
ILLINOIS

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OFFICE OF THE STATE FIRE MARSHAL

NOTICE OF ADOPTED AMENDMENTS

- 1) Heading of the Part: Small Equipment Grant Program
- 2) Code Citation: 41 Ill. Adm. Code 291
- 3)

<u>Section Numbers:</u>	<u>Adopted Actions:</u>
291.10	Amendment
291.20	Amendment
291.30	Amendment
291.35	New Section
291.40	Amendment
291.50	Amendment
291.55	Amendment
291.60	Amendment
291.70	Amendment
291.75	New Section
291.80	Amendment
291.90	New Section
291.100	New Section
- 4) Statutory Authority: Implementing and authorized by Section 2.7 of the State Fire Marshal Act [20 ILCS 2905/2.7].
- 5) Effective Date of Rule: August 1, 2026
- 6) Does this rulemaking contain an automatic repeal date? No
- 7) Does this rulemaking contain incorporations by reference? No
- 8) A copy of the Adopted Rule, including any material incorporated by reference, is on file in the Agency's principal office and is available for public inspection.
- 9) Notice of Proposal Published in *Illinois Register*: 50 Ill. Reg. 951; January 23, 2026
- 10) Has JCAR issued a Statement of Objections to this rulemaking? No
- 11) Differences between proposal and final version: Multiple nonsubstantive changes and clarifications were made and are as follows:

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In Section 291.10, under the definition of "Fire Department Identification Number" or "FDID", "Administration" was changed to "Administration's".

In Section 291.30(a), "or a successor agency" was deleted, the comma after "(NFIRS)" was deleted and replaced with "or the", and ", or a successor system" was deleted.

In Section 291.30(d), "or emergency medical service" was added after "fire protection service".

In Section 291.40(a)(1), after "make", "an" was deleted and replaced with "a link to an" and "on its website" was added after "available".

In Section 291.40(a)(3), "state" was changed to "State".

Section 291.50(b)(2) was changed to read "Three current or former Fire Chiefs or other officers of a fire department (one from a volunteer fire department, one from a combination fire department and one from a career/municipal fire department). For the purposes of this subsection, "officer" refers to a fire department member who holds or has held a position at the managerial or administrative level and has at least 10 years of fire service experience;"

In Section 291.55(a), in the second sentence, "(a)" was added after "subsection".

In Section 291.60(b)(1), "fire department's" was changed to "applicant's".

In Section 291.70(b), in the second sentence, "relating to the use or expenditure of grant funds" was added after "Office".

In Section 291.70(e), in the fourth sentence, "final expenditure" was added before "report".

In Section 291.70, after subsection h), the following was added:

"i) All financial records relating to purchased equipment must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the grant recipient for possible State audit after final reimbursement payment is made by the Office.

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j) Any other terms or requirements specified in the Notice of Funding Opportunity issued by the Office."

In Section 291.80(c), "of discretionary grants" was changed to "by applicants".

In Section 291.80(e), the second sentence was changed to read "The Office shall acknowledge receipt of the appeal within 14 calendar days after receiving the appeal."

In Section 291.80(f), in the first sentence, "of" was changed to "after".

In Section 291.90(a), in the first sentence, "final expenditure" was added before "report".

In Section 291.90(c), in the first and third sentences, "final expenditure" was added before "report".

In Section 291.90(d), sentence one was changed to read "If a final expenditure report is not submitted within 15 business days after the original or extended due date, the Office shall withhold payments of any remaining grant funds from the grant award to the grant recipient until the reporting requirements are fulfilled."

- 12) Have all the changes agreed upon by the agency and JCAR been made as indicated in the agreements issued by JCAR? Yes
- 13) Will this rulemaking replace an emergency rule currently in effect? No
- 14) Are there any rulemakings pending on this Part? No
- 15) Summary and Purpose of Rulemaking: This rulemaking clarifies and updates the administrative procedures for the application, review, and award of grants under the Small Equipment Grant Program. Specifically, the rulemaking increases the maximum amount an eligible fire department or ambulance service may receive in grants per fiscal year from \$26,000 to \$50,000, accounts for the upcoming changeover in fire incident reporting systems from the National Fire Incident Reporting System (NFIRS) to the National Emergency Response Information System (NERIS), requires compliance with provisions of the Grant Accountability and Transparency Act (GATA) [30 ILCS 708] and the GATA administrative rules (44 Ill. Adm. Code 7000), and makes other minor updates and clarifications.
- 16) Information and questions regarding this adopted rulemaking shall be directed to:

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Blake Fawns, Administrative Rules Coordinator
Office of the State Fire Marshal
1035 Stevenson Drive
Springfield, IL 62703

Phone: 217-720-2964
Email: SFM.Rules@illinois.gov

The full text of the Adopted Amendments begins on the next page:

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TITLE 41: FIRE PROTECTION

CHAPTER I: OFFICE OF THE STATE FIRE MARSHAL

PART 291

SMALL EQUIPMENT GRANT PROGRAM

Section

291.10	Definitions
291.20	Purpose
291.30	Eligibility
291.35	Use of Grant Monies
291.40	Grant Application Procedure and Content
291.50	Grant Applications Review Committee
291.55	Prescreening of Grant Applications by the Office
291.60	Criteria for Review of Grant Applications
291.70	Terms and Conditions of Grant Agreement
291.75	Disbursement of Grant Funds
291.80	Appeals Process Request for Reconsideration
291.90	Grant Close Out
291.100	Compliance Requirements

AUTHORITY: Authorized by Section 2.7 of the State Fire Marshal Act [20 ILCS 2905/2.7].

SOURCE: Adopted at 31 Ill. Reg. 7076, effective April 24, 2007; amended at 41 Ill. Reg. 10500, effective August 15, 2017; amended at 50 Ill. Reg. 10931, effective August 1, 2026.

Section 291.10 Definitions

The following definitions apply to terms used in this Part:

"Ambulance Service" means a not-for-profit emergency medical service provider or a unit of local government that provides emergency medical service within a geographical area. An ambulance service shall be a volunteer, non-profit, stand alone emergency medical service provider not tied in any financial or legal manner to a fire department.

"Committee" means the Grant [Applications](#)~~Application~~ Review Committee established in Section 291.50.

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"Fire Department" means a fire department, fire protection district or township fire department that is a unit of local government in Illinois that provides fire suppression within a geographical area. For purposes of this Part, fire department is defined to include volunteer fire departments and volunteer fire protection districts.

"Fire Department Identification Number" or "FDID" means the unique identification number issued by the Office to fire departments that register for participation in the [U.S. Fire Administration's incident reporting system](#). ~~National Fire Incident Reporting System.~~

"Office" means the Office of the State Fire Marshal.

"Program" means the Small Equipment Grant Program.

"Small Equipment" means small tools and equipment that are stored or carried on fire protection vehicles or ambulances that respond to emergency incidents, such as extrication tools, hose and/or appliances, overhaul tools, forcible entry tools, communications equipment, self-contained breathing apparatus, portable generators, defibrillators and portable foam equipment. Small equipment shall also mean equipment used by firefighters, such as personal protective equipment, communications equipment, PASS devices, or equipment used in the station for emergency purposes, such as foam storage devices or portable foam equipment stored in the station for use in a large scale emergency.

"Units of Local Government" means counties, municipalities, townships, special districts, and units, designated as units of local government by law, which exercise limited governmental powers or powers in respect to limited governmental subjects, but does not include school districts. Ill. Const. 1970, Art. VII, Sect. 1

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.20 Purpose

The Office shall administer a program to provide grant funds for the purchase of small equipment by a fire department or ambulance service. The Office shall determine grant awards based on equipment needs, financial need, and how recently the applicant has received a

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~~previous~~ grant under this program. Grants for the purchase of small equipment shall not exceed ~~\$50,000~~~~\$26,000~~ in any single fiscal year to any fire department or ambulance service.

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.30 Eligibility

- a) Fire department applicants must have participated in the incident reporting system for fire incidents established by the U.S. Fire Administration (National Fire Incident Reporting System (NFIRS) or the National Emergency Response Information System (NERIS)) for a minimum of two years prior to the application for the small equipment grant, except that fire departments that were issued a Fire Department Identification Number by the Office less than two years prior to the application are eligible to apply for a small equipment grant if they ~~have~~ participated in such incident reporting system ~~NFIRS~~ since the date their FDID was issued by the Office.
- b) The applicant must have an active registration under the Grant Accountability and Transparency Act (GATA) [30 ILCS 708] and a status of "qualified" on the GATA Grantee Portal (<https://grants.illinois.gov/portal>) at the time the application is submitted. The applicant must also have its own FEIN issued by the Internal Revenue Service for federal income tax purposes.
- ~~c~~b) Fire protection entities that are not a unit of local government~~governmental bodies~~ are not eligible to apply for a grant under this program.
- ~~d~~e) Units of local government that do not operate fire departments or ambulance services are eligible for grants under this program (e.g., a municipality that contracts for fire suppression or emergency medical service from another municipality, fire protection district, or for-profit or not-for-profit business); however, if a unit of local government contracts for fire protection service or emergency medical service from another unit of local government that has applied for a grant under this program, the unit of local government contracting to receive the services is prohibited from receiving a grant under this program.
- ~~e~~d) For-profit ambulance or emergency medical services are not eligible to apply.

