**Section 593.170 Reporting Requirements**

a) Each grantee shall submit progress reports to the Department every three months from the grant agreement execution date. The reports are due within 10 calendar days after the quarterly reporting period has expired. Such reports shall include but are not limited to:

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

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

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

b) Grantees shall submit a final report within 60 calendar days after the conclusion of the grant agreement. The degree to which each objective in the grant proposal has been met shall be fully addressed in this report. In addition, this report shall include a comparison of the costs incurred in the project to the costs approved in the grant agreement.

c) Failure to provide all the required reports and information shall result in the withholding or suspension of grant funds and the recovery of previously disbursed grant funds (see Section 593.150 of this Part and Section 4.1 of the Illinois Grant Funds Recovery Act).

(Source: Added at 35 Ill. Reg. 4591, effective March 2, 2011)