

**Illinois Department of Natural Resources'
Coastal Management Program**

MANUAL for GRANTEES



Updated May 2022

Equal opportunity to participate in programs of the Illinois Department of Natural Resources and of the National Oceanic & Atmospheric Administration is available to all individuals regardless of race, sex, national origin, disability, age, religion, or other non-merit factors. If you believe you have been discriminated against, please contact:

Equal Employment Opportunity Officer
Illinois Department of Natural Resources
One Natural Resources Way
Springfield, IL 62702-1271
217-785-0067
TTY 217-782-9175

Introduction

Congratulations on your selection as a recipient of an Illinois Department of Natural Resources' (IDNR) Coastal Management Program Grant. These grants are a part of a federal agency pass-through funding program. As a pass-through program, the IDNR Coastal Management Program administers federal funds provided to the state by the National Oceanic & Atmospheric Administration (NOAA)'s Office for Coastal Management. These funds support the conservation of coastal environments and resources and the development of resilient communities within the state's established coastal boundaries. We see great potential in your project and are pleased to provide these funds to support your work!

As you know, IDNR Coastal Grants function as reimbursement grants. We understand that managing a reimbursement grant can be complex. The *Manual for Grantees* provides essential information that will assist you in meeting the terms of your grant agreement as well as the requirements set by federal and state law. These guidelines will help your organization stay on top of reporting requirements and assist you with grant closing procedures once you have completed your project. Please read this document in its entirety, and retain it as a reference for the duration of your grant agreement. We encourage you to review the *IDNR Coastal Grants Frequently Asked Questions* fact sheet for additional helpful information.

We expect your efforts will have a positive and enduring impact on our Lake Michigan natural resources and the people who live and play on our shores. Thank you for your efforts. We look forward to working with you!

Sincerely,



Diane Tecic
Program Director
IDNR Coastal Management Program

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Contact Information

Please contact us at any time with questions about your grant agreement, implementing your grant-funded project, reporting requirements, reimbursement procedures, supporting documentation, match documentation requirements, due dates, and other related matters.

Questions about reimbursements and payment processing should be directed to the Coastal Management Program Accountant – Belinda Moreno at DNR.CMP@illinois.gov or 312-814-6365.

Please direct all other inquiries to your assigned IDNR project administrator. This varies from one grant to another. If you are unsure who that individual is, contact DNR.CMP@illinois.gov or 312-814-1405 for clarification.

Email Address

We encourage grantees to submit all questions, forms, and paperwork to our office electronically. Please email correspondence to DNR.CMP@illinois.gov. This shared email account is checked daily, and allows us to direct your message to the appropriate individual. Please include your grant number and topic in the subject line and body of all email correspondence.

Mailing Address

Illinois Department of Natural Resources
Coastal Management Program
Attn: Natural Resources and Coastal Grants Specialist
160 N. LaSalle Street, Suite S-703
Chicago, IL 60601

Grantee Information Webpage

This document, required forms, examples of acceptable match documentation, reimbursement source documentation, and logos are available for download on our [Grantee Information Webpage](#).

I. Funding Source Acknowledgement

Grantees must acknowledge the IDNR Coastal Management Program and the National Oceanic & Atmospheric Administration (NOAA) as funding sources on all printed and online project materials including final documents, reports, publications, signs, banners, videos, media releases, event invitations, fliers, and advertisements. Grantees are also required to notify our office (email is acceptable) 10 days prior to issuing any public announcements or press releases concerning work performed as part of your project, and to cooperate with our office in coordinating the release of information.

General Instructions

Whenever possible, feature the Illinois Department of Natural Resources, Coastal Management Program, and National Oceanic & Atmospheric Administration logos on your project materials in this specific order:



All three logos should be on the left side or center of the piece. Avoid placing the logos on the far right side of the page when possible. High resolution versions of these logos are downloadable on our [Grantee Information Webpage](#).

