

Frequently Asked Questions

General Questions

Q: I've submitted a G-2 fund request form. How soon can I expect payment?

A: Turnaround for payments is 30 days from the date OJA receives the G-2. Payments may be delayed if the grantee has any delinquent progress reports, special conditions that haven't been cleared, missing original signatures, or if the G-2 form is filled out in error.

Q: Where are the reporting forms found?

A: Reporting forms can be found electronically on OJA's website (<http://oja.state.wi.us/>), and are located under specific program areas.

Q: Can I email my progress and financial reports to OJA?

A: Progress reports can be emailed to OJA. G-2 Financial Reports, however, require original signatures and must be mailed to OJA.

Q: What is 'Unallotted?' Why is all or part of my budget in 'Unallotted?'

A: 'Unallotted' is a budget category that OJA uses for a number of reasons. In some cases, a budget item may be deemed questionable or determined un-fundable. An entire budget may also be placed in 'Unallotted' if a decision is made during the grant review process to fund a grant at a lower amount than is applied for. In both instances, OJA will include a Special Condition that the sub-grantee must submit a new budget for the new amount of the grant.

Q: Why does my grant award amount not match what I applied for?

A: Some grant amounts may be lower than the amount applied for, due to such factors as availability of funds, allowability of items in the application budget, and general grant review decisions.

Q: When does my grant become active?

A: A grant is considered official upon signing of acceptance by the sub-grantee and OJA's receipt of the returned award document with all original signatures. Be aware of the start and end date printed on the award documents. Costs covered by the grant award must be incurred for services between these dates.

Q: What do I do if implementation is delayed or equipment is backordered?

A: Contact OJA staff to request an extension of the grant period, if available.

Q: Am I required to send copies of invoices to OJA with my financial reports?

A: Most OJA programs do not require sub-grantees to submit copies of expenditure details, but only to have it in their records and available for review at any time. Homeland Security sub-grantees, however, must attach copies of invoices for equipment grants.

Homeland Security-Specific Questions

Q: When is my grant officially closed out?

A: The grant is officially closed out once the sub-grantee has submitted the G-4 & G-5 (closeout documents) and the sub-grantee has amended the grant application form to reflect the actual payment received. If there is a match between the two, nothing needs to be done.

Q: When are my G4 & G5 (closeout documents) due?

A: The closeout documents are due 60 days after the end of the grant period.

Q: How can the sub-grantee help to expedite the payment process?

A: The sub-grantee can help expedite the payment process by making sure that *only* invoices are being submitted for payment and ensuring that there is a match between the invoices and the line items on the grant application form before submitting a payment request.

Q: Who do I call to open up the online tool application when I want to amend the grant application form?

A: You can contact your fiscal contact person via e-mail.