



Illinois Coastal Management Program

Education, Outreach, and Planning Grants

Implementation Booklet

April 2014

Equal opportunity to participate in programs of the Illinois Department of Natural Resources (IDNR) and those funded by the U.S. Fish and Wildlife Service and other agencies 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, contact the funding source's civil rights office and/or the Equal Employment Opportunity Officer, IDNR, One Natural Resources Way, Springfield, IL 62702-1271; [217/785-0067](tel:2177850067), TTY [217/782-9175](tel:2177829175).





Illinois Coastal Grants

Implementation Booklet

Congratulations on your selection as a recipient of an Illinois Coastal Management Program Grant. We are excited about the projects that have been selected for funding. We see great potential in your project and expect that your work will have a positive impact on Illinois' Lake Michigan natural resources and citizens, not just for the duration of the grant, but also for years to come.

This implementation packet is intended to provide essential information from day one of your project until project completion. Please read it in its entirety and retain it as a reference. This booklet, quarterly grant performance report forms, quarterly reimbursement request forms, federal equipment report forms, and logos are available for download on our website: <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>

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Illinois Coastal Grants Contacts

Please contact us at any time with questions you may have about the grants program, implementing your project, reporting requirements, reimbursement or match documentation, or any other questions.

Mailing Address:

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

Main Office Number: 312-814-3123

Email Address for Performance Reports and Reimbursement Paperwork: DNR.CMP@illinois.gov

Illinois Coastal Grants Program Primary Contact Person

Lisa Cotner
Natural Resources Specialist, IDNR, Illinois Coastal Management Program
Phone: 312-814-6414
Lisa.Cotner@illinois.gov
Office Hours: 8am-5pm, Monday-Thursday and every other Friday.

Additional Contacts

Luz Payan
Executive Secretary, IDNR, Illinois Coastal Management Program
Phone: 312-814-1405

John Legge
Natural Resources Manager, IDNR, Illinois Coastal Management Program
Phone: 312-814-9694

Diane Tecic
Program Director, IDNR, Illinois Coastal Management Program
Phone: 312-814-0665

Judy Bauer
Grants Administrator, IDNR, Springfield, IL
Phone: 217-785-9082

Website: <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>

Funding Source Acknowledgement

We ask that you acknowledge our support in the following ways:

Publicity Materials

Whenever possible, please use NOAA *and* IDNR logos on press releases, invitations, guides, banners, event advertising materials, and other printed and online materials.

In cases where only line accreditation is possible, please use the words “Supported by NOAA and the IDNR Coastal Management Program.”

Final Publications and Documents

NOAA and IDNR *require* grantees to acknowledge the funding source on all *final* publications and documents that are generated through this grant. Please use the following logos in the following order:

NOAA Logo/ IL DNR Logo/ Coastal Management Program Logo

Example:



Please note that the Coastal Management Program logo has changed. We ask that you arrange the logos so the kayaker is paddling onto the page or sign. Visit the grantee information website or contact Coastal Program staff for high resolution logos.

Disclaimer Requirement for Reports and Videos

NOAA *requires* that grantees include the following disclaimer in all final reports and/or videos generated through this grant.

This [report/video/etc.] was prepared by [Grantee name] using Federal Funds under award number [Award number is not your grant number and depends upon the grant cycle you were funded under. Please contact CMP for Award Number] 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 for Coastal Management or the U.S. Department of Commerce.

Requirements for Signs

For all habitat restoration projects and for those educational projects that include permanent signs, grantees must identify the project and acknowledge this grant on at least one sign located near or at the entrance to the project site. This acknowledgement can be presented either as standalone sign or can be included as part of a broader sign design. Logos must be included on the sign; please follow the logo guidance 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.

Material Changes to the Project Scope or Budget

We are aware that things change and it may be necessary to modify your project approach in order to meet the project goals. Grantees are expected to let us know in a timely manner if you anticipate making any substantial/material changes to the project scope. Grantees are also expected to let us know in a timely manner if you anticipate making changes to budget line-items which impact greater than 20% of the budget. Once you contact us, we will get back to you promptly with guidance on whether the changes will be allowable and on submitting them in writing to amend your project scope and/or budget (see <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx> for forms). Please include your grant number in the subject line of any correspondence regarding your grant.

