final	Not Available				<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>

4. If this is your final fiscal report, please see section [IV. Final Fiscal Report](#).

II. G2 form - Financial Report/ Fund Request (G2 OSS v2.4)

You will need to complete a [G2 form](#) , and attach it to your fiscal report within Egrants. For the School Safety Initiative Grant, we will not accept G2 forms via mail. Before you begin, ensure you are using the most current version of the Office of School Safety specific G2, OSS v2.4, by checking the top left corner. In order for the G2 form to work properly, use in Acrobat Reader/ Pro DC or Microsoft Excel, depending on the format you have selected.

i. PART I: SUMMARY

1. From your Egrants fiscal report, transfer the following information:

MAIN MENU	USER MANAGEMENT	FUNDING ANNOUNCEMENT	PROJECT MANAGEMENT	WORK MANAGER (0)
Project Monitoring Fiscal Details				
Grant ID: 13202		Project Title: School Safety Initiative		Applicant Agency: Happy School District
Total Budget: \$39,546.00			Phase Budget: \$39,546.00	
This Report only covers the period				
Report Start: 7/1/2018		Report End: 9/30/2018		Project Period: 7/1/2018 To 8/31/2019

APPLICANT AGENCY:	GRANT ID:
Happy School District	13202
ADDRESS LISTING:	
PROJECT TITLE:	PROJECT PERIOD:
School Safety Initiative	7/1/2018 To 8/31/2019
REPORT START - REPORT END:	FINAL REPORT:
7/1/2018 - 9/30/2018	

2. To find “ADDRESS LISTING”, click on the “Applicant Agency” link within your Egrants fiscal report.

Applicant Agency: [Happy School District](#)



3. Under the “Address Listing” section, you will find the address that should be used on your G2 form. If this address is not correct, please contact your assigned grant specialist to update your grant information.

Address Listing
Correspondence/Letters, 112 Happy St, Madison, Dane, Wisconsin 53713

APPLICANT AGENCY:	GRANT ID:
Happy School District	13202
ADDRESS LISTING:	
112 Happy St, Madison, Wisconsin 53713	
PROJECT TITLE:	PROJECT PERIOD:
School Safety Initiative	7/1/2018 To 8/31/2019
REPORT START - REPORT END:	FINAL REPORT:
7/1/2018 - 9/30/2018	

4. Click cancel to return to your fiscal report. The answer to “Is this the final report for this grant” must match your Egrants Fiscal Report response. Click on the drop-down menu to select the correct response.

FISCAL REPORT
Final Report: *No

APPLICANT AGENCY:		GRANT ID:	
Happy School District		13202	
ADDRESS LISTING:			
112 Happy St, Madison, Wisconsin 53713			
PROJECT TITLE:		PROJECT PERIOD:	
School Safety Initiative		7/1/2018	To 8/31/2019
REPORT START - REPORT END:		FINAL REPORT:	
7/1/2018	-	9/30/2018	No

ii. PART II: EXPENSES – REPORT ACTUAL EXPENSES

1. The “**BUDGET**”, “**EXPENDITURES TO DATE**”, and “**CURRENT PERIOD**” columns on your G2 form must properly reflect the corresponding columns within your Egrants Fiscal Report. Please see guide below. Note, “**EXPENDITURES TO DATE**” does not include the “**CURRENT PERIOD**”.

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Travel (Including Training)	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	16,246.00	0.00	14,183.21	14,183.21
Consultants/Contractual	23,300.00	0.00	0.00	0.00
Total Σ	39,546.00	0.00	14,183.21	14,183.21

BUDGET CATEGORIES	BUDGET	EXPENDITURES TO DATE	CURRENT PERIOD	BALANCE
PERSONNEL (ROUND 2 ONLY):	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING:	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT:	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES/OPERATING:	\$16,246.00	\$0.00	\$14,183.00	\$2,063.00
CONSULTANTS/CONTRACTUAL:	\$23,300.00	\$0.00	\$0.00	\$23,300.00
TOTAL:	\$39,546.00	\$0.00	\$14,183.00	\$25,363.00

2. The “**TOTAL**” row should sum all rows above within its respective column. The “**BALANCE**” column should represent “**EXPENDITURES TO DATE**” plus the “**CURRENT PERIOD**” subtracted from the “**BUDGET**” for its respective row. Both the “**TOTAL**” row and “**BALANCE**” column will auto-populate.

