

Grantee PPR Report Submission Instructions

Policy: Quarterly reporting submission instructions for PPR's, PFR's, ARP/ARPA, supplemental materials, and any additional supporting documentation.

Date Issued: 07/01/2025

Purpose:

To provide instructional steps for correctly submitting any quarterly reporting requirements to IDHS, to ensure all documentation and reports are received by the correct point of contact, and that information is filed appropriately.

Context:

A calendar of reporting requirements can be viewed on the igrow website. All documentation and instruction sheets can also be downloaded from the [igrow website](#).

State and MIECHV Required Reporting Periods

IDHS State Quarters (SFY26)	Due Date	MIECHV Quarters (FFY26)	Due Date
SFY26 Q1: July - September	October 15 th , 2025	FFY25 Q4: July - September	October 15 th , 2025
SFY26 Q2: October - December	January 15 th , 2026	FFY26 Q1: October - December	January 15 th , 2026
SFY26 Q3: January – March	April 15 th , 2026	FFY26 Q2: January – March	April 15 th , 2026
SFY26 Q4: April - June	July 31 st , 2026	FFY26 Q3: April - June	July 31 st , 2026

Procedures:

Submission requirements are based on the funding stream. However, all grantees should follow the steps below when submitting their required reporting documents:

- 1) All programs will have at least two emails to submit when completing your required quarterly reports:
 - Email 1: Quarterly Fiscal Reports
 - Email 2: Quarterly Programmatic Reports

****Please submit all fiscal documents in one email and all program documents in a separate email.***

- 2) **Please submit your PPR reports with all required supplemental materials together. It is preferred that all fiscal documents are submitted in one email. It is also preferred that all programmatic documents are submitted in an email separately from fiscal.** If you need an extension in order to submit everything at the same time, please let us know and we will work with you to set a new realistic due date.

- 3) All reports should be submitted to the DHS.HomeVisiting@illinois.gov email box **with the appropriate point of contact cc'd** on the submission:
 - Fiscal Reports should include [Chuck Dooley](#), [Crystal Bryant-Johnson](#) or [Byron Pruitt](#)
 - Programmatic Reports should include your assigned Program Support Specialist (PSS):
 - [Lisa Weah](#)
 - [Sandra Cartagena](#)
 - [Catrena Lones](#)
 - [Kelly Sullivan](#)
 - Coordinate Intake only [Laura Beaver](#)

*****If you are not sure who your PSS is, please send an email to the DHS.HomeVisiting@illinois.gov email box and you will be connected with your program support specialist.**