



City Council  
**COMMITTEE OF THE WHOLE**  
*City of Belvidere, Illinois*

Alderman Clayton Stevens	Vice Chairman Public Works
Alderman Tom Porter	Chairman Building, Planning & Zoning
Alderman Daniel Snow	Co-Chairman City-County
Alderman Daniel Arevalo	Vice-Chairman Finance and Personnel
Alderman Wendy Frank	Vice Co-Chairman City-County
Alderman Thomas Ratcliffe	Chairman Finance and Personnel
Alderman George Crawford	Chairman Public Safety
Alderman Mike McGee	Vice Chairman Building, Planning & Zoning
Alderman Marsha Freeman	Chairman Public Works
Alderman Ric Brereton	Vice Chairman Public Safety

**AGENDA**

February 24, 2020  
6:00 p.m.  
City Council Chambers  
401 Whitney Blvd., Belvidere, Illinois

Call to Order – Mayor Mike Chamberlain.

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
  - (A) Police – Starcom Portable Radios.
  - (B) Fire – Station 2 Bathroom Remodel.

(C) Fire – Station 1 Upstairs Remodel.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

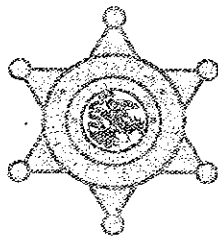
(A) Budget Review – General Administration, Capital and Personnel.

5. Other:

(A) Grant Sub-Award Agreement Between Region 1 Planning Council and  
City of Belvidere.

(B) Sidewalk Café Amendment.

6. Adjournment:



**BELVIDERE**  
**POLICE**

*Matthew Wallace*  
*Deputy Chief—Investigations*


*Shane Woody*  
*Chief of Police*

*Patrick Gardner*  
*Deputy Chief—Patrol*

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615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - [www.ci.belvidere.il.us](http://www.ci.belvidere.il.us)

**TO:** Mayor Chamberlain and City Council

**FROM:** Chief Shane Woody 

**DATE:** February 18, 2020

**RE:** Authorization to Purchase Four Starcom Portable Radios

The Belvidere Police Department is requesting authorization to purchase four new portable radios.

The new radios would replace radios that are approximately 13 years old and not in good working condition. Four radios were budgeted for in the Equipment Line Item at a cost of \$16,000.00.

As shown on the attached quote from Motorola Solutions, the cost of each radio is \$3,695.95.

**Motion:** To authorize the purchase of four (4) Motorola Starcom 21 APX 4000 7/800 MHZ Model 2 Portable Radios at \$3,695.95 each; for a total cost of \$14,783.80 using funds budgeted in the Equipment Line Item #01-5-210-8200 for the purchase of portable radios.

SW/sd

# Belvidere Police Department

615 N. Main Street  
Belvidere, IL 61008

815-544-9626 ADMIN

Purchase Order# BPD 21220  
PO Date: February 12, 2020  
Vendor ID: Motorola Solutions, Inc.  
Authorized by: Pat Molloy  
Email : patmolloy@boonecountysheriff.com

Vendor:

Motorola Solutions, Inc.  
C/O Rock River Service

Ship To:

Rock River Service  
2222 Charles Street  
Rockford, IL 61104  
815-226-1280

Bill to:

Belvidere Police  
615 N. Main Street  
Belvidere, IL 61008  
815-544-9626

Date	Your Order #	Our Order #	FOB	Ship Via	Terms	Tax ID
02/12/2020	Quote-1078206		Destination	Best Way	NET30	

Quantity	Item	Units	Description	Discount %	Taxable	Unit Price	Total
4	APX4000	Portable	APX4000 w/RSM, charger, spare battery	State Contract	No	\$3695.95	\$14783.80

Subtotal	\$14783.80
Tax	
Shipping	
Miscellaneous	
Balance Due	\$14783.80

Name

Title

Date



**BELVIDERE  
FIRE  
DEPARTMENT**

123 S. State St.  
Belvidere, IL 61008

Fire Chief and Administration  
Offices

(815)544-2242

# Memo...

<b>From:</b>	Chief Hyser	<b>Today's Date:</b>	February 19, 2020
<b>To:</b>	City Clerk Turnipseed	<b>Meeting Date:</b>	February 24, 2020
<b>Subject:</b>	Belvidere City Council: Agenda – St.#2 Bathroom Remodel		

The Belvidere Fire Department is requesting funding to remodel the main bathroom at Station #2. The existing bathroom is now 47 years old and is showing signs of deterioration with its plumbing, tiling, fixtures and overall condition.

The Department has received 3 quotes from local remodeling contractors:

- |                                |             |
|--------------------------------|-------------|
| 1. C & H Builders, Inc.        | \$22,325.54 |
| 2. Turman & Son Construction   | \$21,775.00 |
| 3. All American Kitchen & Bath | \$25,271.10 |

Our recommendation is to go with local Belvidere contractor C & H Builders, Inc. for the bathroom remodeling project at Station #2. The Fire Department 2% Fund has agreed to pay \$12,325.54 of the expense leaving the city to cover the balance of \$10,000 which was budgeted in the FY20 Capital Expense.

*Chief Al Hyser*

*Chief Al Hyser*

# TURMAN & SON CONSTRUCTION

DANTURM@GMAIL.COM

815-874-8065

2/3/2020

BELVIDERE FIRE DEPT.  
353 E. 6th. ST.  
BELVIDERE, IL  
ATTN: SHAWN SCHADLE

SHAWN:

HERE IS THE PROPOSAL FOR BATH/SHOWER REMODEL WE DISCUSSED.

DEMO:

- REMOVE CABINETS AND TOPS
- REMOVE MEDICINE CABINET
- REMOVE TOILET
- REMOVE FLOOR URINAL/VALVE
- REMOVE TILE ON WALLS
- REMOVE TILE ON FLOOR
- APPROX. 4' BLOCK WALL REMOVED BY OTHERS

CONSTRUCTION:

- BUILD 2 WALLS APPROX. 4' X 8' TO REPLACE OLD BLOCK WALLS THAT WERE REMOVED. 2" X 4" STUDS ON 16" CENTERS. FINISHED WITH SHEETROCK, TAPED AND FINISH
- CLOSE UP HOLES IN WALL LEFT BY MEDICINE CABINETS WITH STUDS AND SHEETROCK
- BUILD 2" X 4" WALL FOR URINAL PLUMBING. SHEETROCK, TAPE AND FINISH. APPROX 36" X 96"
- REPAIR WALL IN OLD SHOWER STALL
- REPAIR FLOOR FROM OLD URINAL

