



STATE OF ILLINOIS  
**PERIODIC PERFORMANCE REPORT**

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**Periodic Performance Report (PPR) Instructions**

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

**Report Submission**

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
  - a. Grant number
  - b. Grantee organization
  - c. DUNS number
  - d. FEIN
  - e. Period covered by the PPR

**Reporting Requirements**

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PPR in accordance with the terms established in the UGA.
2. The frequency of the PPR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PPR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
3. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report of 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. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
4. A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period.



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Section	Data Element	Section Instruction for PPR
1	Grantee Name (per UGA)	Enter the name of the grantee exactly as stated in the UGA.
2	Grant Number	Enter the number assigned by the awarding state agency; Grant Number specified in the UGA.
3	Grantee DUNS	Enter the grantee's Dun and Bradstreet number.
4	CSFA Number	Enter the number assigned to the program through the Catalog of State Financial Assistance.
5	Grantee FEIN	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
6	Program Name (per UGA)	Enter the program name exactly as stated in the UGA.
7	CFDA Number(s)	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
8	State Agency (Grantor)	Enter the name of the state agency awarding the grant as identified in the UGA.
9	Agreement Period	Enter the agreement period established in the Grant Agreement. This may span multiple years, based on the terms of the UGA.
10	Report Period End Date	Enter the ending date of the reporting period. The reporting periods are specified in the UGA.
11	Final Report?	Mark appropriate box. Check "yes" only if this is the final or last PPR for the Agreement Period specified in Section 9.
12	Report Frequency	Select the appropriate term corresponding to the requirements specified in the UGA. "Other" may be used when a different reporting schedule is required due to Specific Conditions. State the frequency as stated in the UGA Specific Conditions.
13	Prepared Date:	Enter date the PPR was prepared by the grantee.

**Responses to Sections 14 - 22 may be provided in a separate format.**

**All grantees must complete Section 23.**

14	Deliverable (if applicable)	<p>List all high-level deliverables required <a href="#">under the current, approved UGA</a>. Enter one Deliverable per row.</p> <p>- Examples of Deliverables could include:</p> <ul style="list-style-type: none"><li>o Provide IT training</li><li>o Purchase equipment</li><li>o Hire contractors</li><li>o Conduct workshop</li><li>o Submit document</li></ul> <p>As delineated in the UGA, "Deliverables" are not "Performance Measures." Performance Measures are addressed in Section 18 - 22.</p> <p>Grantees are not required to report on deliverables that were due and completed in prior reporting periods.</p>
15	Due Date	Per the <a href="#">current, approved UGA</a> , enter the Due Date for the corresponding Deliverable. This date may fall outside the time frame of the current PPR.
16	Date Completed	Enter the date the Deliverable task was completed. If the task has not yet been completed, leave this cell blank.



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Section	Data Element	Section Instruction for PPR
17	<i>Deliverable Explanation</i>	<p>Briefly explain progress towards meeting the Deliverable to inform the awarding agency of challenges and successes. If additional space is needed, attach a supporting narrative.</p> <p>A description of the challenges and plans for overcome <b>must</b> be provided if:</p> <ul style="list-style-type: none"><li>- Deliverable was completed after the Due Date,</li><li>- Deliverable is not completed and the Due Date has passed, or</li><li>- Grantee anticipates the Deliverable will not be completed by a future Due Date.</li></ul> <p>If the grantee is on pace to complete a Deliverable that comes due after the reporting period, the grantee should, at a minimum, enter "On schedule" in Section 17.</p>
18	<i>Performance Measures</i>	Enter all Performance Measures required in Exhibit E of under the <u>current, approved</u> UGA. Enter one Performance Measure per row.
19	<i>Performance Standard/Frequency</i>	<p>Based on the <u>current, approved</u> UGA, enter the Performance Standard (or target) for the corresponding Performance Measure and the reporting frequency (annual/quarterly/monthly/etc.) based on Exhibit F of the Grant Agreement.</p> <p>Examples of Performance Standards/Frequency could include:</p> <ul style="list-style-type: none"><li>o 1,000 Persons Trained/quarter</li><li>o \$250,000 capital leveraged/year</li><li>o 500 Patients Rehabilitated/month</li></ul> <p>If the Performance Standard fluctuates over time per the UGA, the Standard listed should apply to the specific report period.</p>
20	<i>Results/Accomplishments in Reporting Period</i>	Based on the <u>current, approved</u> UGA, enter the actual results for the corresponding Performance Measure for the specific report period.
21	<i>Required (R) or Inform Only (IO)</i>	<p>Based on the <u>current, approved</u> UGA, indicate whether the performance standard in Section 19 is a grant "requirement."</p> <ul style="list-style-type: none"><li>- Enter "R" if meeting or exceeding the Performance Standard is necessary to satisfy grant terms. Failure to meet the Standard may indicate that the grantee is not in compliance.</li><li>- Enter "IO" if the data is collected for programmatic or assessment purposes. Failure to meet an "IO" Performance Standard may not imply that the grantee is out of compliance.</li></ul>
22	<i>Performance Explanation - Award to Date</i>	<p>Mark the appropriate check box based on whether or not <b>ALL</b> performance accomplishments are on schedule with performance standards.</p> <p>Section 22 is not limited to the reporting period. Responses are <u>award to date</u>.</p> <p>If any performance measure results / accomplishments (Section 20) are below the required standards (Section 19), an explanation <b>must</b> be provided to inform the awarding agency about the deviation. Consider internal and external factors that impact performance. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to highlight factors that enable grant performance to exceed performance standards.</p>



