



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

May 19, 2020

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Reports
 - A. Supervisor’s Report
 - B. Clerk’s Report
 - C. Assessor’s Report
 - D. Trustees’ Reports
 - E. Department Reports
- V. Bill Paying
- VI. Unfinished Business
- VII. New Business
 - A. Regular Meeting Minutes of May 5, 2020
 - B. Resolution to Approve a Grant Agreement with the State of Illinois Department of Natural Resources
 - C. Appointments to the Hanover Township Mental Health Board
 - D. Consideration of Cleaning Services for Township Facilities
 - E. Consideration of Additional Precautionary Steps to Ensure the Health, Safety, and Welfare of Township Residents Regarding the Coronavirus
- VIII. Executive Session
- IX. Other Business
- X. Adjournment

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DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for April 2020

SERVICE PROVIDED	APRIL 2020**	APRIL 2019	FYTD 2021	FYTD 2020
<i>Passports</i>	0	512	0	512
Photo fees	\$0	\$3,600	\$0	\$3,600
Fee deposits	\$0	\$12,565	\$0	\$12,565
<i>Fishing/Hunting licenses</i>	0	10	0	10
<i>Handicap Placards</i>	5	22	5	22
<i>Cook County vehicle stickers</i>	0*	2	0	2
<i>Human Resources Requests</i>	159	155	159	155
<i>New Employee Orientations</i>	0	2	0	2
<i>Technology work orders</i>	33	51	33	51
<i>Resident Contacts</i>	649	1,747	649	1,747
<i>Percent of Budget Expended</i> (100% of year)	4.6%	3.7%	4.6%	3.7%

*Cook County vehicle sticker program ended July 1, 2019

**COVID-19 partial closure

Department Highlights

- Assistant Township Administrator Vana and Manager Callahan continued to work with ProxIT to prepare for the new server installation. The new server will replace the existing server that no longer has enough space to retain all Township files and software needs. The migration to the new server will take place the weekend of May 15.
- Manager Callahan participated in a virtual presentation on April 8 through the Northwest Human Resources Council *Adapting to New Employment Laws in the Midst of a Pandemic*, which discussed how the U.S. Government response to COVID-19 crisis is impacting employers.
- Township Administrator Barr has continued to facilitate weekly Management Team meetings addressing the evolving COVID-19 public health emergency with department heads and the Township Supervisor.
- The Township Administrator, Township Supervisor, Community Health Director and Emergency Services Director have been meeting at least weekly to coordinate COVID-19 plans.
- Assistant Township Administrator Vana and Manager Callahan met with Insurance Program Managers Group (IPMG) risk management representative to discuss their response to COVID-19 and different online training options available to staff. Manager Callahan is currently working with IPMG to provide staff with sexual harassment training that satisfies the Illinois Department of Human Rights (IDHR) guidelines to provide sexual harassment training to all employees by the end of the year and on an annual basis thereafter.
- Twice per week Township Administrator Barr is participating in a video conference call with Bartlett Area Local Government Managers to maintain communication and cooperation during the COVID-19 emergency.
- On April 29th Township Administrator Barr facilitated a meeting of Streamwood Area Local Government Managers to increase communication and cooperation during the public health emergency.
- Township Administrator Barr coordinated two video conference meetings in April of the Illinois Association of Township Administrators to discuss service delivery models, human resources practices, and budget contingency planning in response to the ongoing COVID-19 emergency.

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DEPARTMENT OF AGING SERVICES

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Programming Division</i>				
Planned programs	54	255	54	255
Participants	435	4,166	435	4,166
Participants (unduplicated)	113	757	113	757
Wait listed (unduplicated)	0	41	0	41
Art & Computer classes	8	65	8	65
Art & Computer class participants	22	371	22	371
New volunteers	0	7	0	7
Total volunteers (unduplicated)	18	168	18	168
Volunteer hours reported	177	2,938	177	2,938
Meals Served	1,050	1,554	1,050	1,554
Meals delivered by volunteers	3,097	2,276	3,097	2,276
<i>Social Services Division</i>				
Clients served (unduplicated)	165	179	165	179
Clients served (duplicated)	395	287	395	287
Energy Assistance	0	11	0	11
Prescription drugs & health insurance assistance	61	110	61	110
Social Service programs	4	14	4	14
Social Service program participants	48	252	48	252
Lending Closet transactions	33	137	33	137
<i>Transportation Division</i>				
One way rides given	384	1,510	384	1,510
Individuals served (unduplicated)	21	186	21	186
New riders	21	186	21	186
Unmet requests for rides	0	107	0	107

*COVID-19 partial closure

Department Highlights

- The Enrichment Programming Division conducted 54 virtual programs and expanding offerings.
- The Transportation Division transported dialysis clients in April individually to adhere to social distancing guidelines due to the COVID-19 public health emergency.
- Social Services staff transitioned all appointments for SNAP, Medicaid, Medicare, Benefit Access and all other needs to phone appointments. Aging Services Therapists Abbey and Mantis provided therapy over the phone.
- The Social Services Division began accepting LIHEAP, ComEd Hardship and LIKE Kit applications remotely on April 27.
- Social Services staff made vulnerable adult calls to 103 residents weekly.
- Manager Gomez participated in the AgeOptions Aging and Disability Resource Network (ADRN) call on April 14. COVID-19 updates were provided as it pertains to state and government programs.
- Department staff, as well as staff among other departments, delivered meals to the home bound, replacing volunteers during the stay at home order.
- Over 40 staff and volunteers conducted “Well Chat” calls with over 2,000 older adults that frequented the senior center over the past year. Calls are made twice a week.
- Curbside Pickup has been a popular service for patrons of the Stars-N-Stripes Café. On April 24 there were 105 meals taken for pick up.

OFFICE OF THE ASSESSOR

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Office visits	0	302	0	302
Building permits processed	41	327	41	327
Change of Name	0	5	0	5
Property tax appeals	0	0	0	0
Certificate of Errors	1	42	1	42
Property location updates	0	0	0	0
Sales Recording	0	0	0	0
New owner mailing	0	0	0	0
<i>Exemptions</i>				
Homeowner exemptions	0	15	0	15
Senior homeowner exemptions	0	79	0	79
Senior Freeze exemptions	2	43	2	43
Disabled Veteran exemptions	0	8	0	8
Disabled person exemptions	2	11	2	11
Miscellaneous exemptions	2	4	2	4

*COVID-19 partial closure

Department Highlights

- Extended Tuesday hours were not offered in April due to the COVID-10 public health emergency.
- The total number of email addresses on the Assessor's Office contact list is 3,091. 5 new email contacts were added in April.
- The Cook County Assessor's Office is continually updating and revising their website regarding changes related to COVID-19. They will be adding digital access to the Certificate of Error to their website in the coming weeks.
- The Cook County Assessor's Office remains closed and staff are working remotely from home. They have restarted appeals, however future appeal dates have not been announced.
- The Cook County Treasurer postponed indefinitely the 2018 delinquent tax sale.
- During the COVID emergency, Chief Deputy Glascott is working from home answering Assessor's office phone calls and emails, Deputy Deyne is working from home making senior wellness calls/chats and Deputy Christopher is delivering Home Delivered Meals.
- Deputy Deyne assisted Aging Services with 150 senior wellness calls/chats.
- Deputy Christopher assisted Aging Services with 205 home delivered meals.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY HEALTH

Report for April 2020

SERVICE PROVIDED	APRIL 2020**	APRIL 2019	FYTD 2021	FYTD 2020
<i>Appointments</i>				
ProTimes	8	10	8	10
TB skin test	0	7	0	7
Cholesterol	0	2	0	2
Pharmaceutical Assistance Programs	0	1	0	1
Miscellaneous labs	0	14	0	14
Wellness Screening (BP, diabetes, anemia)	0	111	0	111
Other*	43	37	43	37
<i>Clinic Clients</i>				
Senior Center/ home visits	16	121	16	121
Astor Avenue	0	10	0	10
Elgin, Izaak Walton Center	0	1	0	1
Offsite clinics	0	15	0	15
Total clients (unduplicated)	10	88	10	88
<i>Public Education & Health Promotion</i>				
Media coverage	0	4	0	4
Informational seminars/Program	2	8	2	8
Program Participants	39	238	39	238
<i>Primary Care Provider Support</i>	0	2	0	2

*Other includes virtual nurse appointments during COVID 19 closure

**COVID-19 partial closure

Department Highlights

- Hosted a blood drive with Versiti Blood Center on April 2nd, which resulted in 27 units of blood collected for donation.
- Director Smith provided consultation and guidance on employee health screening tools and procedures and COVID-19 related sick leave recommendations per the Center for Disease Control and Prevention and Illinois Department of Public Health guidance.
- Director Smith provided 3 home visits for residents in the month of April.
- Director Smith and Community Health Nurse Court began providing virtual nurse appointments for residents and conducted 35 virtual appointments in the month of April.
- Community Health Nurse Court conducted 125 vulnerable adult calls to residents in the month of April.
- Community Health Assistant Tyrrell and Receptionist Brandes conducted 212 wellbeing chats to residents in the month of April.
- Community Health Nurse Court created 3 virtual Ageless Grace videos with 12 participants in the month of April.
- Director Smith and Community Health Nurse Court created 3 educational videos for social media on hand washing, proper use of face coverings and a COVID-19 update.
- Director Smith and Community Health Nurse Court attended a training by Cook County Department of Public Health on COVID-19 case investigation for the Illinois' National Electronic Disease Surveillance System (I-NEDSS) on April 27.

Office of Community Health Mission Statement:

Our mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

OFFICE OF COMMUNITY AND VETERANS AFFAIRS

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Website Visits (total)</i>	6,971	4,640	6,971	4,004
<i>Website Visits (unique)</i>	4,480	4,004	4,480	3,505
<i>Facebook Likes</i>	53	44	53	44
<i>Twitter Followers (new)</i>	12	3	12	3
<i>YouTube Views</i>	437	269	437	269
<i>Media Releases</i>	2	2	2	2
<i>Veteran Contacts</i>	91	130	91	130
<i>Total Veterans served</i>	60	93	60	83
<i>Total Resident Contacts (Elgin office)</i>	N/A	171	0	171

*COVID-19 partial closure

Department Highlights

- Director Kuttentberg hosted a virtual meeting of the Township Communicators of Illinois on April 2 to discuss COVID-19 best practices and strategies. Staff and officials from 15 Townships participated in the meeting.
- Director Kuttentberg coordinated with the Metropolitan Township Association and its lobbyist in early April to communicate concerns and contingency options for the Annual Town Meeting.
- Director Kuttentberg joined Township Supervisor McGuire for an in-studio radio interview on April 3 at WRMN1410 AM in Elgin. Supervisor McGuire informed listeners on how to access the Township's essential services.
- Veterans Service Officer Wollack participated in the Department of Veterans Affairs Stakeholders Council meeting through the Jesse Brown facility on April 8. VA staff provided an update on federal programs and services for veterans.
- Veterans Service Officer Wollack completed a webinar training on VA Claims Insider and Percentage Ratings on April 22.
- Throughout April, Director Kuttentberg has been in communication with the state and federal legislative offices and the Cook County Commissioner's office, regarding coordination and service delivery, as well as inquiries to government assistance programs.

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DEPARTMENT OF EMERGENCY SERVICES

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Volunteers</i>				
Total volunteers	30	35	30	35
New volunteers	0	0	0	0
<i>Hours</i>				
Volunteer Detail Hours	2,392	345	2,392	345
Volunteer Work Hours	123	171	123	171
Volunteer Training Hours	6	476	6	476
<i>Total Volunteer Hours</i>	2,521	992	2,521	992
<i>Details</i>				
Emergency Call Outs	8	8	8	8
Safety Patrols	86	4	86	4
Township Sponsored Events	0	2	0	2
Other Community Events	12	1	12	1
Miscellaneous	2	0	2	0
<i>Total Details</i>	108	15	108	15

*COVID-19 partial closure

Department Highlights

- Effective March 17, Emergency Services began providing 24-hour service coverage. HTES members have continued to work in three shifts, setting a new standard for response times during emergency call-outs. Beginning May 11, HTES members will move to a 12-hour shift model. Each duty shift is providing patrols to enhance safety and visibility to the residents.
- Emergency Services responded to a total of four structural fires in Hanover Park on April 6, 15, and 24.
- Emergency Services provided traffic management on four separate calls outs in the month of April. HTES responded to two vehicle accidents in Streamwood on April 1 and April 26 and two vehicle accidents in Hanover Park on April 21 and April 24.
- Emergency Services dispatched weather spotters to monitor conditions from a strong line of thunderstorms on April 8.
- Three Emergency Services members were deployed to Taylorville, IL to assist with a mass feeding mission at a quarantined high-rise on April 13.

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DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for April 2020

SERVICE PROVIDED	APRIL 2020**	APRIL 2019	FYTD 2021	FYTD 2020
<i>Administration</i>				
Vehicle service calls	2	11	2	11
Work orders	*210	85	*210	85
Event set-ups/tear downs	4	194	4	194
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,240	4,134	4,240	4,134
Town Hall	5,160	6,720	5,160	6,720
Senior Center	21,032	23,635	21,032	23,635
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	227.85	249.12	227.85	249.12
Town Hall	654.15	1,364.97	654.15	1,369.97
Senior Center	1,131.31	1,357.81	1,131.31	1,357.81
<i>Road Maintenance</i>				
Salt Usage (Tons)	20	42	20	42

*Increased due to implementation of UpKeep Work Order system allowing for more accurate documentation

**COVID-19 partial closure

Department Highlights

- Facilities staff have implemented daily disinfecting procedure for all buses in use for dialysis transportation. In addition, staff have continued to complete disinfecting of all facilities twice per day as part of COVID-19 precautions.
- Facilities staff continue to monitor the Izaak Walton Center and Community Resource Center, to maintain functions, safety, and security of these facilities while they remain closed during the COVID-19 public health emergency.
- Facilities Associate Rundquist completed carpet cleaning in all Community Resource Center and Astor Avenue Community Center offices as part of the department's COVID-19 precautions.
- Director Hanson met with residents of 1618 Chapel Hill Drive and Paul Halverson, Chapel Creek Homeowners Association President, to review drainage concerns along Rohrssen Road.
- The annual Brush Pickup Program started the first full week of April. Brush pickup will continue to occur on the first full week of every month through November. In April, Road Manager Santangelo and Road Associate Crane chipped 6 truckloads of mulch for a total of 18 tons of mulch. All mulch was delivered to residents of the Township through our Resident Mulch Delivery Service.

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DEPARTMENT OF HUMAN SERVICES

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>General Assistance</i>				
General Assistance clients	12	11	12	11
General Assistance appointments	27	24	27	24
Emergency Assistance appointments	28	24	28	24
Emergency Assistance approved	1	1	1	1
Crisis intake clients	391	129	391	129
Access to Care	0	0	0	0
<i>LIHEAP Applications/PIPP Re-certifications</i>				
Office	10	25	10	25
Circuit Breaker	0	0	0	0
<i>Social Services</i>				
ComEd Hardships	0	1	0	1
Weatherization	0	0	0	0
<i>Food Pantry</i>				
Served (Households)	961	698	961	698
New applications	0	36	0	36
Food Donations	40	38	40	38
<i>Community Center Walk-Ins</i>	0	181	0	181

*COVID-19 partial closure

Department Highlights

- Food Pantry usage increased 20% from March serving 961 families. The use of shopping lists, call ahead ordering and curbside pickup continue to keep food pantry operations running smoothly. Delivery service to residents including those that are 60 years or older, disabled, have tested COVID-19 positive or families with transportation issues continues to be necessary during these times.
- Aging Services continues to refer residents over 60 in need of food to Human Services for delivery. Once initial contact with the resident takes place, Human Services reaches out to them weekly for food delivery.
- The Food Pantry continues to receive family meal boxes weekly for distribution from the Northern Illinois Food Bank. These boxes contain an average of ten meals and are provided to families with children.
- Food Pantry donations continue to be strong and the pantry is well stocked with fresh vegetables, fruits, milk, eggs, cheese, butter and meats as well as premium and personal care items.
- With the support of Village of Streamwood and World Market an estimated 175 baskets were distributed for Easter.
- Community Economic Development Association (CEDA) provided training to Human Services staff enabling residents the opportunity to apply for the Low Income Home Energy Program (LIHEAP) electronically. In April, 10 applications were filed and appointments are scheduled out through the end of May.
- Salvation Army has adjusted their application process and has started to allow applications to be submitted electronically. In April, 18 applications were submitted.
- Employment Specialist Karen Flaxman assisted 17 residents with employment support remotely and continues to work with employers that currently have employment opportunities.

Welfare Services Mission Statement:

Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships. Providing resources and support to empower residents in achieving self-sustainability; to serve promptly with dignity and respect.

OFFICE OF THE MENTAL HEALTH BOARD

Report for April 2020

SERVICE PROVIDED	MARCH 2020*	MARCH 2019	FYTD 2020	FYTD 2019
<i>Grant Funding</i>				
New clients	96	145	2,550	3,324
Ongoing clients	1,078	902	10,103	8,169
Closed cases	220	54	934	829
Prevention programming presentations	26	35	362	1,004
Number in audience	286	715	3,176	2,065
<i>TIDE</i>				
Participants	25	19	25	17
Rides	93	203	1,380	2,720
<i>Resource Center</i>				
Organizations providing services	6	6	6	6
Clients served	83	82	1,248	636

*COVID-19 partial closure

Department Highlights

- The April Mental Health Board meeting was postponed until May 6.
- Mental Health Board Manager facilitated new funded agency access to the Mental Health Board reporting website, in addition to providing a training for new agency users.
- Manager Teachout continues to participate in weekly Township Management/COVID-19 update meetings.
- Manager Teachout communicated with all funded agencies regarding the beginning of the fiscal year's reporting requirements and addressed related questions.
- The Mental Health Board's first quarterly payment for FY21 was distributed to agencies in April.
- Manager Teachout continues to make weekly wellness calls to list of seniors provided by Aging Services.
- The weekly Food Pantry grocery delivery to the Community Integrated Living Arrangement (CILA) home funded by the Mental Health Board in Hoffman Estates to assist them as a result of the Governor's stay at home order has continued throughout the month.
- Manager Teachout continues to communicate with funded agencies regarding operations, levels of service currently being provided, and reminding them that Mental Health Board emergency funding is available.
- Manager Teachout participated in the April 17 Village of Bartlett Virtual Town Hall meeting as a panelist.
- Manager Teachout participated in two meetings of the Association of Community Mental Health Authorities of Illinois (ACMHAI) regarding state and local response to COVID-19.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for April 2020

SERVICE PROVIDED	APRIL 2020*	APRIL 2019	FYTD 2021	FYTD 2020
<i>Outreach & Prevention</i>				
Open Gym participants	0	1,678	0	1,678
Open Gym participants (unduplicated)	0	472	0	472
Alternative to Suspension referrals	0	0	0	0
Alternative to Suspension participants	57	127	57	127
Alternative to Suspension participants (unduplicated)	55	82	55	82
<i>Clinical</i>				
Therapy clients	201	821	201	821
Therapy clients (unduplicated)	70	279	70	279
New clients (unduplicated)	2	2	2	2
Clinical hours	191	437	191	437
Group session participants	0	609	0	609
<i>Tutoring Participants</i>				
Total	0	144	0	144
Unduplicated	0	57	0	57

*COVID-19 partial closure

Department Highlights

- The Department of Youth and Family Services cancelled all in person programming for the month of April due to the COVID-19 public health emergency.
- The Alternatives to Suspension Program began providing virtual groups with student participants from U-46 the week of April 13.
- Substance Abuse Prevention Specialist Konzal began providing virtual leadership groups for student leaders the week of April 13.
- Director Houdek, Managers Gonzalez and Dickinson, and the clinical team participated in virtual second round interviews for the Bilingual Family Therapist position on April 15 and April 17.
- Director Houdek participated in the Village of Bartlett COVID-19 Town Hall Meeting-Mental Health on April 17.
- Youth and Family Services staff completed 1,694 wellness calls for the Department of Aging Services.
- Youth and Family Services staff provided 423 hours assisting the Department of Aging Services and the Department of Human Services with various program and service delivery.
- Department staff delivered 845 Home Delivered Meals in April for the Department of Aging Services.
- Prevention Services began planning for the implementation of Virtual Open Gym to begin on May 4.
- Clinical Therapists provided 185 teletherapy or virtual therapy for clients and families.
- Therapist Lopez-Iftikhar and Zak began planning for the implementation of the Parent Support Group to begin on May 4.

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township
Board Audit Report
From 5/5/2020 - 5/18/2020

	<u>Total</u>
Total Town Fund	70,033.38
Total Senior Services Fund	37,368.54
Total General Assistance Fund	10,408.39
Total Road Maintenance Fund	2,764.71
Total Mental Health Board Fund	68,949.10
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	
Total Capital Fund	17,886.21
 Total All Funds	 <u><u>207,410.33</u></u>

Supervisor

Trustee

Trustee

Town Clerk
Attest

Trustee

Trustee

**Hanover Township
Board Audit Report - FY 20
May 5 - May 18, 2020**

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Bill	03/26/2020		JP Morgan Chase	Human Resources Information Software Monthly Fee	325.50
Bill	03/26/2020		JP Morgan Chase	Monthly e-communication service	76.76
Bill	03/26/2020		JP Morgan Chase	Hanover-township.com annual domain renewal	39.99
Bill	03/26/2020		JP Morgan Chase	Video conferencing equipment	1,381.24
Bill	03/26/2020		JP Morgan Chase	Hanover-township.org annual domain renewal	39.99
Total 1014430 · Computer Equipment & Software					1,863.48
Total 101CAP · Capital Expenditures					1,863.48
101CHN · Community Health					
1014456 · Community Affairs					
Bill	03/26/2020		JP Morgan Chase	CPR cards (15)	75.00
Bill	03/26/2020		JP Morgan Chase	Medication assistance (client crisis care)	108.65
Total 1014456 · Community Affairs					183.65
Total 101CHN · Community Health					183.65
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Bill	03/26/2020		JP Morgan Chase	Video recording equipment	32.28
Total 1014617 · Equipment & Furniture					32.28
1014623 · Satellite Office Phone & Intrnt					
Bill	03/26/2020		JP Morgan Chase	Comcast internet service for IWC	202.75
Total 1014623 · Satellite Office Phone & Intrnt					202.75
1014629 · Dues and Subscriptions					
Bill	03/26/2020		JP Morgan Chase	Department Digital Monthly Newspaper Subscription	7.93
Total 1014629 · Dues and Subscriptions					7.93
1014632 · Miscellaneous					
Bill	03/26/2020		JP Morgan Chase	MTA website domain renewal (to be reimbursed by MTA)	18.17
Total 1014632 · Miscellaneous					18.17
1014633 · Social Media Archive/Dist					
Bill	03/26/2020		JP Morgan Chase	Social Media Archive	100.00
Total 1014633 · Social Media Archive/Dist					100.00
Total 101CMA · Community Relations					361.13

Hanover Township
Board Audit Report - FY 20
May 5 - May 18, 2020

Type	Date	Num	Name	Memo	Amount
Total 101CVA · Community & Veteran Affairs					361.13
101ES · ES - Expenditures					
1014802 · Equipment					
Bill	03/26/2020		JP Morgan Chase	Computer speakers	13.19
Bill	03/26/2020		JP Morgan Chase	Batteries	63.63
Bill	03/26/2020		JP Morgan Chase	Laptop for Emergency Services	583.31
Bill	03/26/2020		JP Morgan Chase	Label maker replacement tape	23.49
Total 1014802 · Equipment					683.62
1014807 · Miscellaneous					
Bill	03/26/2020		JP Morgan Chase	Emergency Services Station fire alarms (2)	19.99
Bill	03/26/2020		JP Morgan Chase	COVID-19 Disaster 24 hour Staffing Meals (4)	42.53
Total 1014807 · Miscellaneous					62.52
1014808 · Education & Training					
Bill	03/26/2020		JP Morgan Chase	Refund for 2020 Advanced Severe Weather seminar (2)	-80.00
Total 1014808 · Education & Training					-80.00
1014813 · Vehicle Fuel & Maintenance					
Bill	03/26/2020		JP Morgan Chase	Hardware to mount tools in vehicle	69.96
Bill	03/26/2020	2020-848	Village of Hanover Park (Fuel)	March 2020 Fuel	495.19
Total 1014813 · Vehicle Fuel & Maintenance					565.15
Total 101ES · ES - Expenditures					1,231.29
101ISE · Insurance & Employee Benefits					
1014514 · Employee Recognition					
Bill	03/26/2020		JP Morgan Chase	Tax credit for employee luncheon	-325.50
Total 1014514 · Employee Recognition					-325.50
Total 101ISE · Insurance & Employee Benefits					-325.50
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Bill	03/26/2020		JP Morgan Chase	Lysol No Rinse Sanitizer concentrate (4)	41.57
Total 1014205 · Janitorial Supplies					41.57
1014219 · Vehicle Fuel - Town					
Bill	03/26/2020	2020-848	Village of Hanover Park (Fuel)	March 2020 Fuel	332.33
Total 1014219 · Vehicle Fuel - Town					332.33
Total 101MAIN · Facilities Maintenance					373.90
101TOE · Town Office Expense					

Hanover Township
Board Audit Report - FY 20
May 5 - May 18, 2020

Type	Date	Num	Name	Memo	Amount
1014414 · Memberships, Subs & Publication					
Bill	03/26/2020		JP Morgan Chase	Video conferencing monthly membership fee	14.99
Total 1014414 · Memberships, Subs & Publication					14.99
1014429 · Miscellaneous					
Bill	03/26/2020		JP Morgan Chase	Credit for MPA Intern Supervisor Luncheon (Vana)	-25.00
Total 1014429 · Miscellaneous					-25.00
1014560 · Emergency Contingency Fund					
Bill	03/26/2020		JP Morgan Chase	COVID-19 Disaster HTES 24 hour Staffing Meals/Supplies	225.79
Bill	03/26/2020		JP Morgan Chase	COVID-19 Disaster HTES 24 hour Staffing supplies/Meals	1,116.00
Bill	03/26/2020		JP Morgan Chase	Bleach and disinfectant wipes	18.63
Bill	03/26/2020		JP Morgan Chase	Mattresses for Emergency Services Station (4)	849.96
Bill	03/26/2020		JP Morgan Chase	Bed frames for Emergency Services Station (4)	588.72
Bill	03/26/2020		JP Morgan Chase	Personal protective equipment (400 masks)	132.28
Bill	03/26/2020		JP Morgan Chase	Emergency light bars for vehicles (5)	408.36
Bill	03/26/2020		JP Morgan Chase	Personal protective equipment (750 masks)	227.49
Bill	03/26/2020		JP Morgan Chase	COVID-19 Employee Lunch Coverage (3)	46.43
Total 1014560 · Emergency Contingency Fund					3,613.66
Total 101TOE · Town Office Expense					3,603.65
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094619 · Office Supplies					
Bill	03/26/2020	2805765	Quill Corporation	Tea	4.86
Bill	03/26/2020	28/15971	Quill Corporation	Facial Tissue/Ruled Pads/Sticky Notes/File Folders	116.12
Total 1094619 · Office Supplies					120.98
1094620 · Community Affairs					
Bill	03/26/2020		JP Morgan Chase	Facebook ads Health Education Video	80.21
Total 1094620 · Community Affairs					80.21
Total 109ADM · Administration & Clinical					201.19
Total 109YFS · Youth & Family Services					201.19
Total 1014 · Town Fund - Expenditures					7,492.79
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Bill	03/26/2020		JP Morgan Chase	Indeed recruitment for Saturday Receptionist and Bus Driver	505.66
Total 1104523 · Recruitment					505.66
1104534 · Dues, Subs, & Publications					

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Type	Date	Num	Name	Memo	Amount
Bill	03/26/2020		JP Morgan Chase	Foundation website for event (credit)	-12.00
Total 1104534 · Dues, Subs, & Publications					-12.00
1104539 · Miscellaneous					
Bill	03/26/2020		JP Morgan Chase	Volunteer scheduling software	20.00
Total 1104539 · Miscellaneous					20.00
Total 1104ADM · Administration					513.66
1104NUT · Nutrition					
1105551 · Congregate Food					
Bill	03/26/2020		JP Morgan Chase	Cafe Food	38.60
Total 1105551 · Congregate Food					38.60
1105558 · Home Delivered Meals Food					
Bill	03/26/2020		JP Morgan Chase	HDM Food	38.60
Bill	03/26/2020	3312020...	Pur Foods LLC dba Mom's Meals	HDM Food	184.52
Bill	03/26/2020	3312020	Pur Foods LLC dba Mom's Meals	HDM Food	1,642.34
Total 1105558 · Home Delivered Meals Food					1,865.46
Total 1104NUT · Nutrition					1,904.06
1104PRO · Enrichment Programs					
1104515 · Programming					
Bill	03/26/2020		JP Morgan Chase	Conference call greeting monthly fee	2.00
Bill	03/26/2020		JP Morgan Chase	Netflix monthly subscription fee	15.99
Bill	03/26/2020		JP Morgan Chase	Refund for tickets for Chicago Flower and Garden show (40) (cancelled)	-560.00
Bill	03/26/2020		JP Morgan Chase	Refund for Wrigley Field group tour payment (40) (cancelled)	-1,500.00
Bill	03/26/2020		JP Morgan Chase	Refund for My Fair Lady tickets at Cadillac Place (30) (cancelled)	-1,050.00
Bill	03/26/2020	051020	Cesar Grimaldo	Spanish Instruction - March 20	50.00
Total 1104515 · Programming					-3,042.01
1104532 · Visual Arts					
Bill	03/26/2020		JP Morgan Chase	Ceramic molds and paints for class	300.31
Bill	03/26/2020		JP Morgan Chase	Clip art for art classes	29.00
Total 1104532 · Visual Arts					329.31
Total 1104PRO · Enrichment Programs					-2,712.70
1104TRN · Transportation					
1104513 · Alternate Transportation					
Bill	03/26/2020		JP Morgan Chase	Alternate transportation	110.00
Total 1104513 · Alternate Transportation					110.00
1104518 · Vehicle Maintenance					

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Type	Date	Num	Name	Memo	Amount
Bill	03/26/2020	24233	Complete Fleet Services Inc.	Inv# 24233 Safety Lane/Oil Change/Rear Heater Repair	531.93
Total 1104518 · Vehicle Maintenance					531.93
1104551 · Training					
Bill	03/26/2020		JP Morgan Chase	Conference call monthly fee	3.95
Total 1104551 · Training					3.95
1104552 · Fuel					
Bill	03/26/2020	2020-848	Village of Hanover Park (Fuel)	March 2020 Fuel	2,018.11
Total 1104552 · Fuel					2,018.11
Total 1104TRN · Transportation					2,663.99
Total 1104 · Aging Services - Expenditures					2,369.01
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024510 · Miscellaneous					
Bill	03/26/2020		JP Morgan Chase	COVID-19 Employee Lunch Coverage (40)	457.46
Total 2024510 · Miscellaneous					457.46
Total 2024ADM · Administration					457.46
Total 2024 · Human Services - Expenditures					457.46
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034708 · Training & Conferences					
Bill	03/26/2020		JP Morgan Chase	Stormwater Management training cancelled (3)	-195.00
Total 3034708 · Training & Conferences					-195.00
Total 3034ADM · Administration					-195.00
3034ROD · Road Maintenance					
3034603 · Fuel					
Bill	03/26/2020	2020-848	Village of Hanover Park (Fuel)	March 2020 Fuel	248.88
Total 3034603 · Fuel					248.88
Total 3034ROD · Road Maintenance					248.88
Total 3034 · Road Maintenance - Expenditures					53.88
TOTAL					10,373.14

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Type	Date	Num	Name	Memo	Amount
1103 · Aging Services - Revenue					
1103500 · Senior Programs					
Check	05/12/2020	136587	Jan Sandman	Program Refund	328.00
Check	05/15/2020	136609	Michael Colpack	Program Refund	10.00
Total 1103500 · Senior Programs					338.00
Total 1103 · Aging Services - Revenue					338.00
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014410 · Equipment Purchases					
Check	05/09/2020	CC April	JP Morgan Chase	AED Battery	185.96
Total 1014410 · Equipment Purchases					185.96
1014430 · Computer Equipment & Software					
Check	05/09/2020	CC April	JP Morgan Chase	Emergency Services laptop upgrade to Windows 10	105.19
Check	05/15/2020	136610	Access 1 Source	Inv# 78957 Time and Attendance Software Monthly Fee	278.00
Check	05/15/2020	136627	ProxIT Technology Solutions	Inv# 21186 Network Labor - April	4,320.63
Check	05/15/2020	136627	ProxIT Technology Solutions	Inv# 21101 Network Labor - May	7,512.50
Total 1014430 · Computer Equipment & Software					12,216.32
Total 101CAP · Capital Expenditures					12,402.28
101CHN · Community Health					
1014453 · Printing					
Check	05/12/2020	136591	COTG	Inv# 2355191 Copy Charges	21.82
Total 1014453 · Printing					21.82
1014457 · Furniture and Computer Equip					
Check	05/12/2020	136600	Quench USA, Inc.	Inv# 2430889 Water Cooler Rental	54.08
Check	05/15/2020	136623	Leaf (618-008)	Inv# 10590622 Lower Level Copier Lease	60.00
Total 1014457 · Furniture and Computer Equip					114.08
1014491 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1014491 · Health Insurance					1,143.28
1014492 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	10.60
Total 1014492 · Dental, Vision & Life Insurance					10.60
Total 101CHN · Community Health					1,289.78
101CVA · Community & Veteran Affairs					
101CMA · Community Relations					

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Type	Date	Num	Name	Memo	Amount
	1014617 · Equipment & Furniture				
Check	05/09/2020	CC April	JP Morgan Chase	Monthly e-communication service	76.76
	Total 1014617 · Equipment & Furniture				76.76
	1014621 · Satellite Office Utilities				
Check	05/12/2020	136599	Nicor 78	Acct# 78-11-12-9467 Monthly Charges 3/27-4/25	129.66
	Total 1014621 · Satellite Office Utilities				129.66
	1014623 · Satellite Office Phone & Intrnt				
Check	05/15/2020	136608	Kuttenberg, Thomas W	Cell Phone Reimbursement - May	50.00
Check	05/15/2020	136633	Verizon Wireless (00002)	Inv# 9852826112 Monthly Charges	36.01
	Total 1014623 · Satellite Office Phone & Intrnt				86.01
	1014629 · Dues and Subscriptions				
Check	05/09/2020	CC April	JP Morgan Chase	Department Digital Monthly Newspaper Subscription	7.96
	Total 1014629 · Dues and Subscriptions				7.96
	1014691 · Health Insurance				
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	571.64
	Total 1014691 · Health Insurance				571.64
	1014692 · Dental, Vision & Life Insurance				
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	10.60
	Total 1014692 · Dental, Vision & Life Insurance				10.60
	Total 101CMA · Community Relations				882.63
	101VET · Veteran Affairs				
	1014792 · Dental, Vision & Life Insurance				
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	8.48
	Total 1014792 · Dental, Vision & Life Insurance				8.48
	Total 101VET · Veteran Affairs				8.48
	Total 101CVA · Community & Veteran Affairs				891.11
	101ES · ES - Expenditures				
	1014802 · Equipment				
Check	05/09/2020	CC April	JP Morgan Chase	Drill bit and hex head screw	12.35
	Total 1014802 · Equipment				12.35
	1014808 · Education & Training				
Check	05/15/2020	136619	IESMA	Inv# 5939 Member Dues - G. Crews	65.00

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Type	Date	Num	Name	Memo	Amount
Total 1014808 · Education & Training					65.00
1014813 · Vehicle Fuel & Maintenance					
Check	05/09/2020	CC April	JP Morgan Chase	Headlights for UTV (2)	112.24
Check	05/09/2020	CC April	JP Morgan Chase	Auto fuse/Hardware supplies for vehicle maintenance	58.94
Check	05/09/2020	CC April	JP Morgan Chase	Light bar for UTV	272.96
Total 1014813 · Vehicle Fuel & Maintenance					444.14
1014814 · Communications					
Check	05/15/2020	136633	Verizon Wireless (00002)	Inv# 9852826112 Monthly Charges	93.21
Total 1014814 · Communications					93.21
1014891 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	983.23
Total 1014891 · Health Insurance					983.23
1014892 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	8.48
Total 1014892 · Dental, Vision & Life Insurance					8.48
Total 101ES · ES - Expenditures					1,606.41
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	05/15/2020	136621	Kopon Airdo, LLC	Inv# 190-0001-30122 Legal Services	13,246.26
Total 1014502 · Legal Services					13,246.26
Total 101LEA · Legal & Auditing					13,246.26
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	05/12/2020	136590	Bade Supply	Inv# 35756 Disposable Gloves/Cleaning Bottles/Cleaner/Towels	195.60
Total 1014205 · Janitorial Supplies					195.60
1014209 · Building Contracts					
Check	05/12/2020	136594	Fox Valley Fire & Safety	Inv# 349006 Hood Extinguisher inspection/Service	177.00
Total 1014209 · Building Contracts					177.00
1014218 · Vehicle Maintenance - Town					
Check	05/15/2020	136639	Valvoline	Inv# 22546 Oil Change	65.42
Total 1014218 · Vehicle Maintenance - Town					65.42
1014221 · Cell Phone/Communications					

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136633	Verizon Wireless (00002)	Inv# 9852826112 Monthly Charges	233.47
Total 1014221 · Cell Phone/Communications					233.47
1014291 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	5,842.16
Total 1014291 · Health Insurance					5,842.16
1014292 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	29.68
Total 1014292 · Dental, Vision & Life Insurance					29.68
Total 101MAIN · Facilities Maintenance					6,543.33
101PAN · Pantry					
1014161 · Utilities					
Check	05/15/2020	136635	Village of Hanover Park	Acct# 3940-001 Water/Sewer April	38.87
Total 1014161 · Utilities					38.87
1014191 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	1,200.44
Total 1014191 · Health Insurance					1,200.44
1014192 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	13.95
Total 1014192 · Dental, Vision & Life Insurance					13.95
Total 101PAN · Pantry					1,253.26
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	05/09/2020	CC April	JP Morgan Chase	Backup phoneline monthly fee	136.16
Check	05/12/2020	136588	AT&T 803	Acct# 630 Z99-0161 803 2 Monthly Charges 4/16-5/15	103.30
Check	05/15/2020	136616	Call One	Inv# 229476 Monthly Charges 5/15-6/14	757.15
Total 1014402 · Telephone - Town					996.61
1014405 · Internet Access - Town					
Check	05/15/2020	136611	AT&T 824	Acct 253810824 Back-up Internet	83.77
Total 1014405 · Internet Access - Town					83.77
Total 101THE · Town Hall Expense					1,080.38
101TOE · Town Office Expense					
1014404 · Office Supplies					

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136629	Staples	Inv# 3445754413 Coffee/Coffee Supplies	199.45
Total 1014404 · Office Supplies					199.45
1014414 · Memberships, Subs & Publication					
Check	05/15/2020	136607	Metropolitan Township Association	MTA Annual Dues	3,000.00
Check	05/15/2020	136632	Township Supervisors of Illinois	Annual Membership Dues - McGuire	35.00
Total 1014414 · Memberships, Subs & Publication					3,035.00
1014530 · Financial Administration					
Check	05/15/2020	136618	Governmental Accounting, Inc	Inv# 58768 Monthly Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014560 · Emergency Contingency Fund					
Check	05/09/2020	CC April	JP Morgan Chase	Station 24 Hour Laptop case/mattress covers (4)	71.88
Check	05/09/2020	CC April	JP Morgan Chase	COVID-19 Disaster HTES 24 hour Staffing supplies	270.37
Check	05/09/2020	CC April	JP Morgan Chase	COVID-19 Disaster HTES 24 hour Staffing Supplies/Meals	868.31
Check	05/09/2020	CC April	JP Morgan Chase	Cloth face masks (120)	221.21
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 993127 Covid 19 Supplies/PPE	29.61
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 1232909 Covid 19 Supplies/PPE	414.70
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 1244636 Covid 19 Supplies/PPE	3.48
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 3177699 Covid 19 Supplies/PPE	112.35
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 2605128 Covid 19 Supplies/PPE	424.74
Check	05/15/2020	136626	McKesson Medical Surgical	Inv# 2313412 Covid 19 Supplies/PPE	836.75
Total 1014560 · Emergency Contingency Fund					3,253.40
1014591 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	3,852.87
Total 1014591 · Health Insurance					3,852.87
1014592 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	41.51
Total 1014592 · Dental, Vision & Life Insurance					41.51
Total 101TOE · Town Office Expense					15,782.23
104ASR · Assessor's Division					
1044491 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	2,298.00
Total 1044491 · Health Insurance					2,298.00
1044492 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	15.90
Total 1044492 · Dental, Vision & Life Insurance					15.90

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Type	Date	Num	Name	Memo	Amount
Total 104ASR · Assessor's Division					2,313.90
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094611 · Education & Training					
Check	05/09/2020	CC April	JP Morgan Chase	Video Conferencing Monthly Membership Fee	14.99
Total 1094611 · Education & Training					14.99
1094691 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	4,674.99
Total 1094691 · Health Insurance					4,674.99
1094692 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	56.35
Total 1094692 · Dental, Vision & Life Insurance					56.35
Total 109ADM · Administration & Clinical					4,746.33
109OUT · Outreach & Prevention					
1094651 · Cellphones					
Check	05/15/2020	136633	Verizon Wireless (00002)	Inv# 9852826112 Monthly Charges	214.48
Total 1094651 · Cellphones					214.48
1094791 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	1,143.28
Total 1094791 · Health Insurance					1,143.28
1094792 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	27.56
Total 1094792 · Dental, Vision & Life Insurance					27.56
Total 109OUT · Outreach & Prevention					1,385.32
Total 109YFS · Youth & Family Services					6,131.65
Total 1014 · Town Fund - Expenditures					62,540.59
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	05/09/2020	CC April	JP Morgan Chase	Indeed recruitment for Saturday Receptionist and Bus Driver	421.01
Total 1104523 · Recruitment					421.01
1104524 · Utilities					
Check	05/15/2020	136636	Village of Bartlett	Acct# 62447 Water/Sewer	108.21

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136636	Village of Bartlett	Acct# 63818 Water/Sewer	47.04
Total 1104524 · Utilities					155.25
1104525 · Telephone & High Speed Internet					
Check	05/15/2020	136633	Verizon Wireless (00002)	Inv# 9852826112 Monthly Charges	118.93
Total 1104525 · Telephone & High Speed Internet					118.93
1104527 · Equipment					
Check	05/12/2020	136600	Quench USA, Inc.	Inv# 2430889 Water Cooler Rental	162.22
Check	05/15/2020	136623	Leaf (618-008)	Inv# 10590622 Lower Level Copier Lease	60.00
Check	05/15/2020	136624	Leaf (618-003)	Inv# 10601602 Postage Machine Lease	87.00
Total 1104527 · Equipment					309.22
1104533 · Printing					
Check	05/12/2020	136591	COTG	Inv# 2355191 Copy Charges	469.73
Total 1104533 · Printing					469.73
1104534 · Dues, Subs, & Publications					
Check	05/09/2020	CC April	JP Morgan Chase	Adobe monthly membership fee	15.93
Total 1104534 · Dues, Subs, & Publications					15.93
1104591 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	3,281.23
Total 1104591 · Health Insurance					3,281.23
1104592 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	19.25
Total 1104592 · Dental, Vision & Life Insurance					19.25
Total 1104ADM · Administration					4,790.55
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	05/09/2020	CC April	JP Morgan Chase	Cafe Food	37.22
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511217 Congregate Food	160.64
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511230 Congregate Food	158.35
Check	05/12/2020	136596	Gordon Food Service	Inv# 202114649 Congregate Food	239.95
Check	05/12/2020	136596	Gordon Food Service	Credit 14201892	-23.97
Check	05/12/2020	136597	Highland Baking Company	Inv# 2286386 Congregate Food	20.04
Check	05/12/2020	136597	Highland Baking Company	Inv# 2286864 Congregate Food	46.43
Total 1105551 · Congregate Food					638.66
1105553 · Congregate Supplies					
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511217 Congregate Supplies	10.10

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Type	Date	Num	Name	Memo	Amount
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511230 Congregate Supplies	53.50
Check	05/12/2020	136596	Gordon Food Service	Inv# 202114649 Congregate Supplies	36.13
Total 1105553 · Congregate Supplies					99.73
1105558 · Home Delivered Meals Food					
Check	05/09/2020	CC April	JP Morgan Chase	HDM Food	37.21
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511217 HDM Food	160.63
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511230 HDM Food	158.35
Check	05/12/2020	136596	Gordon Food Service	Inv# 202114649 HDM Food	239.95
Check	05/12/2020	136596	Gordon Food Service	Credit 14201892	-23.96
Check	05/12/2020	136597	Highland Baking Company	Inv# 2286386 HDM Food	20.04
Check	05/12/2020	136597	Highland Baking Company	Inv# 2286864 HDM Food	46.42
Check	05/15/2020	136628	Pur Foods LLC dba Mom's Meals	Inv# MM04302020-2 Special Dietary Meals (56)	369.04
Total 1105558 · Home Delivered Meals Food					1,007.68
1105560 · Home Delivered Meals Supplies					
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511217 HDM Supplies	10.10
Check	05/12/2020	136595	Get Fresh Produce, Inc	Inv# 3511230 HDM Supplies	53.50
Check	05/12/2020	136596	Gordon Food Service	Inv# 202114649 HDM Supplies	36.12
Total 1105560 · Home Delivered Meals Supplies					99.72
1105792 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	5.30
Total 1105792 · Dental, Vision & Life Insurance					5.30
Total 1104NUT · Nutrition					1,851.09
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	05/09/2020	CC April	JP Morgan Chase	Storage for Gift Shop items	45.96
Check	05/09/2020	CC April	JP Morgan Chase	Adobe monthly subscription fee	15.93
Check	05/09/2020	CC April	JP Morgan Chase	Deposit for group trip to Hornblower Cruises	396.66
Check	05/15/2020	136604	Emilie L Lucchesi	Inv# HP3 Senior Presentation - Heroes	200.00
Check	05/15/2020	136605	Joan Davis	Senior Presentation - Covid 19	150.00
Check	05/15/2020	136605	Joan Davis	Food Facilities Virtual Program	125.00
Check	05/15/2020	136606	Denise Laurin-Donatelle	Inv# 050820 Senior Presentation - Art History	75.00
Check	05/15/2020	136625	MIndful Innovations Consulting, LLC	Inv# 050920 Senior Presentation - Exploring Incarceration	65.00
Check	05/15/2020	136631	Tranquility Yoga Studio	Virtual Yoga Instruction - May/June	2,447.35
Total 1104515 · Programming					3,520.90
1104532 · Visual Arts					
Check	05/15/2020	136620	Krall, Marianne	Art Class Clay/Clay Tool Supplies	78.88
Total 1104532 · Visual Arts					78.88
1104891 · Health Insurance					

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	5,579.23
Total 1104891 · Health Insurance					5,579.23
1104892 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	24.38
Total 1104892 · Dental, Vision & Life Insurance					24.38
Total 1104PRO · Enrichment Programs					9,203.39
1104SOC · Social Services					
1104519 · Senior Assistance					
Check	05/09/2020	CC April	JP Morgan Chase	Client Assistance (issues with housing)	185.28
Total 1104519 · Senior Assistance					185.28
1104991 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	673.51
Total 1104991 · Health Insurance					673.51
1104992 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	10.60
Total 1104992 · Dental, Vision & Life Insurance					10.60
Total 1104SOC · Social Services					869.39
1104TRN · Transportation					
1104513 · Alternate Transportation					
Check	05/09/2020	CC April	JP Morgan Chase	Alternate Transportation (4)	440.00
Total 1104513 · Alternate Transportation					440.00
1104518 · Vehicle Maintenance					
Check	05/15/2020	136612	Airstream Pressure Washing Inc	Inv# 6103 On Site Bus Washing (8)	250.00
Total 1104518 · Vehicle Maintenance					250.00
1104547 · Dispatch Software					
Check	05/15/2020	136617	Ecolane USA Inc.	Inv# 102046 Annual Transportation Software Tech Support	10,680.00
Total 1104547 · Dispatch Software					10,680.00
1104550 · Telephone					
Check	05/09/2020	CC April	JP Morgan Chase	USB cord for tablet (2)	22.30
Check	05/15/2020	136638	Verizon Wireless	Acct# 742025529 Monthly Charges	512.38
Total 1104550 · Telephone					534.68
1104691 · Health Insurance					

Hanover Township Board Audit Report - FY21

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	5,979.38
Total 1104691 · Health Insurance					5,979.38
1104692 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	63.05
Total 1104692 · Dental, Vision & Life Insurance					63.05
Total 1104TRN · Transportation					17,947.11
Total 1104 · Aging Services - Expenditures					34,661.53
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	05/15/2020	136629	Staples	Inv# 3445047110 Plastic Bags/Broom	172.01
Total 2024202 · Office Supplies					172.01
2024204 · Equipment					
Check	05/15/2020	136640	Waterlogic	Inv# 27831Water Machine Rental 4/4-5/3	38.00
Total 2024204 · Equipment					38.00
2024210 · Printing					
Check	05/15/2020	136614	Braden Interact Business Products (WS)	Inv# 636887 Copy Charges	35.15
Total 2024210 · Printing					35.15
2024510 · Miscellaneous					
Check	05/09/2020	CC April	JP Morgan Chase	COVID-19 Employee Lunch Coverage (7)	172.75
Total 2024510 · Miscellaneous					172.75
2024591 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	2,298.00
Total 2024591 · Health Insurance					2,298.00
2024592 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	27.73
Total 2024592 · Dental, Vision & Life Insurance					27.73
Total 2024ADM · Administration					2,743.64
2024HOM · Home Relief					
2024102 · Rent					
Check	05/06/2020	5475	Larry Bennett	May 2020 Rent	500.00
Check	05/06/2020	5476	Spring Lakes Estates	May 2020 Rent	750.00
Check	05/06/2020	5477	Spring Lakes Estates	May 2020 Rent	655.00

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Type	Date	Num	Name	Memo	Amount
Check	05/06/2020	5478	Michelle Breen	May 2020 Rent	500.00
Check	05/06/2020	5479	Cynthia Wheelock	May 2020 Rent	550.00
Check	05/06/2020	5480	Northwest Compass	May 2020 Rent	300.00
Check	05/06/2020	5481	Hanover Homes LLC	May 2020 Rent	750.00
Check	05/06/2020	5482	James Susman	May 2020 Rent	650.00
Total 2024102 · Rent					4,655.00
2024103 · Utilities					
Check	05/06/2020	5472	Com Ed	Utilities Assistance	59.62
Check	05/06/2020	5473	Village of Streamwood	Utilites Assistance	71.95
Check	05/06/2020	5474	Village of Streamwood	Utilites Assistance	129.51
Total 2024103 · Utilities					261.08
2024105 · Personal Essentials					
Check	05/06/2020	5470	Walmart	Personal Essentials	525.00
Check	05/06/2020	5471	Walmart	Personal Essentials	695.00
Total 2024105 · Personal Essentials					1,220.00
2024119 · Emergency Assistance					
Check	05/15/2020	5483	Blackhawk Apartments	Emergency Assistance	1,071.21
Total 2024119 · Emergency Assistance					1,071.21
Total 2024HOM · Home Relief					7,207.29
Total 2024 · Human Services - Expenditures					9,950.93
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	05/15/2020	136621	Kopon Airdo, LLC	Inv# 190-0007-30123 Legal Services	255.90
Total 3034701 · Legal					255.90
3034708 · Training & Conferences					
Check	05/09/2020	CC April	JP Morgan Chase	Department of Transportation Supervisors Training course (Hanson)	40.00
Total 3034708 · Training & Conferences					40.00
3034711 · Utilities					
Check	05/12/2020	136598	Nicor 44	Acct# 44-51-77-1000 8 Monthly Charges 3/18-4/17	270.28
Total 3034711 · Utilities					270.28
3034791 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	1,143.28
Total 3034791 · Health Insurance					1,143.28

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Type	Date	Num	Name	Memo	Amount
3034792 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	10.60
Total 3034792 · Dental, Vision & Life Insurance					10.60
Total 3034ADM · Administration					1,720.06
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	05/12/2020	136592	Dupage Topsoil, Inc.	Inv# 049802 Topsoil	210.00
Check	05/12/2020	136593	Earth, Inc	Inv# 21929 Topsoil	640.00
Total 3034602 · Operating Supplies & Materials					850.00
3034610 · Street Lighting					
Check	05/15/2020	136615	Com Ed 051	Acct# 5619024051 Monthly Charges 4/2-5/1	35.77
Total 3034610 · Street Lighting					35.77
Total 3034ROD · Road Maintenance					885.77
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	05/15/2020	136622	Kammes Auto & Truck Repair, Inc.	Inv# 130864 State Inspections (3)	105.00
Total 3034609 · Maintenance Vehicles & Equip					105.00
Total 303EQM · Equipment					105.00
Total 3034 · Road Maintenance - Expenditures					2,710.83
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054014 · Equip / Database					
Check	05/15/2020	136653	Launch Digital Marketing	Inv# L45792 Website Hosting	50.00
Total 5054014 · Equip / Database					50.00
5054591 · Health Insurance					
Check	05/15/2020	136637	United Healthcare	Monthly Medical Premiums	1,726.36
Total 5054591 · Health Insurance					1,726.36
5054592 · Dental, Vision & Life Insurance					
Check	05/15/2020	136634	Vision Service Plan	Acct# 30070457 May Premium	13.95
Total 5054592 · Dental, Vision & Life Insurance					13.95
Total 5054ADM · Administration					1,790.31
5054COM · HT Community Resource Center					
5054210 · Utilities					

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Type	Date	Num	Name	Memo	Amount
Check	05/15/2020	136649	Groot, Inc (114943)	Inv# 5467300 Monthly Charges	119.72
Check	05/15/2020	136660	Village of Streamwood Water Billing Dept.	Acct# 105006200-1000053 Monthly Charges	66.88
Total 5054210 · Utilities					186.60
5054286 · Agency Support Services					
Check	05/15/2020	136645	Comcast (MHB 823)	Acct 8771 10 084 0485823 Monthly Cable/Internet 5/2-6/1	199.19
Check	05/15/2020	136659	Quench USA, Inc.	Inv# 2450097 Water Cooler Rental	55.00
Total 5054286 · Agency Support Services					254.19
Total 5054COM · HT Community Resource Center					440.79
5054SVC · Service Contracts					
5054102 · CAC Family Support					
Check	05/15/2020	136646	Childrens Advocacy Ctr of Nwst Co County	Covid 19 Assistance	2,500.00
Total 5054102 · CAC Family Support					2,500.00
5054123 · Easter Seals					
Check	05/15/2020	136647	Easter Seals DuPage & Fox Valley Region	Covid 19 Assistance	22,875.00
Total 5054123 · Easter Seals					22,875.00
5054128 · RENZ Outpatient					
Check	05/15/2020	136655	Renz Addiction Counseling Center	Covid 19 Assistance	15,000.00
Total 5054128 · RENZ Outpatient					15,000.00
5054130 · Northwest Casa					
Check	05/15/2020	136654	Northwest CASA	Covid 19 Assistance	2,125.00
Total 5054130 · Northwest Casa					2,125.00
5054146 · Bridge YFS Crisis Intervention					
Check	05/15/2020	136657	The Bridge Youth & Family Services	Covid 19 Assistance	1,250.00
Total 5054146 · Bridge YFS Crisis Intervention					1,250.00
5054162 · Tide Transportation					
Check	05/15/2020	136643	A#1 Cab Dispatch Inc	Tide Transportation Services	633.00
Total 5054162 · Tide Transportation					633.00
5054165 · Alexian Bros - Outpatient Psych					
Check	05/15/2020	136644	Alexian Mental Health Center	Covid 19 Assistance	3,125.00
Total 5054165 · Alexian Bros - Outpatient Psych					3,125.00
5054169 · GEFCC - Case Mgmt					
Check	05/15/2020	136648	Greater Elgin Family Care Center	Covid 19 Assistance	2,000.00

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Type	Date	Num	Name	Memo	Amount
			Total 5054169 · GEFCC - Case Mgmt		2,000.00
			5054175 · WINGS Transitional Shelter		
Check	05/15/2020	136658	Wings	Covid 19 Assistance	750.00
			Total 5054175 · WINGS Transitional Shelter		750.00
			5054192 · Leyden FS - Detox/Rehab		
Check	05/15/2020	136652	Leyden Family Services	Covid 19 Assistance	10,000.00
			Total 5054192 · Leyden FS - Detox/Rehab		10,000.00
			5054200 · Kenneth Young Center - SASS		
Check	05/15/2020	136651	Kenneth Young Center	Covid 19 Assistance	3,250.00
			Total 5054200 · Kenneth Young Center - SASS		3,250.00
			5054201 · Journeys Hope Center		
Check	05/15/2020	136650	Journey from PADS to HOPE	Covid 19 Assistance	625.00
			Total 5054201 · Journeys Hope Center		625.00
			5054203 · Clearbrook - Residential		
Check	05/12/2020	136589	Clearbrook	Residential Services	1,835.00
			Total 5054203 · Clearbrook - Residential		1,835.00
			5054224 · Shelter Group Homes		
Check	05/15/2020	136656	Shelter, Inc	Covid 19 Assistance	750.00
			Total 5054224 · Shelter Group Homes		750.00
			Total 5054SVC · Service Contracts		66,718.00
			Total 5054 · Mental Health - Expenditures		68,949.10
			8084 · Capital Projects - Expenditures		
			8084420 · Izaak Walton Ctr Improvements		
Check	05/15/2020	136630	Schroeder Asphalt Services, Inc	Inv# 2020-121 Sherwood Oaks Resurfacing Project	17,886.21
			Total 8084420 · Izaak Walton Ctr Improvements		17,886.21
			Total 8084 · Capital Projects - Expenditures		17,886.21
TOTAL					197,037.19

- I. Call to Order/Roll Call: Supervisor McGuire called the meeting to order at 7:05 p.m. He then read the following into the record: On March 9, 2020, in light of the circumstances surrounding the public health emergency caused by the novel coronavirus known as Covid-19, Governor Pritzker issued a Disaster Proclamation for the State of Illinois. He renewed this proclamation on April 30, 2020 and it is still in effect. Shortly afterward, on March 16, 2020, Governor Pritzker issued Executive Order 2020-07, which suspends for the duration of the Gubernatorial Disaster Proclamation, certain provisions of the Illinois Open Meetings Act. Specifically, the Order suspends the in-person attendance by members of a public body and suspends the conditions limiting when remote participation is permitted for attendance at a public meeting. That Executive Order was also renewed by Executive Order 2020-33 signed on April 30, 2020. Therefore, pursuant to Executive Orders 2020-07 and 2020-33, those members of the Township Board attending this May 5, 2020 Board Meeting by means other than physical presence are doing so lawfully. This participation is by videoconference. These same Executive Orders further provide that public bodies are encouraged to provide video, audio and/or telephonic access to meetings to ensure members of the public may monitor the meeting, and to update their websites and social media feeds to keep the public fully apprised of any modifications to the format of meetings due to Covid19. This Board should note that the Township posted information about this meeting on the website and regularly used social media platforms, Facebook, Twitter, Instagram, and LinkedIn. This information shared with the public the way in which they could participate in the meeting, submit comments and monitor the meeting in light of the ongoing public health emergency.

Clerk Dolan Baumer called the roll; physically present were Supervisor McGuire and Clerk Dolan Baumer. Via teleconference, Trustees Beattie, Essick, Martinez, and Moinuddin were also in attendance.

Others present either in person or via teleconference were Assessor Tom Smogolski, Aging Services Director Tracey Colagrossi*, Human Services Director Mary Jo Imperato*, Community Health Director Kristin Smith*, Community and Veterans Affairs Director Tom Kuttentberg*, Emergency Services Director Mike Crews*, Facilities and Road Maintenance Director Caleb Hanson, Youth and Family Services Director Tina Houdek*, Mental Health Board Manager Amanda Teachout*, Administrator James Barr, Attorney Mike Airdo*, Attorney Mark Kimzey*, and residents via Zoom. *Attendance via teleconference.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. No public was present or via teleconference at this time, and Mr. McGuire closed the Town Hall.
- IV. Presentations: No presentations were made.
- V. Reports
 - A. Supervisor's Report: Supervisor McGuire reported that while many residents received stimulus checks it does not disqualify them for assistance from the Township as the Federal and State do not consider the checks payments against income. The Supervisor has the ability to make a rule not to count the stimulus check against receiving GA funds; the Board has been notified of this rule. Meanwhile, Mr. McGuire has been in

communication with the Township Officials Supervisors Division and Senator Castro asking that the Governor pronounce that stimulus checks not be held against GA applicants. On another note, the Township is continuing work on acquiring the property in Hanover Park for the planned Emergency Services garage. Attorney Kimzey went into more detail regarding the process, from the County Land Bank, to assistance from Commissioner Morrison to help facilitate the application process through the County Board, to a proposed amendment to the County Board, which would help usher this process along; he is continuing to monitor the process and progress and would keep the Board updated.

Today, Director Imperato alerted the Supervisor that a former Township employee who served jail time was using a UPS account claiming they were an agent of Hanover Township, which is against the law. He and Attorney Airdo would keep the Board apprised of the law enforcement actions. At this point, nothing has been taken or stolen from the Township.

The Supervisor then compliment staff on continuing to provide services to residents. Compliments to the volunteers who are staffing the 24/7 Emergency Services since March 17 to ensure quicker responses to residents. To have more space for those volunteers, he paid the Bartlett Volunteer Fire \$2,700 to lease the other space at the Barn. Under the emergency powers assigned to the Supervisor, he also authorized the purchase of self-contained breathing apparatuses.

Finally, Township staff has been notified about the change in the Personnel Policy.

- B. Clerk's Report: The Clerk offered a check as payment from the County for use of our facilities for the Spring Elections – polling places and receiving station.
- C. Assessor's Report: The Assessor reported that there is no news on the tax front.
- D. Trustee Liaison Committee Reports: While no reports were provided, due to committee meetings on hold for the duration, Trustee Beattie did relate a story of her mother's first experience with an American, a soldier in Germany.
- E. Department Reports: Highlights included Director Kuttner reporting that Veteran Services continues to be highly utilized, and five veterans have been added to Ms Wollenberg's work list. The Village of Hanover Park accepted two articles for their newsletter; the TOI Perspective magazine also accepted an article from Hanover Township. The Director reported that the Township is experiencing above average media usage by the public. He is working with Representative Krishnamoorthi to receive reimbursement through FEMA/IEMA for PPE and other emergency supplies. Giving Tuesday produced \$2,800 in contributions through thirty donors. The link is on the Township website.

Director Houdek reported that Youth and Family Services Open Gym started and is operating through May with about 25 participants. The Parents Support group is being held in Spanish and English. In April, 185 phone/virtual conferences were held with clients and families; 150 check-up calls were made from mid April. The Alternative to Suspension with middle and high school students is being held, virtually, each week. The Substance Prevention virtual leadership group is also being held. Staff is working on providing virtual tutoring programs for summer and helping other departments, whether it is on the phones, at the food pantry, or other needs of the Township.

Mental Health Board Manager Teachout reported that the Board is researching how the pandemic has affected the agencies, and has met with Federal and State representatives to discuss options. 93 rides were provided to essential workers in the community. The MHB website has been updated to include new agencies.

Director Imperato reported that 130 families were served in May; the Hanover Township Foundation has raised \$120,000 since the virus began. The food pantry is well stocked; the need now is for fresh items. The Township received \$2,000 for groceries from the Village of Streamwood. She is currently working on two grants for food. Some key volunteers are coming back. 23 applicants for Emergency Assistance have been reviewed and three have been approved. The Salvation Army and LIHEAP are seeing their share of those in need; the department is offering virtual workshops on staying healthy during a pandemic.

Director Smith reported that the Township hosted a blood drive – a success with 22 units collected. The department is monitoring situational updates from IDPH and CDC, including notification of additional symptoms: muscle aches, chills, headache, etc. An updated form for employee wellness has been created to include these additional symptoms. They are well supplied with PPEs; Pam and Sarah have been making wellness calls and Pam has been making cloth masks to give to older adults.

A thank you went out from Director Crews to Director Smith for her support of the 24/7 volunteer Emergency Services operation. 4,156 hours have been logged thus far over the pandemic with unprecedented response times from the volunteers. PPEs are stocked. The volunteers are using down time to do maintenance on the vehicles and equipment, and a robust training schedule has been instituted.

Assistant Administrator Vana reported that the new server would be started next Friday through Sunday. The staff evaluation process is being completed over the next two weeks. Admin staff has been rotated at reception in the Township.

Facilities & Maintenance Director Hanson reported that the department has sufficient supplies of cleaning/bleaching agents. The staff has been disinfecting the facilities and busses. Temporary shields have been put up at the main reception desks to shield staff/residents and to help maintain distancing, until a permanent solution is devised. He recently met with the residents of Chapel Creek and Paul Halverson to discuss a particular drainage issue in that area; it was determined that the swale flooding was due to another resident's water feature that created a creek. The original plats are being looked at to come to a resolution. Mr. McGuire asked about a particular code enforcement issue, to which Mr. Hanson replied that the business has moved, negating the issue.

Director Colagrossi is leaving to work at Arlington Heights Senior Services; Mr. McGuire said that Hanover Township is proud to spread our talent throughout Illinois. The Director reported that the lending closet continues to increase usage; curbside meal pick up is upwards to 50 per day; 182 deliveries are being made to the homebound through Meals on Wheels. The department is providing 80 to 90 rides for residents per week. Business of the Center is being conducted via telephone calls and the Internet, as are exercise and other programming. In April, as it was Volunteer Recognition Month, signs thanking them went up all over the township at volunteers' homes.

Supervisor McGuire is invoking emergency powers to fill the Director position. In the interim, Assistant Administrator Vana will fill the position as Interim Director. A formal “send-off” will be held at a later date for Director Colagrossi.

As more people joined the meeting in progress, Mr. McGuire asked for the indulgence and patience from the residents as we navigate this new way of holding meetings.

- VII. Bill Paying: Mr. Barr presented the bills for payment from April 7, 2020 through May 4, 2020 as follows:

a.	Town	\$106,541.79
b.	Senior Services	56,524.66
c.	General Assistance	8,835.17
d.	Road Maintenance	7,064.44
e.	Mental Health Board	135,244.59
f.	Vehicle	200.00
g.	Capital	<u>0.0</u>
	Total	<u>\$314,410.65</u>

A motion was made by Trustee Beattie and seconded by Trustee Martinez to approve payment of the bills as presented from April 7, 2020 through May 4, 2020. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VIII. Unfinished Business: Executive Session Minutes of March 24, 2020: Clerk Dolan Baumer asked that the Board approve the Executive Session minutes that were table on April and before the Board for approval today. Trustee Beattie moved to approve the Executive Session minutes of arch 24, 2020; motion seconded by Trustee Martinez. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Nays: None. Motion carried.

- IX. New Business:

- A. Board Meeting Minutes of April 7, 2020: Clerk Dolan Baumer presented the minutes from the Board meeting of April 7, 2020 for review and approval. Trustee Essick moved to approve the Board meeting of April 7, 2020; motion seconded by Trustee Beattie and a roll call followed. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- B. Resolution to Extend the March 17, 2020 Proclamation of a Disaster in Hanover Township: Trustee Martinez moved to approve resolution #0505201 extending the Disaster Proclamation in Hanover Township; the motion was seconded by Trustee Moinuddin and a roll call voted followed. Roll call: Ayes: Trustees Beattie, Essick, Martineiz, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.
- C. Resolution to Approve a Change Order to the Izaak Walton Center Improvement Project: Trustee Essick moved to approve resolution #0505202 approving a change order to the Izaak Walton Center Improvement project; motion seconded by Trustee Beattie. Director Hanson outlined the need for the additional \$10,000 for resurfacing materials, as the existing base was discovered not deep enough for the planned resurfacing. Roll call: Ayes: Trustees Beattie, Martinez, Moinuddin, and Essick, and Supervisor McGuire. Motion carried.
- D. Consideration of Arlingdale Lake Treatment: Trustee Beattie moved that the Board

consider the Arlingdale Lake treatment; motion seconded by Trustee Moinuddin. Discussion ensued. The residents are once again looking for \$1,000 to supplement the cost of the water treatment; this money would be added to that donated by the Streamwood Park District and Village of Streamwood. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Moinuddin, and Supervisor McGuire. Motion unanimously carried.

- E. Consideration of Additional Steps to Ensure the Health, Safety and Welfare of Township Residents regarding the Coronavirus: Mr. Barr reported that staff continues to be creative in the ways they are doing their jobs. Volunteers will start returning this week. With regard to powers granted to the Supervisor during this emergency, Mr. McGuire reported that he has leased space at the fire bar, acquired PPEs, authorized purchase of self-contained breathing apparatuses by Emergency Services, will assist in filling the vacancy in Director Colagrossi's position, and authorized meals to the volunteers. He hopes that our first in-person meeting will be held on June 2.
- X. Executive Session: No motion to go into Executive Session was made.
- XI. Other Business: Mr. McGuire asked that the Board consider taking janitorial services back inhouse. It will be very important to show our residents that we take cleanliness and sanitation very seriously. With the Board's concurrence, they gave direction to staff to start researching options. The idea of "certification of cleanliness" and setting of standards was discussed and will be researched, as well.
- XII. Adjournment: There being no further business to come before this Board, a motion to adjourn at 8:57 p.m. was made by Trustee Beattie and seconded by Trustee Martinez followed by a roll call vote. Ayes: Trustees Beattie, Moinuddin, Essick and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer
Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Senior and Welfare Services, Y&F Services, Community & Veterans Affairs

RESOLUTION _____

**A RESOLUTION
TO APPROVE A GRANT AGREEMENT BETWEEN THE STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES AND HANOVER TOWNSHIP**

BE IT RESOLVED by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: APPROVAL. The Grant Agreement (the “Agreement”) between the State of Illinois, Department of Natural Resources, and Hanover Township, a copy of which is appended hereto and expressly incorporated herein by reference, to provide funding assistance for the development of the Izaak Walton Reserve under the Open Space Lands Acquisition and Development Grant Program is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION THREE: SEVERABILITY. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances or Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: May 19, 2020

APPROVED: May 19, 2020

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on May 19, 2020, and approved on May 19, 2020, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

GRANT AGREEMENT



**BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES
AND
HANOVER TOWNSHIP**

The Illinois Department of Natural Resources (Grantor), with its principal office at One Natural Resources Way, Springfield, IL 62702-1271
and Hanover Township (Grantee), with its principal office at 250 S IL Route 59, Bartlett, Illinois 60103
and payment address (if different than principal office) at _____
hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

**PART ONE – THE UNIFORM TERMS
RECITALS**

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

**ARTICLE I
AWARD AND GRANTEE SPECIFIC INFORMATION AND CERTIFICATION**

1.1 DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 035124114 is Grantee's correct DUNS number, that 362750477 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Pharmacy-Non Corporate |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Tax Exempt |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation | <input type="checkbox"/> P = partnership |
| <input type="checkbox"/> Governmental Unit | <input type="checkbox"/> C = corporation |
| <input type="checkbox"/> Estate or Trust | |

If Grantee has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 tax form with this Agreement.

1.2 Amount of Agreement. Grant Funds (check one) shall not exceed are estimated to be \$400,000 of which \$0 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this agreement.

1.3 Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is N/A the federal awarding agency is N/A and the Federal Award date is N/A. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is N/A and Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is 422-11-0970.

1.4 Term. This contract shall commence upon the last dated signature of the Parties and shall terminate twenty-four (24) months from the date of full execution.

1.5 Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6 Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

Illinois Department of Natural Resources

Hanover Township

By: _____
Signature of Director of IDNR

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____

Printed Name: _____

E-mail: _____

Date: _____

Title: _____

Printed Name: Colleen Callahan

Printed Title: _____
Designee

By: _____
Signature of Chief Financial Officer

Date: _____

Printed Name: Brad Colantino

By: _____
Signature of Chief Counsel

Date: _____

Printed Name: Renee Snow

**ARTICLE II
REQUIRED REPRESENTATIONS**

2.1 Standing and Authority. Grantee warrants that:

(a) Grantee is duly validly existing and in good standing, under the laws of the state in which it was incorporated or organized.

(b) Grantee has the requisite power and authority to execute and deliver this Agreement and all documents to be executed by it in connection with this Agreement, to perform its obligations hereunder and to consummate the transactions contemplated hereby.

(c) If Grantee is organized under the laws of another jurisdiction, Grantee warrants that it is also duly qualified to do business in Illinois and is in good standing with the Illinois Secretary of State.

(d) The execution and delivery of this Agreement, and the other documents to be executed by Grantee in connection with this Agreement, and the performance by Grantee of its obligations hereunder have been duly authorized by all necessary entity action.

(e) This Agreement and all other documents related to this Agreement, including the Uniform Grant Application, the Exhibits and attachments to which Grantee is a party constitute the legal, valid and binding obligations of Grantee enforceable against Grantee in accordance with their respective terms.

2.2 Compliance with Internal Revenue Code. Grantee certifies that it does and will comply with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Revenue Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

2.3 Compliance with Federal Funding Accountability and Transparency Act of 2006. Grantee certifies that it does and will comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to \$25,000. A FFATA sub-award report must be filed by the end of the month following the month in which the award was made.

2.4 Compliance with Uniform Grant Rules (2 CFR Part 200). Grantee certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. See 44 Ill. Admin. Code 7000.30(b)(1)(A).

2.5 Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM if seeking an Award that is partially or fully paid by Federal funds, and registered with the State equivalent of SAM; (ii) be in good standing with the Illinois Secretary of State, if applicable; and (iii) have a valid DUNS number. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.

**ARTICLE III
DEFINITIONS**

3.1 Definitions. Capitalized words and phrases used in this Agreement have the following meanings:

“2 CFR Part 200” means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2, Part 200 of the Code of Federal Regulations.

“Agreement” or “Grant Agreement” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Allocable Costs” means costs allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. Costs allocable to a specific Program may not be shifted to other Programs in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by the terms of this Agreement, or for other reasons of convenience.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Award” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Budget” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“CFDA” or “Catalog of Federal Domestic Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Close-out Report” means a report from the Grantee allowing the Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Consolidated Financial Report” means a financial information presentation in which the assets, equity, liabilities, and operating accounts of an entity and its subsidiaries are combined (after eliminating all inter-entity transactions) and shown as belonging to a single reporting entity.

“Cost Allocation Plan” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“CSFA” or “Catalog of State Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Disallowed Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“DUNS Number” means a unique nine digit identification number provided by Dun & Bradstreet for each physical location of Grantee’s organization. Assignment of a DUNS Number is mandatory for all organizations seeking an Award from the state of Illinois.

“FAIN” means the Federal Award Identification Number.

“FFATA” or “Federal Funding Accountability and Transparency Act” has the same meaning as in 31 USC 6101; P.L. 110-252.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Fixed-Rate” has the same meaning as in 44 Ill. Admin. Code 7000.20. “Fixed-Rate” is in contrast to fee-for-service, 44 Ill. Admin. Code Part 7000.

“GAAP” or “Generally Accepted Accounting Principles” has the same meaning as in 44 Ill. Admin. Code 7000.

“Grant Funds” has the same meaning as in 30 ILCS 705.

“Grantee Portal” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of indirect costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

“Indirect Cost Rate Proposal” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Net Revenue” means an entity’s total revenue less its operating expenses, interest paid, depreciation, and taxes. “Net Revenue” is synonymous with “Profit.”

“Nonprofit Organization” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Notice of Award” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“OMB” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Prior Approval” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Profit” means an entity’s total revenue less its operating expenses, interest paid, depreciation, and taxes. “Profit” is synonymous with “Net Revenue.”

“Program” means the services to be provided pursuant to this Agreement.

“Program Costs” means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

“Program Income” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Related Parties” has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

“SAM” means the federal System for Award Management (SAM); which is the federal repository into which an entity must provide information required for the conduct of business as a recipient. 2 CFR 25 Appendix A (1)(C)(1).

“State” means the state of Illinois.

“Term” has the meaning set forth in Paragraph 1.4.

**ARTICLE IV
PAYMENT**

4.1 Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.2 Return of Grant Funds. Any Grant Funds remaining that are not expended or legally obligated by Grantee, including those funds obligated pursuant to ARTICLE XVII, at the end of the Agreement period, or in the case of capital improvement Awards at the end of the time period Grant Funds are available for expenditure or obligation, shall be returned to Grantor within forty-five (45) days. A Grantee who is required to reimburse Grant Funds and who enters into a deferred payment plan for the purpose of satisfying a past due debt, shall be required to pay interest on such debt as required by Section 10.2 of the Illinois State Collection Act of 1986. 30 ILCS 210; 44 ILL Admin Code 7000.450(c). In addition, as required by 44 Ill. Admin. Code 7000.440(b)(2), unless granted a written extension, Grantee must liquidate all obligations incurred under the Award at the end of the period of performance.

4.3 Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable Federal laws or regulations.

4.4 Payments to Third Parties. Grantee agrees that Grantor shall have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.5 Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantee shall be paid for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.6 Interest.

(a) All interest earned on Grant Funds held by a Grantee shall be treated in accordance with 2 CFR 200.305(b)(9), unless otherwise provided in **PART TWO** or **PART THREE**. Any amount due shall be remitted annually in accordance with 2 CFR 200.305(b)(9) or to the Grantor, as applicable.

(b) Grant Funds shall be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR Part 200.305(b)(8).

4.7 Timely Billing Required. Grantee must submit any payment request to Grantor within thirty (30) days of the end of the quarter, unless another billing schedule is specified in **PART TWO** or **PART THREE** or **Exhibit C**. Failure to submit such payment request timely will render the amounts billed an unallowable cost which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.8 Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or sub-grantee) must contain the following certification by an official authorized to legally bind the Grantee(or sub-grantee):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate, that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the state or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any further expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

ARTICLE V SCOPE OF GRANT ACTIVITIES/PURPOSE OF GRANT

5.1 Scope of Grant Activities/Purpose of Grant. Grantee will conduct the Grant Activities or provide the services as described in the Exhibits and attachments, including **Exhibit A** (Project Description) and **Exhibit B** (Deliverables), incorporated herein and in accordance with all terms and conditions set forth herein and all applicable administrative rules. In addition, the State's Notice of Award is incorporated herein as an attachment. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (The Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE**.

5.2 Scope Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Scope revision is necessary for one or more of the reasons enumerated in 2 CFR 200.308. All requests for Scope revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. See 2 CFR 200.308.

5.3 Specific Conditions. If applicable, specific conditions required after a risk assessment will be included in **Exhibit G**. Grantee shall adhere to the specific conditions listed therein.

**ARTICLE VI
BUDGET**

6.1. Budget. The Budget is a schedule of anticipated grant expenditures that is approved by Grantor for carrying out the purposes of the Award. When Grantee or third parties support a portion of expenses associated with the Award, the Budget includes the non-federal as well as the federal share (and State share if applicable) of grant expenses. The Budget submitted by Grantee at, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

6.3. Discretionary Line Item Transfers. Unless prohibited from doing so in 2 CFR 200.308, transfers between approved line items may be made without Grantor's approval only if the total amount transferred does not exceed the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars (\$1,000) of the Budget line item. Discretionary line item transfers may not result in an increase to the Budget.

6.4. Non-discretionary Line Item Transfers. Total line item transfers exceeding the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars (\$1,000) of the Budget line item require Grantor approval as set forth in Paragraph 6.2.

6.5. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached.

**ARTICLE VII
ALLOWABLE COSTS**

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement shall be determined in accordance with 2 CFR 200 Subpart E and Appendices III, IV, and V.

7.2. Indirect Cost Rate Submission.

(a) All Grantees must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(d)

(b) A Grantee must submit an Indirect Cost Rate Proposal in accordance with federal regulations, in a format prescribed by Grantor. For Grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For Grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of the Grantee's fiscal year end, as dictated in the applicable appendices, such as:

- (i) Appendix V and VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and local governments,
- (ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,
- (iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and
- (iv) Appendix V to Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A Grantee who has a current, applicable rate negotiated by a cognizant federal agency shall provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

7.3 Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. See 2 CFR 200.451.

7.4 Higher Education Cost Principles. The federal cost principles that apply to public and private institutions of higher education are set forth in 2 CFR Part 200 Subpart E and Appendix III.

7.5 Nonprofit Organizations Cost Principles. The federal cost principles that apply to Nonprofit Organizations that are not institutions of higher education are set forth in 2 CFR Part 200 Subpart E, unless exempt under 2 CFR 200 Appendix VIII.

7.6 Government Cost Principles. The federal cost principles that apply to state, local and federally-recognized Indian tribal governments are set forth in 2 CFR Part 200 Subpart E, Appendix V, and Appendix VII.

7.7 Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.8 Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System**. Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILSCS 708/520, Grantee shall use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. See 2 CFR 200.302.

(b) **Source Documentation**. Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.7).

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO**, **PART THREE** or **Exhibit G** of the requirement to submit Personnel activity reports. See 2 CFR 200.430(i)(8). Personnel activity reports shall account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the grant, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Grant purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303

(d) **Budget Control.** Records of expenditures must be maintained for each Award by the cost categories of the approved Budget (including indirect costs that are charged to the Award), and actual expenditures are to be compared with Budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment shall be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.9 **Federal Requirements.** All Awards, whether funded in whole or in part with either federal or State funds, are subject to federal requirements and regulations, including but not limited to 2 CFR Part 200, 44 III. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.8.

7.10 **Profits.** It is not permitted for any person or entity to earn a Profit from an Award. See, e.g., 2 CFR 200.400(g); see also 30 ILCS 708/60(a)(7).

7.11 **Management of Program Income.** Grantee is encouraged to earn income to defray program costs where appropriate, subject to 2 CFR 200.307.

ARTICLE VIII REQUIRED CERTIFICATIONS

8.1 **Certifications.** Grantee, its officers, and directors shall be responsible for compliance with the enumerated certifications to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and Grantee acknowledges Grantor may declare the Agreement void if the certification is false (30 ILCS 500/50-11).

(d) **Educational Loan.** Grantee certifies that it is not barred from receiving State agreements as a result of default on an educational loan (5 ILCS 385/1 *et seq.*).

(e) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 (50 USC Appendix 2401 *et seq.* or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).

(f) **Dues and Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1 *et seq.*).

(g) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18), which services are supported by federal or state government assistance (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(h) **Drug-Free Work Place.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8102.

(i) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(j) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 USC §7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC §1251 *et seq.*).

(k) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (45 CFR Part 76), or by the State (*See* 30 ILCS 708/25(6)(G)).

(l) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(m) **Grant for the Construction of Fixed Works.** Grantee certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, Grantee shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

(n) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee shall maintain, for a minimum of six (6) years, all protected health information.

(o) **Criminal Convictions.** Grantee certifies that neither it nor any managerial agent of Grantee has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. Grantee further certifies that it is not barred from receiving an Award under 30 ILCS 500/50-10.5 and acknowledges that Grantor shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).

(p) **Forced Labor Act.** Grantee certifies that it complies with the State Prohibition of Goods from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583).

(q) **Illinois Use Tax.** Grantee certifies in accordance with 30 ILCS 500/50-12 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(r) **Environmental Protection Act Violations.** Grantee certifies in accordance with 30 ILCS 500/50-14 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(s) **Goods from Child Labor Act.** Grantee certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been produced in whole or in part by the labor of any child under the age of twelve (12) (30 ILCS 584).

(t) **Federal Funding Accountability and Transparency Act of 2006.** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101.

**ARTICLE IX
CRIMINAL DISCLOSURE**

9.1. Mandatory Criminal Disclosures. Grantee shall continue to disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. See 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total Grant Funds, funded by either State or federal funds, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix II of 2 CFR Part 200, and 30 ILCS 708/40.

**ARTICLE X
UNLAWFUL DISCRIMINATION**

10.1. Compliance with Nondiscrimination Laws. Grantee, its employees and subcontractors under subcontract made pursuant to this Agreement, shall comply with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

- (a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;
- (b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);
- (c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See *also* guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);
- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*); and
- (f) The Age Discrimination Act (42 USC 6101 *et seq.*).

ARTICLE XI LOBBYING

11.1 Improper Influence. Grantee certifies that no Grant Funds have been paid or will be paid by or on behalf of Grantee to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

11.2 Federal Form LLL. If any funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

11.3 Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR Part 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs shall be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

11.4 Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its sub-grantees have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

11.5 Subawards. Grantee must include the language of this ARTICLE XI in the award documents for any subawards made pursuant to this Award at all tiers. All sub-awardees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee shall forward all disclosures by contractors regarding this certification to Grantor.

11.6 Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

ARTICLE XII MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

12.1 Records Retention. Grantee shall maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.333, unless a different retention period is specified in 2 CFR 200.333, or 44 Ill. Admin. Code 7000.430(a) and (b). If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

12.2 Accessibility of Records. Grantee, in compliance with 2 CFR 200.336; and 44 Ill. Admin. Code 7000.430(e), shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.336, and any other person as may be authorized by Grantor (including auditors), by the state of Illinois or by federal statute. Grantee shall cooperate fully in any such audit.

12.3 Failure to Maintain Books and Records. Failure to maintain books, records and supporting documentation, as described in this ARTICLE XII, shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

12.4 Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable State and Federal requirements and to assure its performance expectations are being achieved. Grantor shall monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the award. Grantee shall timely submit all financial and performance reports, and shall supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by program needs. See 2 CFR 200.328 and 200.331. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

ARTICLE XIII FINANCIAL REPORTING REQUIREMENTS

13.1 Required Periodic Financial Reports. Grantee agrees to submit financial reports as requested and in the format required by Grantor. Grantee shall file quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee pursuant to specific award conditions. 2 CFR 200.207. The first of such reports shall cover the first three months after the Award begins. Quarterly reports must be submitted no later than 30 calendar days following the three month period covered by the report. Additional information regarding required financial reports may be set forth in **Exhibit G**. Failure to submit the required financial reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*; 2 CFR 207(b)(3) and 200.327. Any report required by 30 ILCS 708/125 may be detailed in **PART TWO OR PART THREE**.

13.2 Close-out Reports.

(a) Grantee shall submit a Close-out Report within 60 calendar days following the end of the period of performance for this Agreement. In the event that this Agreement is terminated prior to the end of the Term, Grantee shall submit a Close-out Report within 60 calendar days of such termination. The format of this Close-out Report shall follow a format prescribed by Grantor. 2 CFR 200.343, 44 Ill. Admin. Code 7000.440(a)

(b) 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 Grantor, if applicable. 2 CFR 200.344.

13.3 Consolidated Year-End Financial Reports.

(a) This Paragraph 13.3 applies to all Grantees, unless exempted by **PART TWO** or **PART THREE**.

(b) Grantees shall submit Consolidated Year-End Financial Reports, according to the required audit (see ARTICLE XV), namely:

(i) For Grantees required to conduct a single audit (or program-specific audit), within the earlier of (a) 9 months after the Grantee's fiscal year ending on or after June 30, or (b) 30 calendar days following completion of the audit; or

(ii) For Grantees required to conduct a Financial Statement Audit or for Grantees not required to perform an audit, within 180 days after the Grantee's fiscal year ending on or after June 30.

These deadlines may be extended at the discretion of the Grantor, but only for rare and unusual circumstances such as a natural disaster.

(c) The Consolidated Year-End Financial Reports must cover the same period the Audited Financial Statements cover. If no Audited Financial Statements are required, however, then the Consolidated Year-End Financial Reports must cover the same period as the Grantee's tax return.

(d) Consolidated Year-End Financial Reports must include an in relation to opinion from the report issuer on the Cost and Revenue schedules included in the Consolidated Year-End Financial Reports.

13.4 Effect of Failure to Comply. Failure to comply with reporting requirements shall result in the withholding of funds, the return of improper payments or Unallowable Costs, will be considered a material breach of this Agreement and may be the basis to recover Grant Funds. Grantee's failure to comply with this ARTICLE XIII, ARTICLE XIV, or ARTICLE XV shall be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for policy and consequences for failure to comply.

**ARTICLE XIV
PERFORMANCE REPORTING REQUIREMENTS**

14.1 Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in **Exhibit E** must be reported quarterly, unless otherwise specified in **PART TWO** or **PART THREE**. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.207, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit based review of the application. In such cases, Grantor shall notify Grantee of same in **Exhibit G**. Pursuant to 2 CFR 200.328, and 44 Ill. Admin. Code 7000.430(a), periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the

report. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.328. Failure to submit such required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*

14.2 Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, in the format required by Grantor, within 60 calendar days following the end of the period of performance. See 2 CFR 200.343, 44 Ill. Admin. Code 7000.440(b)(1).

14.3 Content of Performance Reports. Pursuant to 2 CFR 200.328(b)(2) all 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 Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

14.4 Performance Standards. Grantee shall perform in accordance with the Performance Standards set forth in **Exhibit F**. See 2 CFR 200.301 and 200.210.

ARTICLE XV AUDIT REQUIREMENTS

15.1 Audits. 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 and policies set forth by the Governor's Office of Management and Budget. See 30 ILCS 708/65(c), 44 Ill. Admin. Code 7000.90.

15.2 Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit). 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends \$500,000 or more in Federal and state Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO**, **PART THREE** or **Exhibit G** based on the Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than \$500,000 in Federal and state Awards, singularly or in any combination, from all sources, but expends in excess of \$300,000 or more in Federal and state Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of Federal and state Awards.

(iv) If Grantee does not meet the requirements in subsections 15.2(b) and 15.2(c)(i-III) but is required to have a financial statement audit conducted base on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 6 months after the end of the Grantee's audit period.

15.3 "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards), from all sources, Grantee is required to have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit Federal programs with Federal Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total Federal Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards and state Awards singularly or in any combination, from all sources, Grantee must follow all of the audit requirements in Paragraphs 15.2(c)(i)-(v), above.

(d) Publicly-Traded Entities. If Grantee is a publicly-traded company, Grantee is not subject to the single audit or program-specific audit requirements, but is required to submit its annual audit conducted in accordance with its regulatory requirements.

15.4 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 or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents

15.5 Delinquent Reports. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XVI
TERMINATION; SUSPENSION**

16.1 Termination.

(a) This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) days' prior written notice to the other Party. If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.339(a)(4).

- (b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:
- (i) Pursuant to a funding failure under Paragraph 4.1;
 - (ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;
 - (iii) For cause, which may render the Grantee ineligible for consideration for future grants from the Grantor or other State agencies; or
 - (iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

16.2 Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may determine to allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

16.3 Non-compliance. If Grantee fails to comply with applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.207. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.338. The Parties shall follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80, 7000.260.

16.4 Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 2 CFR 200.341; 44 Ill. Admin. Code 7000.80, 7000.260.

16.5 Effects of Suspension and Termination.

- (a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.
- (b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.
- (c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:
 - (i) Grantor expressly authorizes them in the notice of suspension or termination;
 and
 - (ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or

termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.342.

16.6 Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties shall comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.339(c).

ARTICLE XVII SUBCONTRACTS/SUB-GRANTS

17.1 Sub-recipients/Delegation. Grantee may not subcontract nor sub-grant any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or sub-grantee has been identified in the Uniform Grant Application, such as, without limitation, a Project Description, and Grantor has approved.

17.2 Application of Terms. Grantee shall advise any sub-grantee of funds awarded through this Agreement of the requirements imposed on them by federal and state laws and regulations, and the provisions of this Agreement. In all agreements between Grantee and its sub-grantees, Grantee shall insert term(s) that requires that all sub-grantees adhere to the terms of this Agreement.

17.3 Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.01 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds.

ARTICLE XVIII NOTICE OF CHANGE

18.1 Notice of Change. Grantee shall notify the Grantor if there is a change in Grantee's legal status, federal employer identification number (FEIN), DUNS number, SAM registration or the state equivalent registration status, Related Parties, or address. See 30 ILCS 708/60(a). If the change is anticipated, Grantee shall give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee shall give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

18.2 Failure to Provide Notification. Grantee shall hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor of these changes.

18.3 Notice of Impact. Grantee shall immediately notify Grantor of any event that may have a material impact on Grantee's ability to perform this Agreement.

18.4 Circumstances Affecting Performance; Notice. In the event Grantee becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Grantee's ability to perform under this Agreement, Grantee shall notify Grantor, in writing, within five (5) calendar days of determining such litigation or transaction may reasonably be considered to have a material impact on the Grantee's ability to perform under this Agreement.

18.5 Effect of Failure to Provide Notice. Failure to provide the notice described in Paragraph 18.4 shall be grounds for immediate termination of this Agreement and any costs incurred after notice should have been given shall be disallowed.

**ARTICLE XIX
REORGANIZATION AND BOARD MEMBERSHIP**

19.1 Effect of Reorganization. Grantee acknowledges that this Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. No promise or undertaking made hereunder is an assurance that Grantor agrees to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee agrees that it will give Grantor prior notice of any such action or changes significantly affecting its overall structure or management makeup (for example, a merger or a corporate restructuring), and will provide any and all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. This ARTICLE XIX does not require Grantee to report on minor changes in the makeup of its board membership. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE XIX shall constitute a material breach of this Agreement.

**ARTICLE XX
AGREEMENTS WITH OTHER STATE AGENCIES**

20.1 Copies upon Request. Grantee shall, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

**ARTICLE XXI
CONFLICT OF INTEREST**

21.1 Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to the Grantor. 2 CFR 200.112 and 44 Ill. Admin. Code 7000.40(b)(3).

21.2 Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person (1) currently holding an elective office in this state including, but not limited to, a seat in the General Assembly, or (2) employed by an office or agency of the State of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or \$106,447.20 (30 ILCS 500/50-13).

21.3 Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 21.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may, if an exemption is granted, grant such exemption subject to such additional terms and conditions as Grantor may require.

**ARTICLE XXII
EQUIPMENT OR PROPERTY**

22.1 Transfer of Equipment. Grantor shall have the right to require that Grantee transfer to Grantor any equipment, including title thereto, purchased in whole with Grantor funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439. Grantor shall notify Grantee in writing should Grantor require the transfer of such equipment. Upon such notification by Grantor, and upon receipt or delivery of such equipment by Grantor, Grantee will be deemed to have transferred the equipment to Grantor as if Grantee had executed a bill of sale therefor.

22.2 Prohibition against Disposition/Encumbrance. The Grantee is prohibited from, and may not sell, transfer, encumber (other than original financing) or otherwise dispose of said equipment, material, or real property during the Grant Term without Prior Approval of Grantor. Any real property acquired using Grant Funds must comply with the requirements of 2 CFR 200.311.

22.3 Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property which cost was supported by Grant Funds. Any waiver from such compliance must be granted by both the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.

22.4 Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, are no longer needed for their original purpose, Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any equipment tot Grantor or a third party for any reason including without limitation If Grantor terminates the Award or grantee no longer conducts Award activities, The Grantee shall properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer's guidelines, federal and state laws or rules, and Grantor requirements stated herein.

ARTICLE XXIII PROMOTIONAL MATERIALS; PRIOR NOTIFICATION

23.1 Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grantor funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such

23.2 rior Notification/Release of Information. Grantee agrees to notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and to cooperate with Grantor in joint or coordinated releases of information.

ARTICLE XXIV INSURANCE

24.1 Purchase and Maintenance of Insurance. Grantee shall maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in **PART TWO** or **PART THREE**.

24.2 Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered shall be surrendered to Grantor.

ARTICLE XXV LAWSUITS AND INDEMNIFICATION

25.1 Independent Contractor. Grantee is an independent contractor under this Agreement and neither Grantee nor any employee or agent of Grantee is an employee of Grantor and do not acquire any employment rights with Grantor or the state of Illinois by virtue of this Agreement. Grantee will provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee will be required to provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement shall be strictly limited to official Grantor or state of Illinois business and not for any other purpose, including any personal benefit or gain.

25.2 Indemnification. To the extent permitted by law, Grantee agrees to hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor will be governed by the State Employee Indemnification Act (5 ILCS 350/1 *et seq.*) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

ARTICLE XXVI MISCELLANEOUS

26.1 Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Executive Order 15-09.

26.2 Access to Internet. Grantee must have Internet access. Internet access may be either dial-up or high-speed. Grantee must maintain, at a minimum, one business e-mail address that will be the primary receiving point for all e-mail correspondence from Grantor. Grantee may list additional e-mail addresses at any time during the Term of this Agreement. The additional addresses may be for a specific department or division of Grantee or for specific employees of Grantee. Grantee must notify Grantor of any e-mail address changes within five (5) business days from the effective date of the change.

26.3 Exhibits and Attachments. Exhibits A through G, PART TWO, PART THREE, if applicable, and all other exhibits and attachments hereto are incorporated herein in their entirety.

26.4 Assignment Prohibited. Grantee acknowledges that this Agreement may not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and that any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing shall render this Agreement null, void and of no further effect.

26.5 Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

26.6 Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.

26.7 No Waiver. No failure of Grantor to assert any right or remedy hereunder will act as a waiver of its right to assert such right or remedy at a later time or constitute a course of business upon which Grantee may rely for the purpose of denial of such a right or remedy to Grantor.

26.8 Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, shall be governed and construed in accordance with the laws of the state of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

26.9 Compliance with Law. This Agreement and Grantee's obligations and services hereunder are hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including 44 Ill. Admin. Code 7000, and any and all license requirements or professional certification provisions.

- 26.10 Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.
- 26.11 Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).
- 26.12 Precedence. In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** shall control. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.
- 26.13 Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.
- 26.14 Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.
- 26.15 Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.
- 26.16 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in Portable Document Format (PDF) document shall be deemed original for all purposes.
- 26.17 Attorney Fees and Costs. If Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.
- 26.18 Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final indirect cost rate adjustments and those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

EXHIBIT A**PROJECT DESCRIPTION****Izaak Walton Reserve**

The purpose of this Agreement is to enable IDNR to provide financial assistance to the Grantee for the acquisition, development and rehabilitation of lands for public outdoor recreational purposes.

This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (90% for Disadvantaged Communities) through OSLAD.

This project is at the Izaak Walton Center and Reserve's 13.1 acre site and will provide a unique destination within a streamside natural area within the township. Improvements will include: 5/8 mile of multi-use nature, and boardwalk trail, outdoor amphitheater, restroom, overlook, challenge course, orienteering course, site furniture, drinking fountain, baggo courts, and native restoration. Interpretive signs themed around native species along the boardwalk will embrace the native area.

EXHIBIT B**DELIVERABLES OR MILESTONES**

This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (90% for Disadvantaged Communities) through OSLAD.

The Implementation and Billing Requirement Packet is incorporated into this Exhibit B1 as a separate attachment (labeled Exhibit B1).

Project billings shall be submitted to at project completion unless otherwise approved by IDNR.

Deliverables/Milestones will be the completed project components as presented in the original application (attachment labeled Exhibit B2*) or an approved project scope change. They will be reported as directed in the Implementation and Billing Packet (Exhibit B1).

If the approved OSLAD project includes the use of Force Account labor, the Grantee shall ensure that any audits required will include an internal control evaluation and opinion on the grantee's time and attendance allocation system. In addition, if the grantee uses materials purchased by means of a Central Procurement System and allocates a portion of those materials to the project (Force Account material claim), the audit must include testing and reporting on the allocation system used for tracking material use.

The Grantee is required to file quarterly status reports on the grant project describing the progress of the program, project, or use and expenditure of the grant funds related thereto, if the grant amount is over \$25,000.00 (30 ILCS 705/4(b)(2)). The grantee must submit status reports on the first day of the next existing quarterly schedule (Jan, April, July & Oct) beginning with the quarter immediately following the project effective date.

*Exhibit B2 also includes the approved project budget

EXHIBIT C**PAYMENT**

Grantee shall receive up to \$400,000 under this Agreement.

Enter specific terms of payment here:

1. This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (90% for Disadvantaged Communities) through OSLAD with any remaining funds to be covered by the Grantee.
2. The Grantee will receive a minimum of 50% of the grant award as an advance payment. Grant funds paid in advance must be kept in a separate interest-bearing account with a federally or Illinois regulated financial institution that is insured by the Federal Deposit Insurance Corporation (FDIC), and maintained therein until used in the execution of the approved project. All interest earned on grant funds held by a grantee shall become part of the grant principal when earned and be used for and in the same manner as the principal to fulfill the purposes and objectives of the grant. If funds are not held in an interest-bearing account, the grantee will be responsible for the payment of interest to the Department at a rate equal to twelve percent (12%) per annum. (17 Ill. Adm. Code 3025.32).
3. Any additional payment(s) to the Grantee will be made as reimbursement for eligible expenses following submission to IDNR of a certified billing request listing all funds expended and including any other documentation required by IDNR following all instruction provided in Exhibit B1.
4. A project shall be deemed completed for grant payment when the Grantee submits a certified development project billing form seeking grant reimbursement which is approved for payment by IDNR. Failure by the Grantee to submit required billing forms and substantiating documentation within a one (1) year period following the project expiration date will result in the Grantee forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant. Any grant funds remaining after final reimbursement to the Grantee may be reprogrammed at the discretion of IDNR.
5. The grant will be administered in accordance with the time limit on expenditure of grant funds under the Illinois Grant Funds Recovery Act, 30 ILCS 705/5. All funds advanced to the Grantee that remain at the end of the grant agreement or at the expiration of the expenditure or obligation period stipulated in the grant agreement, shall be returned to the State within 45 days (30 ILCS 705/4(b)(5)).
6. Conditions may arise after work has begun that are beyond the control of the Grantee and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. All change orders with a value (+/-) over \$10,000.00 must be approved by IDNR before being executed. **Failure to obtain prior approval will result in the amount of the change order being disallowed and could result in a Class 4 felony.** (720 ILCS §5/33E-9).
7. Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification or IDNR authorization, except for architectural and engineering fees. Costs incurred prior to IDNR approval are ineligible for grant assistance. For acquisition projects, costs are considered incurred when property deed, lease or other conveyance is accepted by the Grantee or first payment is made on the project property or to an escrow account for the property. In addition, no purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered. (See 17 Ill. Adm. Code 3025.50).
8. Maximum grant amount will not exceed the amount listed above and only actual expenditures up to the maximum grant amount will be paid with this grant.

EXHIBIT D

CONTACT INFORMATION

CONTACT FOR NOTIFICATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the persons listed below.

GRANTOR CONTACT

Name: Tammy Porter
 Title: Grant Administrator
 Address: One Natural Resources Way, Springfield, IL 62702-1271
 Phone: (217) 785-4153
 TTY#: _____
 Fax#: (217) 782-9599
 E-mail Address: Tammy.porter@illinois.gov

GRANTEE CONTACT

Name: Thomas Kuttenberg
 Title: Director
 Address: 250 S IL Route 59, Bartlett, Illinois 60103
 Phone: (630) 837-0301
 TTY#: _____
 Fax#: _____
 E-mail Address: tkuttenberg@hanover-township.org

Additional Information:

Name: James Barr
 Title: Township Administrator
 Address: 250 S IL Route 59, Bartlett, Illinois 60103
 Phone: (630) 837-0301
 TTY#: _____
 Fax#: _____
 E-mail Address: jbarr@hanover-township.org

EXHIBIT E

PERFORMANCE MEASURES

Following all methods and standards as required by state and federal laws and regulations, this project will make outdoor recreation available to members of the general public by accomplishing the following items:

Providing community members with a 13.1 acre site that will provide a unique destination within a streamside natural area within the township at Izaak Walton Center and Reserve, an area that can be utilized by members of the general public for outdoor recreational use.

EXHIBIT F

PERFORMANCE STANDARDS

Completion of this project will allow citizens of Cook County and others from the general populous outdoor recreational opportunities by providing a 13.1 acre site that will provide a unique destination within a streamside natural area within the township at Izaak Walton Center and Reserve for use.

Timely completion of this project will satisfy the requirements of the IDNR.

EXHIBIT G

SPECIFIC CONDITIONS

1. The nature of the additional requirements.

11 - Fraud, Waste and Abuse

Requires technical assistance including required training;

2. The reason why the additional requirements are being imposed.

11 - Fraud, Waste and Abuse

Medium to high risk increases the likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees duties, also decreases the likelihood of employees or clients not reporting fraud, waste and abuse.

3. The nature of the action needed to remove the additional requirements, if applicable.

11 - Fraud, Waste and Abuse

Corrective action including implementing a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation.

4. The time allowed for completing the actions if applicable.

11 - Fraud, Waste and Abuse

One year after implementation of corrective action.

5. The method for requesting reconsideration of the additional requirements imposed.

N/A

PART TWO – THE GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE**, the Grantor has the following additional requirements for its Grantee:

-
- 27.1 The Cash Management requirements and Interest requirements listed in Paragraphs 4.3 and 4.6 of PART ONE respectively do not apply as there are no federal funds as part of this agreement and the Grantee, with the exception of the 50% advance payment, is paid as reimbursement of prior project expenditures.
- 27.2 The Grantee is required to deposit the 50% advance payment in an interest-bearing account separate from their general accounts. The interest earned from this account must be reported quarterly and expended on the project in addition to all grant payments and required matching funds.
- 27.3 Additional information provided in the Project Implementation and Billing Packet will be considered an appendix to this agreement and is hereby incorporated into it through Exhibit B1.
- 27.4 The full application completed for this grant including all attachments, budget and maps is hereby incorporated into this agreement.
- 27.5 The Grantee must comply with and abide by the following operation and maintenance provisions (17 Ill. Adm. Code 3025.70):
- 1) All lands and facilities assisted with OSLAD funds shall be continuously operated and maintained by the Grantee in a safe and attractive manner at no cost to IDNR and be operated and utilized in such a manner as to maximize the intended benefits to and for the public.
 - 2) IDNR shall have access to OSLAD-assisted facilities at all times for inspection purposes to ensure the Grantee's continued compliance with this Part.
 - 3) The Grantee may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities, for dispersing food to the public and/or any other services as may be desired by the public and the Grantee for enjoyable and convenient use of the OSLAD-assisted site. Any and all concession revenue in excess of the costs of operation and maintenance of the OSLAD lands and/or facilities shall be used for the improvement of said lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the Grantee with third persons relating to accommodations or concessions to be provided for or at the OSLAD facility for benefit of the public shall be submitted to IDNR, upon request, for its approval prior to the sub-lease or license being entered into or granted by the Grantee. The lessee concessionaire or licensee providing such service at the project site shall not discriminate against any person or persons on the basis of race, color, creed, national origin, disability or place of residence in the conduct of its operation under the lease, license or concession agreement.
- 27.6 No significant deviations from the approved Agreement (development plan) or control of property interests in the project site shall be made without prior written approval from IDNR. Specific actions regarded as significant deviations include, but are not limited to:
- 1) The granting of an easement, right-of-way, or other such encumbrance on title which divests control of the project site from the Grantee to another individual, group, agency, or entity.
 - 2) Any significant deviation from the approved project site plan OR change, alteration or disposition of the project site to anything other than public outdoor recreation use, unless

approved in this Agreement or by IDNR. The construction of any building including indoor recreation facilities, exclusive of outdoor recreation service or support structures and sanitary facilities, are considered a conversion in use.

3) The construction of any overhead service utility line on the project site subsequent to the date of this Agreement, except for electric lines over 15 kv, unless otherwise approved by IDNR. (All future utility lines servicing the project site, except as noted, must be buried.)

- 27.7 Property acquired or developed with OSLAD funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior IDNR approval. Approval for property conversion will be granted only if the Grantee substitutes replacement property of at least equal market value and comparable outdoor recreation usefulness, quality and location (17 Ill. Adm. Code 3025.70).
- 27.8 Any deviation or conversion of the project site(s) from public outdoor recreation use without DNR approval shall be considered a breach of this Agreement resulting in the Grantee being held liable for replacing said converted property with comparable land as deemed acceptable by IDNR.
- 27.9 The Grantee shall maintain, for a minimum of 3 years following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement and shall make them available to IDNR and the State of Illinois, Auditor General or Attorney General, for auditing at reasonable times. Failure by the Grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.
- 27.10 Grantees receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted, as is generally required by 1) state law (65 ILCS 5/8-8-1 *et seq.* or 55 ILCS 5/6-31001 *et seq.*) or 2) by the Grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.
- 27.11 All required audits must be conducted by an independent certified public accountant, licensed by the State of Illinois, and must be performed in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA). The Grantee shall be responsible for procuring all required audits in accordance with its normal procurement rules, providing that these rules promote open competitive procurement.
- 27.12 The Grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. If questioned costs are ultimately deemed disallowed as determined by IDNR or its representative, the Grantee shall be responsible for repayment of such costs.
- 27.13 The agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*).

PART THREE – THE PROJECT-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** and the Grantor-Specific Terms in **PART TWO**, the Grantor has the following additional requirements for this Project:

- 28.1 The purpose of this Agreement is to enable IDNR to provide financial assistance to the Grantee to acquire and/or develop land for outdoor recreation facilities that are open and accessible to the public in Illinois.
- 28.2 Grantee is solely responsible for the design and implementation of the project described in its Project Application, the terms and conditions of which are hereby incorporated by reference and made a part of this Agreement. Failure by the Grantee to comply with any of the Agreement terms or the terms of the Project Application shall be cause for the suspension of all grant assistance obligations thereunder and may result in debarment for two grant cycles.
- 28.3 The Grantee agrees to implement and complete the approved project pursuant to the time schedule and plans set forth in the Project Application. Failure to render satisfactory progress or to complete the approved project to the satisfaction of IDNR per the terms of this Agreement is cause for suspension and/or termination of all obligations of IDNR under this Agreement.
- 28.4 Environmental and Cultural Resource Compliance: Approved grant project construction shall not commence and no payment shall be made under this grant until the Grantee, as set forth under IDNR's Comprehensive Environmental Review Process (CERP), has initiated and completed all necessary project review and consultation with IDNR as required by section 11 of the Endangered Species Protection Act, 520 ILCS 10/11; section 17 of the Illinois Natural Areas Preservation Act, 525 ILCS 30/17; the mitigation or compensation determinations required by the Interagency Wetland Policy Act, 20 ILCS 830/1 *et seq.*; and the environmental and economic impact determination required by the Historic Preservation Act, 20 ILCS 3420/4.
- 28.5 Project Signage and Publicity: Grantee must permanently post an OSLAD grant acknowledgment sign at the project site. The necessary sign will be provided by IDNR or specifications for its construction will be furnished to the Grantee, if requested (17 Ill. Adm. Code 3025.70). The acknowledgment shall incorporate the following language:
- "OPEN SPACE LANDS ACQUISITION & DEVELOPMENT PROGRAM"
ILLINOIS DEPARTMENT OF NATURAL RESOURCES
- 28.6 50% of the labor hours on the project must be performed by actual residents of the State of Illinois (20 ILCS 805/805-350).
- 28.7 Any property acquired or developed through assistance from the Illinois OSLAD grant program must be open to the public for outdoor recreation use without regard to race or color, creed, national origin, sex or disability, nor based on residence, except to the extent that reasonable differences in user fees may be imposed amounting to no more than double the fees charged to residents.

Projects receiving development grant assistance only shall be bound by the terms of this Agreement for the period of time specified below for the total amount of OSLAD funds expended on the project (17 Ill. Adm. Code 3025.70):

Total Grant Award	Time Period After Final Billing
\$1 to \$50,000	6 years
For every \$25,000 increment over \$50,000	Add 1 year

Land acquired with funding assistance from the OSLAD program shall be operated and maintained in perpetuity for public outdoor recreation use.

- 28.8 Property acquired or developed with OSLAD funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior IDNR approval. Approval for property conversion will be granted only if the Grantee substitutes replacement property of at least equal market value and comparable outdoor recreation usefulness, quality and location (17 Ill. Adm. Code 3025.70).

- 28.9 For projects receiving acquisition assistance, an appraisal must be provided by the Grantee and submitted to IDNR for review and certification to establish the property's market value. The appraisal must be completed to IDNR specifications (17 Ill. Adm. Code 3025.70).

- 28.10 For projects receiving development assistance, the Grantee must possess either fee simple title or other means of legal control and tenure (easement, lease, etc.) over the property being improved for a period of time commensurate with the program amortization schedule shown in the administrative rules, unless otherwise approved by IDNR. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement, or other circumstances beyond the control of the local unit of government prohibit such arrangements. The Grantee must also adhere to applicable local bidding and procurement requirements (17 Ill. Adm. Code 3025.70).

- 28.11 The Grantee must comply with and abide by the following operation and maintenance provisions (17 Ill. Adm. Code 3025.70):
 - 1) All lands and facilities assisted with OSLAD funds shall be continuously operated and maintained by the Grantee in a safe and attractive manner at no cost to IDNR and be operated and utilized in such a manner as to maximize the intended benefits to and for the public.

 - 2) IDNR shall have access to OSLAD-assisted facilities at all times for inspection purposes to ensure the Grantee's continued compliance with this Part.

 - 3) The Grantee may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities, for dispersing food to the public and/or any other services as may be desired by the public and the Grantee for enjoyable and convenient use of the OSLAD-assisted site. Any and all concession revenue in excess of the costs of operation and maintenance of the OSLAD lands and/or facilities shall be used for the improvement of said lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the Grantee with third persons relating to accommodations or concessions to be provided for or at the OSLAD facility for benefit of the public shall be submitted to IDNR, upon request, for its approval prior to the sub-lease or license being entered into or granted by the Grantee. The lessee concessionaire or licensee providing such service at the project site shall not discriminate against any person or persons on the basis of race, color, creed, national origin, disability or place of residence in the conduct of its operation under the lease, license or concession agreement.

- 28.12 No significant deviations from the approved Agreement (development plan) or control of property interests in the project site shall be made without prior written approval from IDNR. Specific actions regarded as significant deviations include, but are not limited to:
- 1) The granting of an easement, right-of-way, or other such encumbrance on title which divests control of the project site from the Grantee to another individual, group, agency, or entity.
 - 2) Any significant deviation from the approved project site plan OR change, alteration or disposition of the project site to anything other than public outdoor recreation use, unless approved in this Agreement or by IDNR. The construction of any building including indoor recreation facilities, exclusive of outdoor recreation service or support structures and sanitary facilities, are considered a conversion in use.
 - 3) The construction of any overhead service utility line on the project site subsequent to the date of this Agreement, except for electric lines over 15 kv, unless otherwise approved by IDNR. (All future utility lines servicing the project site, except as noted, must be buried.)
- 28.13 Any deviation or conversion of the project site(s) from public outdoor recreation use without DNR approval shall be considered a breach of this Agreement resulting in the Grantee being held liable for replacing said converted property with comparable land as deemed acceptable by IDNR.
- 28.14 In connection with project construction, and the subsequent operation and maintenance of the facilities, the Grantee agrees that it shall be responsible for and obtain all permits, licenses, or forms of consent required to complete the project. **Failure to obtain any required permit or approval may jeopardize grant reimbursement and/or cause debarment.**
- 28.15 No assignment of grant provisions or duties is allowed.
- 28.16 All facilities constructed with state OSLAD grant assistance must be designed and developed to fully accommodate accessibility standards as per the Illinois Accessibility Code Standards, the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 *et seq.*) and the regulations thereunder (28 CFR 35.130).
- 28.17 If the grant award is \$250,000 or more for capital construction costs or professional services, Grantee certifies that it shall comply with the business enterprise program practices for minority-owned businesses, female-owned businesses, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). See 30 ILCS 105/45.
- 28.18 It is agreed and understood by the Grantee that an IDNR representative shall have access to the project site to make periodic inspections as work progresses. It is further agreed and understood by the Grantee that IDNR reserves the right to inspect the completed project prior to project acceptance and grant reimbursement to the Grantee.
- 28.19 Compliance with the Illinois works Jobs Program Act. Grantee acknowledges that it is required to comply with all applicable requirements of the Illinois Works Jobs Program Act (30 ILCS 559/20-1 *et seq.*) ("the Act") for Awards made for public works projects defined in the Act.
- 28.20 The Grants Manual, a copy of which the IDNR previously provided to the Grantee, is hereby incorporated herein by reference and made a material and binding part of this Agreement. The undersigned acknowledges that he or she (1) has reviewed that Grants Manual and (2) agrees to comply with same. _____ (initials of signator).



EXHIBIT B1

Illinois Department of Natural Resources

Open Space Lands Acquisition & Development Grant Program (OSLAD)

Development Projects

Implementation & Billing Requirements



**IL Department of Natural Resources
Office of Grant Management and Assistance**
One Natural Resources Way
Springfield, IL 62702
Telephone: 217/782-7481
Fax: 217-782-9599

Revised 12/2019

In this packet, you will find necessary information and instructions to properly implement an approved development project involving OSLAD grant assistance from the Illinois Department of Natural Resources (IDNR). **PLEASE READ THOROUGHLY!** Failure to comply with these instructions can jeopardize grant reimbursement.

GENERAL

- 1) Advance payment must be deposited in an interest-bearing account. The interest on this account must be reported quarterly on the Status Report to the IDNR. All interest earned must be used on project expenditures and cannot be counted toward the agency match portion.
- 2) To maintain eligibility for grant reimbursement, the local project sponsor must satisfactorily complete ALL approved project components as specified in the approved project application and the signed Project Agreement. Any changes (additions or deletions) to the project scope must be approved by IDNR in order to maintain overall eligibility for grant reimbursement.
- 3) Project construction for which OSLAD funding assistance is requested may be accomplished by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt and 3) using your own agency's in house staff which is also referred to as Force Account labor.
- 4) For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. IDNR may request documentation from the local agency to verify compliance with applicable state statutes.
- 5) All OSLAD-assisted facilities must be designed and constructed to accommodate full accessibility as per the Illinois Accessibility Code standards and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). If there are any questions or doubts regarding design standards proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR grants staff for review prior to construction and/or solicitation of construction bids. **Projects involving playground construction MUST have final working drawings for the playground facility reviewed by IDNR grant staff.**
- 6) The approved OSLAD development project must be completed and all project costs for which reimbursement is expected **must be incurred no later than the expiration date specified on the signed Project Agreement.** Failure to have approved project components completed by the specified project expiration date could jeopardize approved grant reimbursement on the project. Grant staff will conduct a final inspection of the project site when complete.
- 7) 15.25% is the maximum allowable claim for hired "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved OSLAD development project based upon the actual OSLAD-assisted construction costs.

NOTE: Project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois IDNR. (See Force Account guidelines for funding limits.)

- 8) In connection with and prior to the construction, and thereafter the subsequent operation and maintenance of the OSLAD-assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. **(Failure to do so can jeopardize grant reimbursement.)**
- U.S. Department of the Army, Corps of Engineers.
 - IL Dept. of Transportation (Division of Highways).
 - IL Environmental Protection Agency
- For development sites that are one (1) acre or more, a “Storm Water Pollution Prevention Control Plan” and a permit are required from IEPA. Contact (217) 782-0610.
- IL Dept. of Natural Resources regarding "Interagency Wetlands Policy Act" (20 ILCS 830); "State Endangered Species Act" (520 ILCS 10/11); cultural resource impacts (20 ILCS 34/20, *coordinated with the IL Historic Preservation Agency*); and through the Office of Water Resources at IDNR, impacts to state waterways (615 ILCS 5/5).
 - IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
 - Local Building or Zoning Agencies or Boards, where applicable.
- 9) Status of project progress should be reported to the IDNR Grant Administrator assigned to the project **each January 1, April 1, July 1, and October 1** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to the Illinois IDNR). The enclosed “project status report” form is provided for your convenience. **Failure to submit a status report will result in no reimbursement (for projects over \$25K).**
- 10) Please contact the IDNR Grants staff for assistance at 217/782-7481 if you have any questions as you proceed with project implementation regarding program requirements.

SPECIAL CONDITIONS FOR POOL PROJECTS

The local project sponsor will provide a copy of the letter from the Illinois Department of Public Health authorizing the sponsor to renovate/construct the sponsor’s swimming pool prior to commencement of the project. Upon completion of the project the sponsor will also submit to IDNR a copy of the IDPH license to operate the facility prior to receiving grant reimbursement.

ACCESSIBILITY SPECIFICATIONS GUIDE

All facilities constructed with State OSLAD assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (As amended through September 2002) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago).

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514-0301 or contact their web site at www.access-board.gov.*

OPEN COMPETITIVE BIDDING

- 1) EXCEPT as noted below in items #2 - #6, all open competitive bidding for OSLAD projects shall be done in accordance with the local agency's statutory requirements governing public procurement. You must follow your own written procurement guidelines.
- 2) Language similar to the following should appear in all "bid advertisements" relative to the approved OSLAD grant project:

This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Open Space Lands Acquisition & Development" (OSLAD) grant program.

- 3) **The local sponsor shall encourage 1) "minority" business firms to submit bids on the approved project and 2) successful contract bidders to utilize minority businesses as sub-contractors for supplies, equipment, services, and construction. *This stipulation should be noted in all bid solicitation notices.***
- 4) Contract award(s) shall be made to the lowest responsible bidder whose bid properly addresses and complies with the invitation and is most advantageous to the local sponsor; price and other factors considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) Justification for acceptance of a no-bid contract or awarding of contracts to other than the lowest bidder **is subject to Illinois IDNR approval.**
- 5) The bid proposal forms should be structured for flexibility. This can usually be done most effectively with add/deduct alternates and bidding the work by specific/distinct work elements.

The instructions to bidders in the bid specifications should clearly indicate what constitutes a valid bid and how the contract/bid will be awarded (lowest responsible/qualified bidder for all work items versus individual work items; base bid and selected bid alternates versus base bid separate from bid alternates, etc.). It should also specify whether substitutes will be accepted and if scope of individual work elements can be modified.

In general, the *Instructions and General Conditions* section of the Bid Specifications should, at a minimum, address the following items:

- . Bid Opening Date
- . Number of days Bid must be held
- . Bid, Performance and Payment Bond/Security Requirements (*)
- . Contractor Insurance Requirements
- . Completion date and if liquidated damages occur for late completion
- . Terms of Payment to Contractor
- . Schedule of quantities/material list and Unit Costs
- . If Bid is for material or product supply, do not specify specific name brand WITHOUT also accepting "or approved equal". Also, specifications for a particular product or material being bid cannot be written in such detail so as to prevent an open and competitive bidding situation.

(*) Bonding requirements for all public works projects in Illinois are stipulated in the "Public Construction Bond Act" (30 ILCS 550/1 et.seq.) which states that every contractor on a public works project must provide to the satisfaction of the public agency *good and sufficient bond with adequate sureties to guarantee construction performance and payment of materials and labor used in such work.*

REMEMBER, the approved OSLAD grant project must be completed by the date specified in the Project Agreement. **There are no time extensions allowed.** The local agency should ensure that all bidders are aware of the expected completion date by specifying the expected project construction start date and completion date in the bid specifications package.

- 6) In certain instances, conditions may arise after work has begun that are beyond the control of the local agency and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. If the change order involves 1) the total deletion of an identified project component, 2) the addition of a new component for which reimbursement will be sought or 3) exceeds \$10,000 (plus or minus) in value, the local agency must receive Illinois DNR approval in order to ensure grant eligibility is maintained **before** the change order is executed. Failure to obtain prior approval will result in the amount of the change order being disallowed. *For change orders in excess of \$10,000 (+/-) pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois IDNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution.* Failure to comply is a Class 4 felony.

NO-BID PROCUREMENT & FORCE ACCOUNT (F.A.) LABOR GUIDELINES

- 1) Project construction can be completed by various means of procurement of material and equipment. For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. In addition, grant reimbursement can be provided for project construction completed using local agency in-house staff (“Force Account” labor).
- 2) Equipment rental necessary to complete in-house “Force Account” labor construction is eligible for grant reimbursement. **HOWEVER**, the value of donated material, labor and equipment to a project **IS NOT** grant eligible nor is the purchase of non-consumable items (tools, etc.) necessary to complete project work.
- 3) For in-house “Force Account” labor, the local sponsor shall maintain accurate time records and complete the appropriate time sheet summary form (attached) for reporting in-house “Force Account” labor necessary and reasonable for completing approved project components. This includes only those employees directly involved in project construction and any associated design work, construction supervision, and overall project record keeping and administration. The value of such labor shall reflect actual wages paid to each employee and may include fringe benefits. (Wages paid shall not be higher than those for persons on similar jobs within the local agency.) *Claims for clerical and administrative Force Account labor necessary for overall project record keeping and administration shall not exceed 2.5% of the total “direct” costs claimed for approved Force Account construction labor and “non-bid” material purchases (see item #5 below).*
- 4) For all small procurement (not required to be bid by state statute or local ordinance) material purchases, appropriate purchase orders and/or invoices and corresponding canceled checks must be recorded on the "Materials Itemization Sheet" (attached) according to each major project construction component for which the materials were purchased. (Warning! Keep in mind that the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for equipment/material purchases.)

Please contact the IDNR grant administrator assigned to your project if there are any questions regarding the completion of the forms mentioned in items #3 and #4 above.

- 5) Guidelines for billing claims involving Force Account (FA) labor for project architectural/engineering (A/E) and administrative services are as follows:
- At least 90% of project costs must be for "direct" construction costs,
 - Design and Construction Supervision Costs - $\leq 7.5\%$ of associated "direct" construction costs
 - Administrative/Clerical Support Costs - $\leq 2.5\%$ of "direct" FA & small procurement material costs

BILLING REQUIREMENTS

- 1) Billing requests for grant reimbursement may be processed each quarter until completion. Only costs incurred during the specified "project period" indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. Preliminary A/E costs for the project incurred prior to the start date are eligible. The Agreed Upon Procedures report conducted by a CPA firm is required for each reimbursement request.
- 2) The following documentation is required for **partial** reimbursements:
 - A) Development Billing Form or Combination Billing Form (forms enclosed).
 - B) Performance Report (form enclosed).
 - C) Agreed Upon Procedures Report from CPA firm (**including applicable schedules as shown on Attachments B & C**). Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
- 3) The following documentation is required for the **final** reimbursement:
 - A) One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17**).
 - B) Development Project Billing Form or Combination Project Billing Form containing original signatures. (forms enclosed)
 - C) Completed Project Performance Report. (form enclosed)
 - D) Agreed Upon Procedures Report from CPA firm (**including applicable schedules**). Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
 - E) One photo of the sign acknowledging OSLAD grant assistance posted at the project site.

NOTES:

- The cost of having the independent attestation of the Project Billing may be claimed for grant reimbursement. Submit invoice from accounting firm and proof of payment.
- It is recommended that the CPA firm that conducts the Grantee's regular agency-wide audit be used for this purpose.

Information the Project Sponsor (grantee) will need to provide the CPA (auditor) in order to have the independent Billing Attestation (see Attachment A) efficiently completed according to the established "Agreed Upon Procedures":

- Copy of the signed Project Agreement including Exhibit B1 (which is this Implementation and Billing packet) and any amendments executed thereto;
- A "Schedule of Professional Services (A/E) and Publicly Bid Contracts". This is to include all A/E contracts, bid construction contracts, and bid material/equipment purchase contracts along with associated contract change orders (if applicable) issued pursuant to the approved OSLAD project for which grant reimbursement is claimed (**see Attachment B**);
 - The schedule should list the following: contractor or A/E firm name, project element completed by contract, contract amount and, if applicable, an itemized listing of any contract changes orders.
 - Proof of bid advertisement for all publicly bid construction and material/equipment purchase contracts. Copy of "Bid Tabulation" for each publicly bid construction and material/equipment purchase contract.
 - (If applicable) Justification for and proof of Board action, approving the awarding of any project construction and material/purchase contract to someone other than a low bidder.
- A "Schedule of Project Expenditures" incurred pursuant to the approved OSLAD grant project for which grant reimbursement is claimed. **The schedule shall list, at a minimum, information shown in the example on Attachment C.**
 - The "schedule/spread sheet" must contain a "certification statement" signed by the Grantee's chief fiscal officer and chief administrator / elected officer attesting to the accuracy of the information.
- Copy of applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases.

It is important to note that the information on Attachment B is different from the information requested with Attachment C. Attachment B only provides information on the professional services/publicly bid contracts. Attachment C provides all the payment information for this project, including for the contracts listed in Attachment B.

ATTACHMENT A

“Agreed Upon Procedures” for OSLAD Project Billing Attestation

Costs claimed for OSLAD grant reimbursement on the Development Cost Summary Statement (Development Project Billing Form) must be attested to by an independent CPA licensed in the State of Illinois. The attestation shall be completed in general accordance with the Statement on Standards for Attestation Engagements as established by the American Institute of Certified Public Accountants and based on the following “Agreed Upon Procedures” developed by the Illinois Department of Natural Resources.

Recommended “Agreed Upon Procedures” for attesting to the eligibility of the costs claimed on the *Development Project Billing Form* signed and attested to by the local project sponsor (grantee):

- Based on both 1) the “Schedule of Professional Services (A/E) and publicly bid Project Contracts” and 2) the “Schedule of Project Expenditures” provided by the local project sponsor (grantee) as supporting documentation for the *Development Project Billing Form*, perform the following procedures and provide a report detailing the results. **The report should include copies of the aforementioned schedules and the signed *Development or Combination Project Billing Form* provided by the local project sponsor (grantee).**
 - A. Verify that all contracts listed on the schedule were for work germane to the scope of the approved OSLAD project as described on the signed Project Agreement and any amendments thereto, and, with the exception of project professional services (A/E) contracts, were executed after the project start date indicated on the signed Project Agreement. Identify and report any exceptions.
 - B. With the exception of Professional Services (A/E) contracts, verify that the local project sponsor (grantee) has complied with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts, and equipment/material purchases. Identify and report any exceptions.
 - C. Verify that all publicly bid construction and material/equipment purchase contracts executed for the project were awarded to the low bidder. Identify and report any exceptions and attach written justification from local project sponsor (grantee) for their awarding any contract to someone other than the low bidder.
 - D. Verify that all change orders to the construction and material/equipment purchase contracts are germane to the approved OSLAD project scope and that any change orders of \$10,000 or more were approved by IDNR. Identify and report any noted exceptions and attach a copy of any change order noted as an exception.
 - E. Sample a minimum of 25% of the project expenditures listed on the “Schedule of Expenditures” (sample shall represent at least 50% of total project expenditure value) and trace to the local project sponsor’s accounting record system and verify the costs are germane to the project scope and, with the exception of project professional services (A/E fees), were incurred during the project period specified on the signed Project Agreement. Identify and report any noted exceptions.
 - F. If Force Account labor (use of project sponsor’s own staff to complete project construction) is listed/claimed on the “Schedule of Expenditures”, sample a minimum of 20% of the listed Force Account labor charges (minimum 35% of FA labor value) to determine if the charges are allowable and germane to the project scope AND can be traced to supporting Project Sponsor time keeping records. Identify and report any unsupported charges.

OSLAD Billing Checklist

- Project Billing Form**
- Project Billing Report**
- One copy of record (as-built) drawings no larger than 11x17**
- Agreed Upon Procedures Report from CPA firm (including applicable schedules on Attachments B & C)**
- Photo of OSLAD sign at site**
- Periodic Performance Report**
- Periodic Financial Report**

ATTACHMENT B

Schedule of Professional Services (A/E) and Publicly Bid Project Contracts *[Example Format]*

Grant Project #: _____

Firm Name	Project Element	Base Contract Amt	C. O. # and Amt	Total
John Doe & Associates	A/E services	\$10,500.00		\$10,500.00
		Professional Services (A/E) Subtotal:		\$10,500.00
Acme Paving Co.	Parking lot / Tennis & BB Court, & pathway paving	\$98,500.00	#1 - \$11,500.00	
			#2 - \$3,100.00	\$113,100.00
Fun Time Park Supply Co.	Playground Equipment, park benches, bleachers, etc	\$39,000.00		\$39,000.00
Park Structures, Inc.	(2) Pre-fab Park Shelters	\$28,000.00		\$28,000.00
MCDL Construction Co.	Install Playground & Shelter	\$32,500.00	#1 - \$ 900.00	
			#2 - \$1,800.00	
			#3 - \$2,300.00	\$37,500.00
Springdale Landscaping	Park Landscaping	\$24,200.00	#1 - \$1,200.00	\$25,400.00
SGS Concrete	Shelter Pad & walkways, etc.	\$9,500.00		\$9,500.00
		Publicly Bid Contracts Subtotal:		\$252,500.00
		GRAND TOTAL :		\$263,000.00

Note: This form should only show the professional services contracts and the publicly bid contracts; any change orders to those contracts; and the total contract amount.

- Subtotal the Professional Services
- Subtotal the Publicly Bid Contract
- Provide a Grand Total of all contracts shown

ATTACHMENT C

Schedule of Project Expenditures

[Example Format]

Grant Project #: _____

Vendor/Contractor Name	Project Element	Invoice Date and Number	Invoice Amount	Payment Check #	Amount	Amount Claimed for Grant Reimbursement	Total Reimbursement Amount
John Doe & Associates	A/E services	11111	\$5,000.00	12121	\$5,000.00	\$5,000.00	
Professional Services (A/E) Subtotal:							\$5,000.00
Acme Paving Co.	Tennis/BB court	22222	\$72,000.00	12122	\$64,800.00	\$64,800.00	
Fun Time Park Supply Co.	Bleachers	33333	\$8,841.00	12123	\$8,841.00	\$8,841.00	
Publicly Bid Contracts Subtotal:							\$73,641.00
Coyote Plumbing	Drinking fountains	44444	\$1,256.78	12124	\$1,256.78	\$1,256.78	
Non-Bid Contracts Subtotal:							\$1,256.78
Lowes	Lumber	900876	\$8,000.00	0001	\$8,000.00	\$8,000.00	
In-House "Force Account" Material/Supplies Subtotal:							\$8,000.00
ABC Accounting	Agreed Upon Procedures	55555	\$800.00	12425	\$800.00	\$800.00	
CPA Subtotal:							\$800.00
"Other" Category Subtotal:							\$0.00
<i>(Force Account Labor)</i> Employee Name or Code #	Job Description	Hours Claimed <i>(1)</i>	Hourly Wage		Total Wages	Amount Claimed for Grant Reimbursement	
Jane Doe (Employee #18)	Laborer	10	10		\$100.00	\$100.00	
In-House "Force Account" Labor Subtotal:							\$100.00
TOTAL PROJECT EXPENDITURE FOR THIS BILLING:							\$88,797.78

⁽¹⁾ Taken from Project Sponsor's time allocation records (time sheets)

I hereby certify that the costs shown on this "Schedule of Project Expenditures" are true and correct and based on actual expenditures by the Project Sponsor for the referenced OSLAD project; and that the costs are in accordance with provisions of the Illinois OSLAD grant program (17 IL Adm Code 3025).

CERTIFIED BY:

Name, Title & Date

Signature of Chief Administrator/Elected Official

ATTESTED BY:

(Signature of local agency's chief fiscal officer)

Note: This form should show **all project expenditures** including ones for the professional services contracts and the publicly bid contracts shown on Attachment B. The billing total on this page should match the "Total" amount on the Project Billing Form.

Optional OSLAD Billing Documentation Procedure

This billing method can only be used with prior written approval by the IDNR.

An optional project billing documentation procedure must be authorized by IDNR, on a case-by-case basis, for some rural communities and small-scale projects. **However, this alternate method of documenting a project billing may result in a delay in grant payment.** If the optional billing documentation procedure is approved by IDNR for a project, the following project cost support documents must be submitted, as applicable, in addition to items listed under the Billings Requirements on page 6, specifically #3 (A) (B) (C) & (E).

1) (Billing Claim for PUBLICLY BID and NON-BID construction contracts)

- Proof of bid advertisement from local newspapers (Bid contracts only); and
- Bid Tabulation for each project bid request.
- Signed contract (*) and change orders, if any, for each contractor;
- Copies of each contractor pay requests along with canceled check(s) or final lien waivers verifying proof of payment;

(*) only require cover page, signature page(s), and contract amount/description page(s).

2) (Billing Claim for non-bid small procurement material costs and in-house “Force Account” labor)

- Form FA: DOC-1 (In-House “Force Account” Material Cost Summary). **[Form attached]**

This form should be used if you purchased materials to be used on this project that were not purchased under a “non-bid” contract. Itemize all material purchases/costs by major project components, such as tennis court(s), picnic shelter(s), playground, ball fields, restroom buildings, parking, etc. For **each** major component list:

- a) the company/business for each material purchase;
- b) description of materials purchased, quantity, & the purchase order number; and
- c) payment check number and check amount. (Do not submit canceled check purchase orders, etc. to IDNR. These items should be kept with the grantees project file.)

- Form FA: DOC-2 (In-House “Force Account” Labor Summary). **[Form attached]**

For in-house “Force Account” labor claims, the sponsor must determine by corresponding time sheet records the amount of local agency labor attributed to each project component and tabulate on this form.

3) Contracted Project Design Work (architectural/engineering services)

- Copy of signed contract/agreement
- Copy of each pay request and canceled check verifying proof of payment

RECORD RETENTION / AUDIT REQUIREMENTS

A. Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement, and shall make them available to the Illinois IDNR and/or the State of Illinois, Auditor General, and the Attorney General for auditing at reasonable times. Failure by the grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

B. Audit Requirements

Local agencies receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. Or 55 ILCS 5/6-31001 et seq.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedure promotes an open and competitive environment.

C. Audit Resolution

The grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois IDNR or its representative, the grantee shall be responsible for repayment of such costs.

How to complete a project billing:

- 1) Provide Attachments A, B, & C to your CPA to perform the Agreed Upon Procedures
- 2) Once Agreed Upon Procedures are complete do the following:
 - a. Complete the Project Billing Form (top):
 - i. Project Number = your grant number
 - ii. Project Billing # = is based on the number of times you have billed 1, 2, 3 etc. You must indicate if it is the final billing.
 - iii. Grantee Name = your organization name
 - iv. Project Title = the project name as indicated on the original application
 - v. Billing Period = when did the items you are seeking reimbursement on in this billing start and finish?
 - vi. Awarded Grant Amount = the total amount you were awarded at the beginning of the grant period
 - vii. Amount of Advance Payment = how much did you receive at the beginning of the project? (should be equal to $\frac{1}{2}$ of the awarded grant amount)
 - b. Project Billing Form – Costs Summary Statement:
 - i. A/E Fees = Should equal total from Attachment B
 - ii. Publicly Bid Construction Costs = Should equal total from Attachment B
 - iii. Non-Bid Construction Cost Categories:
 1. Hired (Non-Bid) = Should equal total from Attachment C
 2. Force Account Materials/Supplies = Should equal total from Attachment C
 3. Force Account Labor = Should equal total from Attachment C
 - iv. CPA Costs = Should equal total from Attachment C
 - v. Other = Should equal total from Attachment C
 - c. TOTAL = total of all items above
 - d. Minus Advance Payment = Subtract out the amount of the advance payment as shown in vii above.
 - e. Minus Initial Grantee Match = Grantee must expend amount equal to the advance payment shown in vii above if funded at a 50% level or a smaller amount if funded at the 90% level. At 90% on your initial 10% match is required.
 - f. Sub-total = Subtract d. & e. from c.
 - g. Current Costs Allowable for Reimbursement = the remaining amount can then be divided depending on the funding level (50% or 90%) and that is the amount that should be shown here.
 - h. Local Cost Share = is any amount remaining after subtracting g. from f.
- 3) Project Performance Report
 - a. Completely fill in the top 4 lines using the information from the Project Billing Form
 - b. Concise / Quantified Description of Completed Project or Portions Completed to Date = using the original project narrative provided in the application, explain what on the project has been worked on and how much of it is finished. Completely describe the work done under this billing.

- c. General Cost Breakdown of Completed Major Project Components = using the OS/DOC-4 from your original application:
 - i. Approved Project Component = #4 from the OS/DOC-4
 - ii. Quantity = how many did you use
 - iii. Estimated Costs = #6 from the OS/DOC-4
 - iv. Actual Costs = what did this actually cost
 - v. Totals = Estimated Costs should total what was on the OS/DOC-4 while Actual Costs may vary from that figure, add the column.

- 4) In-House “Force Account” Project Material Cost Summary
 - a. Separate forms should be created for each major project component
 - b. This form should show all supplies and materials purchased by you the Project Sponsor to be used on this project either by Bid Contracted Labor, Non-Bid Contracted Labor, or your own In-House “Force Account” labor.
 - c. The forms should total the amount shown on the Project Billing Form under In-House “Force Account” Material/Supplies

- 5) In-House “Force Account” Project Labor Summary
 - a. This form should show all employee labor provided by you the Project Sponsor that was used on this project to complete it.
 - b. The form should include the following information:
 - i. Employee Name
 - ii. Employee Number
 - iii. Job Description/Title
 - iv. Number of Hours Worked on this project
 - v. Hourly Wage
 - vi. Total Wages Claimed

- 6) What to send to IDNR:
 - a. Project Billing Form (2 pages)
 - b. Project Performance Report
 - c. CPA Agreed Upon Procedures
 - d. Attachment A
 - e. Attachment B
 - f. Attachment C
 - g. In-House “Force Account” Project Material Cost Summary (if needed)
 - h. In-House “Force Account” Project Labor Summary (if needed)
 - i. CPA Invoice and copy of cancelled check (front & back) if reimbursement requested
 - j. Photo of OSLAD sign at the site (if a final billing)

STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES
OPEN SPACE LANDS ACQUISITION & DEVELOPMENT GRANT PROGRAM

PROJECT BILLING FORM

Project #: _____ Project Billing #: _____
 Grantee Name: _____
 Project Title: _____ Billing Period: _____ to _____
Month/Year Month/Year

Awarded Grant Amount: _____ **Amount of Advance Payment:** _____

***Note:** The first reimbursement request submitted should include all expenditures paid for with 1) the advance payment; 2) any interest earned on advance payment; 3) Grantee's 50% match and any eligible costs beyond.*

COSTS SUMMARY STATEMENT

Cost Category		Expenditures
Architectural/Engineering Fees (A/E = 15.25% max – for entire project)		
Publicly Bid Construction Costs		
Non-Bid Construction Cost Categories	Hired (Non-Bid) Construction Costs	
	In-House “Force Account” Material/Supplies	
	In-House “Force Account” Labor	
CPA Costs (attach copy of invoice & proof of payment)		
Other (Specify)		
TOTAL:		
Minus Advance Payment:		
Minus Initial Grantee Match:		
Minus Interest Earned:		
SUB-TOTAL:		
Current Costs Allowable for Reimbursement (50% or 90%):		
<i>Local Cost Share</i>		

PROJECT BILLING FORM – PAGE 2

GRANTEE: _____

I do hereby certify that this Billing is correct and just and based upon actual payment(s) of record by the participant local unit of government and that the completed work and services or purchases are in accordance with provisions of the Illinois Open Space Lands Acquisition and Development Grants Program (17IL Adm Code 3025 pursuant to 525 ILCS 35/1 et. Seq.) and the signed Project Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

BY: _____
(Signature)

NAME: _____

TITLE: _____

AGENCY: _____

DATE: _____

ATTESTED BY: _____
(Signature)

(Title)

<p style="text-align: center;">APPROVED</p> <p style="text-align: center;">Department of Natural Resources Division of Grant Administration</p> <p>By: _____</p> <p>Service Dates: _____</p>

OSLAD GRANT PROGRAM

BILLING CERTIFICATION STATEMENT

Project #: _____
Project Sponsor: _____
Project Title: _____

On behalf of the Project Sponsor, I hereby certify that in accordance with the Illinois Grant Funds Recovery Act (30 ILCS 705/5) that all grant funds advanced to the Project Sponsor were expended or legally obligated by the end of the grant agreement which was the two (2) year period allowed by law. This includes the advance payment, interest earned on the advance payment, and the sponsor required matching funds as indicated in the amounts shown below:

Advanced Grant Funds:		
Interest Earned on Advanced Grant Funds:		
Matching Grant Funds Expended:		
Amount of Advanced Grant Funds Returned:		
Total:		

It is further understood that any unused grant funds that were received as an advance payment will be returned to the Illinois Department of Natural Resources within 45 days of the ending date of the project agreement as required by the Illinois Grant Funds Recovery Act.

If returning unused grant funds is not necessary (indicating all advanced funds were expended as required) the Project Sponsor agrees that a final billing will be submitted within 1 year of the project expiration date. It is agreed that failure of the Project Sponsor to do so will result in the forfeiture of all project reimbursements, and relieves the IDNR from further payment obligations agreed upon in this grant.

THIS DOCUMENT AND ANY UNUSED GRANT FUNDS MUST BE RETURNED TO THE IDNR WITHIN 45 DAYS OF THE ENDING DATE OF THIS GRANT.

Signature: _____

Name: _____

Title: _____
(must be Chief Executive Officer)

Date: _____

ATTESTED
BY:

(Signature)

(must be Chief Financial Officer)

IL Department of Natural Resources
 "Open Space Lands Acquisition & Development Grant Program"

PROJECT BILLING REPORT

Project #: _____
 Project Sponsor: _____
 Project Title: _____
 Time Period: _____

CONCISE / QUANTIFIED DESCRIPTION OF COMPLETED PROJECT or PORTIONS COMPLETED TO DATE

This description should describe all of the project components completed to date according to the approved project description.

GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS

Approved Project Component	Quantity	Estimated Cost	Actual Costs
TOTALS:			

Actual Costs Total should match the Total on the Project Billing Summary

Prepared by: (signature) _____
 Title: _____ Date: _____



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
 - a. Grant number
 - b. Grantee organization
 - c. DUNS number
 - d. FEIN
 - e. Period covered by the PPR

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PPR in accordance with the terms established in the UGA.
2. The frequency of the PPR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PPR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
3. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report of more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
4. A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period.



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Section	Data Element	Section Instruction for PPR
1	<i>Grantee Name (per UGA)</i>	Enter the name of the grantee exactly as stated in the UGA.
2	<i>Grant Number</i>	Enter the number assigned by the awarding state agency; Grant Number specified in the UGA.
3	<i>Grantee DUNS</i>	Enter the grantee's Dun and Bradstreet number.
4	<i>CSFA Number</i>	Enter the number assigned to the program through the Catalog of State Financial Assistance.
5	<i>Grantee FEIN</i>	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
6	<i>Program Name (per UGA)</i>	Enter the program name exactly as stated in the UGA.
7	<i>CFDA Number(s)</i>	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
8	<i>State Agency (Grantor)</i>	Enter the name of the state agency awarding the grant as identified in the UGA.
9	<i>Agreement Period</i>	Enter the agreement period established in the Grant Agreement. This may span multiple years, based on the terms of the UGA.
10	<i>Report Period End Date</i>	Enter the ending date of the reporting period. The reporting periods are specified in the UGA.
11	<i>Final Report?</i>	Mark appropriate box. Check "yes" only if this is the final or last PPR for the Agreement Period specified in Section 9.
12	<i>Report Frequency</i>	Select the appropriate term corresponding to the requirements specified in the UGA. "Other" may be used when a different reporting schedule is required due to Specific Conditions. State the frequency as state in the UGA Specific Conditions.
13	<i>Prepared Date:</i>	Enter date the PPR was prepared by the grantee.
Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.		
14	<i>Deliverable (if applicable)</i>	<p>List all high-level deliverables required under the current, approved UGA. Enter one Deliverable per row.</p> <p style="margin-left: 40px;">- Examples of Deliverables could include:</p> <ul style="list-style-type: none"> o Provide IT training o Purchase equipment o Hire contractors o Conduct workshop o Submit document <p>As delineated in the UGA, "Deliverables" are not "Performance Measures." Performance Measures are addressed in Section 18 - 22.</p> <p>Grantees are not required to report on deliverables that were due and <u>completed</u> in prior reporting periods.</p>
15	<i>Due Date</i>	Per the current, approved UGA , enter the Due Date for the corresponding Deliverable. This date may fall outside the time frame of the current PPR.
16	<i>Date Completed</i>	Enter the date the Deliverable task was completed. If the task has not yet been completed, leave this cell blank.



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Section	Data Element	Section Instruction for PPR
17	<i>Deliverable Explanation</i>	<p>Briefly explain progress towards meeting the Deliverable to inform the awarding agency of challenges and successes. If additional space is needed, attach a supporting narrative.</p> <p>A description of the challenges and plans for overcome must be provided if:</p> <ul style="list-style-type: none"> - Deliverable was completed after the Due Date, - Deliverable is not completed and the Due Date has passed, or - Grantee anticipates the Deliverable will not be completed by a future Due Date. <p>If the grantee is on pace to complete a Deliverable that comes due after the reporting period, the grantee should, at a minimum, enter "On schedule" in Section 17.</p>
18	<i>Performance Measures</i>	Enter all Performance Measures required in Exhibit E of under the <u>current, approved</u> UGA. Enter one Performance Measure per row.
19	<i>Performance Standard/Frequency</i>	<p>Based on the <u>current, approved</u> UGA, enter the Performance Standard (or target) for the corresponding Performance Measure and the reporting frequency (annual/quarterly/monthly/etc.) based on Exhibit F of the Grant Agreement.</p> <ul style="list-style-type: none"> - Examples of Performance Standards/Frequency could include: <ul style="list-style-type: none"> o 1,000 Persons Trained/quarter o \$250,000 capital leveraged/year o 500 Patients Rehabilitated/month <p>If the Performance Standard fluctuates over time per the UGA, the Standard listed should apply to the specific report period.</p>
20	<i>Results/Accomplishments in Reporting Period</i>	Based on the <u>current, approved</u> UGA, enter the actual results for the corresponding Performance Measure for the specific report period.
21	<i>Required (R) or Inform Only (IO)</i>	<p>Based on the <u>current, approved</u> UGA, indicate whether the performance standard in Section 19 is a grant "requirement."</p> <ul style="list-style-type: none"> - Enter "R" if meeting or exceeding the Performance Standard is necessary to satisfy grant terms. Failure to meet the Standard may indicate that the grantee in not in compliance. - Enter "IO" if the data is collected for programmatic or assessment purposes. Failure to meet an "IO" Performance Standard may not imply that the grantee is out of compliance.
22	<i>Performance Explanation - Award to Date</i>	<p>Mark the appropriate check box based on whether or not ALL performance accomplishments are on schedule with performance standards.</p> <p>Section 22 is not limited to the reporting period. Responses are <u>award to date</u>.</p> <p>If any performance measure results / accomplishments (Section 20) are below the required standards (Section 19), an explanation must be provided to inform the awarding agency about the deviation. Consider internal and external factors that impact performance. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to highlight factors that enable grant performance to exceed performance standards.</p>



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Section	Data Element	Section Instructions for PPR
All grantees must complete Section 23.		
23	<i>Performance Accomplishment Correlated to Reported Expenses</i>	<p>Federal Uniform Guidance requires periodic reporting to correlate performance and expenses within a report period. Correlation reporting focuses on the degree to which expended resources are effectively achieving anticipated outcomes.</p> <p>Determine if grant performance (service / outcomes) is on schedule with the anticipated timing of incurred grant expenditures / earnings per the terms of the UGA. Mark the appropriate box. Per the UGA, the award may have services / outcomes that occur at a different time than the expense. The award may be on schedule because it is expected that expenses and services / outcomes occur at different intervals.</p> <p>Grantees must provide an explanation if grant performance to-date does not correlate to the timing of incurred expenses / earnings per UGA terms. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to inform the awarding agency if internal or external factors are causing a better than anticipated correlation.</p>
Grantee Certification / State Agency Acceptance		
<i>Grantee Certification</i>		
Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative certify the accuracy of the information provided in the PPR.		
24	<i>Name and Title of Authorized Individual from Grantee Organization</i>	Enter the name and title of the grantee representative certifying the PPR. This individual must be authorized to represent the grantee in this capacity.
25	<i>Phone Number</i>	Enter the phone number of the grantee representative certifying the PPR.
26	<i>Email Address</i>	Enter the email address of the grantee representative certifying the PPR.
27	<i>Name and Title of State Agency PPR Approver</i>	Enter the name and title of the state agency representative authorized to approve the PPR.
28	<i>Date Received</i>	Enter the date the state agency representative received the PPR.
29	<i>Date Approved</i>	Enter the date the state agency representative approves the PPR.



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Report Transmittal

1. Grantee Name (per UGA):		2. Grant Number:	
		3. Grantee DUNS:	
		4. CSFA Number:	
		5. Grantee FEIN:	
6. Program Name (per UGA):	7. CFDA Number(s):		

8. State Agency (Grantor):			
9. Agreement Period:		10. Report Period End Date:	
Start Date (Month/Day/Year):	End Date (Month/Day/Year):	(Month/Day/Year):	
11. Final Report?	12. Report Frequency:		13. Prepared Date:
<input type="checkbox"/> Yes	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	
<input type="checkbox"/> No	<input type="checkbox"/> Semi-annually	<input type="checkbox"/> Other (specify):	

**Responses to Sections 14 - 22 may be provided in a separate format.
All grantees must complete Section 23.**

Alternative file or database used.

File Name or Database Source:

Alternative formats are not allowed. Please complete all fields for 14-17 below, entering N/A for items that are not applicable.

14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Archaeological survey submitted (Include only if required by CERP form. If not required, enter N/A in 17. Deliverable Explanation)				ADD DEL
Wetland development plans submitted (Include only if required by CERP form)				ADD DEL
Anticipated Bid Advertisement Date set (Include date in 17. Deliverable Explanation)				ADD DEL



STATE OF ILLINOIS
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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Construction permitting in progress (Describe what permits are still needed and their status in 17. Deliverable Explanation)				ADD DEL
All necessary construction permits secured				ADD DEL
Playground plans submitted to DNR for review and approval (if applicable)				ADD DEL
Form FA DOC-1 submitted to DNR (Required if Force Account Labor is being used)				ADD DEL
Draft Bid Documents completed and include compliance requirement that contractors pay State Prevailing Wage (Prevailing Wage Act 820 ILCS 130/0.01-12)				ADD DEL
Project put out to bid				ADD DEL
Project bids received, contractor selection in progress (Include anticipated construction start and end dates in 17. Deliverable Explanation)				ADD DEL
Project under construction (Include percent complete in 17. Deliverable Explanation. Please use only the following percentages: <25%, 25%, 50%, 75%, 90%, 100%)				ADD DEL
Project construction complete (Include anticipated final billing submittal date in 17. Deliverable Explanation)				ADD DEL
18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)		20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)
Recreational Amenities completed	Final Report only			ADD DEL



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22. Performance Explanation - Award to Date:	Add - Delete
<input type="checkbox"/> All performance accomplishments are on schedule with performance standards.	
<input type="checkbox"/> Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below: (Separate lines as appropriate.)	
23. Performance Accomplishments Correlated to Reported Expenses:	ADD DEL
<input type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings.	
<input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)	
	Add - Delete
	ADD DEL

GRANTEE CERTIFICATION (2 CFR 200.415)

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements, cash receipts and reported performance are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

24. Name and Title of Authorized Individual from <u>Grantee Organization</u> :	25. Phone Number
	26. Email Address:

STATE AGENCY USE ONLY	
27. Name and Title of <u>State Agency PPR Approver</u> :	28. Date Approved:
	28. Date Received:



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide financial reporting format used by all state agencies to collect financial information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Uniform Grant Agreement (UGA), all grant awards are subject to periodic financial reporting.

General instructions for completing the PFR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PFR.** Please contact the state agency's point of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PFR.

Report Submission

1. The grantee must submit the PFR and any forms required by the awarding state agency as specified in the UGA. State awarding agencies have discretion to add to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PFR in accordance with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR template should correspond to the current, approved grant budget. All program-specific line items included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) through (w) is not relevant to the grant agreement (e.g., Program Income). Terms of the UGA dictate if a field is relevant.
4. The frequency of the PFR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PFR must be submitted within the specified time frames.. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
6. A final PFR shall be required at the completion of the grant term. For final PFRs, the reporting period end date shall be the end date of the project / grant award.
7. A separate consolidated year-end financial report traced to the organization's financial statement is also required. The Consolidated Year-end Financial Report is inclusive of all State of Illinois funding received by the grantee organization. A separate reporting template and instructions are provided for consolidated year-end reporting.



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Section	Data Element	Section Instruction for PFR
	<i>State Agency/Grantor</i>	State Awarding Agency Name.
(a)	<i>Grantee Name</i>	Enter the name of the grantee as exactly stated in the UGA.
(b)	<i>Grant Number</i>	Number assigned by the state awarding agency to the grant award and specified in the UGA.
(c)	<i>CSFA</i>	Number assigned through the Catalog of State Financial Assistance.
(d)	<i>CFDA(s)</i>	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
(e)	<i>Appropriation Number(s) (State Agency Use Only)</i>	(For State Agency Use Only) Enter the 16 digit State Appropriation code(s) that fund the grant.
(f)	<i>FEIN Number</i>	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
(g)	<i>DUNS</i>	Enter the grantee's Dun and Bradstreet number.
(h)	<i>Program Name and/or Code</i>	Enter the program name and / or code exactly stated in the UGA.
(i)	<i>Date Prepared</i>	Enter date PFR was developed and submitted by the grantee to the awarding state agency.
(j)	<i>Agreement Period</i>	Indicate the start and end date established in the UGA. This may span multiple years, based on the terms of the UGA.
(k)	<i>Report Period</i>	Enter the start and ending date of the reporting period. The reporting frequency is specified in the UGA.
(l)	<i>Final Report for Award Period</i>	Mark the box to identify this PFR is the final report required for the Agreement Period specified in Section (j).
(m)	<i>No changes from prior reporting period and/or No new expenses</i>	Mark the box if there are no changes from the prior reporting period and/or no new expenses.
(n)	<i>Indirect Cost Rate</i>	Enter the Indirect Cost Rate percentage (%) as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: 10%) - If no indirect cost reimbursement is requested please enter 0%
(o)	<i>Approved Indirect Cost Rate Base</i>	Enter the Indirect Cost Base description as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: Modified Total Direct Costs - MTDC) - If no indirect cost reimbursement is requested please enter N/A.
(p)	<i>Program Restrictions</i>	Based on the UGA, select "Yes" or "No" to indicate if there are funding-related program restrictions that will be monitored.
(q)	<i>List of Restrictions</i>	Specify the program restriction(s) if Section (p) was marked "Yes".
(r)	<i>Mandatory Match %</i>	If the UGA includes a mandatory match, select "Yes" and identify percentage in the field provided. If the UGA does not include a mandatory match, select "No".
(s)	<i>Specify Match</i>	Specify the match percentage if Section (r) was marked "Yes".



STATE OF ILLINOIS
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Section	Data Element	Section Instruction for PFR
(t)	<i>Program Income (Award to Date)</i>	Enter the cumulative amount of grant program income earned to date including current reporting period. Apply agency policy if required to include program income under budget to actual reporting.
(u)	<i>Program Income (In current reporting period)</i>	Enter the amount of grant program income earned during the current reporting period.
(v)	<i>Interest Earned (Award to Date)</i>	Enter the cumulative amount of grant interest earned to date including current reporting period.
(w)	<i>Interest Earned (In current reporting period)</i>	Enter the amount of grant interest earned during the current reporting period.
(x)	<i>Category / Program Expenses</i>	Enter all current and approved line items as exactly stated within the current, approved grant budget. All program expenses must align with specified line items.
(y)	<i>Current Approved Budget (Enter this item first for every Category/Program Expense)</i>	
	<i>Approved Budget</i>	Enter the most current, approved budget amount for each program expense line item.
	<i>Remaining Balance Available</i>	AUTO CALCULATED: Approved Budget for the line item minus Post Adjustment Grant Expenses (Award to Date)
	<i>Expend %</i>	AUTO CALCULATED: Post Adjustment Grant Expenses (Award to Date) divided by Approved Budget for the line item.
(z)	<i>Grant Expenditures</i>	
	<i>Current Period Grant Expense</i>	Enter the amount of expenditures for each line item being reported as expenditures for this award during the period identified in Section (k).
	<i>Prior Approved Grant Expenses</i>	Enter the amount of expenses by line item reported and approved for this line item prior to this reporting period.
	<i>Grant Expense Adjustment</i>	Enter any adjustments / corrections needed to restate expenditures reported in a prior period.
	<i>Post Adjustment Grant Expenses (Award to Date)</i>	AUTO CALCULATED: Sum of Current Period Grant Expenses, Prior Approved Grant Expenses and Adjustments.
(aa)	<i>Current Period Match</i>	Enter amount of cash and in-kind contributions to the grant program for the current reporting period's match requirements. See 2 CFR 200.306.
	<i>Cash</i>	Enter amount of cash contributed to the grant program for the current reporting period.
	<i>In-Kind</i>	Enter value of non-cash contributions to the grant program for the current reporting period.
	<i>Total</i>	AUTO CALCULATED: Total of Cash and In-kind contributions to the grant program in the current reporting period.
(bb)	<i>Total Match (Award to Date)</i>	Enter prior reporting period Total match based on the Previous PFR (Prior Award to Date) plus Total of Current Period Match for the grant program.
(cc)	<i>Total Direct Expenses</i>	AUTO CALCULATED: Sum of the line entries in each column for section (y), (z), (aa) and (bb).
(dd)	<i>Indirect Costs</i>	Enter computed indirect costs based on Sections (n) and (o).
(ee)	<i>Total Expenditures</i>	AUTO CALCULATED: Total Direct Expenses plus Indirect Costs.



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Section	Data Element	Section Instruction for PFR (continued)
	Grantee Certification (2 CFR 200.415)	Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative to certify the accuracy of the information provided in the PFR
(ff)	Name and Title of Authorized Grantee Representative	Enter the name and title of the grantee representative certifying the PFR. This individual must be authorized to represent the grantee in this capacity.
(gg)	Date Submitted	Enter the date the Authorized Grantee Representative submitted the PFR.
(hh)	Email	Enter the email address of the Authorized Grantee Representative certifying the PFR.
(ii)	Telephone Number	Enter the phone number of the Authorized Grantee Representative certifying the PFR.
(jj)	Name and Title of State Agency Authorized Individual	State agency representative authorized to review and approve PFR.
(kk)	Date Received	Date the state agency representative received the submitted PFR.
(ll)	Date Approved	Date the state agency representative authorized approves the PFR.



STATE OF ILLINOIS
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(a) Grantee Name	(b) Grant Number	(c) CSFA	(d) CFDA(s)	(e) Appropriation Number(s) (State Agency Use Only)
(f) FEIN Number	(g) DUNS			
(j) Agreement Period thru	(h) Program Name and/or Code			
(i) Agreement Period thru	(k) Report Period July 1 or Start Date	thru	June 30	(l) Final Report for Award Period <input type="checkbox"/>
(n) Indirect Cost Rate:	(m) No changes from prior reporting period and/or No new expenses <input type="checkbox"/>			
(p) Program Restrictions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(o) Approved Indirect Cost Base:	
(r) Mandatory Match %:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(q) List of Restrictions:	
(t) Program Income (Award to Date)	(u) Program Income (In current reporting period)		(v) Interest earned (Award to Date)	(w) Interest earned (In current reporting period)
\$0.00	\$0.00		\$0.00	

Category/Program Expenses	(y) Current Approved Budget		(z) Grant Expenditures				(aa) Current Period Match			(bb) Total Match (Award to Date)	Add/ Delete Row	
	Approved Budget	Remaining Balance Available	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post- Adjustment Grant Expenses (award to date)	Cash	In-kind			Total
For July 1 status reports only, dollar amount of incurred cost from July 1 of previous year to present. Incurred costs represent actual payment made by the grantee that have not yet been billed to the State. If you received advance payment, don't include the amount of the advance payment and/or grantee's match of the advance payment.			0.00									ADD
(cc) TOTAL DIRECT EXPENSES			0.00									DEL
(dd) Indirect Costs			0.00									
(cc) TOTAL EXPENDITURES			0.00									



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

GRANTEE CERTIFICATION (2CFR 200.415)

By signing [authorizing] this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the [related] expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

(ff) Name and Title of Authorized Grantee Representative:	(gg) Date Submitted:
(hh) E-mail:	(ii) Telephone Number:
STATE AGENCY USE ONLY	
(jj) Name and Title of State Agency Individual Authorized to Approve Report:	(kk) Date Received:
	(ll) Date Approved:

**OSLAD Grant Program
General Project Data**

Form OS/DOC-1
(Page 2 of 2)

14. Source(s) of Local Matching Funds: General Funds
 Non-Referendum Bonds
 Referendum Bonds (date) _____
 Donations (specify) _____
 Other (specify) _____

(Read instructions on page ___ before completing)

- 14a. Total Public Park / Open Space Acreage Available Within Applicants Jurisdictional Boundaries: 5,153.73 * acres
- 14b. Amount of Public Parkland / Open Space Acreage Shown in 14a That is Owned and/or Leased by Applicant: 14.78 acres owned 0.0 acres leased

* NOTE: Attach legible map showing location of ALL public parkland within applicant's jurisdictional boundaries. This includes any other local unit of government's park sites within your boundary. For each park site, indicate name, size, rec. facilities available, and whether utilized as "community", "neighborhood" or other type classification park

15. If Applicable, Indicate Specific Goal or Standard Adopted by Applicant for Amount of Local Open Space / Park Acres per 1,000 Population Within Jurisdiction.
NA acres/1,000 Population *
 * Must submit page(s) from local plan or ordinance to substantiate the stated goal or standard.

16. Existing Supply of Proposed Project Facilities:

For each major recreation facility planned for development IN THE PROPOSED PROJECT (see listing below) show existing supply/quantities of such facilities currently available for public use within the jurisdictional boundaries of the project sponsor.

	(existing # w/in jurisdiction)		(existing # w/in jurisdiction)
<u>CAMPING & PICNIC FACILITIES</u>		<u>TRAILS (# of miles to nearest 1/10 mi.)</u>	
Picnic Shelters	<u>1</u>	Hiking/walking/multi-use	<u>.25</u>
Tent Camp Sites (primitive)	_____	Nature interpretive	<u>.25</u>
Trailer/Camper Sites	_____		
<u>SPORTS FIELDS & PLAY AREAS</u>		<u>WATER FACILITIES</u>	
Baseball Fields	_____	Spraygrounds	_____
Softball Fields	_____	Swimming Pool	_____
Soccer Fields	_____	Swimming Beach	_____
Football Fields	_____	_____ (Linear Feet of Waterfront)	_____
Lacrosse or Cricket Fields	_____	Boat Launch Ramps	_____
Tennis Courts	_____	Fishing Piers	_____
Pickleball Courts	_____	<u>WINTER RECREATION FACILITIES</u>	
Basketball Courts	_____	Ice Rink	_____
Volleyball Courts	_____	Other:	_____
Running Track	_____	<u>OTHER</u>	
Playgrounds	_____	Dog Parks	_____
In-line Skating Rinks/Courts	_____	Fitness Stations (#)	<u>0</u>
Skate Parks	_____	Amphitheater/Bandshell	<u>0</u>
<u>GOLF COURSES (# of holes)</u>		<u>INTERPRETIVE CENTERS</u>	
Frisbee Golf	_____		

17. List any Other State of Federal Grant Funds Involved in the Proposed Project, Previous or Anticipated: (N/A if None)
 Not applicable

**OSLAD Grant Program
Development Cost Estimate Data**

Form OS/DOC-4

1. Applicant (Sponsor) Legal Name: Hanover Township
2. Project Title: Izaak Walton Reserve
3. Acquisition _____ Development X

Note: Acquisitions Projects – complete items #4 and #6 below as they pertain to future development.

4. DEVELOPMENT PROJECT COMPONENT	5. UNIT AMT.	6. ESTIMATED COSTS
Pavilion / Amphitheater <i>2020</i>	1	\$86,300
Boardwalk	1	\$330,800
Multi-Purpose Trail	1	\$48,300
Challenge Course	1	\$63,300
Orienteering Course	1	\$6,100
Native Restoration/Landscaping	1	\$39,800
Waterless Restroom Building	1	\$57,600
Site Furniture (drinking fountain, benches, tables, grills)	1	\$12,800
Baggo Courts (2)	1	\$9,400
Interpretive Signs & Trail Head Sign	1	\$8,200
Bury Overhead Utility Lines	1	\$40,100
CPA Report Cost	1	\$2,500
A/E Design Fees (<15.25% of construction cost)	1	\$92,300
Potential Archaeological Survey *	1	\$2,500
TOTAL ESTIMATED COST:		\$800,000

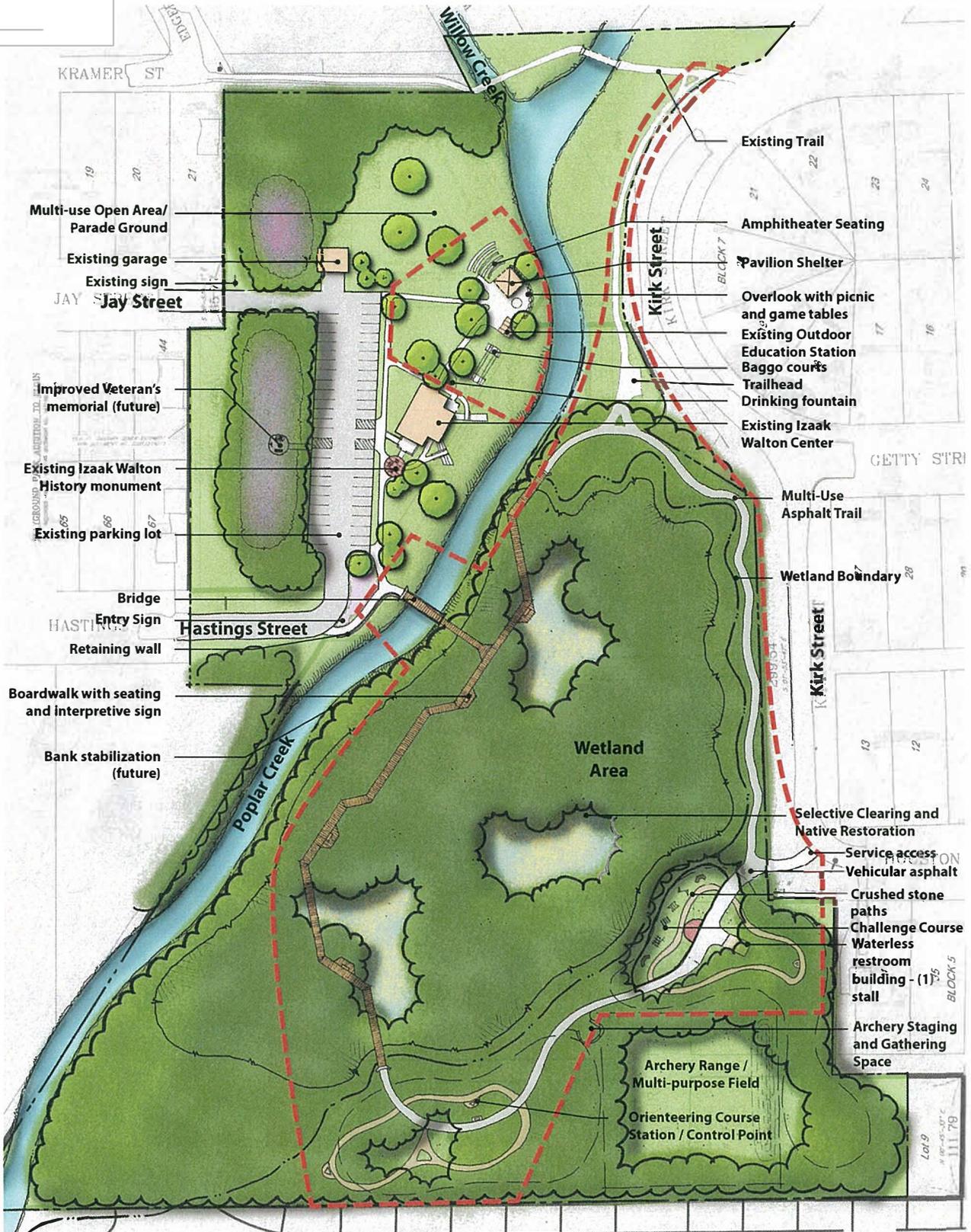
NOTE: Donated labor and material are not eligible for reimbursement.

(*) Projects approved for OSLAD funding may require the completion of an archaeological reconnaissance survey on the project site. Estimated cost for such a survey may be included in the project budget. The requirement of a survey will not be an allowable reason to extend any project ending date.

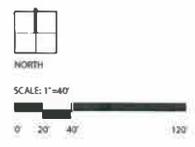
7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. Example: Year 1, Quarter 1 = \$10K (engineering fees). The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

PROJECT #
 MAP CERTIFICATION
 This project boundary map is certified to be correct to the best of my knowledge.
 date _____
 signature _____
 title _____
 FOR DNR USE: _____

ATTACHMENT A-3 Site Development Plan
 Hanover Township
 Izaak Walton Reserve



Master Plan Concept - Phase 1
Izaak Walton Center and Reserve
 Elgin, Illinois



UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Agency Completed Section

1. Type of Submission: Pre-application Application Change/Corrected Application
2. Type of Application: New Continuation (i.e. multiple year grant) Revision (modification to initial application)
3. Completed by State Agency upon Receipt of Application

Date Received by State: _____ Time Received by State: _____

4. Name of the Awarding State Agency: Illinois Department of Natural Resources

5. Catalog of State Financial Assistance (CSFA) Number: 422-11-0970

6. CSFA Title: Open Space Land Acquisition & Development

Catalog of Federal Domestic Assistance (CFDA)

Not Applicable

7. CFDA Number: _____

8. CFDA Title: _____

9. CFDA Number: _____

10. CFDA Title: _____

Funding Opportunity Information

11. Funding Opportunity Number: 2020.OSLAD

12. Funding Opportunity Title: FY20 OSLAD Grant Cycle

13. Funding Opportunity Program Field: _____

Funding Opportunity Information

Not Applicable

14. Competition Identification Number: _____

15. Competition Identification Title: _____

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant Completed Section

Applicant Information

16. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification):

Hanover Township

17. Common Name (Doing Business As-DBA): Hanover Township

18. Employer/Taxpayer Identification Number (EIN, TIN): 36-2750477

19. Organizational Data Universal Number System (DUNS) Number: 035124114

20. Federal System for Award Management Commercial And Government Entity Code (SAM Cage Code): 5UXRO

21. Business Address:

Street: 250 South Illinois Route 59

City: Bartlett State: IL County: Cook Zip+4: 60103-1648

Applicant's Organization Unit

22. Department Name:

23. Division Name:

Applicant's Name and Contact Information for Person to be Contacted for *Program* Matters involving this Application

24. First Name: Tom 25. Last Name: Kuttenberg 26. Suffix:

27. Title: Director of Community and Government Relations

28. Organizational Affiliation:

29. Telephone Number: 847.888.8329

30. Fax Number:

31. E-mail Address: tkuttenberg@hanover-township.org

Applicant's Name and Contact Information for Person to be Contacted for *Business/Administrative Office* Matters involving this Application

32. First Name: Tom 33. Last Name: Kuttenberg 34. Suffix:

35. Title: Director of Community and Government Relations

36. Organizational Affiliation:

37. Telephone Number: 847.888.8329

38. Fax Number:

39. E-mail Address: tkuttenberg@hanover-township.org

Areas Affected

40. Areas Affected by the Project (cities, counties, state-wide):

Cook County, Hanover Township, Elgin

41. Legislative and Congressional Districts of Applicant:

Congressional 8, IL Senate 25, IL House 49

42. Legislative and Congressional Districts of Program/Project:

Congressional 8, IL Senate 22, IL House 43

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant's Project

43. Description Title of Applicant's Project (Text only for the Title of the Applicant's Project):

Izaak Walton Reserve

44. Proposed Project Term:

Start Date: April 1, 2020

End Date: March 31, 2022

45. Estimated Funding (include all that apply):

- Amount Requested from the State: \$400,000.00
- Applicant Contribution (e.g., in kind, matching): \$400,000.00
- Local Contribution:
- Other Source of Contribution:
- Program Income:

Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

(* The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

I Agree

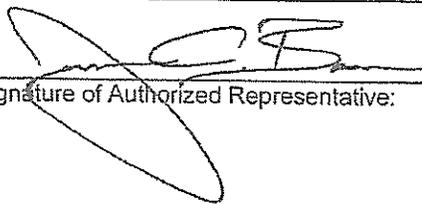
Authorized Representative

46. First Name: James 47. Last Name: Barr 48. Suffix:

49. Title: Township Administrator

50. Telephone Number: (630) 837-0301 51. Fax Number:

52. E-mail Address: jbarr@hanover-township.org

53. Signature of Authorized Representative: 

~~September 25, 2019~~ 8/9/19
Date Signed - Authorized Representative:



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

State Agency: Illinois Department of Natural Resources Notice of Funding Opportunity (NOFO) Number: 2020.OSLAD
 Organization Name: Hanover Township
 Data Universal Number System (DUNS) Number (enter numbers only) : 035124114
 Catalog of State Financial Assistance (CSFA) Number: 422-11-0970 CSFA Short Description: Open Space Land Acquisition & Development
Section A: State of Illinois Funds Fiscal Year: 01/01/2020

REVENUES	Total Revenue
State of Illinois Grant Requested	\$
Budget Expenditure Categories	Total Expenditures
OMB Uniform Guidance Federal Awards Reference 2 CFR 200	
1. Personnel (Salary and Wages)	\$ 200.430
2. Fringe Benefits	\$ 200.431
3. Travel	\$ 200.474
4. Equipment	\$ 200.439
5. Supplies	\$ 200.94
6. Contractual Services and Subawards	\$ 200.318 & 200.92
7. Consultant (Professional Service)	\$ 200.459
8. Construction	\$ 48,650.00
9. Occupancy (Rent and Utilities)	\$ 351,350.00
10. Research and Development (R&D)	\$
11. Telecommunications	\$
12. Training and Education	\$ 200.472
3. Direct Administrative Costs	\$ 200.413 (c)
14. Miscellaneous Costs	\$
15. A. Grant Exclusive Line Item(s)	\$
15. B. Grant Exclusive Line Item(s)	\$
16. Total Direct Costs (add lines 1-15)	\$ 400,000.00
17. Total Indirect Costs	\$ 200.414
Rate %:	
Base:	
18. Total Costs State Grant Funds (Lines 16 and 17) MUST EQUAL REVENUE TOTALS ABOVE	\$ 400,000.00

Instructions found at end of document.



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: Hanover Township

NOFO Number: 2020.OSLAD

SECTION A - Continued - Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options

1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. **NOTE: (If this option is selected, please, provide basic Negotiated Indirect Cost Rate Agreement in area designated below.)**

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis;
- b. Elect to use the de minimis rate of 10% modified for total direct costs (MTDC) which may be used indefinitely on State of Illinois awards; or
- c. Use a Restricted Rate designated by programmatic or statutory policy (see Notice of Funding Opportunity for Restricted Rate Programs).

2a. Our Organizations currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year [2 CFR 200, Appendix IV(C)(2)(c)]. **NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below.)**

2b. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than three (3) months after the effective date of the State award [2 CFR 200 Appendix (C)(2)(b)]. The initial ICRP will be sent to the State of Illinois Indirect Cost unit. **Note: (Check with you State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated.)**

3. Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State or Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards [2 CFR 200.414 (C)(4)(f) and 200.68.] **[Note: Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.]**

4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:

is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or

complies with other statutory policies.

The Restricted Indirect Cost Rate is: _____ %

5. No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements.)

Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From: _____ To: _____ Approving Federal or State Agency: _____

Indirect Cost Rate: _____ % The Distribution Base Is: _____



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Hanover Township

Section B: Non-State of Illinois Funds

NOFO Number: 2020.OSLAD

Fiscal Year: 01/01/2020

REVENUES		Total Revenue
Grantee Match Requirement %:	(Agency to Populate)	
b) Cash		\$
c) Non-Cash		\$
d) other Funding and Contributions		\$
Total Non-State Funds (lined b through d)		\$
Budget Expenditure Categories		
	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Total Expenditures
1. Personnel (Salaries and Wages)	200.430	\$
2. Fringe Benefits	200.431	\$
3. Travel	200.474	\$
4. Equipment	200.439	\$
5. Supplies	200.94	\$
6. Contractual Services and Subawards	200.318 & 200.92	\$
7. Consultant (Professional Services)	200.459	\$ 48,650.00
8. Construction		\$ 351,350.00
9. Occupancy (Rent and Utilities)	200.465	\$
10. Research and Development (R&D)	200.87	\$
11. Telecommunications		\$
12. Training and Education	200.472	\$
13. Direct Administrative Costs	200.413 (c)	\$
14. Miscellaneous Costs		\$
15. A. Grant Exclusive Line Item(s)		\$
15. B. Grant Exclusive Line Item(s)		\$
16. Total Direct Costs (add lines 1-15)	200.413	\$ 400,000.00
17. Total indirect Costs	200.414	\$
Rate %:		
Base:		
18. Total Costs State Grant Funds (Lines 16 and 17)		\$ 400,000.00
MUST EQUAL REVENUE TOTALS ABOVE		



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Hanover Township	NOFO Number: 2020.OSLAD
Data Universal Number System (DUNS) Number (enter numbers only) : 035124114	Fiscal Year: 01/01/2020
Catalog of State Financial Assistance (CSFA) Number: 422-11-0970	CSFA Short Description: Open Space Land Acquisition & Development

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

	Institution/Organization Name:
--	--------------------------------

Hanover Township	Institution/Organization Name:
------------------	--------------------------------

	Title (Chief Financial Officer or equivalent):
--	--

Township Administrator	Title (Executive Director or equivalent):
------------------------	---

	Printed Name (Chief Financial Officer or equivalent):
--	---

James Barr	Printed Name (Executive Director or equivalent):
------------	--

	Signature (Chief Financial Officer or equivalent):
--	--

	Signature (Executive Director or equivalent):
--	---

	Date of Execution (Chief Financial Officer):
--	--

10/2/19	Date of Execution (Executive Director):
---------	---

Note: The State Awarding Agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter onto contractual agreements on the behalf of the organization.



State of Illinois UNIFORM GRANT BUDGET TEMPLATE

FFATA Data Collection Form (if needed by agency)

Under FFATA, all sub-recipients who receive \$30,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely. 4-digit extension if applicable:

Sub-recipient DUNS: 035124114		Sub-recipient Parent Company DUNS:	
Sub-recipient Name: Hanover Township			
Sub-recipient DBA Name: Hanover Township			
Sub-recipient Street Address: 250 South Illinois Route 59			
City: Bartlett	State: Illinois	Zip-Code: 60103	Congressional District: 8
Sub-recipient Principal Place of Performance: 250 South Illinois Route 59			
City: Bartlett	State: Illinois	Zip-Code: 60103	Congressional District: 8
Contract Number (if known):		Award Amount:	Project Period: From: _____ To: _____
<p>State of Illinois Awarding Agency and Project Detail Description:</p> <p>Illinois Department of Natural Resources for development within the 13.1 acres of Izaak Walton Reserve under the Opens Space Land Acquisition and Development (OSLAD) program including 5/8 mile of multi-use nature and boardwalk trail, shelter, outdoor amphitheater, restroom, overlook, challenge course, orienteering course, site furniture, drinking fountain, baggo courts, interpretive signs, and native restoration.</p> <p>Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.</p> <p>Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?</p> <p style="text-align: center;">Yes <input type="checkbox"/> If Yes, must answer Q2 below. No <input checked="" type="checkbox"/> If No, you are not required to provide data.</p> <p>Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?</p> <p style="text-align: center;">Yes <input checked="" type="checkbox"/> If Yes, must provide the data. Please fill out the rest of this form. No <input type="checkbox"/> If No, you must provide the data. Please fill out the rest of this form.</p>			
Please provide names and total compensation of the top five officials:			Amount:
Name:			Amount:



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

7). Consultant Services and Expenses (2 CFR 200.459)

Consultant Services (Fees): For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

Consultant Services (Fees)	Services Provided	Fee	Basis	Quantity	Consultant Services (Fee) Cost	Add/Delete Row
Accounting (TBD)	CPA Reporting	\$1,250.00	LS	1	\$1,250.00	Add Delete
Archaeological (TBD)	Potential Archaeological Survey	\$1,250.00	LS	1	\$1,250.00	Add Delete
Hitchcock Design Group	Design & Engineering	\$46,150.00	LS	1	\$46,150.00	Add Delete
State Total					\$48,650.00	
Accounting (TBD)	CPA Reporting	\$1,250.00	LS	1	\$1,250.00	Add Delete
Archaeological (TBD)	Potential Archaeological Survey	\$1,250.00	LS	1	\$1,250.00	Add Delete
Hitchcock Design Group	Design & Engineering	\$46,150.00	LS	1	\$46,150.00	Add Delete
NON-State Total					\$48,650.00	
Total Consultant Services (Fees)					\$97,300.00	

Consultant Services Narrative (State):

Assisting Hanover Township with design services, bidding documents, and construction administration for Izaak Walton Reserve.

Consultant Services Narrative (Non-State):

Assisting Hanover Township with design services, bidding documents, and construction administration for Izaak Walton Reserve.

Consultant Expenses - Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Consultant Expenses Cost	Add/Delete Row
							Add Delete
State Total							Add Delete



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

8). Construction

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Purpose	Description of Work	Construction Cost	Add/Delete Rows
Pavilion/Amphitheater	shelter, concrete paving, amphitheater, stage	\$43,150.00	Add Delete
Boardwalk	bridge, boardwalk	\$165,400.00	Add Delete
Multi-purpose Trail	asphalt paving, crushed stone paving	\$24,150.00	Add Delete
Challenge Course/Orienteering Course	challenge / play equipment, play surfacing	\$34,700.00	Add Delete
Native Restoration	invasive removal/savanna and wetland seeding	\$19,900.00	Add Delete
Waterless Restroom Building	single user restroom building	\$28,800.00	Add Delete
Site Furniture	picnic tables, benches, trash/recycle, game tables	\$6,400.00	Add Delete
Baggo	baggo games, paving access	\$4,700.00	Add Delete
Interpretive Signs & Trailhead Sign	trailhead sign, natural area interpretive signs	\$4,100.00	Add Delete
Bury Overhead Utilities	trenching, conduit, wiring, backfilling	\$20,050.00	Add Delete
	State Total	\$351,350.00	
Pavilion/Shelter Area/Amphitheater	shelter, concrete paving, amphitheater, stage	\$43,150.00	Add Delete
Boardwalk	bridge, boardwalk	\$165,400.00	Add Delete
Multi-purpose Trail	asphalt paving, crushed stone paving	\$24,150.00	Add Delete



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Purpose	Description of Work	Construction Cost	Add/Delete Rows
Challenge Course/Orienteering Course	challenge / play equipment, play surfacing	\$34,700.00	Add Delete
Native Restoration	invasive removal/savanna and wetland seeding	\$19,900.00	Add Delete
Waterless Restroom Building	single user restroom building	\$28,800.00	Add Delete
Site Furniture	picnic tables, benches, trash/recycle, game tables	\$6,400.00	Add Delete
Baggo	baggo games, paving access	\$4,700.00	Add Delete
Interpretive Signs & Trailhead Sign	trailhead sign, natural area interpretive signs	\$4,100.00	Add Delete
Bury Overhead Utilities	trenching, conduit, wiring, backfilling	\$20,050.00	Add Delete
	Non-State Total	\$351,350.00	
	Total Construction	\$702,700.00	

Construction Narrative (State):

Contractor to perform site clearing, earthwork, boardwalk and bridge construction, paving, installation of utilities, site furnishings, and landscape improvements.

Construction Narrative (Non-State): (i.e. "Match" or "Other Funding")

Contractor to perform site clearing, earthwork, boardwalk and bridge construction, paving, installation of utilities, site furnishings, and landscape improvements.



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Budget Narrative Summary--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project.. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual Services			
7. Consultant (Professional Services)	\$48,650.00	\$48,650.00	\$97,300.00
8. Construction	\$351,350.00	\$351,350.00	\$702,700.00
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs			
	State Request	\$400,000.00	
	Non-State Amount	\$400,000.00	
TOTAL PROJECT COSTS			\$800,000.00



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

For State Use Only

Grantee: Hanover Township Notice of Funding Opportunity (NOFO) Number: 2020.OSLAD
 Data Universal Number System (DUNS) Number (enter numbers only) : 035124114
 Catalog of State Financial Assistance (CSFA) Number: 422-11-0970 CSFA Short Description: Open Space Land Acquisition & Development

Fiscal Year(s): 2020 - 2022
 Initial Budget Request Amount: \$400,000.00

Prior Written Approval for Expense Line Item: _____
 Statutory Limits or Restrictions: _____

Checklist: _____

Final Budget Amount Approved: 400,000
 Program Approval Name: Tammy Porter Date: 4-27-20
 Program Approval Signature: *Tammy Porter*

Fiscal & Administrative Approval Name: _____ Date: _____
 Fiscal & Administrative Approval Signature: _____

Budget Revision Approved: _____

Program Approval Name: _____ Date: _____
 Program Approval Signature: _____

Fiscal & Administrative Approval Name: _____ Date: _____
 Fiscal & Administrative Approval Signature: _____

\$200.308 Revision of budget and program plans
 (e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

May 9, 2020

Supervisor Brian McGuire
Hanover Township
250 S. IL Route 59
Bartlett, IL 60103

Dear Supervisor McGuire:

My current term on the Mental Health Board will expire on May 31, 2020. I would like to be considered for another term on the board beginning June 1, 2020. My interest in the board's responsibilities and, in particular the field of mental health and the agencies we support, has continued to grow through serving on the board. Site visits to some of the agencies as well as the in depth discussions on grant requests and survey results have heightened my concern for support of these agencies, and in general, the mental health issues facing our community. This is even more important given the issues facing us during this pandemic. I am confident my professional background and experience with the board and with non-profit agencies, both in program and finance, will continue to benefit the work of the board.

I look forward to serving another term of four years on the Mental Health Board if I am re-appointed. Thank you for your consideration in this matter.

Sincerely,


Kathy Biesiadecki

424 S. Park Blvd.
Streamwood, IL 60107
630/837-4245

Choose a Board or Committee

(O) Mental Health Board

First Name

Debra

Last Name

Sirchia

Email

dbsr8@aol.com

Phone

(847) 204-9335

Address

1789 hilltop Rd

City

Elgin

State

Illinois

Zip Code

60120

Tell us about yourself

Semi retired, married, 2 grown daughters and 3 grandchildren.

I've served on the Hanover Township mental health board and feel comfortable in my position.

I have learned alot and would like to continue to serve.

Sincerely,

Deb Sirchia



Memorandum

Date: May 15, 2020

To: Hanover Township Board

Cc: James Barr, Administrator

From: Caleb Hanson, Director of Facilities and Road Maintenance

Re: Review and possible expansion of Township facilities cleaning processes.

In this elevated climate of concern due to the COVID-19 pandemic, the importance of sanitation, disinfection, and overall cleanliness of the Township facilities has become even more critical, not only in the continued daily function, but also to ensure the highest level of safety and confidence for staff and residents as we transition into reopening facilities and expanding on-site services. Industry wide, the function of cleaning has moved from behind-the-scenes, to a highly visible, out-front function to ensure users of the facilities, whether staff or residents, that the facility is continuously addressing health concerns and cleanliness to a greater level than in the past. Following the request of the Township Board, I have assessed three options to our current cleaning program; Option one: Retaining our current contracted cleaning services, option two: Eliminating current cleaning contracts and establishing an “in-house” cleaning program, option three: Retaining the contract cleaners and transitioning one existing facilities staff member into a daytime custodial position. Under the guidance of the board, I have also researched the availability and possible benefits of acquiring additional disinfection specific equipment, certified trainings for staff, and industry accreditations for the overall facilities. Combined, the intent is to ensure the highest level possible for a safe and healthy environment throughout all Township facilities for both staff and the residents of Hanover Township. For ease and clarity of information, I have broken down this memorandum into individual sections addressing our current cleaning contracts and a comparison to a complete “in-house”, and modified staff cleaning program, additional equipment, training, and industry accreditations available.

Current contracted cleaning comparison to Township managed cleaning:

All Township facilities are currently being cleaned by contracted cleaning services. The Township has contracted with 4 separate cleaning services. All facilities, with the exception of the Resource Center, are cleaned 5 days a week (Monday – Friday), with the Resource Center being cleaned 3 times a week (Monday, Wednesday, Friday). The total man-hours these combined contracts provide is 68 hours per week at an annual budget of \$55,000. The total spent in FY20, with additional above contract cleans for rentals of the Izaak Walton Center, and during the renovation of the Food Pantry, totaled \$58,000.00, with all work being complete during off hours. The option two proposal for the elimination of the contract

cleaners and establishment of an in-house cleaning program recommends 3 full-time staff, rotating throughout all 5 facilities at 120 hours per week. Scheduling of in-house staff has not been finalized. Options for the scheduling including 1 daytime staff and 2 after hours staff, and an option of a staggered staffing model throughout the day, addressing all 5 township facilities on a daily basis. The initial estimates of a salary of \$14.00 an hour per employee, including all appropriate benefits would bring the estimated budget for cleaning, including purchase of cleaning equipment, dilution systems, and initial cleaning chemicals to approximately \$158,000. Option three of retaining cleaning contracts and transitioning a facilities staff member into a custodial position does not increase existing budgets and is maintainable for in the short term (3-9 months) due to the reduction of programming and event responsibilities and would need to be revisited once programming and events return. This option would also impact general facilities operation to some degree as the department would be losing and maintenance associate. This issue may be reduced with additional seasonal or part time position equaling a much smaller budget impact. The budget impact for option 3, including additional training, certifications, necessary equipment, and possible part time/seasonal staff is estimated at an additional \$5,000 for a total budget of \$63,000, providing 108 man hours. Below is an itemized list of the option one, contracted cleaning tasks with a comparison to the additional tasks accomplished in option two, in-house tasks in *italics*, and option three, retention of contract cleaning and transition of facilities staff as noted.

Daily:

Entryways/offices/conference rooms/breakrooms/program spaces:

Entry door glass cleaning.

Floors (hard surfaces) dust mop and spot damp mop spills.

Vacuum all carpeted areas.

Wastebaskets emptied and liners replaced.

Empty recycling to centralized blue container.

Drinking fountains disinfected and polished.

Wipe down all doors, frames, light switches, kick and push plates and handles.

Damp wipe/disinfect all flat surfaces

Damp wipe/disinfect interior and exterior surfaces, clean/polish interior and exterior bright metal surfaces (Elevators)

Clean/disinfect microwave.

Damp wipe/disinfect vending machines.

Sweep/damp mop steps and landings. (stairways)

Damp wipe/disinfect rails.

Washrooms:

Wipe down/disinfect all washroom soap dispensers (refill as needed).

Damp wipe/disinfect waste containers.

Damp wipe/clean mirrors, fixtures and furnishings

Wipe down/disinfect sinks, urinals, toilets/seats.

Sweep, mop/disinfect floors.

Wipe down/disinfect all doors, frames, light switches, kick and push plates and handles.

Spot clean partitions.

Deodorize floor drains.

Damp wipe/disinfect partitions.

Weekly:

Entryways/offices/conference rooms/breakrooms/program spaces/:

Damp wipe waste containers.

Dust display cases (tops and exterior horizontal surfaces – not interiors)

Remove cobwebs.

Dust all furniture, pictures, and fixtures.

Damp wipe/disinfect all flat surfaces

Damp wipe/disinfect interior and exterior surfaces, clean/polish interior and exterior bright metal surfaces (Elevators)

Dust accessible windowsills.

Dust and damp wipe furniture (including filing cabinets, bookcases, and shelves).

Dust equipment (excluding computer equipment).

Low and High dust horizontal surfaces.

Damp wipe accessible window sills.

Clean/disinfect microwave.

Damp wipe vending machines.

Sweep/damp mop steps and landings. (stairways)

Damp wipe rails.

Clean utility sink. (Janitorial closet)

Sweep/mop floors. (Janitorial closet)

Damp wipe fire extinguisher cabinets and clean glass

Dust air distribution grilles, grates, and door grilles.

Damp wipe frames and trim of doors.

Dust light fixtures.

Clean baseboards.

Polish woodwork and display cabinets

Polish door hardware, handles, and push/kick plates.

Remove cobwebs.

Washrooms:

Damp wipe/disinfect all brightwork and polish dry.

Wash/disinfect all waste containers

Damp wipe/disinfect partitions.

Dust/damp wipe light fixtures.

Monthly:

Entryways/offices/conference rooms/breakrooms/program spaces/:

Damp wipe fire extinguisher cabinets and clean glass

Clean tracks. (Elevators)

Wash interior and exterior surfaces. (Elevators)

Damp wipe phones.

Edge vacuum carpets.

Dust air distribution units and door grilles.

Dust interior office mini-blinds.

Damp wipe frames and trim of doors.

Dust light fixtures.

UV-C disinfectant of spaces. (dependent on purchase of equipment)

Electrostatic sanitation of public spaces including all furniture, cabinets, and equipment. (Dependent on purchase of equipment)

Washrooms:

Acid clean/desiccate insides of urinals and toilet bowls.

Dust/damp wipe light fixtures.

UV-C disinfectant of spaces. (dependent on purchase of equipment)

Electrostatic sanitation of public spaces including all furniture, cabinets, and equipment. (Dependent on purchase of equipment)

Quarterly:

Entryways/offices/conference rooms/breakrooms/program spaces/:

Clean baseboards.

Polish woodwork and display cabinets

Polish door hardware, handles, and push/kick plates.

The Townships current contracts with the cleaning services are inline with industry standards and have presented company adjustments, including hospital grade disinfectants to address COVID-19. The largest benefit gained through option two, bringing the cleaning service in-house, or option three, contract cleaners and transition of staff, will be the frequency tasks will be completed, moving many tasks from a weekly to a daily task, or a monthly to weekly. Additional benefits would be the direct oversight of training and industry certification of staff, providing credible documentation to the cleaning standards expected and provided in a Township facility.

Training:

There are numerous industry training opportunities to provide certified trained staff with credentials.

These trainings range from Certified Basic Custodial and Advanced Custodial Engineers and well as

Master level certifications, to specialty certifications in chemical hazards, medical cleaning, bloodborne

pathogen cleanup, carpet cleaning, and green cleaning. Training programs run through various organizations including; IJCSA (International Janitorial Cleaning Service Association), ISSA (International Sanitation Supply Association) and industry leader and also offers Manager and Supervisor training as well as an Organizational Accreditation for the facility. Training costs range from an annual cost of \$355.40 per staff through the International Janitorial Cleaning Service Association to \$300 per course through International Sanitation Supply Association.

Disinfectant specific equipment:

As general disinfecting and sanitizing becomes a multiple times per day function of the cleaning process, more advanced, wide scale disinfecting has become a focus point as well. Used on a more infrequent, weekly or monthly, basis, it provides a high volume, total space sanitizing option to further increase the confidence and safety of staff and residents. UV-C light towers and electrostatic spray applicators are becoming more widely used.

UV-C lights are a high intensity ultra-violet light that eliminates 99.9 percent of viruses, bacteria, and dust mites over an entire area, and is used in the medical field for sanitizing equipment, patient and operating rooms. UV-C towers are available in a wide range of sizes, intensities and prices. The XENEX LightStrike germ zapping robot at \$100,000 to the commercial sized OBELISK-UV PLUS at \$5,995. Both units contain the same disinfecting properties and take 20 minutes per room. UV-C light can also be used to disinfect face coverings, masks, gowns, instruments, and equipment.

Electrostatic sprayer applicators dispense a high volume of electrically charged disinfectant over a wide area in a short period of time. These enable to user to disinfect up to 18,000 square feet of space in approximately 1 hour. Electrostatic charge allows disinfectant to be attracted to surfaces, covering all sides of the surface at once and reduces waste of disinfectant due to over-spray. The EMist EPIX360 is a hand-held model (\$1,495), with an 8 ounce tank covering 4,000 square feet, also available in backpack and cart mounted models with increased sized tanks for greater square foot coverage (\$4,195).

As Director of Facilities and Road Maintenance, I request the Board to review the enclosed information and provide input on the direction the Department of Facilities and Road Maintenance will move forward in providing the cleanest, safest facilities for both staff and the residents of Hanover Township. Thank you for your consideration. Please contact me with any questions or concerns.