

IDC Grant Financial Status Reporting and Reimbursement Process

Revised 10-6-2021 for FY22 Grants

Financial Status Reporting

- To complete the quarterly financial status report (FSR) and receive reimbursement, the following must be submitted in CCJJ's Grant Management System (GMS) by the dates specified in Attachment D of the FY22 Grant Award Agreement:
 - a. IDC Reimbursement Worksheet and Detailed Ledger (Spreadsheet Provided by IDC)
 - b. Optional: An expense detail report may be provided in lieu of the detailed ledger. The report must be from the city or county's finance system and must reflect ALL indigent defense expenses incurred and paid for the quarter.
- Supporting documentation, validating the detailed ledger, must be retained in your grant files and made available in the event of a monitoring review or audit. If the ledger is completed properly **supporting documentation does not need to be uploaded to GMS**. The required retention period for grant records is defined in the grant award agreement.
 - a. Supporting documentation includes:
 - i. Proof of Expenses (Vendor invoices, mileage forms, contracts, purchase orders, receipts, Etc.)
 - ii. Proof of Payments (Check stubs, EFT records, receipts, etc.)

Expense Reporting and Verification

- **Reimbursement Worksheet:** The spreadsheet contains detailed instructions and must be completed by the grantee (city, county, interlocal) level, not a contractor. If you have not received a reimbursement worksheet with your grant budget populated, please contact the IDC grant program manager. Once you have entered your expenses on the ledger tab the reimbursement spreadsheet will calculate the grant reimbursable portion of each line item based on the grant award agreement.
- Ledger Tab: A ledger is included as a tab within the reimbursement worksheet. Each indigent defense expense incurred during the period that has been paid should be listed on the ledger individually. This includes both local spending and IDC requested reimbursement expenses. The sum of the entries on the ledger must reflect the total spending for local indigent defense services for the period, and should match the totals calculated on the Reimbursement Worksheet. It is critical that the correct sub-category is selected for each expense as this is how the spreadsheet will sum the expenses for each line item.
- Expense Detail Report: A detailed report from the System's finance database may be submitted in lieu of a detailed ledger. The report must show each individual expense for the quarter and align with the expenses reported on the Reimbursement Worksheet. The grantee should notate the report as needed so that IDC staff are able reconcile it with the Reimbursement Worksheet. The grantee will need to enter a total expense amount for each sub-category on the ledger tab (rather than individual expenses).

This budget in green should match your grant award.

IDC Reimbursement Worksheet

Step by step instructions are provided here.

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Complete the ledger tab first. Make sure to select the correct reporting period.

Enter each indigent defense expense incurred individually and as completely as possible.

Only report expenses incurred during the reporting period.

If a contract payment for the next quarter is paid early it should be reported on the next report.

If an expense has been paid for the previous quarter that was not previously reported, a supplemental report may be needed. Contact the IDC Grant Manager for assistance.

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					e	Ledger Worksh	neet			
	Yendor/Payee	Date Paid	Vendor Invoice Number	Payment Check Number	Contact Attorney	Case Number	GMS Category	Sub Category (Refer to Reimbursement Request)	Description	Line Item Amount
	Clarence Gideon	03/01/20	407	1025	Gideon, C		Contracted	Adult District	Mar20 Contract Payment	\$7,500.00
	Clarence Gideon	02/01/20	402	1015	Gideon, C		Contracted	Adult District	Feb20 Contract Payment	\$7,500.00
	Clarence Gideon	01/01/20	331	1001	Gideon, C		Contracted	Adult District	Jan20 Contract Payment	\$7,500.00
	Elena Kagan	03/05/20	103	1027	Kagan. E		Contracted	Conflict Contract	Mar20 Contract Payment	\$1,500.00
	Elena Kagan	02/05/20	102	1017	Kagan. E		Contracted	Conflict Contract	Feb20 Contract Payment	\$1,500.00
	Elena Kagan	01/05/20	101	1006	Kagan, E		Contracted	Conflict Contract	Jan20 Contract Payment	\$1,500.00
	County Project Director	03/15/20	PP7	3607			Personnel	Grant reporting hours	10 Hours - See coded timesheet	\$200.00
	Alito Law	01/27/20	001	1003	Alito, Sam	19-1230	E.S.O.	Hourly Conflicts	Non-Contract Conflict Case	\$2,736.00
_	PD Investigations, LLC	02/15/20	001	1014		19-1210	E.S.O.	Investigations	Investigator	\$79.80
-	PD Investigations, LLC	02/15/20	002	1014		19-1210	E.S.O.	Investigations	Investigator	\$82.35
	Alito Law	01/27/20	001	1003	Alito, Sam	19-1230	Travel	Mileage	Mileage to Loa from Richfield	\$53.36
	Utah State Bar	01/15/20	001	1008		ļ	E.S.O.	Other	Adult Criminal CLE	\$150.00
_	Ruth Bader	03/01/20	003	1024	Bader, R		Contracted	Parental Defense	Mar20 Contract Payment	\$8,000.00
_	Ruth Bader	02/01/20	002	1016	Bader, R		Contracted	Parental Defense	Feb20 Contract Payment	\$8,000.00
	Ruth Bader	01/01/20	001	1004	Bader, R		Contracted	Parental Defense	Jan20 Contract Payment	\$8,000.00
		_						Personnel	-	
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Make sure to complete the correct reporting period. There is also a tab with examples. It is **critical** to select the correct sub-category for each expense you enter using the drop down list. The Reimbursement Worksheet will auto-sum the expenses reported on the ledger according to the sub-category entered. Failure to select the correct sub-category could result in rework or a payment error. If an expense does not match one of the drop-down options please contact the IDC grant manager for guidance. Be sure to save the spreadsheet and work from it each quarter. This will provide you with year to date expenses as well as the remaining balances on your grant and system spending.

