



**AGENDA**  
**REGULAR VILLAGE BOARD MEETING**  
**Village Hall – Board Room**  
**Monday, September 9, 2019**  
**7:00 p.m.**

*Reasonable accommodations/auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend. Regular Village Board Meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.*

**CALL TO ORDER**

**1.0 ROLL CALL**

**2.0 PLEDGE OF ALLEGIANCE**

**3.0 REPORTS OF OFFICERS**

3.1 Mayor's Report

3.11 Proclamation Recognizing September 9 through September 13, 2019 as Chamber of Commerce Week in the Village of Lincolnshire

3.2 Village Clerk's Report

3.3 Village Treasurer's Report

3.4 Village Manager's Report

**4.0 PAYMENT OF BILLS**

4.1 Bills Presented for Payment on September 9, 2019 in the amount of \$286,448.14

**5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only)**

**6.0 PETITIONS AND COMMUNICATIONS**

**7.0 CONSENT AGENDA**

*Items on the Consent Agenda will be approved by one motion. If a Trustee wishes to discuss any item, it will be pulled from the Consent Agenda and discussed under "Unfinished Business".*

7.1 Approval of August 26, 2019 Regular Village Board Meeting Minutes

7.2 Approval of August 26, 2019 Committee of the Whole Meeting Minutes

7.3 Approval of an Internal Fee Waiver – Directional & Identification Signs (Adlai E. Stevenson High School – District 125)

**8.0 ITEMS OF GENERAL BUSINESS**

8.1 Planning, Zoning & Land Use

8.2 Finance and Administration

8.3 Public Works

8.4 Police

8.41 Approval of an Intergovernmental Agreement between the State of Illinois, Illinois Department of Transportation (IDOT) and Village of Lincolnshire Sustained Traffic Enforcement Program (STEP) Grant for Federal Fiscal Year 2020 (Waiver of First Reading – Village of Lincolnshire)

8.5 Parks and Recreation

8.6 Judiciary and Personnel

**9.0 REPORTS OF SPECIAL COMMITTEES**

**10.0 UNFINISHED BUSINESS**

**11.0 NEW BUSINESS**

**12.0 ADJOURNMENT**

**PROCLAMATION RECOGNIZING SEPTEMBER 9 THROUGH SEPTEMBER 13, 2019  
AS CHAMBER OF COMMERCE WEEK IN THE VILLAGE OF LINCOLNSHIRE**

**WHEREAS**, the Buffalo Grove Lincolnshire Chamber of Commerce has worked with the businesses, merchants, and industry as a joint Chamber since 2014 to advance the civic, economic, industrial, professional and cultural life of the Villages of Lincolnshire and Buffalo Grove, and

**WHEREAS**, chambers of commerce have contributed to the civic and economic life of Illinois for 181 years since the founding of the Galena Chamber of Commerce in 1838, and

**WHEREAS**, this year marks the 100<sup>th</sup> anniversary of the founding of the Illinois Chamber of Commerce, the state's leading broad-based business organization;

**WHEREAS**, the chamber of commerce and its members provide citizens with a strong business environment that increases employment, the retail trade and commerce, and industrial growth in order to make the Village of Lincolnshire a better place to live, and

**WHEREAS**, the chamber of commerce encourages the growth of existing industries, services, and commercial firms and encourages new firms and individuals to locate in the Village of Lincolnshire, and

**WHEREAS**, the State of Illinois is the home to international chambers of commerce, the Great Lakes Region Office of the U.S. Chamber of Commerce, the Illinois Chamber of Commerce and more than 400 local chambers of commerce, and

**WHEREAS**, this year marks the 104<sup>th</sup> anniversary of the Illinois Association of Chamber of Commerce Executives, a professional development organization for the chamber of commerce professionals;

**NOW, THEREFORE**, I, Elizabeth J. Brandt, Mayor of the Village of Lincolnshire, proclaim September 9 through September 13, 2019, as Chamber of Commerce Week in the Village of Lincolnshire and call its significance to the citizens of the Village of Lincolnshire.

**IN WITNESS WHEREOF**, I sign my name this 9th day of September, 2019.

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Elizabeth J. Brandt  
Mayor

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Barbara Mastandrea  
Village Clerk



**VILLAGE OF LINCOLNSHIRE**

**BILLS PRESENTED FOR PAYMENT**

09/09/2019

General Fund	\$	182,970.85
Water & Sewer Fund	\$	32,266.95
Motor Fuel Tax		
Water & Sewer Improvement Fund	\$	40,465.94
Fraud, Alcohol, Drug Enforcement		
Vehicle Maintenance Fund	\$	7,862.12
E 911 Fund		
Park Development Fund		
Sedgebrook SSA		
General Capital Fund	\$	22,882.28
<b>GRAND TOTAL</b>	<b>\$</b>	<b>286,448.14</b>

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Brad Burke, Village Manager

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: AEREX PEST CONTROL SERVICES, INC.</b>		
2240385	Pest Control Services - Public Works	55.00
2286328	Pest Control Services - Village Hall	55.00
2292530	Yellow Jackets Nest @ Village Hall	75.00
TOTAL VENDOR AEREX PEST CONTROL SERVICES, IN		185.00
<b>VENDOR NAME: AMERICAN PRINTING TECHNOLOGIES</b>		
19-LS08-P	08 2019 UB Postage	925.69
19-LS08	08 2019 UB Print Service	465.00
19-LS09-P	09 2019 UB Postage	930.64
19-LS09	09 2019 UB Print Service	465.00
TOTAL VENDOR AMERICAN PRINTING TECHNOLOGIES		2,786.33
<b>VENDOR NAME: AMERICAN VACTOR SERVICES</b>		
21180	Spring Lake Park Drainage Issues	2,275.00
TOTAL VENDOR AMERICAN VACTOR SERVICES		2,275.00
<b>VENDOR NAME: AMERI-TEX INC.</b>		
122930	Embroider Vest Covers - Clark	15.00
TOTAL VENDOR AMERI-TEX INC.		15.00
<b>VENDOR NAME: ARTHUR CLESEN, INC.</b>		
346740	New Sprayer for Organic Herbicide	56.93
TOTAL VENDOR ARTHUR CLESEN, INC.		56.93
<b>VENDOR NAME: BADE SUPPLY</b>		
29002	Drink Stock	153.50
TOTAL VENDOR BADE SUPPLY		153.50
<b>VENDOR NAME: BADGER METER</b>		
80037576	Beacon Meter Reading	164.70
TOTAL VENDOR BADGER METER		164.70
<b>VENDOR NAME: BAXTER &amp; WOODMAN INC.</b>		
0208066	Resurfacing Engineering Services	2,974.34
TOTAL VENDOR BAXTER & WOODMAN INC.		2,974.34
<b>VENDOR NAME: BEHM ENTERPRISES, IN</b>		
2316	Sanitary Point Repair - 5 Brittany & 13 Mayfair	9,850.00
TOTAL VENDOR BEHM ENTERPRISES, IN		9,850.00
<b>VENDOR NAME: BOLLINGER, LACH &amp; ASSOC</b>		
19764-5	Crosstown Watermain Phase III	20,243.40
TOTAL VENDOR BOLLINGER, LACH & ASSOC		20,243.40
<b>VENDOR NAME: BUCK BROS., INC.</b>		
231649	2 Cycle Gas	71.92
TOTAL VENDOR BUCK BROS., INC.		71.92
<b>VENDOR NAME: CHICAGO TRIBUNE</b>		
2019	2019 Subscription	413.40
TOTAL VENDOR CHICAGO TRIBUNE		413.40
<b>VENDOR NAME: CHRISTOPHER B BURKE ENGINEERING LTD</b>		
152669	Village Wide Drainage Study Professional Services	3,924.75
TOTAL VENDOR CHRISTOPHER B BURKE ENGINEERIN		3,924.75
<b>VENDOR NAME: CINTAS CORPORATION #47P</b>		
4028595485	Weekly Uniform Rental - Public Works	99.35
4029101408	Weekly Uniform Rental - Public Works	99.35
TOTAL VENDOR CINTAS CORPORATION #47P		198.70

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: CIORBA GROUP</b>		
0024368	Buffalo Grove Water Interconnection Construction 0	7,561.54
TOTAL VENDOR CIORBA GROUP		7,561.54
<b>VENDOR NAME: COMED</b>		
3427049011-08-19	Rate 23 Street Lighting 7-23-19 to 8-21-19	289.63
TOTAL VENDOR COMED		289.63
<b>VENDOR NAME: CONCENTRIC INTEGRATION, LLC</b>		
0207911	HPWTP/LINCOLNSHIRE Comm.	2,270.10
TOTAL VENDOR CONCENTRIC INTEGRATION, LLC		2,270.10
<b>VENDOR NAME: CORPORATE WELLNESS PARTNERS LLC</b>		
00004401-00	Pre-Employment and random drug screens - Clause	271.00
TOTAL VENDOR CORPORATE WELLNESS PARTNERS L		271.00
<b>VENDOR NAME: DAVEY RESOURCE GROUP</b>		
913565599	Treatment for Hawthorn & Crab Trees	227.00
TOTAL VENDOR DAVEY RESOURCE GROUP		227.00
<b>VENDOR NAME: DEERFIELD VILLAGE</b>		
43967	Warning Siren Migration, Upgrade Starcom P25, ar	20,691.58
TOTAL VENDOR DEERFIELD VILLAGE		20,691.58
<b>VENDOR NAME: DORNER COMPANY</b>		
149315	Valve Maintenance Reservoirs	3,150.00
TOTAL VENDOR DORNER COMPANY		3,150.00
<b>VENDOR NAME: DUSTCATCHERS &amp; A LOGO MAT INC</b>		
64242	Floor Mat Rental - Village Hall	14.00
64243	Floor Mat Rental - Public Works	59.50
64691	Floor Mat Rental - Public Works	59.50
64690	Floor Mat Rental - Village Hall	14.00
TOTAL VENDOR DUSTCATCHERS & A LOGO MAT INC		147.00
<b>VENDOR NAME: ECO CLEAN MAINTENANCE, INC.</b>		
8108	Janitorial Services 8-1-19 to 8-31-19	2,985.00
TOTAL VENDOR ECO CLEAN MAINTENANCE, INC.		2,985.00
<b>VENDOR NAME: FEDEX</b>		
670691705	Overnight ship test results to IEPA	66.45
TOTAL VENDOR FEDEX		66.45
<b>VENDOR NAME: FIRST COMMUNICATIONS</b>		
118076515	07 2019- T-1 Line	279.92
TOTAL VENDOR FIRST COMMUNICATIONS		279.92
<b>VENDOR NAME: FOREMAN PETER</b>		
2018	Senior Citizen Property Tx Relief Refund	229.81
TOTAL VENDOR FOREMAN PETER		229.81
<b>VENDOR NAME: FOREMAN, JD</b>		
325736	New Storm Install	601.00
TOTAL VENDOR FOREMAN, JD		601.00
<b>VENDOR NAME: GEWALT HAMILTON ASSOCIATES</b>		
3794.100-26	Engineering Support for Permits	676.00
4904.003-13	ITEP Riverwoods Road Professional Services 07-01	3,067.00
TOTAL VENDOR GEWALT HAMILTON ASSOCIATES		3,743.00
<b>VENDOR NAME: GRAINGER, INC.</b>		

