



State of Illinois
Illinois Emergency Management Agency

State Indoor Radon Grant Program (SIRG)

Applicant Handbook



EMA



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Foreword

The U.S. Environmental Protection Agency's (EPA) State Indoor Radon Grants (SIRG) program is well into its second decade. Since its inception in 1988, the SIRG program has maintained a consistent emphasis on supporting State efforts to reduce the health risks associated with Radon exposure. Due to the longevity of the Radon issue it has become necessary to update, revise, and modify the SIRG guidance to maintain focus and importance for this national health issue. The SIRG program has also been affected by new grant regulations and requirements over the past decade. This SIRG guidance is intended to reconcile all legal, policy, and programmatic changes that have affected the SIRG program over the past decade and to provide new clarity, consistency and organization to the guidance. The primary purpose of this document is to assist the grant application process, as well as how grant funds are utilized and what activities are authorized with these funds. Users of this new SIRG guidance should find it to be comprehensive, organized, and more helpful in planning and implementing their local radon programs.

As new innovations and technologies advance the ability to reduce the health risks of radon exposure, the Illinois Emergency Management Agency Radon Program (IEMA) will strive to keep local radon coordinators, radon grant recipients and other users of this guidance aware of emerging issues, policies and directives that may impact the SIRG program.

IEMA SIRG applications and quarterly claims for reimbursement will be submitted via the Internet on the Grants Management System (GMS). IEMA radon program staff is available for SIRG related assistance. Participants in the IEMA SIRG are encouraged to provide feedback about all aspects of the program.

All potential grantees will be subject to the Grants Accountability and Transparency Act (30 ILCS 708/) pre-qualification process prior to receiving an award from the State of Illinois. Registration, pre-qualification and internal control questionnaire (ICQ) can be completed at <http://grants.illinois.gov>. The "grantee link" tab will instruct and assist you through this process.

Please note that no funding can be awarded until the registration, pre-qualification and internal control questionnaire has been completed and submitted to the Grants Accountability and Transparency Unit.

Overview

The 1988 Indoor Radon Abatement Act {TSCA Section 306(j)} authorized an annual appropriation of up to \$10,000,000. This authorization has expired, however each year EPA requests a new appropriation. This has been granted annually, though future appropriations will continue to be at the discretion of the Congress and the President of the United States. This guidance draws on the experience gained and the lessons learned since the inception of the SIRG program in an effort to increase program direction towards achieving actual measurable risk reduction. Documented success may serve to support continuation of funding into the future, and should guide recipients in improving the focus of their programs.

Each year EPA Headquarters allocates funds to the ten EPA Regional Offices for award to states and tribes. IEMA is responsible for determining the amount of funding for each individual recipient within Illinois. Subsequent funding is dependent on evaluation of recipients' performance during the current and prior grant years, on the most recent radon risk information available for the recipient, and on the degree of success and documented risk reduction being achieved.

This guidance intends to clearly delineate in broad terms the measurable targets to be pursued to achieve radon risk reduction. It was not developed to prescribe to SIRG recipients "how" to achieve these targets. While comprehensive radon programs that address all of the areas and targets to be outlined have proven highly effective in achieving risk reduction, SIRG recipients may choose to concentrate their resources and efforts in fewer areas

Program Authority

In October 1988, in response to growing national concern over the threat of radon gas and its progeny, Congress enacted Title III, Indoor Radon Abatement Act (IRAA, 15 U.S.C. 2661 et seq.) as an amendment to the Toxic Substances Control Act (TSCA, 15 U.S.C. 2601 et seq.). IRAA contains provisions aimed at reducing radon health risks. Specifically, Section 306(a) authorizes the EPA Administrator to award grants to SIRG recipients "for the purpose of assisting the State in the development and implementation of programs for the assessment and mitigation of radon." It provided authority for grants for research, development, monitoring, and for public education, training, demonstrations, and studies

The general grant regulations are at 40 CFR Part 31 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The program specific regulations are at 40 CFR Part 35 - State and Local Assistance. State Indoor Radon Grants begins at 40 CFR 35.290. On Grants.gov the code is CEP-01. These should be reviewed, along with IRAA and this Guidance.