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

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Section 291.35 Use of Grant Monies

A recipient of a small equipment grant under this Part may use the grant monies for the purchase or reimbursement of purchase of small equipment as approved in the award letter.

(Source: Added at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.40 Grant Application Procedure and Content

a) Application Procedure

- 1) Subject to the availability of appropriated funds, the Office will make a link to an application ~~forms~~ for small equipment grants under this program available on its website ~~to all Illinois fire departments and ambulance services.~~
- 2) A completed ~~original~~ application ~~form~~ shall be electronically signed by the duly authorized officers of the applicant.
- 3) Applications shall be submitted electronically utilizing the State grant application system by the deadline specified for the grant cycle. ~~returned, by the date specified on the form, to the Office of the State Fire Marshal, Attention: Small Equipment Grant Program, 1035 Stevenson Drive, Springfield, Illinois 62703-4259.~~
- 4) Applications received ~~by~~ at the Office shall be logged in as received and assigned an application number ~~Application Number~~.

b) Application Content

Each grant ~~Grant~~ application shall include the following information:

- 1) Identifying information for the applicant, including the applicant's fire department or ambulance service and unit of ~~its~~ local government, if applicable.
- 2) A detailed description of the applicant's need for the proposed small equipment.

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- 3) Name and contact information for the~~Identification of~~ fire department, ambulance service or local government personnel to serve as contacts for the application.~~information.~~
 - 4) Information regarding~~Copies of~~ the applicant's two most recent budgets.~~budget and appropriation ordinances.~~
 - 5) Any other information or documentation the Office may require to demonstrate or support the information submitted by the applicant or to otherwise determine the applicant's eligibility under this Part. ~~in the event the Office needs to clarify the request, such as the nature of the applicant's organization.~~
- c) Review of Applications
Applications shall be assessed by blind review, meaning the Committee shall not see the name, address or any specific information that identifies the applicant. The Committee shall review and score~~rank~~ the applications based on assessment of need and information provided in the grant application.
- d) Grant Award
After the Committee reviews and scores the applications, the Office will, subject to appropriation, award a grant to the highest scoring applicants. If, for any reason, a successful applicant is unable to fulfill the terms of the grant or withdraws the request after it has been approved, then the next highest scoring applicant without a grant will be offered a grant.~~After the Committee's review and ranking of applications, grant awards will be determined, subject to appropriation of the funds being made available by the State for grants under this program.~~

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.50 Grant Applications Review Committee

- a) The State Fire Marshal shall appoint a Grant Applications Review Committee to determine which applicants will receive grants and the amount of the grant. ~~If, for any reason, a successful applicant is unable to fulfill the terms of the grant or withdraws the request after it has been approved, the application's priority shall be used to determine which of the unsuccessful applicants will be next to be offered a grant in place of the withdrawing department.~~

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- b) The Committee shall consist of the following seven members:
- 1) The State Fire Marshal, or the State Fire Marshal's~~his or her~~ designee, as Chair;
 - 2) Three current or former Fire Chiefs or other officers of a fire department (one~~each~~ from a volunteer fire department, one from a combination fire department and one from a career/municipal fire department). For purposes of this subsection, "officer" refers to a fire department member who holds or has held a position at the managerial or administrative level and has at least 10 years of fire service experience;
 - 3) One representative from the Associated Fire Fighters of Illinois;
 - 4) One member who is a current or former volunteer firefighter; and
 - 5) One member representing~~from~~ the Illinois Association of Fire Protection Districts.
- c) Members shall serve without salary, but may be reimbursed for reasonable expenses by the Office from appropriations for that purpose.
- ~~d) All members shall have one vote, except that the State Fire Marshal shall only vote to break a tie.~~
- de) Members shall serve a term of four years.
- ef) Upon the expiration of a member's term, the State Fire Marshal may reappoint that member or appoint a successor who is a representative of the same interests with which the member's~~his or her~~ predecessor was identified.
- fg) Replacement of a Member
- 1) The State Fire Marshal may, at any time, remove any of the respective appointees for inefficiency or neglect of duty in office. The reasons for removal must be stated in writing.

