1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRMAN’S REPORT - CHAIR DICIANNI

5. APPROVAL OF MINUTES

Health & Human Services - Regular Meeting - Tuesday January 7th, 2020

6. COMMUNITY SERVICES - MARY KEATING

CS Requests That Also Require Finance And/Or County Board Approval

   FI-R-0041-20 RESOLUTION -- Acceptance and Appropriation of the Illinois Department of Commerce and Economic Opportunity (ILDCEO) Community Services Block Grant PY20 Inter-Governmental Agreement No. 20-231028 Company - 5000 Accounting Unit - 1650 $1,053,942

7. COMMUNITY DEVELOPMENT COMMISSION - MARY KEATING

CDC Requests That Also Require Finance And/Or County Board Approval

A. HHS-R-0042-20 RESOLUTION -- Recommendation for a Modification Two to a CDBG-DR Agreement between DuPage County and the Village of Villa Park, Project #CDBG-DR-10, Sugar Creek Watershed / Jackson Pond Overflow Project, extending the Agreement expiration date to September 30, 2020.

B. HHS-R-0043-20 RESOLUTION -- Recommendation for a Modification Five to a CDBG-DR Agreement between DuPage County and the Village of Villa Park, Project #CDBG-DR-05, Washington Corridor Green Infrastructure Project, extending the Agreement expiration date to June 30, 2020.
C. HHS-R-0044-20 RESOLUTION -- Request for Modification Five to the HOME Investment Partnerships Program Agreement for project #HM16-02 between DuPage County and DuPage Habitat for Humanity, Inc. - Acquisition, Rehabilitation, and Resale - extending the time period covered by the grant to February 14, 2020.

8. DUPAGE CARE CENTER - JANELLE CHADWICK

A. DuPage Care Center Requests That Also Require Finance And/Or County Board Approval

1. HHS-P-0031-20 Recommendation for the approval of a contract purchase order to LeadingAge Illinois, for annual membership dues for the DuPage Care Center, for the period January 1, 2020 through December 31, 2020, for a contract total not to exceed $30,758.10, per other professional services.

2. HHS-P-0032-20 Recommendation for the approval of a contract purchase order to Medline Industries, Inc., to furnish and deliver various linens for the DuPage Care Center, for the period December 1, 2019 through November 30, 2020, for a total contract amount not to exceed $60,000.00, per low bid#18-193-CARE, first of three one-year renewals. E (This bid was split between 2 vendors - these 8 out of 13 items bid were the lowest for Medline Industries, Inc.)

3. HHS-P-0033-20 Recommendation for the approval of a contract purchase order to Washburn Machinery, Inc., for laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period February 1, 2020 through January 31, 2021, for a contract total not to exceed $35,000.00, per bid renewal #18-211-FM, first of three one-year renewals.

B. DuPage Care Center Requests for Parent Committee Final Approval

2020-27 Recommendation for the approval of a contract purchase order to Life Safety Services, LLC, for smoke and damper repair, at the DuPage Care Center, for the period December 19, 2019 through December 18, 2020, for a contract total not to exceed $7,540.00, per low quote #19-164-CARE.

9. BUDGET TRANSFERS

Budget Transfers -- Community Services - Community Development Commission - Transfer funds to cover registration fees for two staff to attend the HOME Investment Partnership Act Funds - Rental Compliance Training - $750.

10. TRAVEL
A. Authorization for Overnight Travel -- Community Services Director to attend the Legislative meetings of the National Association for County Community and Economic Development (NACCED) and the National Association of Counties (NACo) in Washington, D.C., from February 26, 2020 through March 1, 2020. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $1,692. CDBG Grant funded 5000-1440.

B. Authorization for Overnight Travel -- Community Services - Senior Community Development Specialist to attend training for the HOME Program to remain in compliance with the latest HUD requirements. Training will be in Washington D.C. from April 20, 2020 through April 22, 2020. Expenses to include registration, transportation, lodging, and miscellaneous expenses (parking, mileage, etc.), for approximate total of $1,977. CDBG grant funded 5000-1440.

C. Authorization for Overnight Travel -- Community Services - Community Development Specialist to attend training for the HOME Program to remain in compliance with the latest HUD requirements. Training will be in Washington D.C. from April 20, 2020 through April 22, 2020. Expenses to include registration, transportation, lodging, and miscellaneous expenses (parking, mileage, etc.), for approximate total of $1,977. CDBG Grant funded 5000-1440.

D. Authorization for Overnight Travel -- Community Services Weatherization Program Coordinator to attend the Better Buildings / Better Business Conference, training to provide topics related to weatherization and energy efficiency, in Wisconsin Dells, Wisconsin, from March 8, 2020 through March 12, 2020. Expenses to include registration, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $1,392.50. Department of Energy (DOE) Grant funded 5000-1400.

E. Authorization for Overnight Travel -- Community Services - Low Income Home Energy Assistance Program (LIHEAP) Coordinator to attend the LIHEAP Grant Application Workshop in Springfield, Illinois from February 19, 2020 through February 20, 2020. Expenses to include transportation, lodging, and per diems for approximate total of $400. LIHEAP Grant funded 5000-1420.

11. RESIDENCY WAIVERS - JANELLE CHADWICK

12. COMMUNITY SERVICES UPDATE - MARY KEATING

13. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK

14. OLD BUSINESS

15. NEW BUSINESS

16. ADJOURNMENT
1. CALL TO ORDER

9:30 AM meeting was called to order by Chair Peter DiCianni at 9:32 AM.

2. ROLL CALL

PRESENT: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore
ABSENT: 

3. PUBLIC COMMENT

No public comments were received at this meeting.

4. CHAIRMAN'S REPORT - CHAIR DICIANNI

Chair DiCianni welcomed the committee members back for 2020. He stated there were a couple of small issues at the DuPage Care Center over the holidays that were addressed, and he thanked Janelle Chadwick, Administrator, for her advocacy for her residents at the Care Center.

5. APPROVAL OF MINUTES

Health & Human Services - Regular Meeting - Dec 3, 2019 9:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Robert L. Larsen, District 6
SECONDER: Julie Renehan, Vice Chair
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

6. LENGTH OF SERVICE AWARDS

Anniversary Award - 20 Years - Natasha Belli - Community Services

Mary Keating, Director of Community Services, presented a 20 year Anniversary Award to Natasha Belli.

7. COMMUNITY SERVICES - MARY KEATING
A. CS Requests That Also Require Finance And/Or County Board Approval

Items 7.A.1. and 7.A.2. were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Julie Renehan, Vice Chair
SECONDER: Dawn DeSart, District 5
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

1. HHS-P-0013-20 Recommendation for a contract purchase order issued to Optimum Management Resources to provide technical assistance and consultation services to the DuPage County Homeless Continuum of Care. This contract covers the period January 1, 2020 through December 31, 2020 for Community Services, for a contract total amount not to exceed $30,000.00. 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). (HUD Continuum of Care Planning Grant Funded.)

2. HHS-P-0014-20 Recommendation of approval of a contract to Chicago United Industries, LTD, to furnish, deliver, and install Energy Star appliances with proper disposal for the Weatherization Program in Community Services, for the period of January 15, 2020 through September 30, 2020, for a contract total not to exceed $48,095, per the lowest responsible quote #19-133-CS.

8. DUPAGE CARE CENTER - JANELLE CHADWICK

A. DuPage Care Center Requests That Also Require Finance And/Or County Board Approval

Items 8.A.1. through 8.A.7. were combined and approved.

RESULT: APPROVED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Julie Renehan, Vice Chair
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

1. FI-R-0029-20 RESOLUTION -- Acceptance and Appropriation of the DuPage Care Center Foundation - Foundation Coordinator Grant PY20 Company 5000 - Accounting Unit 2120 - $30,454.

2. FI-R-0030-20 RESOLUTION -- Acceptance and Appropriation of additional funding for the DuPage Care Center Foundation - Music Therapy Grant PY19 Company 5000 - Accounting Unit 2120 - $40,274.

3. FI-R-0031-20 RESOLUTION -- Acceptance and Appropriation of the DuPage Care Center Foundation - Recreation Therapy Grant FY20 Company 5000 - Accounting Unit 2120 - $21,280.
4. HHS-P-0015-20 Recommendation for the approval of a contract purchase order to Music Speaks, LLC, for music therapy for the residents of DuPage Care Center, for the period January 1, 2020 through December 31, 2020, for a contract total not to exceed $48,124.00, per 2nd renewal under per most qualified offeror, RFP #17-206-JM. (Foundation funded.)

5. HHS-P-0016-20 Recommendation for the approval of a contract purchase order to Accelerated Care Plus Leasing, Inc., for a 48 month lease program for physical therapy equipment, for the DuPage Care Center, for the period January 1, 2020 through December 31, 2023, for a total contract not to exceed $46,467.36, per lowest quote #19-151-CARE.

6. HHS-P-0017-20 Recommendation for the approval of a contract purchase order to Advacare Systems, for rental of low air loss and bariatric mattresses, beds and low air loss wheelchair cushions (category 1 & 2), for the DuPage Care Center, for the period January 26, 2020 through January 25, 2021, for a contract total not to exceed $95,000.00, per renewal option under bid #17-004-GV, third and final one year optional renewals.

7. HHS-P-0018-20 Recommendation for the approval of a contract purchase order to McKesson Medical Surgical, for Prime Supplier for general medical surgical supplies, to include exam/diagnostic resident care, respiratory surgical, syringe/needle/i.v., urinary/ostomy and wound care supplies, for the period January 15, 2020 through January 14, 2021, for the DuPage Care Center, for a contract total not to exceed $295,000.00, contract pursuant to the Intergovernmental cooperation act (MMCAP).

**B. DuPage Care Center Requests for Parent Committee Final Approval**

Items 8.B.1. and 8.B.2. were combined and approved with a roll call vote.

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<tbody>
<tr>
<td>MOVER: Sam Tornatore, District 1</td>
</tr>
<tr>
<td>SECONDER: Dawn DeSart, District 5</td>
</tr>
<tr>
<td>AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore</td>
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</tbody>
</table>

1. 2020-18 Recommendation for the approval of a contract purchase order to John's Donut Shop, for the purchase of donuts, muffins and bagels, for retail sale in the DuPage Care Center, JTK Administration Building and Judicial Office Facility Cafe's and catering operations, managed by DuPage Care Center Dining Services, for the period January 9, 2020 through January 8, 2021, for a contract total not to exceed $16,840.00, per Quote #18-216-DPCC, first of three one-year optional renewal.

2. 2020-19 Recommendation for the approval of a contract purchase order to Professional Medical & Surgical Supply, Inc., for liquid protein supplements (approved equal option B and D) for the DuPage Care Center, for the period January 7, 2020 through January 6, 2021, for a contract not to exceed $9,504.00, per renewal option under bid #17-235-GV, second of three one-year renewals.
9. BUDGET TRANSFERS

Items 9.A. and 9.B. were combined and approved.

<table>
<thead>
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<tr>
<td>MOVER:</td>
<td>Robert L. Larsen, District 6</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Julie Renehan, Vice Chair</td>
</tr>
<tr>
<td>AYES:</td>
<td>DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore</td>
</tr>
</tbody>
</table>

A. Budget Transfers -- Community Services - Community Development - Additional funds needed for part-time help to carry the department through the end of the March 31st fiscal year 5000-1440 $14,000.

B. Budget Transfers -- DuPage Care Center - To transfer funds for final FY19 Invoices - $33,000.

10. TRAVEL

Items 10.A. through 10.I. were combined and approved.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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<tbody>
<tr>
<td>MOVER:</td>
<td>Julie Renehan, Vice Chair</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Robert L. Larsen, District 6</td>
</tr>
<tr>
<td>AYES:</td>
<td>DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore</td>
</tr>
</tbody>
</table>

A. Authorization for Overnight Travel -- Community Services - Senior Services Manager to attend the mandatory Regional Ombudsman Quarterly Meeting in Springfield, Illinois from January 15, 2020 through January 16, 2020. Expenses to include transportation, lodging, and per diems for approximate total of $340.00. Senior Services Grant funded 5000-1720.

B. Authorization for Overnight Travel -- Community Services - Homeless Management Information System (HMIS) Manager to attend the National Human Services Data Consortium (NHSDC) in Minneapolis, Minnesota from April 5, 2020 through April 8, 2020. Expenses to include registration, transportation, lodging, and per diems for approximate total of $1,850. Funding by HMIS and ESG Grants and General Fund (5.62%).

C. Authorization for Overnight Travel -- Community Services - Database and Report Specialist to attend the National Human Services Data Consortium (NHSDC) in Minneapolis, Minnesota from April 5, 2020 through April 8, 2020. Expenses to include registration, transportation, lodging, and per diems for approximate total of $1,850. Funding by HMIS and ESG Grants and General Fund (5.62%).

D. Authorization for Overnight Travel -- Community Services - Senior Community Development Specialist to attend the National Human Services Data Consortium (NHSDC) in Minneapolis, Minnesota from April 5, 2020 through April 8, 2020. Expenses to include registration, transportation, lodging, and per diems for approximate total of $1,850. Continuum of Care (CoC) Grant funded 5000-1510.
E. Authorization for Overnight Travel -- Community Services - Intake & Referral Coordinator to attend the Results Oriented Management and Accountability (R.O.M.A.) Peer to Peer In-Service Training to maintain Implementer certification per the Community Services Block Grant (CSBG) Organizational Standards, in Omaha, Nebraska, from March 31, 2020 through April 2, 2020. Expenses to include registration, transportation, lodging, miscellaneous (parking, mileage, etc.), and per diems for approximate total of $1,258.00. CSBG Grant funded 5000-1650.

F. Authorization for Overnight Travel -- Community Services - Intake & Referral Manager to attend the Results Oriented Management and Accountability (R.O.M.A.) Peer to Peer In-Service Training to maintain Implementer certification per the Community Services Block Grant (CSBG) Organizational Standards, in Omaha, Nebraska, from March 31, 2020 through April 2, 2020. Expenses to include registration, transportation, lodging, miscellaneous (parking, mileage, etc.), and per diems for approximate total of $1,258.00. CSBG Grant funded 5000-1650.

G. Authorization for Overnight Travel -- Community Services - Community Development Commission Manager to attend the National Association for County Community and Economic Development Spring Legislative Meeting in Washington, D.C., from February 26, 2020 through March 1, 2020. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $2,392. Community Development Block Grant (CDBG) funded 5000-1440.

H. Authorization for Overnight Travel -- Community Services - Senior Community Development Specialist to attend part three of the Rental Housing Development Finance Professional certification program for training related to administering the Federal HOME Program. Training will be held in Philadelphia, Pennsylvania, from March 8, 2020 through March 13, 2020. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $3,546. Community Development Block Grant (CDBG) funded 5000-1440.

I. Authorization for Overnight Travel -- Community Services - Community Development Commission Manager to attend part three of the Rental Housing Development Finance Professional certification program for training related to administering the Federal HOME Program. Training will be held in Philadelphia, Pennsylvania, from March 8, 2020 through March 13, 2020. Expenses to include registration, transportation, lodging, miscellaneous expenses (parking, mileage, etc.), and per diems for approximate total of $3,453. Community Development Block Grant (CDBG) funded 5000-1440.

11. INFORMATIONAL
Items 11.A. and 11.B. were combined and accepted to place on file.
RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L. Larsen, District 6
SECONDER: Dawn DeSart, District 5
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

A. Grant Proposal Notifications -- GPN # 006-20 DuPage Care Center Foundation Recreation Therapy Grant FY20 - $21,279.77

B. Grant Proposal Notifications -- GPN # 007-20 DuPage Care Center Foundation Coordinator Grant PY20 - $30,453.45.

12. RESIDENCY WAIVERS - JANELLE CHADWICK

A. Out of County Residency Waiver One

RESULT: APPROVED [UNANIMOUS]
MOVER: Robert L. Larsen, District 6
SECONDER: Julie Renehan, Vice Chair
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

B. Out of County Residency Waiver Two

RESULT: APPROVED [UNANIMOUS]
MOVER: Dawn DeSart, District 5
SECONDER: Robert L. Larsen, District 6
AYES: DeSart, DiCianni, Eckhoff, Larsen, Renehan, Tornatore

13. COMMUNITY SERVICES UPDATE - MARY KEATING

Mary Keating, Director of Community Services, reminded committee that the Community Development Executive Committee (CDC Exec) meets today and all are welcome to attend. The committee will be discussing the recommendations for the next three years of funding for the Community Development Block Grant (CDBG) Program. There will be two public hearings within the next 6 weeks, not yet scheduled. Following the public hearings, the recommendations will come to the Health and Human Services Committee and then to County Board. Staff has received tremendous community input prior to this point and will continue to do so throughout the process. Please feel free to contact Ms. Keating with questions.

14. DUPAGE CARE CENTER UPDATE - JANELLE CHADWICK
Janelle Chadwick stated the DuPage Care Center had a successful holiday season with staffing. She expressed her thanks to the staff that put in many hours and effort to insure the Care Center had appropriate staffing in place, which is improving and better than a year ago. Ms. Chadwick hopes to have more information on turnover data from Human Resources and how the Care Center analyzes the information. The Care Center is holding recruitment meetings with the nursing staff, and dining services, which oversees laundry and housekeeping, to focus on how they are recruiting. Ms. Chadwick said they have some good ideas and hope to bring some strategies to committee and are looking for the committee’s guidance and support.

The Care Center has a 5-star quality rating and has focused on a quality measurement, the Quality Assurance/Performance Improvement (QAPI) for the last two years. There is a team of staff that measure things such as wounds, falls, and psychotropic reductions. There has been dialogue and meetings with the whole team regarding the QAPI over the last three months, preferable to staff just handing in paperwork.

The collaborative approach of the family committee that started 6 months ago is going well, and at the request of family members and staff will expand the membership to include additional family members.

15. OLD BUSINESS

16. NEW BUSINESS

17. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:43 AM.
Resolution
FI-R-0041-20

ACCEPTANCE AND APPROPRIATION OF
THE ILDCEO COMMUNITY SERVICES BLOCK GRANT PY20
INTER-GOVERNMENTAL AGREEMENT NO. 20-231028
COMPANY 5000 - AGENCY 1650
$1,053,942

(Under the administrative direction of the Community Services Department)

WHEREAS, the County of DuPage has been notified by the Illinois Department of Commerce and Economic Opportunity that grant funds in the amount of $1,053,942 (ONE MILLION FIFTY-THREE THOUSAND, NINE HUNDRED FORTY-TWO AND NO/100 DOLLARS) are available to be used to assist low-income individuals and families in becoming self-sufficient; and

WHEREAS, to receive said grant funds, the County of DuPage must enter into Inter-governmental Agreement No. 20-231028 with the Illinois Department of Commerce and Economic Opportunity, 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 agreement is from January 1, 2020 through December 31, 2020; and

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

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

WHEREAS, the County Board finds that the need to appropriate said grant 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 Inter-governmental Agreement No. 20-231028 (Attachment II) between DuPage County and Illinois Department of Commerce and Economic Opportunity 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 $1,053,942 (ONE MILLION FIFTY-THREE THOUSAND, NINE HUNDRED FORTY-TWO AND NO/100 DOLLARS) be made to establish the ILDCEO Community Services Block Grant PY20, Company 5000 - Accounting Unit 1650, for the period January 1, 2020 through December 31, 2020; and

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

BE IT FURTHER RESOLVED that should state and/or federal funding cease for this grant, the Health and Human Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED that should the Health and Human Services Committee determine the need for other funding is appropriate, it may recommend action to the County
Resolution
FI-R-0041-20

Board by resolution.

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

__________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________
JEAN KACZMAREK, COUNTY CLERK
**ADDITIONAL APPROPRIATION TO ESTABLISH**
**THE ILDCEO COMMUNITY SERVICES BLOCK GRANT PY20**
**INTER-GOVERNMENTAL AGREEMENT NO. 20-231028**
**COMPANY 5000 – ACCOUNTING UNIT 1650**
**$1,053,942**

### Revenue

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<tr>
<td>41000-0002</td>
<td>Federal Operating Grant – HHS</td>
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**Total Anticipated Revenue:** $1,053,942

### Expenditures

#### Personnel

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<td>Part Time Help</td>
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<td>50050</td>
<td>Temporary Salaries</td>
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<td>Employer Share Social Security</td>
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<td>51040</td>
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**Total Personnel:** $662,647

#### Commodities

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<td>52320</td>
<td>Medical/Dental/Lab Supplies</td>
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**Total Commodities:** $1,360

#### Contractual

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<td>53410</td>
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<td>53600</td>
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<td>53830</td>
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**Total Contractual:** $389,935

**Total Additional Appropriation:** $1,053,942
INTER-GOVERNMENTAL AGREEMENT

BETWEEN

THE STATE OF ILLINOIS, DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY

AND

DuPage County

The Illinois Department of Commerce and Economic Opportunity (Grantor) with its principal office at 500 E Monroe St, Springfield, IL 62701, and DuPage County (Grantee), with its principal office at 421 North County Farm Road 3rd Floor, Wheaton, IL 60187-3978, and payment address (if different than principal office) at N/A, hereby enter into this Inter-governmental Grant Agreement (Agreement), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. 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 135836026 is Grantee’s correct DUNS number, that 366006551 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):

- Individual
- Sole Proprietorship
- Partnership
- Corporation (includes Not For Profit)
- Medical Corporation
- Governmental Unit
- Estate or Trust
- Pharmacy/Non Corporate
- Pharmacy/Funeral Home/Cemetery Corp.
- Tax Exempt
- Limited Liability Company (select applicable tax classification)

X Governmental Unit

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 shall not exceed $1,053,942.00 of which $1,053,942.00 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 G-2001ILCOSR, the federal awarding agency is Department Of Health And Human Services, and the Federal Award date is 10/01/2019. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Community Services Block Grant and Number is 93.569. The Catalog of State Financial Assistance (CSFA) Number is 420-70-0091. The State Award Identification Number is 91-17860.

1.4. Term. This Agreement shall be effective on 01/01/2020 and shall expire on 12/31/2020, unless terminated pursuant to this Agreement.

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 COMMERCE AND ECONOMIC OPPORTUNITY**

By: ____________________________
Signature of Erin B. Guthrie, Acting Director

By: ____________________________
Signature of Designee

Date: ____________________________
Printed Name: ____________________
Printed Title: Designee

**DUPAGE COUNTY**

By: ____________________________
Signature of Authorized Representative

By: ____________________________
Signature of Designee

Date: ____________________________
Printed Name: Mary Keating
Printed Title: Director
Email: Mary.Keating@dupageco.org

By: ____________________________
Signature of First Other Approver, if Applicable

Date: ____________________________
Printed Name: ____________________
Printed Title: Other Approver

By: ____________________________
Signature of Second Other Approver, if Applicable

Date: ____________________________
Printed Name: ____________________
Printed Title: Second Other Approver
ARTICLE II
REQUIRED REPRESENTATIONS

2.1. **Standing and Authority.** Grantee warrants that:

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

   (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 an agency under the laws of jurisdiction other than Illinois, 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 Income Tax 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; (ii) be in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS number; and (iv) have successfully completed the annual registration and prequalification through the Grantee Portal. 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:


“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 Year-End 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 Part 7000. “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 Part 7000.