Quarterly Tracking Sheets and Grant Performance Reports

We require two reporting sheets to be submitted quarterly (typically due on January 15, April 15, July 15, and October 15): the Quarterly Tracking Sheet and the Quarterly Grant Performance Report. Both forms are contained in a single excel document which is available for download from the grant implementation website (<http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>).

Quarterly Tracking Sheets

To meet NOAA requirements, grantees are required to report on the number of education, outreach, and training events and participants.

Information to track:

- Event name
- Date
- Number of participants
- Description of event- include details such as event name, audience, location, topics

Helpful Tips:

- You don't need to include planning meetings, recruitment events, events that occurred before your grant start date, events that occurred after your grant end date
- If no qualifying events occurred during the reporting period, leave this form blank
- Events don't need to be in chronological order
- Please be as accurate as you can be in reporting the number of participants, but do not exclude an event because your participant count is an estimate

We provide an example Quarterly Tracking Sheet on the following page.

Example: Quarterly Tracking Sheet

Attachment E.

**ILLINOIS COASTAL MANAGEMENT PROGRAM
QUARTERLY OUTREACH TRACKING SHEET**




INSTRUCTIONS: This sheet is required to be completed quarterly for all projects with outreach components. Please fill in the information below for all education, outreach and training events that have been completed this quarter as part of this grant. If your organization has outreach components in your project but did not conduct outreach or training events this quarter, fill in "None" or "N/A" as the event name on line 1. Gray fields will fill in automatically.

Grantee:	Local School District #123	Jan. 1 to Mar. 31	Apr. 1 to June 30	July 1 - Sept. 30	Oct. 1 to Dec. 31
#:	NOAA 13-1	Report Period	0	0	0
					X
Total Events		8		Total Participants	
				744	

Number	Event Date	Event Description (include details such as event name, audience, where, topics)	Participants	
EX	NOAA 13-1-EX	10/3/2013	Frog Walk with Ms. Watson's 4th grade class to Beaubien Woods. Topics: Ecology, invasive species, amphibians, outdoor recreation, stewardship.	23
1	NOAA 13-1-1	10/18/2013	Hall School Invasive Plants Training- 5th grade	45
2	NOAA 13-1-2	11/2/2013	Hall School Invasive Plants Training- 4th grade	72
3	NOAA 13-1-3	11/4/2013	Bowen School- Tree Identification and Coastal Ecology Assembly- 1st to 5th grades	175
4	NOAA 13-1-4	12/1/2013	Hall School Sustainability Assembly- Topic: What you can do to help protect our waterways, 3rd to 5th grades	205
5	NOAA 13-1-5	12/7/2013	Bowen School Sustainability Assembly- Topic: What you can do to help protect our waterways, 3rd to 5th grades	162
6	NOAA 13-1-6	11/12/2013	Mrs. Ron's 4th grade class (Bowen School) Canoe Training at Wolf Lake. Outdoor Recreation.	16
7	NOAA 13-1-7	10/2/2013	Kery School, Stream Erosion Field Trip, 11th grade Environmental Science classes	59
8	NOAA 13-1-8	10/17/2013	1st Teacher Curriculum Training	10
9	NOAA 13-1-9			
10	NOAA 13-1-10			
11	NOAA 13-1-11			

Quarterly Performance Report Quarterly Tracking Sheet

Will autofill from the Quarterly Performance Report and from equations within the form

Enter each event that was part of your grant-funded project on its own line.

Quarterly Grant Performance Reports

Task Completion and Narrative:

Grantees are expected to report the percent complete for each grant task and to write a brief (less than 350 word) narrative of work completed during each reporting period.

Helpful Tips:

- There is a 2250 character limit on the box for the short narrative of work accomplished this reporting period. If you try to paste in a longer narrative, you will get an error message.

We provide an example Quarterly Performance Report on the following page.

