



Chapter 10: Finances, Records and Reports

Chapter Overview

By the end of the chapter, you will be able to:

- Describe the expectations of the participants' files.
- Utilize the Monitoring Checklist and Participant File Checklist to collect and maintain required documents.
- Comply with Grant Accountability and Transparency Act (GATA) requirements.
- Determine the appropriate use of funds, how to request an advance or budget modification, and how to establish a procurement policy.
- Utilize the Periodic Financial Report (PFR) and Periodic Performance Report (PPR) to submit monthly expenses.

This section will set expectations for recordkeeping and management, explore how to submit programmatic and financial reports, and teach the appropriate use of JTED funds related to expenditures, budget modifications, and procurement.

Recordkeeping

Typically, data entry staff are also responsible for reporting and **recordkeeping**.

Recordkeeping is the process of maintaining participant records, including all required documents such as applications, certificates, and certifications.

Accurate recordkeeping is necessary to:

- Document eligibility for the program
- Document that work has been completed
- Monitor and assess the program
- Communicate and transfer information across staff and to the grantor
- Accurate reporting
- Address legal issues
- Manage risks

Participant Records and Files

Recordkeeping involves storing and organizing documents in participant files. **Participant files** must be collected to facilitate compliance with the general JTED requirements. Grantees must keep all participants' records for at least three (3) years following the completion, exit, withdrawal, or dismissal from the program. Grantees must ensure that participant files are kept in a secure location.

While the JTED Reporting System collects significant program information, grantees are also being asked to maintain physical or scanned files (i.e. program applications, eligibility documentation, age verification, career assessments, attendance records, certifications/certificates, documentation of employment or placement in secondary/post-secondary education) for a minimum of 3 years.

A **participant file system** can help grantees locate information quickly during service delivery and monitoring visits. Based on a grantee's program design, the following criteria may vary.

Eligibility documentation is required and must be maintained in the JTED Reporting System and/or a locked physical file as required by DCEO policy. These documents consist of, but may not be limited to:

- Application
- Photo ID/Birth Certificate/SS Card
- Income Verification
- Selective Service (if applicable) add link
- Employment Verification
- Residency

Career Planning is a critical element when working with JTED customers. Documents may include, but not be limited to:

- Needs Assessment

- Basic Skills Form
- Interest and Career Assessments
- Career Plan
- Observation Evaluation (Initial and Post)
- EEO Complaint (copy) given to Customer (signed and note indicating such)
- EEO Complaint in File

Classroom Training information is required. It may include, but not be limited to:

- CRT Orientation
- Financial Aid Award Notification Letter
- List Training Program, Training Program Summary, and Training Program Basic Info.
- Individualized Education Program (IEP)
- O-Net Positive Growth
- Career Scope
- Math Testing
- Reading Testing
- Transcripts
- Current Credentials
- Attendance Records
- Credentials Earned from Classroom Training

Worksite files are a requirement. Grantee must have on file a worksite agreement and worksite assessment, as well as a list of participants placement for each worksite. Document related to worksite placement includes:

- Job Information Sheet
- I-9
- IL Withholding Sheet
- W-4
- Tax Deferred Annuity Form
- Cost Plan
- Worksite Agreement Signed
- Job Description
- Worksite Safety Form
- Customer Safety Form
- Sexual Harassment Training Cert.
- Customer Orientation
- Supervisor Orientation
- Attendance records (timesheets)
- Monitoring Worksite Documentation
- Payroll records

Grantees should use the **Participant File Checklist** to ensure all files have consistent order and content as applicable.

Monitoring

Grants awarded are subject to **fiscal** and **programmatic monitoring** visits by the Department. The Grantee must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. The Department may modify grants based on performance.

The Grantee will be assessed to determine the impact the program has on the target population and the effective and efficient utilization of the funds. These reviews will assess how well project staff are meeting proposed goals in the planned timeframes, how many participants are being served, how the money is being spent, and whether any problems have developed that may hinder the progress of the project. The Department will ensure that periodic on-site monitoring or in-house desk monitoring is conducted during the grant period and upon its completion.