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

“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.

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

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. All obligations regarding Grant Funds management shall survive this Agreement’s termination or expiration. See 2 CFR 200.343(d); 2 CFR 200.305(b)(9); 30 ILCS 705/5. 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. See 2 CFR 200.305; 44 Ill. Admin. Code Part 7000.

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. Grantor 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, 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, 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 subgrantee) must contain the following certification by an official authorized to legally bind the Grantee (or subgrantee):

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 other 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 by reference. 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 application, 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. 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.

7.6. 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 ILCS 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 7.5).

(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

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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.

7.7. 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 Ill. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.6.

7.8. 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).

7.9. 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 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 2 CFR 200.205(a), 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 Financial Assistance, 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 XII of 2 CFR Part 200, and 30 ILCS 708/40.

**ARTICLE X
UNLAWFUL DISCRIMINATION**

10.1. **Compliance with Nondiscrimination Laws.** Both Parties, their employees and subcontractors under subcontract made pursuant to this Agreement, remain compliant 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 (as amended) (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

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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 or inquiry.

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(b).

(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 Report must cover the same period the Audited Financial Statements cover. If no Audited Financial Statements are required, however, then the Consolidated Year-End Financial Report 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 financial statements included in the Consolidated Year-End Financial Report.

(e) Consolidated Year-End Financial Reports shall follow a format prescribed by Grantor.

(f) Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available.

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.

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**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 7000.410(b)(2), 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.


**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. **Audit Requirements.**

(a) **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.

(b) **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 $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(a) and 15.2(b)(i-iii) but is required to have a financial statement audit conducted based 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. Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or 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.

15.4. Delinquent Reports. Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, 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; NON-COMPLIANCE

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) calendar 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).
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 lawfully obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.1 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 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.** To the extent permitted by Illinois law, 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 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**

**STRUCTURAL REORGANIZATION**

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, 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 governance structure. 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


21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where the Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person 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). An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, municipalities and units of local government and related entities. 2 CFR 200.64.

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 or in part 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 either 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 to 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 material, the phrase “Funding provided in whole or in part by the [Grantor].” Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

23.2. **Prior 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. **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

25.1. **Independent Contractor.** Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor 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. **Liability.** Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party’s agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

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 either Party to assert any right or remedy hereunder will act as a waiver of either Party’s right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

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

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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 Grantee 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 a Portable Document Format (PDF) document shall be deemed original for all purposes.

26.17. **Attorney Fees and Costs.** Unless prohibited by law, 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 final indirect cost rate adjustments, including 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

Grantee must complete the Award Activities described on this Exhibit A, the Deliverables and Milestones listed on Exhibit B and the Performance Measures listed on Exhibit E within the term of this Agreement, as provided in paragraph 1.4, herein.

AUTHORITY: The Grantor is authorized to make this Award pursuant to 42 U.S.C.A. 9901 et seq. and 20 ILCS 625.

The purpose of this authority is as follows:

Provide grants to Community Action Agencies for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.

PROJECT DESCRIPTION:

Program Objective

Grantee must use Grant Funds provided under this Agreement for the Community Services Block Grant ("CSBG") program to develop and implement programs to assist low-income Illinois residents in working towards family stabilization and self-sufficiency pursuant to Exhibit B and the Grant-specific terms/conditions in Article XLI, herein. For carrying out such program objectives, the total compensation and reimbursement payable by the Grantor to the Grantee shall be in compliance with and not exceed the amount specified in the Budget (Attachment B). The Grantor shall pay the total amount of the Grant Funds to the Grantee in accordance with this Agreement, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for U.S. Department of Health and Human Services ("HHS") Awards (45 CFR Part 75), Subpart I of the HHS Block Grant Regulations (45 CFR Part 96), the Community Services Block Grant Act ("CSBG Act") (42 U.S.C. § 9901 et seq.), the HHS Nondiscrimination Regulations (45 CFR Part 92), the Illinois Economic Opportunity Act (20 ILCS 625/1 et seq.), the Illinois Administrative Rules for the State Administration of the Federal Community Services Block Grant Program (47 Ill. Admin. Code Part 120), the Grantor’s Annual Consolidated Plan, and any other regulations and policies promulgated by the federal government and the Grantor. The Grantee further agrees that this Agreement is subject to such modifications which the Grantor determines may be required by federal or state laws, rules, or regulations applicable to this Agreement. Any such modifications to this Agreement shall be incorporated in accordance with the applicable provisions herein.
EXHIBIT B

DELIVERABLES OR MILESTONES

See Attachment A. CSBG Work Program Summary
EXHIBIT C

PAYMENT

Grantee shall receive $1,053,942.00 under this Agreement.

Enter specific terms of payment here:

The Award amount listed above is not a guarantee of payment, and Grantee’s receipt of Grant Funds is contingent upon all terms and conditions of this Agreement.

Reimbursement
Payments to the Grantee are subject to the Grantee’s submission and certification of eligible costs and any documentation as required by the Grantor. Payment shall be initiated upon the Grantor’s approval of eligible costs and cash amount requested for reimbursement of those costs.

Pre-Award Costs
Reimbursement of costs incurred prior to the start of the Award Term provided in paragraph 1.4, herein may be allowed only if specifically provided for in the Project Description (Exhibit A), as approved by the Grantor in its sole discretion. If not clearly identified in the Project Description (Exhibit A), any costs incurred prior to the Award Term will be disallowed. Pre-award costs will only be allowed if the costs are directly pursuant to the negotiation and in anticipation of the Award, where such costs are necessary for efficient and timely performance of the Project Description (Exhibit A) and Deliverables or Milestones (Exhibit B). Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Award. 2 CFR 200.458.
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.

The Grantee acknowledges and agrees that its address set forth below is its current address and shall be considered its last known address for purposes of receiving any and all notice(s) required under this Agreement. The Grantee further acknowledges and agrees that the Grantor is justified in relying upon the address information furnished to it by the Grantee in absence of notice to the contrary. The Grantee also acknowledges and agrees that it has the burden of notifying the Grantor of its current/last known address. In the event that the Grantee changes its current address, it shall contact its Grant Manager and notify him or her of said change of address.

GRANTOR CONTACT

Name: Jennifer Barnes
Title: Grant Manager
Address: 500 E Monroe St
Springfield, IL 62701
Phone: 217-558-0480
TTY#: (800) 785-6055
Fax#: N/A
Email Address: Jennifer.Barnes@Illinois.gov

GRANTEE CONTACT

Name: Gina Strafford-Ahmed
Title: CSBG Coordinator
Address: 421 North County Farm Road
3rd Floor
Wheaton, IL 60187-3978
Phone: 630-407-6444
TTY#: N/A
Fax#: 630-407-6501
Email Address: gina.strafford@dupageco.org

The following are designated as Authorized Designee(s) for the Grantee (See Part Two, Article XXVII):

Authorized Designee: Lisa Hamilton
Authorized Designee Title: I & R Specialist
Authorized Designee Phone: 630-407-6415
Authorized Designee Email:

Authorized Designee Signature: _____________________________

Authorized Signatory Approval: _____________________________

Authorized Designee: Kim Mehring
Authorized Designee Title: Assistant Financial Services Administrator
Authorized Designee Phone: 630-407-6145
Authorized Designee Email: kim.mehring@dupageco.org

Authorized Designee Signature: _____________________________

Authorized Signatory Approval: _____________________________
Authorized Designee: Jennifer Pitsenbarger
Authorized Designee Title: Division Assistant
Authorized Designee Phone: 630-407-6421
Authorized Designee Email: 

Authorized Designee Signature: ________________________________
Authorized Signatory Approval: ________________________________

Authorized Designee: Gina Strafford-Ahmed
Authorized Designee Title: CSBG Coordinator
Authorized Designee Phone: 630-407-6444
Authorized Designee Email: gina.strafford@dupageco.org

Authorized Designee Signature: ________________________________
Authorized Signatory Approval: ________________________________

Authorized Designee: Michelle Tunk
Authorized Designee Title: Assistant Financial Services Administrator
Authorized Designee Phone: 630-407-6145

Authorized Designee Signature: ________________________________
Authorized Signatory Approval: ________________________________
GRANTOR CONTACT FOR AUDIT OR CONSOLIDATED YEAR-END FINANCIAL REPORTS QUESTIONS—AUDIT UNIT

Email:  
exernalauditunit@illinois.gov

GRANTOR CONTACT FOR FINANCIAL CLOSEOUT QUESTIONS—PROGRAM ACCOUNTANT

Name: Lisa Hodson
Email: Lisa.Hodson@illinois.gov
Phone: 217-558-2431
Fax#: N/A
Address: 500 E Monroe St
Springfield, IL  62701
EXHIBIT E

PERFORMANCE MEASURES

See Exhibit B.
EXHIBIT F

PERFORMANCE STANDARDS

In accordance with the performance measures set forth in Exhibit B, herein reimbursement will only be provided for those allowable expenditures that can be sufficiently documented.
EXHIBIT G

SPECIFIC CONDITIONS

Grantor may remove (or reduce) a Specific Condition included in this Exhibit G by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

See Attachment C. Exhibit G Continued--Special Conditions.
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:

ARTICLE XXVII
AUTHORIZED SIGNATORY

27.1. Authorized Signatory. In processing this Award and related documentation, Grantor will only accept materials signed by the Authorized Signatory or Designee of this Agreement, as designated or prescribed herein in paragraph 1.6 or Exhibit D. If the Authorized Signatory chooses to assign a designee to sign or submit materials required by this Agreement to Grantor, the Authorized Signatory must either send written notice to Grantor indicating the name of the designee, or provide notice as set forth in Exhibit D. Without such notice, Grantor will reject any materials signed or submitted on the Grantee’s behalf by anyone other than the Authorized Signatory. The Authorized Signatory must approve each Authorized Designee separately by signing as indicated on Exhibit D. If an Authorized Designee(s) appears on Exhibit D, please verify the information and indicate any changes as necessary. Signatures of both the Authorized Signatory and the Authorized Designee are required in order for the Authorized Designee to have signature authority under this Agreement.

ARTICLE XXVIII
ADDITIONAL AUDIT PROVISIONS

28.1. Discretionary Audit. The Department may, at any time and in its sole discretion, require a program-specific audit, or other audit, SAS 115/AU-C265 letters (Auditor’s Communication of Internal Control Related Matters) and SAS 114/AU-C260 letters (Auditor’s Communication With Those Charged With Governance).

ARTICLE XXIX
ADDITIONAL MONITORING PROVISIONS

29.1. Access to Documentation. The Award will be monitored for compliance in accordance with the terms and conditions of this Agreement, together with appropriate programmatic rules, regulations, and/or guidelines that the Grantor promulgates or implements. The Grantee must permit any agent authorized by the Grantor, upon presentation of credentials, in accordance with all methods available by law, full access to and the right to examine any document, papers and records either in hard copy or electronic format, of the Grantee involving transactions relating to this Award.

29.2. Cooperation with Audits and Inquiries, Confidentiality. Pursuant to Article XII, above, the Grantee is obligated to cooperate with the Grantor and other legal authorities in any audit or inquiry related to the Award. The Grantor or any other governmental authority conducting an audit or inquiry may require the Grantee to keep confidential any audit or inquiry and to limit internal disclosure of the audit or inquiry to those Grantee personnel who are necessary to support the Grantee’s response to the audit or inquiry. This confidentiality requirement shall not limit Grantee’s right to discuss an audit or inquiry with its legal counsel. If a third party seeks to require the Grantee, pursuant to any law, regulation, or legal process, to disclose an audit or inquiry that has been deemed confidential by the Grantor or other governmental authority, the Grantee shall promptly notify the entity that is conducting the audit or inquiry of such effort so that the entity that is conducting the audit or inquiry may seek a protective order, take other appropriate action, or waive compliance by the Grantee with the confidentiality requirement.

ARTICLE XXX
ADDITIONAL INTEREST PROVISIONS
30.1. **Penalty for Non-Interest Bearing Account.** If Grantee is required to keep Grant Funds paid in advance of the actual expenditure of funds in an interest-bearing account pursuant to paragraph 4.6(b) of this Agreement, Grantee will be responsible for the payment of interest to Grantor at a rate equal to twelve percent (12%) per annum on any Grant Funds kept in a non-interest bearing account, unless Grantee receives prior written approval from Grantor. Grant Funds paid in reimbursement of previously paid costs may be kept in a non-interest bearing account at the Grantee’s discretion. Exceptions to this paragraph are not permissible without prior written approval by Grantor.

30.2. **Interest Earned on Grant Funds.** Interest earned on Grant Funds in an amount up to $500 per year may be retained by the Grantee for administrative expenses. Any additional interest earned on Grant Funds above $500 per year must be returned to the Grantor pursuant to paragraphs 4.2 and 33.2 herein, or as otherwise instructed by the Grant Manager or as set forth in **PART THREE.** All interest earned must be expended prior to Grant Funds. All reporting documents should reflect the full expenditure of any interest earned. Any unspent Grant Funds or earned interest unspent must be returned as Grant Funds to the Grantor as described in paragraphs 4.2 and 33.2 herein. All interest earned on Grant Funds must be accounted for and reported to the Grantor as provided in Article XIII herein. If applicable, the Grantor will remit interest earned and returned by Grantee to the U.S. Department of Health and Human Services Payment Management System through the process set forth at 2 CFR 200.305(b)(9), or as otherwise directed by the federal awarding agency. The provisions of this paragraph 30.2 are inapplicable to the extent any statute or rule provides for different treatment of interest income. Any provision that deviates from this paragraph is set forth in **PART THREE.**

**ARTICLE XXXI**

**ADDITIONAL BUDGET PROVISIONS**

31.1. **Restrictions on Discretionary Line Item Transfers.** Unless set forth otherwise in **PART THREE** herein, Budget line item transfers within the guidelines set forth in paragraph 6.3 herein, which would not ordinarily require approval from Grantor, but vary more than ten percent (10%) of the current approved Budget line item amount, are considered changes in the project scope and require Prior Approval from Grantor pursuant to 2 CFR 200.308.

**ARTICLE XXXII**

**ADDITIONAL REPRESENTATIONS AND WARRANTIES**

32.1. **Grantee Representations and Warranties.** In connection with the execution and delivery of this Agreement, the Grantee makes the following representations and warranties to Grantor:

(a) That it has no public or private interest, direct or indirect, and shall not acquire, directly or indirectly any such interest which does or may conflict in any manner with the performance of the Grantee’s services and obligations under this Agreement;

(b) That no member of any governing body or any officer, agent or employee of the State, has a personal financial or economic interest directly in this Agreement, or any compensation to be paid hereunder except as may be permitted by applicable statute, regulation or ordinance;

(c) That there is no action, suit or proceeding at law or in equity pending, nor to the best of Grantee’s knowledge, threatened, against or affecting the Grantee, before any court or before any governmental or administrative agency, which will have a material adverse effect on the performance required by this Agreement;

(d) That to the best of the Grantee’s knowledge and belief, the Grantee, its principals and key project personnel:
(i) Are not presently declared ineligible or voluntarily excluded from contracting with any federal or State department or agency;

(ii) Have not, within a three (3)-year period preceding this Agreement, been convicted of any felony; been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; had a civil judgment rendered against them for commission of fraud; been found in violation of federal or state antitrust statutes; or been convicted of embezzlement, theft, larceny, forgery, bribery, falsification or destruction of records, making a false statement, or receiving stolen property;

(iii) Are not presently indicted for, or otherwise criminally or civilly charged, by a government entity (federal, state or local) with commission of any of the offenses enumerated in sub-paragraph (ii) of this certification; and

(iv) Have not had, within a three (3)-year period preceding this Agreement, any judgment rendered in an administrative, civil or criminal matter against the Grantee, or any entity associated with its principals or key personnel, related to a grant issued by any federal or state agency or a local government.

Any request for an exception to the provisions of this paragraph 32.1(d) must be made in writing, listing the name of the individual, home address, type of conviction and date of conviction; and

(e) Grantee certifies that it is not currently operating under, or subject to, any cease and desist order, or subject to any informal or formal regulatory action, and, to the best of Grantee’s knowledge, that it is not currently the subject of any investigation by any state or federal regulatory, law enforcement or legal authority. Should it become the subject of an investigation by any state or federal regulatory, law enforcement or legal authority, Grantee shall promptly notify Grantor of any such investigation. Grantee acknowledges that should it later be subject to a cease and desist order, Memorandum of Understanding, or found in violation pursuant to any regulatory action or any court action or proceeding before any administrative agency, that Grantor is authorized to declare Grantee out of compliance with this Agreement and suspend or terminate the Agreement pursuant to Article XVI herein and any applicable rules.

ARTICLE XXXIII
ADDITIONAL TERMINATION, SUSPENSION AND NON-COMPLIANCE PROVISIONS

33.1. Remedies for Non-Compliance. If Grantor suspends or terminates this Agreement pursuant to Article XVI herein, Grantor may also elect any additional remedy allowed by law, including, but not limited to, one or more of the following remedies:

(a) Direct the Grantee to refund some or all of the Grant Funds disbursed to it under this Agreement;

(b) Direct the Grantee to remit an amount equivalent to the “Net Salvage Value” of all equipment or materials purchased with Grant Funds provided under this Agreement. For purposes of this Agreement, “Net Salvage Value” is defined as the amount realized, or that the Parties agree is likely to be realized from, the sale of equipment or materials purchased with Grant Funds provided under this Agreement at its current fair market value, less selling expenses; and

(c) Direct the Grantee to transfer ownership of equipment or materials purchased with Grant Funds provided under this Agreement to the Grantor or its designee.
33.2. **Grant Refunds.** In accordance with the Illinois Grant Funds Recovery Act, 30 ILCS 705/1 et seq., the Grantee must, within forty-five (45) days of the effective date of a termination of this Agreement, refund to Grantor, any balance of Grant Funds not spent or not obligated as of said date.

33.3. **Grant Funds Recovery Procedures.** In the event that Grantor seeks to recover from Grantee funds received pursuant to this Award that: (i) Grantee cannot demonstrate were properly spent, or (ii) have not been expended or legally obligated by the time of expiration or termination of this Award, the Parties agree to follow the procedures set forth in the Illinois Grant Funds Recovery Act, 30 ILCS 705/1 et seq. (GFRA), for the recovery of Grant Funds, including the informal and formal hearing requirements. All remedies available in Section 6 of the GFRA shall apply to these proceedings. The Parties agree that Grantor’s Administrative Hearing Rules (56 Ill. Admin. Code Part 2605) and/or any other applicable hearing rules shall govern these proceedings.

33.4. **Grantee Responsibility.** Grantee shall be held responsible for the expenditure of all funds received through this Award, whether expended by Grantee or a subrecipient or contractor of Grantee. Grantor may seek any remedies against Grantee permitted pursuant to this Agreement and 2 CFR 200.338 for the action of a subrecipient or contractor of Grantee that is not in compliance with the applicable statutes, regulations or the terms and conditions of this Award.

**ARTICLE XXXIV**

**ADDITIONAL MODIFICATION PROVISIONS**

34.1. **Modifications by Operation of Law.** This Agreement is subject to such modifications as the Grantor determines, in its sole discretion, may be required by changes in federal or State law or regulations applicable to this Agreement. Grantor shall initiate such modifications, and Grantee shall be required to agree to the modification in writing as a condition of continuing the Grant. Any such required modification shall be incorporated into and become part of this Agreement as if fully set forth herein. The Grantor shall timely notify the Grantee of any pending implementation of or proposed amendment to such regulations of which it has notice.

34.2. **Discretionary Modifications.** If either the Grantor or the Grantee wishes to modify the terms of this Agreement other than as set forth in Articles V and VI and paragraphs 34.1 and 34.3, written notice of the proposed modification must be given to the other party. Modifications will only take effect when agreed to in writing by both the Grantor and the Grantee. However, if the Grantor notifies the Grantee in writing of a proposed modification, and the Grantee fails to respond to that notification, in writing, within thirty (30) days, the proposed modification will be deemed to have been approved by the Grantee. In making an objection to the proposed modification, the Grantee shall specify the reasons for the objection and the Grantor shall consider those objections when evaluating whether to follow through with the proposed modification. The Grantor’s notice to the Grantee shall contain the Grantee name, Grant number, modification number and purpose of the revision. If the Grantee seeks any modification to the Agreement, the Grantee shall submit a detailed narrative explaining why the Project cannot be completed in accordance with the terms of the Agreement and how the requested modification will ensure completion of the Grant Activities, Deliverables, Milestones and/or Performance Measures (Exhibits A, B and E).

34.3. **Unilateral Modifications.** The Parties agree that Grantor may, in its sole discretion, unilaterally modify this Agreement without prior approval of the Grantee when the modification is initiated by Grantor for the sole purpose of increasing the Grantee’s funding allocation as additional funds become available for the Award during the program year covered by the term of this Agreement.

34.4. **Management Waiver.** The Parties agree that the Grantor may issue a waiver of specific requirements of this Agreement after the term of the Agreement has expired. These waivers are limited to non-material changes to specific grant terms that the Grantor determines are necessary to place the Grantee in administrative compliance with the terms of this Agreement. A management waiver issued after the term of the Agreement has expired will supersede the original requirements of this Agreement that would normally require a
modification of this Agreement to be executed. The Grantor will make no modifications of this Agreement not agreed to prior to the expiration of the Agreement beyond what is specifically set forth in this section.

34.5. **Term Extensions.** The Grantee acknowledges that all Grant Funds must be expended or legally obligated, and all Grant Activities, Deliverables, Milestones and Performance Measures (Exhibits A, B and E) must be completed during the Grant Term set forth in paragraph 1.4 herein. Extensions of the Award Term will be granted only for good cause, and only in increments of six (6) months, subject to the Grantor’s discretion. Pursuant to the Grant Funds Recovery Act (30 ILCS 705/1 et seq.), no Award may be extended in total beyond a two (2)-year period unless the Grant Funds are expended or legally obligated during that initial two-year period, or unless Grant Funds are disbursed for reimbursement of costs previously incurred by the Grantee. If Grantee requires an extension of the Award Term, Grantee should submit a written request to the Grant Manager at least sixty (60) days prior to the end of the Grant Term or extended Grant Term, as applicable, stating the reason for the extension.

**ARTICLE XXXV**

ADDITIONAL CONFLICT OF INTEREST PROVISIONS

35.1. **Bonus or Commission Prohibited.** The Grantee shall not pay any bonus or commission for the purpose of obtaining the Grant Funds awarded under this Agreement.

35.2. **Hiring State Employees Prohibited.** No State officer or employee may be hired to perform services under this Agreement on behalf of Grantee, or be paid with Grant Funds derived directly or indirectly through this Award without the written approval of the Grantor.

**ARTICLE XXXVI**

ADDITIONAL EQUIPMENT OR PROPERTY PROVISIONS

36.1. **Equipment Management.** The Grantee is responsible for replacing or repairing equipment and materials purchased with Grant Funds that are lost, stolen, damaged, or destroyed. Any loss, damage or theft of equipment and materials shall be investigated and fully documented, and immediately reported to the Grantor and, where appropriate, the appropriate authorities.

**ARTICLE XXXVII**

APPLICABLE STATUTES

To the extent applicable, Grantor and Grantee shall comply with the following:

37.1. **Grantee Responsibility.** All applicable federal, State and local laws, rules and regulations governing the performance required by Grantee shall apply to this Agreement and will be deemed to be included in this Agreement the same as though written herein in full. Grantee is responsible for ensuring compliance with all applicable laws, rules and regulations, including, but not limited to those specifically referenced herein. Except where expressly required by applicable laws and regulations, the Grantor shall not be responsible for monitoring Grantee’s compliance.

37.2. **Land Trust/Beneficial Interest Disclosure Act (765 ILCS 405/2.1).** No Grant Funds shall be paid to any trustee of a land trust, or any beneficiary or beneficiaries of a land trust, for any purpose relating to the land, which is the subject of such trust, any interest in such land, improvements to such land or use of such land unless an affidavit is first filed with the Grantor identifying each beneficiary of the land trust by name and address and defining such interest therein.

37.3. **Historic Preservation Act (20 ILCS 3420/1 et seq.).** The Grantee will not expend Grant Funds under this Agreement which result in the destruction, alteration, renovation, transfer or sale, or utilization of a historic property, structure or structures, or in the introduction of visual, audible or atmospheric elements to a State of Illinois INTER-GOVERNMENTAL GRANT AGREEMENT FISCAL YEAR 2020 / 01 07 2019 Page 38 of 48
historic property, structure or structures, which will result in the change in the character or use of any historic property, except as approved by the Illinois Department of Natural Resources, Historic Preservation Division. The Grantee shall not expend Grant Funds under this Agreement for any project, activity, or program that can result in changes in the character or use of historic property, if any historic property is located in the area of potential effects without the approval of the Illinois Department of Natural Resources, Historic Preservation Division. 20 ILCS 3420/3(f).

37.4. **Victims’ Economic Security and Safety Act (820 ILCS 180 et seq.).** If the Grantee has 50 or more employees, it may not discharge or discriminate against an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, for taking up to a total of twelve (12) work weeks of leave from work during any twelve (12) month period to address the domestic violence, pursuant to the Victims’ Economic Security and Safety Act. The Grantee is not required to provide paid leave under the Victims’ Economic Security and Safety Act, but may not suspend group health plan benefits during the leave period. Any failure on behalf of the Grantee to comply with all applicable provisions of the Victims’ Economic Security and Safety Act, or applicable rules and regulations promulgated thereunder, may result in a determination that the Grantee is ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked, as provided by Statute or regulation.

37.5. **Equal Pay Act of 2003 (820 ILCS 112 et seq.).** If the Grantee has four (4) or more employees, it is prohibited by the Equal Pay Act of 2003 from paying unequal wages to men and women for doing the same or substantially similar work. Further, the Grantee is prohibited by the Equal Pay Act of 2003 from remedying violations of the Act by reducing the wages of other employees or discriminating against any employee exercising his/her rights under this Act. Any failure on behalf of the Grantee to comply with all applicable provisions of the Equal Pay Act of 2003, or applicable rules and regulations promulgated thereunder, may result in a determination that the Grantee is ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked, as provided by Statute or regulation.

37.6. **Steel Products Procurement Act (30 ILCS 565 et seq.).** The Grantee, if applicable, hereby certifies that any steel products used or supplied in accordance with this Award for a public works project shall be manufactured or produced in the United States per the requirements of the Steel Products Procurement Act (30 ILCS 565 et seq.).

37.7. **Minorities, Women, and Persons with Disabilities Act and Illinois Human Rights Act (30 ILCS 575/0.01; 775 ILCS 5/2-105).** The Grantee acknowledges and hereby certifies compliance with the provisions of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, and the equal employment practices of Section 2-105 of the Illinois Human Rights Act for the provision of services which are directly related to the Award Activities to be performed under this Agreement.

37.8. **Identity Protection Act (5 ILCS/179 et seq.) and Personal Information Protection Act (815 ILCS 530 et seq.).** The Grantor is committed to protecting the privacy of its vendors, grantees and beneficiaries of programs and services. At times, the Grantor will request social security numbers or other personal identifying information. Federal and state laws, rules and regulations require the collection of this information for certain purposes relating to employment and/or payments for goods and services, including, but not limited to, Awards. The Grantor also collects confidential information for oversight and monitoring purposes.

Furnishing personal identity information, such as a social security number, is voluntary; however, failure to provide required personal identity information may prevent an individual or organization from using the services/benefits provided by the Grantor as a result of state or federal laws, rules and regulations.
To the extent the Grantee collects or maintains protected personal information as part of carrying out the Award Activities, the Grantee shall maintain the confidentiality of the protected personal information in accordance with applicable law and as set forth below.

(a) Personal Information Defined. As used herein, “Personal Information” shall have the definition set forth in the Personal Information Protection Act, 815 ILCS 530/5 (“PIPA”).

(b) Protection of Personal Information. The Grantee shall use at least reasonable care to protect the confidentiality of Personal Information that is collected or maintained as part of the Award Activities and (i) not use any Personal Information for any purpose outside the scope of the Award Activities and (ii) except as otherwise authorized by the Grantor in writing, limit access to Personal Information to those of its employees, contractors, and agents who need such access for purposes consistent with the Award Activities. If Grantee provides any contractor or agent with access to Personal Information, it shall require the contractor or agent to comply with the provisions of this paragraph 37.8.

(c) Security Assurances. Grantee represents and warrants that it has established and will maintain safeguards against the loss and unauthorized access, acquisition, destruction, use, modification, or disclosure of Personal Information and shall otherwise maintain the integrity of Personal Information in its possession in accordance with any federal or state law privacy requirements, including PIPA. Such safeguards shall be reasonably designed to (i) ensure the security and confidentiality of the Personal Information, (ii) protect against any anticipated threats or hazards to the security or integrity of Personal Information, and (iii) protect against unauthorized access to or use of Personal Information. Additionally, Grantee will have in place policies, which provide for the secure disposal of documents and information which contain Personal Information, including but not limited to shredding documents and establishing internal controls over the authorized access to such information. 815 ILCS 530/40.

(d) Breach Response. In the event of any unauthorized access to, unauthorized disclosure of, loss of, damage to or inability to account for any Personal Information (a "Breach"), Grantee agrees that it shall promptly, at its own expense (i) report such Breach to the Grantor by telephone with immediate written confirmation sent by e-mail and by mail, describing in detail any accessed materials and identifying any individual(s) who may have been involved in such Breach; (ii) take all actions necessary or reasonably requested by the Grantor to stop, limit or minimize the Breach; (iii) restore and/or retrieve, as applicable, and return all Personal Information that was lost, damaged, accessed, copied or removed; (iv) cooperate in all reasonable respects to minimize the damage resulting from such Breach; (v) provide any notice to Illinois residents as required by 815 ILCS 530/10 or applicable federal law, in consultation with the Grantor; and (vi) cooperate in the preparation of any report related to the Breach that the Grantor may need to present to any governmental body.

(e) Injunctive Relief. Grantee acknowledges that, in the event of a breach of this paragraph 37.8, Grantor will likely suffer irreparable damage that cannot be fully remedied by monetary damages. Accordingly, in addition to any remedy which the Grantor may possess pursuant to applicable law, the Grantor retains the right to seek and obtain injunctive relief against any such breach in any Illinois court of competent jurisdiction.

(f) Compelled Access or Disclosure. The Grantee may disclose Personal Information if it is compelled by law, regulation, or legal process to do so, provided the Grantee gives the Grantor at least ten (10) days' prior notice of such compelled access or disclosure (to the extent legally permitted) and reasonable assistance if the Grantor wishes to contest the access or disclosure.

ARTICLE XXXVIII
ADDITIONAL MISCELLANEOUS PROVISIONS
38.1. **Workers’ Compensation Insurance, Social Security, Retirement and Health Insurance Benefits, and Taxes.** The Grantee shall provide Workers’ Compensation insurance where the same is required and shall accept full responsibility for the payment of unemployment insurance, premiums for Workers’ Compensation, Social Security and retirement and health insurance benefits, as well as all income tax deduction and any other taxes or payroll deductions required by law for its employees who are performing services specified by this Agreement.

38.2. **Required Notice.** Grantee agrees to give prompt notice to the Grantor of any event that may materially affect the performance required under this Agreement. Any notice or final decision by Grantor relating to (i) a Termination or Suspension (Article XVI), (b) Modifications, Management Waivers or Term Extensions (Article XXXIV) or (c) Assignments (paragraph 26.4) must be executed by the Director of the Grantor or her or his authorized designee.

### ARTICLE XXXIX
**ADDITIONAL REQUIRED CERTIFICATIONS**

The Grantee makes the following certifications as a condition of this Agreement. These certifications are required by State statute and are in addition to any certifications required by any Federal funding source as set forth in this Agreement. Grantee’s execution of this Agreement shall serve as its attestation that the certifications made herein are true and correct.

39.1. **Compliance With Applicable Law.** The Grantee certifies that it shall comply with all applicable provisions of federal, state and local law in the performance of its obligations pursuant to this Agreement.

39.2. **Sexual Harassment.** The Grantee certifies that it has written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Grantee’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and the Human Rights Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)). A copy of the policies shall be provided to the Grantor upon request.

39.3. **Federal, State and Local Laws; Tax Liabilities; State Agency Delinquencies.** The Grantee is required to comply with all federal, state and local laws, including but not limited to the filing of any and all applicable tax returns. In the event that a Grantee is delinquent in filing and/or paying any federal, state and/or local taxes, the Grantee shall disburse Grant Funds only if the Grantee enters into an installment payment agreement with said tax authority and remains in good standing therewith. Grantee is required to render a copy of any such installment payment agreement to the Grantor. In no event may Grantee utilize Grant Funds to discharge outstanding tax liabilities or other debts owed to any governmental unit. The execution of this Agreement by the Grantee is its certification that (i) it is current as to the filing and payment of any federal, state and/or local taxes applicable to Grantee; and (ii) it is not delinquent in its payment of moneys owed to any federal, state, or local unit of government.

39.4. **Lien Waivers.** If applicable, the Grantee shall monitor construction to assure that necessary contractor’s affidavits and waivers of mechanics liens are obtained prior to release of Grant Funds to contractors and subcontractors.
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:

ARTICLE XL
REPORT DELIVERABLE SCHEDULE

40.1. External Audit Reports. External Audit Reports may be required. Refer to Article XV of this Agreement to determine whether you are required to submit an External Audit Report and the applicable due date.

40.2. Annual Financial Reports. Annual Financial Reports may be required. Refer to paragraph 13.3 of this Agreement to determine whether you are required to submit Annual Financial Reports.

40.3. Required Periodic Reports. Below is the required periodic reporting schedule for this Award.

April 2020

• Quarterly Periodic Financial Report (04/30/2020) - Covering Period of 01/01/2020 - 03/31/2020; Send To: Grant Manager
• Quarterly Periodic Performance Report (04/30/2020) - Covering Period of 01/01/2020 - 03/31/2020; Send To: Grant Manager

July 2020

• Quarterly Periodic Financial Report (07/30/2020) - Covering Period of 04/01/2020 - 06/30/2020; Send To: Grant Manager
• Quarterly Periodic Performance Report (07/30/2020) - Covering Period of 04/01/2020 - 06/30/2020; Send To: Grant Manager

October 2020

• Quarterly Periodic Financial Report (10/30/2020) - Covering Period of 07/01/2020 - 09/30/2020; Send To: Grant Manager
• Quarterly Periodic Performance Report (10/30/2020) - Covering Period of 07/01/2020 - 09/30/2020; Send To: Grant Manager

February 2021

• Quarterly Periodic Financial Report (02/01/2021) - Covering Period of 10/01/2020 - 12/31/2020; Send To: Grant Manager
• Quarterly Periodic Performance Report (02/01/2021) - Covering Period of 10/01/2020 - 12/31/2020; Send To: Grant Manager
• End of grant Closeout Financial Report and Reconciliation (02/15/2021) - Covering Period of 01/01/2020 - 12/31/2020; Send To: Grant Manager
  • Supporting Documents: Closeout Financial Report and OCA Reconciliation, as well as all requested supporting documentation
• End of grant Closeout Performance Report (02/15/2021) - Covering Period of 01/01/2020 - 12/31/2020; Send To: Grant Manager
• Supporting Documents: Closeout Performance Report, as well as requested supporting documentation

40.4. **Changes to Reporting Schedule.** Changes to the schedules for periodic reporting, the external audit reports and the annual financial reports do not require a formal modification to this Agreement pursuant to paragraph 26.5 and Article XXXIV, and may be changed unilaterally by the Grantor if necessitated by a change in the project schedule or at the discretion of the Grantor. The Grantee may not modify the reporting deliverable schedules in Articles XIII, XIV, XV and XL unilaterally, and must obtain prior written approval from Grantor or the Grant Accountability and Transparency Unit of the Governor’s Office of Management and Budget, if applicable, to change any reporting deadlines.

**ARTICLE XLI**

**GRANT-SPECIFIC TERMS/CONDITIONS**

41.1. **Federal Grant Requirements.**

(a) In addition to paragraph 7.9, herein this Award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for U.S. Department of Health and Human Services (“HHS”) awards at 45 CFR Part 75, which implement the language in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, (the “Uniform Requirements”). Any specific exceptions to the Uniform Requirements adopted by HHS may be found at 2 CFR Part 300. For the avoidance of doubt and to the extent applicable, any references in this Agreement to any of the OMB Circulars are subject to the Uniform Requirements referenced herein.

(b) Grantee must maintain compliance with the Community Services Block Grant (“CSBG”) Act (Pub. L. 105-285, Title II (Oct. 27, 1998)), the federal CSBG block grant rules (45 CFR Part 96), the Illinois Economic Opportunity Act (20 ILCS 625/1 et seq.), the Illinois CSBG administrative rules (47 Ill. Admin. Code Part 120), and all related Grantor policies and procedures.

41.2. **Administrative Costs.** Pursuant to Article VII, Grantee shall receive reimbursement for allowable costs under the Administrative cost category not to exceed a total of 16% of allowable expenditures unless otherwise authorized by Grantor in writing. As an example, an agency which expends 75% of the total allocation will only be allowed to spend a total of 16% of the amount of actual expenditures for administrative purposes.

41.3. **Additional Reporting Requirements.** In addition to the reporting requirements set forth in paragraphs 13.1, 14.1 and 40.3, herein, as applicable, Grantee must provide the following reports to Grantor:

(a) A certified cost report submitted via the GRS Fiscal electronic reporting system prior to submitting a request for Grant Funds;

(b) Quarterly programmatic reports which include board membership reports, board minutes, services report, demographics report, revolving loan fund reconciliation and any other report as required by Grantor;

(c) Annual scholarship report;

(d) An Annual Report which contains information based on agency-wide activities in a format prescribed by Grantor; and

(e) Any additional reports required by Grantor as a result of a corrective action or quality improvement plan, or as requested by Grantor.

41.4. **Method of Compensation.**

(a) In addition to the payment methods described in Article IV, herein the Grant Funds will be distributed in accordance with the invoice-voucher procedures of the Office of the State Comptroller. The first payment of Grant Funds will be for program initiation and will be based on the Grantee’s
Agreement No 20-231028

reported obligation for the program’s immediate cash needs. Thereafter, the Grant Funds will be distributed for the dual purpose of covering the allowable expenditures to date, as well as the immediate cash needs of the Grantee to operate the program under this Agreement in accordance with the financial management standards set forth in paragraph 7.8, herein.

(b) Costs allocated to this Award must conform to the HHS cost principles at 45 CFR Part 75 and as set forth in the Uniform Requirements, as applicable. Further, costs charged under this Agreement cannot exceed the total amount of this Award.

41.5. Additional Audit Requirements. In addition to the audit requirements in Article XV, herein Grantor reserves the right to conduct limited scope audits, at any time, of any Grant Funds expended under this Agreement or of the Grantee’s agency-wide financial statements. Grantor has the right to examine Grantee’s corporate books and records which may be necessary to test the allocation equity of Grant Funds and to determine the ability of the Grantee to safeguard the Grant Funds. The Grantee must fully cooperate, in a timely manner, in preparing for and conducting the audit and in the resolution of audit findings.

For the avoidance of doubt, Grantee is subject to any and all applicable audit requirements under Subpart F of 45 CFR Part 75.

41.6. Non-Expendable Personal Property.

(a) Grantee must not purchase non-expendable personal property, including but not limited to, federally-owned and exempt property, equipment and supplies (collectively referred to as “Non-Expendable Personal Property”) with an original purchase price of $5,000 or more without Grantor’s prior written approval.

(b) In addition to Article XXII, herein the Grantee agrees to comply with the applicable property standards set forth in 45 CFR §§75.316–75.323, as specifically related to its organization, in the management of Non-Expendable Personal Property for authorized CSBG purposes under this Award. Specifically, as set forth under 45 CFR §§ 75.319 – 75.321, Non-Expendable Personal Property includes such property acquired under this Agreement and also such property transferred to this Agreement from prior Grant Agreements.

(c) The Grantee may hold title in its name to all Non-Expendable Personal Property purchased with Grant Funds for operation of the program subject to the following: It is understood and agreed to by the Grantee that all Non-Expendable Personal Property purchased by the Grantee with Grant Funds or received from the Grantor shall not be the property of the Grantee but must instead be held by in trust for the benefit of the people of the State of Illinois. As such, the Non-Expendable Personal Property held by the Grantee is subject to the following conditions: (i) Grantee must use the equipment for the authorized purposes of this Award during the period of performance, or until the property is no longer needed for the purposes of this Award; (ii) Grantee shall not encumber the property without approval of the Grantor; and (iii) Grantee shall use and dispose of the property in accordance with 45 CFR 75.320 and paragraph 22.4, herein. Grantee must not sell, abandon or otherwise dispose of such Non-Expendable Personal Property without disposition instructions and the prior written approval of Grantor.

(d) In accordance with 45 CFR §§ 75.320–75.321, Non-expendable Personal Property must be used for CSBG purposes, as required under this Agreement, for as long as needed. While being used on the program under this Award, Non-Expendable Personal Property may be made available for “shared use” with other activities, provided that such use will not interfere with its primary use for the original purposes of CSBG prescribed under this Award. When no longer needed for the program, equipment may be used for other projects subject to Grantor’s written approval.

(e) The Grantee must maintain appropriate property records and annually conduct an inventory of all Non-Expendable Personal Property purchased with Grant Funds. Within thirty (30) days of State of Illinois

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Page 44 of 48
receipt of purchased equipment, an “Equipment Acquisition Form” must be completed and sent to Grantor. Upon the termination of the Agreement and upon the election of Grantor, the Grantee must surrender possession of such property to Grantor.

41.7. Procurement. Grantee shall follow the procurement standards as established in 45 CFR §§ 75.326 – 75.335 and in the Grantor’s Office of Community Assistance Procurement Manual (“OCA Procurement Manual”). Pursuant to the OCA Procurement Manual, for every procurement transaction in excess of the simplified acquisition threshold, including contract modifications, Grantee is required to perform a cost or price analysis. See 45 CFR 75.332; OCA Procurement Manual at 23-24. Effective October 1, 2018, pursuant to Office of Management and Budget Memorandum M-18-18, dated June 20, 2018, the federal financial assistance awards threshold for micro-purchases increased to $10,000 and the threshold for simplified acquisitions increased to $250,000.

41.8. Travel Costs.
(a) Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Grantee performing duties/services related to this Agreement in accordance with 45 CFR 75.474. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the Grantee’s non-federally-funded activities and in accordance with the Grantee’s written travel reimbursement policies. Absent a policy, the Grantee must follow the rules of the Governor’s Travel Control Board. Notwithstanding the provisions of 45 CFR 75.444, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or Grantor when they are specifically related to the Federal award.

(b) Grantee must retain receipts on file as source documentation in accordance with paragraph 7.8(b), herein for travel expenses of its employees. Information on the federal domestic travel and per diem rates can be found at www.gsa.gov and 41 CFR Subtitle F, Chapters 300-304. Grantee’s policy cannot exceed the federal travel and per diem rates. However, if Grantee is required to exceed the federal travel rate due to circumstances beyond Grantee’s control for the purpose of travel related to this Agreement, Grantee must seek an exception in writing from Grantor to exceed the federal rate.

41.9. Publication, Reproduction and Use of Material. In addition to Article XXIII, herein no material produced in whole or in part under this Award shall be subject to copyright in the United States or in any other country. Grantor shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under the Agreement.

41.10. Debarment. In addition to Grantee’s certification in paragraph 8.1(k) and the representations and warranties in paragraph 32.1, herein Grantee must additionally certify that all contractors and sub-contractors are in compliance with paragraphs 8.1(k) and 32.1 prior to engaging their services under this Agreement, and must certify such compliance at least annually thereafter.

41.11. Bond and Depository Insurance Requirements.
(a) Pursuant to 45 CFR 75.304, Grantee must provide bonding for every officer, director or employee who handles Grant Funds under this Agreement. The amount of coverage must be the higher of $100,000 or the highest cash draw during the term of the Agreement.

(b) In accordance with the payment standards and requirements set forth in 45 CFR 75.305, Grantee must place Grant Funds in an insured account, whenever possible, that bears interest, unless exempted under 45 CFR 75.305(b)(8). In the event the Grantee’s Grant Funds deposits exceed insured limits, the Grantee must require the depository to pledge securities sufficient to cover the uninsured exposure.
41.12. **Real Property Expenditures Prohibited.** Grantee expressly understands and agrees not to use Grant Funds provided under this Agreement for the purchase or improvement of land or the purchase, construction, or permanent improvement of any building, facility or other real property.

41.13. **Additional Budget Modification Provisions.**

(a) Grantee expressly understands and agrees that the total amount of Grant Funds available under this Award is contingent upon the Grantee’s ability to spend the Grant Funds in accordance with the Budget, as submitted by Grantee and approved by Grantor, and incorporated herein as an attachment (the “Budget”).

(b) Grantor reserves the right to establish an initial amount of Grant Funds available to Grantee based on programmatic performance in previous years. Modifications to the Grantee’s Budget will be initiated by Grantor if: (i) the Client Assistance cost category has been expended; (ii) the Grantee fails to expend Grant Funds in accordance with the original Budget or a revised Budget previously approved by Grantor; or (iii) Grantor determines that additional Grant Funds are necessary.

(c) In accordance with Article VI, herein Grantee shall obtain prior approval from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 45 CFR 75.308, subject to the following:

- **Client Assistance Funds:** Pursuant to paragraph 6.4, herein Grantor hereby approves a variance up to 25% (or $5,000, whichever is greater) for each of the 200 series sub-line items in the Client Assistance cost category of the Budget under this Award. In no event may such transfers in this specific cost category result in an increase to the total Grant Budget without prior Grantor written approval.

- **Program Support Grant Funds:** Pursuant to paragraph 6.4, herein Grantor hereby approves a variance up to 25% (or $5,000, whichever is greater) for each of the 100 series sub-line items in the Program Support cost category of the Budget under this Award. In no event may such transfers in this specific cost category result in an increase to the total Grant Budget without prior Grantor written approval.

- **Administrative Grant Funds:** Pursuant to paragraph 6.4, herein Grantor hereby approves a variance up to 25% (or $5,000, whichever is greater) for each of the 300 series sub-line items in the Direct Administration cost category of the Budget under this Award. In no event may such transfers in this specific cost category result in an increase to the total Grant Budget or increase to the total Administration category budget [total of the combined amounts of the Direct Administrative and Indirect Costs lines (lines 301-317)] without prior Grantor written approval.

- **Indirect Costs and Special Program Grant Funds:** Grantee is required to obtain prior Grantor written approval for any increase in allocation of Grant Funds to the Indirect Costs (line 317) and Special (400 series sub-line items) categories in the Budget under this Award.

Any variance in cost categories or line items within the terms listed above shall not alter the requirement for formal modification of this Agreement when the goals, objectives and activities listed herein are measurably changed.

41.14. **Fraud, Waste, Abuse or Misconduct.**

(a) **Grantee Reporting.** Grantee shall report to the Grantor’s program staff or the Grantor’s Ethics Officer any suspected fraud, waste, abuse or misconduct associated with any CSBG service or function provided for under this Agreement by any parties directly or indirectly affiliated with this Agreement including, but not limited to, Grantee staff, Grantee subrecipients, Grantee subcontractors, Grantor employees or Grantor subrecipients. Grantee shall make this report as soon as practical after first
suspecting fraud, waste, abuse or misconduct. In addition to reporting suspected fraud, waste, abuse or misconduct to the Grantor, Grantee may report the suspected behavior to any other relevant governmental entity, including, but not limited to, the Office of the Executive Inspector General for the Agencies of the Illinois Governor and the Illinois Attorney General. Grantee shall cooperate with all investigations of suspected fraud, waste, abuse or misconduct reported pursuant to this paragraph. Grantee also shall require its subrecipients affiliated with this Agreement to follow the requirements to report suspected fraud, waste, abuse or misconduct as set forth in this paragraph. Nothing in this paragraph precludes the Grantee or its subrecipients from establishing measures to maintain quality of services and control costs that are consistent with their usual business practices, conducting themselves in accordance with their respective legal or contractual obligations or taking internal personnel-related actions.

(b) **Definitions.**

(i) “Fraud” is generally defined as knowingly obtaining or attempting to obtain a benefit from or control over property of another person or entity by means of deception intended to benefit the deceiver or create a loss or potential liability to the other party.

(ii) “Abuse” is any activity that may not necessarily be fraudulent, but is a misuse of resources through means which are inappropriate, outside acceptable standards of conduct or programmatically or economically unnecessary.

(iii) “Waste” is conduct that is not necessarily intentionally inappropriate, but is reckless and generally not in conformity with sound business practices, which may include, but is not limited to, acts that deprive citizens and program participants reasonable value in connection with any government-funded activity due to an inappropriate act or omission by persons with control over government resources.

(c) **Grantee Training.** Grantee shall adhere to all required training and policies of Grantor’s Office of Community Assistance regarding fraud, waste, abuse and misconduct, including, but not limited to, ensuring that all of Grantee’s employees and volunteers, and the employees and volunteers of Grantee’s subrecipients, participate in annual training and certify participation in such annual training.

(d) **Grantor Remedies.** Grantor reserves the right to suspend Grantee’s use of funds, terminate this Agreement, require the use of different Grantee staff or take any other action permitted by law if the Grantor receives evidence of fraud, waste, abuse or misconduct by the Grantee, Grantee’s staff or Grantee’s subrecipients or subcontractors or their staff related to this Award or any other State or federal award.

### 41.15. Monitoring and Evaluation Requirements.

(a) Grantor will periodically monitor and evaluate the Grantee’s performance under this Agreement for compliance with federal regulations, state administrative rules, statutes, and programmatic guidelines and all covenants under this Agreement. The grant will be evaluated to gauge its impact upon the low-income community and to determine the effective and efficient utilization of Grant Funds. Evaluations will occur both during the performance of the scope of work and after completion.

(b) Performance will be measured in part on the effective use of a Result Oriented Management and Accountability (“ROMA”) system pursuant to the CSBG Act, specifically 42 U.S.C. §§ 9908, 9917(b). In addition, Grantee must maintain compliance with the “Organizational Standards for CSBG Eligible Entities” established in the Community Services Block Grant Information Memorandum Transmittal No. 138 and may be subject to annual monitoring of such by Grantor.
41.16. **Carryover Funds.** Grantee must be in compliance with the current federal statutory authority regarding carryover of Grant Funds.

41.17. **Board Requirements.** This Agreement is conditionally approved pending verification that the tripartite board requirement has been met (42 U.S.C. § 9910). In the event that the Grantee fails to fulfill the tripartite board requirement, on a calendar quarterly basis, Grantor shall monitor and evaluate the Grantee’s progress in becoming compliant with this requirement. The Grantee’s failure to become compliant could be considered a default or non-compliance pursuant to Article XVI under this Agreement and the Grant Funds could become subject to recovery by Grantor.

41.18. **Subrecipients.** Grantor acknowledges and recognizes that any subrecipient(s) named in connection with this Agreement will be receiving a subaward under this Agreement and will be performing services to further and fulfill the Scope of Work as directed by the Grantee. Grantee agrees that any such subrecipient(s) must have Prior Approval from Grantor as established in Paragraph 17.1 of the Agreement. The Grantee acknowledges and agrees that the Grantee remains responsible for administering and fulfilling all of the terms and conditions of this Agreement. The Grantee is responsible for incorporating a copy of this Agreement into any subaward or contract between itself and the sub-recipient(s) and is responsible for ensuring that, to the extent applicable, it and its subrecipient(s) are in compliance with the same.

41.19. **CSBG Revolving Loan Program.** Grantee agrees that repaid principal is a CSBG-related asset and must be held in trust by the Grantee until otherwise authorized in writing by Grantor. To be clear, Grantee agrees that Grant Funds under this Agreement must not be used for any new loans under the CSBG Revolving Loan Program. In addition, Grantee shall comply with all directives of Grantor regarding the CSBG Revolving Loan Program, including, but not limited to, winding down the program. Failure to comply with this paragraph will affect the Grantee’s ability to receive Grant Funds under this Agreement and other State Awards.
Attachment A. CSBG Work Program Summary
### Employment

<table>
<thead>
<tr>
<th>01.011 Skills Training and Opportunities for Experience (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outreach Community Services (Sub-grantee) will operate an Employment Opportunity Program for economically disadvantaged youth and vulnerable adults who lack necessary job skills to successfully enter the job market or those looking to develop a higher skill level to advance in the workforce.</td>
</tr>
</tbody>
</table>

| Persons: 0 | Outcome Target: 20 |
| CSBG Goal #: 01 | CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security. |

### Outcome Measure(s):

- **01.01** Unemployed youth who obtained employment to gain skills or income.
- **02.07** Individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma
- **03.01** Individuals who achieved and maintained capacity to meet basic needs for 90 days
- **03.08** Individuals engaged with the Community Action Agency who report improved financial well-being
- **05.03** Individuals who demonstrated improved mental and behavioral health and well-being

### Program Support

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<thead>
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<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
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### 01.012 Skills Training and Opportunities for Experience (2)

DuPage County Workforce Development Division will utilize CSBG funds to pilot, Ramp Up, a new job training initiative. The Ramp Up program will provide individuals recovering from substance abuse a pathway to a career in a high demand field. The program will provide access to a course of training that will lead to an industry recognized certification, paid internship and in-demand employment.

| Persons: 0 | Outcome Target: 14 |
| CSBG Goal #: 01 | CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security. |

### Outcome Measure(s):

- **01.02.A** Unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage)
- **02.08** Individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills

### Program Support

<table>
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<th>Special</th>
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**01.021 Career Counseling (1)**

DuPage County workNet/WIOA will assist CSBG eligible residents with CNC Computer training, Truck Driving Certification, Welding training, Healthcare training or other in demand employment training certification via WIOA (DuPage workNet).

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<tr>
<td>CSBG Goal #: 01</td>
<td>CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security.</td>
</tr>
</tbody>
</table>

**Outcome Measure(s):**

- 01.05 Unemployed adults who obtained employment (with a living wage or higher)
- 02.08 Individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills
- 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being

<table>
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**01.031 Job Search (1)**

360 Youth Services (Sub-grantee) will assist homeless youth with attaining their GED's, job skills, transportation, employment and stable housing through intensive case management and supportive services.

<table>
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<th>Persons</th>
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<tbody>
<tr>
<td>CSBG Goal #: 01</td>
<td>CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security.</td>
</tr>
</tbody>
</table>

**Outcome Measure(s):**

- 01.01 Unemployed youth who obtained employment to gain skills or income.
- 02.07 Individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma
- 02.11 Individuals who made progress to a post secondary degree
- 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being
- 05.03 Individuals who demonstrated improved mental and behavioral health and well-being
- 06.01.B Community Action program participants who imp

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29,749.00</td>
<td>$0.00</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$30,749.00</td>
</tr>
</tbody>
</table>

---

**Education and Cognitive Development**

Total Persons : 0  
Total Outcome : 5

**02.061 Educational Financial Aid Assistance (1)**

DuPage County Department of Community Services Intake and Referral unit will provide scholarships to CSBG eligible persons for post-secondary education.

<table>
<thead>
<tr>
<th>Persons</th>
<th>Outcome Target: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Goal #: 01</td>
<td>CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security.</td>
</tr>
</tbody>
</table>

**Outcome Measure(s):**

- 02.11 Individuals who made progress to a post secondary degree
## Program Support

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 43,885.00</td>
<td>$ 0.00</td>
<td>$ 2,500.00</td>
<td>$ 0.00</td>
<td>$ 46,385.00</td>
</tr>
</tbody>
</table>

## Income, Infrastructure, and Asset Building

**Total Persons:** 0  
**Total Outcome:** 62

### 03.011 Training and Counseling Services (1)

The H.O.M.E. DuPage, Inc (Sub-grantee) will provide financial literacy workshops, budgeting seminars, financial counseling, income management skills, and credit repair to CSBG eligible clients.

<table>
<thead>
<tr>
<th>Persons</th>
<th>Outcome Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>62</td>
</tr>
</tbody>
</table>

**CSBG Goal #:** 01  
**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**
- 03.01 Individuals who achieved and maintained capacity to meet basic needs for 90 days
- 03.03 Individuals who opened a savings account or IDA
- 03.04 Individuals who increased their savings
- 03.05 Individuals who used their savings to purchase an asset
- 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being

## Housing

**Total Persons:** 0  
**Total Outcome:** 95

### 04.041 Housing Placement/Rapid Re-Housing (1)

Catholic Charities Hope House (Sub-grantee) will provide emergency shelter, counseling, job coaching and housing assistance to homeless individuals and families. Hope House will be open, 24 hours, 7 days a week.

<table>
<thead>
<tr>
<th>Persons</th>
<th>Outcome Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>80</td>
</tr>
</tbody>
</table>

**CSBG Goal #:** 01  
**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**
- 04.01 Households experiencing homelessness who obtained safe temporary shelter

## Income, Infrastructure, and Asset Building

**Total Persons:** 0  
**Total Outcome:** 62

### 03.011 Training and Counseling Services (1)

The H.O.M.E. DuPage, Inc (Sub-grantee) will provide financial literacy workshops, budgeting seminars, financial counseling, income management skills, and credit repair to CSBG eligible clients.

<table>
<thead>
<tr>
<th>Persons</th>
<th>Outcome Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>62</td>
</tr>
</tbody>
</table>

**CSBG Goal #:** 01  
**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**
- 03.01 Individuals who achieved and maintained capacity to meet basic needs for 90 days
- 03.03 Individuals who opened a savings account or IDA
- 03.04 Individuals who increased their savings
- 03.05 Individuals who used their savings to purchase an asset
- 03.08 Individuals engaged with the Community Action Agency who report improved financial well-being

## Housing

**Total Persons:** 0  
**Total Outcome:** 95

### 04.041 Housing Placement/Rapid Re-Housing (1)

Catholic Charities Hope House (Sub-grantee) will provide emergency shelter, counseling, job coaching and housing assistance to homeless individuals and families. Hope House will be open, 24 hours, 7 days a week.

<table>
<thead>
<tr>
<th>Persons</th>
<th>Outcome Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>80</td>
</tr>
</tbody>
</table>

**CSBG Goal #:** 01  
**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**
- 04.01 Households experiencing homelessness who obtained safe temporary shelter
04.042 Housing Placement/Rapid Re-Housing (2)

Midwest Shelter for Homeless Veterans (Sub-grantee) will provide homeless veterans with post-traumatic stress disorder and/or substance abuse history temporary housing and supportive services to help obtain permanent housing and become economically secure.

| Persons: 0 | Outcome Target: 15 |
| CSBG Goal #: 01 | CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security. |

Outcome Measure(s):
- 04.01 Households experiencing homelessness who obtained safe temporary shelter
- 05.03 Individuals who demonstrated improved mental and behavioral health and well-being

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$25,500.00</td>
</tr>
</tbody>
</table>

Health and Social/Behavioral Development (includes nutrition)

| Total Persons : 0 | Total Outcome : 3,770 |

05.011 Health Services, Screening and Assessments (1)

DuPage County Community Services Intake and Referral unit will provide assistance with prescriptions, medical supplies, eye glasses and/or medical fees for CSBG eligible clients who are uninsured or lack comprehensive insurance coverage. Will also provide access to health care by assisting eligible clients in completing application for Access DuPage, ACA/Marketplace and Medicaid/Medicare.

| Persons: 0 | Outcome Target: 10 |
| CSBG Goal #: 01 | CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security. |

Outcome Measure(s):
- 05.02 Individuals who demonstrated improved physical health and well-being

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$51,000.00</td>
<td>$1,000.00</td>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$55,000.00</td>
</tr>
</tbody>
</table>

05.071 Nutrition and Food/Meals (1)

Loaves & Fishes Community Services, People’s Resource Center and West Suburban Community Pantry (Sub-grantees) will provide food, laundry, personal care and paper products to households in need. These three food pantries serve all residents of DuPage County. People's Resource Center Food Pantry will serve 1000 families; receive $10,000, West Suburban Community Pantry will serve 600 families through the food pantry and provide 80 car seats or booster seats to eligible households; receive $14,000, and Loaves and Fishes Pantry will serve 2080 families (food provided at 3 locations IDHS, DuPage County and Loaves & Fishes pantry); receive $14,320.

| Persons: 0 | Outcome Target: 3760 |
| CSBG Goal #: 01 | CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security. |

Outcome Measure(s):
- 05.02 Individuals who demonstrated improved physical health and well-being
- 05.04 Individuals who improved skills related to the adult role of parents/caregivers
**Services Supporting Multiple Domains**

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$38,320.00</td>
<td>$0.00</td>
<td>$2,100.00</td>
<td>$0.00</td>
<td>$40,420.00</td>
</tr>
</tbody>
</table>

**07.011 Case Management (1)**

DuPage County Department of Community Services Housing Supports and Self-Sufficiency unit will move participants away from crisis and towards self-sufficiency by providing case management, counseling, referrals and financial assistance.

**Persons:** 0

**Outcome Target:** 65

**CSBG Goal #:** 01

**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**

01.08 Employed participants in a career advancement related program who entered or transitioned into a position that provided increased income and/or benefits
02.05 Parents/caregivers who improved their home environments
02.11 Individuals who made progress to a post secondary degree
03.08 Individuals engaged with the Community Action Agency who report improved financial well-being
04.02.A Households who maintained safe and affordable housing for 90 days
04.05 Households who avoid

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>$186,886.00</td>
<td>$20,500.00</td>
<td>$9,000.00</td>
<td>$0.00</td>
<td>$216,386.00</td>
</tr>
</tbody>
</table>

**07.031 Referrals (1)**

DuPage County Department of Community Services Intake and Referral unit will provide comprehensive assessment, intake, information, advocacy, referral and outreach services to CSBG eligible clients. Will also partner with Catholic Charities to support the DuPage County Back to School Fair.

**Persons:** 0

**Outcome Target:** 6400

**CSBG Goal #:** 01

**CSBG Goal:** Individuals and Families with low incomes are stable and achieve economic security.

**Outcome Measure(s):**

06.01.C Community Action program participants who gained other skills, knowledge and abilities to enhance their ability to engage

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
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<td>$256,500.00</td>
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</tbody>
</table>
### 07.111 Emergency Clothing Assistance (1)
DuPage County Department of Community Services will provide assistance to clients in need of essential items and/or services such as food, gas, clothing and furniture.

<table>
<thead>
<tr>
<th>Persons: 0</th>
<th>Outcome Target: 250</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Goal #: 01</td>
<td>CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security.</td>
</tr>
</tbody>
</table>

**Outcome Measure(s):**
- 03.01 Individuals who achieved and maintained capacity to meet basic needs for 90 days

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 99,500.00</td>
<td>$ 750.00</td>
<td>$ 4,000.00</td>
<td>$ 0.00</td>
<td>$104,250.00</td>
</tr>
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</table>

### 09.011 Agency Capacity Building Activities (1)
DuPage County Department of Community Services will increase agency capacity building, planning and training/certifications to achieve CSBG Standards. Planning, coordination, research and training is needed to maintain CSBG Organizational Standards compliance.

<table>
<thead>
<tr>
<th>Persons: 0</th>
<th>Outcome Target: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Goal #: 00</td>
<td>CSBG Goal: CSBG Eligible Entity Capacity Building</td>
</tr>
</tbody>
</table>

**Outcome Measure(s):**
- 00.02 Hours of Agency Staff in capacity building activities

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,095.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$10,095.00</td>
</tr>
</tbody>
</table>

### 10.01 Disaster Relief
DuPage County Department of Community Services will provide disaster relief assistance to clients affected by manmade disasters, fires, tornadoes, storms or other disaster related incidents. Disaster assistance can include: basic health and safety needs, clothing, furniture, housing support, hotel/motel expenses, financial assistance and referrals to additional needed services.

<table>
<thead>
<tr>
<th>Persons: 0</th>
<th>Outcome Target: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSBG Goal #: 01</td>
<td>CSBG Goal: Individuals and Families with low incomes are stable and achieve economic security.</td>
</tr>
</tbody>
</table>
**Outcome Measure(s):**
05.02.B  Households who demonstrated improved physical health and well-being

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,900.00</td>
<td>$8,210.00</td>
<td>$2,993.00</td>
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<td>$24,103.00</td>
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**Grant 20-231028 Work Program Totals**

<table>
<thead>
<tr>
<th>Program Support</th>
<th>Client Assistance</th>
<th>Administration</th>
<th>Special</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$928,747.00</td>
<td>$83,602.00</td>
<td>$41,593.00</td>
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<td>$1,053,942.00</td>
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</tbody>
</table>
Attachment B. Uniform Grant Budget
# State of Illinois UNIFORM GRANT BUDGET TEMPLATE

**Agency:** Illinois Department of Commerce and Economic Opportunity  
**State FY:** 2020  
**Grantee:** DuPage County  
**DUNS Number:** 135836026  
**NOFO Number:**  
**CSFA Number:**  
**Grant Number:** 20-231028

## Section A: State of Illinois Funds

<table>
<thead>
<tr>
<th>Summary</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
</tr>
<tr>
<td>State of Illinois Grant Amount Requested</td>
<td>$1,053,942.00</td>
</tr>
</tbody>
</table>

## Budget Expenditure Categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Summary</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personnel (200.430)</td>
<td>$504,594.00</td>
<td></td>
</tr>
<tr>
<td>0101 PS-PERSONNEL (SALARIES/WAGES)</td>
<td></td>
<td>$477,999.00</td>
</tr>
<tr>
<td>0301 ADMIN-PERSONNEL (SALARY/WAGES)</td>
<td></td>
<td>$26,595.00</td>
</tr>
<tr>
<td>2. Fringe Benefits (200.431)</td>
<td>$158,053.00</td>
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</tr>
<tr>
<td>0102 PS-FRINGE BENEFITS</td>
<td></td>
<td>$153,200.00</td>
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<tr>
<td>0302 ADMIN-FRINGE BENEFITS</td>
<td></td>
<td>$4,853.00</td>
</tr>
<tr>
<td>3. Travel (200.474)</td>
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</tr>
<tr>
<td>0103 PS-TRAVEL</td>
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<td>$2,100.00</td>
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<tr>
<td>0303 ADMIN-TRAVEL</td>
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<td>$4,200.00</td>
</tr>
<tr>
<td>4. Equipment (200.439)</td>
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<td></td>
</tr>
<tr>
<td>5. Supplies (200.94)</td>
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<tr>
<td>0105 PS-SUPPLIES</td>
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<td>$360.00</td>
</tr>
<tr>
<td>6. Contractual/Subawards (200.318 and .92)</td>
<td>$276,854.00</td>
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<tr>
<td>0106 PS-CONTRACTUAL SERVICES</td>
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<td>$276,854.00</td>
</tr>
<tr>
<td>7. Consultant (200.459)</td>
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<td></td>
</tr>
<tr>
<td>8. Construction</td>
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<td></td>
</tr>
<tr>
<td>9. Occupancy (200.465)</td>
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<td></td>
</tr>
<tr>
<td>10. Research and Development (200.87)</td>
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</tr>
<tr>
<td>11. Telecommunications</td>
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<tr>
<td>0111 PS-TELECOMMUNICATIONS</td>
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<tr>
<td>0311 ADMIN-TELECOMMUNICATIONS</td>
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<td>$811.00</td>
</tr>
<tr>
<td>12. Training and Education (200.472)</td>
<td>$10,095.00</td>
<td></td>
</tr>
<tr>
<td>0112 PS-TRAINING AND EDUCATION</td>
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<td>$10,095.00</td>
</tr>
<tr>
<td>13. Direct Administrative Costs (200.413)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Miscellaneous Costs</td>
<td>$12,002.00</td>
<td></td>
</tr>
<tr>
<td>0114 PS-MISCELLANEOUS COSTS</td>
<td></td>
<td>$6,868.00</td>
</tr>
<tr>
<td>0314 ADMIN-MISCELLANEOUS COSTS</td>
<td></td>
<td>$5,134.00</td>
</tr>
<tr>
<td>15. Grant Exclusive Line Item(s)</td>
<td>$83,602.00</td>
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</tr>
<tr>
<td>0201 CLIENT ASSIST. - DIRECT</td>
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<td>$78,602.00</td>
</tr>
<tr>
<td>0203 CLIENT ASSIST. - SCHOLARSHIPS</td>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>16. Total Direct Costs (add lines 1-15)</td>
<td>$1,053,942.00</td>
<td>$1,053,942.00</td>
</tr>
<tr>
<td>17. Total Indirect Costs (200.414)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rate:</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>Base:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Total Costs State Grant Funds (Lines 16 and 17)</td>
<td>$1,053,942.00</td>
<td>$1,053,942.00</td>
</tr>
</tbody>
</table>
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. If not reimbursement is being requested please consult your program office regarding possible match requirements.

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 or Restricted Rate Programs).

Select ONLY One:

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.

2a) □ Our Organization 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 pursuant to 2 CFR 200, Appendix IV(c)(2)(c).

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 3 months after the effective date of the State award pursuant to 2 CFR 200 Appendix (C)(2)(b). The initial ICRP will be sent to the State of Illinois Indirect Cost Unit.

3) □ Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the federal government or the State of 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 pursuant to 2 CRF 200.414 (C)(4)(f) and 200.68.

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.
   Rate: ________%  

5) ☑ No reimbursement of Indirect Cost is being requested.

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

<table>
<thead>
<tr>
<th>Period Covered By NICRA: From:</th>
<th>To:</th>
<th>Approving Federal or State Agency:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Indirect Cost Rate:</th>
<th>%</th>
<th>The Distribution Base Is:</th>
</tr>
</thead>
</table>
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: __________________________  Institution/Organization: __________________________
Signature: __________________________  Signature: __________________________
Printed Name: __________________________  Printed Name: __________________________
Title: __________________________  Title: __________________________
Phone: __________________________  Phone: __________________________
Date: __________________________  Date: __________________________

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 into contractual agreements on the behalf of the organization.
Attachment C.

Exhibit G Continued --

Special Conditions
<table>
<thead>
<tr>
<th>The nature of the additional requirements</th>
<th>GATA Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>06 - Audit (2 CFR 200.500)</strong></td>
</tr>
<tr>
<td></td>
<td>Requires desk review of the status of implementation of corrective actions;</td>
</tr>
<tr>
<td><strong>Agency Adjustments / Explanation:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The reason why the additional requirements are being imposed</th>
<th>GATA Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>06 - Audit (2 CFR 200.500)</strong></td>
</tr>
<tr>
<td></td>
<td>Medium to high risk will result in repeated audit findings, potential questioned cost and increase of administrative and programmatic specific conditions that will increase the cost or managing the grant program.</td>
</tr>
<tr>
<td><strong>Agency Adjustments / Explanation:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The nature of the action needed to remove the additional requirement, if applicable</th>
<th>GATA Conditions:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>06 - Audit (2 CFR 200.500)</strong></td>
</tr>
<tr>
<td></td>
<td>Completion of corrective action plan implementation.</td>
</tr>
<tr>
<td><strong>Agency Adjustments / Explanation:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

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<tr>
<th>The time allowed for completing the actions, if applicable</th>
<th>GATA Conditions:</th>
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<td>When corrective action is complete.</td>
</tr>
<tr>
<td><strong>Agency Adjustments / Explanation:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

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<th>The method for requesting reconsideration of the additional requirements imposed</th>
<th>GATA Conditions:</th>
</tr>
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<td></td>
<td>When corrective action is complete.</td>
</tr>
<tr>
<td><strong>Agency Explanation:</strong></td>
<td>Your assigned OCA Fiscal Monitor will review your ICQ responses and any associated risks during the next fiscal monitoring visit. No further action required at this time.</td>
</tr>
</tbody>
</table>
### SPECIFIC CONDITIONS ASSIGNED TO GRANTEE - PROGRAMMATIC

**The nature of the additional requirements**

**Agency Adjustments / Explanation:**

- 02b - History of Performance, External:
  - Grantee must report performance data for the sub-grantee / sub-recipient / sub-award plus report on sub-grantee / sub-recipient / sub-award project monitoring.

**The reason why the additional requirements are being imposed**

**Agency Adjustments / Explanation:**

- 02b - History of Performance, External:
  - Medium to high risk indicates limited experience with sub-grantees / sub-recipients / sub-awards. This increases the likelihood of compliance and/or performance issues with the third-party entity.

**The nature of the action needed to remove the additional requirement, if applicable**

**Agency Adjustments / Explanation:**

- 02b - History of Performance, External:
  - Entity must demonstrate adequate oversight of sub-grantee / sub-recipient / sub-award.

**The time allowed for completing the actions, if applicable**

**Agency Adjustments / Explanation:**

- 02b - History of Performance, External:
  - Agency re-examines in 6 months.

**The method for requesting reconsideration of the additional requirements imposed**

**Agency Explanation:**

Your assigned OCA CSBG Grant Manager will review your PRAQ responses and any associated risks during the next CSBG program monitoring visit. No further action required at this time.
Resolution
HHS-R-0042-20

MODIFICATION TWO TO COMMUNITY DEVELOPMENT COMMISSION AGREEMENT CDBG-DR-10 BETWEEN THE COUNTY OF DU PAGE AND THE VILLAGE OF VILLA PARK

WHEREAS, DuPage County has participated in the Housing and Community Development Program since 1975; and

WHEREAS, the County approved this project, which was adopted as part of Substantial Amendment Number 1 to the Action Plan for CDBG Disaster Recovery funds under Resolution #DC-R-0257-14 and dated September 23, 2014; and

WHEREAS, the Plan provided for a grant to the VILLAGE OF VILLA PARK in the amount of $550,000 for project CDBG-DR-10 for the purpose of the construction of an overflow detention basin on the Village-owned property downstream of Jackson Pond, and to construct an overflow channel to Sugar Creek, in Villa Park, IL; and

WHEREAS, the VILLAGE OF VILLA PARK has approved an Agreement with the County covering the distribution and use of said grant funds; and

WHEREAS, on September 5, 2018, the County entering into an Agreement with the VILLAGE OF VILLA PARK to implement said project; and

WHEREAS, Modification One to the Agreement was entered into on 02/26/2019 and approved under Resolution #HHS-R-0093-19 for the purpose of extending the Agreement expiration date to 11/30/2019 and including language that no project is permitted to extend past the date of 05/31/2019; and

WHEREAS, the VILLAGE OF VILLA PARK has requested a Modification to the Agreement for the purpose of extending the Agreement expiration date of said project until September 30, 2020; and

WHEREAS, said Modification request has been approved by the CDC Executive Committee on January 7, 2020 and the Health and Human Services Committee on January 21, 2020.

NOW THEREFORE BE IT RESOLVED by the County Board that said Modification to Agreement between DuPage County and the VILLAGE OF VILLA PARK, herein incorporated by reference, is hereby approved; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is authorized and directed to execute the Modification on behalf of DuPage County and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and
BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is hereby authorized to approve amendments to project CDBG-DR-10 so long as such amendments further the completion of said project and are in accordance with regulations applicable to the Community Development Block Grant Disaster Recovery Program and are in accordance with the policies of DuPage County and the DuPage Community Development Commission; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send two original copies of this Resolution to the VILLAGE OF VILLA PARK at 20 S. Ardmore Avenue, Villa Park, IL 60181; and a copy to the Community Development Commission.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________
JEAN KACZMAREK, COUNTY CLERK
To: Peter DiCianni, Chairman and Committee Members  
Health and Human Services Committee

From: Mary A. Keating, Director,  
Department of Community Services

Date: January 13, 2020

Subject: CDBG-DR-10 Village of Villa Park Sugar Creek Watershed (Jackson Pond) Improvement Project Request for Modification Two, Second Time Extension

This request was approved by the Community Development Commission Executive Committee on January 7, 2020.

Background:
The Agreement in the amount of $550,000 was adopted by Resolution #CD-R-0257-14 as part of Substantial Amendment Number #1 for Community Development Block Grant - Disaster Recovery (CDBG-DR) funds on September 23, 2014. The County Board entered into Agreement CDBG-DR-10 on September 5, 2018. The purpose of the project is to construct an overflow detention pond, increase the capacity of Jackson Pond, and construct an overflow channel to Sugar Creek.

Modification One to the Agreement was entered into on February 26, 2019 and approved under Resolution #HHS-R-0093-19. The purpose of Modification One was to extend the Agreement expiration date to 11/30/2019 and to include language that no project is permitted to extend past the date of 05/31/2019.

Villa Park has requested Modification Two to the Agreement to allow for an Agreement extension of 10 months bringing the Agreement expiration date to 09/30/2020. Substantial completion of the project was reached in October of 2019. However, a punch list of items remains to be completed on the project. Unfavorable weather has prevented full project completion. Additionally, landscaping restoration completed as part of the project has not had adequate time or conditions to establish. An extension to 09/30/2020 will allow for all remaining punch list items and landscaping restoration to take place as weather allows.

Recommendation: The CDC Executive Committee approved staff’s recommendation for approval of Modification Two to the CDBG-DR-10 Agreement to extend the Agreement expiration date to 09/30/2020.
December 2, 2019

Ms. Mary Keating  
DuPage County  
Director of Community Services  
421 North County Farm Road  
Wheaton, IL 60187  

RE: Community Development Block Grant – Disaster Recovery (CDBG-DR) Program  
Sugar Creek Watershed / Jackson Pond Overflow Project  
DuPage County CDC Project #CDBG-DR-10  
Request for Grant Deadline Extension

Dear Ms. Keating:

The Village of Villa Park requests that the grant deadline for the referenced project, currently established as 11/30/2019, be extended by an additional term of ten (10) months to 09/30/2020.

Construction of this project began in March of 2019 and reached substantial completion in October of 2019. A list of punch list work was generated and provided to the contractor in October 2019, but even though efforts to begin this punch list work began, unfavorable weather has prevented its full completion. In addition, landscaping restoration completed as a part of this project has not had adequate time or conditions to establish.

The Village is requesting this ten month deadline extension for the purpose of completing remaining punch list work when weather permits and for confirming that all landscaping restoration has satisfactorily established. Following the completion of those items, the Village would expect to subsequently finalize the construction contract and close out the grant project. We thank you for your consideration of this request. If you have any questions or would like additional information, please do not hesitate to contact me at (630) 592-6052.

Sincerely,

Rich Keehner, Jr.  
Village Manager
MODIFICATION TWO TO COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND THE VILLAGE OF VILLA PARK PROJECT NUMBER CDBG-DR-10

THIS MODIFICATION TWO TO AGREEMENT is entered into this _____ day of January 2020 by and between the COUNTY OF DU PAGE, Illinois (hereinafter called “COUNTY”) and the Village of Villa Park (hereinafter called “SUBGRANTEE”). The purpose of this MODIFICATION TWO TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CDBG-DR-10, dated September 5, 2018 and adopted by Resolution #CD-R-0257-14, approved on September 24, 2014 as part of Substantial Amendment #1 to the CDBG-DR Action Plan; further modified by Agreement Modification One entered into on February 26, 2019 and approved under Resolution #HHS-R-0093-19 for the purpose of extending the Agreement expiration date to November 30, 2019 and adding language that no project is permitted to extend past the date of May 31, 2020; to grant funding in the amount of $550,000, of which $381,094 is left unexpended, for the purpose of the construction of an overflow detention basin on the Village-owned property downstream of Jackson Pond, and to construct an overflow channel to Sugar Creek in Villa Park, Illinois (hereinafter, called “Agreement”).

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement:

1. The time period covered by the Agreement is hereby extended to September 30, 2020.

It is acknowledged that the Agreement Modification is being requested after the grant expiration date of November 30, 2019, however, there has not be a lapse in grant funding.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.
IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

Village of Villa Park,
an Illinois Municipal Corporation

Signature on File

By: Richard Keehner, Jr.
Village Manager
Village of Villa Park

Date: 18/2020
Signature on File

Attest: Kelly Kuechle
Printed Name
Title Executive Assistant

COUNTY OF DU PAGE, a body politic in the State of Illinois

By: Daniel J. Cronin, Chairman
DuPage County Board

Date: _______________________

Attest: Jean Kaczmarek
DuPage County Clerk
Resolution
HHS-R-0043-20

MODIFICATION FIVE TO COMMUNITY DEVELOPMENT COMMISSION AGREEMENT CDBG-DR-05 BETWEEN THE COUNTY OF DU PAGE AND THE VILLAGE OF VILLA PARK

WHEREAS, DuPage County has participated in the Housing and Community Development Program since 1975; and

WHEREAS, the County approved this project on, September 23, 2014 as part of the Community Development Block Grant Disaster Recovery Action Plan Substantial Amendment 1 submitted to HUD and approved with Resolution DC-R-0257-14; and

WHEREAS, the Plan provided for a grant to the VILLAGE OF VILLA PARK in the amount of $1,000,000 for project CDBG-DR-05 for the purpose of infrastructure improvements in four different sections, for the purpose of reducing flooding potential, in Villa Park, IL 60181; and

WHEREAS, the VILLAGE OF VILLA PARK has approved an Agreement with the County covering the distribution and use of said grant funds; and

WHEREAS, on January 24, 2017, the County entering into an Agreement with the VILLAGE OF VILLA PARK to implement said project; and

WHEREAS, on October 26, 2017, said Agreement was modified by Agreement Modification One to extend the Agreement expiration date of said project until June 30, 2018; and

WHEREAS, on June 26, 2018, said Agreement was further modified by Agreement Modification Two, under Resolution HHS-R-0226-18 to extend the Agreement expiration date of said project until December 31, 2018; and

WHEREAS, on December 11, 2018, said Agreement was further modified by Agreement Modification Three, under Resolution HHS-R-0009-19 to extend the Agreement expiration date of said project until June 30, 2019; and

WHEREAS, on June 25, 2019, said Agreement was further modified by Agreement Modification Four, under Resolution HHS-R-0238-19 to extend the Agreement expiration date of said project until December 31, 2019; and

WHEREAS, the VILLAGE OF VILLA PARK has requested a Fifth Modification to the Agreement for the purpose of extending the Agreement expiration date of said project until June 30, 2020 and said Modification request has been approved by the DuPage County Community Development Executive Committee on January 7, 2020, and by the DuPage County Health and Human Services Committee on January 21, 2020.

NOW THEREFORE BE IT RESOLVED by the County Board that said Modification to Agreement between DuPage County and the VILLAGE OF VILLA PARK, herein incorporated by reference, is hereby approved; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is authorized and directed to execute the Modification on behalf of DuPage County and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and
BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is hereby authorized to approve amendments to project CDBG-DR-05 so long as such amendments further the completion of said project and are in accordance with regulations applicable to the Community Development Block Grant Disaster Recovery Program and are in accordance with the policies of DuPage County and the DuPage Community Development Commission; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send two original copies of this Resolution to the VILLAGE OF VILLA PARK at 20 S. Ardmore Avenue, Villa Park, IL 60181; and one copy to the Community Development Commission.

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

_____________________________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _____________________________________________
JEAN KACZMAREK, COUNTY CLERK
To: Peter DiCianni, Chairman and Committee Members  
Health and Human Services Committee

From: Mary A. Keating, Director,  
Department of Community Services

Date: January 13, 2020

Subject: CDBG-DR-05 Village of Villa Park Washington Corridor Green Infrastructure Project Request for Modification Five, Fifth Time Extension

This request was approved by the Community Development Commission Executive Committee on January 7, 2020.

Background:
The Community Development Commission Agreement CDBG-DR-05 was adopted by Resolution # DC-R-0257-14 as part of the Substantial Amendment Number 1 to the Action Plan for CDBG Disaster Recovery Funds on September 23, 2014, to grant funding in the amount of $1,000,000, for the purpose of four improvements along the Washington Street Corridor using green infrastructure to lessen the changes of flooding events during periods of high precipitation, in Villa Park, Illinois.

On 10/26/2017, the Director of Community Services approved Agreement Modification One to extend the project time period 6-months to 06/30/2018. Agreement Modification Two to extend the project time period 6-months to 12/31/2018 was approved under Resolution HHS-R-0226-18 on 06/26/2018. Agreement Modification Three to extend the project time period 6-months to 06/30/2019 was approved under Resolution HHS-R-0209-19 on 12/11/2018. Agreement Modification Four to extend the project time period 6-months to 12/31/2019 was approved under Resolution HHS-R-0238-19 on 06/25/2019.

The Village of Villa Park is requesting Modification Five, the fifth time extension, in order to extend the project time period to 06/30/2020. The Village of Villa Park has $394,915 remaining in grant funds. The project has reached substantial completion, however, they village has experienced project delays due to tree establishment that has failed, requiring trees to be replaced and re-evaluated. The Village believes additional time to complete a follow-up inspection of the new trees in Spring 2020 will allow the project to be finalized by 06/30/2020.

Recommendation: The CDC Executive Committee approved staff’s recommendation for approval of Modification Five to the CDBG-DR-05 Agreement to extend the Agreement expiration date to 06/30/2020.
December 27, 2019

Ms. Mary Keating  
DuPage County  
Director of Community Services  
421 North County Farm Road  
Wheaton, Illinois 60187

RE: Community Development Block Grant – Disaster Recovery (CDBG-DR) Program  
Washington Street Green Infrastructure Project  
DuPage County CDC Project #CDBG-DR-05  
Request for Grant Deadline Extension

Dear Ms. Keating:

The Village of Villa Park requests that the grant deadline for the referenced project, currently established as 12/31/2019, be extended by an additional term of six (6) months to 06/30/2020.

Construction of this project has reached substantial completion. A planting inspection completed in October 2018 identified some trees in questionable condition, and a re-inspection in May 2019 confirmed that those trees had not recovered and would need to be replaced. The trees were replaced in August 2019, but the weather since then has not allowed enough growth for staff to adequately evaluate the new trees and confirm that they have established satisfactorily.

The Village is requesting this six-month deadline extension for the purpose of completing a follow-up inspection of the new trees in spring of 2020, and subsequently finalizing the construction contract and closing out the grant project.

We thank you for your consideration of this request. If you have any questions or would like additional information, please do not hesitate to contact me at (630) 592-6052.

Sincerely,

Rich Keehner, Jr.  
Village Manager
MODIFICATION FIVE TO COMMUNITY DEVELOPMENT BLOCK GRANT-DISASTER RECOVERY AGREEMENT BETWEEN THE COUNTY OF DU PAGE AND THE VILLAGE OF VILLA PARK CDBG-DR-05

THIS MODIFICATION TO AGREEMENT is entered into this _________ day of January, 2020 by and between the COUNTY OF DU PAGE, ILLINOIS (hereinafter called “COUNTY”) and the VILLAGE OF VILLA PARK, ILLINOIS (hereinafter called “SUBGRANTEE”). The purpose of this MODIFICATION TO AGREEMENT is to modify an existing agreement between the above parties known as Community Development Commission Agreement CDBG-DR-05 which was adopted by Resolution # DC-R-0257-14 as part of the Substantial Amendment Number 1 to the Action Plan for CDBG Disaster Recovery Funds on September 23, 2014, to grant funding in the amount of $1,000,000, of which $394,915 remains unexpended, said Agreement was modified on October 26, 2017 with approval of the Community Development Director to extend the Agreement to June 30, 2018, and further modified by Modification Two approved under Resolution HHS-R-0226-18 dated June 26, 2018 to extend the Agreement to December 31, 2018, further modified by Modification Three approved under Resolution HHS-R-009-19 dated December 11, 2018 to extend the Agreement to June 30, 2019; further modified by Modification Four approved under Resolution HHS-R-0238-19 dated June 25, 2019 to extend the Agreement to December 30, 2019 for the purpose of four improvements along the Washington Street Corridor using green infrastructure to lessen the changes of flooding events during periods of high precipitation, in Villa Park, Illinois 60181 (the PROJECT) (hereinafter, together with any previous modifications thereto, called “Agreement”).

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement.

1. The time period covered by the Agreement is hereby extended to June 30, 2020.

   It is acknowledged that the Agreement Modification is being requested after the grant expiration date of December 30, 2019, however, there has not be a lapse in grant funding.

   In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.
IN WITNESS WHEREOF, the parties hereto have executed this Modification on the dates recited below:

COUNTY OF DU PAGE, a body politic in the State of Illinois

By: ____________________________________________
    Daniel J. Cronin, Chairman
    DuPage County Board

Date: ____________________________________________

Attest: __________________________________________
    Jean Kaczmarek, County Clerk

SUBGRANTEE: VILLAGE OF VILLA PARK, an Illinois Municipal Corporation

BY: ____________________________________________
    Signature

Printed Name: Richard Keehner, Jr.
Title: Village Manager

DATE: ____________________________________________

ATTEST: __________________________________________
    Signature

Printed Name: Kelly Kuechle
Title: Executive Assistant
WHEREAS, the Illinois General Assembly has granted COUNTY authority to make all contracts and do all other acts in relation to the property and concerns of the county necessary to the exercise of its corporate powers (Illinois Compiled Statutes, Chapter 55, paragraphs 5/5-1005), and to enter into agreements for the purposes of receiving funds from the United States government under the “Housing and Community Development Act of 1974,” the National Affordable Housing Act of 1990, and the Housing and Community Development Act of 1992, and COUNTY may disburse those funds and other county funds for community development and other housing program activities (Illinois Complied Statutes, Chapter 55, paragraph 5/5-1093); and

WHEREAS, the COUNTY has applied to HUD for HOME Investment Partnerships Act funds from the United States Department of Housing and Urban Development (“HUD”) as provided by the Cranston-Gonzalez National Affordable Housing Act, as amended (Title II, Pub. L. 101-625) (“ACT”); and

WHEREAS, DUPAGE HABITAT FOR HUMANITY, INC., an Illinois not-for-profit corporation, (hereinafter called “DEVELOPER”), having a principal place of business at 1600 East Roosevelt Road, Wheaton, IL 60187 has made application to COUNTY for a grant of a portion of COUNTY’S HOME Investment Partnerships Act Funds (“HOME FUNDS”) which shall be used for eligible costs associated with the acquisition, rehabilitation, resale of at least five (5) residential properties in the Greenbrook Tanglewood area of Hanover Park; and

WHEREAS, the DuPage HOME Advisory Group and County Health and Human Services Committee have recommended funding up to FIVE HUNDRED THOUSAND DOLLARS ($500,000.00) for eligible costs associated with the acquisition, rehabilitation, resale of up to five properties to be sold to first time low-income homebuyers primarily located in the Greenbrook neighborhood in the Village of Hanover Park; and

WHEREAS, the HOME Investment Partnerships Program Agreement was entered into between the County of DuPage and DuPage Habitat for Humanity, Inc. on June 13, 2017, said Agreement was adopted by County Board Resolution HHS-R-0288-17, and requires compliance with HOME regulations; and

WHEREAS, Modification One to the Agreement was entered into October 24, 2017 for the purpose of authorizing the Director of Community Services to execute Agreement Modifications to allow additional addresses for acquisition, rehabilitation, and resale to low-income homebuyers, said Modification was approved by the County Board and adopted by Resolution HHS-R-0429-17; and

WHEREAS, Modification Two to the Agreement was entered into on October 30, 2017 for the purpose of adding potential addresses for acquisition, rehabilitation, and resale to low-income homebuyers; and

WHEREAS, Modification Three to the Agreement was entered into on January 30, 2019
Resolution
HHS-R-0044-20

for the purpose of adding potential addresses for acquisition, rehabilitation, and resale to low-income homebuyers; and

WHEREAS, Modification Four to the Agreement was entered into March 26, 2019 to reduce the scope of work to a maximum of two homes and reduce the grant funding amount to $300,000, to provide DEVELOPER with HOME Investment Partnership Program funding for the purpose of acquisition, rehabilitation, and resale of up to two properties to be sold to first time low income homebuyers primarily located in the Greenbrook neighborhood in the Village of Hanover Park., said Modification was approved by the County Board and adopted by Resolution HHS-R-0147-19; and

WHEREAS, the County requests Modification Five to the Agreement to extend the time period covered by this agreement to February 14, 2020. Additional time extensions will not be considered. Should project completion not be met by the extended date, the project will be considered in default. Project completion is defined as expenditure of HOME funds pursuant to the project, which includes acquisition, rehabilitation, and resale of two properties to income eligible homebuyers, said Modification was approved by the DuPage Community Development Executive Committee on January 7, 2020 and the DuPage County Health & Human Services Committee on January 21, 2020.

NOW THEREFORE BE IT RESOLVED by the County Board that said Modification Five to the Agreement between the County of DuPage and DUPAGE HABITAT FOR HUMANITY, INC., attached hereto, is hereby approved; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is authorized and directed to execute said Agreement on behalf of DuPage County and the Clerk is hereby authorized and directed to attest to such execution and affix the official seal thereto; and

BE IT FURTHER RESOLVED, that the Chairman of the DuPage County Board is hereby authorized to approve amendments to PROJECT HM16-02 so long as such amendments further the completion of the project and are in accordance with regulations applicable to the HOME Investment Partnerships Act and the policies of DuPage County; and

BE IT FURTHER RESOLVED that the County Clerk be directed to send an original signed Agreement with this Resolution to David Neary, Executive Director, DUPAGE HABITAT FOR HUMANITY, INC., 1600 East Roosevelt Road, Wheaton, Illinois 60187; and a copy to Community Development.

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

________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: ____________________________________________
JEAN KACZMAREK, COUNTY CLERK
TO: Peter DiCianni, Chairman and Committee Members
Health and Human Services Committee

FROM: Mary A. Keating, Director,
Department of Community Services

DATE: January 13, 2020

RE: DuPage County Community Development Project #HM16-02 with DuPage Habitat for Humanity, Inc. – Acquisition, Rehabilitation, and Resale Modification Five – Time Extension

On January 7, 2020, the HOME Advisory Group approved the following recommendation.

Background:
DuPage County Community Development Project #HM16-02 was adopted by Resolution HHS-R-0288-17 on June 24, 2017. The Agreement for project #HM16-02 was fully executed in the amount of $500,000.00 for eligible costs associated for the acquisition, rehabilitation, and resale of at least five (5) residential properties in the Greenbrook Tanglewood area of Hanover Park.

In September 2017, Habitat requested Modification One to Agreement HM16-02 to include the address of 1288 Court E, Hanover Park. Additionally, the Director of Community Services was authorized to modify the agreement to add additional addresses as eligible properties for acquisition/rehab/resale. This Modification One was adopted by Resolution HHS-R-0429-17 on October 24, 2017.

Modifications Two (executed October 30, 2017) and Three (executed January 30, 2018) to the Agreement were executed by the Director. Modifications Two and Three added additional addresses for acquisition, rehabilitation, and resale to low-income homebuyers.

In February 2019, due to delays with the project and in order to meet the deadline of project completion of January 1, 2020, the scope of work was reduced to up to two homes and the grant amount was reduced to $300,000.00. This Modification Four was adopted by Resolution HHS-R-0429-17 on March 26, 2019.

While the rehabilitation is complete, the project has experienced additional delays in reselling the properties to qualified homebuyers which will extend project completion beyond the Agreement expiration date of January 1, 2020.
Habitat has requested a Fifth Modification to the Agreement for a time extension in order to complete the project, process all requests for payment, and other applicable paperwork.

**Recommendation:** The HOME Advisory Group recommends approval of Modification Five, a 44-day time extension to the HOME Investment Partnerships Program Agreement for project #HM16-02 extending the time period covered by the grant to February 14, 2020. Additional time extensions will not be considered. Should project completion not be met by the extended date, the project will be considered in default. Project completion is defined as expenditure of HOME funds pursuant to the project, which includes acquisition, rehabilitation, and resale of two properties to income eligible homebuyers.
December 30, 2019

Ms. Elizabeth Dunn  
Senior Community Development Specialist  
421 N. County Farm Road  
Wheaton, Illinois 60187

Re: HM16-02, Extension of Time.

Dear Elizabeth,

As discussed previously, DuPage Habitat for Humanity is requesting an extension of time for the referenced project from the original completion date of 12/31/2019. The construction work is complete, and we have a buyers for the properties. As you know however, we are still finalizing paperwork that is not quite complete. Additionally, we would like to be able to provide down payment assistance for these families however those programs will not open up until mid to late January.

For that reason, we would request that the agreement time be extended for 90 days until March 31, 2020.

We are always grateful to work with the County to bring quality affordable homes to DuPage County and I personally appreciate your assistance in this matter. Please let me know if there is anything else I can provide to move this request forward.

Respectfully submitted,

David Neary  
Executive Director

Cc: J. Taff, DHFH; J Tran, DHFH
MODIFICATION FIVE TO HOME INVESTMENT PARTNERSHIPS (HOME) PROGRAM AGREEMENT BETWEEN THE COUNTY OF DUPAGE AND DUPAGE HABITAT FOR HUMANITY PROJECT NUMBER HM16-02

THIS MODIFICATION FIVE TO AGREEMENT is entered into this _____ day of January, 2020 by and between the COUNTY OF DUPAGE, Illinois (hereinafter called "COUNTY") and DUPAGE HABITAT FOR HUMANITY, an Illinois not-for-profit corporation, having a principal place of business at 1600 E. Roosevelt Road, Wheaton, IL 60187 ("DEVELOPER"). The purpose of this MODIFICATION TO AGREEMENT is to modify an existing agreement between the above parties known as Agreement HM16-02 which was adopted by Resolution HHS-R-0288-17 on June 13, 2017, and modified by Resolution HHS-R-0429-17 on October 24, 2017 to authorize the Director of Community Services to execute Agreement Modifications to allow additional addresses for acquisition, rehabilitation, & resale to low-income homebuyers and to allow additional addresses for acquisition, rehabilitation, & resale to low-income homebuyers, further modified by Modification Two on October 30, 2017 to allow additional addresses for acquisition, rehabilitation, & resale to low-income homebuyers, further modified by Modification Three on January 30, 2018 to allow additional addresses for acquisition, rehabilitation, and resale to low-income homebuyers, further modified by Modification Four on March 26, 2019 to reduce the scope of work to a maximum of two homes and reduce the grant funding amount to $300,000, to provide DEVELOPER with HOME Investment Partnership Program funding for the purpose of acquisition, rehabilitation, and resale of up to two properties to be sold to first time low income homebuyers primarily located in the Greenbrook neighborhood in the Village of Hanover Park. (the PROJECT) (hereinafter, together called "Agreement").

In consideration of the premises of the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree to the following modification of the terms of the Agreement in accordance with Section XI. A. of the Agreement:

1. The time period covered by this Agreement is hereby extended to February 14, 2020. Additional time extensions will not be considered. Should project completion not be met by the extended date, the project will be considered in default. Project completion is defined as expenditure of HOME funds pursuant to the project, which includes acquisition, rehabilitation, and resale of up to two properties to income eligible homebuyers.

In all other respects, the terms and conditions of the Agreement shall remain in full force and effect.
IN WITNESS WHEREOF, the parties have executed this Modification on the dates recited below:

COUNTY OF DUPAGE, a body politic in the State of Illinois

BY: 
   ________________________________
   Daniel J. Cronin
   Chairman, DuPage County Board

DATE: ________________________________

ATTEST: ________________________________
   Jean Kaczmarek
   County Clerk

DEVELOPER: DUPAGE HABITAT FOR HUMANITY, a not-for-profit corporation in the State of Illinois

BY: ________________________________
   ________________________________
   Dave Neary, Executive Director

DATE: ________________________________
   ________________________________

ATTEST: ________________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________
   Signature on File
   Signature on File
   Signature on File
   Signature on File

Print Name: Jennifer Taff
Title: Associate Director
Requisition 25k and over

HHS-P-0031-20

AWARDING RESOLUTION TO
LEADINGAGE ILLINOIS FOR
ANNUAL MEMBERSHIP DUES

FOR THE DUPAGE CARE CENTER
(CONTRACT TOTAL AMOUNT: $30,758.10)

WHEREAS, an agreement has been negotiated in accordance with County Board policy; and

WHEREAS, the Health and Human Services Committee recommends County Board approval for issuance of a contract purchase order to LeadingAge Illinois, for annual membership dues, for the DuPage Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Requisition, covering said, for annual membership dues, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to LeadingAge Illinois, P.O. Box 87618, Chicago, Illinois 60680-0618, for a contract total amount of $30,758.10, per other professional services.

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: __________________________
JEAN KACZMAREK, COUNTY CLERK
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Contract Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2020</td>
<td>JANUARY 1, 2020 - DECEMBER 31, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Total Amount</th>
<th>Requesting Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>$30,758.10</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**Decision Memo Required** Other (Please Explain)

- Karen Graczyk: Completed 01/09/2020 9:13 AM
- Janelle Chadwick: Completed 01/09/2020 9:37 AM
- Nancy Buckley: Completed 01/09/2020 9:44 AM
- James McGuire: Completed 01/10/2020 4:15 PM
- Paul Rafac: Completed 01/13/2020 8:56 AM
- Nancy Buckley: Completed 01/13/2020 2:01 PM
- Health & Human Services: Pending 01/21/2020 9:30 AM
- Finance Committee: Pending 01/28/2020 8:00 AM
- County Board: Pending 01/28/2020 10:00 AM
### Procurement Review Checklist

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: LeadingAge Illinois</th>
<th>Contract</th>
<th>Contract Term: January 1, 2020 - December 31, 2020</th>
<th>Contract Total: 30,758.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Janelle Chadwick</td>
<td>Phone: 630-784-4202</td>
<td>Assigned Committee: Health and Human Services</td>
</tr>
</tbody>
</table>

**Date:** Dec 23, 19

**MinuteTraq (IQM2) ID #: 16899**

**Description of Procurement/Scope of Work/Background**

Annual Membership Dues for the DuPage Care Center, covering the period of January 1, 2020 through December 31, 2020.

**Reason for Procurement**

Annual Membership for Education, Lobbying in Springfield and Legislative updates for the Care Center.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2000-53600
- Budget Transfer (Date) Add'l Information

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # ____________ (QUOTE < $25,000, BID > $25,000; attach Tabulation)
- RENEWAL, Enter Bid # ____________
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- Public Utility
- PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # ____________ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # ____________
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

### PREPARED BY AND APPROVAL(S) (Initials Only)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdk</td>
<td>Dec 23, 19</td>
<td>12/30/19</td>
<td>1-10-20</td>
</tr>
</tbody>
</table>

**REVIEWED BY (Initials Only)**

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Chief Financial Officer (Decision Memos Over $25,000)</th>
<th>Date</th>
<th>Chairman's Office (Decision Memos Over $25,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-13-20</td>
<td>1-13-20</td>
</tr>
</tbody>
</table>
Decision Memo
Procurement Services Division
This form is required for all Professional Service Contracts over $25,000
and as otherwise required by the Procurement Review Checklist.

Date: Jan 23, 2019
MinuteTraq (IQM2) ID #: 16899
Department Requisition #: 7178

Requesting Department: DuPage Care Center
Contact Email: Christine.Kliebhan@dupageco.org
Vendor Name: LeadingAge Illinois

Department Contact: Administration
Contact Phone: 630-784-4208

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approve LeadingAge of Illinois for annual Membership Dues.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

In the past years, the DuPage Care Center has always paid our annual membership dues on a voucher. However, had a discussion with our Auditor Department and they suggested that because this invoice does exceed the Committee/Board threshold, that moving forward DuPage Care Center is required to follow the process.

Strategic Impact
Financial Planning
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

LeadingAge Illinois is one of the largest & most respected associations of providers serving Illinois older adults. Committed to advancing excellence, LeadingAge Illinois advocates quality services, promotes innovative practices & fosters collaboration. LeadingAge Illinois serves the full spectrum of providers including home & community based services (HCBS), senior housing, continuing care retirement communities (CCRC), assisted living, supportive living & skilled nursing/rehabilitation centers. LeadingAge Illinois is the state affiliated of LeadingAge national. LeadingAge Illinois is the largest elder-care association in Illinois. LeadingAge Illinois is nationally recognized for its innovative programs, leadership & expertise on issues related to long term care & senior housing & services. Along with their national partners, LeadingAge & Argentum (previously the Assisted Living Federation of America (ALFA)), LeadingAge Illinois is highly committed to the advancement of quality & innovation in older adult services. Membership provides access to extensive, diverse programming including but not limited to the following: Advocating for all members, Obtaining adequate reimbursement to allow for DPCC to maintain & improve quality to our residents, reducing redundant & innovation-stifling regulations, Promoting resident/customer directed care & services, Developing protection standards, support additional Medicaid funding for Nursing Homes, addressing the late Medicaid determinations crisis, Managed Care Oversight, Collaboration with Telligen, a Quality Improvement Organization for the State of IL, Audio Seminars, workshops, Annual conventions, webinars & professional certification programs.

Source Selection/Vetting Information - Describe method used to select source.

Professional Services

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1) Approve LeadingAge Illinois for the DuPage Care Center's annual membership dues for
2) Do not approve Leading Age Illinois for the DuPage Care Center's annual membership dues, so the Care Center can maintain uninterrupted membership.
Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

1200-2000-53600.
**Purchase Requisition**  
**Procurement Services Division**

**Vendor:** LeadingAge Illinois  
**Vendor #:** 10112  
**Attn:** Karen Messer  
**Email:** kmesser@leadingageil.org  
**Address:** P.O Box 87618  
**City:** Chicago  
**State:** IL  
**Zip:** 60680-0618  
**Phone:** 630-325-6170

**Send Purchase Order To:**  
**Dept:** DuPage Care Center  
**Division:** Administration  
**Attn:** Janelle Chadwick  
**Email:** janelle.chadwick@dupageco.org  
**Address:** 400 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-784-4202

**Send Invoices To:**  
**Dept:** DuPage Care Center  
**Division:** Administration  
**Attn:** Janelle Chadwick  
**Email:** janelle.chadwick@dupageco.org  
**Address:** 400 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-784-4202

**Send Payments To:**  
**Dept:** DuPage Care Center  
**Division:** Administration  
**Attn:** Janelle Chadwick  
**Email:** janelle.chadwick@dupageco.org  
**Address:** 400 N. County Farm Road  
**City:** Wheaton  
**State:** IL  
**Zip:** 60187  
**Phone:** 630-784-4202

**Payment Terms**  
**F.O.B.**  
**PO 20 Delivery Date**  
**Requisitioner**

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
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</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Christine Kliebhan</td>
<td>January 1, 2020</td>
<td>December 31, 2020</td>
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<th>UOM</th>
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<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extensor</th>
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<td>1200</td>
<td>Dept #</td>
<td>2000</td>
<td>Acct #</td>
<td>53600</td>
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</tr>
</tbody>
</table>

**Requisition Total:** $30,758.10

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

Annual Membership Dues for the DuPage Care Center for the period January 1, 2020 through December 31, 2020

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):

Spoke with vendor, they will still honor the discount

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):

January 21, 2020 HHS Committee  
January 28, 2020 County Board
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any Incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☐ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract bid and shall update such disclosure with any changes that may occur.

☐ NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all Individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kirk Riva</td>
<td>217-836-1677</td>
<td><a href="mailto:krriva@leadingage-il.org">krriva@leadingage-il.org</a></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

Printed Name  Karen Messer

Title  President

Date  1-2-20

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 2 (total number of pages)
### Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

**Company Name:** Life Services Network of Illinois, Inc. - LeadingAge Illinois  
**Contact Phone:** 630-325-6284  
**Contact Email:** Karen.Messer@ladingageil.org  
**Company Contact:** Karen Messer, President  

**Bid/Contract/PO #:**  
**Date:** 1/2/20

---

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

- **NONE** (check here) - If no contributions have been made

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<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

- **NONE** (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid:</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jason Speaks</td>
<td>217-789-1677</td>
<td><a href="mailto:jspeaks@leadingageil.org">jspeaks@leadingageil.org</a></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner  
- 30 days prior to the optional renewal of any contract  
- Annual disclosure for multi-year contracts on the anniversary of said contract  
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:  
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

**Authorized Signature**

**Printed Name**

**Title**

**Date**

---

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
AWARDING RESOLUTION
ISSUED TO MEDLINE INDUSTRIES, INCORPORATED
FOR THE PURCHASE OF VARIOUS LINENS
FOR THE DUPAGE CARE CENTER
(Contract total amount: $60,000.00)

WHEREAS, bids have been taken and processed in accordance with County Board policy; and
WHEREAS, the Health and Human Service Committee recommends County Board approval for the issuance of a contract purchase order for the purchase of various linens, for the period December 1, 2019 through November 30, 2020, for the Care Center.

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said for the purchase of various linens, for the period December 1, 2019 through November 30, 2020, for the Care Center, be, and it is hereby approved for issuance of a contract purchase order by the Procurement Division to Medline Industries, Incorporated, Three Lakes Drive, Northfield, Illinois 60093, for a total contract amount not to exceed of $60,000.00, per low bid #18-193-CARE, first of three one-year renewals.

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

__________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest:
__________________________________
JEAN KACZMAREK, COUNTY CLERK
## PROCUREMENT REVIEW CHECKLIST
### REQUISITION
This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2020</td>
<td>DECEMBER 1, 2019 - NOVEMBER 30, 2020</td>
<td>$60,000.00</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

**No Decision Memo Required**  Lowest Responsible Bidder - See attached tabulation

- Karen Graczyk  Completed  01/08/2020 4:18 PM
- Janelle Chadwick  Completed  01/09/2020 9:38 AM
- Nancy Buckley  Completed  01/09/2020 9:39 AM
- James McGuire  Completed  01/14/2020 3:30 PM
- Paul Rafac  Completed  01/14/2020 5:35 PM
- Nancy Buckley  Completed  01/15/2020 10:10 AM
- Health & Human Services  Pending  01/21/2020 9:30 AM
- Finance Committee  Pending  01/28/2020 8:00 AM
- County Board  Pending  01/28/2020 10:00 AM
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

---

**Vendor:** Medline Industries, Inc.  
**Vendor #:** 10299  
**Dept:** DuPage Care Center  
**Contact:** Vinit Patel  
**Phone:** 630-784-4273

**Contract**  
**Term:** December 1, 2019 - November 30, 2020  
**Total:** $60,000.00

**Description of Procurement/Scope of Work/Background:** Furnish and deliver various linens for the DuPage Care Center, for the period December 1, 2019 through November 30, 2020, per low bid #18-193-CARE, first of three one-year optional renewals.

**Reason for Procurement:** Replacement linens for the DuPage Care Center. This bid is being split between 2 vendors Medline and Bob Barker.

---

**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1200-2030-52230
- Budget Transfer (Date)  
- Add'l Information

---

**DECISION MEMO NOT REQUIRED**

- LOWEST RESPONSIBLE QUOTE # or BID #  
- RENNEWAL, Enter Bid # 18-193-CARE  
- Quote < $25,000, Bid ≥ $25,000; attach Tabulation
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5); attach Sole Source Justification form
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

---

**DECISION MEMO REQUIRED**

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
- RENNEWAL OF RFP #
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBILE, BID #

---

**PREPARED BY AND APPROVAL(S) (Initials Only)**

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
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**REVIEWED BY (Initials Only)**

<table>
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<th>Buyer</th>
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<th>Procurement Officer</th>
<th>Date</th>
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<td>(Decision Memos Over $25,000)</td>
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<tr>
<td></td>
<td>1-14-20</td>
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<td>1-15-20</td>
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**Attachment:** Medline Industries, Inc. Checklist (HHS-P-0033-20 : Medline Industries, Inc.)
## Itemized List of Items

**18-193.CARE FURNISH & DELIVER VARIOUS LINENS**

### Table: Bid Tabulation

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<thead>
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<th>DESCRIPTION</th>
<th>TABB</th>
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<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
<td>UNIT PRICE</td>
<td>EXTENDED PRICE</td>
</tr>
<tr>
<td>480</td>
<td>Flat Sheet – Standard Value Percale, 66x108, 55% cotton/45% polyester, Bleached</td>
<td>$4.00</td>
<td>$1,920.00</td>
<td>$5.05</td>
<td>$2,424.00</td>
<td>$3.21</td>
<td>$1,540.80</td>
</tr>
<tr>
<td>2,160</td>
<td>Pillowcase – Standard Value Percale, 42x34, 55% cotton/45% polyester, Bleached</td>
<td>$0.90</td>
<td>$1,944.00</td>
<td>$1.04</td>
<td>$2,246.40</td>
<td>$0.69</td>
<td>$1,490.40</td>
</tr>
<tr>
<td>480</td>
<td>Knitted Fitted Sheet, Jersey, 16oz, seven with dark blue thread, 36 x 82 x 13, 55% cotton/45% polyester, Bleached</td>
<td>$4.50</td>
<td>$2,160.00</td>
<td>$4.46</td>
<td>$2,140.80</td>
<td>$4.52</td>
<td>$2,169.60</td>
</tr>
<tr>
<td>280</td>
<td>Hampers Bags – 40”x40”x25”, yellow &amp; misty, liquid resistant, Ropeless, hooded (elastic in top), seamless bottom, 100% polyester</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$5.17</td>
<td>$1,447.60</td>
</tr>
<tr>
<td>17,000</td>
<td>Bath Towel – PerVal, white, Centum Core, 12”x1 RS pile yarn, 5.0#dz., 21 x 42, 90% cotton, 10% polyester, Bleached, Pre-Launded</td>
<td>$1.25</td>
<td>$21,250.00</td>
<td>$0.93</td>
<td>$15,810.00</td>
<td>$1.16</td>
<td>$19,720.00</td>
</tr>
<tr>
<td>48000</td>
<td>Washcloth – 10” OE pile yarn, 12x12, 100% cotton, Bleached, 70/dozen lb.</td>
<td>$0.13</td>
<td>$6,240.00</td>
<td>$0.14</td>
<td>$6,720.00</td>
<td>$0.13</td>
<td>$6,240.00</td>
</tr>
<tr>
<td>420</td>
<td>Close View Thermal Blanket, Import, Cellular weave, Selvage sides, Hemmed Ends, 2.44Aach, 72x108, white, 100% cotton, Bleached</td>
<td>$9.95</td>
<td>$4,179.00</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$13.30</td>
<td>$5,586.00</td>
</tr>
<tr>
<td>1,800</td>
<td>Patient Gown – Lap over, Tap Tie Neck &amp; Waist, Scoop Neck, Century Cloth, Large, 55% Cotton/45% Polyester, Standard Classic Blue</td>
<td>$3.50</td>
<td>$6,300.00</td>
<td>$4.38</td>
<td>$7,884.00</td>
<td>$3.49</td>
<td>$6,282.00</td>
</tr>
<tr>
<td>2,350</td>
<td>Underpad – BirdsEye, 8oz, soaker, Carnation vinyl barrier, 33x36, 100% cotton face, 80% polyester/20%Rayon Soaker, White Face Fabric, Sides, Handles</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$4.43</td>
<td>$10,410.50</td>
<td>NO BID</td>
<td>NO BID</td>
</tr>
<tr>
<td>250</td>
<td>White Bath Blanket, Selvage Sides, Hemmed Ends, 1.404 each, 75x90, bleached, 100% cotton</td>
<td>$7.00</td>
<td>$1,750.00</td>
<td>$5.83</td>
<td>$1,457.50</td>
<td>$3.49</td>
<td>$872.50</td>
</tr>
<tr>
<td>216</td>
<td>Pillow – Nyslo, Nylon Ticking, 18oz. Polyester fill, Exposed Seam Stitching, Seam Vented, 20x27, Nylon Ticking/Polyester fill, Cream</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$4.42</td>
<td>$954.72</td>
<td>$5.75</td>
<td>$1,242.00</td>
</tr>
<tr>
<td>432</td>
<td>Hamper Bags – 30”x40”x18”, yellow &amp; misty, liquid resistant, Ropeless, hooded (elastic in top), seamless bottom, 100% polyester</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$8.43</td>
<td>$3,641.76</td>
<td>$5.17</td>
<td>$2,233.44</td>
</tr>
<tr>
<td>480</td>
<td>Bleached Mattress Pads – Pride, flat style, Flit, bound 14 oz/sq. yard, 36x76, 50%/50%, unbleached</td>
<td>$10.00</td>
<td>NO BID</td>
<td>$4.86</td>
<td>$2,332.80</td>
<td>$13.33</td>
<td>$6,398.40</td>
</tr>
</tbody>
</table>

**ITEM TOTALS**

$13,866.74 | $44,817.20

---

**NOTES**

Towels selected from Medline as they have been found to hold up better in the wash then Bob Barker & HP towels.