SIRG grants are identified as Environmental Program Grants. These are continuing programs awarded primarily to states and tribes, and available under specific statutes or combined into Performance Partnership Grants. These are designed to help support ongoing programs, and provide more stability.

States may use funds to assist local governments, other state agencies or universities in implementation of TSCA Sections (c), (2), (3), and (6). They may wish to develop contracts (or whatever legal instrument is required) with those local governments or universities and "pass-through" SIRG funds according to specific work plans. Grant recipients that choose to "pass through" funds to other parties (subgrantees) are responsible for informing them that they must abide by the same grant rules and regulations as the grant recipient. Since studies have suggested that radon programs are often most effectively conducted at the local level, IEMA considers subgrants as a key element of its radon program.

IEMA has the authority to provide subgrants in accordance with the Radon Industry Licensing Act [Public Act 90-262, effective July 30, 1997]. Those recipients are typically local units of government, other state agencies, universities and non for profit organizations.

Applications

SIRG applications should be viewed as strategic planning tools that, at a minimum, clearly identify program goals and objectives, plans of action, expected outcomes and results, resource and technical assistance needs, and implementation target dates. Applications should include quantifiable projections, accomplishments scheduled to be achieved, and the performance measures to be used. The ultimate goal for the program is to measure, document and report the risk reduction being achieved through the recipient's activities.

Applicant radon programs are critical to the IEMA's goal of minimizing and preventing radon related lung cancer. Applicants receive grant funds from IEMA that help finance their radon risk reduction programs; recipients must provide a minimum of 40% in matching funds. By law, the SIRG funds are not available to individuals or homeowners.

The following lists the priority areas that IEMA believes SIRG recipients should emphasize in their efforts to achieve health risk reduction. The recipient should provide measurable results and indications of success which will be evaluated annually during the development of funding allocations for the coming year.

Those receiving SIRG funds must:

1. Align their projects and activities with the IEMA's strategic goals
2. Demonstrate, capture and report results

IEMA's principal strategic goals are to:

- Build all new homes in Illinois with radon-reducing features, by training home builders to comply with the Radon Resistant Construction Act that requires the inclusion of these features, and by local governments adopting building codes that require these features;
- Have existing homes tested and fixed by homeowners when appropriate, and especially by home sellers and buyers during residential real estate transfers;
- Build new schools with radon-reducing features where appropriate, and to have existing schools tested and fixed when necessary; and
- Conduct projects and activities that directly support the first three strategic goals (above), including promoting action by:
 - a) consumers
 - b) real estate professionals
 - c) local building code officials

- d) schools officials
- e) non-profit public health organizations
- f) professional organizations
- g) partnerships

Program priority areas address:

- radon-resistant new construction techniques in new homes and schools;
- disclosure, testing, and mitigation in conjunction with residential real estate transactions;
- developing radon programs in high-risk areas;
- activities that improve the effectiveness and viability of the program;
- developing coalitions that work in partnership with local governments, Partner affiliates and others interested in reducing the risk of radon;
- setting and measuring environmental results goals;
- testing and, mitigating schools for radon;
- testing and, mitigating daycares for radon;
- develop and maintain a list of qualified Radon Professionals
- maintain an 800 number for radon information
- implementing innovative radon awareness outreach activities;
- applicants may request funding for tasks or items not addressed here that they believe are necessary or otherwise high priority. IEMA will make determinations on such requests on a case-by-case basis.
- promote awareness to the medical community (hospitals, clinics, health care providers, medical professionals).

Required Match

IEMA requires applicants to match 40% of the allowable costs of approved Radon Program activities during the period of performance. Applicants should show how they will meet the 40% cost share requirement for the total grant award, not on a per activity basis. State and applicant dollars become blended such that each grant-related dollar is assumed to include both the state and applicant share. All dollars spent under the grant agreement (including those dollars an applicant expends to meet its match) must meet the requirements and regulations discussed throughout this guidance.

As long as the matching funds are used for grant activities, the matching requirement may be satisfied by any combination of the following alternatives: 1) applicant funded activities or in-kind contributions; 2) third party funded activities or in-kind contributions; and 3) if specified in the grant agreement, program income.