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: GRAINGER, INC.</b>		
9135717412	Boltless Shelving - Storage in former cells	197.41
9255307390	Cherry Bomb Mechanic Handsoap	114.88
TOTAL VENDOR GRAINGER, INC.		312.29
<b>VENDOR NAME: GREEN ACRES LANDSCAPING</b>		
2019-5313	Village Kiosk - Mow and Remove weeds by Village	900.00
2019-5312	Old Mill Park Bocce Ball Court - Weed Removal & A	950.00
2019-5310	Balzer Park - Mulched & Weed Removal	2,200.00
2019-5309	Westminster Way - Pruning Job	1,500.00
2019-5307	Parks Mowing	370.00
2019-5308	Watered Trees @ Community Christian Church (5 V	690.00
2019-5311	Bike Path - Added Mulch & Weed Removal	2,480.00
TOTAL VENDOR GREEN ACRES LANDSCAPING		9,090.00
<b>VENDOR NAME: HAYES MECHANICAL LLC</b>		
440930	Police Department AC Fix	710.00
TOTAL VENDOR HAYES MECHANICAL LLC		710.00
<b>VENDOR NAME: HOT GROUND GYM</b>		
8135869	Heroes Night Obstacle Course	700.00
TOTAL VENDOR HOT GROUND GYM		700.00
<b>VENDOR NAME: HYDROAIRE SERVICE, INC</b>		
17293	BLLS Pump #2 Repair	6,636.00
TOTAL VENDOR HYDROAIRE SERVICE, INC		6,636.00
<b>VENDOR NAME: IMRF</b>		
83146	08 2019 Member & Employer Contributions	65,541.47
TOTAL VENDOR IMRF		65,541.47
<b>VENDOR NAME: INTERSTATE ALL BATTERY CENTER</b>		
75586	Mobile Rack Batteries	734.00
TOTAL VENDOR INTERSTATE ALL BATTERY CENTER		734.00
<b>VENDOR NAME: INVOICE CLOUD</b>		
1185-2019_8	09 2019 Paperless Utility Bills	52.50
TOTAL VENDOR INVOICE CLOUD		52.50
<b>VENDOR NAME: KLUBER ARCHITECTS + ENGINEERS</b>		
6905	Soffit Replacement Village Hall & Publick Works Er	612.50
TOTAL VENDOR KLUBER ARCHITECTS + ENGINEERS		612.50
<b>VENDOR NAME: LA POLICE GEAR</b>		
IV00435816	Tourniquet, Bandage and QuikClot for medical kits	336.75
TOTAL VENDOR LA POLICE GEAR		336.75
<b>VENDOR NAME: LAKE FOREST POST OFFICE</b>		
2019Q3	Q3 2019 Newsletter Postage	60.59
TOTAL VENDOR LAKE FOREST POST OFFICE		60.59
<b>VENDOR NAME: LIBERTY JUSTICE CENTER</b>		
18-1070	Filing Fee Reimb	300.00
TOTAL VENDOR LIBERTY JUSTICE CENTER		300.00
<b>VENDOR NAME: LINCOLNSHIRE POSTMASTER</b>		
2019Q3	Q3 2019 Newsletter Postage	629.37
TOTAL VENDOR LINCOLNSHIRE POSTMASTER		629.37
<b>VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH</b>		
09092019	09/09/19 Petty Cash Reimbursements	60.77

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: LINCOLNSHIRE VILLAGE-PETTY CASH</b>		
	TOTAL VENDOR LINCOLNSHIRE VILLAGE-PETTY CASH	60.77
<b>VENDOR NAME: MADISON NATIONAL LIFE INS CO, INC.</b>		
1357918	09 2019 Life Insurance Premiums	1,237.18
	TOTAL VENDOR MADISON NATIONAL LIFE INS CO, INC.	1,237.18
<b>VENDOR NAME: MANKOFF INDUSTRIES</b>		
4949	August UST Inspections	660.00
	TOTAL VENDOR MANKOFF INDUSTRIES	660.00
<b>VENDOR NAME: MARQUEE EVENT RENTALS - CHICAGO</b>		
186407	Chairs, Tables & Generator for Red, White & Boom	1,762.25
	TOTAL VENDOR MARQUEE EVENT RENTALS - CHICAG	1,762.25
<b>VENDOR NAME: MICHAEL MERANDA JR.</b>		
192308	8/20/19 ARB Meeting	120.00
193008	8/26/19 RVB/COW Mtgs.	120.00
	TOTAL VENDOR MICHAEL MERANDA JR.	240.00
<b>VENDOR NAME: MID-AMERICA SPORTS ADVANTAGE</b>		
408199-00	Soccer Goal Nets for North Park	337.02
408199-01	Soccer Goal Nets	619.47
	TOTAL VENDOR MID-AMERICA SPORTS ADVANTAGE	956.49
<b>VENDOR NAME: MIDWEST METER INC.</b>		
0114000	Pitmeter Adapters	160.98
0114109-CM	Generator Head	(75.00)
	TOTAL VENDOR MIDWEST METER INC.	85.98
<b>VENDOR NAME: MUNICIPAL GIS PARTNERS, INC.</b>		
4669	GIS staffing and services for August 2019	5,065.84
	TOTAL VENDOR MUNICIPAL GIS PARTNERS, INC.	5,065.84
<b>VENDOR NAME: NAPA AUTO PARTS</b>		
018643	Truck 730 Filters	54.23
018644	Transmission Fluid	71.88
	TOTAL VENDOR NAPA AUTO PARTS	126.11
<b>VENDOR NAME: NAPA AUTO PARTS -WHE</b>		
540784	Transmission Jack	660.64
	TOTAL VENDOR NAPA AUTO PARTS -WHE	660.64
<b>VENDOR NAME: NEOPOST USA INC</b>		
56899836	Meter Rental 09/02/19 - 12/01/19	105.00
	TOTAL VENDOR NEOPOST USA INC	105.00
<b>VENDOR NAME: NIPSTA</b>		
17728978	ICS-400 Training - Watson	200.00
	TOTAL VENDOR NIPSTA	200.00
<b>VENDOR NAME: NORTH EAST MULTI-REGIONAL TRAINING</b>		
260279	40 Hr Rifle Instructor Training - Holst	500.00
	TOTAL VENDOR NORTH EAST MULTI-REGIONAL TRAINI	500.00
<b>VENDOR NAME: NORTH SHORE GAS</b>		
603028481-01-08-19	NP Concession Gas Service 7-13-19 to 8-12-19	32.11
	TOTAL VENDOR NORTH SHORE GAS	32.11
<b>VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO</b>		
2019-08-Medical	August 2019 Medical Insurance Premiums	80,860.12

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: NORTH SUBURBAN EMPLOYEE BENEFIT COO</b>		
	TOTAL VENDOR NORTH SUBURBAN EMPLOYEE BENE	80,860.12
<b>VENDOR NAME: O'HERRON CO INC</b>		
1945722-IN	Uniform Shirts - Kantner	76.38
1947190-IN	Uniform Shirts - Hyde	150.56
1946324-IN	Uniform Hat - Temple	48.35
	TOTAL VENDOR O'HERRON CO INC	275.29
<b>VENDOR NAME: PATRICK ENGINEERING</b>		
21877.042-6	Phase III Services for IL 22 Emergency Access	8,199.90
	TOTAL VENDOR PATRICK ENGINEERING	8,199.90
<b>VENDOR NAME: PAYLOCITY</b>		
105467035	09/09/19 Pay Services	493.72
	TOTAL VENDOR PAYLOCITY	493.72
<b>VENDOR NAME: PBA, INC./FLEXIBLE BENEFITS</b>		
130892	2019-08 Flex claims & record keeping fees	200.00
	TOTAL VENDOR PBA, INC./FLEXIBLE BENEFITS	200.00
<b>VENDOR NAME: POLLARDWATER</b>		
0146784	Hydrant Adapter	267.50
	TOTAL VENDOR POLLARDWATER	267.50
<b>VENDOR NAME: PORTER LEE CORPORATION</b>		
22667	BEAST Evidence System Annual Software Support	1,499.00
	TOTAL VENDOR PORTER LEE CORPORATION	1,499.00
<b>VENDOR NAME: PREMIER DESIGN AND BUILD</b>		
HydMtr	Refund of Construction Meter Deposit, less water us	1,603.69
	TOTAL VENDOR PREMIER DESIGN AND BUILD	1,603.69
<b>VENDOR NAME: RJN GROUP INC.</b>		
339203	2019 Sanitary Sewer Program Professional Service	2,811.00
	TOTAL VENDOR RJN GROUP INC.	2,811.00
<b>VENDOR NAME: ROSE PAVING CO.</b>		
CD Refund B19-0001P	BD Bond Refund_445 Village Green Parking Lot_F	75.00
	TOTAL VENDOR ROSE PAVING CO.	75.00
<b>VENDOR NAME: US POSTAL SERVICE</b>		
08292019	Meter Refill: POC Acct #8056513	1,000.00
	TOTAL VENDOR US POSTAL SERVICE	1,000.00
<b>VENDOR NAME: USA BLUE BOOK</b>		
982839	Utility Markers	135.72
978874	Hydrant Ratchet	152.95
979321	Hydrant Sockets	212.61
	TOTAL VENDOR USA BLUE BOOK	501.28
<b>VENDOR NAME: WAGNER &amp; SON</b>		
1469155	VH Plumbing Replacement	39.92
	TOTAL VENDOR WAGNER & SON	39.92
<b>VENDOR NAME: WASTE MANAGEMENT</b>		
6668772-2008-5	WM YW Stk #35501-36000, ID 1-40385-43001	1,625.00
	TOTAL VENDOR WASTE MANAGEMENT	1,625.00
<b>VENDOR NAME: WEST SIDE TRACTOR SALES CO</b>		
C01271	Skid Steer Wire Harness	700.00
C01272	Skid Steer Spare Cutting Edae	576.00