Grant Performance Reports and Tracking Sheet Submission Instructions

1. Keep organized records of all outreach, education and training events completed as part of your grant.
2. Fill out the Quarterly Tracking Sheet
3. Fill out the Quarterly Grant Performance Report Sheet
4. On the Quarterly Grant Performance Report Sheet, either insert a digital version of the project administrator's signature or print, sign, and scan.
5. Email the excel spreadsheet containing both completed forms (and the scanned copy of the signed performance report, if it could not be signed digitally) to DNR.CMP@illinois.gov by the due date for the quarterly reports (for due dates, see <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>). The reimbursement request and quarterly performance report can be submitted together.
6. Please put your grant number in the subject line of your email. **Example:** NO12-001 Quarterly Reports

Example: Quarterly Grant Performance Report

Attachment E.



ILLINOIS COASTAL MANAGEMENT PROGRAM QUARTERLY GRANT PERFORMANCE REPORT

Grant Number: Report Date (MM/DD/YY):

Report Period (Check One):
 Jan. 1 to Mar. 31 Apr. 1 to June 30 July 1 - Sept. 30 Oct. 1 to Dec. 31

Grantee: Phone #:

Project Title:

Project Administrator: EMAIL:

Please fill out

Status of Tasks (please list tasks from your grant application)

Task Name (or VERY brief description- use only space provided)	Percent Complete				
	0%	25%	50%	75%	100%
1 Meetings with Partners to plan project implementation					x
2 Recruit Teachers/Schools for involvement in program					x
3 Complete and print new curriculum					x
4 Train 15 teachers on Lake MI curriculum				x	
5 Coordinate 10 invasive species trainings/workdays in natural areas		x			
6 Sponsor 12 presentations and field trips		x			
7 Assemblies on Coastal Topics reaching 700 students				x	
8 Post-program student and teacher evaluations	x				
9 Final project symposium with students from all schools	x				
10 Final report and curriculum modifications	x				

These numbers come from your quarterly tracking sheet. Both forms must be completed.

The following fields auto-fill from the Quarterly Tracking Sheet

Total Events	8	Total Participants	744
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Short narrative of work accomplished during this reporting period. Is project on track? If not, explain. (350 words max):

The project partners including School District #123, Museum X, Park District #123, and Non-Profit Y met to plan project implementation, logistics, create an outreach strategy to teachers, and delegate responsibilities. Lynn Smith of the School District arranged for transportation and recruited teachers. Museum X and the park district finalized and printed the curriculum materials and organized the logistics of field trips and student training activities. Non-Profit Y hired a full-time environmental educator, Jim Thistle, who organized and ran a teacher training on 10/2 and has led 3 assemblies, 2 invasive species trainings/workdays, a field trip, and a canoe training. The invasive species trainings were held at Natural Area ABC. Students and teachers participating in those trainings removed honeysuckle from a 1 acre patch of forest. Currently 10 teachers at 4 schools are participating in the program.

Write a couple of paragraphs on work accomplished this quarter

Certification: I hereby certify that this report is an accurate and complete representation of the completed work. I further certify that the work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: *Lynn Smith* Date Signed (month, day, year): **1/15/2014**

Printed Name: **Lynn Smith** Title: **1/15/2014**

Sign and Date

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of the grant agreement. I therefore approve the performance report.

IDNR Signature:

Printed Name:

Date Signed (month, day, year):

Title:

Quarterly Reimbursement Request Procedures

Signed requests for reimbursement and associated financial documentation are due on the same schedule as quarterly reports (generally January 15, April 15, July 15, and October 15). Each grant has a final reimbursement deadline (typically 30 days after grant end date). **No reimbursement requests received after the final deadline will be processed.** We do not have any flexibility on this final deadline and no extensions will be given. Reimbursement checks are issued by the State of Illinois Comptroller's office and will take approximately eight (8) to twelve (12) weeks to arrive from the time that completed reimbursement requests and supporting documentation have been received by our office.

Grantees are required to use the **Quarterly Reimbursement Request Form** provided (downloadable from <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>). For your convenience we have tried to make the form as easy as possible. The forms are designed to autofill: as you complete the first quarterly report, the header information, budgeted amounts, and amounts spent autofill for the following quarters. Let us know if you have any issues with the forms. We have included examples of a first quarter and a second quarter report below on pages 12 and 13.