Examples of applicant funded activities allowable as match would include personnel salary and fringe, indirect costs (with approved rate), telephone bills for running a hotline, purchases of supplies, program income, and certain contributed in-kind activities. Both in-kind match and program income are discussed below.

In-Kind Match - EPA's general grant regulation, 40 CFR Part 31.3, defines third party in-kind contributions as "property or services which benefit a Federally-assisted project or program and which are contributed without charge to the grantee."

Grantees CANNOT match with other federal funds from other grants.

Therefore, examples of third party in-kind contributions would include a company which donates radon detectors or materials, a private sector employee sent to help staff a booth during an exhibition, time and salary contributed by a private sector employee for other allowable activities, or contributions of a local government or university to which the state is "passing through" funds.

Program Income - Program income is defined as "gross income received by the grantee or sub-grantee, (an organization or agency receiving funds from the grantee), directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period, 40 CFR 31.25(b). Program income might accrue from such activities as charging fees for training or mitigation demonstration projects, selling test kits, charging registration fees for a conference, etc. In accordance with EPA's general grant regulation, 40 CFR Part 31.25, treatment of program income generated by a grant supported activity must be specified in the grant award, according to one of the following three options:

Application General Information

All potential grantees will be subject to the Grants Accountability and Transparency Act (30 ILCS 708/) pre-qualification process prior to receiving an award from the State of Illinois. Registration, pre-qualification and internal control questionnaire (ICQ) can be completed at <http://grants.illinois.gov>. The "grantee link" tab will instruct and assist you through this process.

SIRG specific applications are now available online, and the entire grant award and reporting process will soon be electronic as well. SIRG specific applications can be found at www.radon.illinois.gov. This will shorten the time from draft application to issuance of final award documents considerably.

The required general information about the applicant and proposed project is included in the SIRG specific application. It asks for the estimated funding amount for the entire project, the requested IEMA share, proposed match and source and primary contacts.

Work Plan

The Work Plan should be developed based on IEMA priorities and should incorporate specific needs or priorities of the individual applicant. It should provide a description of the TASKS (activities and projects) proposed for the budget year. Each major activity in the Work Plan should be accompanied by a detailed cost. In addition, items subject to limits or restrictions should be presented such that they can be easily identified for review.

The Work Plan will be the basis for the management and evaluation of performance under the

grant agreement. Individual components must be clearly delineated, a chronological schedule for accomplishments and progress. The Work Plan must also be consistent with applicable federal statutes, regulations, circulars, and any Executive Orders or formal agreements. Sufficient detail is necessary to enable both the grantee and IEMA to evaluate planned progress in such a way as to identify needed improvements or changes. The Work Plan will be the key document used for evaluating the success of the program.

General Evaluation Criteria

The IEMA Radon Program will evaluate the full application for several factors:

1. **Completeness:** Applications must contain all the required information, signatures, and attachments.
2. **Sufficient level of detail:** The Work Plan should explain the applicant's planned Tasks (activities) in as many of the priority areas as possible, and should provide detailed cost estimates. The Work Plan should provide explanation for priority areas not included.
3. **Internal consistency:** The Budget Information Sheet provides summary budget figures. In the Work Plan, cost estimates are broken down for each major activity. The total costs in the Work Plan must equal those in the Budget Information Sheet.
4. **Allowable Costs:** Costs included in the application must be allowable for SIRG funding. Allowable costs are defined as those costs that are "eligible, reasonable, necessary, and allocable." A final determination on the reasonableness of the cost estimates in the application will be made by IEMA. All grant expenditures are subject to audit for the final determination of allowability of cost.
5. **Grant evaluation will be tied to the program objectives stated above. Evaluation may include the following criteria categories:**
 - a) **Need:** Identification of stakeholders, facts and evidence that demonstrate the proposal supports the grant program purpose.
 - b) **Capacity:** The ability of an entity to execute the grant project according to project requirements.
 - c) **Quality:** The totality of features and characteristics of a task or project to obtain program objectives.
 - d) **Past Performance:** The main purpose of the past performance evaluation is to appropriately consider each applicants demonstrated record of contract compliance in completing tasks and objectives that meet the program objectives. Having a solid performance record can be considered if an applicant is capable of spending grant funding appropriately.

