

Public Health Equity Grantee Late Reporting Guide (external guide)

Purpose

This document describes AY27 grant reporting due dates; what to expect when Public Health Equity Grant activity and expense reports are not submitted on time; and how to keep grants in good standing.

Our goal is to help grantees stay on track, avoid delays, and get needed assistance to continue delivering important services in their communities.

Overview

AY27 grantees are required to submit reports by the due dates in their contract.

Activity and expenditure reports are due by the following dates:

AY27 Quarter	Reporting period	Reporting due date
Q3	Jan. 1- March 31, 2026	May 15, 2026
Q4	April 1- June 30, 2026	July 31, 2026
Q5	July 1- Sept. 30, 2026	Oct. 31, 2026
Q6	Oct. 1- Dec. 31, 2026	Jan. 31, 2027
Q7	Jan. 1, 2027- March 31, 2027	Apr. 30, 2027
Q8	April 1, 2027- June 30, 2027	July 31, 2027

Late Reporting Scenarios and Action Steps

Grantee does not submit reports by due date

1. CECs check Webgrants to see if reports are submitted and completed.
2. CEC sends a notification to grantee within 3 days after reporting due date. The Late Report Notification will include the extended due date (reference table below) and a notice that if reports are not received by extended due date, it will affect their next quarterly payment.
3. CEC checks in with grantee to learn more and provide support if needed.

Grantee requests an extension for reporting

1. Grantee tells Community Engagement Coordinator (CEC) they can't submit report by the due date.
2. CEC logs extension request.
3. CEC tells grantee they have 30 days after the due date to complete activity and expenditure reports (see table for exact dates). If they are more than 30 days late, their next quarterly payment will be affected.

After extended due date

1. CEC looks in Webgrants for reports the next business day after extended due date.
2. If reports are not submitted, grantee receives notification from a manager that they missed the current payment cycle. Their payment will be issued in the following quarter if reports are submitted.

Example: Quarter 4 activity and expenditure reports not received by extended due date, will not receive Quarter 6 payment (see table below for reference).

Late reporting timeline:

AY27 Quarter	Reporting period	Reporting due date	CEC sends late report notice	Extended due date	Manager sends 30-day payment pause notice	Next payment issued
Q3	Jan. 1- March 31, 2026	May 15, 2026	Not applicable	Not applicable	Not applicable	Not applicable
Q4	April 1-June 30, 2026	July 31, 2026	Aug. 4, 2026	Aug. 31, 2026	Sept. 1, 2026	Jan. 1, 2027
Q5	July 1-Sept. 30, 2026	Oct. 31, 2026	Nov. 4, 2026	Nov. 30, 2026	Dec. 1, 2026	April 1, 2027
Q6	Oct. 1-Dec. 31, 2026	Jan. 31, 2027	Feb. 4, 2027	March 1, 2027	March 2, 2027	To be determined
Q7	Jan. 1-March 31, 2027	Apr. 30, 2027	May 4, 2027	May 31, 2027	June 1, 2027	To be determined
Q8	April 1-June 30, 2027	July 31, 2027	Not applicable	Not applicable	Not applicable	Not applicable

*If activity and expense reports cannot be submitted by extended due date, please let your CEC know immediately. Grantees who have not submitted activity and expenditure reports by the extended due date are at risk of not receiving payment for the quarter.

**N/A means “Not applicable”.

Resources

You can find information and how-to guides located under *Reporting Guidance* within the [Public Health Equity Grant link](#) on our website.

Also, you can find “[How to Submit Reporting in Webgrants Guide](#)” [here](#) .