



Coastal Grants Program – COVID-19 Budget Revision and Scope of Work Change Policy

IDNR Coastal recognizes that COVID-19 may have an impact on projects awarded before the pandemic and that these projects will likely need modifications. Grantees are allowed to revise budgets and modify project methods, as long as those methods still help to accomplish the original goals of the grant. We also recognize that due to the current restrictions, some grants may not be able to fully accomplish their stated goals.

This new policy establishes the conditions and process needed for COVID-related budget revisions and scope of work changes. Depending on the amount and degree of changes needed, grantees may need to request a formal budget revision and/or a scope of work change. Conditions needing these formal grant agreement amendments are outlined below. No revisions or scope changes that increase the total amount of state-awarded funding will be approved. Grantees should contact their IDNR Coastal grant liaison to discuss the proposed changes if they have questions not adequately addressed in the policy.

A budget revision must be submitted if amounts moved between line items exceed 10% of the budget line item or \$1000, whichever is greater. An example includes moving over 10% of “Personnel” line item funding to “Contractual” line item funding to hire a consultant to perform work initially planned for grantee’s staff. Budget forms for amendments can be found on our Grantee Info website under the heading Grant Amendments: [CMP Grantee Information](#). For more information on allowable changes and budget revisions, see the Grant Accountability and Transparency Act (GATA) administrative rule - 44 IL Admin Code 7000.370b, Revision of Budget and Program Plans, found here: [IL Administrative Code](#)

Formal scope of work changes are only needed when the proposed changes total more than \$10,000 of **grant** funding being allocated to different activities than originally approved. No scope of work change is needed for changes in match-funded activities. A scope of work change must include an explanation on what will not be done and a description of the new activities. A revised budget form that reflects the changes must also be submitted. Examples of activities that require a scope change include:

- Changing personnel from outreach staff to website development staff as the grantee develops online engagement instead of in-person engagement
- Canceling event space rental
- Increasing costs for personnel time in order to accommodate smaller groups but still reach the same number of people
- Changing or adding contractual work based on the contracted partner’s capacity or organization’s COVID-19 restrictions

As long as the changes are under \$10,000 and still accomplish project goals, no formal scope of work change is needed. However, grantees should report all modifications in their progress report.

Below is a summary of potential scenarios and required submissions:

- Over \$10,000 allocated to a different activity– submit scope of work change that includes a revised budget form
- Under \$10,000 allocated to a different activity, within the same line item – no scope of work, no budget revision required
- Under \$10,000 allocated to a different activity, resulting in over 10% of a line item moved to a different line item – no scope of work change but budget revision required
- Non-COVID-19 related changes that result in over 10% of a line item or \$1,000, whichever is greater, moved to a different line item – budget revision required

Scope of work change requests and budget revisions are not necessary for any changes related to matching work or funding sources, but grantees are still required to meet the total match amount per the grant agreement.

How to request a budget revision or scope of work change:

Budget revisions require a new budget form, which can be found on our Grantee Info website under the heading Grant Amendments: [CMP Grantee Information](#)

Scope of work changes must be requested in writing and submitted to DNR.CMP@illinois.gov. The email should include a justification that explains how the COVID-19 public health crisis has impacted your ability to comply with a requirement in the agreement and a revised budget.

Please note the scope of work change request may be denied if the requested position, activities, or costs are not allowable or are unreasonable. The grantee should submit a scope of work change request, including the grant number, and await written approval, prior to hiring staff, or incurring any expenses associated with the change. Failure to do so may result in an expense not being reimbursed.