Budget Information

Budget information is the financial part of the application. The budget information should be presented in at least the following level of detail:

- 1) *Personnel* - List all staff positions by title. Provide annual salary, percentage of time (as Full Time Equivalent or FTE) assigned to the program and total personnel cost for the budget period. As a rule of thumb, 1 FTE equals 50 weeks.
- 2) *Fringe* - Identify the percentage used and the basis for its computation. For example, fringe might equal 20 percent of total salary.
- 3) *Travel* - Specify mileage, per diem and estimated number of trips for in-State, and total estimated travel plus any registration fee for attendance at events or meetings out-of-State.
- 4) *Equipment* - Identify each item to be purchased with an estimated acquisition cost of \$1,000 or more per unit and a useful life of more than one year. Items with unit costs of less than \$1,000 are considered supplies.
- 5) *Supplies* - Include all tangible personal property not considered “equipment”. Identify by category, such as office, radon test kits, laboratory supplies, etc.
- 6) *Contractual* - Identify each proposed contract and specify its purpose and estimated cost. This area should generally include items such as contracts for training and pass-through recipients for activities or conducting portions of the overall program.
- 7) *Other* - List items in sufficient detail for IEMA to determine the reasonableness and allowability of its cost. This category might include items such as calibration services, administrative fees, etc.
- 8) *Indirect Charges* - Indicate the approved indirect rate.

Application Deadlines

Applicants seeking funding should submit a completed application package to the IEMA. The applications are now available online, and the entire grant award process will soon be electronic as well. SIRG specific applications can be found at www.radon.illinois.gov. This will shorten the time from draft application to issuance of final award documents considerably. USEPA Region 5 has adopted a 3 year grant application process requiring IEMA to submit its federal funding request by June 1 of every third year since 2007 (2010, 2013, and 2016). Applications for funding to IEMA must be submitted by April 1 (2019, 2022, 2025...) and include budgets for the 3 year grant period. IEMA may not receive sufficient funding to award all applicant requests. Awards are made based on applicants submittals grant performance history and the activities aligning with IEMA's strategic goals. Please note that generally grant awards for continuing programs must be issued by September 30 of any given year.

IEMA can assist applicants anticipating applying during the current 3 year grant cycle. IEMA will accept applications for unobligated funds by April 1 during the grant cycle and make awards based on the availability of funds. Additionally, IEMA can provide training opportunities on radon and radon measurement devices prior to awards to assist applicants develop public outreach programs when funds are available.

Carryover Funding

If a grantee has remaining SIRG funds at the end of a budget period, IEMA may, in consultation with the grantee, do one of the following: 1) add them to a subsequent award through an amendment, 2) hold them for addition to the next year's award, 3) extend the grant period of the original grant, or 4) de-obligate the funds and redirect them to another applicant.

Allowable Costs, Required Activities, and Eligible Activities

General Requirements

SIRG applicants must ensure that the costs of proposed activities are allowable according to 2 CFR 200, cost principles. This should be reviewed in conjunction with 40 CFR Parts 31 and 35. OMB defines allowable costs as those costs that are “eligible, reasonable, necessary, and allocable.” The major eligible activities are specified by statute (IRAA). For a cost to be eligible, the cost must not be prohibited by the statute, and must be incurred during the budget period of performance. Additionally, costs should be judged in context to determine that they are reasonable and necessary. Recipients need to ensure that proper documentation is in the file to meet the procurement regulation requirement in 40 CFR Part 31 and or State procurement rules. All grant expenditures are subject to audit for the final determination of allowability of costs.

Activities Required by Statute

Per TSCA 306(h), Information, (1) All SIRG grant recipients must comply with the following requirements:

- Provide lists to the public of licensed radon measurement and mitigation professionals SIRG recipients must make lists and/or web sites available to the public
- Provide Radon-Related Information to IEMA. SIRG recipients must provide to IEMA all radon-related information generated through its activities, including the results of radon surveys, mitigation demonstration projects, risk communication studies, or other pertinent data. These should be included in quarterly or semiannual reports.