BUDGET CATEGORIES	BUDGET	EXPENDITURES TO DATE	CURRENT PERIOD	BALANCE
PERSONNEL (ROUND 2 ONLY):	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING:	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT:	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES/OPERATING:	\$16,246.00	\$0.00	\$14,183.00	\$2,063.00
CONSULTANTS/CONTRACTUAL:	\$23,300.00	\$0.00	\$0.00	\$23,300.00
TOTAL:	\$39,546.00	\$0.00	\$14,183.00	\$25,363.00

iii. PART III: BREAK DOWN BY LINE ITEM

1. In this section, you will assign each invoice to a line item within your Egrants Budget Detail. Begin by opening your Egrants Budget Detail.

MAIN MENU	USER MANAGEMENT	FUNDING ANNOUNCEMENT	PROJECT MANAGEMENT	WORK MANAGER (0)
Project Application Monitoring Fiscal Details				
Grant ID: 13071		Project Title: Brodhead School Safety Grant		
Application Status: Open - Awarded		Fund Announcement: School Safety Initiative 2018		
APPLICATION SUMMARY				
Section Name	Status	Point Value	Last Update	
Main Summary Information	Complete	0	10/22/2018 9:34:28 AM	
Approval Checklists	Complete	0	5/15/2018 2:21:45 PM	
Performance Measures	Complete	0	5/15/2018 2:19:12 PM	
Budget Detail	Complete	0	10/5/2018 9:29:08 AM	
Budget Narrative	Complete	0	6/13/2018 8:05:51 AM	
Project Narrative	Complete	0	6/8/2018 11:46:59 AM	
Evidence of Need	Complete	0	6/6/2018 1:34:51 PM	
School Safety Plan & Blueprint Submission	Complete	0	6/6/2018 1:35:21 PM	
Letters of Support	Complete	0	6/8/2018 11:52:19 AM	

2. Fill in the “LINE ITEM” and “APPROVED BUDGET” fields on your G2 form, using a new row for each line item that you are requesting refund for. Ensure it matches your Egrants Budget Detail.

Supply Item	Cost	
	BUDGET	Total
3M Window Film-advanced	0.00	0.00
3M Window Film-primary	0.00	0.00
Interior door locks	0.00	0.00
Raptor Visitor Identification system	10,183.00	10,183.00
Surveillance Systems	6,064.00	6,064.00
Total:	16,246.00	16,246.00

INVOICE NUMBER	EGRANTS LINE ITEM DESCRIPTION	EGRANTS LINE ITEM BUDGET	REQUESTED AMOUNT
	Raptor Visitor Identification System	\$10,183.00	
	Surveillance System	\$6,064.00	
REQUESTED AMOUNT TOTAL:			\$0.00

3. Fill in the “INVOICE NUMBER” section of your G2 form with the invoice number that correspond with the line item in the same row. You may need multiple rows with the same line item if you have multiple invoices that correspond with the same line item.

INVOICE NUMBER	EGRANTS LINE ITEM DESCRIPTION	EGRANTS LINE ITEM BUDGET	REQUESTED AMOUNT
XWT123	Raptor Visitor Identification System	\$10,183.00	
XWT1432	Raptor Visitor Identification System	\$10,183.00	
TTY132	Survellance System	\$6,064.00	
REQUESTED AMOUNT TOTAL:			\$0.00

4. Fill in the “REQUESTED AMOUNT” section of your G2 form with the amount of refund you are requesting for the line item within the same row.

INVOICE NUMBER	EGRANTS LINE ITEM DESCRIPTION	EGRANTS LINE ITEM BUDGET	REQUESTED AMOUNT
XWT123	Raptor Visitor Identification System	\$10,183.00	\$5,000.00
XWT1432	Raptor Visitor Identification System	\$10,183.00	\$5,183.00
TTY132	Survellance System	\$6,064.00	\$4,000.00
REQUESTED AMOUNT TOTAL:			\$14,183.00

5. If you require additional space to request more line items, you may do so on page 2 of the “G2 - OSS v2.4” if using PDF version, or on the “PART III ADDITIONAL” sheet if using excel version.



