**Section 885.240 Grant Payment**

a) The Agency shall use reimbursements to the grantee as the method of payment of grant funds.

b) To obtain reimbursement from the municipal brownfields redevelopment grant program, the grantee shall submit a request for reimbursement in writing to the Agency on forms provided by the Agency with documentation, including the activities performed, the timeframe in which the activities were performed and a breakdown of the costs incurred, to demonstrate that the grantee has incurred the costs for which reimbursement is sought.

c) Grant funds must be expended no more than three years after the effective date of the grant award, except:

1) For grantees who were issued a grant on or before January 1, 2002, in which case grant funds in excess of $120,000 must be expended no more than three years after the effective date of the grant amendment; and

2) For grantees whom the Agency determines would thereby be prohibited from successfully accomplishing the project goals set forth in the Agency- approved grant agreement, in which case grant funds must be expended by a date set by the Agency. The Agency determination must be based on the following written documentation from the grantee:

A) An explanation as to why the grant-approved activities cannot be completed within the authorized timeframe;

 B) A statement as to the steps taken to correct any problems or deficiencies contributing to the inability to complete the project within the grant agreement timeframe;

C) An estimate of the additional time necessary to complete the project; and

D) A description of the impact on the community if the grant timeframe is not extended.

d) The grantee may submit an initial request for reimbursement at any time after the costs for which reimbursement is sought have been incurred. Subsequent requests for reimbursement must be spaced at least 90 days apart, except that the grantee may submit a final reimbursement request no more than 90 days after either the most recent prior request or completion of approved grant activities.

e) The Agency shall use the criteria set forth in Section 885.235 of this Part in determining whether to approve reimbursement to the grantee of costs included in each request for reimbursement.

f) If grant funds are available, the Agency shall send a voucher for payment of an approved reimbursement request to the Comptroller's office no more than 90 days after receipt of the request.

g) If grant funds are unavailable, the Agency shall so notify the grantee, no more than 90 days after receipt of a request for reimbursement, and shall send vouchers for payment of approved reimbursement requests to the Comptroller's office when funds become available.

(Source: Amended at 27 Ill. Reg. 14604, effective August 28, 2003)