CUSTOM INVOICE REPORT FOR VILLAGE OF LINCOLNSHIRE  
INVOICE DUE DATES 08/27/2019 - 09/09/2019  
JOURNALIZED  
BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
<b>VENDOR NAME: WEST SIDE TRACTOR SALES CO</b>		
C01273	Skid Steer Snow Blower Stock Parts	379.04
TOTAL VENDOR WEST SIDE TRACTOR SALES CO		1,655.04
<b>VENDOR NAME: WESTERN REMAC INC.</b>		
55660	Sign Posts	786.25
TOTAL VENDOR WESTERN REMAC INC.		786.25
<b>VENDOR NAME: XEROX CORPORATION</b>		
097825118	Meme Usage Charge (06/30/19 - 07/25/19)	25.87
097825120	Credit for Meme Usage Charge (06/30/19 - 07/25/19)	(33.79)
097825117	Meme Base & Usage Charge (04/09/19 - 06/30/19)	146.32
097942390	Meme Base & Usage Charge (07/25/19 - 08/21/19)	36.33
097942389	Police Base Charge (07/21/19 - 08/30/19)	85.00
097942388	Nemo Base Charge (07/21/19 - 08/30/19)	57.00
TOTAL VENDOR XEROX CORPORATION		316.73
<b>VENDOR NAME: YI WANG</b>		
09092019	UB refund for account: 0105215031-02 ove	63.40
TOTAL VENDOR YI WANG		63.40
<b>VENDOR NAME: YUDONG HU &amp; JUNJIE ZHANG</b>		
2019-08-29	BD Tree Bond Refund - 5 Thornfields	825.00
TOTAL VENDOR YUDONG HU & JUNJIE ZHANG		825.00
<b>VENDOR NAME: ZABO LAWRENCE G.</b>		
2018	Senior Citizen Property Tx Relief Refund	116.46
TOTAL VENDOR ZABO LAWRENCE G.		116.46
<b>GRAND TOTAL:</b>		<b>286,448.14</b>



One Olde Half Day Road  
Lincolnshire, IL 60069  
www.lincolnshireil.gov



**MINUTES**  
**REGULAR VILLAGE BOARD MEETING**  
**Monday, August 26, 2019**

**Present:**

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	<del>Trustee Hancock</del>
<del>Trustee Leider</del>	Trustee Pantelis
Trustee Raizin	Village Clerk Mastandrea
Village Attorney Simon	Village Manager Burke
Chief of Police Leonas	Public Works Director Woodbury
<del>Village Treasurer/Finance Director Peterson</del>	Assistant Village Manager/Community &
Planning & Development Manager Zozulya	Economic Development Director Gilbertson
Building Official Jesse	

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:00 p.m., and Village Clerk Mastandrea called the Roll.

**Pledge of Allegiance**

**2.0 APPROVAL OF MINUTES**

**2.1 Approval of the August 12, 2019 Regular Village Board Meeting Minutes**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve the minutes of the Regular Village Board Meeting of August 12, 2019 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Harms Muth, Pantelis, and Raizin. NAYS: None. ABSENT: Trustees Hancock and Leider. ABSTAIN: None. Mayor Brandt declared the motion carried.

**3.0 REPORTS OF OFFICERS**

**3.1 Mayor's Report**

**3.11 Heroes Night**

Mayor Brandt thanked the Police Department, District 103, Public Works and staff for an outstanding Heroes Night. Mayor Brandt noted over \$2,000 was raised for SmashSmard. Mayor Brandt stated there was good feedback and most wanted the event to go longer. Mayor Brandt noted Commander Covelli should be commended for her amazing work in coordinating the event.

**3.12 Summer Slam**

Mayor Brandt invited members of Summer Slam committee to provide a presentation.

Summer Slam committee members provided a presentation on the past 2019 tournament noting over \$20,000 was raised from the event. \$5,000 of the money raised is going to the travel baseball program. A portion of the money raised will benefit the American Foundation for Suicide, and a check was presented to Ms. Steinberger.

Ms. Steinberger thanked the committee for being so supportive and working so hard.

Mayor Brandt thanked the committee for their work in raising the money.

Ms. Courtney Collins, Area Director for American Foundation for Suicide provided a brief summary of how the funds would be used and thanked the committee members for raising the money for such an important cause.

The Summer Slam Committee requested permission to hold the next tournament June 24 – 28, 2020 at North Park. New members for the committee introduced themselves to the Board.

The Committee noted the money for 2020 will be raised for SmashSmard and the Riverside Foundation.

Mayor Brandt noted Lee Fell and his wife Beth started Summer Slam and were both named Citizens of the Year for 2019. Mayor Brandt noted they truly are local heroes.

3.2 Village Clerk's Report – None

3.3 Village Treasurer's Report

**3.31 Revenues and Expenditures for the Month of July, 2019**

Village Manager Burke noted the Revenue and Expenditure Summary is included in the Board packet; and all revenues and expenditures have been properly recorded for the month of July 2019.

3.4 Village Manager's Report – None

**4.0 PAYMENT OF BILLS**

**4.1 Bills Presented for Payment on August 26, 2019 in the amount of \$472,814.97**

Village Manager Burke provided a summary of the August 26, 2019 bills prelist presented for payment with the total being \$472,814.97. The total amount is based on \$109,630.62 for General Fund; \$331,422.41 for Water & Sewer Fund; \$23,465.14 for Vehicle Maintenance Fund, and \$8,296.80 for General Capital Fund.

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve the bills prelist dated August 26, 2019 as presented. The roll call vote was as follows: AYES: Trustees Grujanac, Pantelis, Raizin, and Harms Muth. NAYS: None.

ABSENT: Trustees Hancock and Leider. ABSTAIN: None. Mayor Brandt declared the motion carried.

**5.0 CITIZENS WISHING TO ADDRESS THE BOARD (on agenda items only) - None**

**6.0 PETITIONS AND COMMUNICATIONS - None**

**7.0 CONSENT AGENDA**

**7.1 Approval of Workers Compensation Insurance Coverage for the Period of January 1, 2020 to April 30, 2021 with the Municipal Insurance Cooperative (MICA) in the Amount of \$209,559.00 (Village of Lincolnshire)**

**7.2 Approval of a Contract for the 2019 Sanitary and Storm Sewer Lining Project with Hoerr Construction of Peoria, IL, in an Amount not to Exceed \$89,265.84 (Village of Lincolnshire)**

**7.3 Approval of a Contract with American Underground, Glenview, IL, for Sanitary and Storm Sewer Televising and Cleaning in the Amount of \$67,753.41 (Village of Lincolnshire)**

**7.4 Approval of an Internal Fee Waiver – Stadium Hall of Fame and Transition House Pergola Project (Adlai E. Stevenson High School – District 125)**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to approve the Consent Agenda. The roll call vote was as follows: AYES: Trustees Grujanac, Pantelis, Raizin, and Harms Muth. NAYS: None. ABSENT: Trustees Hancock and Leider. ABSTAIN: None. Mayor Brandt declared the motion carried.

**8.0 ITEMS OF GENERAL BUSINESS**

- 8.1 Planning, Zoning & Land Use
- 8.2 Finance and Administration
- 8.3 Public Works
- 8.4 Police
- 8.5 Parks and Recreation
- 8.6 Judiciary and Personnel

**9.0 REPORTS OF SPECIAL COMMITTEES**

**10.0 UNFINISHED BUSINESS**

**11.0 NEW BUSINESS**

**12.0 EXECUTIVE SESSION**

**13.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. The voice vote was unanimous and Mayor Brandt declared the meeting adjourned at 7:14 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, August 26, 2019**

Present:

Mayor Brandt	Trustee Harms Muth
Trustee Grujanac	<del>Trustee Hancock</del>
<del>Trustee Leider</del>	Trustee Pantelis
Trustee Raizin	<del>Village Clerk Mastandrea</del>
Village Attorney Simon	Village Manager Burke
<del>Finance Director/Treasurer Peterson</del>	Public Works Director Woodbury
Chief of Police Leonas	Assistant Village Manager/Community & Economic Development Director Gilbertson
Planning & Development Manager Zozulya	
Building Official Jesse	

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:15 p.m., and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the August 12, 2019 Committee of the Whole Meeting Minutes**

The minutes of the August 12, 2019 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration of Preliminary Evaluation Regarding an Amendment to an Existing Special Use for Sedgebrook Planned Unit Development to Allow Temporary Events (Sedgebrook Propco SL LLC – 800-890 and 960 Audubon Way)**

Planning & Development Manager Zozulya provided a summary of a preliminary evaluation regarding an amendment to an existing Special Use for Sedgebrook Planned Unit Development to allow two temporary events. Sedgebrook would like to have a car show on September 28 and would like to expedite this request. If the PUD is amended the events would comply with the existing code.

Mr. Dan Harrington, Executive Director at Sedgebrook introduced Bill Schneider, Director of Community Relations at Sedgebrook.

Mr. Harrington provided a presentation regarding their request to amend the existing Special Use for Sedgebrook Planned Unit Development to

allow two temporary events annually at Sedgebrook. Mr. Harrington provided a map indicating where the proposed car show would take place along with parking and traffic for attendance.

Trustee Raizin asked if they had an estimate on the amount of people who would attend. Mr. Harrington stated last year, only the residents, a few family members, and staff attended.

Mayor Brandt noted she and some of staff attended an event at Radford Green recently, and there is ample parking for events. Mayor Brandt also noted there are some vintage car groups in the Village that staff can put Sedgebrook in contact with to possibly include in the event. Trustee Grujanac noted there may be a car club at Stevenson High School to reach out to.

Trustee Raizin asked if there would be any food or drinks served at the event. Mr. Harrington noted Sedgebrook would offer coffee, donuts and a hydration station for the people involved with the car show. Planning & Development Manager Zozulya stated if they were to invite Food Trucks, Sedgebrook would need to amend their request. Mr. Harrington stated he would not want to amend the request.

It was the consensus of the Board to place this item on the Regular Village Board Agenda for a public hearing and potential approval at the September 23, 2019 Regular Village Board Meeting.

**3.12 Preliminary Evaluation Regarding Text Amendments to Single-Family Residential Bulk Regulations in Title 6, Chapter 5A (R1, R2 and R3 Single-Family Residence Districts) and 5B (R2A Single-Family Residence District) of the Lincolnshire Village Code (Village of Lincolnshire)**

Assistant Village Manager/Community & Economic Development (CED) Director Gilbertson summarized the preliminary evaluation regarding text amendments to single-family residential bulk regulations in Title 6, Chapter 5A (R1, R2, and R3 single-family residence districts) and 5B of the Lincolnshire Village Code. Building Official Jesse also provided a presentation of single-family residential bulk regulations.