The reviews verify that the Grantee's financial management system is structured to provide accurate, current, and complete disclosure of grant expenditures. The review also confirms that all expenditures are in accordance with the provisions, terms, and conditions contained in the grant agreement with the Department. The **monitors** will also verify that participant files are maintained and contain documentation sufficient to demonstrate that individuals entering the program are eligible to receive services.

Regarding **fiscal management**, payments may be prorated dependent upon the grantee meeting performance targets.

Programmatic Monitoring Checklist

- Signed Participant Application
- Documents used to determine eligibility.
- Needs Assessment
- Comprehensive Assessment
- Barrier Reduction Policy (if applicable)
- Supportive Services Policy
- Participant Career Plan / IEP – Evidence of regular review and updates when needed.
- Evidence that participant is attending training program
- Credentials Earned
- Supportive Services documentation
- Reporting Requirements (if any per the grant agreement)
- Copy of Case Notes
 - Entered into workNet every 30 days while enrolled in program.
 - Entered during follow-up every 30 days for the first 3 months then quarterly.
- Entered into workNet documentation of completion status and verification of employment or placed in secondary/post- secondary education.

Fiscal Monitoring Checklist

Disbursements

- Cash Disbursements Register for the review period in Excel format. This document should contain information on the specific account codes from which the disbursement was paid. This document will be utilized to sample cash disbursements.
- Chart of Accounts used during the review period
- Fiscal Procedures Related to Disbursements

Note: *The selected disbursements sample (including copies of the front and back of cancelled checks) will need to be made available immediately after the entrance conference.*

Cost Allocation

- Copy of current cost allocation plan
- Copy of cost allocations at month end for the following months: {Month/Year and Month/Year}.

Payroll

- List of employees throughout the review period (this list will be used to select the employees for the Payroll/Personnel Analysis)
- Personnel Policies and Procedures
- Time allocation study, if applicable

The following Payroll related items must be available when the monitors arrive for on-site review

- Time and attendance records for selected sample
- Payroll registers for selected sample
- Payroll tax payment documentation (such as Form 941 and related payment receipt) for selected sample
- Wage authorization documentation for selected sample
- Job descriptions for staff selected in sample
- W-4s for selected sample

Fringe Benefits

- Accrued Leave (Cash) Account Reconciliation, (if applicable), for the quarters ending {Month/Year and Month/Year}
- Support for Accrued Leave Funds, if applicable

Audit Resolution

- Copy of most current Single Audit
- Status/Resolutions of prior year monitoring findings and management recommendations
- Status/Resolutions of prior year audit findings

Note: *The **Program and Fiscal Monitoring** tools are available on the JTED Program Guide.*

Reporting

As noted in Chapter 1, the JTED program utilizes state funding appropriated by the Illinois General Assembly. As a result, grantees must comply with all State of Illinois reporting requirements. This section will outline reporting requirements and critical fiscal information about implementing JTED programming.

Grant Accountability and Transparency Act (GATA) Requirements

The **Grant Accountability and Transparency Act (GATA)** (30 ILCS 708/1 et seq.) is landmark legislation designed to increase accountability and transparency in the use of grant funds while reducing the administrative burden on both State agencies and grantees through the adoption of the federal grant guidance and regulations codified at **2 CFR Part 200 (Uniform Requirements)**.

Keep in mind:

- All grantees must adhere to GATA requirements.
- All grantees must ensure their GATA profile is current. Grantees can access the GATA system through the [Grantee Portal](#).
- Failure to comply with requirements outlined in the grant agreement may lead to being placed on the **Illinois Stop Payment List**. If placed on this list, grantees will not be able to request cash until the circumstance that created the “*Stop Payment*” has been rectified. If the organization manages multiple grants, any grant that is out of compliance will impact the organizations’ other grants.