Eligible Activities

Section 306 (c) of TSCA presents a list of activities that are eligible for funding under this financial assistance program. This section discusses each of these activities in detail, and provides guidance concerning limitations and restrictions, where applicable. Applicants may request funding for tasks or items not listed here. IEMA will make eligibility determinations for such requests on a case-by-case basis during the application negotiation process.

1) Radon Surveys

Statutory Provision: 306 (c), (1): Survey of radon levels, including special surveys of geographic areas or classes of buildings (such as, among others, public buildings, school buildings, high-risk residential construction types).

Discussion: SIRG recipients may undertake any of several survey activities, including collecting existing measurement data, data from ongoing SIRG projects and geologic mapping. A survey could also be used to determine radon levels of potentially high-risk areas, or of radon levels of a particular building or group of buildings (schools, day cares). If an applicant chooses to conduct surveys they should be statistically valid allowing for conclusions to be drawn about the subject of the study. Recipients are also encouraged to develop strategies to target areas not representative of the state as a whole, such as suspected "hot spots," schools, public buildings, mitigated homes, or homes built with a passive radon reduction system.

2) *Public Information and Educational Materials*

Statutory Provisions: 306(c)(2): Development of public information and educational materials concerning radon assessment, mitigation, and control programs.

Discussion: Informing the public about radon is an essential component of any radon program. Public information campaigns should be designed to provide citizens with sufficient information to lead them to test their homes for radon, to mitigate if necessary, or to take preventive steps in new construction. SIRG recipients are encouraged to take advantage of the experience of other radon programs in designing their radon outreach efforts. In addition to active outreach and education efforts, public information programs should include efforts to make radon personnel available to speak with private citizens upon request. Personnel should be available to meet with concerned and interested citizens and to take telephone calls. Specific items for which IEMA will approve funding include brochures, booklets, slide shows, videos, advertising and other public service radio and TV announcements, newsletters, publications to support radon information campaigns, and reproduction costs.

3) *Radon Control Programs*

Statutory Provision; 306(c)(3): Implementation of programs to control radon in existing and new structures.

Discussion: The bulk of a SIRG recipient's radon program will be in this area, as implementation of radon control programs brings bottom-line risk reduction to the population. The ultimate goal should be that radon-risk reduction is institutionalized through real estate transaction requirements (i.e., disclosure, testing, and/or mitigation), adoption of radon-resistant new construction techniques (by local building code). IEMA will consider funding well-designed projects to enhance state and local program development or to implement innovative approaches. Some examples of the types of programs and activities IEMA considers appropriate for funding include, but are not

limited to the following:

- Developing a self-sustaining radon measurement program
- Sponsor seminars or training programs to radon to real estate agents, builders/contractors, community leaders, school officials, potential industry participants, or other groups as needed
- Develop radon information program for low-income households
- Conduct a study to determine the extent of homeowners' follow-up to elevated radon measurements
- Investigate high-risk area
- Educate and encourage home builders to include radon resistant features in new homes as required by the Radon resistant Construction Act
- Develop programs to promote radon testing and mitigation during residential real estate transactions
- Develop programs to help schools, daycares, and workplaces address radon problems
- Conduct studies to determine the effectiveness of local radon mitigation or radon resistant installations
- Develop programs to provide support, advice, and assistance to those who are testing and/or mitigating a building for radon

4) *Measurement Equipment or Devices*

Statutory Provision: 306(c)(4) Purchase by the recipient of radon measurement equipment or devices. 306(i)(2) The costs shall not exceed 50 percent of the amount of any grant awarded under this section in a fiscal year.

Discussion: IEMA defines radon measurement equipment or devices as those instruments used to: 1). Test for radon gas or radon decay products in residential, school or commercial structures; 2). Perform diagnostic tests related to the design of a mitigation approach; 3). Investigate the effectiveness of mitigation techniques or systems; and, 4). Monitor worker exposure. Subject to the ceiling imposed by Section 306(i)(2), SIRG funds may be used to purchase testing equipment used for such purposes. SIRG recipients should purchase the measurement equipment or devices that most appropriately address their program's measurement needs. IEMA provides a list of licensed Laboratories who provide equipment/devices on the IEMA web site.

5) *Analytical Equipment*

Statutory Provision: 306 (c)(5) Purchase and maintenance of analytical equipment connected to radon measurement and analysis, including costs of calibration of such equipment.

