

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](#).