

Illinois Department of Natural Resources Coastal  
Management Program

# MANUAL for GRANTEES



**Updated October 2024**

*This manual was updated to reflect changes made during the 2024 grant cycle. Most of the information included here is applicable to most awards; however, grants awarded in the previous cycles should follow the manual provided with that grant award.*

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and of the National Oceanic & Atmospheric Administration (NOAA) 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

**Contents**

Contact Information ..... 1

I. Funding Source Acknowledgement ..... 2

II. Reporting Requirements..... 3

III. Procurement and Subcontracting..... 8

IV. Substantive Changes to Grant Terms ..... 8

V. Closing Your Grant..... 10

VI. Additional Details ..... 10

Congratulations on your selection 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!

## 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, or other related matters.

Questions and requests should be submitted through AmpliFund to ensure they are documented, tracked and have received a response.

Questions about your grant that cannot be addressed through AmpliFund should be directed to Jennifer Weisenberger: [Jennifer.Weisenberger@illinois.gov](mailto:Jennifer.Weisenberger@illinois.gov) with copy to Meg Kelly: [Meg.Kelly@illinois.gov](mailto:Meg.Kelly@illinois.gov)

All reimbursement requests and performance reports should be submitted through AmpliFund; questions about payment processing or reimbursements that cannot be address through AmpliFund should be directed to IDNR Accountant Kaelah Banks: [Kaelah.Banks@illinois.gov](mailto:Kaelah.Banks@illinois.gov) with copy to Meg Kelly: [Meg.Kelly@illinois.gov](mailto:Meg.Kelly@illinois.gov)

**If you need immediate assistance, please contact the Coastal Management Program main office line at 312-814-1405.**

## Mailing Address

Illinois Department of Natural Resources  
Office of Water Resources – Coastal Management Program  
160 N. LaSalle Street, Suite S-703  
Chicago, Illinois 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](https://dnr.illinois.gov/cmp/granteeinformation.html) (available at <https://dnr.illinois.gov/cmp/granteeinformation.html>)

## AmpliFund

AmpliFund is a grant management system utilized by State of Illinois for all stages of grant management, including performance and financial reporting. AmpliFund offers training and resources as well as Help Desk assistance. A number of tips and trainings for grantees trainings can be accessed at: <https://il-amplifund.zendesk.com/hc/en-us/sections/4402911993619-AmpliFund-Grantee-Recipient-Series>

Please note that State of Illinois staff have limited ability to troubleshoot AmpliFund issues. Questions regarding issues with AmpliFund should be directed to the AmpliFund helpdesk at <https://il-amplifund.zendesk.com/hc/en-us/requests/new>

## 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 IDNR 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](https://dnr.illinois.gov/cmp/granteeinformation.html) (available at <https://dnr.illinois.gov/cmp/granteeinformation.html>)

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 2.4 on page 5 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

Most grants have quarterly reporting requirements. Reporting requirements are outlined in Article XXXIII of the grant agreement.

Any modifications to the quarterly schedule (such as semi-annual reporting or final report only) are described in Exhibit B of your grant agreement. If language is present in Exhibit B, please follow Exhibit B reporting requirements.

Grantees are required to submit *Periodic Performance Report* and a *Periodic Financial Report*. These forms were provided by the IDNR grant administrator as an attachment in an email. The forms can also be downloaded from the AmpliFund portal.

This documentation must be submitted via AmpliFund no later than 30 days after the end of each reporting period, unless otherwise specified in your grant agreement. If a listed due date falls on a state holiday, federal holiday, or weekend, please submit the reports on the next business day. Performance reports and financial reports 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. Electronic signatures are acceptable.

## Due Dates

<b>Quarterly reports (most grants)</b>	
<b><i>Project Activity Timeframe</i></b>	<b><i>Periodic Performance Reports &amp; Financial Report List of Due Dates</i></b>
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

**Semi-annual reports (will be specified in Exhibit B if applicable)**

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

If there were no expenditures or no grant activity during a reporting period, grantees are still required to submit a *Periodic Performance Report* and *Periodic Financial Report*. Please 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, please contact your IDNR Grant Administrator right away. You may request an extension if there are extenuating circumstances and your request must be received at least two business days before the scheduled due date. All requests should be submitted through AmpliFund.

The Coastal Management Program tracks the number of reporting 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* (PPR) 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.**

The *Periodic Performance Report* has a number of sections that need to be filled out. Some of these may have been pre-filled for you by the grant administrator. Below are some tips for ensuring these are filled out correctly:

- General Information (boxes 1-13)
  - Always include Grantee Name (box 1), Grant Number (box 2), Program Name (project title, box 6), and Agreement Period (box 9). This information will stay the same across all PPRs submitted for the same grant.
  - Please make sure to always indicate the reporting period end date (box 10). This will change for each reporting period.

- Deliverables (boxes 14-17)
  - Please report on your progress towards meeting grant milestones and objectives that were outlined in your grant application. The milestones and objectives may have been pre-filled for you on your PPR Report by your IDNR Grant Administrator.
  - The National Oceanic & Atmospheric Administration collects performance metrics from all coastal states and uses the data to measure the impact of Coastal Management Programs nationally. Applicable performance measures (such as acres restored, number of training events, number of communities engaged) have been added towards the end of the Deliverables section. Please report on your progress towards meeting the specified (pre-filled) performance measures. If a performance metric on the PPR does not apply to your project, or if there has been no progress, enter zero (0) or NA.