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- 2) ~~All members shall serve ex officio.~~ A member shall continue to serve only as long as the member ~~he or she~~ holds the position that made that individual eligible to serve under the criteria prescribed by subsection (b).
- 3) In the instances described in subsections ~~(f)~~(g)(1) and (2), or upon the death or incapacity of a member, the State Fire Marshal shall fill the vacancy for the remainder of the unexpired term by appointing a member who is a representative of the same interests with which the member's ~~his or her~~ predecessor was identified.
- ~~g~~h) Meetings of the Committee shall occur as often as deemed necessary by the Chair, at a date, time and place to be fixed by the Committee (or by the Chair, should the Chair ~~he or she~~ call for the meeting) and at such additional times as the Committee deems necessary to consider any business as may properly ~~may~~ come before it.
- ~~h~~i) A quorum shall be a majority of the appointed positions that have been filled by appointment. Unfilled positions shall not be counted.
- ~~i~~j) Committee members must comply with the applicable conflict of interest provisions contained in the GATA administrative rules (44 Ill. Adm. Code 7000). ~~No Committee member affiliated with a fire department that has a pending application for a loan under this program shall participate in the review of that fire department's application.~~
- ~~j~~k) Members of the Committee are required to participate in all mandatory annual trainings, including, but not limited to, ethics and harassment and discrimination prevention training. Upon completion of the required ~~ethics~~ training programs ~~program~~, members of the Committee must certify that they have completed the training programs ~~program~~.
- ~~k~~l) Committee members must comply with the applicable confidentiality provisions contained in the GATA administrative rules (44 Ill. Adm. Code 7000). Members of the Committee are also required to execute a confidentiality statement agreeing not to disclose any information gained during the course of their service on the Committee.

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.55 Prescreening of Grant Applications by the Office

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The Office will conduct a prescreening of all grant applications received by the deadline to identify applicants with the greatest ~~financial~~ need as determined under this Section. The steps of this prescreening are provided in this Section.

- a) The Office will evaluate whether each application was received by the deadline, ~~and~~ whether the applicant has met the eligibility requirements of Section 291.30 as of the application deadline date, and whether the applicant has fully completed all sections of the application. Only those applicants that meet the conditions of this subsection (a) ~~these eligibility requirements~~ will receive further consideration.
- ~~b) The Office will determine whether each eligible applicant has submitted a complete application as provided in Section 291.40. The Office will attempt to assist applicants who have submitted a timely application with submitting any missing information after the application deadline.~~
- be) To assist the Committee in making final determinations of grant awards, the Office will then rank complete applications of eligible applicants using the following criteria:
 - 1) The Office will use information provided by the applicant on its operating budget, square miles served and population served in developing a ranking of financial need.
 - 2) The Office will divide each applicant's budget by the square miles served to determine the applicant's budget per square mile and will rank the applicants lowest to highest.
 - 3) The Office will divide each applicant's budget by the population served to determine the applicant's budget per person and will rank the applicants lowest to highest.
 - 4) The Office will then average the two rankings of each applicant to reach an overall ranking ~~based on financial need~~.
- cd) Applicants that have ~~previously~~ received a grant from the Office during the previous five grant cycles under this program will be ranked against each other according to the criteria in subsection (be), but this group of applicants will be

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ranked below all applicants that have not ~~previously~~ received a grant during the previous five grant cycles under this program.

- de) Using the ranking criteria identified in subsections (be) and (cd), the Office will rank the applications. Based upon the grant amount requested by each applicant, the Office will provide the Committee with complete application information for the top ranked applications totaling~~equaling~~ at least 1½ times the amount of available appropriations for the Committee's determination for that grant cycle.