Supporting documentation is required for reimbursable expenses AND match and must be submitted along with the Quarterly Reimbursement Request Form. Expenses must be necessary, reasonable, allocable, and allowable under the grant agreement. Grantees must maintain file copies of all documentation related to the grant including documents submitted to the Department. Examples of documentation include payroll receipts; signed timesheets; detailed logs of volunteer hours including dates, length of time, activities conducted by volunteers, and pay rate for equivalent paid work; documentation of individual expenses such as paid invoices or receipts; proof of payment such as canceled checks, bank statements, electronic reference, etc. We are also working on adding an example reimbursement packet with examples of allowable supporting documentation to our website (<http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>).

Grantees are expected to follow their organization's bookkeeping and accounting policies as well as all relevant state and federal regulations. We **strongly** recommend that your CPA review your reimbursement documents and provide a signed letter attesting to their accuracy. Although we are not requiring such a review of reimbursement documents by a CPA for this round of grants, requests for reimbursement which are accompanied by a signed letter from a Certified Public Accountant will be processed first before other submissions. We will allow this review to be used as match or included as a reimbursable expense.

Helpful Tips

- If no grant funding was expended during a quarter, a financial report is not required, however, a quarterly grant performance report and tracking sheet are due.

Reimbursement Request Submission Instructions

1. Select either electronic, paper **or** fax submission. Sending some items electronically and others in paper format or via fax will delay your reimbursement.
2. Organize supporting documentation in accordance with your organization's established bookkeeping and accounting procedures. If your organization does not have established procedures to help with this task, we recommend creating (and providing us with) a spreadsheet that connects each item of documentation with the expense category that it falls within and tallies the expenses. Please contact us with any questions or for an example.
3. Maintain a copy of all materials for your records.
4. Fill out and sign the Quarterly Reimbursement Request Form for the quarter you are reporting. We provide example Reimbursement Request/Financial Report forms on the following pages. The form is downloadable from our implementation website: <http://www.dnr.illinois.gov/cmp/Pages/GranteeInformation.aspx>
5. **Optional but strongly recommended:** Have your CPA (ideally the accountant who conducts your organization's regular organization-wide independent audits) attest to the accuracy of the submission. This will expedite processing. Include a signed letter from the CPA in your submission.
6. If submitting electronically:
 - Scan signed form or insert a digital signature. Email digital copies of **all** materials to DNR.CMP@illinois.gov . The reimbursement request and quarterly performance report can be submitted together.
 - Please put your grant number in the subject line of your email. **Example:** NO12-004 Quarterly ReportsIf submitting paper copies:
 - **Mail to:** Illinois Department of Natural Resources
Coastal Management Program
160 N. LaSalle Street, Suite S-703
Chicago, IL 60601
Attn: Coastal Grants Program- ReimbursementIf submitting via fax:

Fax all documents to (312) 793-5968, Attention: Luz Payan
7. The status of your reimbursement can be checked at: <https://www.wh1.ioc.state.il.us/index.cfm/financial-inquiries/vendor-inquiries/>

Example: Quarterly Reimbursement Request Form - FIRST QUARTER




ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants
QUARTERLY REIMBURSEMENT REQUEST FORM
 ILLINOIS COASTAL MANAGEMENT PROGRAM

Grant Number: Report Date (MM/DD/YY):

Report Period (check one): Jan. to Mar. Apr. to June July -Sept. Oct to Dec

Grantee: Phone #:

Project Title:

Project Administrator: EMAIL:

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00			\$13,342.00	\$12,375.00	\$40,029.00	\$37,125.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,000.00			\$0.00	\$5,000.00	\$0.00	\$15,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$7,536.00	\$0.00			\$7,536.00	\$0.00	\$6,464.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$9,074.00	\$0.00			\$9,074.00	\$0.00	\$19,926.00	\$1,200.00
Other	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,099.00	X		X	\$7,099.00	X	\$18,741.00
Total	\$96,371.00	\$96,540.00	\$29,952.00	\$24,474.00	\$0.00	\$0.00	\$29,952.00	\$24,474.00	\$66,419.00	\$72,066.00

Other Cost Explained:

Other Match Explained:

Payment Certification: I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: Date Signed (month, day, year):

Printed Name: Title:

INR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Fill in header for the first quarter and it will autofill for subsequent quarters

Automatically Calculated- You don't have to do anything here.

