



Egrants Job Aid: Submitting a Fiscal Report

For Preparedness Grants through
Wisconsin Emergency Management (WEM)

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Overview

General overview

Currently WEM's grants are administered on a reimbursement basis only. Reimbursement basis for a grant means that prior to the grantee receiving payment on the grant, they must have first paid for all items under the grant to the provider.

The Fiscal Report in Egrants is where you will submit your request for reimbursement. The frequency in which a Fiscal Report is required is determined at the time of your award and can be found in your Award document or in Egrants under Monitoring.

Requirements and criteria for reimbursements

The following criteria must be met and verified before the Reimbursement Request is approved:


- Must be approved in Egrants through an Application or Modification.
- Must meet the requirements outlined in the Notice of Funding Opportunity (NOFO).
- Must adhere to State and Federal regulations as applicable.
- All Program Reports must be up to date and approved by the WEM Program Manager.
- All Special Conditions specific to your grant must be cleared by the WEM Program Manager.
- Expenses must be incurred and received within the performance period, unless otherwise stated in the NOFO.
- May not include tax, unless otherwise stated in the NOFO.
- Expenses must be actual costs incurred and paid.
- The following documentation must be submitted and verified:
 - A Fiscal Report signed and certified by both the Program and Fiscal Contacts listed in Egrants.
 - An itemized receipt or invoice. It must include item, quantity, unit cost and total cost. If it is an invoice, it should say "Invoice"; Shipment Manifests and Order Confirmations are not acceptable substitutes.
 - Additional documentation as needed per the NOFO or at the request of WEM. This includes any additional documentation that is required in order to validate the expense as allowable within the grant requirements.

How to access the Fiscal Report

Step 1. Access your grant in Egrants (See Egrants User Guide for additional instructions)

Step 2. Access your reports by clicking on “Monitoring”

PROJECT SUMMARY


Monitoring To enter/update/view Quarterly Fiscal Reports or Periodic Program Reports for this grant ([Monitoring](#) menu item).
Fiscal Details To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).



Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	ReSubmitted Date	Action
Application	10/1/2020 - 9/30/2021	Open - Awarded	11/24/2020	Create New Modification


Step 3. Under Fiscal Reports, click “Create”

MAIN SUMMARY


Fiscal Reports

PDF	Phase	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	Initial	10/1/2020 - 9/30/2021	10/31/2021	Final-Only	Available to Save as Draft				 Create Edit View

Program Reports

PDF	Phase	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action
	Initial	10/1/2020 - 9/30/2021	10/1/2021	Final-Only	Available to Save as Draft				Create Edit View

Inventory Reports

PDF	Phase	Status	Submission Date	Approval Status	Entered By	Action
	Initial	Available to Submit				Create Edit View

Complete the Fiscal Report and “Save as Draft”

Step 1. For “Final Report”, use the drop down box to indicate if report is Final

- Select “Yes” to indicate this is your final report and you are ready for the grant to be closed.
- Select “No” if you’re submitting a Monthly or Quarterly report and are not seeking an early closeout.

FISCAL REPORT					
Final Report: * Yes			Report Status: Draft		Last Submitted Date:
Approval Status: Pending			Status Updated By:		
Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date	Grant Balance
Federal	78,846.25	0.00	78,800.00	78,800.00	46.25
Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25

Step 2. For “Financial Information”, enter the total amount requested under “Current Period”

Approval Status: Pending					Status Updated By:
Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date	Grant Balance
Federal	78,846.25	0.00	78,800.00	78,800.00	46.25
Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25
Estimates of Amount of Funds Required Next Quarter:		Federal \$ 0.00		State \$ 0.00	

Step 3. For “Estimates of Amount of Funds Required Next Quarter”, leave Blank

Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25
Estimates of Amount of Funds Required Next Quarter:		Federal \$ 0.00		State \$ 0.00	

Step 4. Under “Budget Categories”, provide a break-down of the requested amount by category

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date	Grant Balance
Federal	78,846.25	0.00	78,800.00	78,800.00	46.25
Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25
Estimates of Amount of Funds Required Next Quarter:		Federal \$ 0.00		State \$ 0.00	
Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date	Grant Balance
Personnel	53,671.80	0.00	53,650.00	53,650.00	21.80
Employee Benefits	20,314.45	0.00	20,300.00	20,300.00	14.45
Travel (Including Training)	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00	0.00
Consultants/Contractual	4,860.00	0.00	4,850.00	4,850.00	10.00
Indirect	0.00	0.00	0.00	0.00	0.00
Other	0.00	0.00	0.00	0.00	0.00
Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25

Project Income:

Step 4.1 Verify total matches the amount entered in Step 2

Step 5. “Project Income”

Project or program Income represents revenues or income your agency received as a result of this project. This may be, but is not limited to: fees, donations, rebates, misc. credits, etc. **IMPORTANT: Project Income should not be collected on your grants and avoided at every possible opportunity. If your agency has collected an income and/or revenue as a result of your grant, please reach out to your WEM Program Manager for further information before submitting your Fiscal Report and request for reimbursement.**

Total Σ	78,846.25	78,846.25	78,800.00	78,800.00	78,846.25
Project Income:					
Project Income Earned:	<input type="text" value="0.00"/>		Project Income Expended:	<input type="text" value="0.00"/>	

Step 6. “Remarks”

This section is the opportunity to communicate with the WEM Fiscal Grants Specialist that will be reviewing and approving your report and/or reimbursement. You will want to enter any information that may help explain and/or justify your fiscal report and the supporting documentation.

