

Reporting Requirements

Financial Reporting. In order to obtain financial information concerning the use of federal funds, OJA requires that recipients of these funds submit timely fiscal reports for review.

Submission Requirement. Financial reports must be submitted each time funds are requested and at a minimum on the dates specified on the Acknowledgement Notice (final page of the grant award packet). Future awards and fund draw-downs may be withheld if the financial report is delinquent.

Person Responsible for Fiscal Report Completion. Please indicate the name and telephone number of the person responsible for completion of the fiscal report. This will enable OJA fiscal staff to easily reach this person for answers to pertinent questions regarding this report (and hopefully expedite processing time!).

Official Signatures. G-2 and G-4 Financial Reports must be signed and dated by both the Project Director and the Financial Officer of the project and the original document submitted.

Reconciliation of Confidential Funds. OJA grant recipients of confidential funds must submit a Reconciliation of Confidential Funds Report, as well as a Confidential Funds Expenditure Report with the G-2 financial report. Failure to submit these reports may result in suspension of funding or termination of the grant.

Program Income Generated by Seizures & Forfeitures. For Drug Task Force grants, the Program Income Generated by Seizures & Forfeitures Report and the Program Income Expenditure Report must be submitted with the G-2 financial report. Instructions for completion of these reports may be found in the "Guidelines for Use of Program Income Generated by Seizures & Forfeitures" manual.

Uniform Crime Reporting. Law enforcement agencies required by state law, as direct providers, must submit Uniform Crime Reports (UCR) to OJA by the 15th of each month. Grant funds will not be released to any recipient that is found to be delinquent in the submission of monthly Uniform Crime Reports. Temporary waiver of this requirement may be granted upon request of OJA.

G-2 Financial Report. This is the financial reporting and fund request form for most OJA grants. A sample G-2 form is located in the appendix of this guide.

G-4 Grant Termination Report. This is the financial reporting and fund request form used for Homeland Security grants. A sample G-4 form is located in the appendix of this guide.

G-5 Final Inventory List. For equipment grants, it may be necessary to complete the G-5 Final Inventory List. This form details the specific items purchased with grant funds.

Recipients who have received funds in excess of their final actual expenditures will be notified in writing to reimburse OJA for any overpayment.

Program Reporting. The Office of Justice Assistance is required to submit reports to the Wisconsin Legislature and federal granting agencies which detail the types of projects funded and their effectiveness in meeting the program requirements. The source of the majority of information reported to the state and federal government is individual grantees through the submission of progress reports related to grant funded activities. Progress reports also provide a basis for discussion during on-site monitoring visits from your program manager.

How you will report will vary depending on the source of grant funds being used for your project. The appropriate reporting forms will be listed on your award documents. Reports will be due on the dates specified on the Acknowledgement Notice (final page of the grant award packet). Grants may be suspended if required reports are not provided in a timely matter. Expenditures will not be reimbursed if progress reports are overdue.

The following are programmatic reporting requirements for OJA grantees:

1. Quarterly/Semi-Annual Reporting

Progress reports are typically done on a quarterly or semi-annual basis. Progress reports are due 12 days after the end of the reporting period. At a minimum, you will be provided with instructions and a format to submit your reports and, where applicable, you will be given forms to complete. Additionally, reporting forms can be found on the OJA website.

NOTE: You are encouraged to submit any information at any time that speaks to the success of your program. Publicity (news articles, awards, etc.), survey results and letters of support are always useful to your grant manager in understanding the impact of your project.

2. Final Progress Report

Your final report will consist of your final quarter's report plus a summary of activities and accomplishments during the entire project period. Your final report should detail how all of the objectives in the approved work plan have been met, or if not met, an explanation of why not. You will also be asked to discuss, what, if anything, could have been done differently that might have enhanced the impact of the project or improved its operation.

3. Other Reporting Requirements Requested by the Program (See Award Documents)

Grant Closeout Procedures. Within 60 days of the end-date of the grant, the grantee must submit the following to OJA:

- Final (or Annual) Progress Report
- Final G-2 Financial Report (or G-4 Report for Homeland Security grants)
- G-5 Final Inventory List with attached invoice copies (equipment grants only)

Final Refund. If the grantee received more funds than warranted given cash expenditures and obligations, the difference must be refunded to the State of Wisconsin - OJA. In such an event, please send a check with your final G-2 Financial Report. Make the check payable to 'Wisconsin Department of Administration.'