**Section 425.220 Grant** **Disbursements**

a) The grant award will be paid to the Grantee as reimbursements for expenditures made by the Grantee.

b) Reimbursements will be specified in the NOSA.

c) Upon project completion or for interim reimbursement requests, the Grantee must submit a project billing request listing and verifying all funds expended on the project for which reimbursement is sought, as well as required billing documentation, and in accordance with the Grant Agreement’s terms.

d) The Grantee shall keep adequate records relating to its administration of a project, particularly relating to all incurred costs. These records shall be available for audit by the Department and the State Auditor General. The Department reserves the right to conduct on-site visits with the purpose of reviewing or auditing a project. All records shall be retained in accordance with the State Records Act [5 ILCS 160]. Grantees are subject to the record retention requirements and auditing standards stipulated by GATU (see GATA Rules Section 7000.430(a) and Section 7000.90).

e) All purchases must be completed or legally obligated prior to the end of the term of the Grant Agreement to be eligible for reimbursement. For purposes of this subsection (e), legally obligated means that a Grantee has a signed purchase agreement obligating the funds for the purchase of products or services allowable under the Grant Agreement.