



**Illinois Environmental Protection Agency
Municipal Brownfields Redevelopment Grant Program
Grant Amendment Request Form**

A. Grant Information

Name of Municipality: _____
Grant Agreement Date: _____
Amendment #: _____ *(for office use only)*
Comptroller's Contract #: _____ *(for office use only)*
Total Grant Amount After Processing This Amendment Request: \$ _____ *(for office use only)*

B. Purpose of Modification(s) ^{1, 2}

Check the following box or boxes, as applicable, to identify the reason(s) for which an amendment to the Municipal Brownfields Redevelopment Grant Agreement is being sought. If the request to amend the Agreement will result in a budgetary change, a copy of the complete, revised budget **must** be included with this form with the affected area(s) highlighted for identification purposes. In addition, 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.

Check all that apply:

Personnel Changes (*municipal and/or consultant*) – *State whether employees are being deleted and/or added. Provide employee name, title, pay rate and resumés.*

Project Site Changes (*the addition and/or deletion of project site(s)*)

- Site Name: _____
- Site Address: _____
- Site Owner: _____
- Latitude/Longitude: _____
- Property Size in Acres: _____
- Former Site Use: _____
- Current Site Use: _____
- Future Site Use: _____
- Type of Contamination: (*Petroleum, Hazardous Waste, Both*) _____
- Use of Grant Funds: (*Site Investigation, Development of Remedial Objectives and Remedial Action Plans, Implementation of Remedial Action Plans and Completion Reports*) _____

Budget Reallocation: *Include a revised budget that has highlighted line items showing where funds are being moved.*

Budget Increase³: **Attach BOTH an amendment-specific scope of work budget pertaining only to costs associated with this amendment, AND a budget showing the total revised grant amount.**

- Dollar amount requested for this amendment:** \$ _____
- The original project cost approval was based on estimated costs or contractor bids, and actual costs are over the estimated costs
- Additional project costs associated with new project site additions
- A project scope of work element was inadvertently omitted
- A project scope of work element was added pursuant to requirements of the Site Remediation Program
- Other: _____

Grant timeframe extension: *Length of time being requested (Include an end date)* _____

- Work schedule timeline changes: *Include a revised work schedule timeline.*

C. Explanation and Justification of Proposed Modification(s)

Provide a description of the rationale and justification for the changes outlined above as an attachment to this form. Include appropriate documentation as a supplement to the justification for the changes (*i.e. resumés; 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

In accordance with 35 Illinois Administrative Code Section 885.230, this form shall serve as the formal amendment signature page. Upon approval of your request to amend the Agreement by the Illinois EPA, a copy of this signature page will be forwarded to the municipality for inclusion as part of the formal Municipal Brownfields Redevelopment Grant Agreement document(s).

All reports must be submitted on Agency-prescribed forms and should be submitted in duplicate 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.

Duly Authorized Municipal Official

Name (print or type): _____

Title: _____

Telephone Number: _____

Signature: _____

Date: _____

Illinois Environmental Protection Agency

Douglas P. Scott, Director

Date

Illinois Environmental Protection Agency

Lisa Bonnett, Acting Deputy Director

Steve Colantino, Manager, OBA

Date

Date

¹ Pursuant to 35 Ill. Admin. Code (IAC) Section 885.230(b), grant amendments will be considered by the Agency only if the grantee is current on all reporting requirements set forth in 35 IAC Section 885.245(a).

² Pursuant to 35 IAC Section 885.230(e), the Agency shall not approve any amendment to the grant agreement in violation of the limitations on grants set forth in 35 IAC Sections 885.200 and 885.201.

³ Pursuant to 35 IAC Section 885.201(c), a grantee may submit an amendment seeking an increase in the grant budget in excess of \$120,000.00 only after demonstrating they are current on all reporting requirements set forth in Section 885.245, they are current with the grant project work plan schedule, and they have requested payment for grant-eligible work from the Agency for at least 80% of the total grant funds.