A brief conversation followed regarding the areas in Lincolnshire with 80,000 square foot lots. Mayor Brandt asked if square footage calculations shared in the presentation includes garage and basement. Building Official Jesse stated living spaces in the code is defined as above-grade and granting a 400 square foot credit for a garage. Trustee Harms Muth stated two-story family rooms and foyers are included in the calculation of living space. Building Official Jesse noted this area is included in calculations for floor area ratio (FAR) as the two story open area for foyers or living spaces does have the potential to contribute to the appearance of bulk. Building Official Jesse noted basement areas

are typically below grade and create no sense of bulk or mass.

Trustee Pantelis asked what the square footage of the new homes at the Manors of Whytegate are so she has something to compare. Planning & Development Manager Zozulya stated the Manors of Whytegate is zoned R2A, and the average lot size is approximately 29,000 square feet with the average home size being 5,400 square feet. Mayor Brandt asked if the 400 square foot credit for a garage would be factored into a three-car garage. Building Official Jesse stated 400 square feet is the size of a typical two-car garage, and the square footage credit applies to any size garage.

Building Official Jesse continued his presentation with square footage comparisons in Lincolnshire. He proceeded to review established front yard setbacks and explain how setbacks in residential areas are defined. A conversation ensued regarding the reason for possibly changing FAR and square footage caps. Size of homes on the size of lots were discussed along with the perceptions of established character in neighborhoods in the Village. Trustee Grujanac noted concern regarding the area she lives in losing its character as a result of teardowns/rebuilds. Other areas in the Village were brought up as possible future concern. Planning & Development Manager Zozulya further explained the zoning for the Manors of Whytegate and subdivision's R2A zoning classification which was considered as a way to address environmentally sensitive conditions. Planning & Development Manager Zozulya noted R2A zoning classifications require a more rigorous planning process and review and approval process.

Building Official Jesse completed his presentation with possible revisions to FAR and square foot caps. A conversation followed regarding possible legal nonconforming structures if the changes are approved. Trustee Grujanac asked if there are any homes currently being built that would be legally non-conforming if the Board approved the FAR and square footage caps. Building Official Jesse stated any current construction must follow current code requirements and would be subject to future versions of the Village code if property owners desire additional square footage. Planning & Development Manager Zozulya noted a handful of homes in the R3 zoning district are legally non-conforming as a result of the bulk regulation code revisions from 2007.

Trustee Grujanac asked if the Zoning Board has reviewed these recommendations. Assistant Village Manager/CED Director Gilbertson stated the Zoning Board has not seen these specific recommendations. He further clarified the process, noting if the Village Board is amenable to these specific recommendations, this would go to the Zoning Board for review then back to the Village Board for review and possible approval.

Trustee Harms Muth stated she did not see the need to change anything related to bulk regulations at this time.

Trustee Grujanac stated she would recommend this be referred to the Zoning Board. Trustee Raizin stated she would like to know more about the issues and would be open to referring this to the Zoning Board.

Trustee Pantelis noted concern regarding how the homeowners would feel being legally nonconforming and not being able to add on to their homes. A conversation ensued regarding nonconforming structures.

Trustee Raizin asked if the Zoning Board would only be reviewing changes to FAR. Village Manager Burke clarified the recommendation in the memo is for the Zoning Board to review FAR and square footage caps. Village Attorney Simon noted individual homes do not go through architectural review, so the goal is to establish a set of rules that can be applied consistently.

It was the consensus of the Board to refer this item to the Zoning Board for review.

### **3.13 Consideration and Discussion of Lake County Solar Winds Task Force Participation and Potential SolSmart Application (Village of Lincolnshire)**

Building Official Jesse provided a summary of Lake County solar winds task force participation and potential SolSmart application. Staff does not believe additional changes to Village Code are warranted at this time. The SolSmart designation program awards ratings of bronze, silver, or gold to communities who demonstrate a commitment to be “open for solar business.” Should the Mayor and Board of Trustees direct staff to pursue participation in the program, staff believes a rating of bronze is achievable with our current codes and processes. Building Official Jesse noted there is no cost to participate.

It was the consensus of the Board for staff to move forward with the application.

- 3.2 Finance and Administration
- 3.3 Public Works
- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel

## **4.0 UNFINISHED BUSINESS**

### **4.1 Recreational Cannabis**

Village Manager Burke noted since the last time recreational cannabis was discussed, a lot of information has been shared with the Board and staff will be

bringing this back to the Board in September. Village Manager Burke asked the Board if they had any other specific information they would like staff to research regarding this topic prior to September to let him know.

- 5.0 NEW BUSINESS**
- 6.0 EXECUTIVE SESSION**
- 7.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee Harms Muth seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:22 p.m.

Respectfully submitted,  
**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk

**REQUEST FOR BOARD ACTION**  
**Regular Village Board**  
**September 9, 2019**

**Subject:** Adlai E. Stevenson High School District 125, 1 Stevenson Drive and 16139 Port Clinton Road

**Action Requested:** Approval of an Internal Village Fee Waiver – Directional & Identification Signs

**Petitioner:** Adlai E. Stevenson High School District 125

**Originated By/Contact:** Tonya Zozulya, Planning & Development Manager

**Background**

- Adlai E. Stevenson High School District 125 (School District 125) requests a waiver of internal Village fees associated with the replacement of directional signs throughout the school campus (1 Stevenson Drive) and installation of a new Transition House identification sign (16139 Port Clinton Road) (see Document 1).
- Section 5-3-2A of the Lincolnshire Village Code allows the Village Board to waive internal Village fees (up to \$5,000 per development/project) for charitable organizations (see attached Document 3). Out-of-pocket costs for outside consultant reviews or inspections, including applicable attorney's fees, are ineligible for waiver and are applied to a petitioner's escrow account.
- School District 125 will present a sign variation request at the September 9, 2019 Committee of the Whole for a courtesy presentation. A public hearing at the Architectural Review Board is tentatively scheduled for September 24, 2019. Final approval by the Village Board is anticipated in October. The Transition House ground identification sign is expected to be reviewed by the ARB on September 24<sup>th</sup> as well (note: School District 125 is not seeking variations for this sign, so the ARB approval would be final. The ARB is responsible for review and approval of all new code-compliant ground signs).
- Based on the code requirements and the W-9 form provided by School District 125 (see attached Document 2), these proposed projects are eligible for an internal Village fee waiver not to exceed \$5,000. If approved, the fee waiver will be applied to the following internal Village fees:

Application Fees:	\$250.00
Plan Review/Escrow Fees - 2 hours @ \$79.19 overhead rate (estimated):	\$158.38
Building Permit Review Fees (estimated):	\$1,192.00
<b>Total Fee Waiver:</b>	<b>\$1,600.38</b>

- In 2019, the Village Board has waived \$2,037.58 in fees for School District 125. With this request, the 2019 fee waiver total will be \$3,637.96. Since 2013, a total of \$11,167 is expected to be waived for various Stevenson projects, as shown in the below chart:

<b>Year</b>	<b>Project</b>	<b>Total</b>
2013	Half Day Road monument sign replacement	\$1,061
2017	East building addition & 16139 Port Clinton annex*	\$3,115
2017	Press box*	\$328
2018	Transition house	\$900
2018	Port Clinton Road widening	\$2,125
2019	Parking lot construction	\$1,569
2019	Stadium Hall of Fame & Transition House pergola	\$469
2019	Directional & identification signs	\$1,600
	<b>TOTAL</b>	<b>\$11,167</b>

- Historically, the Village Board has waived internal fees for other School District 125 projects, as well as School District 103, Vernon Area Library District, Vernon Township, and the Lincolnshire-Riverwoods Fire Protection District.

**Recommendation:**

Approval of a request to waive \$1,600.38 in Village internal review fees for the directional sign replacement, in accordance with Village Code Section 5-3-2A.

**Reports and Documents Attached:**

- Document 1: School District 125 fee waiver letter dated September 9, 2019.
- Document 2: School District 125's W-9 form.
- Document 3: Village Code Section 5-3-2A.

<b>Meeting History</b>	
Regular Village Board	September 9, 2019



September 9, 2019

Mayor Elizabeth J. Brandt  
Board of Trustees  
One Olde Half Day  
Lincolnshire, IL 60069

Dear Mayor Brandt,

I am writing to request a waiver of the Village Internal review fees associated with the special use zoning and architectural review of the minor improvement at the property located at 1 Stevenson Drive, Lincolnshire, IL 60069 and the Architectural Board Review design review for a New Transition House Identification sign at 16139 Port Clinton Road.

As you are aware Adlai E. Stevenson High School qualifies under the State of Illinois as a non-profit organization. In addition, an overwhelming majority of our revenue comes from taxpayers within the community. As evidence of our non-profit status, I've included a copy of our W-9 as well as our certificate of tax exemption issued by the Illinois Department of Revenue.

Please accept our thanks for considering this request and feel free to contact me with any questions or concerns at (847) 415-4117.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sean P. Carney'.

Sean P. Carney  
Assistant Superintendent for Business



**Illinois Department of Revenue**

Office of Local Government Services  
Sales Tax Exemption Section, 3-520  
101 W. Jefferson Street  
Springfield, IL 62702  
217 782-8881

January 2, 2015

ADLAI E STEVENSON HIGH SCHOOL DISTRICT #125  
TREASURER  
TWO STEVENSON DRIVE  
LINCOLNSHIRE IL 60069

Effective January 1, 2015, we have renewed your governmental exemption from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax, as required by Illinois law.

We have issued the following new tax exemption identification number:

E9995-6349-07  
to  
ADLAI E STEVENSON HIGH SCHOOL DISTRICT #125  
of  
LINCOLNSHIRE, IL

The terms and conditions governing use of your exemption number remain unchanged.

Office of Local Government Services  
Illinois Department of Revenue

**CHAPTER 3  
BUILDING FEES AND CHARGES**

**SECTION:**

- 5-3-1: Fees for Permits**
- 5-3-2: Reimbursement of Professional Review Fees**
- 5-3-2A: Not-For-Profit Fees**
- 5-3-3: Additional Fees**
- 5-3-4: Water and Sewer Connection Charges**
- 5-3-4-1: Connection Charges Outside Corporate Limits**

**5-3-1 FEES FOR PERMITS:** The fee for a building permit to construct, alter or repair any building or other structure or its service equipment in the Village shall be as established in the Comprehensive Fee Schedule set forth in Chapter 15 of Title 1 of this Code. (Ord. Amd. 96-1467-51 eff. 12/9/96)

- A. Applicants for a building permit shall submit the estimated construction cost of the proposed improvements. The building official shall use the most recent copy of the International Building Code building valuation data report on file for verifying any estimates. The building official may request a verified statement of actual costs upon completion of the work. In the event the actual cost exceeds the estimate, an additional fee based upon such actual costs in accordance with this Section shall be paid.