**PLUMBING:**

- INSTALL NEW SHOWER VALVE AND SHOWER HEAD CHROME
- INSTALL NEW DRAIN
- REWORK WATER AND DRAIN TO FIT NEW LOCATION OF WALL MOUNTED URINAL
- INSTALL NEW URINAL AND FLUSH VALVE CHROME
- INSTALL DRAIN FOR URINAL
- INSTALL NEW ADA HC TOILET AND SEAT WHITE

**CABINETS:**

- VANITY BASE CABINET - 36" X 21" X 35" HIGH
- UTILITY CABINET - 18" X 24" X 90" HIGH
- QUARTZ VANITY TOP WITH UNDERMOUNT BOWL 36" S 22" STOCK. COLOR
- LAVATORY FAUCET/DRAIN CHROME SINGLE LEVER

**TILE**

- INSTALL FLOOR TILE (approx. 100 s.f.)
- INSTALL WALL TILE (approx 375 s.f.)
- BUILD AND INSTALL TILE SHOWER WITH SCHLUTER TILE SYSTEM APPROX. 42" X 42" X 96"
- STANDARD PATTERN AND TILE SIZE OF 8" X 8" TO 12" X 12" AS REQUESTED

**TOTAL FOR ABOVE DESCRIBED WORK:**

\$2200.00	DEMO AND DISPOSAL OF ALL RELATED MATERIALS
\$2450.00	CONSTRUCTION
\$5525.00	PLUMBING
\$2420.00	CABINETS
\$9180.00	TILE AND SHOWER
\$21775.00	TOTAL

DAN TURMAN



TURMAN & SON CONSTRUCTION  
815-874-8065 CELL 815-979-0683  
DANTURM@GMAIL.COM



PROPOSAL FROM: JESSICA TRYGGESTAD

JESS@ALL-AMERICANKITCHENS.COM

C: 815-520-3025

OFFICE: 815-282-9543 OFFICE FAX: 815-282-9542

DATE	CONTRACTOR	PHONE	PAGER	FAX	CELL / TRUCK
1/20/2020	ALL AMERICAN KITCHENS & BATHS	815-282-9543		815-282-9542	
JOB NAME:	BELVIDERE FIRE DEPARTMENT			HOME / JOB:	815-315-7735
ADDRESS:	353 E SIXTH ST.		(SAME AS DEL.)	HIS C:	
CITY, STATE & ZIP	BELVIDERE, IL 61008			HER C:	
EMAIL ADDRESS:	0				

THIS QUOTE EXPIRES IN 30 DAYS (PRICES SUBJECT TO CHANGE FROM MANUFACTURERS AFTER 30 DAYS )

CABINET SELECTIONS PER PLAN	DATED	8/10/2019	PRICE EA.	EXTENDED \$
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**BATH LABOR**

LABOR PROPOSAL AS PER PLAN AND INCLUDING THE FOLLOWING

REMOVAL TO CONSIST OF THE FOLLOWING:

ALL PERMITS BY OTHERS

INCLUDES PRECONSTRUCTION CONFERENCE WITH SALESPERSON, HOMEOWNER & SUB'S ONSITE

NOTE: OWNER TO REMOVE      FILL IN

REMOVE EXISTING MIRROR

DISCONNECT VANITY FAUCET AND REMOVE VANITY TOP

REMOVE EXISTING VANITY

REMOVE EXISTING STOOL

REMOVE SHOWER FAUCET

REMOVE EXISTING SHOWER BASE

REMOVE CERAMIC WALL TILE

REMOVE SECTIONS OF THE WALLS ( AS NOTED ON DRAWINGS) AND SUPPORT AS NEEDED

WALL AND HEADER CONSTRUCTION TO CONSIST OF THE FOLLOWING:

INSTALL 2 X 4 STUDS 16" ON CENTER TO BUILD A WALL

INSTALL 2 X 12 BEAM FOR OPENING SUPPORT ( SIZED FOR OPENING )

ELECTRICAL TO CONSIST OF THE FOLLOWING

PLUMBING TO CONSIST OF THE FOLLOWING

ALL ROUGH PLUMBING TO BE DONE BY OTHERS

INSTALL ONYX SHOWER SURROUND AND BASE ( MODULE )

INSTALL ONYX PANELS AND TRIM AS NEEDED

CONNECT TO EXISTING WATER, WASTE, AND VENT LINES

WALL FINISHING TO CONSIST OF THE FOLLOWING

INSTALL DRYWALL ON NEW WALL AND MAKE READY FOR PAINT

CEILING FINISH TO CONSIST OF THE FOLLOWING:

INSTALL DRYWALL TO REPAIR THE CEILING AND MAKE READY FOR PAINT



CABINETRY TO CONSIST OF THE FOLLOWING:  
INSTALL BASE AND WALL CABINETS PER PLAN AND AS PER SELECTION  
INSTALL WOOD TOE KICK ON BASE CABINETS  
NOTE: TILE ON TOE KICKS

COUNTERTOPS TO CONSIST OF THE FOLLOWING:  
SEE MATERIAL PROPOSAL FOR COUNTERTOP INSTALLATION  
INSTALL COUNTERTOPS IN MATERIAL, STYLE AND COLOR AS PER SELECTION

FLOOR COVERING TO CONSIST OF THE FOLLOWING:

TILE FLOORING  
INSTALL DITRA UNCOUPLING MEMBRANE UNDERLAYMENT OR SKIM COAT TO PREPARE FOR TILE  
INSTALL OWNERS 12"x24" CERAMIC TILE (PATTERN PER DRAWINGS) SEE MATERIAL PROPOSAL  
INSTALL OWNERS TRANSITION PIECE AT ENTRYRE OR FOLD CARPET AT ENTRY  
INCLUDES ADHESIVE & MASTIC FOR TILE FOR TILE SELECTION

MILLWORK TO CONSIST OF THE FOLLOWING:  
INSTALL NEW BASE TRIM

CERAMIC WALL TILE TO CONSIST OF THE FOLLOWING

HARDWARE TO CONSIST OF THE FOLLOWING:  
INSTALL HARDWARE ON CABINETS AS SELECTED  
INSTALL OWNERS TOWEL BARS (PER OWNERS LOCATION)  
INSTALL OWNERS TOWEL RING (PER OWNERS LOCATION)  
INSTALL OWNERS TOILET PAPER HOLDER (PER OWNERS LOCATION)

CLEAN UP TO CONSIST OF THE FOLLOWING:  
WE WILL COVER OR TARP OFF WALK WAYS DURING WORK  
BROOM CLEAN THE AREA EACH NIGHT  
CLEAN UP AND HAUL AWAY DEBRIS AT END OF JOB

NOTE: OWNER TO DUST PROTECT ALL VALUABLES  
NOTE: REMOVE WALL HANGING'S (PICTURES) DURING CONST.