### **Submitting your Periodic Performance Report**

1. Fill out and sign the *Periodic Performance Report*.
2. Save the file on your computer.
3. Log into AmpliFund, navigate to your grant, and upload the document to the relevant section in AmpliFund.

### **Periodic Financial Reports**

IDNR Coastal Management Program grants are reimbursement grants. This means grant payments are provided after allowable project expenses have been actually incurred. The *Periodic Financial Report* (PFR), which includes the request form and related supporting paperwork (i.e. Source Documentation), is the process grantees follow to receive payment for approved project costs. Grantees must follow specific expense documentation protocols, as they are state and federal requirements.

The PFR has a number of sections that need to be filled out. Some of these may have been pre-filled for you by your IDNR Grant Administrator. Below are some tips for ensuring these are filled out correctly:

- General Information (boxes a-w)
  - Please fill out all applicable information.
  - Please make sure to always indicate the date prepared (box i). This will change for each reporting period.
  - Program income and interest earned are not allowable expenses. Boxes t-w, which report on these expenses, should always read \$0.
- Financial Information
  - Category Program Expenses (box x) and Current Approved Budget (box y) should be the same as your grant budget in your application and should only indicate grant expenses. Do not combine match with grant expenses in box y.
  - Match is reported under Current Period Match (box aa).



## **Eligible Costs**

Grant funds can only be spent on items that have been approved in the grant application budget. All costs must be “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 the [Grantee Information Webpage](#) for a direct link to these cost principles.

The Coastal Management Program checks the grant budget before the grant agreement is issued to ensure that all project costs meet these criteria. Unless pre-award costs are approved in Exhibit A, costs incurred before the start or after the end of the grant agreement are not eligible for reimbursement, even if these costs support project completion.

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 the grantee organization’s written travel policy and are included in the approved project budget. IDNR may request a copy of the grantee organization’s 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. IDNR cannot reimburse expenses or allow them to be used as match if they do not meet the criteria listed above.

## **Source Documentation**

All *Periodic Financial Reports* must be accompanied by source documentation to support the expenses incurred (for both grant and match expenses). Source documentation verifies that grantee 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 the [Reimbursement Request 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 indicate as such. Please also indicate which expenses apply to match.

Many small business accounting software programs like QuickBooks can also generate this information for you. The *Reimbursement Request Worksheet* can be found on the [Grantee Information Webpage](#).

### **Submitting your Periodic Financial Report**

1. Fill out the *Periodic Financial Report* form for both grant and match expenses.
  - The PFR should be cumulative for each period, for grant and match expenses
2. Compile and organize the source documentation (as outlined above) for all expenses for which you are seeking reimbursement.
3. 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 *Reimbursement Request Worksheet*
  - Copies of all source documentation
5. Save all files on your computer.
6. Log into AmpliFund, navigate to your grant, and upload all documents.

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. IDNR strongly recommends 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.

### **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 date the PFR is uploaded to AmpliFund for grantees to 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.

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 on the [Sub-Recipient and Contractor Disclosure Form](#) that can be found on the [Grantee Information Webpage](#). This form outlines services that the sub-recipient will be undertaking on behalf of the grantee project. This form must be submitted to the Coastal Management Program via AmpliFund 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 the grant application. They must provide goods or services at a fair market rate.

## IV. Changes to Grant Terms

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 IDNR Grant 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 Amendment

Substantive changes project scopes are rarely allowed, as it is unclear how these changes would have impacted the competitive scoring of a proposal. If you are considering a change, contact your IDNR Grant 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.

### Extension

Grantees are expected to complete the scope of work within the time frame indicated in the

grant agreement; however, unforeseen circumstances that impact the project can occur. As such, all grantees have the right to request a no-cost extension of the grant end date for review by IDNR Coastal Management Program staff and your IDNR Grant Administrator. Extension request should be submitted as soon as possible once the need has been identified, and no later than 90 days before the end of the original grant period.

The most common reasons that an extension would be denied include:

1. The circumstances for the extension were reasonably foreseeable; or
2. The federal award funding the pass-through award will end prior to the requested new end date.

All extension requests must be submitted in AmpliFund. Please [reference this AmpliFund resource](#) for instructions on how to submit the request.

IDNR review of the extension request typically takes 7 to 10 business days. If the change is approvable, your IDNR Grant Administrator will issue a formal grant amendment, which will not go into effect until it is signed by both IDNR and your organization.

### **Budget Amendment**

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, grantees must request a formal budget amendment. Notify your assigned IDNR Grant Administrator immediately if you are considering a budget modification; requests must be submitted through AmpliFund – please [review this resource for instructions on submitting a budget amendment](#) request. 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. The request review typically takes 7 to 10 business days, after which IDNR will issue a project modification memo to notify of the amendment decision.

### **Personnel Changes**

Grantees are required to notify their assigned IDNR Grant Administrator 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.

## V. 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 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](mailto:DNR.CMP@illinois.gov). Please include your grant number in the subject line of your email.

### **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.

### **Close out of Equipment**

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 IDNR Grant Administrator for equipment disposition instructions at the end of your grant.

## **VI. Additional Details**

### **GIS Data**

NOAA's *Environmental Data Sharing Policy* applies to all IDNR Coastal Grants. Grantees 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 the [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.

### **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). Please email Meg Kelly: [Meg.Kelly@illinois.gov](mailto:Meg.Kelly@illinois.gov) with event announcements or opportunities at least two to three weeks in advance of a proposed site visit date or event.