Note: If an organization is not GATA pre-qualified they cannot be considered as Recipient/Grantee or Subrecipients/Subgrantees for any future funding opportunity if they remain on the list.

DCEO Standardized Reports

All grantees must submit two standardized reports to the appropriate DCEO program manager; the **Periodic Performance Report (PPR)** and the **Periodic Financial Report (PFR)**. More information about these reports and other relevant grantee resources can be found on the [DCEO Grantee Resources site](#).

Note: The PPR and PFR are best accessed utilizing Microsoft Edge or by downloading and opening them in Adobe Acrobat Reader.

Periodic Performance Report

The **Periodic Performance Report (PPR)** is a standard, uniform performance progress reporting format used by DCEO to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the **Catalog of State Financial Assistance and the Grant Agreement (UGA)**, all grant awards are subject to periodic performance reporting. Specific directions on completing the PPR are supplied on the form that will be provided to you by the grant/program manager.

The **PPR** deliverable schedule is outlined in the grantee’s grant agreement. Grantee participant performance data is tracked in the Illinois workNet Reporting System. There may be cases when other deliverables are required. That information can be added to the Deliverable or Performance section on the form, whichever is appropriate or in other formats determined by the program manager and grantee.



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.

PPR Support Requirements

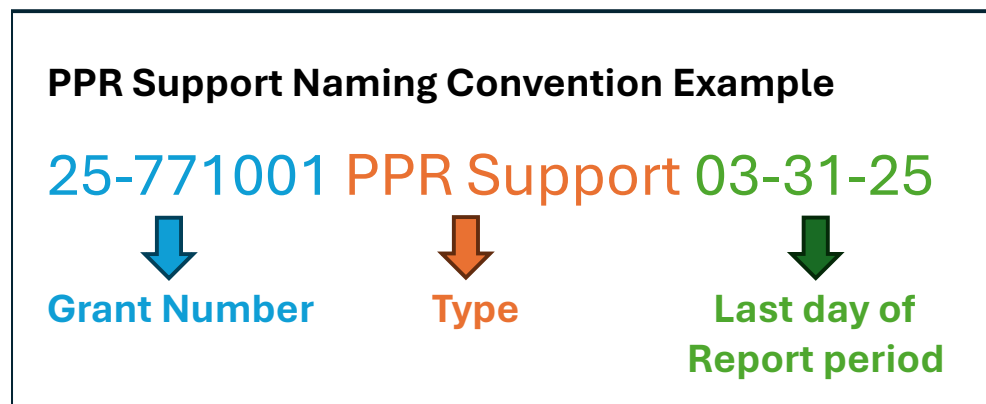
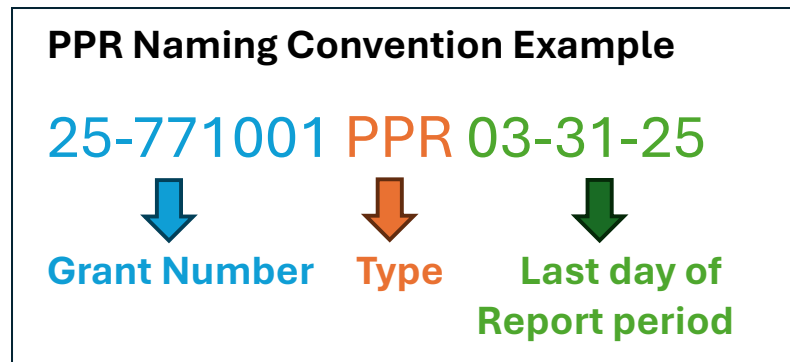
The PPR MUST be accompanied by a Support document. Requirements for the Support document include:

- A cover page that includes the grant #, grantee organization, UEI #, FEIN, period covered by the PPR, and date submitted.
- Documentation of Performance that is applicable to the program. For JTED this documentation is the Treasury report [JTED Treasury Report.pdf](#)
- Support documentation is to be submitted in a single PDF.

