

FY27

Organized Retail Crime (ORC) Grantee Reporting Requirements

Quarterly Due Dates*

Q1 – October 15, 2026

Q2 – January 15, 2027

Q3 – April 15, 2027

Q4 – July 15, 2027

Reporting Period Covered

July 1, 2026 – September 30, 2026

October 1, 2026 – December 31, 2026

January 1, 2027 – March 31, 2027

April 1, 2027 – June 30, 2027

Expenses

Enter grant-funded expenses **into Euna** that were incurred during the reporting period. If no grant-funded expenses were incurred during the reporting period, no Euna entry is required.

Steps for Entering Expenses

1. Navigate to: *Grant Management > Grants > All Grants > FY27 ORC*
2. Go to: *Post-Award > Financial > Expenses*
3. Click + **(Create)** under **Actions**
4. Enter **Direct Cost**
5. Enter **Expense Date** (date of invoice)
6. Select **Expense Status** → **Reviewed** (all expenses must be marked as Reviewed)
7. Attach **Supporting Documentation**: Invoices, proof of payment, time sheets, or other applicable documentation.

Repeat these steps for each reportable expense within each applicable Budget Category.

Outcomes

1. Download the **FY27 Quarterly Outcomes Narrative** template from the ORC webpage:
<https://illinoisattorneygeneral.gov/Safer-Communities/organized-retail-crime/index>.
2. Provide information on ORC-related outcomes achieved during the reporting quarter.
3. Email the completed Quarterly Outcomes Narrative to your assigned Grant Monitor.

****Failure to comply with reporting requirements and deadlines
may result in termination of your FY27 ORC Agreement.***