

Ohio Department of Alcohol and Drug Addiction Services

SFY 2012 Conference/Training/Seminar/Event Reporting Requirements

General Information

- Instructions for reporting requirements are being provided to assist the grantee in completing progress and expenditure reports and budget and program revisions. Expenditure reports and Progress reports are due on an **annual** basis. Contact the ODADAS Regional Coordinator identified in the Notice of Award for programmatic questions or Grants Analyst/Coordinator for expenditure report or budget revision questions.
- Progress and expenditure reports must be accompanied with a face sheet that identifies the last four (4) digits of the state grant number and is signed and dated by the implementing agency executive director. A copy of the reports must be submitted by the appropriate date to:

**Ohio Department of Alcohol and Drug Addiction Services
Grants Administration Unit, Division of Fiscal Services
30 E. Broad Street, 11th Floor
Columbus, Ohio 43215**

Please do not send any reports or copies to Regional Coordinators or other program contacts. Reports are not considered received until in the possession of the Grants Administration Unit.

REQUIRED REPORTS

Progress Report

- Grantees must submit a written Progress Report within **90** days after the end of the State Fiscal Year (**September 30, 2012**). This narrative should be at least two typed pages describing accomplishments of the conference/training, goals and objectives, actual number of project participants served, success or challenges with collaborative efforts, and a summary of the conference evaluation completed by participants.

For questions regarding progress reports, please contact the Regional Coordinator listed in the SFY 2012 Notice of Award.

Expenditure Report

- The expenditure report is a management tool used to assist the grantee and ODADAS in monitoring the approved budget. The fiscal information must be properly tracked and recorded to appropriate agency accounting records.
- An annual report will serve as a **final** expenditure report and is due to the Department by **September 30, 2012**. This report will reflect all expenditures to date including payments for items previously encumbered for the budgeted period. ***This report is considered the official record of final expenditures for the grant.*** ODADAS will review the circumstances and determine the proper course of action for any unexpended funds. Do not return the funds to ODADAS unless instructed.
- An **approved** program budget was enclosed with the SFY 2012 Notice of Award. Expenditure

reports are to be completed based on the line items in the approved budget. An electronic version of the Budget/Expenditure report form can be obtained from the ODADAS website www.odadas.ohio.gov under "Services," "Fiscal," "Fiscal and Grant Reporting Forms," and "SFY 2012 Grants Reporting Forms." The Excel Budget/Expenditure Form is entitled "SFY 2012 Budget Form." **Expenditure reports not using the SFY 2011 Budget/ Expenditure Form will not be processed and therefore will not be considered for review and approval.**

- Follow the instructions below when completing expenditure reports:
 - Identify the name of the implementing agency, conference/training title, last four digits of the state grant number, fiscal year, and appropriate reporting period for the expenditure report.
 - List the line items in the appropriate categories based on the approved budget included with the NOA. Report actual funds expended with either ODADAS funds or "Other Funds" for the appropriate reporting period.
 - Indicate the person's name and telephone number who completed the report. The agency fiscal officer must sign and date the expenditure report indicating approval with the identified expenditures.
 - When equipment/furniture is purchased with ODADAS grant funds, programs are required to submit a list of the type of equipment/furniture, serial number, and cost for each item to ODADAS. Please use the **ODADAS Equipment/Furniture Purchase Form** to submit this list. This form is to be submitted with the final expenditure report. The ODADAS Equipment/Furniture Purchase Form is available on the ODADAS website at www.odadas.ohio.gov under "Services," "Fiscal," "Fiscal and Grant Reporting Forms," and "SFY 2012 Grants Reporting Forms."

For questions regarding expenditure reports, please contact the Grants Analyst/Coordinator identified in the SFY 2012 Notice of Award.

REVISIONS

Budget Revision

- **A Budget Revision to the Budget is required if a program is requesting a change in the ODADAS Budget Categories I (Personnel Costs), II (Non-Personnel Costs), III (Motor Vehicle/Travel/Food/Conference), or IV (Equipment/ Furniture Costs) that is greater than 10% of the Total Category. The SFY 2012 Conference and Training Budget/Expenditure Form reflects the Categories and corresponding line items.** For example, your agency has been approved for \$10,000 for the Category I line items. The program decides to transfer \$2,500 to line items in Category II. Therefore, a budget revision would be required because the decrease exceeds 10% of Category I. If the program decided to transfer \$450 to the Personnel line item from the Fringe Benefits line item, no budget revision would be necessary as they are both line items in Category I.
- **Any changes or additions in ODADAS Budget Categories IV (Equipment/Furniture Costs) must be pre-approved by ODADAS with the submission of a Budget Revision. The request must include justification for the purchase of the Equipment and/or Furniture in relation to the program's performance targets. A Budget Revision Approval Notice must be received from ODADAS before the purchase(s) can be made.**

- **A Budget Revision Approval Notice from ODADAS with the Director's signature is the official approval the Agency must receive before incurring costs for a change in the Budget Categories.**
- Changes in the programs budgeted Other Funds, which will impact planned services, also must be reported.
- Follow the instructions below to request a budget revision:
 - Complete Face Sheet signed by the Agency Executive Director and Agency Board Member. Check "Revision" box for Face Sheet type.
 - Include a proposed revised budget using a "SFY 2011 Budget/Expenditure Form." Check "Budget Revision" box.
 - Attach a detailed Budget Narrative indicating how each line item was calculated for each section and a) the amount of the change, b) reason for the change, c) fiscal impact of the change (if any), and d) resulting impact on the program accomplishments and services to be delivered.
 - The SFY 2012 Conference and Training Budget/Expenditure Form can be downloaded from the ODADAS web site at www.odadas.ohio.gov under "Services," "Fiscal," "Grant Guidance," and "SFY 2012 One-Time Grant Applications." The Excel Budget/Expenditure Form is entitled "SFY 2012 Budget/Expenditure Form." **Budget Revision requests not using the SFY 2012 Budget/Expenditure Form will not be processed and therefore will not be considered for review and approval.**

Submit budget revisions to:

**Ohio Department of Alcohol and Drug Addiction Services
Grants Administration Unit, Division of Fiscal Services
30 E. Broad Street, 11th Floor
Columbus, Ohio 43215**

- The Department will respond to the budget revision request within twenty (20) calendar days. Programs must receive **prior written approval** from ODADAS before incurring costs for a change in the budget.
- Budget revisions for SFY 2011 must be received no later than **April 30, 2012**. **Requests received after this date will not be processed and therefore will not be considered for review and approval.**

For questions regarding budget revisions, please contact the Grants Analyst/Coordinator listed in the SFY 2012 Notice of Award.

Program Revision

- Anticipated significant change to the conference/training is to be reported in writing to the appropriate ODADAS Regional Coordinator as soon as practical during the award period.
- The report will contain a clear explanation of the proposed change and impact on the

conference/training.

- Program revisions must be accompanied with a new Face Sheet signed and dated by the implementing agency executive director.
- The Regional Coordinator will send a notice in writing to the agency indicating a decision on the request.

Submit program revisions to:

**Ohio Department of Alcohol and Drug Addiction Services
Grants Administration Unit, Division of Fiscal Services
30 E. Broad Street, 11th Floor
Columbus, Ohio 43215**

For questions regarding program revisions, please contact the Regional Coordinator listed in the SFY 2012 Notice of Award.