Periodic Financial and Performance Reports

Overview

All grant recipients must submit Periodic Financial and Performance Reports, unless your grant is specifically exempt in the Catalog of State Financial Assistance and your grant agreement. The Financial Report shows how grant funds were spent, and the Performance Report explains the progress and accomplishments of your grant-funded activities.

Reports are submitted in Amplifund/Euna using the templates provided unless the ILETSB Grant Team provides different instructions. For assistance, contact the ILETSB Grant Team at 217-558-1542 or by email at PTB.Grants@Illinois.gov

Due Dates

The frequency of reports will be specified in Exhibit B of the Uniform Grant Agreement and must be submitted within the specified time frames. Reports are typically due quarterly, but some grants may require more or less frequent reporting. Both reports are required to be submitted to ILETSB via Amplifund/Euna.

Reports are considered late if submitted more than 15 calendar days past the due date identified in the grant agreement. If a report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List and grant funds cannot be received.

General Periodic Reporting Tips

Reports align with the State Fiscal Year (July – June), and quarterly reports are due after the end of each quarter, regardless of the recipient's own fiscal year.

Reporting periods are specified in the Uniform Grant agreement. Because some grants do not start at the beginning of a quarter, the first reporting period may be shorter than a standard three-month quarter.

Periodic Performance Report Tips

The report period end date, report frequency and due dates will be listed in Exhibit B of the Uniform Grant Agreement. The deliverables and milestones required to be reported are also located in Exhibit B. The Performance measures and standards to be reported are located in Exhibit D of the Uniform Grant Agreement.

Any additional documentation or supporting materials submitted with the periodic report should include the grant number, organization name and reporting period.

Financial Report Key Points

All category/program expense lines must be consistent with the approved grant budget. In accordance with 44 Illinois Administrative Code §7000.370 regarding the Uniform Grant Agreement, grantees must obtain *Prior Approval* from ILETSB, prior to revising their approved budget and/or expending funds when any of the following apply:

(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision).

(ii) Change in a key person specified by the awardee in the application or the Grant Agreement.

(iii) Disengagement from the project for more than 3 months, or a 25% reduction in time devoted to the project, by the approved project director or principal investigator.

(iv) Transfer of funds budgeted for participant support costs.

(v) Unless described in the application and funded by the Grant Agreement, issuance of a subgrant transferring or contracting out any work under a State-issued award, including a fixed amount subgrant. This provision does not apply to the acquisition of supplies, material, equipment or general support services.

(vi) Changes in the approved awardee cost-share or match.

(vii) The need arises for additional State funds to complete the project.

Any additional documentation or supporting materials submitted with the periodic report should include the grant number, organization name and reporting period.