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.60 Criteria for Review of Grant Applications

~~a)~~The Committee will consider the following criteria and assign point totals when determining grant recipients. The Committee will only consider applications provided by the Office in accordance with Section 291.55.~~that have met the eligibility requirements of Section 291.30.~~

a)~~1)~~ Equipment Need – 0-50 points

- 1)~~A)~~ Whether the requested item is eligible for grant funding.~~The applicant does not currently own the requested item.~~
- 2)~~B)~~ Whether the~~The~~ applicant currently owns the requested item.~~one or more of an item being requested.~~
- 3)~~C)~~ Whether the requested item can be borrowed, rented, or shared on a consistent and financially sustainable basis or the requested item addresses a unique need for the applicant's service area.~~The applicant is unable to acquire the equipment without a grant, cannot borrow the equipment on a consistent or need basis (due to geographical distance, availability, etc.); or the item represents a unique need for the district.~~
- 4) Whether the requested item would affect response time, public safety, or operations of the applicant.
- 5) Whether the requested item responds to or accounts for community growth or service expansion.

b)~~2)~~ Financial Need – 0-50 points

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- 1) ~~A)~~ Evaluation of the applicant's available annual operating budget. ~~Will be determined by considering the total budget of the applicant as an available resource.~~
 - 2) ~~B)~~ Whether the ~~The~~ cost of the requested item ~~equipment being requested~~ is prohibitively expensive relative to ~~given~~ the applicant's ~~total~~ budget.
 - 3) Whether other funding sources are available to acquire the requested item.
- b) ~~Those applicants receiving a grant in previous grant application cycles will not be considered until all applicants who have never received a grant but are requesting a grant have been considered as provided in Section 291.55(d).~~

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.70 Terms and Conditions of Grant Agreement

An applicant that has been approved to receive a grant under this program must enter into a grant agreement ~~Grant Agreement~~ with the Office. The grant agreement ~~Grant Agreement~~ shall contain, at a minimum, the following terms:

- a) Grant recipients may receive advance payment for part or all of the purchase of equipment as approved as part of the grant application.
- b) Grant funds ~~proceeds~~ shall be used exclusively for the purposes listed in Section 291.20 and shall be expended in accordance with the applicable provisions of this Part, the Grant Accountability and Transparency Act [30 ILCS 708], the GATA administrative rules (44 Ill. Adm. Code 7000), and the grant agreement ~~Grant Agreement~~. The grant recipient must immediately disclose in writing any potential or actual conflicts of interest to the Office relating to the use or expenditure of grant funds.
- c) In the event that all or a portion of the grant funds ~~proceeds~~ are not expended in the manner approved, the grant recipient, upon written notification from the Office, shall refund the ~~full~~ amount of the grant award or applicable portions as listed in the written notification. Recovery of grant funds shall be accomplished in accordance with the Illinois Grant Funds Recovery Act [30 ILCS 705].

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- d) Use of grant ~~fundsproceeds~~ shall be accounted for in accordance with standard accounting practices and the applicable provisions of the Grant Accountability and Transparency Act [30 ILCS 708] and the GATA administrative rules (44 Ill. Adm. Code 7000). The grant recipient shall provide documentation concerning the purchase of the equipment as specified in the grant application, the cost of the equipment and the delivery of the equipment to the grant recipient by the vendor.
- e) The grant recipient shall keep adequate records relating to its administration of the grant, particularly relating to all incurred costs. These records shall be available for audit by appropriate personnel within or on behalf of the Office and the State Auditor General. All records shall be retained in accordance with the applicable provisions of the Grant Accountability and Transparency Act [30 ILCS 708], the GATA administrative rules (44 Ill. Adm. Code 7000), and the State Records Act [5 ILCS 160]. Grant recipients shall submit to the Office a final expenditure report detailing how the grant proceeds were used. This final expenditure report shall be submitted in accordance with Section 291.90(a). ~~to be submitted on a form supplied by the Office, shall be due not later than nine months following receipt of the grant.~~
- f) The grant recipient is responsible for monitoring possession, use, condition and final disposition of the items purchased with grant funds.
- g) Grant ~~fundsproceeds~~ shall be included in the grant recipient's budget.
- h) The availability of grant ~~fundsproceeds~~ is subject to availability of appropriated State funds.
- i) All financial records relating to purchased equipment must be maintained and retained, in accordance with the Grant Funds Recovery Act [30 ILCS 705] and the State Records Act [5 ILCS 160], by the grant recipient for possible State audit after final reimbursement payment is made by the Office.
- j) Any other terms or requirements specified in the Notice of Funding Opportunity issued by the Office.

(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.75 Disbursement of Grant Funds

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Grant funds are distributed upon execution of the grant agreement.