**5-3-2: REIMBURSEMENT OF PROFESSIONAL REVIEW FEES:** Except as otherwise provided for in this Chapter, Applicants for a building permit shall be required to remain in compliance with Title 1, Chapter 8, Article D, as a condition of receiving a building permit.(Amd. Ord. 07-2981-09, eff. 4/23/07)

**5-3-2A: NOT FOR PROFIT FEES** (Ord. 94-1345-29 eff. 7/11/94)

- A. Any charitable organization may file an application with the Village for a waiver of fees imposed by the Village. The application for waiver of fees shall be in writing and shall contain all the information necessary to determine the applicant's eligibility under this Ordinance and identify the fees and amounts which the applicant is requesting to be waived. The Board of Trustees shall review the application and satisfy itself of the sufficiency of the application and eligibility of the applicant at a Committee-of-the Whole meeting, and shall then formally approve or disapprove the application at scheduled regular meeting of the Village Board of Trustees. The application shall be filed with the Village

Clerk at least five (5) days before the date of the Committee-of-the-Whole meeting at which the application is to be considered initially.

There shall be no waiver of fees in excess of \$5,000 per development or project.

**B. DEFINITIONS**

<b>CHARITABLE ORGANIZATION</b>	Shall mean any not for profit corporation, association or foundation organized and operated exclusively for religious purposes, charitable purposes, or for the prevention of cruelty to children or animals.(Amd. Ord. 98-1543-05, eff. 3/9/98)
<b>FEES</b>	Shall mean those fees that would otherwise be required for, or incurred in connection with, planning, zoning and building permits in regard to construction, restoration, replacement, renovation, remodeling, addition or repair of a structure, but not including sewer and water connection fees and fees or charges recovering direct out-of-pocket Village expenses.
<b>OUT-OF-POCKET VILLAGE EXPENSES</b>	Shall mean any costs incurred by the Village for outside services of independent contractors related to the processing of any petitions or permits, including, but not limited to, postage, legal fees, costs of legal notices and the cost of any inspections or analysis required by the Village from outside consultants.

**5-3-3: ADDITIONAL FEES:**

- A. Lake County Sanitary Sewer Fee: Applicants for connection to, or modification of, the Village sanitary sewer system shall pay connection fees as required by the County of Lake. The Building Official shall collect such fee on behalf of the County and transfer such funds to the County on a schedule in accordance with the requirements of the County.
- B. Outside Agency & Consultant Fees: Applicants for Building Permits shall reimburse the Village for all costs incurred by contracted or specialized reviewers necessary to ensure that the application, design, plans and specifications meet the requirements of the Village. The Village reserves the right to request a specialized review for any project submitted. In the event that such a review is required, the Village shall make every effort to inform the applicant of the need for a specialized review that might not typically be required, prior to securing the Consultant / Agency for said review.
- C. Recapture Fees: Applicants shall pay any and all recapture fees prior to issuance of a permit in accordance with the applicable Recapture Agreement. (Amd. Ord. 09-3090-13, eff. 03/23/09)

**REQUEST FOR BOARD ACTION  
Regular Village Board  
September 9, 2019**

**Subject:** Intergovernmental Agreement between the State of Illinois, Illinois Department of Transportation and Village of Lincolnshire

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**Action Requested:** Approval of an Intergovernmental Agreement between the State of Illinois, Illinois Department of Transportation (IDOT) and Village of Lincolnshire for Sustained Traffic Enforcement Program (STEP) Grant for Federal Fiscal Year 2020 (Waiver of First Reading)

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**Originated  
By/Contact:** Joseph Leonas, Chief of Police

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**Summary/Background**

The Village of Lincolnshire has been awarded the Sustained Traffic Enforcement Program (STEP) Grant for the Federal Fiscal year 2020, which runs from October 1, 2019 to September 30, 2020. The award is in the amount of \$38,222.84. The award is used to pay for overtime costs, as well as supplies and equipment associated with specific holiday traffic enforcement campaigns.

The STEP grant focuses on high visibility enforcement on specific times and dates of the year. The enforcement efforts are designed to reduce fatalities and serious injuries on some of the deadliest times of the year for vehicle travel. There are six required holiday campaigns and additional enforcement options.

The Village of Lincolnshire police department will participate in the following holiday campaigns:

- Thanksgiving (Occupant Protection)
- Christmas/New Year's (Impaired Driving)
- St. Patrick's Day (Impaired Driving)
- Memorial Day (Occupant Protection)
- Independence Day (Impaired Driving)
- Labor Day (Impaired Driving)

**Recommendation:**

Approval of the Intergovernmental Agreement between the State of Illinois, Illinois Department of Transportation and Village of Lincolnshire

**Reports and Documents Attached:**

Inter-Governmental Agreement between the State of Illinois, Illinois Department of Transportation and Village of Lincolnshire.

<b>Meeting History</b>	
Regular Village Board	September 9, 2019

**INTER-GOVERNMENTAL AGREEMENT**



**BETWEEN**

**THE STATE OF ILLINOIS, ILLINOIS DEPARTMENT OF TRANSPORTATION**

**AND**

**VILLAGE OF LINCOLNSHIRE**

The ILLINOIS DEPARTMENT OF TRANSPORTATION (Grantor) with its principal office at 2300 S. Dirksen Parkway, Springfield, IL 62764, and Village of Lincolnshire (Grantee) with its principal office at 1 Olde Half Day Road, Lincolnshire, IL 60069 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 092537638 is Grantee's correct DUNS number, 366009283 is Grantee's correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

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

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

1.2 Amount of Agreement. Grant Funds (check one)  shall not exceed or  are estimated to be \$38,222.84, of which \$38,222.84 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 69A37519300004020ILO, the federal awarding agency is National Highway Traffic Safety Administration and the federal award date is 11/06/18. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is State and Community Highway Safety/National Priority Safety Programs and the Number is 20.600. The Catalog of State Financial Assistance (CSFA) Number is 494-10-0343. The State Award Identification Number is 343-15731.

1.4 Term. This Agreement shall be effective 10/01/2019 and shall expire on 09/30/2020 unless terminated pursuant to this Agreement.

1.5 Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and corrects 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, misinterpretations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

**THE REST OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

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

Check if under \$250,000. If under \$250,000 the Secretary's signature may be delegated.

Illinois Department of Transportation

Village of Lincolnshire

**By:** \_\_\_\_\_  
Signature of Head of Grantor

**By:** \_\_\_\_\_  
Signature of Authorized Representative

**By:** \_\_\_\_\_  
Signature of Designee

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
Printed Name: Omer Osman, P.E.  
Printed Title: Acting Secretary of Transportation  
*Designee*

Printed Name: Joseph Leonas

Printed Title: Chief of Police

Email: ileonas@lincolnshireil.gov

**By:** \_\_\_\_\_  
Signature of First Other Approver's Name and Title

**By:** \_\_\_\_\_  
Signature of Authorized Representative

**By:** \_\_\_\_\_  
Signature of Designee

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
Printed Name: Joanne Woodworth  
Printed Title: Chief Fiscal Officer  
*Designee*

Printed Name: \_\_\_\_\_

Printed Title: \_\_\_\_\_

Email: \_\_\_\_\_

**By:** \_\_\_\_\_  
Signature of Second Other Approver's Name and Title

**By:** \_\_\_\_\_  
Signature of Designee

**Date:** \_\_\_\_\_  
Printed Name: Philip Kaufmann  
Printed Title: Chief Counsel  
*Designee*

**By:** \_\_\_\_\_  
Signature of Third Other Approver's Name and Title

**By:** \_\_\_\_\_  
Signature of Designee

**Date:** \_\_\_\_\_  
Printed Name: Paul Loete, P.E.  
Printed Title: Director of Project Implementation  
*Designee*

**By:** \_\_\_\_\_  
Signature of Fourth Other Approver's Name and Title

**By:** \_\_\_\_\_  
Signature of Designee

**Date:** \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_  
*Designee*

**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 Revenue Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

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

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

2.5 Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM; (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:

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

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

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

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

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

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

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

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

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

"Consolidated 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 7000.20.

"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. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under **Exhibit A** may be reduced accordingly. Grantee shall be paid for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.6 Interest.

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

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

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

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

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any 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 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 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 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 II 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**

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.

## 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.

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

## ARTICLE XV AUDIT REQUIREMENTS

15.1 Audits. Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Cost 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 the 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(b) and 15.2(c)(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).

## ARTICLE XVII SUBCONTRACTS/SUB-GRANTS

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

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

17.3 Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it 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 the Grantee's ability to perform under this Agreement.

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

**ARTICLE XIX  
STRUCTURAL ORGANIZATION**

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**

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

21.2 Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person 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 the 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 not waive sovereign immunity by entering into this Agreement.

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

26.10 Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.

26.11 Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

26.12 Precedence. In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** shall control. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.

26.13 Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.

26.14 Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

26.15 Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.

26.16 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in 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.

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**EXHIBIT A  
PROJECT DESCRIPTION**

CSFA Number 494-10-0343	NOSA/SAIN Number 343-15731	GATA Registration Number 681478
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The Sustained Traffic Enforcement Program (STEP) grant helps Illinois maximize the effect of sustained, stepped-up, year-long traffic enforcement. The STEP program focuses on specific times of the year and day when data shows alcohol-involved and unbuckled fatalities are highest. The increased enforcement details conducted during these times raises the perception of offenders getting caught and deters potential impaired drivers and potential unbuckled drivers and passengers. The STEP grants also use strong media efforts in conjunction with increased enforcement to make a positive impact on reducing serious injuries and fatalities on Illinois roadways. The goals of these enforcement grants are to save lives and reduce injuries resulting from motor vehicle crashes caused by impaired driving, improper seat belt usage, distracted driving, and speeding.

The Grantee shall utilize grant funds to meet desired safety project goals, milestones, deliverables, performance standards, and performance measures as specified in the Attachment (BSPE 411) of the FFY20 application packet for NOFO 20-0343-02. The funding shall be used as per the agreed upon budget pending the FFY20 federal budget, dollar amounts, and dates. In addition, the National Highway Traffic Safety Administration (NHTSA) grant funding policy determines allowable costs under specific conditions.

The Grantee shall utilize grant funds to help meet the STEP grant goals by meeting milestones, deliverables, performance standards, and performance measured. Such will be documented when submitting the BSPE 205 Local/ State Mobilizations Data Collection form per directions in Exhibit B. The funding shall be issued as per the agreed upon budget pending the FFY20 federal budget, dollar amounts, and dates. In addition, the National Highway Traffic Safety Administration (NHTSA) grant funding policy determines allowable costs under specific conditions.