6. Follow steps 1-5 to complete PART III: BREAK DOWN BY LINE ITEM (ADDITIONAL) if needed.

PART III: BREAK DOWN BY LINE ITEM (Additional rows available on "PART III ADDITIONAL" sheet)			
INVOICE NUMBER	EGRANTS LINE ITEM DESCRIPTION	EGRANTS LINE ITEM BUDGET	REQUESTED AMOUNT

iv. PART IV: FUNDS REPORT AND REQUEST

1. Under the “STATE FUNDS” category, the “RECEIVED TO DATE” and “NOW REQUESTED” sections must match “PART II: EXPENSES - REPORT ACTUAL EXPENSES”’s “EXPENDITURES TO DATE” and “CURRENT PERIOD” totals. Both the “RECIVED TO DATE” and “NOW REQUESTED” sections will auto-populate.

STATE FUNDS	
RECIVED TO DATE	NOW REQUESTED
\$0.00	\$14,183.00

BUDGET CATEGORIES	BUDGET	EXPENDITURES TO DATE	CURRENT PERIOD	BALANCE
PERSONNEL (ROUND 2 ONLY):	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING:	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT:	\$0.00	\$0.00	\$0.00	\$0.00
SUPPLIES/OPERATING:	\$16,246.00	\$0.00	\$14,183.00	\$2,063.00
CONSULTANTS/CONTRACTUAL:	\$23,300.00	\$0.00	\$0.00	\$23,300.00
TOTAL:	\$39,546.00	\$0.00	\$14,183.00	\$25,363.00

v. PART V: TRAVEL EXPENSES

1. If you are requesting reimbursement for mileage, breakfast, lunch, and dinner within the respective reporting period, then you will use “PART V: TRAVEL EXPENSES” to report the miles and/or meals for which you are requesting reimbursement for. For example, if you are requesting reimbursement for 200 miles, you will report that within the “AMOUNT” column and “MILEAGE” row.

EXPENSE	AMOUNT	RATE	TOTAL
MILEAGE:	200 MILES	\$0.51	\$102.00
BREAKFAST:	0 MEALS	\$8	\$0.00
LUNCH:	0 MEALS	\$10	\$0.00
DINNER:	2 MEALS	\$20	\$40.00

2. The “TOTAL” column will represent the “AMOUNT” column multiplied by the “RATE” column. Note, the “TOTAL” column will auto-populate.

vi. PART VI: GRANTEE CERTIFICATION

1. The original signatures of both the Project Director/Signing Official and Financial Officer must be provided, as listed within Egrants. Note, signatures may no longer be digital.

PART VI: GRANTEE CERTIFICATION		
PHYSICAL SIGNATURES OF BOTH THE PROJECT DIRECTOR OR SIGNATORY AND FINANCIAL OFFICER MUST BE PROVIDED.		
I CERTIFY THAT THE ABOVE REPORT IS COMPLETE AND THAT ALL INFORMATION IS CONTAINED IN THE PERMANENT FISCAL RECORDS OF MY ORGANIZATION.		
_____	_____	_____
PROJECT DIRECTOR / SIGNATORY	PRINT NAME	DATE
_____	_____	_____
FINANCIAL OFFICER	PRINT NAME	DATE

2. The G2 form must be attached to your Egrants fiscal report. Please refer to section [iii. Attaching Required Documents](#).

III. Zero Dollar Reimbursement Request

When there is no activity and you are requesting \$0 for reimbursement, you must still complete an Egrants fiscal report, with an attached G2 form. Please follow the directions provided in the [I. Egrants Fiscal Report](#) section and the [II. G2 form - Financial Report/ Fund Request](#) section. Stop before submitting your fiscal report and verify step 1 – 4 below:

1. In your Egrants fiscal report, all fields should be blank. Ensure both “Current Period” fields are 0.00.

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	35,000.00	0.00	0.00	0.00
Total Σ	35,000.00	0.00	0.00	0.00

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Personnel	0.00	0.00	0.00	0.00
Travel (Including Training)	1,000.00	0.00	0.00	0.00
Equipment	10,000.00	0.00	0.00	0.00
Supplies & Operating Expenses	15,000.00	0.00	0.00	0.00
Consultants/Contractual	9,000.00	0.00	0.00	0.00
Total Σ	35,000.00	0.00	0.00	0.00

2. In the “Remarks” field, state you are not requesting a refund.

Project Income:
(Program Income earned and expended should represent the amount for this reporting period not the cumulative amount.)

