

AMENDMENT INSTRUCTIONS FOR GRANTEES

Necessity: Interagency agreements are amended when:

- The program period of performance (interagency agreement Part I, Article 1.4) needs to be changed;
- The federal or matching funds specified in the agreement (Part I, Article 1.2) need to be increased; or decreased;
- Any other Section of the interagency agreement requires change.

Timing: All amendments must be *fully executed* before the end of the agreement or amendment they are intended to change. Therefore:

- Grantees' request to amend an existing agreement **must** be received by the Authority at least **90** days prior to the expiration of the agreement period of performance.
- If the request of an amendment is approved, Authority staff will send the amendment to the grantee within **45** days of the expiration of the current period of performance.
- The signed amendment must be returned to the Authority for execution no later than **seven** days prior to the expiration of the agreement period of performance.

Grantee Amendment Requests:

- Submit an amendment request your grant specialist;
- Identify the Section(s) of the agreement that require(s) change and reason for request;
- Detail how the revision will support or enhance the program;
- Requested changes to the scope or nature of the program must be detailed in an addendum to the agreement, revising each of the seven components of the program narrative (Exhibit A through E to the interagency agreement);
- Attach a copy of the current revised budget (MS Excel), marked with required changes that includes detailed information on revised **costs** in the Excel table and a revised budget narrative in the Excel text box.
 - Strikethrough sections to be removed. See sample.
 - Type-in new or modified line items in RED. See sample.
 - The math in the tables must add across the line item row and down the "Total Cost" column.
 - The budget narrative must be revised for each amended item. The same strikethrough and RED modifications should be followed for each narrative section.
 - Save a copy of the revised budget in excel and name the file, "Grant ID #XXXXXXX Marked-up Budget MMDDYY".
- Send materials to your grant specialist at least **90 days** before the end of the period of performance.

ICJIA steps toward approval of the amendment:

- The grant specialist reviews submitted materials for accuracy, completeness and appropriateness to the program. Revisions may be required at this stage;
- The grant specialist prepares the amendment and submits it to ICJIA Office of General Counsel (OGC) and Office of Fiscal Management (OFM) for review. Additional revisions may be required at this stage;
- Upon OGC and OFM amendment approval, the grant specialist sends the original amendment and attachments to grantee;
- Obtain Agency signatures on the original amendment;
- Return the signed amendment, all attachments, and other requested materials (if any) to the grant specialist;
- The amendment is signed by ICJIA's Executive Director
- Final copy of amendment is sent to grantee and filed.

Section C - Budget Worksheet & Narrative

3). **Travel** (2 CFR 200.474)– Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. **NOTE:** Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the contractor category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Column G ("Basis") defines the quantity being measured. For example, if your expense is for a car rental, the basis is "Miles." If the expense is 300 miles, the basis is "Miles."

Note: Please see ICJIA Specific Instructions tab for additional information for complete submission.

Purpose of Travel (brief description)	Location	Computation						Federal/State Amount	Match	Total Cost
		Items	Cost Rate	Quantity	Basis	# Staff	# of Trips			
Coordinator-mileage	local travel	mileage	\$ 0.535	12	miles	1	25	\$ 161		\$ 161
Coordinator mileage - 2017	local travel	mileage	\$ 0.535	12	miles	1	6	\$ 39		\$ 39
Coordinator mileage - 2018	local travel	mileage	\$ 0.545	12	miles	1	16	\$ 105		\$ 105
Coordinator-mileage	Spfld round trip	mileage	\$ 0.535	75	miles	1	4	\$ 161		\$ 161
Coordinator mileage - 2018	Spfld round trip	mileage	\$ 0.545	150	miles	1	2	\$ 164		\$ 164
Coordinator-mileage	Outside western County local travel	mileage	\$ 0.535	35.75	miles	1	8	\$ 153		\$ 153
Coordinator mileage - 2017	Outside Western County local travel	mileage	\$ 0.535	128	miles	1	1	\$ 68		\$ 68
Coordinator mileage - 2018	Outside Western County local travel	mileage	\$ 0.545	92	miles	1	4	\$ 201		\$ 201
Speakers' travel hotel (with tax)	Western County	hotel	\$ 80.000	2	room	3	1	\$ 160		\$ 160
Speaker mileage	Chicago O'Hare to western county to Rockford	mileage	\$ 0.535	323	miles	1	1	\$ 173		\$ 173
Speaker per diem	Western County	per diem	\$28	2	days	3	1	\$ 168		\$ 168
Steering Committee Member Travel to Training	To Spfld	mileage	\$ 0.545	150	miles	1	1	\$ 82		\$ 82
Coordinator per diem	Springfield	per diem	\$28.00	1	day	1	1	\$ 28		\$ 28
Hotel	Springfield	hotel	\$ 80.00	1	room	1	1	\$ 80		\$ 80
Total								\$ 1,268	\$ -	\$ 1,268

Travel Narrative:

- Travel to Springfield, IL above is for staff Coordinator, to drive twice to Springfield, IL to attend a mandatory full-day meeting sponsored by ICJIA attend a Local Council Coordinator Meeting on 2/21/18 at McFarland Mental Health Center and a Statewide Mandatory Training on 5/18/18 with another Local Council Coordinator Meeting on 5/17/18. Both of these trips to Springfield are in 2018 therefore, the budget is revised to reflect the IRS standard mileage reimbursement rate of \$.545/mile. The quantity was also revised to indicate the accurate roundtrip distance. The rest of the staff travel will be within the local area as well as any travel to outside Western County, necessary to meet with representatives from the four remaining counties to address the goals of the grant. Total mileage is estimated at 1,200 miles at the 2017 rate of \$.535 per mile. Travel is an estimate based on the # of counties within the Tenth Circuit, as well as the activities planned to achieve our goals as we move forward with both re-structuring and rejuvenating the Council. Both local travel and outside Western County travel had to be revised for the increased standard mileage rate of \$.545 effective January 1, 2018. Also, slightly more travel than originally budgeted will be conducted outside Western County due to the needs of the program. Total mileage for local travel in 2017 was 72 miles for a total of \$39. Total mileage for local travel in 2018 will be no more than 192 miles for a total of \$105. Total 2017 mileage outside Western County was 128 miles for a total of \$68. Total 2018 mileage outside Western County will be no more than 368 miles for a total of \$201.
- Travel for National Speakers are approximate costs based on 3 speakers traveling 323 miles from Chicago O'Hare to Watertown and then onto westchester totaling \$173. Speakers are also presenting a training in Rockford on Nov. 3, 2017. Rockford is paying for their air travel expenses.
- Per diem cost is calculated at \$28 per day for 2 days for 3 speakers totaling \$168.
- One Steering Committee Member will be attending the Statewide Mandatory Training in Springfield on 5/18/18 therefore, the revised budget includes reimbursement for 150 miles at the rate of \$.545 totaling \$82.
- The Council Coordinator will be attending trainings on both 5/17/18 and 5/18/18, therefore the revised budget includes one hotel night and one day's per diem.