The Grantee is eligible to receive allowable costs as they appear in the approved finalized budget. However, the Grantee may request funding changes to the approved finalized budget should allocated costs need to be redistributed after the commencement of the grant agreement.

The STEP grant operates during the federal fiscal year from October 1-September 30 and are funded on a reimbursement basis per the requirements set forth in Exhibit C of this Agreement. The STEP grant funding line items eligible for reimbursement are personnel services, equipment, supplies, and indirect costs (where approved rate has been established prior to the execution of this Agreement).

**EXHIBIT B**  
**DELIVERABLES OR MILESTONES**

I. The Grantee shall submit the BSPE 205 Local/State Mobilizations Data Collection form within two (2) calendar weeks or fourteen (14) calendar days after completion of each campaign. The BSPE 205 Local/State Mobilizations Data Collection Form must be submitted after the following all campaigns, including but not limited to: Halloween; Thanksgiving; Christmas/New Year's; Super Bowl; St. Patrick's Day; Memorial Day; Independence Day; and Labor Day. The information in the BSPE 205 Local/State Mobilizations Data Collection form must accurately reflect the duties performed during the campaign. All BSPE 205 Local/State Mobilization Data Collection forms shall be submitted electronically to DOT.BSPEDATA@illinois.gov.

II. The Grantee shall adhere to the following for STEP grant funding:

(a) Conduct at least six (6) and up to 52 enforcement campaigns. All impaired driving patrols must have a primary emphasis on increased enforcement of impaired driving laws and secondary enforcement emphasis on speed, occupant protection and distracted driving laws. All occupant protection patrols must have a primary emphasis on increased enforcement of occupant restraint laws and secondary enforcement emphasis on impaired driving laws, speed and distracted driving laws. All speeding patrols must have a primary emphasis on increased enforcement of speeding laws and secondary enforcement emphasis on impaired driving, occupant protection and distracted driving laws.

(b) Each STEP enforcement campaign, whether holiday or additional enforcement, must:

(i) Conduct pre-enforcement activities including but not limited to: news releases; TV interviews; media events; and community education;

(ii) Complete campaign activities. Conduct the enforcement campaign for the minimum specified overtime hours. Patrols must be spread out over the enforcement campaign period during times of high crash incidence.

(iii) Send post-enforcement news releases to highlight campaign effectiveness including but not limited to: number of citations written and hours patrolled.

(iv) Obtain and collect data from enforcement campaign. Report this information on the BSPE 205 Local/State Mobilizations Data Collection form. The BSPE 205 Local/State Mobilizations Data Collection form is due for collection on the date listed for the specific campaign on the enforcement campaign calendar. For additional campaigns, the report is due within two (2) weeks or fourteen (14) calendar days after the completion of each campaign and shall be submitted via email to DOT.BSPEDATA@illinois.gov.

III. The grants funding opportunities under NOFO 20-0343-02 are funded by NHTSA. Therefore, the Grantee shall have an acceptable accounting system in existence capable of identifying the federal-related costs separately from their general operating costs. The Grantee shall also adhere to all Fixing America's Surface Transportation Act (FAST Act, P.L. 114-94) rules and regulations under the criteria specific to STEP grant funding. Any questions regarding the FAST Act rules and regulations must be sent electronically to DOT.TSgrants@illinois.gov.

IV. The Grantee shall submit the BoBS 2832 Grantee Required Reporting form on a regular basis. The specifics for reporting the BoBS 2832- whether quarterly or monthly- are listed in Exhibit G of this Agreement. The required reporting of the BoBS 2832 was brought about as a requirement for all IDOT grantees regardless of the financial thresholds set forth by Public Act 096-0795 or the Federal Funding Accountability and Transparency (FFATA). The required reporting for the Grantee shall vary from grant to grant. However, the specifics for reporting for this specific Agreement are listed as such:

Quarterly reports are due no later than 5:00 P.M. on: January 30, 2020; April 30, 2020; July 30, 2020; and the final report on October 30, 2020. Quarterly reports will consist of: Quarter 1 (October 1, 2019- December 31, 2019 due January 30, 2020); Quarter 2 (January 1, 2020- March 1, 2020 due April 30, 2020); Quarter 3 (April 1, 2020- June 30, 2020 due January 30, 2020); and Quarter 4 (July 1, 2020- September 30, 2020 due October 30, 2020). The Grantee must submit the BoBS 2832 on or before the corresponding quarterly due dates even in the event that the Agreement is not fully executed until after the October 1, 2019 federal fiscal year start date. In the event that an Agreement is not fully executed until after October 1, 2019, the Grantee shall report Quarter 1 beginning the date the Agreement was fully executed. Any pending issues (e.g., overlap of campaign versus quarterly reporting dates) must be communicated to the Grantor Contact listed in Exhibit D of this Agreement a minimum of twenty-four (24) hours prior to the submission date.

Monthly reports are due no later than 5:00 P.M. on: November 30, 2019; December 30, 2019; January 30, 2020, March 1, 2020; April 30, 2020; May 30, 2020; June 30, 2020; July 30, 2020; August 30, 2020; September 30, 2020; October 30,

2020. The due dates are thirty (30) days after the conclusion of each month. Monthly reports shall consist of the following due dates for the entirety of the month listed: October 2019 due November 30, 2019; November 2019 due December 30, 2019; December 2019 due January 30, 2020; January 2020 due March 1, 2020; February 2020 due March 30, 2020; March 2020 due April 30, 2020; April 2020 due May 30, 2020; May 2020 due June 30, 2020; June 2020 due July 30, 2020; July 2020 due August 30, 2020; August 2020 due September 30, 2020; and September 2020 due October 30, 2020. All reports shall be submitted electronically to the Grantor Contact listed in Exhibit D. Any pending issues (e.g., overlap of campaign versus quarterly reporting dates) must be communicated to the Grantor Contact listed in Exhibit D of this Agreement a minimum of twenty-four (24) hours prior to the submission date.

V. Requirements for Mandatory Campaigns

(a) Participation in the following holiday campaigns:

- Thanksgiving (Occupant Protection)
- Christmas/New Year's (Impaired Driving)
- St. Patrick's Day (Impaired Driving)
- Memorial Day (Occupant Protection)
- Independence Day (Impaired Driving)
- Labor Day (Impaired Driving)

(b) Occupant protection

- Enforcement requires a minimum of 50 percent of overall patrol hours be conducted between 6:00 p.m. and 6:00 a.m. on a weekend outside of the scheduled holiday campaigns. Patrol hours may be extended providing pre-approval is given by the assigned IDOT Safety Grant Administrator (GA).
- Additional occupant protection hours may be extended to other hours of the day/or additional weekdays, providing pre-approval is given by the assigned GA. Justification for this patrol exception must be given in writing prior to undertaking patrols during this alternate time frame.

(c) Impaired driving

- Patrol hours must occur between 6:00 p.m. and 6:00 a.m. except daytime patrol hours can be conducted by DRE and ARIDE-TRAINED OFFICERS ONLY between the hours of 6:00 a.m. and 6:00 p.m. This exception can only occur with pre-approval by the assigned IDOT Safety Grant Administrator (GA).
- Officers participating in grant-funded Daytime Impaired Driving Patrols must provide prior to working the detail, proof of either his/her current DRE Certification or proof of completion of ARIDE training.
- Additional impaired driving patrol hours, including roadside safety checks, may occur 6:00 p.m. to 6:00 a.m. on additional weekdays, providing pre-approval is given by the assigned GA. Justification for this patrol exception must be given in writing prior to undertaking patrols during this alternate time frame.
- Officers participating in grant-funded DRE Callouts must provide prior to working the detail, proof of his/her current DRE Certification.
- All officers conducting grant-funded, alcohol-related enforcement must be trained in the Standardized Field Sobriety Test (SFST). Approved training in this area consists of the 24-hour National Highway Traffic Safety Administration (NHTSA), DWI Detection and SFST Course or other NHTSA/ILETSB-approved refresher course. To satisfy this requirement, officers must complete an ILETSB-accredited academy, a 24-hour SFST course or an SFST refresher course every four (4) years from the date of their last completed certified training. These courses must be taught by certified SFST instructors. Note: A law enforcement agency may provide in-house training for its own officers conducted by officers from the same agency, provided the trainer is a certified ILETSB SFST instructor. Officers may also attend training at an agency other than their own if the training is conducted by a certified SFST instructor. In these situations, a class roster showing all officers who completed the training must be sent to the ILETSB. Upon request, law enforcement agencies must be able to produce verification of compliance with this requirement.

(d) Distracted Driving

Distracted Driving can be conducted at any time.

(e) Speeding

Speeding patrols can be conducted at any time.

(f) Additional/Optional Enforcement Campaigns

Agencies have the opportunity to receive funding for enforcement outside of the mandatory campaigns.

**EXHIBIT C  
PAYMENT**

Grantee shall receive \$38,222.84 under this agreement.

Enter specific terms of agreement here:

I. Invoices submitted by the Grantee will be for expenses that have been incurred to complete the Scope of Services/ Responsibilities in Exhibit A, Project Description. If the Grantee's invoices are deemed by the Grantor or auditors to not be sufficiently documented for supplies and equipment purchased, the Department may require further records and supporting documents to verify the amounts, recipients and uses of all funds invoiced pursuant to this Agreement. Furthermore, if any of the Deliverables or Milestones in Exhibit B are not satisfactorily completed, the Grantee will refund payments made under this Agreement to the extent that such payments were made for any such incomplete or unsatisfactory deliverable.

The Grantee shall submit all claims on the BSPE 500 STEP Claim for Reimbursement form.

All claims for reimbursement with supporting documentation and final reports are due to the Bureau of Safety Programs and Engineering by Monday, November 2, 2020 following the grant period. Failure to submit these documents by the required due date will significantly delay payment and may result in additional time and paperwork by filing through the Illinois Court of Claims should the claim be determined to be lapsed. Any expenditure made prior to the agreement approval date is the responsibility of the Grantee.

(a) Any invoices/bills issued by the Grantee to the Grantor pursuant to this Agreement shall be sent to the Grantor at:

Illinois Department of Transportation  
Bureau of Safety Programs & Engineering  
2300 Dirksen Parkway, Room: 005  
Springfield, IL 62764

II. All claims and supporting documents shall be signed by an authorized representative of the Grantee.

(a) The claim must include:

(i) The Agreement Number.

(ii) Requests for reimbursement must be requested on the Grantee's designated form.

(iii) Back up documentation, which may include invoices and receipts for expenditures must be submitted with each claim.

III. Review and Approval

(a) Upon submittal of a claim, the assigned Grantor contact listed in Exhibit D of this Agreement reviews and checks:

(i) Mathematical accuracy of the claim.

(ii) That requested reimbursement is consistent with items included in the approved budget.

(iii) That total amount requested for reimbursement is proportional to total amount budgeted.

(iv) That expenditures for each line item are less than or equal to the budgeted amounts and are allowable.

(v) Completion of the work.

(b) Failure to provide a complete claim may delay or prevent reimbursement. If there are problems with the claim, the assigned Grantor contact listed in Exhibit D of this Agreement will contact the Grantee to resolve the issue so that payment can be made, assuming it is appropriate. This may include submission of a new or corrected claim by the Grantee.

(c) The assigned Grantor contact listed in Exhibit D of this Agreement will review and approve or reject the claim within 30 days of the Grantee's submittal. If rejected, the claim will not be processed for payment until any revisions are approved by the Grantee.

IV. Manager Approval

(a) Once a claim is approved for payment, the Grantor's Finance Manager processes the claim for payment by the Comptroller.

V. Send Payment

(a) Once approved, the Comptroller forwards payment either via Electronic Fund Transfer (EFT) or by mailing a check to

the Grantee's Remittance Address listed on this Agreement.

**EXHIBIT D  
CONTACT INFORMATION**

**CONTACT FOR NOTIFICATION**

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

**GRANTOR CONTACT**

Name: Rochelle Gillespie

Title: Safety Grants Administrator

Address: 2300 S. Dirksen Parkway, Springfield, IL 62764

Phone: 217-524-0999

TTY#: n/a

Fax#: 217-558-0364

Email Address: rochelle.gillespie@illinois.gov

**GRANTEE CONTACT**

Name: Adam Hyde

Title: Sergeant

Address: 1 Olde Half Day Road, Lincolnshire, IL 60069

Phone: 847-913-2349

TTY#: n/a

Fax#: 847-883-9909

Email Address: ahyde@lincolnshireil.gov

**Additional Information:**

Michael Peterson  
Director of Finance  
847-883-8600  
mpeterson@lincolnshireil.gov

**EXHIBIT E**  
**PERFORMANCE MEASURES**

The Grantee shall:

I. Improve highway safety through increased enforcement and media campaigns. The STEP enforcement program shall run from October 01, 2019- September 30, 2020 pending the FFY20 federal and FY20 state budgets, amounts, and dates. The Grantee shall submit the BSPE 205 Local/State Mobilization Data Collection form. The BSPE 205 Local/State Mobilization Data Collection form must be submitted within two (2) calendar weeks or fourteen (14) calendar days from the completion of each campaign. All BSPE 205 Local/State Mobilizations Data Collection forms shall be submitted electronically to DOT.BSPEDATA@illinois.gov.

II. The grants funding opportunities under NOFO 20-0343-02 are funded by NHTSA. Therefore, the Grantee shall have an acceptable accounting system in existence capable of identifying the federal-related costs separately from their general operating costs. This accounting system shall be used in the quarterly reports to include information concerning monetary performance measures as it relates to the final approved budget. The Grantee shall also adhere to all Fixing America's Surface Transportation Act (FAST Act, P.L. 114-94) rules and regulations under the criteria specific to their particular grant safety program. Any questions regarding the FAST Act rules and regulations must be sent electronically to DOT.TSgrants@illinois.gov.

III. Respond to inquiries and/or requests by the assigned Grantor contact listed in Exhibit D of this Agreement and any authorized agent of the Grantor:

(a) Respond within a maximum of five (5) business days.

(b) Send all required documentation to DOT.TSgrants@illinois.gov or the email of the assigned Grantor contact listed in Exhibit D of this Agreement.

(c) Alert Grantor, the assigned Grantor contact listed in Exhibit D of this Agreement, and any authorized agent of the Grantor to any issue with accessing, retrieving, securing, procuring, or otherwise establishing necessary documentation as inquired or requested by the Grantor within a maximum of five (5) business days.

(i) Official documentation of any and all issues must be submitted to DOT.TSgrants@illinois.gov or the email of the assigned Grantor contact listed in Exhibit D of this Agreement.

IV. The Grantee shall submit the BoBS 2832 Grantee Required Reporting form as stated in Exhibits B and G of this Agreement.

V. Grantees receiving STEP grant funding adhere to:

(a) Occupant Protection

(i) A minimum of one (1) traffic citation for every 60 minutes of patrol.

(ii) Fifty (50) percent should be for occupant protection violations. Front and back seat child and adult occupants.

(iii) Maintain continual patrols per enforcement detail.

(b) Impaired Driving

(i) A minimum of one (1) traffic citation for every 60 minutes of patrol.

(ii) A minimum of one DUI arrest for every fifteen (15) hours of patrol.

(iii) Maintain continual patrols per enforcement detail.

(c) Speeding

(i) A minimum of two (2) traffic citations for every 60 minutes of patrol.

(ii) Fifty (50) percent should be for speeding-related violations.

(iii) Maintain continual patrols per enforcement detail.

(d) Distracted Driving

(i) A minimum of two (2) traffic citations for every 60 minutes of patrol.

(ii) Fifty (50) percent should be for distracted driving violations.

(iii) Maintain continual patrols per enforcement detail.

(e) Methods

(i) Each mandatory campaign must:

- Conduct pre- and post-enforcement activities. Examples: news releases; TV interviews; media events; community education; and court (prosecutors and judges) personnel; etc.
  - Conduct the enforcement campaign for the minimum specified overtime hours. Patrols must be spread out over the enforcement campaign period during times of high crash incidence and continual patrolling is required during each shift worked.
  - Obtain and collect data from campaign. Report this information on the BSPE 205 form.
- During the enforcement campaign, instructions shall be given on the desired outcomes for the enforcement campaign.
  - Overtime traffic enforcement shall be provided for the specified hours spread throughout the enforcement period with an emphasis on impaired driving, occupant restraint, illegal use of an electronic device, and/or speeding laws.
  - Officers are encouraged to issue multiple citations to drivers and/or passengers who have committed multiple violations.
  - IDOT will provide materials to assist the Grantee in preparing public information campaigns and news releases.
  - The Grantee may be asked to participate in promotional events and regional meetings at the request of BSPE.

**EXHIBIT F**  
**PERFORMANCE STANDARDS**

Performance Standards shall include:

I. Increased program utilization as described in the Attachment (BSPE 411) of the application packet for NOFO 20-0343-02.

II. Electronic submission of the BSPE 205 Local/State Mobilization Data Collection form to DOT.BSPEDATA@illinois.gov within two (2) calendar weeks or fourteen (14) calendar days of the completion of each campaign.

III. The Grantee shall submit the BoBS 2832 Grantee Required Reporting form on a regular basis as stated in Exhibits B and G of this Agreement.

IV. Timeliness of corrective actions will be determined on a case-by-case basis dependent on the urgency to which an issue needs to be addressed. This may be determined by the Grantor, the assigned Grantor contact listed in Exhibit D of this Agreement, any authorized agent of the Grantor, a third party retained by the Grantor, or coordination between the Grantor and the Grantee.

(a) The Grantee shall generate and maintain invoices, implementation plan documents and materials and all other related documents including, but not limited to, email and mail correspondence in addition to other materials as listed in this Agreement.

(b) The Grantee is not permitted to file advance pay requests, but may file accurate quarterly advance pay requests no sooner than thirty (30) days prior to the start of the quarter for which an advance is requested.

(c) The Grantee shall file accurate documentation to be compliant with Exhibits B and E in this Agreement.

V. Requirements concerning officers or deputies on hireback for STEP enforcement shall include:

(a) Daily instructions shall be given at roll call outlining program objectives and enforcement performance measurements.

(b) Local agencies shall utilize only Illinois Law Enforcement Training and Standards Board (ILETSB) certified police officers or deputies for the overtime enforcement.

(c) All officers or deputies conducting grant-funded, alcohol-related enforcement patrols under this Agreement must be trained in the Standardized Field Sobriety Test (SFST).

(i) Approved training in this area consists of the 24-hour National Highway Traffic Safety Administration (NHTSA), DWI Detection and SFST Course or other NHTSA/ ILETSB-approved refresher course.

(ii) To satisfy this requirement, officers and deputies must complete an ILETSB-accredited academy, a 24-hour SFST course or an SFST refresher course every four (4) years from the date of their last completed certified training.

(iii) These courses must be taught by certified SFST instructors.

(iv) A Grantee may provide in-house training for its own officers or deputies conducted by officers from the same agency, provided the trainer is a certified SFST instructor. Officers or deputies may also attend training at an agency other than their own as long as the training is conducted by a certified SFST instructor. In these situations, a class roster showing all officers or deputies who completed the training must be sent to the ILETSB. Upon request, the Grantee must be able to produce verification of compliance with this requirement.

VI. Requirements concerning STEP enforcement shall include:

(a) Overtime traffic enforcement shall be provided for the specified hours spread throughout the enforcement period with an emphasis on impaired driving, occupant restraint, and/or speeding laws.

(b) Officers are permitted and encouraged to issue multiple citations to drivers and/or passengers who have committed multiple violations such as: DUI; other alcohol-related offenses; failure to wear seat belt and/or properly restrain a child; speeding; or illegal use of an electronic device.

VII. Requirements concerning distribution of public information and/or media:

(a) The Grantor will provide materials to assist the Grantee in preparing public information campaigns and news releases.

(b) The Grantee must be prepared to participate in promotional events at the request of the Grantor.

(c) Adhere to requirements set forth in Exhibit B in subsection II and subsection III of this Agreement.

(d) Adhere to media requirements set forth in Section III in subsection III of this Agreement.

VIII. All required forms shall be submitted in accordance with this Agreement.

**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.

These specific conditions, as listed in the accepted Notice of State Award (NOSA), are based upon the grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ), the Programmatic Risk Assessment (PRA) and any pertinent Merit Based Review process (if applicable).

Additional Reporting Requirements may also be found in Part TWO and Part THREE of this agreement.

The Grantee shall submit the BoBS 2832 Grantee Required Reporting form on a regular basis as stated in Exhibits B and G of this Agreement.

Based on the risks below, the Grantee shall submit the BoBS 2832 Grantee Required Reporting form QUARTERLY.

These specific conditions, as listed in the accepted Notice of State Award (NOSA), are based upon the grantee's responses to the Fiscal and Administrative Risk Assessment (ICQ), the Programmatic Risk Assessment (PRA) and any pertinent Merit Based Review process (if applicable).

Fiscal And Administrative:

I. Procurement Standards (2 CFR 200.317-326)

Conditions: Requires additional prior approvals;

i. Grantee shall request prior approval from Grantor contact for any costs that deviate from approved budget before any expense is incurred.

