

May 28, 2015



OFFICE OF THE
UTAH STATE AUDITOR

PLEASE READ THE "REPORTING REQUIREMENTS FOR STATE ENTITIES" DOCUMENT ON THIS WEBSITE IF YOU ARE UNSURE OF THE REPORTING REQUIREMENTS.

Complete the "Grants Awarded to Nonprofits by State Agencies" form for federal pass through or state money awarded to a Nongovernmental Nonprofit Organization (NGO) that received or expended in the previous year or will receive or expend in the year that the money is issued at least \$25,000 in federal pass through, state, or local money.

Deadline for submitting the form to the Office of the Utah State Auditor:

No later than **August 15th** of each year for all grants issued in the recently ended fiscal year.

You may complete the online form upon the awarding of each grant or you may click on the link to download a spreadsheet which can be completed for multiple grants and emailed to sao@utah.gov. Please do not change the format of the spreadsheet, as the information will be uploaded to a database.

For questions, contact Ryan Roberts of the Office of the Utah State Auditor at 801-538-1721 or ryanroberts@utah.gov.