

GRANTEE FREQUENTLY ASKED QUESTIONS

Table of Contents

Grant Payments	1
Reporting And Payment Requests	1
Documents	1-4
Budget Amendments	4
Site Visits	5
Support Resources	6

GRANT PAYMENTS

I didn't receive my quarterly grant payment. How can I confirm that it has been issued?

The Illinois Attorney General's Office does not issue payments. Payments are issued by the Illinois Comptroller's Office. You can check the status by visiting the [Illinois Comptroller Vendor Payment Search](#) and following the instructions provided on our webpage.

REPORTING AND PAYMENT REQUESTS

How do I submit my quarterly report?

Before starting the reporting process, open and follow the Quarterly Reporting Instructions (PDF) step by step, which are available on our webpage. If you have specific questions, please contact your Grant Monitor for assistance. For any Euna technical assistance, you can also contact Euna Support: support.grants@eunasolutions.com.

Why is my data not pulling correctly into the quarterly reports?

- Ensure Achievements, Expenses, and Reporting Periods are closed.
- Scroll to the bottom of the page and click "Close."
- Select "Reviewed" for each expense item; otherwise, it will not pull into the report.
- Ensure Achievement Dates fall within the correct quarter.

Why can't I select the Related Reporting Period when submitting a Payment Request?

A reporting period must be closed before submitting a Payment Request. Ensure you have clicked "Close" for the relevant report(s).

Should the Payment Request match the amount entered into the expense report?

Please enter 25% of your grant award into the "Requested Amount" field.

DOCUMENTS

Where can I find the most recent reporting forms?

All current forms are posted on our Grants webpage. Using outdated forms will result in rejection of your quarterly report.

Which form(s) should I provide?

- If all funded positions are filled during the Reporting Quarter - Grant-Funded Personnel Time Report (PTR) form(s) must be provided.
- If non-personnel grant expense(s) occurred during the Reporting Quarter, and your approved Budget of Record contains a Contractual, Supplies, Training, Travel and/or Other category - Non-Personnel Grant Expense Details form and supporting documents (Invoice(s) and Proof(s) of Payment) must be provided.
- If the funded position is not filled or becomes vacant during the Reporting Quarter – Grant-Funded Personnel Vacancy or Change form must be provided.
- If the vacant position is filled by a new Employee during the Reporting Quarter – Grant-Funded Personnel Vacancy or Change form, Resume and Grant-Funded Personnel Time Report (PTR) form must be provided.
- If a Chief Executive Officer change occurred during the Reporting Quarter - Change in CEO form and Authorization to Sign/Address Change (ATS) form must be provided.

Why was my Personnel Time Report (PTR) rejected?

- General – all fields were not completed and/or signed.
- Position Title - The Grant-Funded Employee title must match the funded position listed on your approved Grant Budget.
- Total Number of Hours - The Total Number of Hours the Employee Worked for Your Agency in This Reporting Quarter refers to all hours worked during the Reporting Quarter, not just the hours allocated to the grant.
- Paid Time Off (PTO) Hours - The Total Number of Paid Time Off (PTO) hours the Employee used during Reporting Quarter refers to all PTO hours taken within the Reporting Quarter, not just the hours allocated to the grant.
- Grant-funded Employee's Signature and Date - The Employee must sign and date the form. The date must not be before the end of the Reporting Quarter (unless the Employee leaves the agency before the end of the Reporting Quarter). Wet and digital (but not typed) signatures are acceptable.

- Percentage (%) of the Employee's annual salary allocated to the grant – This is the percentage of the Employee's annual salary allocated to the grant. Mostly it's consistent from quarter to quarter; however, the percentage could change (e.g. Budget Amendment took place); therefore, please ensure the correct percentage is entered accordingly each reporting quarter.
- Employee's Supervisor/Manager Printed Name and Signature. The Supervisor/Manager must enter their name following by signature and date. Wet and digital (but not typed) signatures are acceptable. The date must not be before the end of the Reporting Quarter.
- The Employee and the Supervisor/Manager must not be the same person. If the employee is a manager, their supervisor must sign. If the employee is the agency's Director, a Board of Directors member must sign.

Why was my Non-Personnel Grant Expense Details rejected?

- Non-personnel, grant-funded expenses include the following categories: Contractual, Supplies, Training, Travel, Other. Only expenses for categories approved must be entered into the form. Approved budget categories are located on Attachment A in the Grant Agreement.
- Expense Date refers to the date the payment occurred. The Expense Date must be within the Reporting Quarter.
- The Invoice Number must correspond to the Number listed on the Proof of Payment (for example, "Paid for Invoice XXXX").
- All requested documents must be provided: a) Completed spreadsheet; b) invoice(s); c) corresponding proof(s) of payment.

