**Section 1100.900 Post-Award Requirements**

a) The awardee shall not deviate from the budget, project scope, or objectives stated in the Grant Agreement except with mutual agreement of the Board and the awardee. (See GATA Rule Section 7000.370(b).) The Board shall review a request and notify the recipient within 30 calendar days after receipt of a request. An awardee shall request prior approval by the Board to:

1) Change the scope or the objective of the project (even if there is no associated budget revision).

2) Change in a key person specified by the recipient in the application or Grant Agreement.

3) Transfer funds among budget categories if the cumulative amount of these transfers exceeds 10% of the detail line or $1,000, whichever is greater. Transfer requests will be accepted up until the last 2 weeks of the period of performance.

b) The awardee shall file Periodic Performance Reports with the Board on progress made and financial data for the reporting period. The initial report shall cover the first 3 months after the Board approves the award. Reports are to be filed using the forms provided by the Board and submitted no later than 30 days after the end of each quarter. (See GATA Rule Section 7000.410.)

c) The awardee shall take the following actions to complete grant closeout at the end of the period of performance. (See GATA Rule Section 7000.440.)

1) Promptly refund any balances of unobligated cash that the Board paid in advance and that are not authorized to be retained by the awardee for use in other projects. Refunds shall be returned to the Board within 45 days after the end of the period of performance.

2) Expend any encumbered grant funds during a lapse period of 60 days past the end of the period of performance. Any encumbered but unexpended grant funds remaining at the end of the lapse period shall be returned to the Board within 45 days.

3) Submit, no later than 60 days after the end date of the grant period, the following reports:

A) A statement of costs and revenues signed by the institution's authorized representative.

B) A written evaluation of the project signed by the project manager or the institution's authorized representative. The report must address the objectives and performance measures specified in the Grant Agreement. Performance shall be measured in a way that will help the Board and other applicants and recipients improve program outcomes, share lessons learned, spread the adoption of promising practices, and build the evidence upon which the Program is based and performance decisions are made.

C) Deadlines may be extended at the discretion of the Board. Extensions shall be issued only in extraordinary circumstances not in the control of the awardee.

(Source: Added at 43 Ill. Reg. 7429, effective June 20, 2019)