Utah Grants Update

NOVEMBER 28, 2018

Utah Grants – Implementation Update

1. Continue to publish carry-over programs

2. Publish new FY19 programs

3. Payment processing

4. Report Development

5. Post-Award activities (site visits, desk audits, programmatic monitoring)

6. Amendments

Utah Grants Program Life Cycle

USBE
Set Up Programs and Announcements

LEA
Apply for Funding

USBE
Review Applications and Issue Awards

LEA
Post-Award Management and Reimbursements

USBE
Post-Award Management and Payments
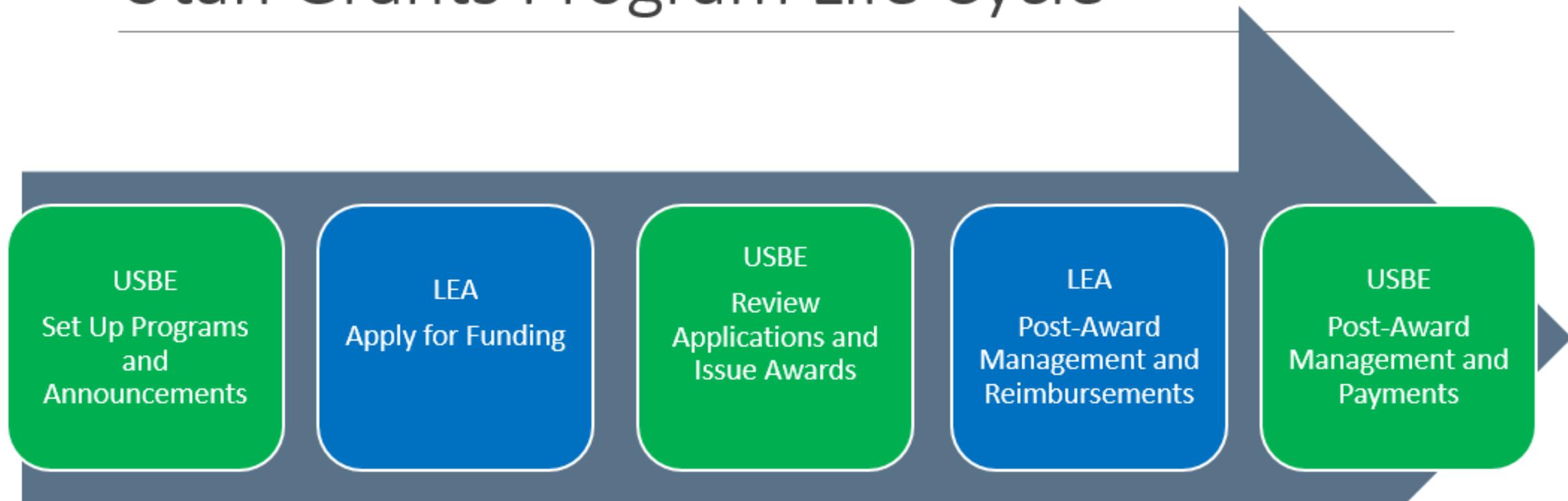
Indirect Costs

- Indirect Costs are calculated automatically on both budgets and reimbursement requests

- Applicable Indirect Cost Rate type is determined at the program level (restricted, unrestricted or none)

- Indirect Costs are initially budgeted using the rate for the first program year (e.g., FY17 funding is budgeted utilizing the FY2017 indirect cost rate)

- Indirect Costs are applied on reimbursement request based on fiscal year of the expenditure

Rebudgeting

- Re-budgeting up to 10% of the approved budget category is allowed and **does not require a budget revision.**

- Re-budgeting over 10% of the approved budget category, change in scope or inclusion of new budget categories requires a budget revision.

	Budget		Request	Difference
Salaries	100,000		101,109	1%
Benefits	25,000		25,277	1%
Travel	10,000		10,000	0%
Supplies	5,000		5,000	0%
Indirects @ 2%	2,800	@1%	1,414	
Total	**142,800**		**142,800**	

Requests

- Reimbursement requests must be submitted by state fiscal year, based on when the expense is incurred.

- Reimbursement requests must be fully approved before submitting a second request (only 1 reimbursement request at a time).

- The earliest related program must be fully expended or rescinded before reimbursement is requested for later year (e.g., FY2017 Title I funds must be used before FY2018 Title I funds)

Reimbursement Request

Found in monitoring tab

Questions?

Utah Grants Support

Email: UtahGrants@schools.Utah.gov

Phone: 801-538-7604

FAQ

Where can I find more information on the Utah Grants system?

Training guides, tips and information is available on the Utah State Board of Education website under Financial Operations, Utah Grants. You can also click the link below.

https://www.schools.utah.gov/financialoperations/utahgrants

FAQ

How do I find my application?

When applications for formula-based programs are published in Utah Grants, an application task is created for each active user. The task will remain in the Applications (top menu) > Pending Tasks (left menu) until initiated by a user. Please see Formula Grant Applications in Utah Grants on USBE website.

Competitive programs are published as an Opportunity (top menu). Please see Competitive Grant Applications in Utah Grants on USBE website.

After the initial task has been started, the application will show in the main Applications menu. There you will see the status of the application, and can click on the green eye icon to see details related to the application, including application owner and approver.

FAQ

I am a new user and cannot see any pending applications. What now?

Users activated after an award is published will not receive a pending task. However, USBE can reassign applications to a new user. Contact USBE help desk.

FAQ

What is an internal approver and why is one necessary?

Transactions submitted to USBE (applications, budget revisions, payment requests, waivers,etc) require 2 individuals at the organization, a creator and an approver. Either role can initiate a transaction, but only an approver can approve. An approver cannot approve his/her own work.

The organization KeyPOC is the default approver for transactions. However, the transaction creator can change the approver to any organization individual with an approver role. Click on the magnifying glass next to internal approver to search.

FAQ

I am completing a reimbursement request, but get an error about multiple fiscal years. What's going on?

Depending on the award, the grant period of performance spans one or more state fiscal years. A separate reimbursement request is required for each fiscal year. Please note the magnifying glass next to the fiscal year entry field. Please clear all data from this field and click the magnifying glass to view available state fiscal years.