Senate Bill 51 Reports Information

**** Failure to file or late filing of said reports will result in the delay, suspension or withholding of grant funds.**

**** Please note: this is a new reporting requirement. This form does not replace the reporting requirements in your current highway safety project. You are still required to submit the reporting forms as outlined in your highway safety project.**

In order to comply with Grant Recovery Funds Act, grantees with a budget greater than $25,000 shall report their progress each quarter of the fiscal year 2016. Below, you will find a blank template that you must report your information. Please complete this document and return it to mason.mcdaniel@illinois.gov no later than twenty (20) days after quarter ends. If you have questions while completing this document please contact Mason McDaniel at 217-785-3034. Instructions as well as an example can be found below to help guide you while completing your agencies document. Thank you for your timeliness in this response and your hard work and dedication in making Illinois roadways safer.

State and Local Grantees: please click here for a blank Quarterly Report template

Cycle Rider Training Grantees: please click here for a blank Quarterly Report template.

INSTRUCTIONS:

(**Note:** for instructions within the template, you can hover over the fields with marks in red)

The naming of the template for each grant period is of extreme importance. It is suggested the template be named by Grantee Name, project type, and project number by reporting period. In the attached sample the template would be named: Anywhere Police Department, STEP, XX-16-0000. To populate the fields within the template, you will type:

1. Grantee Name – name of the grantee responsible for fulfilling the grant.
2. Project Title – this field is for Injury Prevention Grants only, name of the project manager who is actually managing the project for this grant
3. Project Number – 8 digit number located on page one of your agreement
4. Grant Start Date – enter the date the grant started
5. Grant End Date – enter the date the grant is to be completed or the date the grant was completed
6. Project Manager for the Grantee – name of the project manager who is actually managing the project(s) of grant for the Grantee
7. Email address of the project manager for the grantee – email address of project manager who is actually managing the project(s) of grant for the grantee
8. Grant amount – the original amount of the grant
9. Dollars Expended to date – the amount of funds spent at the reporting period end date (how much of the grant fund have you spent thru the last day of the reporting period)
10. Grant balance – this field will populate automatically, the amount of funds remaining in the grant yet to be spent (grant amount minus dollars expended to date equals grant balance)
11. Work performed during quarter – description of this field is found in the attached template
12. Project schedule status – description of this field is found in the attached template
13. Work Expected to be performed next reporting period – description of this field is found in the attached template.