



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
NONPOINT SOURCE PROGRAM

FINANCIAL STATUS REPORT FORM INSTRUCTIONS

(Authorized by the federal Clean Water Act)

Grantees of all Nonpoint Source project contracts will be submitting quarterly reports using the Financial Status Report (FSR) forms.

Instructions for Grantees

This FSR form is designed by the Department of Environment, Great Lakes, and Energy (EGLE) to perform all required mathematical calculations. Please do not override these calculations. In some cases, overrides may alter pertinent information. The FSR is designed so that you may input the grant and local match funds expended for the quarter, and the form will calculate the grant funds incurred to date, the grant funds balance to date, the local match incurred to date, and the local match balance to date. It also calculates the indirect cost split based on the indirect rate. **Please remember to check totals for accuracy.** Your original budget may include dollar (\$) amounts rounded to the nearest whole dollar. For reimbursement, do not round any amounts entered in Columns 2 or 6. Amounts entered should match the supporting documentation.

The electronic FSR form was designed to simplify FSR development for grantees. To assist with accurate reporting, cells with formulas are intentionally locked. Data entry cells are shaded yellow, do not enter data or change formulas in unshaded cells. If you need assistance in working with your FSR, please contact your Project Administrator (PA). Please understand, however, that if you intentionally change the FSR by overriding or changing formulas, the PA will not assist in helping correct any resulting errors. So, please do not change the FSR. Work with it and we will work with you to make it work for you.

COMPLETING THE TOP PORTION OF THE FSR FORM

Grantee Organization Name, Project Name, and EGLE Tracking Code: The FSR form is designed to automatically carry this information to each quarterly report.

Date Submitted: This is the date the FSR form is submitted to the PA. Any revisions should include the current date and be prefaced with "Revised."

Period Covered: Your grant may begin at any time during a reporting period. For the first quarter only, use the start date if it differs from the reporting period. Include the start and end dates of the reporting period. The reporting period must be filled in for the FSR to be considered completed. Delay in reimbursement could result if not filled in. Use these reporting periods:

October 1 – December 31 (year)

January 1 - March 31 (year)

April 1 – June 30 (year)

July 1 – September 30 (year)

Completing Columns 1, 3, 4, 5, 7, 8, and 9:

These columns should automatically fill or calculate for each quarterly report.

FOR ALL FINANCIAL STATUS REPORTS:

Use Actual Expenditures Only – DO NOT ROUND

In the columns and rows on the form:

Staffing Costs (toward bottom of sheet). For each listed staff person, enter the number of hours worked that quarter and their rate of pay the form will calculate the total and attribute it to match. Enter an amount (up to the total) in the grant column to adjust the match amount.

Fringe Benefits (below Staffing Costs). This can include insurance, Federal Insurance Contributions Act (FICA), federal, state and local taxes, vacation and sick time, and workers compensation. Enter the fringe benefit rate for each person and this section will automatically calculate for each staff person that has hours and a rate entered in the Staffing Section.

Contractual Services. Contractual costs are services provided by staff or agencies other than the grant recipient. Any services not provided by the grant recipient should be listed here, including engineering services. (Note: EGLE reserves the right to approve all subcontractors for this project and reserves the right to require the grant recipient to replace subcontractors found to be unacceptable.)

Enter grant funds expended for these services in Column 2 for grant reimbursement or in Column 6 to claim costs as match earned. All other columns and the sub-total row will automatically fill and calculate.

Project Equipment, Supplies, and Materials.

Project Supplies and Materials:

Enter costs of grant-funded supplies and materials in Column 2. Enter corresponding match amounts in Column 6. All other columns and the sub-total row will automatically fill and calculate.

Project Equipment: *Equipment* is defined as an article of non-expendable, tangible personal property having a useful life of more than one year, and a unit cost of \$5,000 or more. Only equipment included in the contract budget may be included in the report.

Enter any authorized grant-funded equipment costs in Column 2 (Typically equipment purchases are not eligible for grant reimbursement but are allowed as match).

Enter amounts in Column 6, if any match was earned under equipment.

Travel Costs.

Enter the number of miles for the quarter in Column 3 and the mileage rate in Column 5. Mileage costs should be entered in Columns 2 and 6 (The total must equal the number of miles times the mileage rate).

Enter any eligible lodging, meals, or "Other" charges (parking fees, tolls and vehicle rentals)

in Columns 2 or 6. Conference and training fees--if allowed--should be included in the "Contractual" category.

All other columns and the sub-total row will automatically fill and calculate.

Indirect Costs. Indirect costs have been referred to as the cost of doing business. Typical indirect costs are associated with but not limited to office space, telephones, office equipment rental and usage, and general office supplies. The form automatically calculates indirect based on the funding source and other factors.

Totals. This form is designed to add the total for you. However, please check for accuracy.

Additional information:

Columns 2 and 6 are actual expenditures (**not rounded**) for the current reporting period. Columns 3 and 7 are cumulative throughout the project. Columns 4 and 8 are directly from the contract budget. Columns 5 and 9 are calculated balances.

Note **Local Match.** Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. The specific amount of match required varies depending on the grant type and funding source.

Do not attempt to make changes to the FSR. All changes must be authorized and made by EGLE. Budget revisions will be done in cooperation with your PA and updates to the FSR will be made by EGLE staff.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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