Project Income Earned: Project Income Expended:

Remarks:

Requesting no refund.

3. Ensure “PART II: EXPENSES – REPORT ACTUAL EXPENSES” on your G2 form matches your Egrants fiscal report exactly. The “CURRENT PERIOD” column fields should all reflect \$0. Note, the “BUDGET” column should never be left blank, or filled with all \$0s.

PART II: EXPENSES - REPORT ACTUAL EXPENSES (Must match Egrants exactly, leave no "blanks")

BUDGET CATEGORIES	1 BUDGET	2 EXPENDITURES TO DATE	3 CURRENT PERIOD	4 BALANCE
PERSONNEL (ROUND 2 ONLY):	\$0.00	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
EQUIPMENT:	\$10,000.00	\$0.00	\$0.00	\$10,000.00
SUPPLIES/OPERATING:	\$15,000.00	\$0.00	\$0.00	\$15,000.00
CONSULTANTS/CONTRACTUAL:	\$9,000.00	\$0.00	\$0.00	\$9,000.00
TOTAL:	\$35,000.00	\$0.00	\$0.00	\$35,000.00

4. The “NOW REQUESTED” field in “PART IV” on your G2 form, should be \$0. Note, the “NOW REQUESTED” field will auto-populate.

STATE FUNDS	
RECEIVED TO DATE	NOW REQUESTED
\$0.00	\$0.00

IV. Final Fiscal Report

Upon submitting your final fiscal report, your assigned grant specialist will begin preparing your grant for close-out. Note, your grant will not be closed out until all grant requirements have been fulfilled, including training. However, you may receive your final payment before your grant is closed out by completing a Grant Certification Form. In addition, a comprehensive audit of your application will be conducted.

i. Grant Certification Form

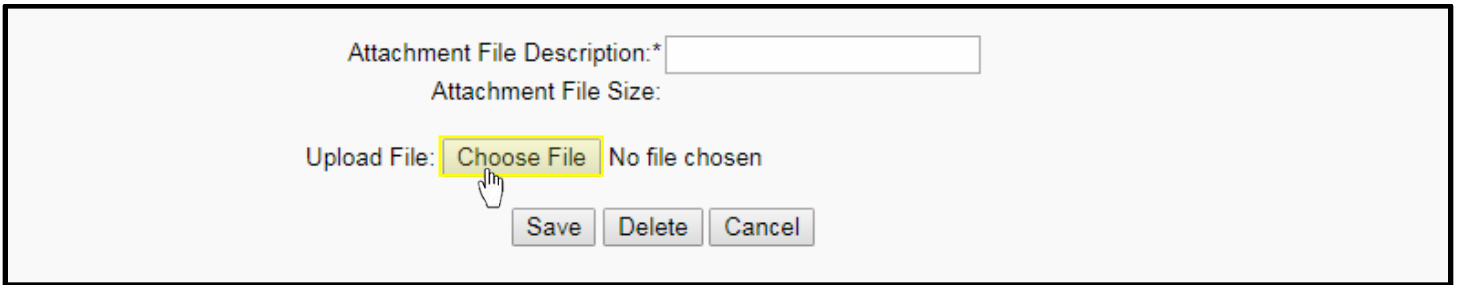
1. Complete either a [Round 1 Certification Form](#) or a [Round 2 Certification Form](#), depending on which round you are requesting final payment for.
2. From the Egrants “Project Management” homepage, click the “Monitoring” link.

The screenshot shows a navigation menu with the following items: MAIN MENU, USER MANAGEMENT, PUNDING ANNOUNCEMENT, PROJECT MANAGEMENT (highlighted in red), and WORK MANAGER (0). Below the menu, there are links for Project, Monitoring (highlighted with a yellow box and a mouse cursor), and Fiscal Details. Project details include Grant ID: 12976, Project Title: School Safety and Security Grant, Fund Announcement: School Safety Initiative 2018, and Modifications Status: Open - Draft.

