

# Summer 2013 Illinois Coastal Grants

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The grantee is responsible for being in compliance with all items contained within the grant agreement. The following list of highlights is intended as a reminder of the main items contained within the grant agreement and does not supplant, add to, or replace the grant agreement.

## *Grant Agreement Highlights*

- This is a reimbursement grant, so you must spend other funds first and then get reimbursed.
- Reimbursable work on your project can begin as of the Award Date: **October 1, 2013**
- Reimbursable work must be completed no later than **September 30, 2014**. No extensions can be granted.
- All requests for reimbursement are due by **November 15, 2014** at the very latest. Requests received after that date will not be paid.
- Grantees will undertake work as described in their grant proposal. Budget or scope modifications must be pre-approved by ICMP.
- Due dates for quarterly grant performance reports and quarterly reimbursement requests are listed on the printable calendar on the next page and in the grant agreement.
- Quarterly grant performance reports and reimbursement requests must be submitted on the provided forms.
- At least one printed and one electronic copy of all final materials such as reports, planning documents, curricula, pamphlets, maps, etc. produced as part of the grant-funded project must be included with the final report.
- If the principal contact person for your organization changes, please contact us as soon as possible to ensure that communications are making it to the right person.
- If your grant budget includes equipment items (costing \$100 or more), you will be required to document and maintain control of the equipment in accordance with Property Control System requirements. A Federal Equipment Form is available on the grant implementation website (<http://www.dnr.illinois.gov/cmp/Pages/summer2013.aspx>).
- Grantees must comply with all applicable state and federal requirements. Please read the grant agreement carefully and let us know if you have any questions about compliance.
- All records and documents related to this grant must be maintained for a minimum of 3 years following project completion. More details are provided in the implementation booklet and in the grant agreement.

# Summer 2013 Illinois Coastal Grants Calendar and Contact Info

2013		
<b>October</b>	<b>1</b>	Award Date! Reimbursable project tasks can begin.
2014		
<b>January</b>	<b>15</b>	1st Performance Report Due (10/01/13 to 12/31/13)
<b>April</b>	<b>15</b>	2nd Performance Report Due (01/01/14 to 03/31/14)
<b>July</b>	<b>15</b>	3rd Performance Report Due (04/01/14 to 06/30/14)
<b>September</b>	<b>30</b>	End of Grant Period. Project tasks must be completed by this date to be reimbursable.
<b>October</b>	<b>31</b>	Final Report Due (07/01/14 to 09/30/14)
<b>November</b>	<b>15</b>	All Reimbursement Requests must be in. <u>No</u> exceptions.

**Grants Program Contact:**

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