**Section 1100.230 Grant Agreement**

a) The Grant Agreement serves as the formal statement of mutual expectations between the Administrator and the Grantee, and shall be drafted by the Administrator. The Grant Agreement is a combination service plan and budget. It identifies what services will be provided or procured, to what target population, and within what geographical area. The authorized official of the Grantee must sign the Grant Agreement.

b) The Grant Agreement shall contain the certification and information required by the Illinois Grant Funds Recovery Act [30 ILCS 705].

c) The term of the agreement shall be July 1 to June 30, unless a different term is specified in the Grant Agreement and unless sooner terminated as provided in Section 1100.250. Payments under the Grant Agreement will be made quarterly.

d) Those sections of the Grantee's proposal that the Administrator has accepted shall be incorporated into the Grant Agreement.

e) Modification of Program

The Grantee shall not change, modify, revise, alter, amend or delete any part of the services it has agreed to provide in the Grant Agreement without first obtaining written consent for the change, modification, revision, alteration, amendment, deletion or extension from the Administrator in the form of a Supplemental Agreement.

1) When the Grantee has, in good faith, attempted to comply with the provisions of the Grant Agreement, but, for unforeseen circumstances, was not able to comply with the Grant Agreement, the Administrator will consider a Supplemental Agreement.

2) Procedures for a Supplemental Agreement

A) The Grantee shall submit to the Administrator the following:

i) A written explanation of the circumstances detailing the good faith attempts to comply with the service provisions in the Grant Agreement;

ii) A proposed solution; and

iii) A request for a Supplemental Agreement.

B) The Administrator will grant the request if the request is consistent with the original intent of the grant award and services to victims and witnesses, and the grant funds expendeture is allowable under Section 1100.210(a).

C) The Administrator will prepare a Supplemental Agreement to be signed by both parties if:

i) The Administrator approves the Grantee's request and proposed solution;

ii) The Administrator proposes its own solution that is acceptable to the Grantee; or

iii) The parties agree on a solution.

D) The Administrator will notify the Grantee in writing of the denial of a request for modification of the program.

e) Modification of Budget

1) The Grantee has the responsibility to identify instances when funds can not be expended in accordance with the Grant Agreement budget and to seek reallocation of those funds prior to the expiration of the Grant Agreement.

2) The Grantee must utilize one of the following options in order to reallocate funds.

A) The Grantee may reallocate amounts less than $1,000 of the grant funds to existing line items in the approved budget in the Grant Agreement. The Grantee must submit information relating to the reallocation on a form prescribed by the Administrator.

B) If the Grantee wishes to reallocate amounts less than $1,000 of the grant funds to an expense that creates a new line item in the approved budget, the Grantee must submit to the Administrator a written request and explanation for reallocation on a form prescribed by the Administrator.

C) If the Grantee wishes to reallocate amounts of $1,000 or more of grant funds, the Grantee must submit to the Administrator a written request and explanation for the reallocation on a form prescribed by the Administrator.

D) The Administrator will grant a reallocation of funds when it determines that funds will be used for allowable expenses consistent with the funded services.

E) The Administrator shall inform the Grantee of its decision within 30 days after receipt of a request.