



FAQs: Report of Expenditures & Payment Request in GCS

Q: Which Cal OES Grant Subawards are required to submit the Report of Expenditures & Payment Request in Grants Central System (GCS)?

A: Only the Grant Subawards executed in GCS, which is all Victim Services Grant Subawards beginning September 1, 2024, and forward.

Q: Can Subrecipients still submit a Report of Expenditures & Payment Request using Cal OES Form 2-201 for Grant Subawards executed in GCS?

A: No. All Grant Subawards executed in GCS must use the Report of Expenditures & Payment Request process in GCS.

Q: Who can submit the Report of Expenditures & Payment Request in GCS?

A: Only the following Grant Subaward contacts in GCS have the authorization to initiate, view, and submit the report in GCS:

- Grant Subaward Authorized Agent
- Grant Subaward Director
- Grant Subaward Financial Officer
- Chair of the Governing Body

These individuals must be registered in GCS with either an Organization Authorized Agent or an Organization Entity Representative role in GCS in order to submit reports/requests in GCS.

Q: What if a Subrecipient has other individuals prepare the Report of Expenditures & Payment Request?

A: The Grant Subaward Financial Point of Contact and Grant Subaward Programmatic Point of Contact can initiate (prepare) the reports if they are registered in GCS with the Organization Authorized Agent or Organization Entity Representative role.

The Grant Subaward Financial Point of Contact and Grant Subaward Programmatic Point of Contact do not have the authority to certify or submit the reports. If the Grant Subaward Financial Point of Contact or Grant Subaward Programmatic Point of Contact initiate the Report of Expenditures & Payment Request, they must save the document and have an authorized Grant Subaward contact log into GCS to certify and submit the report.



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Q: Does the Chair of the Governing Body on the Contact Information form for the Grant Subaward have to be registered in GCS with the “Organization Authorized Agent” or “Organization Entity Representative” role?

A: No. The Chair of the Governing Body does not have to be registered in GCS. However, in order for the Chair of the Governing Body to submit the Report of Expenditures & Payment Request they must be registered in GCS with the “Organization Authorized Agent or Organization Entity Representative role.

Q: Does the individual who certifies the Report of Expenditures and Payment Request have to be the same individual who submits the report?

A: Yes, the individual who certifies the report must also be the same one to submit the report.

Q: How can I verify who is enrolled as an Organization Authorized Agent, Organization Entity Representative, or Organization Entity Viewer in GCS?

A: Organization Authorized Agents and Organization Entity Representatives can check the roles for individuals registered for their Organization by:

- Logging onto GCS
- Clicking the drop-down under the “LOGGED IN AS” ribbon in the upper-right corner and select “Profile”
- Clicking “Organization Members” under the Organization Information menu (on the left navigation bar)

The individuals enrolled for the Organization will be listed with their assigned role (“Role Name”).

Note: Each individual's role will remain the same for all Grant Subawards to which they are listed as a Grant Subaward Contact.

Q: How can I change the role assignment for an Organization?

A: Only the Organization Authorized Agent(s) can change the role assignments for the Organization in GCS.

Note: Cal OES Grants Analysts cannot make these changes in GCS for Organizations.



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Q: What if the Organization has multiple Grant Subawards in GCS?

A: Organization Members who are enrolled as an Organization Authorized Agent or an Organization Entity Representative will be able to view the Grant Subawards for which they are assigned as a Contact on the Dashboard, under My Tasks.

You can initiate a document for a specific Grant Subaward by clicking the "Initiate Related Document" button in My Tasks or click onto the specific Grant Subaward Number to access the Document Landing Page to prepare the Report of Expenditure & Payment Request.

Q: Are Organizations required to submit a Report of Expenditures & Payment Request on a monthly or quarterly basis?

A: There is no longer a required frequency for submitting a Report of Expenditures & Payment Request, however Subrecipients are encouraged to submit a Report of Expenditures & Payment Request at least quarterly.

Per the 2025 Cal OES Subrecipient Handbook (SRH) Section 9.025, "Upon receipt of an executed Grant Subaward, Subrecipients may report expenditures. The payment request must be for a full month or multiple months, but not partial months."

Note: Subrecipients must expend cash for Grant Subaward expenditures before reporting the expenditures and requesting payments.

Q: Can I submit Report of Expenditures & Payment Request that includes multiple months for the reporting period?

A: Subrecipients can enter a Reporting Period that includes multiple months.

Please ensure the reporting period starts with the first day of the first month and ends with the last day of the last month for the applicable Reporting Period.

Q: If there are no expenditures to report is a Subrecipient required to submit a Report of Expenditures & Payment Request with zero expenditures in GCS?

