

## FY25 ORC Grantee Reporting Requirements

*Grantee shall submit to the Administrator financial, and activity reports each quarter covering the previous three (3) month period. Failure to comply with the deadlines for filing reports may result in the delay of payment, the withholding or suspension of the distribution of funds, or the termination of the FY25 ORC Agreement.*

### Expense and Performance Report Due Dates:

- 1<sup>st</sup> Quarter Report due **October 15, 2024** (Reporting Period: July 1, 2024 – September 30, 2024)
- 2<sup>nd</sup> Quarter Report due **January 15, 2025** (Reporting Period: October 1, 2024 – December 31, 2024)
- 3<sup>rd</sup> Quarter Report due **April 15, 2025** (Reporting Period: January 1, 2025 – March 31, 2025)
- 4<sup>th</sup> Quarter Report due **July 15, 2025** (Reporting Period: April 1, 2025 – June 30, 2025)

### Quarterly Expenditure Reports (Complete report in Grant Management System; AmpliFund)

1. Grant Management>Grants>All Grants>FY25 ORC
2. Post-Award > Financial > Expenses
3. Click + (Create icon) located under *Actions*
4. Enter in the Direct Cost
5. Enter in the Expense Date; date expense was incurred
6. Select the Expense Status >Reviewed; all expenses **must** be reviewed
7. Attach documentation for approved expense line item (invoices, timesheets, etc.)

Repeat steps for each line item that has a reportable expense.

### Creating and Closing a Quarterly Expense Reporting Period

After quarterly expenses are entered, reviewed and saved, grantees must create and close the corresponding reporting period.

1. Grant Management>Grants>All Grants> FY25 ORC Grant
2. Post-Award>Management>Reporting Period
3. Click + (Create)> Select Expenses
4. Select Reporting Period from the dropdown menu:
  - Q1: 7/1/2024-9/30/2024
  - Q2: 10/1/2024-12/31/2024
  - Q3: 1/1/2025-3/31/2025
  - Q4: 4/1/2025-6/30/2025
5. Save> Select saved reporting period. Review the report to ensure all information is entered in correctly
6. Close the reporting period
7. A confirmation of submission window will appear indicating that you have successfully submitted the Quarterly Expense Report

### Reporting Performance Outcomes

A performance outcome narrative highlights the quantitative results/outcomes (#'s, \$'s, etc.) of ORC-related activities during the reporting quarter. **Of note: Purchases and/or patrols are not considered performance outcomes, but the actions resulting from these activities should be included in your narrative.**

1. For each quarterly due date, download the FY25 Performance Narrative template from the ORC webpage: <https://illinoisattorneygeneral.gov/Safer-Communities/organized-retail-crime/index>
2. Email the Completed Narrative Document to Andrea Halteman; [andrea.halteman@ilag.gov](mailto:andrea.halteman@ilag.gov)