PPR and Support Naming Conventions

The **Periodic Performance Report** (PPR) and **Support** document need to be saved and sent to DCEO based on the naming conventions. This consists of the Grant Number (space) Report Name (space) Quarter End Date.

Below is the example of the naming convention for the two reports.




A final **PPR** and **Support** is required once the grant award has ended. For final PPRs, the word “Final” needs to be included in the “Type”, and the reporting period end date needs to be the end date of the grant period.

For specific questions, reach out to your assigned Grant Manager.

Periodic Financial Report

The **Periodic Financial Report** (PFR) is a standard, uniform financial reporting format used by DCEO to collect financial information from recipients of state grant awards. Unless statutorily exempt as documented in **the Catalog of State Financial Assistance and the Uniform Grant Agreement (UGA)**, all grant awards are subject to periodic financial reporting.

Specific directions on completing the PFR are supplied on the form that will be provided to you by the grant/program manager.



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide financial reporting format used by all state agencies to collect financial information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Uniform Grant Agreement (UGA), all grant awards are subject to periodic financial reporting.

General instructions for completing the PFR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PFR.** Please contact the state agency's point of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PFR.

Report Submission

1. The grantee must submit the PFR and any forms required by the awarding state agency as specified in the UGA. State awarding agencies have discretion to add to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PFR in accordance with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR template should correspond to the current, approved grant budget. All program-specific line items included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) through (w) is not relevant to the grant agreement (e.g., Program Income). Terms of the UGA dictate if a field is relevant.
4. The frequency of the PFR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PFR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
6. A final PFR shall be required at the completion of the grant term. For final PFRs, the reporting period end date shall be the end date of the project / grant award.
7. A separate consolidated year-end financial report traced to the organization's financial statement is also required. The Consolidated Year-end Financial Report is inclusive of all State of Illinois funding received by the grantee organization. A separate reporting template and instructions are provided for consolidated year-end reporting.

GOMBGATU-4002 (N-08-17) - Periodic Financial Report
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The PFR deliverable schedule is outlined in the grantee's grant agreement. Grantees report their costs and request cash in the Grant Reporting System (GRS). Cost can be reported as incurred but need to be reported, in GRS, by the 20th of the month for the prior month. Cash can be requested at any time but, unless there is an approved cash advance, cash requested must be no more than the cost reported (reimbursement bases). Refer to the **Appropriate Use of Funds** section for more information about reporting expenses.

PFR Supporting Documentation

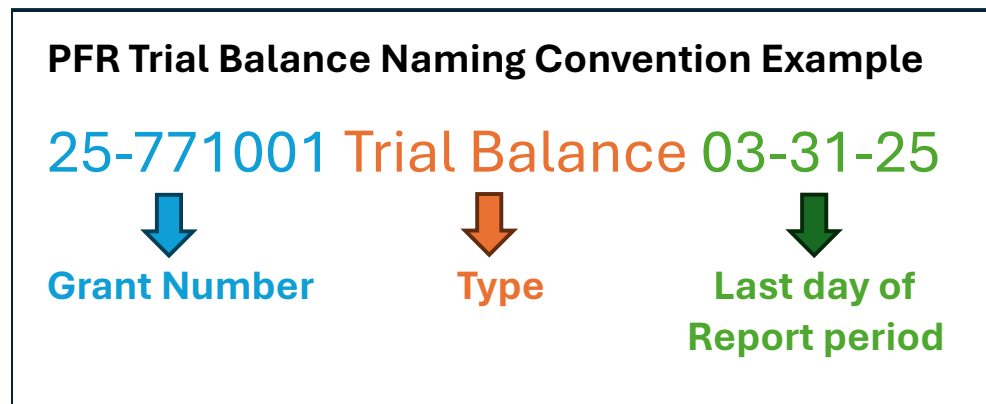
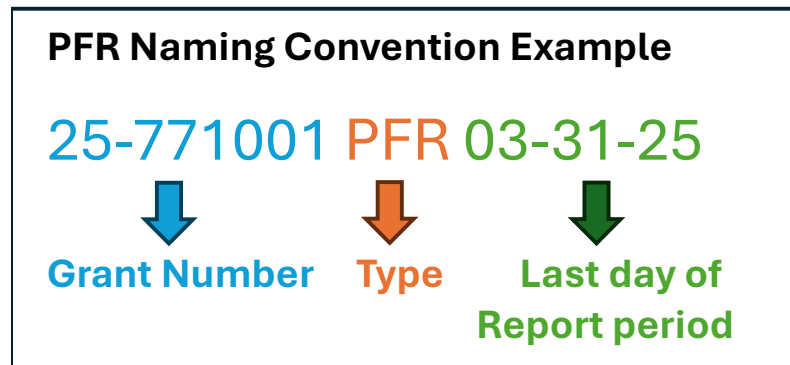
Two pieces of documentation must accompany the PFR:

- A cover page that includes the grant #, grantee organization, UEI #, FEIN, period covered by the PPR, and date submitted.
- A **Trial Balance** as supporting documentation for expenditures entered in the GRS.
- Trial balance documentation is to be submitted in a single PDF.

PFR and Support Naming Conventions

The **Periodic Financial Report (PFR)** and **Trial Balance** document needs to be saved and sent to DCEO based on the naming conventions. This consists of the Grant Number (space) Report Name (space) Quarter End Date.

Below is the example of the naming convention for the two reports.



A final **PFR** and **Trial Balance** is required once the grant award has ended. For final PFRs, the word “Final” needs to be included in the Type, and the reporting period end date needs to be the end date of the grant period.

Final DCEO Grantee Report

The grantee shall be responsible for completing the final Grantee Reports, which identifies the programmatic and financial status of the grant funds. The final Grantee Reports (PPR, PPR Support, PFR, & Trial Balance) is the same as the Grantee Reports discussed in the reporting section, however this submittal is marked as the final report. The grantee, upon submission of the final Grantee Reports or within 45 days after the expiration of the grant (whichever is first), shall refund to the Department any balance of funds, which were unexpended at the end of the grant period. Additionally, the grantee shall repay Commerce for any funds determined by the Commerce to have been spent in violation of the grant agreement. If the grant should terminate for any reason, the final Grantee Reports, shall be due within 45 days after the date of termination.

Fiscal Report Requirements

- The Grantee’s financial management system shall be structured to provide for accurate, current, and complete disclosure of the financial results of the Project funded under this grant program.
- The general ledger must support costs and revenue reported to the Department. It must allow the tracing of funds to an adequate level of expenditure to ensure funds have been expended appropriately.

Additional information regarding how to complete the PFR, is available on the Partner Guide resource page, or for specific questions, grantees may contact their assigned Grant Manager.

The Appropriate Use of Funds

Funds shall only be used for the purposes and in direct implementation of JTED projects, expressly permitted by the grant agreement to recruit, prescreen, and provide pre-apprenticeship skills training. Grantees are also expected to provide pathways and manage the transition.

Advances

Based on the programs design cash advances can be allowed if included in the grant agreement. The JTED program allows grantees to request an advance on a portion of their grant award. These advances can be up to 10% of the overall grant award. Grant advances **must complete an “Estimated Expenditures Schedule” at the time of the grant establishment regardless of if a cash advance will be requested or not. A cash advance must be requested within the first three (3) months of the performance period** through a formal letter to the assigned Grant Manager on organization letterhead. This letter must outline the advance request and the amount being requested and must correlate with the estimated expenditures schedule.

The grantee’s Grant Manager will alert the grantee if the advance is approved or denied by DCEO. Please note this process may take three to four (3-4) weeks to complete.