(Source: Added at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.80 Appeals Process~~Request for Reconsideration~~

- a) Those applicants whose grant applications are denied ~~by the Committee~~ shall be notified by electronic mail.
- b) ~~Notice of denial of a grant shall be deemed received on the date of the postmark. The applicant has 1430 calendar days from the date of publication of the grant award to submit an appeal on an electronic form prescribed by the Office that date to forward to the Committee a Request for Reconsideration. The appeal must include, at a minimum:~~
 - 1) The name and address of the appealing party;
 - 2) The name of the grant; and
 - 3) A statement of reasons for the appeal.
- c) Appeals by applicants are limited to the evaluation process. Evaluation scores may not be protested. ~~The Request for Reconsideration of a denial of a requested grant shall be submitted to the Office of the State Fire Marshal, Attention: Small Equipment Grant Program, 1035 Stevenson Drive, Springfield, Illinois 62703-4259 and shall be deemed submitted on the date of the postmark.~~
- d) Appeals Review Officer (ARO). The State Fire Marshal or a designee may appoint one or more AROs to consider the grant-related appeals and make a recommendation to the State Fire Marshal or designee.
- ed) The appeal ~~Request for Reconsideration~~ of a denial of a requested grant may be accompanied by supporting documents and information not previously considered by the Committee. The Office shall acknowledge receipt of the appeal within 14 calendar days after receiving the appeal. ~~The Committee shall review the Request for Reconsideration. A denial of the Request for Reconsideration shall be final. While a Request for Reconsideration is pending, the grant application that is the subject of the Request for Reconsideration shall be deemed denied.~~

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- f) The Office shall respond to the appeal within 60 calendar days after receipt of the appeal. If additional time is required for review of the appeal, the applicant shall be notified in writing, which shall include an explanation of why additional time is required.
- g) Stay of Grant Agreement/Contract Execution
When an appeal is received, the execution of the grant in contention shall be stayed until either:
 - 1) The appeal is resolved; or
 - 2) The State Fire Marshal or designee determines that the needs of the State require that the grant program move forward despite the appeal. This determination, and its rationale, must be documented in writing.
- h) The ARO shall make a recommendation to the State Fire Marshal or designee as quickly as possible after receiving all relevant and requested information.
- i) In determining this recommendation, the ARO shall consider the integrity of the discretionary grant process and the impact of the recommendation on the Office.
- j) The Office shall resolve the appeal through a written determination. This determination shall include, but not be limited to, the following:
 - 1) Review of the appeal;
 - 2) Appeal determination; and
 - 3) Rationale for the determination.
- k) Effect of Judicial Proceedings
If an action concerning the appeal has commenced in a court or administrative body, the State Fire Marshal or designee may defer resolution of the appeal pending the judicial or administrative determination.
- l) The Office shall maintain a file of the grantmaking process that includes the written determination of grant issuance, grant application and requirements. The grantmaking file shall be available for audit-related purposes.

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(Source: Amended at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.90 Grant Close Out

- a) Grant recipients shall submit to the Office a final expenditure report detailing how the grant proceeds were used. This final expenditure report, to be submitted utilizing the state grant application system, shall be due not later than nine months after the conclusion of the grant period. Documentation in the final expenditure report must include, at a minimum, copies of paid invoices or cancelled checks, or any other documentation that may be requested by the Office.
- b) The Office will notify the grant recipient that a final expenditure report is due 60 calendar days prior to the report due date.
- c) The Office may extend the final expenditure report due date due to extenuating circumstances. If the Office extends the report due date, the Office shall justify the extension in writing. A final expenditure report due date may only be extended one time.
- d) If a final expenditure report is not submitted within 15 business days after the original or extended due date, the Office shall withhold payments of any remaining grant funds from the grant award to the grant recipient until the reporting requirements are fulfilled. The Office shall also notify the grant recipient that required reporting is past due and that failure to promptly complete required reporting will result in the grant recipient being placed on the Illinois Stop Payment List. The notification shall include contact information for the Office's contact person for Stop Payment Status inquiries.
- e) If the report is not submitted within 30 business days after the original or extended due date, the Office shall place the grant recipient in temporary Stop Payment Status on the Illinois Stop Payment List.
- f) Grant recipients shall return any unused grant funds per the requirements outlined in the Illinois Grant Funds Recovery Act [30 ILCS 705].

(Source: Added at 50 Ill. Reg. 10931, effective August 1, 2026)

Section 291.100 Compliance Requirements

OFFICE OF THE STATE FIRE MARSHAL

NOTICE OF ADOPTED AMENDMENTS

Grant recipients shall comply with all Grant Accountability and Transparency Act [30 ILCS 705] and GATA administrative rules (44 Ill. Adm. Code 7000) requirements as outlined in the grant agreement.

(Source: Added at 50 Ill. Reg. 10931, effective August 1, 2026)