(OWNER MAY DONATE TO HABITAT ) CALL 815-713-3184 WED., THURS., FRI. & SAT  
OWNER NEEDS TO ARRANGE PICK UP CALL W-F 10 TO 6 & SAT. 10-4

NO OTHER WORK INCLUDED

ALL PERMITS BY OTHERS

NOTE: WE CANNOT WARRANTY REUSING OWNERS MATERIALS ( OLD FAUCET'S, STOOL ETC.)

ALL ITEMS ARE CONSIDERED SPECIAL ORDER AND CANNOT BE RETURNED. PLEASE ADVISE YOUR INSTALLER OR CONTRACTOR ABOUT MOLDINGS AND ACCESSORIES. NO INSTALLATION HAS BEEN INCLUDED UNLESS OTHERWISE NOTED ABOVE. DESIGN FEE APPLIES TO THE ABOVE SPECIFICATIONS ONLY. NOTE, ALL DELIVERIES ARE TAILGATE UNLESS NOTED. NO RETURNS ON CUSTOM ORDERS. HOMEOWNER AND CONTRACTOR SHOULD VERIFY ALL PIECES UPON RECEIPT OF DELIVERED GOODS. PLANS ARE AVAILABLE FOR REVIEW BY APPOINTMENT ONLY. PLANS REMAIN THE PROPERTY OF ALL-AMERICAN KITCHENS INC. AND ARE COPYRIGHTED. A DRAWING DEPOSIT IS REQUIRED FOR RECEIPT OF ANY PLANS. THE ABOVE NAMED CONTRACTOR / OWNER AGREES TO PAY THE TOTAL BALANCE SET FORTH ABOVE TO ALL-AMERICAN KITCHENS, INC. IN THE FOLLOWING MANNER.

\$ 7,418.89 UPON SIGNING THIS PROPOSAL \$ 7,418.89 UPON SUBSTANTIAL COMPLETION  
IN THE EVENT FULL AND COMPLETE PAYMENT IS NOT MADE AS AND WHEN AGREED, THE UNPAID BALANCE WILL BEAR INTEREST AT THE RATE OF 1&1/2% PER MONTH (18.0% PER ANNUM) UNTIL PAID. IN THE EVENT ANY UNPAID DELINQUENCY IS REFERRED TO AN ATTORNEY FOR COLLECTION, THE UNDERSIGNED AGREES TO PAY COLLECTION OR COSTS INCURRED BY ALL-AMERICAN KITCHENS, INC., INCLUDING REASONABLE ATTORNEY'S FEES AND RELATED COSTS.

		SUB TOTAL:	\$	14,837.78
		(NO TAX ON LABOR) TAX:	\$	-
		JOB SITE DELIVERY, TAIL GATE (NON TAXABLE)	\$	-
		TOTAL :	\$	14,837.78
		DEPOSIT	\$	-
		BALANCE DUE ALL-AMERICAN KITCHENS:	\$	14,837.78

X:  
OWNER: BELVIDERE FIRE DEPARTMENT  
AGREED ON: 1/20/2020  
PAYMENT TYPE: [ ]



PROPOSAL FROM: JESSICA TRYGGESTAD

JESS@ALL-AMERICANKITCHENS.COM C: 815-520-3025

OFFICE: 815-282-9543 OFFICE FAX: 815-282-9542

DATE	CONTRACTOR	PHONE	FAX	CELL / TRUCK
1/20/2020	ALL AMERICAN KITCHENS	815-282-9543	815-282-9542	
JOB NAME:	BELVIDERE FIRE DEPARTMENT		HOME / JOB:	815-315-7735
ADDRESS:	353 E SIXTH ST. (SAME AS DEL.		HIS C:	
CITY, STATE & ZIP	BELVIDERE, IL 61008		HER C:	
EMAIL ADDRESS:				

THIS QUOTE EXPIRES IN 30 DAYS (PRICES SUBJECT TO CHANGE FROM MANUFACTURERS AFTER 30 DAYS)

CABINET SELECTIONS PER PLAN	DATED	1/20/2020	EXTENDED \$
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**BELVIDERE FIRE DEPARTMENT**

1 HOMCREST CABINETRY \$ 2,042.50

BOX CONST.:	PLYWOOD (ALL WOOD)	OVERLAY:	FULL OVERLAY
WALLS:	SEDONA	BASES:	SEDONA
WOOD:	MAPLE	DRAWER :	SLAB
STAIN:	TBD	GLAZE:	NONE

INCLUDES 5/8" HARD. DOVETAIL & SOFT CLOSE GLIDES ("DD2") INC.  
 INCLUDES SOFT CLOSE ON DOORS (WHERE APPLICABLE) INC.

HARDWARE SELECTION (DRAWERS AND DOORS)

		COUNT	
1 SET OF HARDWARE	ON ALL DOORS	0	\$ -
1 SET OF HARDWARE	ON ALL DRAWERS	0	\$ -
OR			
BY OTHERS			

ONYX SELECTIONS

1 SHOWER KIT \$ 2,976.41

COLOR:	????	SIZE:	???
FINISH:	????	DRAIN PLCMNT:	???

1 ONYX PANELS \$ 1,532.60

	LOCATION
PANEL CLR:	????
TRIM CLR:	????
FINISH:	????
SEAT:	????
THICKNESS:	??
CADDY:	????
PNL HT.:	?x?
INSIDE CNR'S	????

ONYX VANITY TOPS

SIZE	STANDARD ONYX TOP	CENTERS	COLOR	BOWL CLR:	
60 X 22	MAIN BATH	4" 8" ???	SWIRL ????	???	\$ 651.00
????	LT SPLASH	????	RT SPLASH		
BOWL STYLE:	????	EDGE:	???		
		FINISH:	GLOSS ??		

BELVIDERE FIRE DEPARTMENT  
CONTINUED

MATERIAL  
BELVIDERE FIRE DEPARTMENT

1/20/2020



PROPOSAL FROM: JESSICA TRYGGESTAD

JESS@ALL-AMERICANKITCHENS.COM C: 815-520-3025

OFFICE: 815-282-9543 OFFICE FAX: 815-282-9542

**PLUMBING AND MISC. FIXTURES**

		COLOR		
1	K3979-0	ER K3979-0 "HIGHLINE" TWO PIECE T	white	\$ 229.00
1	K4636-0	KOHLER "CACHET" TOILET SEAT	???	\$ 49.82
1	S3082675	spud for urinal	???	\$ 185.56
1	K4991-ET-0	KOHLER "BARDON" URINAL	???	\$ 225.00
1	DT14261/DR10000UNBET	"COMPEL" SINGLE HANDLE SHOW	???	\$ 182.70
1	D561MPUDST	"COMPEL" SINGLE HOLE BATHROO	???	\$ 172.27
1	D77150	TA FAUCET "COMPEL" PAPER HOLD	???	\$ 40.92
1	D77135	ELTA FAUCET "COMPEL" ROBE HOC	???	\$ 20.51

**EA. CERAMIC TILE AND TRIM SELECTIONS**

		COLOR		
1	AREA	DITRA UNCOUPLING MEMBRANE UN	N/A	\$ 194.68
1	MODEL TBD	24"x12" FLOOR FIELD TILE	???	\$ 545.60
1	MODEL TBD	flexco cove base	???	\$ 186.00
1	10LB.S	SANDED GROUT & BOOST	10LB ONLY	\$ 126.23

ACCESSORIES. NO INSTALLATION HAS BEEN INCLUDED UNLESS OTHERWISE NOTED ABOVE. NOTE, ALL DELIVERIES ARE TAILGATE UNLESS NOTED. HOMEOWNER AND CONTRACTOR SHOULD VERIFY ALL PIECES UPON RECEIPT OF DELIVERED GOODS. PLANS REMAIN THE PROPERTY OF ALL-AMERICAN KITCHENS INC. AND ARE COPYRIGHTED. THE ABOVE NAMED CONTRACTOR / OWNER AGREES TO PAY THE TOTAL BALANCE SET FORTH ABOVE TO ALL-AMERICAN KITCHENS, INC. IN THE FOLLOWING MANNER.

**CASH IN ADVANCE CUSTOMER (CIA)**

\$ **5,186.66** UPON SIGNING THIS PROPOSAL \$ **5,186.66** WHEN CAB.'S & MAT.'S ARE RECEIVED IN WAREHOUSE

IN THE EVENT FULL AND COMPLETE PAYMENT IS NOT MADE AS AND WHEN AGREED, THE UNPAID BALANCE WILL BEAR INTEREST AT THE RATE OF 1&1/2% PER MONTH (18.0% PER ANNUM) UNTIL PAID. IN THE EVENT ANY UNPAID DELINQUENCY IS REFERRED TO AN ATTORNEY FOR COLLECTION, THE UNDERSIGNED AGREES TO PAY COLLECTION OR COSTS INCURRED BY ALL-AMERICAN KITCHENS, INC., INCLUDING REASONABLE ATTORNEY'S FEES AND RELATED COSTS.

**AAK YARD SIGN CREDIT INCLUDED IN PRICING**

**X:**

OWNER: **BELVIDERE FIRE DEPARTMENT**  
 AGREED ON: **1/20/2020**

PAYMENT TYPE

SUB TOTAL: \$ **9,360.80**  
 TAX: \$ **772.27**  
 JOB SITE DELIVERY, TAIL GATE (NON TAXABLE) \$ **240.25**  
 TOTAL: \$ **10,373.32**  
 DEPOSIT \$ **-**  
 BALANCE DUE ALL-AMERICAN KITCHENS: \$ **10,373.32**

**C & H Builders, Inc.**  
**6506 Logan Avenue Suite B**  
**Belvidere, Illinois 61008**  
**Phone (815) 547-8453 / Fax (815) 547-8454**

**Cabinets, Flooring, And More....**

# Proposal - Acceptance

DATE	PROPOSAL NO.
2/13/2020	20-10490
JOB LOCATION	
Shawn 815-315-7735	

We  
 Accept

PROPOSAL SUBMITTED TO:

Belvidere Fire Dept  
 353 East 6th Street  
 Belvidere Il 61008

SPECIFICATIONS AND ESTIMATES	TOTAL
<p><b>ROUGH IDEA ON COST TO REMODEL THE MAIN BATHROOM AT THE 6th STREET FIRE STATION:</b></p> <p>Fire Dept personnel will demo the cinder block wall next to the urinal, provide and install any electrical fixtures and do any electrical work needed.</p> <p>We will Demo and dispose of all of the existing wall tile, floor tile, vanity, medicine cabinets, stool, urinal, shower pans and plumbing as needed. We will frame new 2x4 walls as needed for the shower and urinal wall.</p> <p>The double vanity sink will be made into a single bowl sink. We will supply and install a MidCon Oak Charcoal Copenhagen door style with Slab drawers, comfort height 39" wide by 21" deep vanity with drawers on the left side and a 21" x 21" pantry cabinet with adjustable shelving and two doors. There will be a Quartz Remnant similar to Zodiac Storm Gray or Vicostone Thunder Gray, countertop with a standard 4" backsplash, eased edge profile and white rectangular undermount bowl. We will supply and install a new medicine cabinet with mirror door.</p> <p>Our Licensed Plumber will eliminate the plumbing for one of the vanity sinks, re-work the plumbing for the other vanity sink as needed, install a new vanity faucet with drain, a new comfort</p>	

ONE YEAR GUARANTEE ON ALL WORKMANSHIP.  
 We propose to hereby furnish material and labor - complete in accordance with above specifications.

**TOTAL**

**\*\* PLEASE NOTE: IT IS AGAINST COMPANY POLICY TO PROCEED ON ANY PROJECT WITHOUT A SIGNED PROPOSAL.\*\***

All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

**ACCEPTANCE OF PROPOSAL**

The prices listed above and the specifications, terms and conditions listed on the back are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

NOTE: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Authorized  
 Signature \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ Page-1 SIGNATURE \_\_\_\_\_

**C & H Builders, Inc.**  
**6506 Logan Avenue Suite B**  
**Belvidere, Illinois 61008**  
**Phone (815) 547-8453 / Fax (815) 547-8454**

**Cabinets, Flooring, And More....**

# Proposal - Acceptance

DATE	PROPOSAL NO.
2/13/2020	20-10490
JOB LOCATION	
Shawn 815-315-7735	

We  
Accept

PROPOSAL SUBMITTED TO:

Belvidere Fire Dept  
 353 East 6th Street  
 Belvidere Il 61008

SPECIFICATIONS AND ESTIMATES	TOTAL
<p>All of the tile will be grouted with Laticrete Dusty Gray #60 epoxy grout for stain resistance and durability.</p> <p>We will supply and install a new shower curtain rod, toilet paper holder, and robe hook by the shower.</p> <p>I have included an allowance for plumbing fixture per the Ferguson Plumbing Bid # B260409</p> <p>I have included an allowance for our licensed Plumber and Drywaller / painter.</p> <p>The Fire Dept will supply a bench to put where the other shower was eliminated.</p> <p><b>TOTAL COST AS DESCRIBED</b></p>	21,329.47
<p>Please call Amy in our showroom @ 815-547-8453 to make an appointment to meet with her to finalize everything.</p> <p>Sales Tax</p>	0.00

ONE YEAR GUARANTEE ON ALL WORKMANSHIP.