Discussion: SIRG recipients who purchase certain radon measurement devices will need to acquire calibration services to ensure the accuracy of the devices. In general, IEMA will approve the costs of obtaining such services when performed by Illinois Licensed Laboratories.

6) *Training*

Statutory Provision: 306(g) States may use funds from grants under this section to assist local governments to receive training, technical assistance and information development for government officials, industry and the public. Although not required, SIRG recipients are encouraged to make use of their services.

Discussion: Agency policy is to approve the use of SIRG funds to support participation by state or local radon employees in the following types of training activities:

- IEMA approved training courses or workshops on radon.
- Attendance at IEMA approved training courses or their field sites for courses related to health effects and risk communication, radon dynamics, measurement and mitigation (including hands-on component), building investigation and diagnostic testing, worker health and safety, radon prevention in new construction, radon in water, or related subjects.
- Radon conferences and symposia including the National Radon Meeting and the Illinois Stakeholders Conference.

7) *Program Overhead and Administration*

Statutory Provisions: 306(c)(7) The costs of general overhead and program administration under subsection (c)(7) shall not exceed 25 percent of the amount of any grant awarded under this section to a state in a fiscal year.

Discussion: Development and maintenance of a radon program must include the mechanisms and infrastructure needed to administer the program. In most cases, these costs are included in the indirect cost category; therefore, indirect costs are generally used as a base for this administrative ceiling. Elements of program administration that may be considered include mechanisms for providing information to decision makers, acquiring and allocating key resources, designating staff responsibilities, providing management oversight and direction, monitoring program progress, or other costs that are not directly attributable to a specific project or program element.

8) *Mitigation Demonstrations*

Statutory Provision: 306(c)(9) Payment of costs of demonstration of radon mitigation methods and technologies as approved by the Agency. The costs of implementing a demonstration shall not in the aggregate exceed 50 percent of the amount of any grant awarded under this section in a fiscal year. In implementing such programs, a SIRG recipient should make every effort, consistent with the goals and successful operation of the State radon program, to give a preference to low-income persons.

Discussion: SIRG grants may be used to fund demonstration projects on homes, schools, or other buildings for the purpose of gathering information and furthering knowledge

about radon mitigation. Activities may include diagnostic testing, mitigation design, implementation, and follow-up testing. The mitigation methods and technologies to be demonstrated shall comply with the requirements of 32 Illinois Administrative Code 422. Alternatively, SIRG applicants may request funds under this section to demonstrate a new and innovative mitigation technique. SIRG funds can be used to cover operating expenses associated with participation in demonstration projects, such as the development and production of written materials, reproduction of materials, rental of classroom space, audio-visual materials, and course publicity. SIRG recipients shall only use Illinois licensed contractors for such projects. *Note: Costs associated with mitigation demonstrations and the purchase of measurement equipment may not, together, exceed 50 percent of the grant award.*

Applicants should make every effort to give a preference to low-income populations when demonstrating mitigation technologies. The criteria used for defining “low-income” should be identified.

9) *Toll-Free Hotline*

Statutory Provision: 306(c)(10) A toll-free radon hotline to provide information and technical assistance.

Discussion: SIRG recipients may use their funds to install and operate a toll-free radon hotline to provide basic, radon-related information to the general public. Eligible costs include the telephone lines, automated switching/answering machines, telephone answering staff, postage, and any other direct cost of the hotline.

10) *Financial Assistance to Persons*

Statutory Provision: IRAA Section 306(i)(4) An applicant may use funds received under this section for financial assistance to persons only to the extent such assistance is related to demonstration projects or the purchase and analysis of radon measurement devices.

Discussion: Applicants may use SIRG funds used to provide any financial assistance to persons must be limited to activities directly related to demonstration projects or to the purchase and analysis of radon measurement devices. Examples of projects eligible for funding under this section include assistance to:

- Individuals or community interest groups in high-risk areas to provide radon test kits to homeowners.
- Mitigation contractors to demonstrate mitigation techniques.
- School districts to undertake comprehensive testing or to perform school mitigation demonstrations.