If you are not able to include logos, you must use the following credit line:

[This program/project is supported by the] Illinois Department of Natural Resources' Coastal Management Program through a federal grant from the National Oceanic & Atmospheric Administration, U.S. Department of Commerce[.]

Reports and Videos

In addition to the logos or credit line, the National Oceanic & Atmospheric Administration requires grantees to include a disclaimer in all publications, final reports, and videos generated through this grant-funded project. To meet this requirement, please use the following language:

This [report/video/publication] was prepared by [grantee name] using federal funds under award number [Federal Award Identification Number (FAIN), see section 1.3 on page 2 of your grant agreement] from NOAA's Office for Coastal Management, U.S. Department of Commerce. The statements, findings, conclusions, and recommendations are those of the author(s) and do not necessarily reflect the views of NOAA's Office of Coastal Management or the U.S. Department of Commerce.

Signs

For projects that include permanent signs, grantees must identify the project and acknowledge the grant on at least one sign located near or at the entrance to the project site. This acknowledgement can be presented either as a standalone sign, or it can be included as part of a broader sign design. Logos must be included on the sign, following the logo protocol above. The sign must state the following:

This project is funded in part under the Coastal Zone Management Act, by NOAA's Office for Coastal Management, in conjunction with the Illinois Department of Natural Resources' Coastal Management Program.

II. Reporting Requirements

As a grantee, you will submit two forms of paperwork each quarter, a *Periodic Performance Report* and a *Periodic Financial Report*. This documentation must be submitted to our office no later than 30 days after each quarter, unless otherwise specified in your grant agreement. If a listed due date falls on a state holiday, federal holiday, or weekend, the report due date moves to the first business day after the listed due date. The performance report and financial report should be submitted together. Please ensure that signatories for all forms and reports are authorized to sign on behalf of your organization, and have sufficient knowledge of completed work to certify the accuracy of the report. All paperwork should be signed with blue ink.

Due Dates

<i>Project Activity Quarter</i>	<i>Periodic Performance Reports & Financial Report List of Due Dates</i>
January 1 - March 31	April 30
April 1 - June 30	July 30
July 1 - September 30	October 30
October 1 - December 31	January 30
Grant End Date	Final Reports are due no later than 60 days after project end date specified in your Grant Agreement

Your first set of paperwork is due 30 days after the quarter in which your grant agreement was signed. For example, if your grant agreement was signed in October, your first set of paperwork would be due by January 30. In the case where no grant funding was expended during a reporting period, you are still required to submit a *Periodic Financial Report*. Simply check the no changes from prior reporting period and/or no new expenses box.

In the event that your organization is unable to submit your paperwork within the required time frame, contact your assigned IDNR project administrator right away. You may request an extension if there are extenuating circumstances, but that request must be in writing (email is acceptable) and must be received at least two business days before the scheduled due date.

While extensions are possible, the Coastal Management Program tracks the number of extension requests as a part of the State of Illinois' grantee risk assessment practices. Numerous extension requests and failure to submit paperwork on time will increase your organization's risk factor, and may negatively impact your competitiveness for future funding.

Failure to submit your Periodic Performance Reports or Periodic Financial Reports by the listed due dates without express written permission from the Coastal Management Program may result in an inability to reimburse your expenses.

Periodic Performance Reports

Periodic Performance Reports (formerly referred to as *Quarterly Performance Reports*), provide the Coastal Management Program with key updates on your work. **You are required to submit *Periodic Performance Reports* after each quarter, or as specified in your grant agreement, during the period of your grant-funded project, even if no work has occurred.** If education or technical training is a component of your project, it is your responsibility to track and report the number of participants for all of your project activities.