A: No. The Report of Expenditures & Payment Request in GCS does not allow a zero to be entered in any fields, nor does it allow for submission of a blank report.



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Q: What are the guidelines for reporting expenditures for Grant Subaward budget line items that have both State and Federal funds allocated?

A: Per 2025 SRH section 9.025, unless otherwise specified in the Program Supplemental Subrecipients must adhere to the following:

- Subrecipients must expend cash for a Grant Subaward expenditure before reporting the expenditure/requesting a payment on the Report of Expenditures & Payment Request,
- Subrecipients must expend state funds first, if both state and federal funds are allocated for the same line item,
- Subrecipients must expend/request payments for older funds before newer funds, and
- Funds must only be requested for approved line-items.

Q: What if there are no funds remaining for a specific line-item in the Grant Subaward Budget?

A: If there are additional expenditures that need to be encumbered and reported for any Budget line-item(s) with insufficient or zero funds remaining, a Grant Subaward Modification must be submitted in GCS to increase or move funds for a specific line-item(s).

Q: What if additional expenditures for a specific reporting period are discovered after a Report of Expenditures & Payment Request has already been submitted?

A: If the Report of Expenditures & Payment Request submitted has not already been approved by Cal OES or paid, an Organization Authorized Agent or Entity Representative for the Grant Subaward can cancel the report in GCS and a new/correct report to include these expenditures can be submitted.

If the report has already been approved or paid, Subrecipients can submit an Additional Report of Expenditures & Payment Request for the reporting period, or these expenditures can be included/reported in the Report of Expenditures & Payment Request for the next Reporting Period.

Note: The report number populated for the Report of Expenditures & Payment Request initiated in GCS will remain, even if it is cancelled.



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Q: If we discover errors for expenditures reported on a Report of Expenditures & Payment Request that has been submitted, can we make corrections?

A: If the Report of Expenditures & Payment Request submitted has not already been approved by Cal OES or paid, an Organization Authorized Agent or an Entity Representative for the Grant Subaward can cancel the report in GCS and a new report can be submitted.

If the report has already been approved or paid, Subrecipients can submit an Additional Report of Expenditures & Payment Request for the reporting period or reconcile the corrections with the expenditures reported in the Report of Expenditures & Payment Request for the next Reporting Period.

Note: The report number populated for the Report of Expenditures & Payment Request initiated in GCS will remain, even if it is cancelled.

Q: When is an Additional Report of Expenditures & Payment Request required?

A: When there are additional or reconciled expenditures to report for a specific reporting period for which the Report of Expenditures & Payment Request was already approved or paid.

Note for Domestic Violence Assistance (DV) Program Subrecipients:

Per California statute, DV Program Grant Subawards automatically receive an advance disbursement of their full state (DVP0) funds allocation upon execution of the Grant Subaward.

- DV Program Subrecipients will submit an Additional Report of Expenditures & Payment Request for ALL reporting periods throughout the Grant Subaward performance period.
- DV Program Subrecipients must also report the expenditures for the DVP0 funds as they are expended during the Grant Subaward performance period.

Q: I submitted a Report of Expenditures & Payment Request that included three months. I need to submit an Additional Report of Expenditures & Payment request for only one of the months that was included in that report. When I submit my Additional Report of Expenditures & Payment Request, do I need to include the same three months in the original request?

A: No, Subrecipients may include only the applicable month for their Additional Report of Expenditures & Payment Request. The Report Period must include the first day of the month and last day of the month.



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Q: Is there a character minimum for the required Justification for an Additional Report of Expenditures & Payment Request?

A: There is not a character minimum. Subrecipients must include concise, specific information to explain/justify the Additional Report of Expenditures & Payment Request.

Q: Can Subrecipients request a payment without reporting expenditures?

A: Yes. Subrecipients may request a payment without reporting expenditures for Grant Subawards that have state funds. Subrecipients may request up to 25 percent of eligible state funds without reporting expenditures. Refer to 2025 SRH section 9.025 for guidelines.

Q: Can Subrecipients check the status of a Report of Expenditures & Payment Request submitted in GCS?

A: Yes. Subrecipients can check the status of their Report of Expenditures & Payment Requests using the "Searches" drop-down and selecting "Payments." Subrecipients can click the "Search" button to search all payments for their organization.

Q: Will Subrecipients be able to access balance reports for their Grant Subaward(s) in GCS?

A: Yes, the Expenditures and Payments Summary Report will be available in GCS. The Report of Expenditures & Payment Request in GCS also shows funds paid and funds remaining for all line items for the Grant Subaward Budget.