**Section 1010.30 Conditions and Administrative Responsibilities**

a) Non-Discrimination. No recipient shall discriminate on the basis of race, creed, sex, handicap, color, or national origin in the employment, training, or promotion of personnel or in the implementation of the program funded by the grant.

b) Grant Period. Grants shall be for the period stated in the grant agreement but in no event for more than two years from the date of the grant.

c) Unexpended Grant Funds. Any unexpended portion of the grant funds shall be refunded to the Board.

d) Fund Transfers. The transfer of any funds from one line item to another set forth in the budget must be approved in advance by the staff of the Board if that transfer will be in excess of twenty percent (20%) of the particular line item from which the funds are to be transferred. Failure to obtain such approval means the grant recipient must refund to the Board all of the grant funds transferred in excess of the twenty percent ceiling.

e) Record Keeping. All costs charged to the program shall be supported by properly executed payrolls, time records, invoices, contracts and vouchers evidencing in proper detail the nature and propriety of the charges. Such records shall be kept separately from other documents and maintained for a period of three years after receipt of final payment.

f) Evaluation and Audits. Within ninety days of the end of the grant period, the recipient shall submit to the Board an evaluation of the project. In addition, the recipient shall submit an audit of expenditures prepared by an external auditor who is registered as a public accountant by the Illinois Department of Professional Regulation. The evaluation of the project shall include systematic and objective procedures for appraising the project with respect to how closely the purposes were fulfilled and an explanation of any deviation therefrom. Any recipient which fails to submit an audit shall refund the entire grant amount to the Board. Complete payment of grant funds for any continuing project shall be contingent upon submission of the evaluation and audit for the previous grant period.

g) Contracts. All grants awarded under this program shall be made through contractual agreements between the Board and the recipient. Such agreements shall comply with the provisions of the Grant Funds Recovery Act (Ill. Rev. Stat. 1987, ch. 127, pars. 2301 et seq.).

(Source: Amended at 14 Ill. Reg. 7497, effective May 4, 1990)