Submitting your Periodic Performance Report

1. Keep organized records of all outreach, education, and training events, acres of habitat restored, and outcomes of your project. We are looking for numbers that reflect an accurate count of project activities and participants.
2. Fill out and sign the *Periodic Performance Report*, which can be found on our [Grantee Information Webpage](#). The National Oceanic & Atmospheric Administration collects performance metrics from all coastal states and uses the data to measure the impact of Coastal Management Programs. If a performance metric on the *Periodic Performance Report* does not apply to your project, enter zero (0) or NA.
3. Email the completed and signed report to DNR.CMP@illinois.gov by the listed due date. Include your grant number in the subject line of your email.

Periodic Financial Reports

IDNR Coastal Grants are reimbursement grants. This means we provide payment on a quarterly basis, or as specified in your grant agreement, after allowable project expenses (see below under the *Eligible Costs* section for the definition of "allowable") are actually incurred. The *Periodic Financial Report*, which includes the request form and related paperwork (i.e. Source Documentation), is the process grantees follow to receive payment for approved project costs.

You must follow specific expense documentation protocols, as they are state and federal requirements.

Eligible Costs

Grant funds can only be spent on items that are "allowable." In order to be allowable, costs must be necessary, reasonable, allocable (which means they can be broken down to accurately

reflect the proportion of the expense that is related to the project), and allowed based upon the information contained in the *Uniform Administrative Requirements Cost Principles for Federal Awards*. Please see on our [Grantee Information Webpage](#) for a direct link to these cost principles. The Coastal Management Program checks the grant budget before your grant agreement is issued to ensure that all project costs meet these criteria. Costs incurred before the start or after the end of your grant agreement are not eligible for reimbursement, even if these costs support project completion.

Equipment is an allowable expense if it is outlined in your approved grant budget. Equipment is defined as durable goods costing more than \$5,000. Equipment purchased with federal funds is held in trust by the recipient, meaning that, as a grantee, you act as caretaker of the equipment. According to federal regulations, equipment must be tracked through its entire useful life as long as the depreciated value equals or exceeds \$5000, up to and including final disposition. For many items of equipment, this requirement may extend over a time frame of 20 or more years. To document equipment meeting these listed conditions, you can find a copy of the *Federal Equipment Report Form* on our [Grantee Information Webpage](#). Contact your assigned IDNR project administrator for equipment disposition instructions at the end of your grant.

Food and beverages are not allowable expenses due to federal grant restrictions. Meal costs or per diem incurred while in active travel status will only be reimbursed if those costs are in compliance with your organization's written travel policy and are included in your approved project budget. We may ask for a copy of your travel policy and travel documentation.

Projects that involve ground disturbance as grant or match costs are subject to additional approvals prior to issuance of a grant agreement. Unless your project has this approval, these costs will not be allowed. Ground disturbance includes any activity that disturbs the ground such as construction, signpost installation, planting, and soil sampling.

If you have a question about a specific cost, review your budget and read the cost principles. We cannot reimburse expenses or allow them to be used as match if they do not meet the criteria listed above. Contact the Coastal Management Program at DNR.CMP@illinois.gov or 312-814-1405 with questions.

How long does it take to get reimbursed?

The State of Illinois Comptroller's office issues reimbursement checks. It takes approximately 8 to 12 weeks from the time the Coastal Management Program receives your complete *Periodic Financial Report* package and accompanying *Periodic Performance Report* until the time you will receive payment.

Final Reimbursement

Your final *Periodic Financial Report* is due as a part of your *Closeout Report Package*, within 60 days of the project end date specified in your grant agreement. Please see the [Closing Your Grant section](#) below for further details.

Source Documentation

All *Periodic Financial Reports* must be accompanied by source documentation to support the expenses incurred. Source documentation verifies your expenses are approved and allowable project costs. If third party in-kind (non-cash) contributions are used for match, the valuation of these contributions must also be supported with adequate documentation, as defined below.