We propose to hereby furnish material and labor - complete in accordance with above specifications.

**TOTAL**

**\$21,329.47**

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All material is guaranteed to be as specified. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, or other contingencies beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

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Authorized  
Signature \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**C & H Builders, Inc.**  
**6506 Logan Avenue Suite B**  
**Belvidere, Illinois 61008**  
**Phone (815) 547-8453 / Fax (815) 547-8454**

# Proposal - Acceptance

DATE	PROPOSAL NO.
2/19/2020	20-10493
JOB LOCATION	

**Cabinets, Flooring, And More....**

We  
 Accept

PROPOSAL SUBMITTED TO:

Belvidere Fire Dept  
 353 East 6th Street  
 Belvidere Il 61008

SPECIFICATIONS AND ESTIMATES	TOTAL
ESTIMATE - Added Cost to use the same tile to tile to the ceiling.	729.39
ESTIMATE -Added Cost to change plumbing fixtures to Kohler.	266.68
Sales Tax	0.00

ONE YEAR GUARANTEE ON ALL WORKMANSHIP. We propose to hereby furnish material and labor - complete in accordance with above specifications.	<b>TOTAL</b>	<b>\$996.07</b>
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Authorized  
 Signature \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_ SIGNATURE \_\_\_\_\_



**BELVIDERE  
FIRE  
DEPARTMENT**

**123 S. State St.  
Belvidere, IL 61008**

Fire Chief and Administration  
Offices

(815)544-2242

# Memo...

<b>From:</b>	Chief Hyser	<b>Today's Date:</b>	February 19, 2020
<b>To:</b>	City Clerk Turnipseed	<b>Meeting Date:</b>	February 24, 2020
<b>Subject:</b>	Belvidere City Council: Agenda – St.#1 Upstairs Remodel		

The Belvidere Fire Department is in the process of remodeling the upstairs administration side of station #1.

Up to this point the project has been performed by a few of our Department Members. They have completed the demolition, reframed the walls, updated all the electrical, and started to insulate.

The next phase is the installation of the heating and air conditioning ductwork. We will need an expert to complete this step. The Department has reached out to local contractors and received 5 quotes for this work. They range from \$4,850 to \$9,312. It is our members opinion that we go with the low bid from Advanced Heating & Air, Inc. in the amount of \$4,850. The expense will come out of the building repair/maintenance line item #01-5-220-6010.

*Chief Al Hyser*

ADVANCED HEATING & AIR, INC.

7016 Forest Hills Rd  
Loves Park, IL 61111  
(815) 398-8100

# ESTIMATE

Date	Contract #
2/18/2020	18-132

Name / Address
Belvidere Fire

Project

Description	Total
Estimate to include the following...	4.850.00
Removal of existing plenum on current air-handler and haul away	
Provide and install new plenum on existing air-handler and insulate.	
Provide approx 55 feet of galvanized insulated duct-work of adequate CFM for system and install above ceiling level and bracket to joist.	
Hook two existing flex duct lines to Office and kitchen that are pre existing.	
Provide and install six supply runs of adequate CFM to Main area two offices and stair way area.	
Return air to air handler will remain the same.	
Test and balance system for proper air-flow .	
This bid includes all labor and materials to complete job.	

Signature \_\_\_\_\_



## Project Quote from

Jordan Barry

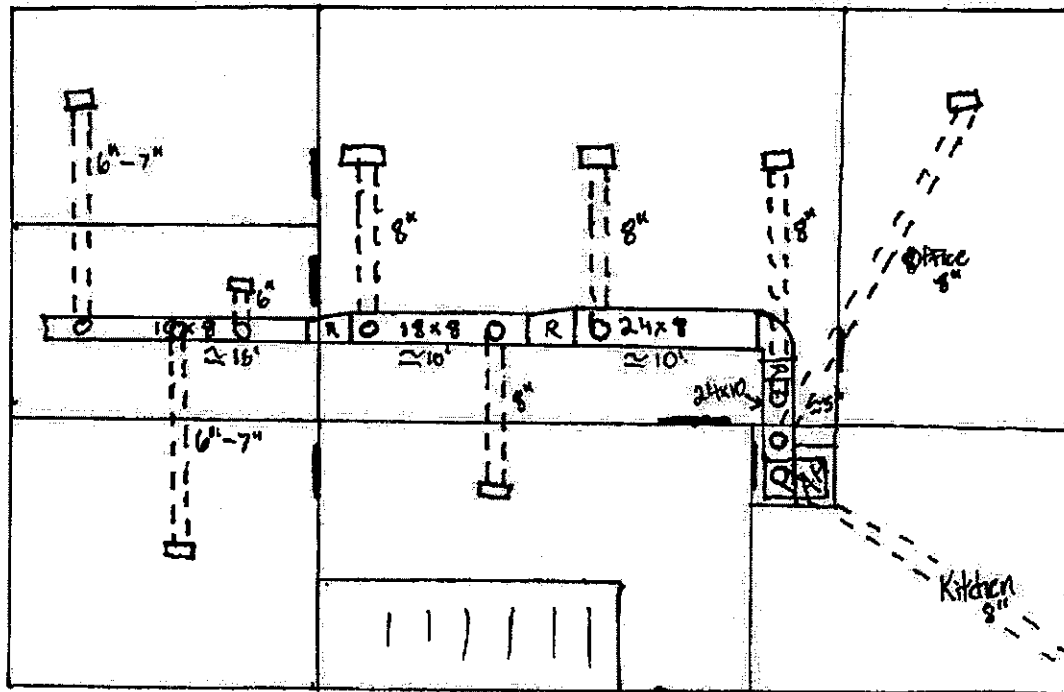
Contact: 262-949-8181

## Belvidere Fire Department- Station One supply duct install

New supply duct will be installed from the existing air handler to supply cooling to part of the second floor of the fire department. The installation will be complete with dampers on all supplies from the installed ductwork along with insulation wrapped around the duct and supply pipes. If requested the flexible supplies from the kitchen can be replaced (if it can be done in a safe manner and ensure the pipes can't come apart) for an additional fee upon request.

Price for install: \$5,000

## Project rough layout





**Heating & Air Conditioning, Inc.**

402 Buchanan St. Phone 815/544-4247  
BELVIDERE, ILLINOIS 61008

909 Doner Dr. Phone 815/389-2465  
SOUTH BELOIT, ILLINOIS 61080

Proposal submitted to:

February 3, 2020

City of Belvidere Fire Department  
123 S. State Street  
Belvidere, IL 61008

We hereby submit specifications and estimates for:

Installing duct system for second floor meeting room and office area.

- 1) Install duct system off existing air handler into attic area.  
Run supply ducts off new main trunk line.

Install includes: Main duct system, feeder runs, supply grille & Labor.

We hereby propose to furnish labor and materials complete in accordance with the above specifications, for the sum of \$ 5,500.00 with payment to be made as follows: As invoiced

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance. This contract will also serve as notice that we reserve the right to file lien on said property until contract is paid in full. We also reserve the right to recover collection cost, including but not limited to reasonable attorney fees. 2.00% per month charges will be added to past due balances over 30 days.

Prices subject to change after 30 days.

Authorized Signature *Tommy Lynn*

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# PROPOSAL

1465 Prairie Road • Rockford, IL 61102

815.962.1927 • Fax 815.964.0857 • www.gilleysh Heating.com

TO:  
 Belvidere Fire Department  
 123 S. State St.  
 Belvidere, IL 61008

PHONE	DATE
JOB NAME/LOCATION	2/4/2020
Dan	ddrall@belviderefire.com
JOB NUMBER	JOB PHONE

We hereby submit specifications and estimates for:

Remodel of 2nd floor office area space....

Insulated ductwork and piping from air handler unit, to supply air to new rooms on second floor.

Return air to unit will still be a low sidewall grill

3- East offices

1- Staircase

1- Great room area

1- Reconnect west office existing piping

Fabrication and insulation of ductwork for project

Labor and materials for installation

\$ 6,837.00

Paid on completion / open invoices 2% interest a month

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be on competition or as specified. Quote pricing valid for 60 days unless specified

Date of Acceptance:

Rodney Gilley

Signature



Allen Heating and Cooling  
 122 N. 2nd Street  
 Rockford, IL 61107  
 8152988020  
[allenheatcool.com](http://allenheatcool.com)

## WORK ORDER

**Date:** Feb 5, 2020  
**Reason for Call:** Quote ductwork  
**Work Order #:** 00205141843  
**Assigned To:** John Harvey  
**Status:** new

**- City Of Belvidere Fire Department**  
 123 S State Street  
 Belvidere, IL 61008  
 815 979 3920  
[letourneaelectric@ymail.com](mailto:letourneaelectric@ymail.com)

### Repairs:

Ductwork	\$9,312.00
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Subtotal \$9,312.00

Total \$9,312.00

### Warranties/Payment Agreement

Part warranties are good for 1 year, Labor is 30 days, unless otherwise stated in homeowners maintenance agreement. Payment is Required at time of service. Any parts or equipment supplied, Allen Heating and Cooling will retain title to until payment in full. If payment is not received within the agreed to time period, Allen Heating has the right to remove part or equipment. Payments not received within the agreed time period are also subject to a \$50.00 late fee, and 1.5% service charge monthly on balance until paid in full.

### Notes:

Install new 2nd floor insulated ductwork.  
 7 supply with ceiling registers and dampers in 5 room's.  
 Hookup two existing 8" insulated round ductwork to new supply ductwork.  
 Install metal return box with filter rack and return grate. New thermostat. reuse existing air handler/condenser.  
 Carpentry on load bearing walls to be framed by others.  
 Parts and labor included 9312.00  
 Thank you  
 John Harvey



**GRANT SUB-  
AWARD  
AGREEMENT  
BETWEEN  
REGION 1 PLANNING COUNCIL  
AND  
CITY OF BELVIDERE**

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Region 1 Planning Council ("RPC") (Grantor), with its principal office at 313 North Main Street, Rockford, IL 61101, and City of Belvidere (Grantee), with its principal office and payment address at 401 Whitney Blvd, Belvidere, IL 61008, hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

**PART ONE – THE UNIFORM TERMS  
RECITALS**

**WHEREAS**, the Illinois Department of Human Services ("IDHS") is the agency of the State of Illinois designated to administer a statewide census outreach and education effort to reach the highest self-response rate possible; and

**WHEREAS**, RPC and IDHS entered into an Agreement (the "Prime Contract"), whereby RPC has agreed to administer, as Regional Intermediary, the census 2020 program for selecting, supporting and managing subrecipients; providing technical assistance (TA) and capacity building; collaborating with the State and other entities to identify subsequent needs, and carrying out linguistically- and culturally-appropriate outreach and education efforts; and

**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.

**WHEREAS**, RPC, submitted an application for Regional Intermediary Services to the State of Illinois and IDHS, for services to be provided to Historically Undercounted people in Historically Undercounted places, pursuant to which RPC is contracting for the Agency's services on the terms and conditions contained in this Agreement, including Exhibit B which consists of the work plan (the "Work Plan") and the Agency's budget, all of which have been mutually agreed upon by the Grantee and RPC; and

**WHEREAS**, the terms and conditions stated in this Agreement and the attached Exhibits may be amended or modified or additional services may be added or the term of this Agreement extended pursuant to the further agreement of the parties, as reflected in documents to be attached hereto from time to time as additional exhibits to this Agreement;

**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 031050040 is Grantee's correct DUNS number, that 36-6005792 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 (Inc. Not For Profit) | <input type="checkbox"/> Ltd Liability Company (select applicable partnership) |
| <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, **\$20,790** of which **\$0** are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3 Term. This Agreement shall be effective on \_\_\_\_\_ and shall expire on June 30, 2020, unless terminated pursuant to this Agreement.

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

\_\_\_\_\_



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

**REGION 1 PLANNING COUNCIL**

**CITY OF BELVIDERE**

\_\_\_\_\_  
*Michael Dunn, Jr.*

\_\_\_\_\_  
*Michael Chamberlain*

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

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

\_\_\_\_\_  
*Michael Dunn, Jr.*

\_\_\_\_\_  
*Michael Chamberlain*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Executive Director*

\_\_\_\_\_  
*Mayor*

\_\_\_\_\_  
*Printed Title*

**ARTICLE II  
REQUIRED REPRESENTATIONS**

2.1. Standing and Authority. Grantee warrants that:

- a) Grantee is duly organized, validly existing and in good standing, if applicable, under the laws of the State in which it was incorporated or organized.
- b) Grantee has the requisite power and authority to execute and deliver this Agreement and all documents to be executed by it in connection with this Agreement, to perform its obligations hereunder and to consummate the transactions contemplated hereby.
- c) If Grantee is organized under the laws of another jurisdiction, Grantee warrants that it is also duly qualified to do business in Illinois and, if applicable, 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 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 7.8.

- 2.2. Compliance with Internal Revenue Code. Grantee certifies that it does and will comply with all provisions of the Federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.
- 2.3. Compliance with Federal Funding Accountability and Transparency Act of 2006. If applicable, 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 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 Part 7000.
- “Direct Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.
- “Disallowed Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.
- “DUNS Number” means a unique nine digit identification number provided by Dun & Bradstreet for each physical location of Grantee’s organization. Assignment of a DUNS Number is mandatory for all organizations seeking an Award from the State of Illinois.
- “FAIN” means the Federal Award Identification Number.
- “FFATA” or “Federal Funding Accountability and Transparency Act” has the same meaning as in 31 USC 6101; P.L. 110-252.
- “Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.
- “Fixed-Rate” has the same meaning as in 44 Ill. Admin. Code Part 7000. “Fixed-Rate” is in contrast to fee- for- service, 44 Ill. Admin. Code Part 7000.
- “GAAP” or “Generally Accepted Accounting Principles” has the same meaning as in 44 Ill. Admin. Code Part 7000.
- “Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.
- “Grantee Portal” has the same meaning as in 44 Ill. Admin. Code Part 7000.
- “Grantor” refers to the Regional Intermediary administering the sub-award and administration of grant funds
- “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 1.3.
- “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 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. See 2 CFR 200.343(d); 2 CFR 200.305(b)(9); 30 ILCS 705/5. 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. If applicable, 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 to hold harmless Grantor 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 if 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 five (5) days of the end of the month, 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 must contain the following certification by an official authorized to legally bind the Grantee:

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

#### 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 State share 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 as an attachment.

6.2. Budget Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Budget revision is necessary via the Budget Adjustment Request Form for one or more of the reasons enumerated in 2 CFR 200.308 and 44 Ill. Admin.



Code 7000.37(b). All requests for Budget revisions in excess of \$100 require Grantor approval and shall be signed by Grantee's authorized representative and submitted to Grantor for approval. The Grantee is responsible for notifying the Grantor of all lesser adjustments at the conclusion of each reporting period, due by the 5<sup>th</sup> day following the period end to the Grant Compliance Officer, and shall be appropriately documented on a Budget Adjustment Request Form. Expenditure of funds in excess of \$100 under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308. Submit all Budget Adjustment documentation to:

2020 Census Grant Compliance Officer  
Denise Delanty  
ddelanty@r1planning.org

6.3. 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) If applicable, a Grantee must submit an Indirect Cost Rate Proposal in accordance with federal regulations, in a format prescribed by Grantor. For Grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For Grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of the Grantee's fiscal year end, as dictated in the applicable appendices, such as:
  - i. Appendix V and VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for State and local governments,
  - ii. Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,
  - iii. Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and
  - iv. Appendix V to Part 200 governs State/Local Government-wide Central Service Cost Allocation Plans.
- b) 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 the cost policy statement used to negotiate that rate. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

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



- 7.4. Higher Education Cost Principles. The Federal cost principles that apply to public and private institutions of higher education are set forth in 2 CFR Part 200 Subpart E and Appendix III.
- 7.5. Nonprofit Organizations Cost Principles. The Federal cost principles that apply to Nonprofit Organizations that are not institutions of higher education are set forth in 2 CFR Part 200 Subpart E, unless exempt under 2 CFR 200 Appendix VIII.
- 7.6. Government Cost Principles. The Federal cost principles that apply to State, local and Federally- recognized Indian tribal governments are set forth in 2 CFR Part 200 Subpart E, Appendix V, and Appendix VII.
- 7.7. Commercial Organization Cost Principles. The Federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.
- 7.8. Financial Management Standards. The financial management systems of Grantee must meet the following standards:
- a) **Accounting System.** Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each State- and Federally-funded Program. Accounting records must contain information pertaining to State and Federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2CFR 200.305(b)(7)(j) 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 7.7).
    - ii. If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO, PART THREE** or **Exhibit G** of the requirement to submit Personnel activity reports. See 2 CFR 200.430(i)(8). Personnel activity reports shall account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the grant, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than monthly.
    - iii. Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an



itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

- iv. If third party in-kind (non-cash) contributions are used for Grant purposes, the valuation of these contributions must be supported with adequate documentation.
- c) **Internal Control.** Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.
- d) **Budget Control.** Records of expenditures must be maintained for each Award by the cost categories of the approved Budget (including indirect costs that are charged to the Award), and actual expenditures are to be compared with Budgeted amounts at least quarterly.
- e) **Cash Management.** Requests for advance payment shall be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.9. 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).

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

#### ARTICLE VIII REQUIRED CERTIFICATIONS

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

- a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).
- b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).
- c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award/Sub-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/Sub-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) **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.
- n) **Criminal Convictions.** Grantee certifies that neither it nor any officer, director, partner or other 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).

- o) **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).
- p) **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.
- q) **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.
- r) **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).
- s) **Federal Funding Accountability and Transparency Act of 2006.** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101.

#### ARTICLE IX CRIMINAL DISCLOSURE

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

#### ARTICLE X UNLAWFUL DISCRIMINATION

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

- a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;
- b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);
- c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See *also* guidelines to



Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)];

- d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- e) The Americans with Disabilities Act of 1990 (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. 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 Monthly Financial Reports. Grantee agrees to submit financial reports as requested and in the format required by Grantor. Grantee shall file monthly 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. Monthly reports must be submitted no later than five (5) 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.

13.2. Close-out Reports.

- a) Grantee shall submit a Close-out Report within 30 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 30 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.

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 Monthly 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 monthly, 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. 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 5 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 30 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 set forth by the Governor's Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

#### 15.2. Audit Requirements

- a) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit and reporting package (including data collection form and management letters) must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit). The audit (and package) must be submitted to Grantor within 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, 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, but the total revenue it receives is in excess of \$300,000, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).
  - iii. Grantee must submit its financial statement audit report(s) and any management letters issued by the auditor within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 180 days after the end of the Grantee's audit period.



- iv. 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.
- v. If Grantee does not meet the requirements in subsections 15.2(a) and 15.2(b)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.
- vi. 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 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 audits required to be performed subject to Generally Accepted Government 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. Report Timing. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for policy and consequences for late reporting.

#### 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 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) Contingent on the receipt of funds from IDHS to RPC, RPC 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); 44 Ill. Admin. Code §§ 7000.80, 7000.260.



**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.

**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, senior management, or address. See 30 ILCS 708/60(a). If the change is anticipated, Grantee shall give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee shall give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

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

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

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

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

**ARTICLE XIX  
STRUCTURAL REORGANIZATION AND RECONSTITUTION OF BOARD MEMBERSHIP**

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





## ARTICLE XX CONFLICT OF INTEREST

- 21.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to the Grantor. 2 CFR 200.112 and 44 Ill. Admin. Code 7000.40(b)(3).
- 21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person: (1) currently holding an elective office in this State including, but not limited to, a seat in the General Assembly, or (2) employed by an office or agency of the State of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or \$106,447.20 (30 ILCS 500/50-13).
- 21.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 21.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may, if an exemption is granted, grant such exemption subject to such additional terms and conditions as Grantor may require.

