**Section 596.80 Reporting Requirements**

The reporting requirements of this Section are applicable to the grants referenced in Subparts B, C and D of this Part. Failure of a grantee to comply with the requirements of this Section shall result in the Department's withholding or suspending grant funds and recovering previously disbursed grant funds (see Section 596.90 and Section 4.1 of the Illinois Grant Funds Recovery Act).

a) Quarterly Reports. For grants that exceed $25,000, each grantee shall submit (at a minimum) written progress reports 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 official of the grantee, stating that this 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 timetable and expected outcomes;

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

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

5) A certification in the form of a notarized statement, signed by an authorized representative of the grantee, attesting that:

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

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

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

c) A grantee's failure to comply with the requirements of this Section will be considered a material breach of the performance required by the grant agreement and shall be the basis to initiate proceedings to recover all grant funds disbursed to the grantee.

(Source: Added at 35 Ill. Reg. 14147, effective August 4, 2011)