



OFFICE OF THE
UTAH STATE AUDITOR

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State Agencies Reporting Grant Information Procedure

Per *Utah Code* 51-2a-204 state agencies must report to the Office of the Utah State Auditor any grants awarded to nonprofit entities that meet the requirements of *Utah Code* 51-2a-102. The following is the procedure for reporting this information developed by the Office of the Utah State Auditor.

Reporting Procedure:

1. Go to the website auditor.utah.gov.
2. Click on the Audit Resources tab at the top of the webpage.
3. Click on the “State Agency Report of Grants to Nonprofits” tab on the right hand side of the webpage.
4. Fill out the Google Form.
 - a. If you have a large amount of grants to report you can open the excel spreadsheet titled “Spreadsheet for multiple submissions” and fill in the information for each grant. Once the excel spreadsheet is completed you can email it to ebritton@utah.gov.