Step 7. “Attachments”, upload the required documents when requesting reimbursement

This is the most important section when requesting reimbursement on your grant. The following items must be uploaded in order to validate and approve your request for payment.

- Step 7.1 Detailed and itemized invoices/receipts for all expenses. It must include item, quantity, unit cost and total cost. Shipment Manifests and Order Confirmations are not acceptable substitutes.
- Step 7.2 Support Documents, as applicable per the NOFO or at the request of WEM. This includes any additional documentation that is required in order to validate the expense as allowable within the grant requirements.

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
Delete	Proof of payment.pdf	Proof of payment	7/21/2021
Delete	Invoice.pdf	Invoice	7/21/2021
Delete	Payroll register and timesheets.pdf	Payroll register and timesheets	7/21/2021

Step 8. Click “Save as Draft”

If you click “Submit” in error, email your WEM Fiscal Grants Specialist to return it to you.



Step 9. Proceed to [How to Submit your Fiscal Report](#) for next steps.

How to Submit your Fiscal Report

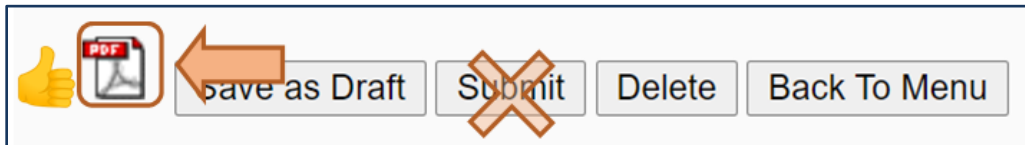
Step 1. Generate Reimbursement Request Form

There are two locations in Egrants where you can generate the form.

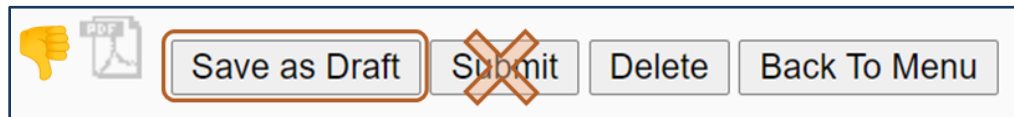
Step 1.1 Under Main Summary, click the PDF icon to access your Reimbursement Request Form

MAIN SUMMARY									
Fiscal Reports									
PDF	Phase	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	Initial 	20 - 9/30/2021	10/31/2021	Final-Only	Draft		Pending	Rebecca Thompson	<input type="button" value="Create"/> <input type="button" value="Edit"/> <input type="button" value="View"/>

Step 1.2 Another link is available inside the Fiscal Report after it has been saved



Note: Any changes, including clicking into a field, will inactivate this link until it is "Saved as draft". If the button is grey, you must click "Save as Draft".



Step 2. Print form and sign as indicated

Project Income Earned: Remarks: Grantee Certification: I certify that the above report is complete and that all information is contained in the permanent fiscal records of my organization:	Project Income Expended: _____ _____
_____ Project Director: Rebecca Thompson	_____ Financial Officer: Rosie Wisniewski
_____ Date	_____ Date

(Signatures of both the Project Director and Financial Officer must be present and must match the names listed above)

For WEM Office Use Only

Amount Vouchered _____	Coding _____
Date Vouchered _____	Voucher no. _____

Step 3. Upload signed form into the Fiscal Report under Attachments

Step 3.1 Click on "Edit"

Fiscal Reports									
PDF	Phase	Period Ending	Due Date	Report Type	Status	Original Submission Date	Approval Status	Entered By	Action
	Initial	10/1/2020 - 9/30/2021	10/31/2021	Final-Only	Draft		Pending	Rebecca Thompson	<input type="button" value="Create"/> <input type="button" value="Edit"/> ← <input type="button" value="View"/>

Step 3.2 Click on "Add Attachment"

Remarks:

←

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
<input type="button" value="Delete"/>	Proof of payment.pdf	Proof of payment	7/21/2021
<input type="button" value="Delete"/>	Invoice.pdf	Invoice	7/21/2021
<input type="button" value="Delete"/>	Payroll register and timesheets.pdf	Payroll register and timesheets	7/21/2021

Step 3.3 Upload File (See Egrants User Guide for how to upload an attachment)

Step 4. Submit Fiscal Report

	Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date
<input type="button" value="Delete"/>	Proof of payment.pdf	Proof of payment	7/21/2021
<input type="button" value="Delete"/>	Invoice.pdf	Invoice	7/21/2021
<input type="button" value="Delete"/>	Payroll register and timesheets.pdf	Payroll register and timesheets	7/21/2021
<input type="button" value="Delete"/>	Signed Reimbursement Request form.pdf 🍊	Signed Reimbursement Request form	7/21/2021

Problem Description	Due Date	Status

←