Allowable Costs

Grant expenditures must comply with **2 CFR 200** and any applicable funding source and be reasonable and necessary. Specific allowable grant costs were set forth in the applicable NOFO and JTED Program rules and will include one or more of the following:

- Expenses to design training curricula and related materials
- Expenses to provide industry linked skill training and work-based learning to individuals in the targeted populations (e.g., instructor costs, curriculum materials)
- Expenses for the ongoing evaluation and refinement of the curricula and related materials
- Expenses for the design and implementation of a needs assessment to determine the education and training needs of the underrepresented populations relative to the skill needs of local industries
- Expenses related to wrap-around costs

- Expenses related to student/participant support services, such as career counseling, life coaching, and tutoring
- Stipends
- Expenses for technical assistance as set forth in the applicable NOFO
- Expenses incurred to meet grant administration requirements
- Expenses related to securing participants industry recognized certifications
- Expenses related to professional development and certifications for staff and instructors
- Any other costs determined to be reasonable and necessary to carry out the grant program activities as permitted by 2 CFR 200, the applicable NOFO, and approved by the Department

Budget Modifications

Grantees can change their budget at any point throughout the grant year. All budget modifications must be approved by a JTED Grant Manager and must be signed by the grantee's authorized representative upon submission for approval.

As a part of the narrative, the grantee must include the following items:

- The line-item budget where there will be cost savings
- The line-item budget to be increased
- An explanation of what caused the cost savings
- How the program will benefit from moving the budget from one-line item to another

Items of importance related to budget modifications:

- Budget modifications can take 6-8 weeks to process fully.
- Once the modification goes to DCEO, expense reimbursements will not be paid until the new budget has been approved and entered into the state's grant system.
- Grantees should continue to submit expenses and all required reports during the modification process.

Procurement Policy

All grants must follow procurement standards outlined in [2 CFR 200.317 through 2 CFR 200.327](#). Noncompliance with procurement standards may result in the return of funds to the agency.

How to Comply

1. All Grantees **must** have and use documented procurement procedures consistent with 2 CFR 200.317 through 327.
2. All procurement processes **must** be documented.
3. The Illinois Department of Commerce & Economic Opportunity (DCEO) **may** ask for the procurement policy and backup documentation as part of a grant monitoring review.

Summary of Procurement Methods

- Micro-purchase

- Small purchase
- Sealed bids
- Proposals
- Noncompetitive procurement

More information regarding these methods and maintaining compliance can be found on the [DCEO Grantee Resources](#) page.

Payments

Reimbursement

The grantees' Executed grant agreements specify conditions for payment, as well as a payment schedule. In general, grantee will receive payments on a reimbursement basis and may be subjected to probation, depending upon the grant meeting performance goals. Each grant will have enrollment, and outcome goals specified to the types of projects funded. Penalties for missing performance targets may be applied at the department's discretion.

This program does allow reimbursement of pre-award cost. Pre-award cost is incurred at the grantees' owner risk. Pre-award cost for services is allowable, when necessary for the efficient and timely performance of the grant are subject to 2 CFR Part 200.148 and, we permit it, in the final executed grant agreement.

Grantees will submit expenses monthly by completing the Periodic Financial Report (PFR). Refer to the Periodic Financial Report section above for more information regarding the completion and submission of the PFR.

Once PFRs are successfully submitted, DCEO will review and approve allowable expenses up to the maximum reimbursement amount based on performance metrics. All fund disbursements come from the Illinois State Comptroller's office. The cost from the previous month must be submitted by the 20th of the following month into the GRS system.

Resources

See the JTED Partner Guide for additional resources, including:

- [Periodic Performance Report](#)
- [Periodic Financial Report](#)
- PPR Coversheet
- PFR Coversheet
- Cash Advance Document
- Participant File Checklist
- Program and Fiscal Monitoring Tools