**Section 577.190 Reporting Requirements**

Failure of the grantee to comply with the requirements of this Section shall result in the Department's withholding or suspending of grant funds and recovery of previously disbursed grant funds (see Section 577.195 and Section 4.1 of the Illinois Grant Funds Recovery Act).

a) Quarterly Reports. For grants that exceed $25,000, each grantee shall submit written progress reports (at a minimum) to the Department every three months. The reports are due within 10 calendar days after the quarterly reporting period has expired (see Section 4(b)(2) of the Illinois Grant Funds Recovery Act). The report shall include the following:

1) Current status of the project, including the percentage of the project finished;

2) Project components finished and project components yet to be finished;

3) Costs incurred to date, an itemized listing of the total current project costs and a comparison of those costs to the budget approved in the grant agreement; and

4) Signature of an authorized representative of the grantee, stating that the report is a true and complete report of the project's status.

b) Final Report. Grantees shall submit a final written report within 60 calendar days after the conclusion of the grant agreement. The degree to which each objective in the proposal has been met shall be fully addressed in this report. The final report shall contain the following:

1) A brief narrative summarizing project accomplishments;

2) A description of any new activities or modifications made to the project as presented in the original grant application, including the causes for change. The description shall include a narrative on the implementation time table and expected outcomes;

3) A description of problems that developed and how they were addressed; and

4) A list of all project costs and sources of funds for the grant.

c) The final report shall also provide a certification in the form of a notarized statement, signed by an authorized representative of the grantee, attesting that:

1) All funds attributed to the grant have been expended;

2) The costs reported are the final costs required to complete the project and there are no additional or associated costs; and

3) Funds used for the project were approved by the Department.