3. Near the bottom of the page, click the “Add Attachment” button.

The screenshot displays three sections: Inventory Reports, Monitoring Reports, and Project Document Attachments. The Inventory Reports table has one row with a PDF icon, Status: Submitted, Submission Date: 3/6/2019 3:42:51 PM, Approval Status: Pending, and Entered By: Mr. Tom Flint. The Monitoring Reports table has columns: Contact Date, Type, Corrective Actions, All Resolved, Approval Status, and Performed By. The Project Document Attachments section features an 'Add Attachment' button highlighted with a yellow box and a mouse cursor. Below it is a table with columns: Attachment Name (click attachment name to view it), Attachment Description (click description to maintain it), and Date. A '1' is visible in the first row of this table. At the bottom, there is a 'Create Inventory Report' button.

4. Click the “Choose File” button to browse your computer and select the corresponding Grant Certification Form.

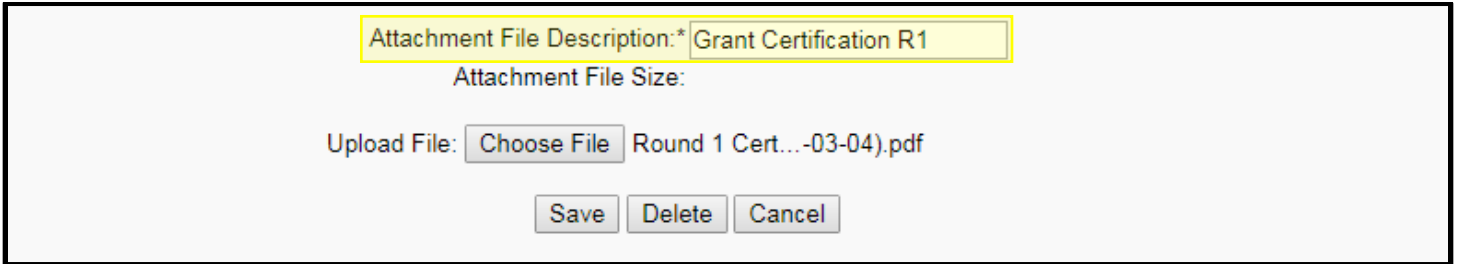


Attachment File Description:*

Attachment File Size:

Upload File: **Choose File** No file chosen

5. In the “Attachment File Description” field, provide a title for your attachment.

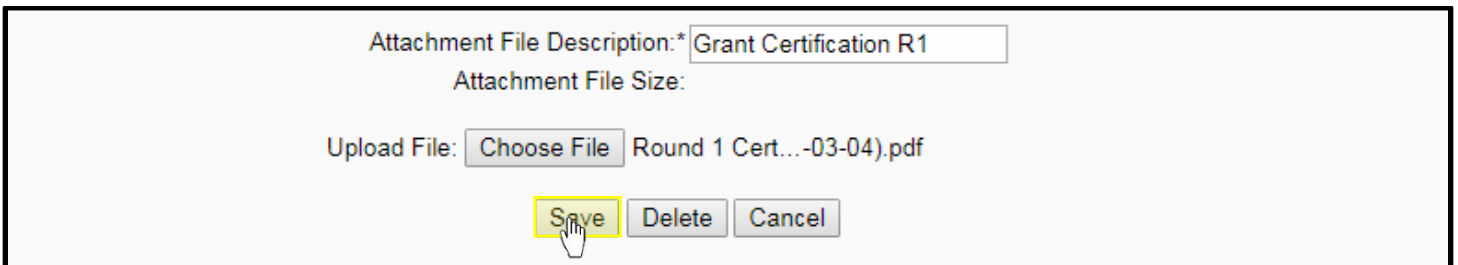


Attachment File Description:* Grant Certification R1

Attachment File Size:

Upload File: Round 1 Cert...-03-04).pdf

6. Click the “Save” button.



Attachment File Description:*

Attachment File Size:

Upload File: Round 1 Cert...-03-04).pdf

Save