**BY SELECTING LOW-PRICED ITEMS FROM TWO VENDORS, COST SAVINGS OF $12,141.12 IS REALIZED.
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the “County” and Medline Industries Inc, hereinafter called the “Contractor”, witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid #18-193-CARE which became effective 12/01/18 and which expires 11/30/19. The contract is subject to an FIRST option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective 12/01/19 and expires 11/30/20.

Medline Industries Inc.

Signature on file

Chris Powers
PRINTED NAME

Signature on file

VP of Care Sales
PRINTED TITLE

DATE 12/30/2019
# Purchase Requisition

**Procurement Services Division**

**Date:** Dec 27, 2019  
**MinuteTraq (IQM2) ID #:** 16902  
**Department Req #:** 7  
**RFP, Bid or Quote #:** 18-193-CARE

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Medline Industries, Inc.</th>
<th>Vendor #:</th>
<th>Dept:</th>
<th>DuPage Care Center</th>
<th>Division:</th>
<th>Environmental Concerns</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Lucas McGovern</td>
<td>Email:</td>
<td>Email:</td>
<td><a href="mailto:govbids@medline.com">govbids@medline.com</a></td>
<td>Attn:</td>
<td>Nancy Palima</td>
</tr>
<tr>
<td>Address:</td>
<td>Three Lakes Drive</td>
<td></td>
<td>Address:</td>
<td>400 N. County Farm Road</td>
<td>Room:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Northfield</td>
<td>State:</td>
<td>State:</td>
<td>IL</td>
<td>Zip:</td>
<td>60093</td>
</tr>
<tr>
<td>Phone:</td>
<td>866-212-2822</td>
<td>Fax:</td>
<td>Fax:</td>
<td>847-949-2497</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Medline Industries, Inc.</th>
<th>Vendor #:</th>
<th>Attn:</th>
<th>Email: <a href="mailto:govbids@medline.com">govbids@medline.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Three Lakes Drive</td>
<td></td>
<td>Address:</td>
<td>400 N. County Farm Road</td>
</tr>
<tr>
<td>City:</td>
<td>Northfield</td>
<td>State:</td>
<td>State:</td>
<td>IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>866-212-2822</td>
<td>Fax:</td>
<td>Fax:</td>
<td>847-949-2497</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor:</th>
<th>Medline Industries, Inc.</th>
<th>Vendor #:</th>
<th>Attn:</th>
<th>Email: <a href="mailto:govbids@medline.com">govbids@medline.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Three Lakes Drive</td>
<td></td>
<td>Address:</td>
<td>400 N. County Farm Road</td>
</tr>
<tr>
<td>City:</td>
<td>Northfield</td>
<td>State:</td>
<td>State:</td>
<td>IL</td>
</tr>
<tr>
<td>Phone:</td>
<td>866-212-2822</td>
<td>Fax:</td>
<td>Fax:</td>
<td>847-949-2497</td>
</tr>
</tbody>
</table>

**Payment Terms:** PER 50 ILCS 505/1  
**F.O.B.:** PO 20 Delivery Date  
**Requisitioner:** Christine Kliebhan

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Various Linens</td>
<td>1200</td>
<td>2030</td>
<td>52230</td>
<td>60,000.00</td>
<td>60,000</td>
<td>Requisition Total</td>
<td>60,000</td>
<td></td>
</tr>
</tbody>
</table>

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):  
Furnish and deliver various linens for the DuPage Care Center for the period December 1, 2019 through November 30, 2020, per low bid #18-193-CARE, first of three one-year renewals.

**Special Instructions/Comments to Buyer or Approver** (these comments will NOT appear on the Purchase Order):
this bid was split between 2 vendors - these 8 out of 13 items bid were the lowest for Medline Industries, Inc.

**User Department Internal Notes** (these comments will NOT appear on the Purchase Order):
HHS Committee January 21, 2020
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have read and understand these requirements.

Authorized Signature

Printed Name

Title

Date

Attach additional sheets if necessary. Sign each sheet and number each page. Page of (total number of pages)
AWARDING RESOLUTION
ISSUED TO WASHBURN MACHINERY INCORPORATED
FOR REPAIR AND PARTS FOR LAUNDRY RELATED EQUIPMENT
(CONTRACT TOTAL AMOUNT $35,000.00)

WHEREAS, bids have been taken and processed in accordance with County Board policy; and

WHEREAS, the Health and Human Service Committee recommends County Board approval for the issuance of a contract purchase order for repair and parts for laundry related equipment, for the period February 1, 2020 through January 31, 2021, for the DuPage Care Center; and

NOW, THEREFORE BE IT RESOLVED, that County Contract covering said for repairs and parts for laundry related equipment, for the period February 1, 2020 through January 31, 2021, for the DuPage Care Center, be, and it is hereby approved for issuance of a contract Purchase Order by the Procurement Division to Washburn Machinery Incorporated, 175 Gaylord Street, Elk Grove Village, Illinois 60007, for a total contract amount not to exceed of $35,000.00, per bid renewal #18-211-FM, first of three one-year renewals.

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

__________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest:

____________________________
JEAN KACZMAREK, COUNTY CLERK
### PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>Contract Term</th>
<th>Contract Total Amount</th>
<th>Requesting Dept.</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2020</td>
<td>February 1, 2020 - January 31, 2021</td>
<td>$35,000.00</td>
<td>Dupage Care Center</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

*No Decision Memo Required*  Lowest Responsible Bidder - See attached tabulation

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Graczyk</td>
<td>Completed</td>
<td>01/08/2020 4:37 PM</td>
</tr>
<tr>
<td>Janelle Chadwick</td>
<td>Completed</td>
<td>01/09/2020 9:37 AM</td>
</tr>
<tr>
<td>Nancy Buckley</td>
<td>Completed</td>
<td>01/09/2020 9:40 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>01/09/2020 3:06 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>01/09/2020 5:19 PM</td>
</tr>
<tr>
<td>Nancy Buckley</td>
<td>Completed</td>
<td>01/13/2020 2:05 PM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Pending</td>
<td>01/21/2020 9:30 AM</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>Pending</td>
<td>01/28/2020 8:00 AM</td>
</tr>
<tr>
<td>County Board</td>
<td>Pending</td>
<td>01/28/2020 10:00 AM</td>
</tr>
</tbody>
</table>
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

<table>
<thead>
<tr>
<th>Vendor: Washburn Machinery, Inc.</th>
<th>Vendor #: 11153</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: DuPage Care Center</td>
<td>Contact: Vinit Patel</td>
</tr>
<tr>
<td>Phone: 630-784-4273</td>
<td>Assigned Committee: Health and Human</td>
</tr>
<tr>
<td>Description of Procurement/</td>
<td>Contract Term: February 1, 2020 - January 31, 2021</td>
</tr>
<tr>
<td>Scope of Work/Background</td>
<td>Contract Total: $35,000.00</td>
</tr>
</tbody>
</table>

Laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period February 1, 2020 through January 31, 2021, per bid #18-211-FM, first of three one year renewables.

Reason for Procurement: To maintain good quality of the laundry related equipment for the DuPage Care Center.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 1200-2030-52250 and 1200-2030-53370

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # (QUOTE < $25,000, BID ≥ $25,000; attach Tabulation)
- RENEWAL, Enter Bid # 18-211-FM
- Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- Public Utility
- PER SS ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # (include Evaluation Summary if applicable)
- RENEWAL OF RFP #
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID #

Prepared By: cdk  Date: Dec 17, 2019
Recommended for Approval: Date: 12/17/19
IT Approval, if required: Date: 12/17/19

Reviewed By:  Date: 1/9/20
Procurement Officer:  Date: 1/9/20

Chief Financial Officer:  Date: 1/9/20
Chairman's Office:  Date: 1/13/20
COUNTY OF DU PAGE, ILLINOIS
OPTION TO RENEW CONTRACT

This agreement, made and entered into by the County of DuPage, 421 North County Farm Road, Wheaton, Illinois, 60187, hereinafter called the "County" and Washburn Machinery, Inc, hereinafter called the "Contractor", witnesseth;

The County and the Contractor have previously entered into a Contract, pursuant to Bid #18-211-FM which became effective 01/09/19 and which expires 01/08/20. The contract is subject to an FIRST option to renew for a twelve (12) month period.

The parties now agree to renew said agreement, upon the same terms as previously agreed to, as specified in the original contract.

The contract renewal becomes effective 01/09/20 and expires 01/08/21.
BID FORM
BID #18-206-FM
REPAIR SERVICES AND PARTS FOR LAUNDRY EQUIPMENT

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Name of Bidder</th>
<th>Washburn Machinery, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>175 Gary Road Street</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Elmhurst Village, IL 60126</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(847) 365-9374</td>
</tr>
<tr>
<td>Bid Contact Person</td>
<td>Jeff Fox</td>
</tr>
</tbody>
</table>

TO: The DuPage County Procurement Services

The undersigned certifies that he is:

☐ the Owner/Sole Proprietor ☐ a Member authorized to sign on behalf of the Partnership

☒ an Officer of the Corporation ☐ a Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Jeff Fox (President or Partner)

Susan Fox (Vice-President or Partner)

Susie Fox (Secretary or Partner)

Jeff Fox (Treasurer or Partner)

Addenda No. , , , , and issued thereto;

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).
<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Description</th>
<th>Location</th>
<th>PLEASE MARK (X) YES OR NO FOR ITEMS YOU CAN REPAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huebsch Originator</td>
<td>HT075NR</td>
<td></td>
<td>Dryer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Huebsch Originator</td>
<td>JT170FG</td>
<td></td>
<td>Dryer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Huebsch Originator</td>
<td>JT170FG</td>
<td></td>
<td>Dryer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Huebsch Originator</td>
<td>JT170FG</td>
<td></td>
<td>Dryer</td>
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<td>X</td>
</tr>
<tr>
<td>American Dryer</td>
<td>ADG115DR</td>
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<td>Dryer</td>
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<tr>
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<td>Dryer</td>
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<td>X</td>
</tr>
<tr>
<td>American Dryer</td>
<td>ADG115DR</td>
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<td>Dryer</td>
<td></td>
<td>X</td>
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<tr>
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<td>ADG115DR</td>
<td></td>
<td>Dryer</td>
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<td>X</td>
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<td>Washer</td>
<td></td>
<td>X</td>
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<td>Washer</td>
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<tr>
<td>Milnor</td>
<td>42026Q4J</td>
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<td>Washer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>42026Q4J</td>
<td></td>
<td>Washer</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>42026Q4J</td>
<td></td>
<td>Washer</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
LAUNDRY EQUIPMENT LISTED IS SUBJECT TO CHANGE

**Jack T. Knüepfer Administrative Building**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Description</th>
<th>Location</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maytag</td>
<td>MED5600T</td>
<td>QO</td>
<td>Dryer</td>
<td>Housekeeping</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WTW5300S</td>
<td>QO</td>
<td>Washer</td>
<td>Housekeeping</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Judicial Office Facility**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Description</th>
<th>Location</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maytag</td>
<td>MED5600T</td>
<td>QO</td>
<td>Dryer</td>
<td>Housekeeping</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WTW5300S</td>
<td>QO</td>
<td>Washer</td>
<td>Housekeeping</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
## Building #2

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Description</th>
<th>Location</th>
<th>PLEASE MARK (X) YES OR NO FOR ITEMS YOU CAN REPAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whirlpool</td>
<td>LEB6300P</td>
<td>WD</td>
<td>Dryer</td>
<td></td>
<td>![X]</td>
</tr>
<tr>
<td>Whirlpool</td>
<td>LSB6300P</td>
<td>W1</td>
<td>Washer</td>
<td></td>
<td>![X]</td>
</tr>
</tbody>
</table>

### LAUNDRY EQUIPMENT

**LABOR RATES FOR SERVICES – FACILITIES MANAGEMENT - JACK T. KNUEPFER**

**BUILDING, JUDICIAL OFFICE FACILITY, SHERIFF’S JAIL & BUILDING #2**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time: Monday-Friday</td>
<td>$89.00</td>
<td>X 24</td>
<td>$2,136.00</td>
</tr>
<tr>
<td>Overtime: Saturdays and Before 7:00 a.m., after 4:00 p.m.</td>
<td>$133.50</td>
<td>X 8</td>
<td>$1,068.00</td>
</tr>
<tr>
<td>Premium: Sundays and Holidays</td>
<td>$178.00</td>
<td>X 8</td>
<td>$1,424.00</td>
</tr>
<tr>
<td>Callout/Service Call Charge: (NOTE: No other mileage or travel time will be allowed)</td>
<td>$89.00</td>
<td>X 5</td>
<td>$445.00</td>
</tr>
</tbody>
</table>

**Parts Markup from Contractors Cost:**

$5000.00 × 10% of Markup =

(Contractor must provide OEM/Part source invoices.)

*Example:* $5,000.00 × 10% Markup = $5,500.00

**LAUNDRY EQUIPMENT TOTAL BID AMOUNT:**

$11,073.00
SHIPPING AND BILLING INFORMATION FOR ALL FACILITIES OTHER THAN CARE CENTER:

<table>
<thead>
<tr>
<th>BILL TO ADDRESS:</th>
<th>SHIP TO ADDRESS:</th>
</tr>
</thead>
</table>
| DuPage County Facilities Management  
  Attn: Tim Harbaugh  
  421 North County Farm Road  
  Wheaton, IL 60187  
  TX: (630) 407-5700  
  Email: mary.ventrella@dupageco.org | DuPage County Facilities Management  
  Attn: Mark Thomas  
  421 North County Farm Road  
  Wheaton, IL 60187  
  TX: (630) 407-5700  
  Email: Mark.Thomas@dupageco.org |

ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DELIVERED (FREIGHT INCLUDED IN PRICE).
<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Description</th>
<th>Location</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milnor</td>
<td>42032F7R</td>
<td></td>
<td>Washer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>42032F7R-7R</td>
<td></td>
<td>Washer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>42032F7S</td>
<td></td>
<td>Washer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>42032F7S</td>
<td></td>
<td>Washer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>30022V6J</td>
<td></td>
<td>Washer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>MLS190</td>
<td></td>
<td>Dryer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>MLS190</td>
<td></td>
<td>Dryer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>MLS190</td>
<td></td>
<td>Dryer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>MLS190</td>
<td></td>
<td>Dryer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Milnor</td>
<td>MLS755V</td>
<td></td>
<td>Dryer</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chicago Auto Folder</td>
<td>Air Chicago XL</td>
<td></td>
<td>Folder</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Chicago Flat Work</td>
<td>60 16/120</td>
<td></td>
<td>Iron Canopy</td>
<td>Laundry</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-1N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-2N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-3N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-4N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-2C</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>796.80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-2E</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>80272900</td>
<td></td>
<td>Dryer</td>
<td>Nursing-1E</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>417.411310</td>
<td></td>
<td>Washer</td>
<td>Nursing-3N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>417.40412702</td>
<td></td>
<td>Washer</td>
<td>Nursing-4N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WFW72HEDWD</td>
<td></td>
<td>Washer</td>
<td>Nursing-1N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WFW72HEDWD</td>
<td></td>
<td>Washer</td>
<td>Nursing-2N</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WFW75HEFWO</td>
<td></td>
<td>Washer</td>
<td>Nursing-2E</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Whirlpool</td>
<td>WFW75HEFWO</td>
<td></td>
<td>Washer</td>
<td>Nursing-1E</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kenmore</td>
<td>110.80754006</td>
<td></td>
<td>Washer &amp; Dryer Combo</td>
<td>Nursing-3C</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>General Electric</td>
<td>GTWD1800D2WW</td>
<td></td>
<td>Washer</td>
<td>Nursing-2C</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
# Laundry Equipment

**Labor Rates for Services - Care Center**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Time:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday-Friday</td>
<td>$89.00</td>
<td>X 80</td>
<td>$7,120.00</td>
</tr>
<tr>
<td>7:00 a.m. to 4:00 p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overtime:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturdays and Before 7:00 a.m., after 4:00 p.m.</td>
<td>$135.50</td>
<td>X 8</td>
<td>$1,084.00</td>
</tr>
<tr>
<td>Premium:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sundays and Holidays</td>
<td>$178.00</td>
<td>X 8</td>
<td>$1,424.00</td>
</tr>
<tr>
<td>Callout/Service Call</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge: (NOTE: No other mileage or travel time will be allowed)</td>
<td>$89.00</td>
<td>X 5</td>
<td>$445.00</td>
</tr>
<tr>
<td>Parts Markup from Contractors Cost:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20,000 X 10% Markup =</td>
<td></td>
<td></td>
<td>$2,100.00</td>
</tr>
<tr>
<td>Example: $5,000.00 x 10% Markup = $5,500.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Laundry Equipment Total Bid Amount:</strong></td>
<td></td>
<td></td>
<td>$321,057.00</td>
</tr>
</tbody>
</table>

**Shipping and Billing Information for Care Center Only:**

<table>
<thead>
<tr>
<th>Bill to Address</th>
<th>Ship to Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>DuPage County Care Center</td>
<td>DuPage County Care Center</td>
</tr>
<tr>
<td>Att: Christine Kliebhan</td>
<td>Attn: Vinit Patel</td>
</tr>
<tr>
<td>400 North County Farm Road</td>
<td>400 North County Farm Road</td>
</tr>
<tr>
<td>Wheaton, IL 60187</td>
<td>Wheaton, IL 60187</td>
</tr>
<tr>
<td>TX: (630) 784-4208</td>
<td>TX: (630) 784-4273</td>
</tr>
<tr>
<td>Email: <a href="mailto:Christine.Kliebahn@dupageco.org">Christine.Kliebahn@dupageco.org</a></td>
<td>Email: <a href="mailto:Vinit.Patel@dupageco.org">Vinit.Patel@dupageco.org</a></td>
</tr>
</tbody>
</table>

All materials must be bid and shipped F.O.B. delivered (Freight included in price).
BID AWARD CRITERIA:
Contractors may bid on one or more categories. The County reserves the right to award by total bid, by single item or by any combination of items, in accordance with our language in the Bid Document relating to Contractor selection (or rejection) in the best interest of the County of DuPage.

BID PRICING:

<table>
<thead>
<tr>
<th>Description</th>
<th>EXTENDED PRICE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL - FACILITIES MANAGEMENT BUILDINGS</td>
<td></td>
</tr>
<tr>
<td>JACK T. KNUEPFER BUILDING, JUDICIAL OFFICE FACILITY, SHERIFF’S JAIL &amp; BUILDING #2:</td>
<td>$11,073.00</td>
</tr>
<tr>
<td>TOTAL - CARE CENTER:</td>
<td></td>
</tr>
<tr>
<td>TOTAL BID PRICE: $(A+B)</td>
<td>$45,130.00</td>
</tr>
<tr>
<td>TOTAL BID PRICE: (In words)</td>
<td>Forty-Five Thousand One Hundred Thirty Dollars</td>
</tr>
</tbody>
</table>

The Contractor agrees to provide the equipment, service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

Signature on File

X (Signature and Title)  

CORPORATE SEAL  
(If available)

BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 4th day of December AD, 2018

Karla Robledo  
(Notary Public)

COUNTY OF DUPAGE BID #18-211-FM  
REPAIR SERVICES AND PARTS FOR LAUNDRY EQUIPMENT  
Page 31 of 38
REFERENCES

The bidder must list three (3) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material or services for a period of not less than six (6) months. Additional references may be required.

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Bureau of Prisons</td>
<td>P.O. Box 1001, Thompson, IL 61285</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONTACT PERSON: John Moore</td>
</tr>
<tr>
<td></td>
<td>TELEPHONE NUMBER: (815) 259-1073</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Illinois Marblely</td>
<td>315 E. Main Street, St. Charles, IL 60174</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONTACT PERSON: David Marblely</td>
</tr>
<tr>
<td></td>
<td>TELEPHONE NUMBER: 630-564-0168</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook County Dept. of Corrections</td>
<td>2700 S. California, Chicago, IL 60608</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONTACT PERSON: Joan Kusiz</td>
</tr>
<tr>
<td></td>
<td>TELEPHONE NUMBER: 773-674-6201</td>
</tr>
</tbody>
</table>
CONTRACT AGREEMENT
CONTRACT #18-211-FM BETWEEN WASHSBURN MACHINERY, INC.
AND THE COUNTY OF DU PAGE

THIS AGREEMENT is entered into this 9th day of January, 2019, between the County of DuPage, Illinois a body corporate and politic, located at 421 North County Farm Road, Illinois, 60187-3978 (hereinafter referred to as the COUNTY), and Washburn Machinery, Inc., licensed to do business in the State of Illinois, located at 175 Gaylord Street, Elk Grove Village, IL 60007 (hereinafter referred to as the CONTRACTOR).

