**Section 590.170 Reporting Requirements**

The reporting requirements of this Section apply to a grantee that has received a grant from the Department under the Act and this Subpart. Failure of a grantee to fully comply with the requirements of this Section shall result in the Department's withholding or suspension of grant funds and the recovery of previously disbursed grant funds by the Department (see Section 4.1 of the Illinois Grant Funds Recovery Act).

a) Annual Reports. For grants that are $25,000 or less, each grantee shall submit a detailed and comprehensive annual written report to the Department. The report is due within 10 calendar days after the reporting period, as specified in the Grant Agreement, has expired. The report shall include the current status of the project, including the percentage of the project finished and any uncompleted and partially completed grant deliverables.

b) Quarterly Progress Reports. For grants that exceed $25,000, each grantee shall submit detailed and comprehensive 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, for each grant deliverable;

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

3) Costs and expenditures 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.

c) Final Report. Grantees shall submit a detailed and comprehensive final report within 60 calendar days after the Grant Agreement expires. The degree to which each and every 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; and

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

d) The final report shall include 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 or remitted to the Department as unused grant funds;

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.

e) Failure to provide all of the required reports and information in a timely fashion shall result in the withholding or suspension of grant funds and the recovery of previously disbursed grant funds (see Section 590.160 and Section 4.1 of the Illinois Grant Funds Recovery Act).

(Source: Amended at 44 Ill. Reg. 20074, effective December 9, 2020)