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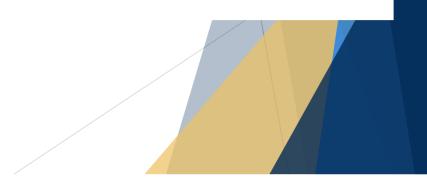
When all expenses have been entered on the ledger tab the spreadsheet will calculate the amount reimbursable for the period and provides you with the totals to enter in GMS for each category.



Grants Management System (GMS) Entry

- Once you have compiled all the reporting documents listed on the preceding slides, go to the Grants Management System at <u>https://fsr.utah.gov</u>
- ALWAYS USE A FIREFOX WEB BROWSER
- Once on GMS, enter your username and password. These were sent by email and can be located there if you cannot remember. Please contact the IDC grant manager if you cannot find them.
- The following slides will walk you through the process to upload your documents for reimbursement requests.





1. Login and select your current grant. For FY22 the grant number should begin with 22D.

	Nu	umber	Name	e	
-	2022-	IDG-Grant	IDG - Indigent Defense	e Grant Pr	0
		Number	Agency	Status	
		22D-01	Juab County	Open	
		<u>22D-02</u>	Salt Lake County	Open	
		<u>22D-03</u>	Nephi City	Open	
		<u>22D-04</u>	Uintah County	Open	
		<u>22D-05</u>	Utah County	Open	
		<u>22D-09</u>	Carbon County	Open	
		<u>22D-10</u>	Sanpete County	Open	
		<u>22D-12</u>	Millard County	Open	
		<u>22D-13</u>	Sevier County	Open	
		<u>22D-15</u>	Wayne County	Open	
		<u>22D-16</u>	Box Elder County	Open	
		<u>22D-17</u>	Cache County	Open	
		<u>22D-18</u>	Iron County	Open	
		<u>22D-20</u>	Tooele County	Open	
		<u>22D-21</u>	Washington County	Open	
		<u>22D-23</u>	Weber County	Open	
		<u>22D-24</u>	Price City	Open	
		<u>22D-26</u>	Grand County	Open	
		<u>22D-28</u>	Davis County	Open	
		22D-29	Kane County	Open	
			Totals		
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Frequently Asked Questions

Q: What expenses should be included?

A: All expenses should be included for the period for which they are incurred. Expenses must be paid before they can be reimbursed. If you have an expense to report for a past period due to late payment of the expense, contact the grant program manager for instruction on submitting a supplemental request for the previous period.

Q: What if the project director discovers a mistake in GMS after they have signed?

A: The project director can un-sign and fix the mistake and then re-sign. If the mistake is discovered after the IDC has processed and signed, please contact the IDC grant manager immediately for assistance.

Q: What happens when GMS will not allow me to sign?

A: This is likely due to the total amounts not matching or the documents have not been uploaded. The total Source of Funds must equal the total Expenditures. If the amounts are different, you will see a red warning to fix the entries. Contact the IDC grant manager if you are unable to resolve the issue.

Q: Can I view the prior reports for my grant?

A: Yes, just click on the month/quarter edit button. You also should be able to download previously submitted documents by clicking on the document type link.

Q: Can I change information on a prior report that has been signed by the IDC officer and reviewer?

A: No. Once the IDC officer and reviewer have signed the report, you cannot make any changes. Please contact your grant manager.

Q: Does mileage have to be paid by the city/county prior to requesting reimbursement?

A: Yes. If an attorney has reported a travel expense it should be paid by the municipality before requesting reimbursement. The reimbursement should be reported in the quarter that the expense was paid by the county.

Q: If a pay period spans two quarters which reimbursement request should the pay check be included on?

A: When spanning two quarters payroll should be submitted under the quarter in which it is actually paid. Example: A quarter ends December 31st but the pay period spans December 24th through January 7th. The payroll check date is January 14th. The check would be included on the new quarter (January through March).

Reporting Issues

If you have trouble completing/uploading documentation, we can help!

Call or email:

Greg Bates - Grant Program Manager

Cell: 801-979-3358

Email: gregbates@utah.gov

Backup:

Katriina Adair - Financial Analyst II

Cell: 801-455-0793

Email: kaadair@utah.gov