Why was my Grant-Funded Personnel Vacancy rejected?

- Grant-Funded Position – It must correspond to the position title listed on your approved grant Budget.
- Director/Manager Printed Name and Signature - The Director/Manager must enter their name following by signature and date. Wet and digital (but not typed) signatures are acceptable.

Why was my Grant-Funded Personnel Change rejected?

- Grant-Funded Position - It must correspond to the position title listed on your approved grant Budget.

- Director/Manager Printed Name and Signature. The Director/Manager must enter their name following by signature and date. Wet and digital (but not typed) signatures are acceptable.
- Each time grant-funded personnel change occurs, the resume of the employee must also be attached.

Why was my Authorization to Sign or Address Change rejected?

- The Authorized Program Officer and the Fiscal Officer cannot be the same individual.
- Chief Executive Officer's must sign and date the form. Wet and digital (but not typed) signatures are acceptable.

Why was my Change in CEO form rejected?

- All fields must be completed.

BUDGET AMENDMENTS

What is the purpose of a Budget Amendment Request and what can I request?

A Budget Amendment Request must be submitted via Euna if you need to move grant funds from one approved budget category to another. The instructions are located on our Grants webpage.

When is the deadline to submit a Budget Amendment Request for the current quarter?

Budget Amendment Requests must be submitted, reviewed and approved before the end of the current quarter to take effect in the current quarter. (This is a separate function from your quarterly reporting and quarterly reporting deadline). Plan ahead and allow reasonable time for processing.

Can I submit a Budget Amendment Request to change the budgeted expenses for previous quarters? Example: Can I submit a Budget Amendment Request in Q4 to make changes to the budgeted expenses that I've already entered in Q1, Q2 or Q3?

No. Submitted/approved Budget Amendment Request only take effect for the current quarter and those reporting quarters that follow.

SITE VISITS

What should we do to be prepared for a site visit?

Your Grant Monitor will send a Site Visit Checklist and a Confirmation Letter once the visit is scheduled to help you prepare for the visit.

Who needs to be present during the site visit?

While agency leadership can provide valuable insight, attendance is not mandatory. At minimum, the Grant Program Officer or Grant Administrator should be available. Funded employees and staff directly involved in the program are also encouraged to attend if their schedules allow.

Our organization doesn't have "clients." Do we still need client rights and intake forms?

Yes. "Clients" refers to any recipient of the grant program services, including victims or witnesses in prosecution-based programs.

How far back should financial records be kept?

We keep agency grant records on file for 5 full grant cycles. Therefore, we ask agencies to do the same.

What financials are you needing to see during the site visit?

We only need to see a copy of the Agency's Running General Ledger from the previous and/or current quarter. We briefly look at the expenses charged against the grant during the quarter. Again, we are not auditing, just reviewing. If the ledger gives us pause, we may reach out after the Site Visit and ask for additional information.

Do equal opportunity employment/non-discrimination policies cover reasonable accommodation?

No. Reasonable accommodations for disability and/or pregnancy must be included in a specific clause. If not present, you will need to supply a copy or adopt a separate policy within 30 days following the site visit.

Does the Special Prosecution Unit cover the conflict-of-interest requirement?

No. Conflict-of-interest policies must cover all agency employees broadly, not just those involved in prosecutions. County governments typically include this in an employee handbook or policies and procedures manuals. Additionally, most county offices also include their Board of Directors conflict-of-interest policy under the employee umbrella.

SUPPORT RESOURCES

What other programs/services offered by the Office of the Attorney General in support of the survivors?

Additional programs/services offered by the Office of the Attorney General in support of your survivor community:

- Crime Victims Compensation: <https://illinoisattorneygeneral.gov/safer-communities/supporting-victims-of-crime/crime-victim-compensation/>
- Statewide Victim/Witness Assistance Program: <https://illinoisattorneygeneral.gov/Safer-Communities/Supporting-Victims-of-Crime/Statewide-Victim-Assistance-Program/>
- Address Confidentiality Program: <https://illinoisattorneygeneral.gov/safer-communities/supporting-victims-of-crime/address-confidentiality-program/>
- SANE Nurse Program: <https://illinoisattorneygeneral.gov/Safer-Communities/Responding-to-Sexual-Assault/SANE/>
- Brochures for Download: <https://illinoisattorneygeneral.gov/Publications/>
- VINE Cards: Reach out to Sonya.tompkins@ilag.gov