

FY26 ORC Grantee Reporting Requirements

General Requirement


- Grantees must submit **Expense Reports** and **Performance Outcome Reports** each quarter, covering the previous three (3) months.
- **Non-compliance** may result in:
 - Delayed payments
 - Withholding or suspension of funds
 - Termination of the FY26 ORC Agreement

Expense & Performance Report Due Dates

Quarter	Reporting Period	Report Due
Q1	July 1, 2025 – September 30, 2025	October 15, 2025
Q2	October 1, 2025 – December 31, 2025	January 15, 2026
Q3	January 1, 2026 – March 31, 2026	April 15, 2026
Q4	April 1, 2026 – June 30, 2026	July 15, 2026


Quarterly Expenditure Reporting (via AmpliFund)

Steps:

1. Navigate: *Grant Management > Grants > All Grants > FY26 ORC*
2. Go to: *Post-Award > Financial > Expenses*
3. Click **+** (**Create**) under Actions
4. Enter **Direct Cost**
5. Enter **Expense Date** (date incurred)
6. Select **Expense Status** → **Reviewed** (all expenses must be reviewed)
7. Attach supporting documentation (invoices, timesheets, etc.)
 -  Repeat for each reportable expense line item

Creating & Closing a Quarterly Expense Reporting Period

Steps:

1. Navigate: *Grant Management > Grants > All Grants > FY26 ORC Grant*
2. Go to: *Post-Award > Management > Reporting Period*
3. Click **+ (Create)** → Select **Expenses**
4. Choose the correct reporting period:
 - Q1: 7/1/2025 – 9/30/2025
 - Q2: 10/1/2025 – 12/31/2025
 - Q3: 1/1/2026 – 3/31/2026
 - Q4: 4/1/2026 – 6/30/2026
5. Save → Select saved reporting period → Review for accuracy
6. Close the reporting period
7. Confirmation window will appear (**submission successful** )

Performance Outcome Reporting

Steps:

1. Download the **FY26 Performance Narrative Template** from the [ORC webpage](#).
2. Provide a narrative highlighting **quantitative results/outcomes** (%'s, \$'s, impacts) of ORC-related activities.
 - Note: Purchases/patrols are **not** performance outcomes. Report on the **results** of these activities instead.
3. Email the completed **Performance Narrative** to your Grant Administrator.