RECITALS

WHEREAS, the COUNTY requires the goods and/or services specified in Bid #18-211-FM for located at the DuPage Care Facilities Management, 421 North County Farm Road, Wheaton, Illinois 60187; and

WHEREAS, the CONTRACTOR is the vendor selected pursuant to the bid process and is willing to perform under the terms of the Bid and this Contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein, the parties agree that:

1.0 CONTRACT DOCUMENTS
1.1 This Contract includes all of the following component parts, all of which are fully incorporated herein and made a part of the obligations undertaken by the parties:

1.1.a Bid Invitation
1.1.b Project Information
1.1.c Instructions to Bidders
1.1.d General Conditions
1.1.e Special Conditions
1.1.f Insurance/Bonding Requirements and Certificates
1.1.g Bid Form (including Certification/Proposal Signature Affidavit including Proposal Pricing)
1.1.h Specifications (including any addenda, interpretations and approved exceptions)
1.1.i Exhibits
1.1.j County Purchase Order

1.2 All documents are or will be on file in the office of the Procurement Services Division, DuPage Center, 421 North County Farm Road, Room 3-400, Wheaton, Illinois 60187.

1.3 In the event of a conflict between any of the above documents, the documents control from top to bottom, i.e., “a” controls over “b”.

2.0 DURATION OF THIS CONTRACT
2.1 Unless terminated as provided in the Bid Invitation, the term of this Contract shall be a one year period beginning on January 9, 2019 and continuing through January 8, 2020.
2.2 The Contract term is subject to renewal according to the Bid Invitation Specifications.
2.3 In no event shall the term plus renewals exceed four (4) years.

3.0 BID PRICES AND PAYMENT
3.1 The Contractor shall provide the required goods and or services described in the Bid Specifications for the prices quoted on the Bid Form.
3.2 The County shall make payment pursuant to the Illinois Local Government Prompt Payment Act, except that no payment shall be approved where the Contractor has failed to comply with certified payroll requirements of the Illinois Prevailing Wage Act or Davis Bacon Act.
4.0 **AMENDMENTS**
4.1 This Contract may be amended by mutual agreement.
4.2 All amendments will conform to State of Illinois Statutes and County procedures for Change Orders.

5.0 **CONTRACT ENFORCEMENT - ATTORNEY'S FEES**
5.1 If the County is required to take legal action to enforce performance of any of the terms, provisions, covenants and conditions of this Contract, and by reason thereof, the County is required to use the services of an attorney, including the States Attorney, then the County shall be entitled to reasonable attorney's fees and all expenses and costs incurred by the County pertaining thereto and in enforcement of any remedy, including costs and fees relating to any appeal.

6.0 **SEVERABILITY CLAUSE**
6.1 If any section, paragraph, clause, phrase or portion of this Contract is for any reason determined by a court of competent jurisdiction to be invalid and unenforceable, such portion shall be deemed separate, distinct and an independent provision, and the court's determination shall not affect the validity or enforceability of the remaining portions of this Contract.

7.0 **GOVERNING LAW**
7.1 This Contract shall be governed by the laws of the State of Illinois both as to interpretation and enforcement. Venue for all disputes will be exclusively in the circuit court for the Eighteenth Judicial Circuit in DuPage County, Illinois and that Illinois law will control.

8.0 **ENTIRE AGREEMENT**
8.1 This Contract, including the documents listed in 1.0, contains the entire agreement between the parties.
8.2 There are no covenants, promises, conditions, or understandings; either oral or written, other than those contained herein.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date first written above.

COUNTY OF DU PAGE, ILLINOIS

By ________________________________
JAMES T. McGUIRE
PROCUREMENT OFFICER

WASHBURN MACHINERY, INC.

By: ________________________________
AUTHORIZED SIGNATURE

Y LE ; d
TITLE
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the
County's Contractual Obligation.

Company Name: Washburn Machinery, Inc.
Company Contact: Jeff Fox
Contact Phone: (815) 361-1984
Contact Email: sales@washburnmachinery.com

Date: 11-18-19

Bid/Contract/PO #: 18-011-01M

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:
1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☑ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☑ NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/policies

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature
Printed Name: Jeff Fox
Title: President
Date: 11-18-19

Attachment: Washburn Machinery, Inc. Pricing Sheets (HHS-P-0033-20 : Washburn Machinery, Inc.)

Signature on File
DuPAGE COUNTY PROCUREMENT SERVICES
BID #18-211-FM
REPAIR SERVICES & PARTS FOR LAUNDRY EQUIPMENT
BID OPEN: 12/06/18 @ 2:00 P.M.
BID TABULATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Washburn Machinery, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL - FACILITIES MANAGEMENT BUILDINGS JACK T. KNUEPFER BUILDING, JUDICIAL OFFICE FACILITY, SHERIFF'S JAIL &amp; BUILDING #2:</td>
<td>$11,073.00</td>
</tr>
<tr>
<td>TOTAL - CARE CENTER:</td>
<td>$34,057.00</td>
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<tr>
<td>TOTAL BID PRICE:</td>
<td>$45,130.00</td>
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</tbody>
</table>

Notes:

<table>
<thead>
<tr>
<th>Invitations Sent</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Bidders Requesting Bid Documents</td>
<td>12</td>
</tr>
<tr>
<td>Total Bid Responses Received</td>
<td>1</td>
</tr>
<tr>
<td>Bid Opening Attended</td>
<td>DT, CH</td>
</tr>
</tbody>
</table>
### Purchase Requisition

**Procurement Services Division**

**Date:** Dec 17, 2019

**MinuteTraq (IQM2) ID #:** 16901

**Department Req #:** 16901

**RFP, Bid or Quote #:** 18-211-FM

---

**Send Purchase Order To:**

<table>
<thead>
<tr>
<th>Vendor: Washburn Machinery, Inc.</th>
<th>Vendor #: 11153</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Jeff Fox</td>
<td>Email: <a href="mailto:info@washburnmachinery.com">info@washburnmachinery.com</a></td>
</tr>
<tr>
<td>Address: 175 Gaylord Street</td>
<td>City: Elk Grove Village</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60007</td>
</tr>
<tr>
<td>Phone: 847-364-9274</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Send Invoices To:**

<table>
<thead>
<tr>
<th>Dept: DuPage Care Center</th>
<th>Division: Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Nancy Palima</td>
<td>Email: <a href="mailto:nancy.palima@dupageco.org">nancy.palima@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 400 N. County Farm Road</td>
<td>City: Wheaton</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-784-4422</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

**Send Payments To:**

<table>
<thead>
<tr>
<th>Dept: DuPage Care Center</th>
<th>Division: Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Vinit Patel</td>
<td>Email: <a href="mailto:Vinit.Patel@dupageco.org">Vinit.Patel@dupageco.org</a></td>
</tr>
<tr>
<td>Address: 175 Gaylord Street</td>
<td>City: Elk Grove Village</td>
</tr>
<tr>
<td>State: IL</td>
<td>Zip: 60007</td>
</tr>
<tr>
<td>Phone: 847-364-9274</td>
<td>Fax:</td>
</tr>
</tbody>
</table>

---

**Payment Terms:**

PER 50 ILCS 505/1

**F.O.B.:** PO 20 Delivery Date: Contract Administrator

**PO 20 Delivery Date:** Use for PO25 only

**Requisitioner:** Christine Kliebhan

**PO 20 Delivery Date:** Contract Start Date: February 1, 2020

**Contract End Date:** January 31, 2021

---

**LN** | **Qty** | **UOM** | **Item Detail (Product #)** | **Description** | **FY** | **Dept #** | **Acct#** | **Acct** | **Sub-Accts and/or Activity #** | **Unit Price** | **Extension** |
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td></td>
<td>Laundry equipment parts</td>
<td>1200</td>
<td>2030</td>
<td>52250</td>
<td></td>
<td></td>
<td>30,000.00</td>
<td>30,000</td>
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<tr>
<td>2</td>
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<td>Laundry repair services</td>
<td>1200</td>
<td>2030</td>
<td>53370</td>
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<td>5,000.00</td>
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</tr>
</tbody>
</table>

**Requisition Total:** $35,000.00

---

**Header Comments** *(these comments will appear on the PO20 and PO25 Purchase Order)*:

Laundry equipment repair services and parts, as needed, for the DuPage Care Center, for the period February 1, 2020 through January 31, 2021, per bid #18-211-FM, first of three one-year renewals.

**Special Instructions/Comments to Buyer or Approver** *(these comments will NOT appear on the Purchase Order)*:

**User Department Internal Notes** *(these comments will NOT appear on the Purchase Order)*:

January 21, 2020 HHS

January 28, 2020 County Board

---

**Packet Pg. 128**
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature

[Signature on File]

Packet Pg. 129
Requisition under 25k dollars

2020-27
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2020</td>
<td>$7,540.00</td>
<td>DECEMBER 19, 2019 - DECEMBER 18, 2020</td>
<td>DUPAGE CARE CENTER</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Solicitation Method</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Graczyk</td>
<td>01/08/2020 4:12 PM</td>
</tr>
<tr>
<td>Janelle Chadwick</td>
<td>01/09/2020 9:37 AM</td>
</tr>
<tr>
<td>Nancy Buckley</td>
<td>01/09/2020 9:44 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>01/13/2020 8:55 AM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>01/13/2020 3:51 PM</td>
</tr>
<tr>
<td>Nancy Buckley</td>
<td>01/14/2020 7:42 AM</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Procurement Review Checklist
Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Dec 30, 2019
MinuteTraq (IQM2) ID #: 16895

Vendor: Life Safety Services, LLC
Vendor #: 

Dept: DuPage Care Center
Contact: Nick Jensen
Phone: 630-784-4435

Contract Term: 12/19/19 - 12/18/20
Contract Total: $7,540.00

Assigned Committee: Health and Human Services

Description of Procurement/Scope of Work/Background: Smoke and Fire Damper repair for the DuPage Care Center

Reason for Procurement: Fire dampers function to prevent the spread of smoke and fire within duct work. If dampers do not function properly, there is risk of smoke and fire spreading throughout other smoke compartments within the building and resident living areas. Fire safety falls under Life Safety Code Regulations and our established Emergency Management preparedness plan for the DPCC.

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): 1200-2040-54010
☐ Budget Transfer (Date) __________ Add'l Information

☑ LOWEST RESPONSIBLE QUOTE # or BID # 19-164-CARE (QUOTE < $25,000, BID $25,000; attach Tabulation)
☐ RENEWAL, Enter Bid # __________ Intergovernmental Agreement
☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(S) (attach Sole Source Justification form)
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

Decision Memo Required

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # __________ (include Evaluation Summary if applicable)
☐ RENEWAL OF RFP # __________
☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
☐ OTHER THAN LOWEST RESPONSIBLE, BID # __________

Prepared By and Approval(s) (Initials Only)

Prepared By: cdk
Date: Dec 19, 2019
Recommended for Approval: 12/18/19
IT Approval, if required: Date

Reviewed By (Initials Only)

Buyer: 
Date: 1/2/2020
Procurement Officer: 
Date:

Chief Financial Officer
(Decision Memos Over $25,000)
Date: 1/6/2020
Chairman's Office
(Decision Memos Over $25,000)
Date:

FORM OPTIMIZED FOR ACROBAT AND ADOBE READER VERSION 9 OR LATER

EMERGENCY PROCUREMENT DECISION MEMO

REQUISITION # 19-CARE

State of Illinois

County of DuPage

JANELLE CHADWICK, being sworn, solemnly affirm that:

I am ADMINISTRATOR of the DuPage County DUPAGE CARE CENTER

The condition and circumstances requiring this emergency expenditure are:

1. An emergency involving public health.
2. An emergency involving public safety.
3. Necessary to protect County property from further loss or damage.
4. Necessary to prevent or minimize serious disruption in County services.
5. Necessary to insure integrity of County records.

EMERGENCY PURCHASE OF REPLACEMENT OF ACTUATOR MOTORS FOR IDPH/LIFE SAFETY CODE.

DELAYING THE REPAIRS WOULD PUT THE CARE CENTER AT THE RISK OF NOT BEING COMPLIANT WITH IDPH, NFPA 101 CODE AND LIFE SAFETY CODE.

That the amount of this expenditure is 7,540.00

County Board Chairman's approval (if approval was obtained via email, please attach a copy of email):

Date: 12/19/19 Time: 3:22 pm

Parent Committee Chair Notification (if notification was via email, please attach a copy of email):

Date: 12-19-2019 Time: 2:38 pm via phone

This affidavit is made pursuant to and in fulfillment of the emergency procurement affidavit provisions of the DuPage County Procurement Ordinance OFI-005F-09.

I know and understand the contents of this affidavit, and all statements hereon.

Subscribed and sworn before me this 19 day of December 2019

Signature of Affiant

Notary Public

My Commission expires: 09-09-2023

Reviewed:

Procurement Officer

Packet Pg. 133
QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Business Name of Bidder</th>
<th>Life Safety Services, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>908 S 8th Street</td>
</tr>
<tr>
<td></td>
<td>Suite 500</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Louisville, KY 40203</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>888-675-4519</td>
</tr>
<tr>
<td>Bid Contact Person</td>
<td>Adam Traylor</td>
</tr>
</tbody>
</table>

REQUERED FORMS TO BE SUBMITTED

1. REQUIRED VENDOR ETHICS DISCLOSURE STATEMENT

The Required Vendor Ethics Disclosure Statement can be found on the next page and on the County's internet site under Contractor Forms in the Procurement section.

Required Vendor Ethics Disclosure Statement link here:
https://www.dupageco.org/Finance/Procurement/1316/

2. IRS FORM W-9

IRS Form W-9 can be found attached, or at the following link.

QUOTE AWARD CRITERIA

This quote will be awarded to the lowest responsive, responsible Bidder meeting specifications.

<table>
<thead>
<tr>
<th>NO</th>
<th>DESCRIPTION</th>
<th>UOM</th>
<th>QTY</th>
<th>PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Materials</td>
<td>EA</td>
<td>10</td>
<td>$450.00</td>
<td>$4,500.00</td>
</tr>
<tr>
<td>2</td>
<td>Labor</td>
<td>EA</td>
<td>1</td>
<td>$3,040.00</td>
<td>$3,040.00</td>
</tr>
</tbody>
</table>

Grand Total

$7,540.00

Grand Total (In Words) Seven thousand five hundred forty dollars

*Smoke and fire damper repair: no applicable apprenticeship or training program available. LSS provides its technicians with on the job training and this includes the full extent of the training LSS will offer. LSS does not agree to participate in any other formal or informal training program outside of what is provided by LSS internal staff.
## Purchase Requisition

**Procurement Services Division**

**Date:** Dec 19, 2019  
**MinuteTraq (IQM2) ID #:** 16895  
**Department Req #:** 7  
**RFP, Bid or Quote #:** 19-164-CARE

### Send Purchase Order To:

- **Vendor:** Life Safety Services, LLC  
- **Vendor #::**  
- **Dept:** DuPage Care Center  
- **Division:** Maintenance/Capital  
- **Attn:** Adam Traylor  
- **Email:** atraylor@lifesafetyservices.com  
- **Address:** 908 S. 8th Street  
- **City:** Louisville  
- **State:** KY  
- **Zip:** 40203  
- **Phone:** 888-675-4519

### Send Invoices To:

- **Vendor:** Life Safety Services, LLC  
- **Vendor #::**  
- **Dept:** DuPage Care Center  
- **Division:** Maintenance/Capital  
- **Attn:** Adam Traylor  
- **Email:** atraylor@lifesafetyservices.com  
- **Address:** 908 S. 8th Street  
- **City:** Louisville  
- **State:** KY  
- **Zip:** 40203  
- **Phone:** 888-675-4519

### Send Payments To:

- **Vendor:** Life Safety Services, LLC  
- **Vendor #::**  
- **Dept:** DuPage Care Center  
- **Division:** Maintenance/Capital  
- **Attn:** Adam Traylor  
- **Email:** atraylor@lifesafetyservices.com  
- **Address:** 908 S. 8th Street  
- **City:** Louisville  
- **State:** KY  
- **Zip:** 40203  
- **Phone:** 888-675-4519

### Ship To:

- **Dept:** DuPage Care Center  
- **Division:** Maintenance/Capital  
- **Attn:** Nick Jensen  
- **Email:** nicholos.jensen@dupageco.org  
- **Address:** 400 N. County Farm Road  
- **City:** Wheaton  
- **State:** IL  
- **Zip:** 60187  
- **Phone:** 630-784-4435

### Payment Terms

- **F.O.B.:**  
- **PO 20 Delivery Date:**  
- **Requisitioner:** Christine Kliebhan

### Header Comments

**(these comments will appear on the PO20 and PO25 Purchase Order):**

Smoke and damper repair for the DuPage Care Center for an amount not to exceed $7,540.00, per low quote #19-164-CARE.

### Special Instructions/Comments to Buyer or Approver

**(these comments will NOT appear on the Purchase Order):**

### User Department Internal Notes

**(these comments will NOT appear on the Purchase Order):**

January 21, 2020 HHS Committee

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>smoke and damper repair</td>
<td>1200</td>
<td>2040</td>
<td>54010</td>
<td>7,540.00</td>
<td>7,540.00</td>
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</tr>
</tbody>
</table>

**Requisition Total**: $ 7,540.00

### Formatted for Acrobat and Adobe Reader Version 9 or Later

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**Packet Pg. 136**

**Attachment:** Life Safety Services, LLC Requisition (2020-27 : Life Safety Services, LLC)
**Required Vendor Ethics Disclosure Statement**

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

<table>
<thead>
<tr>
<th>Company Name: Life Safety Services, LLC</th>
<th>Company Contact: Adam Traylor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Phone: 888-675-4519</td>
<td>Contact Email: <a href="mailto:atraylor@lifesafetyservices.com">atraylor@lifesafetyservices.com</a></td>
</tr>
</tbody>
</table>

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters, counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

   **NONE** (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Add. Line</th>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

   **NONE** (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Add. Line</th>
<th>Recipient</th>
<th>Donor</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county’s ethics and procurement policies and ordinances are available at: [http://www.dupageco.org/CountyBoard/Policies/](http://www.dupageco.org/CountyBoard/Policies/)

I hereby acknowledge that these results have read and understand these requirements.

Authorized Signature

Printed Name

Title: President

Date: 12/19/2019

Packet Pg. 137
DuPage County, Illinois
BUDGET ADJUSTMENT
Effective September 21, 2016

Grants/Community Development Commission

From: 5000 

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1450</td>
<td>51040</td>
<td>HM19Admin</td>
<td>EMPLOYEE MED &amp; HOSP INSURANCE</td>
<td>$750.00</td>
<td>6,318.30</td>
<td>5,568.30</td>
<td>9/20/2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

To: 5000

<table>
<thead>
<tr>
<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1450</td>
<td>53610</td>
<td>HM19Admin</td>
<td>INSTRUCTION &amp; SCHOOLING</td>
<td>$750.00</td>
<td>150.00</td>
<td>900.00</td>
<td>9/20/2016</td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

Total $750.00

Reason for Request:
Additional funds needed for Registration fees for 2 staff to attend HOME Rental Compliance Training.

Signature on File

Finance Department Use Only

Fiscal Year 2020 Budget Journal # Acctg Period
Entered By/Date Released By/Date Posted By/Date

Packet Pg. 138
Purpose of Trip: (explain fully the necessity of making the trip)
To attend the Legislative meetings of the National Association for County Community and Economic Development, and the National Association of Counties

Destination: Washington, D.C.

Date of Departure: 2/26/2020  Date of Return Arrival: 3/1/2020
(Please include a detailed explanation if different from official business dates)

**Please indicate the estimated amount for each applicable expense.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$100.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$450.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$750.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$50.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals (Per Diems)</td>
<td>$342.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,692.00</strong></td>
</tr>
</tbody>
</table>

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ________________________
JEAN KACZMAREK, COUNTY CLERK
Other Action Item
19-20-149

Request Date: 1/8/2020  Account Code: 5000-1440

Purpose of Trip: (explain fully the necessity of making the trip)
To attend HUD training that allows staff to be in compliance with current HUD requirements to administer the HOME Program. HOME Program grant funded.

Destination:  Washington D.C.

Date of Departure: 4/20/2020  Date of Return Arrival: 4/22/2020
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$450.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$450.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$700.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0</td>
</tr>
<tr>
<td>Miscellaneous Expenses (Parking, mileage, etc.)</td>
<td>$187.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>$0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$190.00</td>
</tr>
<tr>
<td>Total</td>
<td>$1,977.00</td>
</tr>
</tbody>
</table>

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _______________________
JEAN KACZMAREK, COUNTY CLERK
Request Date: 1/8/2020  
Account Code: 5000-1440

Purpose of Trip: (explain fully the necessity of making the trip)  
To attend HUD training that allows staff to be in compliance with current HUD requirements to administer the HOME Program. HOME Program grant funded.

Destination: Washington D.C.

Date of Departure: 4/20/2020  
Date of Return Arrival: 4/23/2020  
(Please include a detailed explanation if different from official business dates)

The course begins on Tuesday, 4/21, and concludes in the afternoon on 4/21. This staff member will be flying out on Thursday, 4/23 but will only process reimbursement request for the duration the 4/21/-4/22. (Additional hotel 4/22 and 4/23 food expense will be covered by staff)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$450.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>$450.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$700.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$300.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total</td>
<td>$2,100.00</td>
</tr>
</tbody>
</table>

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

__________________________________________
DANIEL J. CRONIN, CHAIRMAN  
DU PAGE COUNTY BOARD

Attest: ________________________________
JEAN KACZMAREK, COUNTY CLERK
Purpose of Trip: (explain fully the necessity of making the trip)

Attend the Better Buildings/Better Business Conference. Seminars cover many topics related to Weatherization and energy efficiency. Tradeshows will showcase new products used in the industry. In addition, continuing education credits (CEU’s) are available to maintain industry certification essential to our program. Funding by DOE grant budget dedicated to training.

Destination: Wisconsin Dells, WI

Date of Departure: 3/8/2020  Date of Return Arrival: 3/12/2020
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$504.00</td>
</tr>
<tr>
<td>Transportation</td>
<td>0</td>
</tr>
<tr>
<td>Lodging</td>
<td>$450.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>0</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$225.00</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
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<tr>
<td>Meals: (Per Diems)</td>
<td>$213.50</td>
</tr>
<tr>
<td>Total</td>
<td>$1,392.50</td>
</tr>
</tbody>
</table>

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

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: ________________________
JEAN KACZMAREK, COUNTY CLERK
Request Date: 1/13/2020  Account Code: 5000-1420

Purpose of Trip: (explain fully the necessity of making the trip)
LIHEAP Grant Application Workshop. LIHEAP Grant funded.

Destination: Springfield, IL

Date of Departure: 2/19/2020  Date of Return Arrival: 2/20/2020
(Please include a detailed explanation if different from official business dates)

Please indicate the estimated amount for each applicable expense.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>0</td>
</tr>
<tr>
<td>Transportation</td>
<td>$230.00</td>
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<tr>
<td>Lodging</td>
<td>$100.00</td>
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<tr>
<td>Rental Car</td>
<td>0</td>
</tr>
<tr>
<td>Reference Materials</td>
<td>0</td>
</tr>
<tr>
<td>Meals: (Per Diems)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Total</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

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

__________________________________________
DANIEL J. CRONIN, CHAIRMAN
DUPAGE COUNTY BOARD

Attest: ____________________________________
JEAN KACZMAREK, COUNTY CLERK