Corrective Action: Implementation of corrective action including new or enhanced controls over procurements of activities. Conditions may be removed upon request after one year from the implementation of corrective action.

Programmatic: N/A

**PART TWO - THE GRANTOR-SPECIFIC TERMS**

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

**Audit.** Grantee shall permit, and shall require its contractors and auditors to permit, the Grantor, and any authorized agent of the Grantor, to inspect all work, materials, payrolls, audit working papers, and other data and records pertaining to the Project; and to audit the books, records, and accounts of the Grantee with regard to the Project. The Grantor may, at its sole discretion and at its own expense, perform a final audit of the Project. Such audit may be used for settlement of the grant and Project closeout. Grantee agrees to implement any audit findings contained in the Grantor's authorized inspection or review, final audit, the Grantee's independent audit, or as a result of any duly authorized inspection or review

**Ethics.**

A. Code of Conduct

1. Personal Conflict of Interest - The Grantee shall maintain a written code or standard of conduct which shall govern the performance of its employees, officers, board members, or agents engaged in the award and administration of contracts supported by state or federal funds. Such code shall provide that no employee, officer, board member or agent of the Grantee may participate in the selection, award, or administration of a contract supported by state or federal funds if a conflict of interest, real or apparent would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm selected for award:

- a. the employee, officer, board member, or agent;
- b. any member of his or her immediate family;
- c. his or her partner; or
- d. an organization which employs, or is about to employ, any of the above.

The conflict of interest restriction for former employees, officers, board members and agents shall apply for one year.

The code shall also provide that Grantee's employees, officers, board members, or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The Grantor may waive the prohibition contained in this subsection, provided that any such present employee, officer, board member, or agent shall not participate in any action by the Grantee or the locality relating to such contract, subcontract, or arrangement. The code shall also prohibit the officers, employees, board members, or agents of the Grantee from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

2. Organizational Conflict of Interest - The Grantee will also prevent any real or apparent organizational conflict of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or subcontract may, without some restriction on future activities, result in an unfair competitive advantage to the third party contractor or Grantee or impair the objectivity in performing the contract work.

**Dispute Resolution.** In the event of a dispute in the interpretation of the provisions of this Agreement, such dispute shall be settled through negotiations between the Grantor and the Grantee. In the event that agreement is not consummated at this negotiation level, the dispute will then be referred through proper administrative channels for a decision and ultimately, if necessary, to the Secretary of the Illinois Department of Transportation. The Grantor shall decide all claims, questions and disputes which are referred to it regarding the interpretation, prosecution and fulfillment of this Agreement. The Grantor's decision upon all claims, questions and disputes shall be final and conclusive.

**Procurement Procedures/Employment of Grantor Personnel**

1. Procurement of Goods or Services - Federal Funds - For purchases of products or services with any Federal funds that costs more than \$3,000.00 but less than the simplified acquisition threshold fixed at 41 U.S.C. 403(11), (currently set at \$100,000.00) the Grantee shall obtain price or rate quotations from an adequate number (no less than three (3)) of qualified sources. Procurement of products or services with any Federal funds for \$100,000 or more will require the Grantee to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the Grantee, the procedures of the Grantor will be used. The Grantee may only procure products or services from one source with any Federal funds if: (1) the products or services are available only from a single source; or (2) the Grantor authorizes such a procedure; or (3) the Grantor determines competition is inadequate after solicitation from a number of sources.

For Micro-Purchase (2 C.F.R. 200.67) Procurement of Goods or Services with Federal Funds: where the aggregate amount does not exceed the micro-purchase threshold currently set at \$3,000 (or \$2,000 if the procurement is construction and subject to Davis-Bacon), to the extent practicable, the Grantee must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Grantee considers the price to be reasonable. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 C.F.R. Subpart 2.1

2. Procurement of Goods or Services - State Funds -- For purchases of products or services with any State of Illinois funds that cost more than \$20,000.00, (\$10,000.00 for professional and artistic services) but less than the small purchase amount set by the Illinois Procurement Code Rules, (currently set at \$100,000.00 and \$100,000.00 for professional and artistic services) the Grantee shall obtain price or rate quotations from an adequate number (no less than three (3)) of qualified sources. Procurement of products or services with any State of Illinois funds for \$50,000.00 or more for goods and services and \$20,000.00 or more for professional and artistic services) will require the Grantee to use the Invitation for Bid process or the Request for Proposal process. In the absence of formal codified procedures of the Grantee, the procedures of the Grantor will be used. The Grantee may only procure products or services from one source with any State of Illinois funds if: (1) the products or services are available only from a single source; or (2) the Grantor authorizes such a procedure; or, (3) the Grantor determines competition is inadequate after solicitation from a number of sources.

The Grantee shall include a requirement in all contracts with third parties that the contractor or consultant will comply with the requirements of this Agreement in performing such contract, and that the contract is subject to the terms and conditions of this Agreement.

For Procurement of Goods or Services that cost less than \$20,000.00, the Grantee shall comply with the following procurement standards:

**(\$1- \$1999, no Grantor Involvement)**

1. Estimate the total cost of the procurement.
2. The Grantee may choose any vendor desired.
3. Grantee may choose to award without soliciting competitive quotations if Grantee considers the price to be reasonable.

**(\$2,000- \$4,999, requires Grantor approval)**

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Develop specifications to solicit quotes.
4. Obtain quotes from three (3) vendors. Grantee is encouraged to use the registered small business vendor directory (ipg.vendorreg.com).
5. Grantee's purchasing officer shall obtain authorization from Grantor's point of contact provided on Exhibit D.
6. Award to the responsive bidder with the lowest price.

**(\$5,000- \$9,999, requires Grantor approval)**

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Develop specifications to solicit quotes.
4. Obtain quotes from three (3) vendors. Grantee is encouraged to use the registered small business vendor directory (ipg.vendorreg.com).
5. Grantee's purchasing officer shall obtain authorization from Grantor's point of contact provided on Exhibit D.
6. Award to the responsive bidder with the lowest price.

**(\$10,000-\$19,999, requires Grantor approval)**

1. Identify a need for goods or services.
2. Estimate the total cost of the procurement.
3. Identify registered small businesses in the applicable category.
3. Develop specifications to solicit quotes.
4. Email **ALL** identified small business vendors a request for quote (ipg.vendorreg.com)
5. Prepare or submit information to Grantor's point of contact in Exhibit D.
6. Obtain authorization from Grantor's point of contact provided on Exhibit D.
7. All applicable forms must be approved prior to awarding the contract.

3. Employment of Grantor Personnel -- The Grantee will not employ any person or persons currently employed by the Grantor for any work required by the terms of this Agreement.

**Reporting.** Grantee agrees to submit periodic financial and performance reporting on the approved IDOT BoBS 2832 form. Grantee shall file Quarterly BoBS 2832 reports with Grantor describing the expenditure(s) of the funds and performance measures related thereto.

The first BoBS 2832 report shall cover the first reporting period after the 10/01/19 effective date of the Agreement. Quarterly reports must be submitted no later than 30 calendar days following the period covered by the report.

For the purpose of reconciliation, the Grantee must submit a BoBS 2832 report for the period ending 09/30/20 (Grantee's Fiscal Year End date).

A BoBS 2832 report marked as "Final Report" must be submitted to the Grantor 60 days after the end date of the Agreement. Failure to submit the required BoBS 2832 reports may cause a delay or suspension of funding.

The Grantee must submit a BoBS 2832 report for the period ending 9/30 - Federal Fiscal Year End Grantee shall submit to Grantor a BoBS 2832 report for the period ending September 30 within 30 calendar days of the end of the Federal Fiscal Year.

**Renewal.** This Agreement may not be renewed.

N/A.

**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:

I. Cost records and accounts pertaining to the work covered by this agreement shall be kept available for inspection for a period of time following the date of final reimbursement payment. Copies of such records shall be made available upon request to the Grantor's FOIA Officer by emailing DOT.FOIAOfficer@illinois.gov.

II. GRANTEE expenditures in the STEP program will be used to meet the Benefit to Local requirement set forth by NHTSA.

III. The GRANTEE shall abide by conditions set forth by IDOT:

(a) Seat Belt Policy. The GRANTEE shall have in place or establish a department seat belt policy that assures the safety of all personnel by requiring every person, regardless of seating position, to wear at all times a properly adjusted seat belt in all vehicles owned, leased, or rented by the department. This also applies to the operation of privately owned or other vehicles if used on-duty. Due to the police exemption it is insufficient to simply state, "...In accordance with the Illinois Mandatory Seat Belt Law (625 ILCS 5/12-603.1)". A copy of the seat belt policy must be provided to the GRANTOR and also be retained locally in the project file and available for review.

(b) Enforcement grantees will conduct continual enforcement throughout patrols and officers leaving their safety patrol to aid operations outside of the grant is not permitted to be paid as part of the grant. This time must be noted in the claim.

(c) Any program income collected during the year must be approved by IDOT and expended during the life of this grant and within the parameters.

(d) STEP grant expenditures will be used by IDOT to meet the NHTSA Benefit to Local requirement.

IV. The GRANTEE shall abide by conditions set forth by NHTSA:

(a) Prohibition on Using Grant Funds to Check for Helmet Usage. The State and each sub-recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

(b) Policy on Seat Belt Use. In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the GRANTEE is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

(c) Policy on Banning Text Messaging While Driving. In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused

by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting.

(d) Policy on Media Materials. All forms of media, including but not limited to, printed materials, scripts for trainings and public service announcements, and/or interview talking points, must be approved by the GRANTOR prior to any media campaigns whether voluntary or program-required. The GRANTEE shall submit all media electronically to the GRANTOR Contact listed in Exhibit D of this Agreement. Failure to submit media for approval prior to the media campaign shall result in forfeiture of monetary reimbursement for any and all unapproved media. All media must be submitted a minimum of two (2) weeks prior to the start of the media campaign.

(e) Buy America. As set forth in 49 U.S.C 5323(j) and 49C.F.R. Part 661, only steel, iron and manufactured products produced in the United State may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items much be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

(f) Hatch Act, 5 U.S.C. 1501-1508 and 7324-7328, which limits the political activities of employees whose principal employment activities are funded in whole or in part with federal funds;

(g)The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

(h)Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);

(i)The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

(j)Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;

(k)Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

(l) Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

(m) During the performance of this contract/funding agreement, the contractor/funding recipient agrees—

(i). To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;

(ii). Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;

(iii). To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;

(iv). That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or canceling, terminating, or suspending a contract or funding agreement, in whole or in part; and

(v). To insert this clause, including paragraphs a through e, in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

(n). RESTRICTION ON STATE LOBBYING (applies to sub-recipients as well as States) None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.