

Note: All partners associated with *General Revenue Funds (GRF) for State Supplemental Grants* are receiving this email. This is only an update for your benefit. You DO NOT NEED TO Reply.

The purpose of this message is to provide notes and answers to the questions asked during GRF office hours on Monday, 4-7 and 4-14.

1. **Success Stories:** We request one Success Story submission with quarterly reporting. Success stories can be submitted for participants, employers, or community.
 1. [Workplan & Reports](#) instructions
 2. [Success Story guide](#)
2. **The General Revenue Funds (GRF)** system for State Supplemental Grants on IwN is used as the management information system to track program outcomes. The system will be used to track real-time activity and programmatic deliverables that align with quarterly program reporting (PPR).
3. **The General Reporting System (GRS)** will be used as the management information system to track fiscal reporting/outcomes. The system will be used to run reports that align with quarterly fiscal reporting (PFR) and is DCEO's electronic reporting system for expenditure summary and invoice voucher submissions.
4. **Fiscal and Program Reporting:**

For fiscal reporting, grantees will continue standard reporting practices.

 - Financial Entry into the Grant Reporting System (GRS): Monthly cost entries due by the 20th of each month.
 - Quarterly Period Reporting (Next Deadline: 04/30/25)
 - Periodic Financial Reports (PFR): Covering Period of 01/01/2025 - 03/31/2025. The PFR details expenditures against the approved grant budget.
 - Periodic Performance Reports (PPR): Covering Period of 01/01/2025 - 03/31/2025. The PPR outlines programmatic accomplishments and performance metrics and documented in GRF.
 - While PFR and PPR reporting is due quarterly, real-time data reporting is a standard expectation/requirement for all programmatic activity. In addition, a monthly report is available in GRF to help track and monitor activity- which leads to quarterly reporting.
5. **Do you have a checklist for Fiscal Managers for what should be completed in the system?** Fiscal reporting is maintained in GRS along with quarterly PFR report submissions.
6. **Is there a deadline for when everything should be entered into the system?** Yes, the Work Plan and program activity from July 1, 2024-present should be entered in the GRF system by 4/30 to meet the required quarterly reporting activity. The GRF activity should support their PPR submission. Once the Work Plan and data are entered (dating back to the grant award date), the expectation is that the system should be used in real time. We will also continue to make system enhancements, and starting July 1 (next round of funding), there are plans to include a case management tool.

- 7. Do you just want quarterly reports? Or Do you also want monthly reports?** Prior to the system, grantees submitted monthly Work Plan updates. Now that the system is live, they can submit on a quarterly basis. The system does allow for monthly reporting- this is meant to help ensure grant deliverables are on track and see a snapshot of monthly activity. Reports and submissions moving forward will align with quarterly reporting requirements. Grantees will need to enter data back to July 1, 2024, to capture all program activity within the grant award for PY24. The Regional Managers can draft a response to provide clarification on this.

Once the Work Plan and data is entered dating back to the grant award date, the expectation is that the system should be used in real-time. The monthly report can also help to track and monitor activity- which leads to quarterly reporting. Real-time data reporting is standard expectation/requirement for all programmatic activity.

8. System Tips & Tricks:

1. Services and Outcomes cannot be added to a participant unless they are enrolled.
2. If you are trying to add multiple participants into the system using the Profile upload, and you do not have the participants' email address or date of birth:
 - The email address is no longer a required field in the Profile upload process. For new customers with no email on file, the user should leave the Email blank in the spreadsheet. The account creation process will create a random temporary email for the new customer.
 - Note: The system will not allow multiple accounts to use the same email.