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Section	Data Element	Section Instructions for PPR
<b>All grantees must complete Section 23.</b>		
23	<i>Performance Accomplishment Correlated to Reported Expenses</i>	<p>Federal Uniform Guidance requires periodic reporting to correlate performance and expenses within a report period. Correlation reporting focuses on the degree to which expended resources are effectively achieving anticipated outcomes.</p> <p>Determine if grant performance (service / outcomes) is on schedule with the anticipated timing of incurred grant expenditures / earnings per the terms of the UGA. Mark the appropriate box. Per the UGA, the award may have services / outcomes that occur at a different time than the expense. The award may be on schedule because it is expected that expenses and services / outcomes occur at different intervals.</p> <p>Grantees <b>must</b> provide an explanation if grant performance to-date does not correlate to the timing of incurred expenses / earnings per UGA terms. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to inform the awarding agency if internal or external factors are causing a better than anticipated correlation.</p>

**Grantee Certification / State Agency Acceptance**

*Grantee Certification*

Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative certify the accuracy of the information provided in the PPR.

24	<i>Name and Title of Authorized Individual from Grantee Organization</i>	Enter the name and title of the grantee representative certifying the PPR. This individual must be authorized to represent the grantee in this capacity.
25	<i>Phone Number</i>	Enter the phone number of the grantee representative certifying the PPR.
26	<i>Email Address</i>	Enter the email address of the grantee representative certifying the PPR.
27	<i>Name and Title of State Agency PPR Approver</i>	Enter the name and title of the state agency representative authorized to approve the PPR.
28	<i>Date Received</i>	Enter the date the state agency representative received the PPR.
29	<i>Date Approved</i>	Enter the date the state agency representative approves the PPR.



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Report Transmittal

1. Grantee Name (per UGA):  AGENCY NAME	2. Grant Number:  24-771XXX	3. Grantee DUNS:  UEI number
	4. CSFA Number:  420-30-0513	5. Grantee FEIN:  AGENCY'S FEIN

6. Program Name (per UGA):  Job Training and Economic Development (JTED)	7. CFDA Number(s):
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8. State Agency (Grantor): Department of Commerce and Economic Opportunity (DCEO)
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9. Agreement Period:  Start Date (Month/Day/Year):  10/1/2024	End Date (Month/Day/Year):  9/30/2026	10. Report Period End Date:  (Month/Day/Year):  ONLY THE END DATE OF THE REPORTING PERIOD
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11. Final Report?  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	12. Report Frequency:  <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly  <input type="checkbox"/> Semi-annually <input type="checkbox"/> Other (specify):	13. Prepared Date:  SAME OR BEFORE SUBMITTAL DATE
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Responses to Sections 14 - 22 may be provided in a separate format.  
All grantees must complete Section 23.

Alternative file or database used.

File Name or Database Source:  Illinois workNet
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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
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ADD  
DEL

18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)	20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)	Add - Delete
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ADD  
DEL



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<b>22. Performance Explanation - Award to Date:</b>		<b>Add - Delete</b>
<input type="checkbox"/> All performance accomplishments are on schedule with performance standards.		
<input type="checkbox"/> Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below:  (Separate lines as appropriate.)		
		<b>ADD</b>
		<b>DEL</b>
<b>23. Performance Accomplishments Correlated to Reported Expenses:</b>		<b>Add - Delete</b>
<input type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings.		
<input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below:  (Separate lines as appropriate.)		
		<b>ADD</b>
		<b>DEL</b>
<b>GRANTEE CERTIFICATION (2 CFR 200.415)</b>		
By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).		
24. Name and Title of Authorized Individual from <u>Grantee Organization</u> :	25. Phone Number AUTHORIZED SIGNATORY'S PHONE #	
AUTHORIZED SIGNATORY OR DESIGNEE	26. Email Address: AUTHORIZED SIGNATORY'S EMAIL	
<b>STATE AGENCY USE ONLY</b>		
27. Name and Title of <u>State Agency PPR Approver</u> :	28. Date Received:	28. Date Approved: