1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI
5. MINUTES APPROVAL
   A. Animal Services Committee - Special Call - Tuesday December 10th, 2019
6. PROCUREMENT REQUISITIONS
7. GRANTS
   A. FI-R-0039-20 RESOLUTION -- Acceptance and Appropriation of the DuPage Animal Friends Foundation Coordinator FY20 Grant, Company 5000 - Accounting Unit 1310, in the amount of $20,000.00
   B. FI-R-0040-20 RESOLUTION -- Acceptance and Appropriation of the DuPage Animal Friends Foundation Unrestricted Grant FY20, Company 5000 - Accounting Unit 1310, in the amount of $50,000.00
   C. Grant Proposal Notifications -- GPN 003-20 DuPage Animal Friends Unrestricted Grant FY20 - DuPage Animal Friends - Department of Animal Services - $50,000
   D. Grant Proposal Notifications -- GPN 004-20 - DuPage Animal Friends Foundation Coordinator FY20 Grant - DuPage Animal Friends - Department of Animal Services - $20,000
8. ADMINISTRATIVE UPDATE
9. OLD BUSINESS
10. NEW BUSINESS
    A. Department Staffing Plan
    B. Balloon Release Legislation - Member Rutledge
11. ADJOURNMENT
1. CALL TO ORDER

9:00 AM meeting was called to order by Chairman Brian J. Krajewski at 9:00 AM. Enough Members were present for a quorum.

2. ROLL CALL

PRESENT: DeSart, Krajewski, Eckhoff (9:00 AM - 9:05 AM), Rutledge (9:00 AM - 9:15 AM)
ABSENT: Puchalski, Noonan

3. PUBLIC COMMENT

There was no Public Comment.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski announced the ETSB Committee is also meeting at 9:00 AM, which Members Noonan and Puchalski are also members.

5. MINUTES APPROVAL

A. Animal Services Committee - Regular Meeting - Nov 19, 2019 7:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Sheila Rutledge, District 6
SECONDER: Dawn DeSart, District 5
AYES: DeSart, Krajewski, Eckhoff, Rutledge

6. PROCUREMENT REQUISITIONS

A. 2020-10 Recommendation for the approval of a contract purchase order to Wheaton Sanitary District, to provide sewer service for DuPage County Animal Services for the period October 1, 2019 through September 30, 2020, for a contract total not to exceed $4,500.00, Public Utility.
RESULT: APPROVED [UNANIMOUS]
MOVER: Grant Eckhoff, Vice Chair
SECONDER: Sheila Rutledge, District 6
AYES: DeSart, Krajewski, Eckhoff, Rutledge

B. 2020-11 Recommendation for the approval of a contract purchase order to the City of Wheaton, to provide water utility service for the DuPage Animal Services for the period December 1, 2019 through November 30, 2020, for a contract total not to exceed $7,000.00. Public Utility.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Sheila Rutledge, District 6
AYES: DeSart, Krajewski, Eckhoff, Rutledge

C. 2020-12 Recommendation for the approval of a contract purchase order to Nicor Gas for natural gas utility service for the DuPage County Animal Services, for the period October 1, 2019 through September 30, 2020 for a contract total not to exceed $20,000.00, Public Utility.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Sheila Rutledge, District 6
AYES: DeSart, Krajewski, Eckhoff, Rutledge

D. 2020-13 Recommendation for the approval of a contract purchase order to Cellco Partnership d/b/a Verizon Wireless for cellular wireless and data services for DuPage County Animal Services, for the period of December 1, 2019 through November 30, 2020. Contract total not to exceed $8,500.00. Contract let pursuant to the Intergovernmental Joint Purchasing Act - State of Illinois Master Contract #CMS793372P.

RESULT: APPROVED [UNANIMOUS]
MOVER: Sheila Rutledge, District 6
SECONDER: Grant Eckhoff, Vice Chair
AYES: DeSart, Krajewski, Eckhoff, Rutledge
E. 2020-14 Recommendation for the approval of a contract purchase order to the University of IL College of Veterinary Medicine - Diagnostic Lab to provide rabies testing for submitted mammalian specimens for Animal Care & Control, for the period of January 16, 2020 through January 15, 2021. Contract total not to exceed $8,500.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Dawn DeSart, District 5 |
| SECONDER: | Sheila Rutledge, District 6 |
| AYES: | DeSart, Krajewski, Eckhoff, Rutledge |

F. 2020-17 Recommendation for approval of the renewal of professional services and medical supply contract purchase order to IDEXX Laboratories, Inc., to provide SNAP tests and outside laboratory testing for Animal Services, for the period August 15, 2019 through August 14, 2020, for a contract total amount not to exceed $23,986.60. Request for Proposal RFP # 18-096-JM

| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Sheila Rutledge, District 6 |
| SECONDER: | Dawn DeSart, District 5 |
| AYES: | DeSart, Krajewski, Eckhoff, Rutledge |

7. GRANTS
Chair Krajewski recommended combining the Grant Resolutions for voting.


| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Dawn DeSart, District 5 |
| SECONDER: | Sheila Rutledge, District 6 |
| AYES: | DeSart, Krajewski, Eckhoff, Rutledge |

B. FI-R-0025-20 RESOLUTION -- Acceptance of an Extension of the DuPage Animal Friends Foundation Coordinator FY19 Grant, Company 5000 - Accounting Unit 1310
RESULT: APPROVED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Sheila Rutledge, District 6
AYES: DeSart, Krajewski, Eckhoff, Rutledge

8. BUDGET TRANSFERS

A. Budget Transfers -- Recommendation to approve a Budget Transfer for Animal Services 1100-1300: Transfer funds of $8,000.00 from Account #50000 (Regular Salaries) and $12,250 from Account #53090 (Other Professional Services) for a total transfer of $20,250.00. Transfer Funds of $7,000 from Account #50000 to Account #50040 (Part-Time Help) and transfer funds of $1,000.00 from Account #50000 to Account #50050 (Temporary Salaries/On Call). To account for an increase in part-time and temporary salaries due to full-time vacancies. Transfer funds of $1,500.00 from Account #53090 to Account #52000 (Furn/Mach/Equip Small Value), and transfer funds of $250.00 from Account #53090 to Account #52270 (Maintenance Supplies), and transfer funds of $500.00 from Account #53090 to Account #52280 (Cleaning Supplies), and transfer funds of $10,000.00 from Account #53090 to Account #52320 (Medical/Dental/Lab Supplies). To account for an increase to medical supplies and small value equipment due to the increase care of animals. A higher population of animals also resulted in an increase in cleaning and maintenance supplies.

RESULT: APPROVED [UNANIMOUS]
MOVER: Grant Eckhoff, Vice Chair
SECONDER: Dawn DeSart, District 5
AYES: DeSart, Krajewski, Eckhoff, Rutledge

9. ADMINISTRATIVE UPDATE

Laura reported reconfiguration work on part of the front office began and complimented the Facilities Department for their help with this project. The new configuration will allow an unencumbered view of the front area.

Laura Flamion updated Committee Members on statistics of the foster program and ratio of foster-to-permanent placement numbers. The department saw 2,034 animals come in, with 209 cats, 20 dogs, and 17 rabbits go to foster and then find permanent placement. She stated the department is looking at ways to expand the foster program, especially fosters for dogs. Laura Flamion reported a new format was initiated for the Volunteer Program, whereby interested volunteers are asked to attend an orientation first and then apply for the position. This method has proven to help volunteers make a decision for the commitment or not, which assists with training. Senior staff members rotate attendance at these orientations.
Laura Flamion announced the department is looking for indoor training space now that the weather has gotten colder. She is looking for space in close proximity to the department because volunteers would be driving animals to the location.

Laura Flamion updated Committee Members there is a scheduled interview for the Vet Tech position, which has been vacant for six to seven months.

10. OLD BUSINESS
There was no Old Business.

11. NEW BUSINESS
Member DeSart reported her meeting with legislators is rescheduled to January 15.

Chair Krawjewski said he had discussions with risk management regarding employee/volunteer transport of animals to out-of-state rescues. While he acknowledged it was important for risk management to inform Committee Members of the risks, he felt it was the Committee’s responsibility to set policy. Laura Flamion mentioned the department works with rescues all over Illinois, but will also reach out to breed-specific rescues all over the country in order to find placement for animals. Chair Krawjewski has asked risk management to prepare a document outlining those risks for the Committee to use in making decisions for out-of-state rescue transportation.

12. ADJOURNMENT
Meeting adjourned with no further business.
Resolution
FI-R-0039-20

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE ANIMAL FRIENDS FOUNDATION COORDINATOR FY20 GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310
$20,000

(Under the administrative direction
of Animal Services)

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that
grant funds in the amount of $20,000 (TWENTY THOUSAND AND NO/100 DOLLARS) are
available to be used for the support of a temporary foundation coordinator position for DuPage
County Animal Services; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an
agreement with DuPage Animal Friends, a copy of which is attached to and incorporated as a
part of this resolution by reference (Attachment II); and

WHEREAS, the term of the grant award is from December 1, 2019 through November
30, 2020; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant award does not add any additional subsidy from the
County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds
creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-
1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the
agreement between the County of DuPage and DuPage Animal Friends is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional
appropriation on the attached sheet (Attachment I) in the amount of $20,000 (TWENTY
THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Animal Friends
Foundation Coordinator Grant FY20, Company 5000 - Accounting Unit 1310, for the period of
December 1, 2019 through November 30, 2020 and

BE IT FURTHER RESOLVED by the DuPage County Board that the Administrator of
DuPage County Animal Services is approved as the County’s Authorized Representative; and

BE IT FURTHER RESOLVED by the DuPage County Board, that should local funding
cease for this grant, the Animal Services Committee shall review the need for continuing the
specified program; and

BE IT FURTHER RESOLVED, that should the Animal Services Committee determine
the need for other funding is appropriate, it may recommend action to the County Board by
resolution.

Enacted and approved this 28th day of January, 2020 at Wheaton, Illinois.
Resolution

FI-R-0039-20

DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ________________________________
JEAN KACZMAREK, COUNTY CLERK
## ADDITIONAL APPROPRIATION TO ESTABLISH THE DUPAGE ANIMAL FRIENDS FOUNDATION COORDINATOR FY20 GRANT COMPANY 5000 – ACCOUNTING UNIT 1310 $20,000

### REVENUE

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>46009-0000</td>
<td>Private Grants</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

**TOTAL ANTICIPATED REVENUE** $20,000

### EXPENDITURES

#### PERSONNEL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>50050</td>
<td>Temporary Salaries</td>
<td>$18,500</td>
</tr>
<tr>
<td>51030</td>
<td>Employer Share Social Security</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

**TOTAL PERSONNEL** $20,000

**TOTAL ADDITIONAL APPROPRIATION** $20,000
December 11, 2019

DuPage County Animal Services
Attn: Dr. Barbara Hanek
120 N County Farm Road
Wheaton, IL 60187

RE: Restricted Grant of $20,000 for the Foundation Coordinator Job

Dear Dr. Hanek:

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, is pleased to inform you that it has approved a one-time grant to DuPage County Animal Services (DCAS) of $20,000 for the fiscal year beginning 12/1/2019-11/30/2020.

Grant Purpose and Expenditure of Funds. These funds are restricted solely for the purposes of the Foundation Coordinator Job. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds should be carried by DCAS into the next fiscal year beginning 12/01/2020 and reported to DAF prior to proceeding with the finalization of the next fiscal year grant beginning 12/1/2020-11/30/2021.
**Grant Payment.** DAF will promptly send the grant funds upon receipt by DAF (addressed to the person signing this letter on behalf of the DAF) of a countersigned copy of this letter.

**Reporting.** Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements. Refer to the Foundation Coordinator Job Description for position responsibilities.

**DAF’s Public Reports.** DAF may include information on this grant in its periodic public reports.

**Recognition.** If you publicize this grant, please list it as a donation from “the donors of DuPage Animal Friends” or “DuPage Animal Friends.”

**Other Terms.** This grant is subject to these Terms and Conditions and by countersigning this letter and/or by cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership relationship, or employer/employee relationship between DAF and DCAS.

**Counter Signatures.** This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely

SIGNATURE ON FILE

Leslie Mait
Treasurer, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

**ACCEPTED**

DuPage County Animal Services

SIGNATURE ON FILE

By: ___________________________ Date: 12-12-19

Dr. Barbara Hanek, Veterinarian Administrator

Ref: Grant Funding Methodology dated August 20, 2018
Foundation Coordinator Job Description

Attachment: 5000-1310 DAFFC20 Resolution Attachment II Agreement 20-01-28 CB (Redacted) (F1R-0039-20 : FY20 Animal Services Foundation
Resolution
FI-R-0040-20

ACCEPTANCE AND APPROPRIATION OF THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT FY20
COMPANY 5000 - ACCOUNTING UNIT 1310
$50,000

(Under the administrative direction
of Animal Services)

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that
grant funds in the amount of $50,000 (FIFTY THOUSAND AND NO/100 DOLLARS) are
available to be for the unrestricted program needs of DuPage County Animal Services; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into an
agreement with DuPage Animal Friends, a copy of which is attached to and incorporated as a
part of this resolution by reference (Attachment II); and

WHEREAS, the term of the grant award is from December 1, 2019 through November
30, 2020; and

WHEREAS, no additional County funds are required to receive this funding; and

WHEREAS, acceptance of this grant award does not add any additional subsidy from the
County; and

WHEREAS, the DuPage County Board finds that the need to appropriate said funds
creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-
1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the
agreement between the County of DuPage and DuPage Animal Friends is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional
appropriation on the attached sheet (Attachment I) in the amount of $50,000 (FIFTY
THOUSAND AND NO/100 DOLLARS) be made to establish the DuPage Animal Friends
Unrestricted Grant FY20, Company 5000 - Accounting Unit 1310, for the period of December 1,
2019 to November 30, 2020; and

BE IT FURTHER RESOLVED by the DuPage County Board that the Administrator of
DuPage County Animal Services is approved as the County’s Authorized Representative; and

BE IT FURTHER RESOLVED by the DuPage County Board, that should local funding
cease for this grant, the Animal Services Committee shall review the need for continuing the
specified program; and

BE IT FURTHER RESOLVED, that should the Animal Services Committee determine
the need for other funding is appropriate, it may recommend action to the County Board by
resolution.

Enacted and approved this 28th day of January, 2020 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
Resolution

FI-R-0040-20

DU PAGE COUNTY BOARD

Attest: ____________________________
JEAN KACZMAREK, COUNTY CLERK
ATTACHMENT I

ADDITIONAL APPROPRIATION TO ESTABLISH THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT FY20
COMPANY 5000 – ACCOUNTING UNIT 1310
$50,000

REVENUE

46009-0000 – Private Grants $ 50,000

TOTAL ANTICIPATED REVENUE $ 50,000

EXPENDITURES

CONTRACTUAL SERVICES

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<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>52200</td>
<td>Operating Supplies &amp; Materials</td>
<td>10,000</td>
</tr>
<tr>
<td>53090</td>
<td>Other Professional Services</td>
<td>36,000</td>
</tr>
<tr>
<td>53510</td>
<td>Travel Expense</td>
<td>3,000</td>
</tr>
<tr>
<td>53610</td>
<td>Instruction &amp; Schooling</td>
<td>1,000</td>
</tr>
</tbody>
</table>

TOTAL CONTRACTUAL SERVICES $ 50,000

TOTAL ADDITIONAL APPROPRIATION $ 50,000
December 11, 2019

DuPage County Animal Services
Attn: Dr. Barbara Hanek
120 N County Farm Road
Wheaton, IL 60187

RE: FY2020 – Unrestricted Grant for $50,000

Dear Dr. Hanek:

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, has approved a one-time unrestricted grant to DuPage County Animal Services (DCAS) of $50,000 for the fiscal year beginning 12/1/2019-11/30/20.

Grant Purpose and Expenditure of Funds. These funds are unrestricted but should be used solely for the purposes of supporting the mission of DuPage Animal Friends. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds should be carried by DCAS into the next fiscal year beginning 12/1/2020 and reported to DAF prior to proceeding with the finalization of the next fiscal year grant beginning 12/1/2020.

Grant Payment. DAF will promptly send the grant funds upon receipt by DAF (addressed to the person signing this letter on behalf of the DAF) of a countersigned copy of this letter.

Reporting. Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements. Refer to the Foundation Coordinator Job Description for position responsibilities.
DAF's Public Reports. DAF may include information on this grant in its periodic public reports.

Recognition. If you publicize this grant, please list it as a donation from "the donors of DuPage Animal Friends" or "DuPage Animal Friends."

Other Terms. This grant is subject to these Terms and Conditions and by countersigning this letter and/or by cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership relationship, or employer/employee relationship between DAF and DCAS.

Counter Signatures. This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely,

[Signature]

Leslie Nalb
Treasurer, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

ACCEPTED

DuPage County Animal Services

[Signature]

By: Dr. Barbara Hanek, Veterinarian Administrator
Date: 12-12-19

Ref: Grant Funding Methodology dated August 20, 2018
<table>
<thead>
<tr>
<th><strong>Name of Grant:</strong></th>
<th><strong>DuPage Animal Friends Unrestricted FY20</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Grantor:</strong></td>
<td><strong>DuPage Animal Friends</strong></td>
</tr>
<tr>
<td><strong>Originating Entity:</strong></td>
<td><strong>N/A</strong></td>
</tr>
<tr>
<td><strong>County Department:</strong></td>
<td><strong>Animal Services</strong></td>
</tr>
<tr>
<td><strong>Department Contact:</strong></td>
<td><strong>Laura Flamion, Operations Manager x 2806</strong></td>
</tr>
<tr>
<td><strong>Parent Committee:</strong></td>
<td><strong>Animal Services</strong></td>
</tr>
<tr>
<td><strong>Grant Amount Requested:</strong></td>
<td><strong>$ 50,000.00</strong></td>
</tr>
<tr>
<td><strong>Type of Grant:</strong></td>
<td><strong>Direct Payment</strong></td>
</tr>
</tbody>
</table>

Is this a new non-recurring Grant:  
☐ Yes  ☑ No

Source of Grant:  
☐ Federal  ☐ State  ☑ Private  ☐ Corporate

If Federal, provide CFDA: ________________  
If State, provide CSFA: ________________
1. Justify the department’s need for this grant.

Private members of the community give donations to DuPage Animal Friends with the intent it be used for operations at DuPage County Animal Services. The DuPage Animal Friends Board of Directors evaluates funding capacity and makes an unrestricted grant to the department.

2. Based on the County’s Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

COUNTY IMPERATIVE - The County must undertake comprehensive financial planning to ensure a sound and sustainable fiscal future.

DEPARTMENT IMPERATIVE - Animal Services assesses community needs, measures outcomes and prioritizes as necessary to be fiscally responsible.

*This process includes comprehensive planning with the DuPage Animal Friends Board of Directors to determine funding availability as it relates to budget development.

3. What is the period covered by the grant?  

\[
\begin{array}{c}
12/01/2019 \\
(\text{MM/DD/YYYY})
\end{array}
\quad \text{to:} \quad
\begin{array}{c}
11/30/2020 \\
(\text{MM/DD/YYYY})
\end{array}
\]

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

\[
\begin{array}{c}
\text{3.1.1.} \quad \text{and} \quad \text{duration}
\end{array}
\]

\[
\begin{array}{c}
\text{(MM/YY)} \\
(\text{Duration})
\end{array}
\]

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)

\[
\begin{array}{c}
\text{No}
\end{array}
\]

4.1. If yes, please identify the Company-Accounting Unit used for the funding


5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront)  ✔

5.2. After expenditure of costs (reimbursement-based)  

Page 2 of 5
6. Does the grant allow for Personnel Costs? (Yes or No)  

   Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary $0.00  Percentage covered by grant 0%

6.1.2. Total fringe benefits $0.00  Percentage covered by grant 0%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

   6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

   6.2.1.1. Full-time _________  Part-time _________  Temporary _________

   6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? Yes

   6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?
6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)   

N/A

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term?  


6.3.1.2. What Company-Accounting Unit(s) will be used?  


6.3.1.3. Total annual salary  


6.3.1.4. Total annual fringe benefits  


7. Does the grant allow for direct administrative costs? (Yes or No)  

No

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project  


7.1.2. Percentage of direct administrative costs covered by grant  


7.1.3. What percentage of the grant total is the portion covered by the grant  

100%

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?  


9. Are matching funds required? (Yes or No):

No

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity?  


9.1.2. What is the dollar amount of the County's match?  


9.1.3. What Company-Accounting Unit(s) will provide the matching requirement?

10. What amount of funding is already allocated for the project?
   
   $0.00

10.1. If allocated, in what Company-Accounting Unit are the funds located?

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No):
   
   No

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)?

   $50,000.00
GPN Number: 004-20
Date of Notification: 12/10/2019
(Completed by Finance Department)

Parent Committee Agenda Date: 01/21/2020
Grant Application Due Date: 12/01/2019
(Completed by Finance Department)

Name of Grant: DAF Foundation Coordinator FY20

Name of Grantor: DuPage Animal Friends

Originating Entity: N/A
(Name the entity from which the funding originates, if Grantor is a pass-thru entity)

County Department: Animal Services

Department Contact: Laura Flamion, Operations Manager x 2806
(Name, Title, and Extension)

Parent Committee: Animal Services

Grant Amount Requested: $20,000.00

Type of Grant: Project
(Competitive, Continuation, Formula, Project, Direct Payment, Other – Please Specify)

Is this a new non-recurring Grant: ☑ Yes ☐ No

Source of Grant: ☑ Private ☐ Federal ☐ State ☐ Corporate

If Federal, provide CFDA: ________________
If State, provide CSFA: ________________
1. Justify the department’s need for this grant.

DuPage Animal Friends is a 501(c)3 charity that supports operations at DuPage County Animal Services. It is an all volunteer organization that works closely with DCAS leadership. An increase in workload has made it challenging for the all volunteer board to keep up with daily tasks and projects. The need for a part time foundation coordinator was identified and a grant has been provided to DCAS to hire and manage this position.

2. Based on the County’s Strategic Plan, which strategic imperative(s) correlate with funding opportunity. Provide a brief explanation.

County Imperative - The County must build on the successes of the ACT Initiative and implement principles of quality and leadership across government.

DCAS Imperative - DCAS will pursue operational efficiencies by streamlining planning, minimizing duplication, consolidating resources and implementing new tools.

3. What is the period covered by the grant?  
12/01/2019 to: 11/30/2020

3.1. If period is unknown, estimate the year the project or project phase will begin and anticipated duration:

3.1.1. __________ and __________

4. Will the County provide “seed” or startup funding to initiate grant project? (Yes or No)  

4.1. If yes, please identify the Company-Accounting Unit used for the funding

5. If grant is awarded, how is funding received? (select one):

5.1. Prior to expenditure of costs (lump-sum reimbursement upfront) ☑

5.2. After expenditure of costs (reimbursement-based)  

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6. Does the grant allow for Personnel Costs? (Yes or No) Yes

6.1. If yes, what are the total projected salary and fringe benefit costs of personnel charging time to the grant for the entire term of the grant? Compute County-provided benefits at 40%.

6.1.1. Total salary $18,500.00 Percentage covered by grant 100%

6.1.2. Total fringe benefits $1,500.00 Percentage covered by grant 100%

6.1.3. Are any of the County-provided fringe benefits disallowed? (Yes or No): No

6.1.3.1. If yes, which ones are disallowed?

6.1.3.2. If the grant does not cover 100% of the personnel costs, from what Company-Accounting Unit will the deficit be paid?

6.2. Will receipt of this grant require the hiring of additional staff? (Yes or No): No

6.2.1. If yes, how many new positions will be created?

6.2.1.1. Full-time _________ Part-time ___________ Temporary ___________

6.2.1.2. Will the headcount of the new position(s) be placed in the grant accounting unit? No (Yes or No)

6.2.1.2.1. If no, in what Company-Accounting Unit will the headcount(s) be placed?

5000-1310
6.3. Does the grant award require the positions to be retained beyond the grant term? (Yes or No)  No

6.3.1. If yes, please answer the following:

6.3.1.1. How many years beyond the grant term?  

6.3.1.2. What Company-Accounting Unit(s) will be used?  

6.3.1.3. Total annual salary  

6.3.1.4. Total annual fringe benefits  

7. Does the grant allow for direct administrative costs? (Yes or No)  No

7.1. If yes, please answer the following:

7.1.1. Total estimated direct administrative costs for project  

7.1.2. Percentage of direct administrative costs covered by grant  

7.1.3. What percentage of the grant total is the portion covered by the grant  0%

8. What percentage of the grant funding is non-personnel cost / non-direct administrative cost?  

9. Are matching funds required? (Yes or No):  No

9.1. If yes, please answer the following:

9.1.1. What percentage of match funding is required by granting entity?  

9.1.2. What is the dollar amount of the County's match?  

Page 4 of 5
9.1.3. What Company-Accounting Unit(s) will provide the matching requirement? ______________

10. What amount of funding is already allocated for the project? $5,500.00

10.1. If allocated, in what Company-Accounting Unit are the funds located? 5000-1310

10.2. Will the project proceed if the funding opportunity is not awarded? (Yes or No): No

11. What is the total project cost (Grant Award + Match + Other Allocated Funding)? $25,500.00