



## **Illinois Environmental Protection Agency Municipal Brownfields Redevelopment Grant Program**

### **Grant Amendment Request Form INSTRUCTIONS**

***GRANT AMENDMENTS WILL BE CONSIDERED BY THE AGENCY ONLY IF THE GRANTEE IS CURRENT ON ALL REPORTING REQUIREMENTS SET FORTH IN 35 ILL. ADMIN. CODE SECTION 885.245(a). THE AGENCY SHALL NOT APPROVE ANY AMENDMENT TO THE GRANT AGREEMENT IN VIOLATION OF THE LIMITATIONS ON GRANTS SET FORTH IN 35 ILL. ADMIN. CODE SECTIONS 885.200 AND 885.201.***

#### **A. Grant Information**

1. Fill in the name of the municipality
2. Fill in the Grant Agreement Date
  - i. This is the date on the official signed Grant Agreement

#### **B. Purpose of Modification(s)**

1. Check the appropriate box or boxes, identifying the reason(s) for which an amendment to the grant agreement is being sought. *Check all that apply to the amendment request.*
2. If modifications will result in a budgetary change, a copy of the *complete, revised budget must* be included with the Grant Amendment Request Form, *with the affected area(s) highlighted for identification purposes.* For budget *increase* amendments, attach both an amendment-specific scope of work budget for cost associated with this amendment, **and** a budget showing the total revised grant amount.
3. Revisions and/or amendments to the existing scope of work *must* be accompanied by a revised/amended project plan proposal **and** work schedule of activities.
4. If a site is being added to or deleted from the grant project, detailed site information must accompany the Grant Amendment Request Form.

#### **C. Explanation and Justification of Proposed Modification(s)**

1. Provide a description of the rationale and justification for the requested modifications.
2. The explanation of the proposed modifications should reflect the reasons for which an amendment to the grant agreement is being sought, as identified by the checked boxes in Section B, above.
3. Explanation and justification of proposed modifications must be provided as an attachment to the Grant Amendment Request Form.
4. Include appropriate documentation as a supplement to the justification for the changes (*i.e. resumé's; project site information, such as ownership, address, site size in acres, and latitude and longitude; revised budgets; revised work plan schedules by activity; etc.*)

**D. Signature**

1. Be sure the duly authorized municipal official legibly prints, signs and dates the Grant Amendment Request Form.
2. Include the title and telephone number with area code for the duly authorized municipal official.
3. All reports should be submitted to the Illinois Environmental Protection Agency, Office of Brownfields Assistance, Bureau of Land #24, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276.