Examples of acceptable source documentation include:

- Canceled checks
- Bank statements
- Invoices
- Paid bills
- Donation letters of third party in-kind (non-cash) contributions (For example, meeting space or staff time)
- Signed time and attendance records for volunteers or program participants. For example, detailed logs of volunteer hours, including dates, time span of activity, scope of activities, and pay rate for equivalent paid work.
- Travel reports
- Payroll receipts

Using either our *Financial Report Worksheet* or an Excel spreadsheet that you create on your own, categorize each piece of submitted source documentation by each budget area listed on your *Periodic Financial Report Form*. For example, list all documentation provided that corresponds to personnel, travel, supplies, and other areas. If a specific document corresponds to more than one budget category, please say so. Many small business accounting software programs like QuickBooks can also generate this information for you. Both the *Financial Report Worksheet* and the *Periodic Financial Report Form* can be found on our [Grantee Information Webpage](#).

Submitting your Periodic Financial Report

1. Fill out the *Periodic Financial Report Form*. Both the form and an example of a completed Financial Report Packet can be found on our [Grantee Information Webpage](#).
2. Compile and organize the source documentation (as outlined above) for all expenses for which you are seeking reimbursement.
3. Complete and sign the *Periodic Financial Report Form* for the appropriate quarter.
4. Make sure the Financial Report Packet includes:
 - Completed *Periodic Financial Report Form*
 - List of source documentation or *Financial Report Worksheet*
 - Copies of all source documentation

5. Submit your Financial Report Packet to DNR.CMP@illinois.gov. Please include your grant number in the subject line of your email. Files that are too large to email can be submitted through the State of Illinois file transfer utility site at: <https://filet.illinois.gov/filet/PIMupload.asp>. We also accept fax and hard copy submissions, but it may take us longer to process your request.
6. As stipulated in your grant agreement, you are required to maintain copies of all documents, reports, and source documentation associated with this grant-funded project for at least 3 years following the completion of your grant agreement.

Grantees are expected to follow their organizations' bookkeeping and accounting policies, as well as all relevant state and federal regulations. We strongly recommend having a Certified Public Accountant review your *Periodic Financial Report* documents and provide a signed letter attesting to their accuracy. While this review is not required, requests for reimbursement accompanied by a signed letter from a Certified Public Accountant can be processed more quickly. The cost of this review may be used as match or included as a reimbursable expense with proper documentation.

You can check the processing status of your reimbursement at
<https://illinoiscomptroller.gov/vendors/>

III. Procurement and Subcontracting

Grant subcontracts and sub-grants must be disclosed to us on the *Sub-Recipient and Contractor Disclosure Form* that can be found on our [Grantee Information Webpage](#). This form outlines services that the recipient will be undertaking on behalf of your project. This form must be submitted to the Coastal Management Program at DNR.CMP@illinois.gov before entering into a formal contract or beginning work. IDNR retains the right to approve the subcontracts involving funds from this grant program. Further budget details for subcontracts may be required.

Federal regulations require an open selection process for all hiring of consultants and contractors connected with a federally-funded grant, a process referred to as procurement. This means that grantees must either advertise the contract or distribute a request for proposals to a reasonable number of qualified individuals or firms and must receive back a minimum number of written bids. If the item or service required is only available from a particular vendor, you must specify this. Nonprofit and government agency project partners are exempt from the open competition requirement if they were identified as partners in your grant application. But, they must provide goods or services at a fair market rate.

For more detailed guidance on the requirements for this open selection process, please refer to the handout entitled *Procurement Guidance for Federal Pass-Through Grant Recipients* or the

full regulations on methods for procurement. Both of these resources can be found on our [Grantee Information Webpage](#).

IV. Substantive Changes to Grant Terms

We know circumstances and personnel may change in the duration of a grant agreement. If there is a change in key personnel or a need to consider a budget modification in order to meet the goals in your scope of work, please contact your assigned IDNR project administrator right away. Making substantive changes to the project budget, scope of work, or personnel requires prior approval from the Coastal Management Program. *Failure to receive prior approval may result in forfeiture of funds or cancellation of your grant.*

Project Scope

We rarely allow substantive changes project scopes, as it is unclear how these changes would have impacted the competitive scoring of a proposal. If you are considering a change, contact your assigned IDNR project administrator immediately. We will inform you as soon as possible about whether any changes to your project scope will be allowable and, if so, the process for formally amending the scope of work.

