QUICK GUIDE FOR PHASE 2: PROGRAM REPORTS, FISCAL REPORTS, AND GAN'S

IDHS is launching Phase 2 of the grants management system, IntelliGrants. This includes the subdocuments Program Reports, Fiscal Reports, and Grant Adjustment Notice (GAN). Because it is later in the grant cycle, IDHS Grants Management will be working with you to help get the system caught up. Grants will take a phased approach to explain the new processes and dedicate time for technical assistance to those who need it. There are resources available within the IntelliGrants system in the "My Training Materials" tab. An updated [User Manual](#) and three training videos on Phase 2 are available at your convenience. To initiate a subdocument, navigate to your document menu and hover over the **Related Documents and Messages** link. If a subdocument is available to initiate, a link will appear to initiate the subdocument.

The required actions you are to take are broken down into three steps listed below:

Step 1: Program Reports – Detailed instructions can be found on page 45 of the [User Manual](#)

Quarterly Program Reports

Program reports show the current data for programmatic activities that have occurred during the quarter. Program reports are a requirement for grant management and should be submitted in a timely fashion. Incomplete, incorrect, or late reports could impact an applicant's ability to receive future grant funding with Indiana Department of Homeland security (IDHS).

Program reports must be submitted and **approved** before you will have the ability to initiate a Fiscal Report in IntelliGrants. Please submit a detailed program report covering all the activities that have taken place up to this point of the period of performance for your grant.

Note: If this is your final program report, please make sure to select "final" on the form. This will be the last one you are required to submit for your grant award. If marked "final", then you must also submit a "final" fiscal report.

Step 2: Fiscal Reports – Detailed instructions can be found on page 48 of the [User Manual](#)

Quarterly Fiscal Reports

Quarterly fiscal reports inform IDHS of the rate at which the funds are being spent. Irregularities may indicate the need for a budget revision, an extension of the project period, or identify potential problems. Please double check your math and verify your expenditures when completing your quarterly reports. IDHS site visits may emphasize verifying randomly chosen single month's activities. Double checking data will help assure a good administrative history.

A Fiscal Report is required each quarter following the approval of your Program Report. You will be required to upload an invoice and proof of purchase for each line item you are seeking reimbursement for. If you are not seeking any reimbursement at that time a $0 (Zero balance) Fiscal Report may be submitted. For example:

> If a grantee is waiting to purchase their equipment because there has been a change in the project and they may need an adjustment to their approved budget. They are wanting to submit a GAN but must complete a detailed program report stating their situation and need for changes to their awarded project. The approved program report will allow for a Fiscal Report to be generated. Since the grantee has not expended any funds yet, they would submit a $0 (Zero dollar) Fiscal Report. Once approved and pushed into the correct status, the ability to initiate the GAN will appear in the forms menu. The subgrantee can then submit their GAN request. Submission of a GAN request is not a guarantee for approval.

A Fiscal Report requires two signatures before submission of the roles of Subgrantee Administrator and Project Director associated with your contact information section of the application. *It is the responsibility of the Sub Grantee Administrator to update this information so that the proper people receive notifications and list required tasks.*

Note: If this is your final request for reimbursement (fiscal report), then you will be required to complete a GAN to de-obligate the remaining funds after your fiscal report is approved. Please be sure to mark "final" on the fiscal report if you will not be submitting another one for this grant.

Step 3: Grant Adjustment Notice (GAN) – Detailed instructions can be found on page 55 of the [User Manual](#)

Grant Adjustment Notice is required to request project changes and/or correction for any programmatic, administrative, or financial changes associated with a grant award.

This subdocument should be used for the following reasons:

- Requesting modification to the budget
- Requesting a change of project scope
- Requesting an extension to the grant end date (This is not typical and on rare occasions approved)
- De-obligation of grant funds

Please select one GAN type per request and additional instructions are located within the GAN form.

Note: Submitting a GAN should only be used if necessary, as it may negatively impact your risk assessment score and IDHS is limited to the amount of acceptable modifications with our federal grants.