**Section 976.180 Progress Reports**

a) Each grantee shall submit a progress report to the Department every 12 months from the date that the grant agreement is executed until the project is complete. The progress report is due within 10 calendar days after the anniversary date of the grant agreement. The progress report shall include the following:

1) The current status of the project, including the percentage of the project finished, components finished and components yet to be finished;

2) The cost incurred to date and an itemized listing of the total current estimated project costs compared to the approved amounts;

3) The anticipated date of completion; and

4) The notarized signature of the grantee's Chief Executive Officer stating that this is a true and complete report on the project's status.

b) Failure to provide progress reports within the prescribed time frames will result in the Department pursuing the recovery of grant funds (see Section 976.140).