

FISCAL INFORMATION SHEET

The following information is required to ensure that ICJIA and its implementing agencies meet financial and program reporting requirements. This information is required prior to the release of funds. The Implementing Agency is the state or local unit of government or not-for-profit agency accepting funds under the interagency agreement. The Program Agency is the organization responsible for performing the daily activities. An organization can be both the Implementing Agency and the Program Agency.

Please return this form via email to the attention of your program monitor. If you have any questions, please call your monitor at (312) 793-8550.

Agreement #:	
Implementing Agency:	
Implementing Agency's FEIN#:	
Program Agency:	
Program Title:	

1. Who will be responsible for preparing and submitting periodic fiscal reports (PFR)?	
Name:	
Title:	
Agency:	
Email:	
Phone:	

2. Who will be responsible for preparing and submitting quarterly data/progress reports?	
Name:	
Title:	
Agency:	
Email:	
Phone:	

3. Who will be responsible for completing the audit certification form and uploading the annual year-end financial reports in the GATA Grantee Portal?

Name:

Title:

Agency:

Email:

Phone:

4. Will a separate fiscal account/fund be maintained for the program?

Yes, this account will maintain: (Choose one)

Federal funds only

Both federal and local matching funds

State funds only

No, but all program funds will be identified by a specific account or fund number and recorded within the general accounting records for the Agency.

5. Where should program fund disbursements be sent?

Address:

Attn: