

## Section 7.3.3: Delinquent Reports

### PURPOSE AND POLICY

Proper administration of a subgrant requires the timely submission of the financial status reports as well as the non-financial progress reports. Grant program managers must take appropriate actions regarding delinquent reports to ensure compliance. Failure by a subgrantee to submit required progress reports will lead to a freezing of funds, and may lead to suspension and/or termination of an award.

### PROCEDURE

1. **Notify the subgrantee 30 days before the due date that progress/financial reports are due**  
Utilizing a system such as the eCivis Subrecipient Manager (SRM) will automatically send reminders. However, the grant program manager is responsible for reminding the subgrantee that the reports are due.
2. **Freeze funds if a progress report is delinquent.**  
The grantor must set a date by which funds will be frozen if financial and/or progress reports are late. If the subgrant contains federal funds, the federal funding agency will most likely have a policy regarding delinquent funds. Grant program managers must inform the subgrantee of deadlines and all applicable penalties.
3. **Take action to suspend or terminate funding if issue is not resolved**  
If the issue is not resolved and the subgrantee is found to have failed to comply substantially with the terms and conditions of the award, the grant program manager should begin action to suspend or terminate the funding. If federal funds are included in the award, the grant program manager should consult Uniform Guidance (more on award termination is included in [Section 7.5](#)).