Reporting Requirements

Required Periodic Financial Reports

Grantee shall submit financial reports as requested and in the format required by IEMA. Grantee shall file semiannual reports with IEMA describing the expenditure(s) of the funds, unless more frequent reporting is required by the IEMA pursuant to specific award conditions. 2 CFR 200.207. The first of such reports shall cover the first six months after the Award begins. Semiannual reports must be submitted no later than one month following the six month period covered by the report. Failure to submit the required financial reports may cause a delay or suspension of funding. **The Illinois Grants Recovery Act does require quarterly reporting for all grants in excess of \$25,000.**

Close-out Reports

Grantee shall submit a Close-out Report within 60 calendar days following the end of the period of performance for this Agreement. The format of this Close-out Report shall follow a format prescribed by IEMA. If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee will submit a new Close-out Report based on audit adjustments, and immediately submit a refund to IEMA, if applicable.

Performance Reporting Requirements

Grantee shall submit Performance Reports as requested and in the format required by IEMA. Tasks listed in applications must be reported semiannually. Performance Reports shall be submitted no later than 30 days following the period covered by the report. **The Illinois Grants Recovery Act does require quarterly reporting for all grants in excess of \$25,000.**

Close-out Performance Reports

Grantee shall submit a Close-out Performance Report, in the format required by Grantor, within 60 calendar days following the end of the period of performance.

Content of Performance Reports

Performance Reports must include Program qualitative and quantitative information, including a comparison of actual accomplishments to the objectives of the award established for the period; where the accomplishments can be quantified, a computation of the cost if required; performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Appendices may be used to include additional supportive documentation. Additional content and format guidelines for the Performance Reports will be determined by IEMA contingent on the Award.

Audit Requirements

Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules set forth by the Governor's Office of Management and Budget.

Single and Program-Specific Audits. If Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined) during its fiscal year, it must have a single audit or program-specific audit conducted for that year as required in 2 CFR 200.501 and other applicable sections of Subpart F. The audit and reporting package (including data collection form) must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (Program-specific audit). The audit (and package) must be submitted to Grantor either within (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine months after the end of the audit period, whichever is earlier.

Financial Statement Audit. If Grantee expends less than \$750,000 in Federal Awards during its fiscal year and is not subject to the audit requirements in 15.2, but receives between \$300,000 and \$499,999 in Federal and State Awards combined, Grantee must have a financial statement audit conducted in accordance with Generally Accepted Government Auditing Standards (GAAS); if Grantee expends between \$500,000 and \$749,999 in Federal and State awards combined, Grantee must have a financial statement audit conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). Grantee shall submit these financial statement audit reports to Grantor either within (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 180 calendar days after the end of the audit period, whichever is earlier.

Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by a Certified Public Accountant or Certified Public Accounting Firm licensed in the State of Illinois. For audits required to be performed subject to Generally Accepted Government Auditing Standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter.

Record Keeping Requirements

SIRG recipients are required to maintain, for a minimum of 5 years after the completion of the grant agreement, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the grant agreement. All books, records and supporting documents related to the agreement shall be available for review and audit by the Auditor General. In grant agreements recipients agree to cooperate fully with any audit(s) conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this grant shall establish a presumption in favor of the state for the recovery of any funds paid by the state under the SIRG Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement.

Closing Statement

Exposure to radon continues to be a major risk to public health. The SIRG program's recipients have been awarded funds to conduct activities that identify health risks associated with radon exposure; informing the public, and implementing activities that will reduce the health risks to affected populations.

This SIRG Guidance serves to increase the awareness of the renewed emphasis, focus, and the importance of SIRG recipients moving beyond the implementation of activities to the achievement and reporting of measurable successes. The recipient should provide measurable results and document successful activities that will be evaluated annually during the development of funding allocations for the coming year. Special consideration should be given to the priority areas that IEMA believes SIRG recipients should emphasize in their efforts to achieve health risk reduction.

The SIRG program has evolved into a multi-faceted and flexible program to meet the needs of local and non-for-profit organizations in their efforts to raise awareness and implement radon testing and mitigation projects and programs. The IEMA Radon Program strives to update recipients on emerging Federal and State regulations or issues that may impact program activities while serving as a catalyst for providing information and collaboration among the organizations that participate in the SIRG program and the Radon industry in Illinois.