Fill in from your grant application

Expenses from this quarter go here

Sign, Date, and Print

Example: Quarterly Reimbursement Request Form – SECOND QUARTER (and subsequent quarters)



**ILLINOIS COASTAL GRANT PROGRAM-- Summer 2013 Grants
QUARTERLY REIMBURSEMENT REQUEST FORM
ILLINOIS COASTAL MANAGEMENT PROGRAM**

Grant Number: 13/1 Report Date (MM/DD/YY): 4/3/2014

Report Period (check one): Jan. to Mar. Apr. to June July - Sept. Oct to Dec

Grantee: Local School District #123 Phone #: 312-555-5555

Project Title: Best Education Project Ever

Project Administrator: Lynn Smith EMAIL: Lynn.Smith@LocalSchool123.edu

Header will autofill from first quarter but also can be edited if details have changed

Category	Total Budget		Current Quarter		Previous Quarters		Current + Previous Quarters		Balance	
	Grant	Match	Grant	Match	Grant	Match	Grant	Match	Grant	Match
Personnel	\$53,371.00	\$49,500.00	\$13,342.00	\$12,375.00	\$13,342.00	\$12,375.00	\$26,684.00	\$24,750.00	\$26,687.00	\$24,750.00
Fringe	\$0.00	\$20,000.00	\$0.00	\$5,100.00	\$0.00	\$5,000.00	\$0.00	\$10,100.00	\$0.00	\$9,900.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Materials	\$14,000.00	\$0.00	\$3,520.00	\$0.00	\$7,536.00	\$0.00	\$11,056.00	\$0.00	\$2,944.00	\$0.00
Contractual	\$29,000.00	\$1,200.00	\$11,659.00	\$752.00	\$9,074.00	\$0.00	\$20,733.00	\$752.00	\$8,267.00	\$448.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Rate	X	\$25,840.00	X	\$7,919.00	X	\$7,099.00	X	\$15,018.00	X	\$10,822.00
Total	\$96,371.00	\$96,540.00	\$28,521.00	\$26,146.00	\$29,952.00	\$24,474.00	\$58,473.00	\$50,620.00	\$37,898.00	\$45,920.00

Automatically Calculated- You don't have to do anything here.

Other Cost Explained:

Other Match Explained:

Will autofill from the first quarterly reimbursement request form

Expenses from this quarter go here

Will autofill with totals from previous quarter(s)

Payment Certification: I hereby certify that this project cost breakdown is correct, just and based upon actual payment(s) of record by the Grantee referenced above; that payment for these costs has not/will not be received from any other source other than the State of Illinois; that payment from the State of Illinois has not been received for these costs; and that completed work is in compliance with the provisions of the signed Grant Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

Signature of Project Administrator: _____ Date Signed (month, day, year): _____

Printed Name: _____ Title: _____

IDNR Project Manager's Review and Approval: To the best of my knowledge, I believe the information provided herein is accurate, complete, and in compliance with the terms and conditions of

Sign, Date, and Print

Final Report Requirements

Requirements:

Please submit the following via email to DNR.CMP@illinois.gov or via digital media (DVD, flash drive, etc) to our mailing address:

- 1) **Quarterly Tracking Sheet** for final quarter
- 2) **Quarterly Grant Performance Report** for final quarter
- 3) **Final Project Summary-** A narrative report on all work completed as part of this project. This is an expansion on the short narratives included in the grant reports. A well-drafted narrative will include the following: 1. Description of the project scope and any special considerations or problems encountered and how they were overcome/ what worked, 2. Results/outcome of project, 3. Title, date and brief description of any publications, reports and datasets produced through this grant and how they were disseminated, 4. Next steps/future use of project results, 5. Has this grant enabled the leveraging of any other funds or projects? If so, please describe.
- 4) **Photos and Project Highlights-** If possible, please include high-resolution photos with photo release forms, quotes from participants, and anecdotes on memorable parts of the project such as meaningful interactions between students, teachers, and nature. These materials will become the property of the Department and will be used in future RFPs, on our website, and on other outreach materials. We want to recognize your hard work. We will accept various file formats for these materials (.pdf, .doc, various photo and/or video formats, etc).
- 5) **Final products created through this project.** Include all which are applicable: reports, planning documents, implementation recommendations and schedules, design and construction information, copies of permits, post-project maintenance plan, curricula, pamphlets, maps, etc. produced as part of the grant-funded project
- 6) The **link** to any websites created as part of this project

Please mail the following:

- 1) At least one printed copy of materials in #5 above.

Helpful Tips

- Always include your grant number in the subject line of emails to DNR.CMP@illinois.gov
- If you complete your project early, promptly submit a final report and ensure that all of your quarterly reimbursement requests have been submitted. Until we have your final report, quarterly reports will be due each quarter.
- The Children and Nature Network has an example photo release form (http://www.childrenandnature.org/forms/NCFE_photorelease.doc) which can be adapted for use by your organization.

Comprehensive Environmental Review Process (CERP) Conditions

Sustainable Coastal Planning Grants were reviewed and approved by the Illinois Department of Natural Resources CERP manager and the Illinois Historic Preservation Agency (IHPA) prior to the issuance of grant agreements. The goal of this review was to ensure that your planning process and the on-the-ground work that will eventually result from it will not have negative impacts on environmental or cultural resources. Your approval letter is attached to your grant agreement. In some cases, there is a condition attached to approval. Typically, this is a requirement that the final planning document will be reviewed and approved by IDNR and IHPA. CMP will help you meet this condition by forwarding your final plan to the appropriate offices. We will CC: the contact person for your grant. CMP recommends utilizing IDNR and IHPA online resources as you narrow down the scope and location of on-the-ground projects recommended by your plan to ensure that there are no adverse impacts to ecological or cultural resources that these projects would have. If your final plan is not approved, projects within the plan which are judged to have adverse effects on environmental or cultural resources will be ineligible for future CMP project implementation funding. Environmental Education and Outreach grants were not required to go through this review.

Site Visits

We would like to take the opportunity to see your project firsthand. We would like to arrange at least one in-person visit to see your project in action. Due to the nature of many of the funded projects, we'd love to time our visit with a highlight such as a public meeting, symposium, classroom presentation, field trip, training, workday, etc. As you begin your project, start thinking about when you'd like us to come out, and we will be in touch to plan our visit.

GIS Data

The NOAA Environmental Data Sharing Policy applies to all grantees that are collecting and/or creating geospatial data (e.g. data such as imagery, lidar, bathymetry, etc.). The data must be accompanied with documentation, metadata and, if needed, tools to read the data that allow a user to interpret the data properly. The data must be visible, accessible, and independently understandable to general users at no or low cost, in a timely manner (typically no later than two years after the data are collected or created), except where limited by law, regulation, policy, or by security requirements. Recipients are responsible for meeting or exceeding relevant data standards including FGDC-compliant metadata. A description of the data with a link to it must be put on the Illinois Lake Michigan Implementation Plan wiki website.

Instructions:

- 1) We don't anticipate that any currently active grants will fall under this requirement, however if your grant-funded project includes collection of aerial imagery, lidar, bathymetry data or other geospatial data which may trigger this requirement, please contact CMP as soon as possible for additional information

Legal Requirements: RECORD RETENTION / AUDIT REQUIREMENTS

Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois DNR and/or the State of Illinois, Auditor General, and the Attorney General for auditing at reasonable times. Failure by the grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to DNR, upon request, OR if any findings (irregularities) involving the Coastal Management grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedures promote an open and competitive environment.

Audit Resolution

The grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois DNR or its representative, the grantee shall be responsible for repayment of such costs