**Section 501.80 Claims, Audit, Expenditure Record Requirements and Grant Fund Recovery Procedures**

a) Grantees shall submit signed claim forms and a copy of the related receipts that verify expenditures of grant funds to the Agency for review by mail or as directed by the Agency. Submittals can be directed to the contact below:

IEMA

Attention: REP Grants

1035 Outer Park Drive

Springfield, IL 62704

1) Claims are due as follows:

A) County grantee claim forms are due on a quarterly basis in accordance with the following schedule:

1st Quarter (July-September): due October 31

2nd Quarter (October-December): due January 31

3rd Quarter (January-March): due April 30

4th Quarter (April-June): due July 31

B) Claims from grantees from political subdivisions other than counties are due on a biannual basis in accordance with the following schedule:

1st and 2nd Quarter (July-December): due January 31

3rd and 4th Quarter (January-June): due July 31

C) Grantees who receive a grant for a special request or special requirement only shall submit the claim based on the quarter when the expenditure was made.

2) After claims are received and reviewed by the Agency to ensure that expenditures are in accordance with approved spending plans, receipt of the claim and results of the review will be confirmed by return correspondence to the grantee.

3) Failure to meet the claim submittal deadlines outlined in this Section may result in denial of the claim and may jeopardize future grant awards.

b) Participating grantees shall maintain, in separate files, documentation of expenditures under the grant that is readily accessible during an Agency audit for a minimum of 5 years. The documentation shall be on forms provided by the Agency.

c) The Agency shall have the right to audit and obtain copies of the books, records, and any other recorded information of the grantee related to grantee expenses for which grantee received compensation under this Part.

d) If, through an Agency audit, the Agency finds that the grantee has misspent or improperly held any grant funds, the Agency shall have the right of recovery of the grant funds in accordance with the provisions and procedures of the Illinois Grant Funds Recovery Act. The Agency may also offset a future award with the previous year's unexpended funds in accordance with Section 501.70(b).

e) The Agency shall inform the grantee on whether future disbursements of the grant award are subject to adjustment in accordance with the provisions and procedures of the Illinois Grant Funds Recovery Act or Section 501.70(b).

(Source: Amended at 47 Ill. Reg. 15909, effective October 26, 2023)