Budget

Discretionary transfers between line items in your approved budget may be made if the total amount transferred does not exceed either 10% of the total budget or \$1,000 of the line item, whichever is greater. Please note that such discretionary line item transfers must not result in an increase to your overall project budget.

For changes greater than 10% or \$1,000 of the total budget between line items, you must request a formal budget amendment from the Coastal Management Program. Notify your assigned IDNR project administrator immediately if you are considering a budget modification. Expending funds without full approval, even if you have submitted a revision request, is prohibited. Expenditures will not be reimbursed without a fully approved amended budget.

Requesting a Formal Budget Amendment

1. Fill out and sign the proposed *Budget Amendment Form*, which can be found on our [Grantee Information Webpage](#).
2. Email your completed *Budget Amendment Form* to DNR.CMP@illinois.gov. Please include your grant number in the subject line of your email. The body of your email must explain the reason for the proposed budget change. Frequently, budget amendments are required because of personnel changes or hiring delays, minor changes in scope that improve program quality (e.g., increase in the number of educational events), or deviations between estimated costs and actual costs. For more guidance on budget revisions, please refer to the regulations provided on our [Grantee Information Webpage](#).

3. We will review the revised budget and approve or deny the requested change based upon the information and rationale provided in your email. This review typically takes 7 to 10 business days.
4. The Coastal Management Program will send a project modification memo to notify you of our amendment decision.

Personnel

You are required to notify your assigned IDNR project administrator via email at DNR.CMP@illinois.gov if the following personnel changes occur: 1) primary staff member(s) on your grant reduce their time on the project by more than 25% or 2) if your organization is unable to work on your project for more than three months.

VI. Closing Your Grant

The final step in your grant process is submitting a *Closeout Report Package* to the IDNR Coastal Management Program. This package is due no later than 60 days after the end project date specified in your grant agreement. A two-week extension may be granted for extenuating circumstances. An extension request must be submitted in writing (email is acceptable), at least 10 business days before your closeout report package due date.

Your Closeout Report Package must include:

- Periodic Performance Report* for the final quarter (unless already submitted)
- Periodic Financial Report* for the final quarter (unless already submitted)
- Remaining Grant Funds Acknowledgement Form*, if you did not expend all funds allotted to your organization for this project. This serves as a formal acknowledgement that you are aware the remaining funds are no longer available to you, and you will not be reimbursed in the future.
- Annual Financial Report*, if applicable
- Federal Equipment Report*, if applicable
- Final Report Narrative* - This narrative should summarize all work completed as a part of this grant-funded project and must include the following:
 - Project Title, Grant Number, and Date you are submitting your report
 - Description of the project scope
 - Discussion of any special considerations or problems encountered, and how they were overcome
 - Results and outcomes of your project
 - Quotes or anecdotes from project participants, public officials, or public meeting attendees
 - Next steps and future use of project results. Has this grant enabled the leveraging of any other funds or projects? If so, please describe.

- Brief description for any publications, reports, and datasets produced through your project and how that information was or will be disseminated.
- Link(s) to any websites or social media profiles created as a part of your project.
- Photos - Include at least three high-resolution digital photos of your project, accompanied by the appropriate photo release forms. We can accept various file formats for these materials. Please note, these materials will become the property of IDNR and may be used on the IDNR or NOAA websites and in Coastal Management Program materials.
- Electronic and hard copies of all final products – Including, but not limited to:
 - For Planning Projects: design and construction information, copies of permits, post-project maintenance plan, implementation recommendations and schedules, maps, data, and other relevant materials.
 - For Outreach & Education Projects: planning documents, implementation recommendations and schedules, curricula, pamphlets, maps, and other relevant materials.
 - For Habitat Projects: .kmz or shapefile of treated or restored areas.

