

# IDC Grant Reporting Training

# Grant Reporting

1. To complete the financial component of the reporting requirements, the following must be submitted in GMS to receive the requested IDC quarterly reimbursement:
  - a. **IDC Quarterly Grant Progress Report;**
  - b. **Invoices OR Ledger; and**
  - c. **Proof of Payment**

These documents will be explained in the following slides.

Each category of documents should all be uploaded into GMS (Grant Management System) to receive reimbursement.



# Invoices, Ledgers & Proof of Payment

- **Invoices** must include line item details of payments for all categories for which reimbursement is requested from the IDC. The grant award categories available for reimbursement are detailed in the first page of the IDC grant award contract.
  - For example, if the grant award includes reimbursement funding for contractors, FTE services, and/or defense resources, the invoice should reflect line item details of payments for each of those categories of expenses.
- **Ledgers** must reflect the total spending for local indigent defense services, including both local spending and IDC requested reimbursement expenses, and the receipts/invoices for all expenditures listed must be documented.
- **Proof of payment.** Local governments must demonstrate that all expense categories for which reimbursement is requested, have been paid for prior to receiving IDC reimbursement. Proof of payment should include the party or parties being paid and a date of payment.

# Invoice (example)

**FROM:**

County Public Defenders  
123 N Temple  
Salt Lake City

**INVOICE: #3**

**DATE: 10/1/18**

**TO:**

UTAH INDIGENT DEFENSE COMMISSION (IDC)

**FOR:**

IDC GRANT REIMBURSEMENT

2018 – Q3

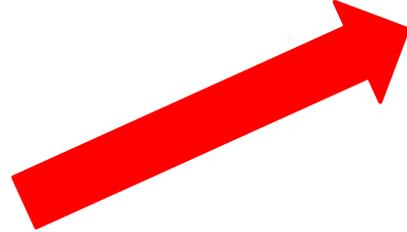
GRANT #: 19D-19

DESCRIPTION	ANNUAL RATE	QUARTERLY AMOUNT
Attorney Fees, District Court	\$187,000	\$35,000
Administrative Assistant	\$60,000	\$15,000
Reserves (as billed)	\$55,000	\$0
Mileage (\$0.54 mile) (as billed)	\$3,000	\$850
CLE (as billed)	\$2,500	\$500
<b>Balance Due</b>		<b>\$51,350.00</b>



# Grant Reporting Website (GMS)

- ▶ Once you have compiled all the reporting documents listed on the preceding slides, go to the Grant Management System at [fsr.utah.gov](http://fsr.utah.gov);
- ▶ ALWAYS USE FIREFOX
- ▶ Once on GMS, enter your username and password. These were sent by email and can be located there if you cannot remember. Please contact us if you cannot find them.
- ▶ The following slides will walk you through the process to upload your documents for reimbursement requests.



CCJJ Utah Commission on Criminal & Juvenile Justice

**Grants Management** *Unauthorized Use is Prohibited*

Login Name:  ←

Password:  ←

Due to some technical difficulties, GMS can only be accessed with the web browser Firefox. If you do not have Firefox, you will need to download the free web browser [here](#).



### Grant Summary

Unauthorized Use is Prohibited

Welcome Josh Weber

#### Grants Management

2019-IDG-Grant

Grantee

Select

Name	Role	Phone	Email

Dir.

Edit

CFDA#

Deobligated

Finet #

Grant

Open

Beginning

Ending

Title

Taskforce

Object

PrevGrant#

Category

Purpose

NA

Continuation

On Going

Reports

Duns#

View Changes

Monitor Label

Edit Monitor

Approved By

Date

	Personnel	Fringe	Contracted	Equipment	Travel	Supplies	Other	Indirect	Total
Authorized Pmt									
Outlays							\$ 0.00		\$ 0.00
Obligations							\$ 0.00		\$ 0.00
Balance									

Year	Period	Status	Edit

	Federal	Inkind	Cash	Total
Authorized Pmts				
Outlays				
Obligations				
Balance				

New Financial Status Report

Income Reports

Save as Edit

1. Once logged in, click on New Financial Status Report to begin a new quarterly report.





**Grants Management**

**Financial Status Report**

*Unauthorized Use is Prohibited*

Year

Quarter

Supplemental

Finet #

**Source of Funds**

	Grant Funds	In Kind Match	Cash Match	Total
Grant Amount	[Redacted]			
Exp. and obl.	[Redacted]			
Outlays This Period				
Unpaid Obligations				
Totals				
Balance	[Redacted]			

3. Enter system spending in "Cash Match" column.

**Expenditures**

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Grant Amount	[Redacted]							
Exp and Obl.	[Redacted]							
Outlays This Period								
UnPaid Obligations								[Redacted]
Total								
Balance	[Redacted]							

4. Break down spending by category in "Outlays This Period".

Leave blank if no money was expended in a particular category

Director

CCJJ Officer

CCJJ Reviewer

2. Enter amount of IDC reimbursement requested in "Grant Funds" column.





**Grants Management**

**Financial Status Report**

*Unauthorized Use is Prohibited*

[Redacted]

Year

Quarter

Supplemental

Finet #

**Source of Funds**

	Grant Funds	In Kind Match	Cash Match	Total
Grant Amount	[Redacted]			
Exp. and obl.	[Redacted]			
Outlays This Period				
Unpaid Obligations				
Totals				
Balance	[Redacted]			



5. Click here to upload all documents, one at a time.

**Expenditures**

	Personnel	Fringe	Contracted	E.S.O.	Travel	Informant	Indirect	Total
Grant Amount	[Redacted]							
Exp and Obl	[Redacted]							
Outlays This Period								
UnPaid Obligations								[Redacted]
Total								
Balance	[Redacted]							

Director



CCJJ Officer

CCJJ Reviewer

6. Once you complete uploading all documents and entering financial information, the grant project director should click here to sign.

# FAQs

**Q: What if the director discovers a mistake after they have signed?**

A: The project director will “Unsign” and fix the mistake then re-sign in order for the report to be processed.

**Q: What happens when the program will not allow me to sign?**

A: It is likely the total amounts are incorrect or the ledgers 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.

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

A: Yes, just click on the month/quarter edit button.

**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.

# Reporting Issues

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

Call or email:

**Josh Weber** - Grant Specialist

Cell: 801-850-2005

Email: [jweber@utah.gov](mailto:jweber@utah.gov)