**Section 100.70 Administrative Requirements**

For the purpose of this Part, administrative requirements specified in 47 Ill. Adm. Code 1 and as follows are applicable.

a) Budget Modification

The LAA cannot be reimbursed for costs that exceed the total program or administrative cost category amounts.

1) The LAA must, in writing, request of the Department a budget modification if expenditures exceed the approved budget.

2) If the LAA wishes to make modifications to the Grant Agreement, the LAA must:

A) Submit a formal standardized written modification request to the Department prior to expenditure of funds in a manner other than the approved budget; or

B) Exercise provisions contained in the "Program Specific Provisions" Section of the Grant Agreement.

3) The Department will approve modification requests if they are necessary to achieve program objectives; required by increases or decreases in program funding; or result in greater program cost efficiencies. If the Department approves the modification request, the LAA will be notified in writing of the change and effective date. If the Department rejects the modification, the Department will notify the LAA in writing of the reasonsfor denial.

b) Reporting – An expenditure summary and payment request shall be submitted to the Department on or before the tenth calendar day of each month after the first month of the program year, using the format provided by the Department.

(Source: Section 100.70 recodified from 89 Ill. Adm. Code 109.70 at 33 Ill. Reg. 9466)