Submitting your Closeout Report Package

1. Complete all work for your grant-funded project no later than the project end date specified in your grant agreement.
2. Ensure that you have submitted all required *Periodic Performance Reports* and *Periodic Financial Reports*.
3. Email your *Closeout Report Package* to DNR.CMP@illinois.gov. Please include your grant number in the subject line of your email. We require at least one printed copy of all final products and one digital copy of all materials created as a part of the project. Files that are too large to email can be submitted through the State of Illinois file transfer utility site at: <https://filet.illinois.gov/filet/PIMupload.asp>. Please send hard copy mail or digital media (DVD or flash drive) to our mailing address listed in the *Contacts* section.

Early Completion

There is no penalty in closing out your grant if you have completed your project before the end date specified in your grant agreement. Grantees are required to submit *Periodic Performance Reports* until we receive your *Closeout Report Package*, even if you finish your project before your grant end date.

VII. Project End Date Extension Policy

While we encourage you to complete your scope of work within the time frame indicated in your grant agreement, we understand that unforeseen circumstances do occur. All grantees have the right to request a no-cost project end date extension. Generally, one 12-month extension is allowable. The most common reasons why we would be unable to grant an

extension include: 1) the circumstances for the extension were reasonably foreseeable or 2) the federal award that the pass-through grant is funded out of is ending in less than 15 months.

To request an extension, follow these steps:

1. Send an email to DNR.CMP@illinois.gov that includes a justification as to why additional time is needed, a revised project timeline, and an estimated date of completion.
2. We will review the extension request and provide feedback on whether the change is approvable. This review typically takes 7 to 10 business days. If the change is approvable, we will route a grant extension request through the IDNR Springfield office. You will be contacted by IDNR in Springfield to sign a formal grant amendment, which will not go into effect until it is signed by both IDNR and your organization.

All no-cost project end date extension requests must be submitted via email to DNR.CMP@illinois.gov at least 90 days before the end date listed in your grant agreement. Include your grant number in the subject line of your e-mail.

VIII. Additional Details

GIS Data

NOAA's *Environmental Data Sharing Policy* applies to all IDNR Coastal Grants. You are responsible for meeting or exceeding relevant data standards, including Federal Geographic Data Committee-compliant metadata. The *Environmental Data Sharing Policy* and *Federal Geographic Data Committee Metadata Standards and Guidelines* can be found on our [Grantee Information Webpage](#). Any data generated as a part of this project must be accompanied with documentation, metadata, and, if needed, tools that allow a user to read and interpret the data. The data must be visible, accessible, and independently understandable to general users at no or low cost and available in a timely manner, except where limited by law, regulation, policy, or by security requirements. Email DNR.CMP@illinois.gov for additional guidance, if needed.

Site Visits

We are excited about your project! While not required, we ask grantees to arrange opportunities for IDNR Coastal Management Program staff to participate in a project site visit. We prefer to coordinate our site visit with a major event, project milestone, or highlight activity (e.g., public meeting, symposium, classroom presentation, field trip, or on-the-ground work day). It is best to email DNR.CMP@illinois.gov with event announcements or opportunities at least two to three weeks in advance of a proposed site visit date or event.

IX. Important Links

All important links can be found on our [Grantee Information Webpage](#).

Finally, we encourage all grantees to review our *IDNR Coastal Grants Frequently Asked Questions* handout in the *Resources* section on our [Grantee Information Webpage](#) prior to submitting your first *Periodic Performance Report* and *Periodic Financial Report*.

Congratulations again on being selected as a recipient for a grant from the Illinois Department of Natural Resources' Coastal Management Program. Please do not hesitate to contact us at any time with questions or concerns regarding your project.

We look forward to working with you!