## ARTICLE XXI 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(a). 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.

## ARTICLE XXII 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 Illinois Department of Human Services.*" 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 five (5) Business 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 XXIII INSURANCE**

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

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

#### **ARTICLE XXIV LAWSUITS AND INDEMNIFICATION**

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

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

#### **ARTICLE XXV MISCELLANEOUS**

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

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



of Grantee. Grantee must notify Grantor of any e-mail address changes within five (5) business days from the effective date of the change.

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

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

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

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

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

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

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

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

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

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

26.13. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and



the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.

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

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

26.16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

26.17. Attorney Fees and Costs. If Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs, and expenses associated with such proceedings.

26.18. CONTINUING RESPONSIBILITIES. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final indirect cost rate adjustments and those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.



**EXHIBIT A  
PROJECT DESCRIPTION**

**FY20 IL Census Project** – The overall objective for regional Census work through RPC is to encourage and mobilize historically undercounted, or “hard-to-count” (HTC), households to complete the decennial census questionnaire online, by phone, or on paper, between mid-March and the end of April 2020.

The 2020 Census Grant Program will support statewide coordinated outreach efforts through Regional Intermediaries (RPC) to reach Northern Illinois residents in Boone, DeKalb, Ogle, Stephenson, and Winnebago Counties who are at risk of being undercounted. This program seeks to ensure that identified geographic areas and demographic populations who are least likely to respond will participate in the 2020 Census.

RPC will design and implement a region-wide outreach program which utilizes City of Belvidere, among other subrecipients, and builds upon existing Census efforts. RPC will coordinate with City of Belvidere, among all other subrecipients, to implement a plan which includes the following components:

- i. Collaboration and Coordination of Subrecipients
- ii. Education, Outreach, and Communication
- iii. Direct Engagement
- iv. Questionnaire Assistance and Participation
- v. Data Collection and Reporting

Of these components, subrecipients are responsible for designing, implementing, and achieving components 2. Education, Outreach, and Communication, 3. Direct Engagement, 4. Questionnaire Assistance Participation, and required subrecipient programmatic and financial data collection and reporting to enable RPC to achieve component 5. Data Collection and Reporting.

A copy of the Executed Agreement between RPC and IDHS, including descriptions of and terms for work which may be completed by City of Belvidere and all other subrecipients, is attached herein as Attachment 1 and is hereby incorporated into this Agreement.



## EXHIBIT B DELIVERABLES OR MILESTONES

Specific measurable deliverables and outcomes will be determined by the final Regional Intermediary-approved work plan for City of Belvidere, which City of Belvidere must comply. The IDHS-approved Northern Region Work Plan is attached for reference as Attachment 2 and is hereby incorporated into this Agreement. The approved Budget for City of Belvidere is also attached as Attachment 3 and is hereby incorporated into this Agreement.

RPC may deliver service directly and is expected to provide subawards to subrecipients to deliver some of the services listed below. All activities should follow guidance issued by the U.S. Census Bureau, especially those pertaining to effective enumeration and protecting confidentiality. RPC will not approve door-to-door canvassing activities. As a subrecipient, City of Belvidere may design and implement activities which fulfill some or all of the following components:

### **Education, Outreach and Communication**

1. Adapt or when necessary develop culturally- and linguistically-appropriate materials, using relevant and tailored messaging in native language(s) and accessible formats, as needed.
2. Develop and implement Census Office-approved outreach and education plans, which must include the types of activities, metrics and total number of people expected to be reached through a variety of traditional and digital media and platforms.
3. Assist RPC in working with the Census Office on a State-coordinated media campaign to be determined, including circulating education and outreach materials consistent with statewide approved messaging and materials.

### **Direct Engagement**

1. Organize and participate in community gatherings, events, and other forums to encourage the public to participate in the census.
2. Implement direct engagement activities, which include in-person activities.
3. Engage, train, and utilize trusted messengers and sources to encourage members of the public to participate in the census.

### **Questionnaire Assistance and Participation**

1. Use trusted messengers and sources to assist the public in responding to the questionnaire.
2. Provide internet access to complete the online questionnaire.
3. Establish, manage, and announce locations where the HTC communities may receive information regarding the census in their native language and assistance completing the census questionnaire when necessary.
4. Establish or utilize comfortable, trusted, and confidential environments in which the HTC communities can participate in the census.

### **Data Collection and Reporting**

1. Submit financial and program documentation to RPC on a monthly basis.



**EXHIBIT B  
DELIVERABLES OR MILESTONES**

3. A fiscal year-end program and performance measures and outcomes report will also be required.
4. Participate in evaluation efforts as directed by the Census Office via RPC, and collect and report data accordingly.



## EXHIBIT C PAYMENT

City of Belvidere shall receive \$20,790 under this Agreement.

Payment for service is contingent upon the Illinois General Assembly's FY20 state budget Census 2020 appropriations and successful submission of required documents, detailed below.

Subgrantees of RPC may be paid for the Census Grant Program by advance payments or reimbursement method as follows:

### **Advance Payments**

Subgrantees of RPC may request advance payment for the Census Grant Program by submitting a written request to RPC.

Upon the Census Office's approval of Grantee to receive advance payment, the Census Office will disburse an initial payment to the grantee in an amount equal to the first two months cash flow requirements for the term. RPC will disburse a proportionate amount to those subgrantees who have submitted a written request.

Subsequent monthly payments will be based on monthly financial invoices submitted as described below, adjusted up or down, to reconcile payments previously advanced with respective monthly financial invoices.

Advance Payment will be reconciled during the final quarter of the contract period, April 1 – June 30, 2020.

### **Reimbursement Method**

The Census Office will disburse payments to RPC based on actual costs incurred as reflected in the monthly financial invoice submitted for the respective month, as described below. RPC will disburse payments to City of Belvidere and all other subgrantees based on actual costs incurred as reflected in the monthly financial invoice submitted for the respective month, as described below.

On the 5th day following the end of any respective monthly reporting period, and in a format prescribed by the Department via RPC, City of Belvidere and all subgrantees must submit a monthly financial report demonstrating all actual incurred costs for the preceding month, as well as invoices and receipts in excess of \$500.

The monthly financial invoice must be delineated according to the most recently approved Census Grant Program budget.

Monthly Financial Vouchers: Vouchers and supporting documentation of expenditures must be submitted by the 5th of the month following the reporting month to [ddelanty@r1planning.org](mailto:ddelanty@r1planning.org). Supporting documentation will include (but is not limited to) payroll records, utility/telephone bills, and staff travel expense reports. Claims will be made in accordance with approved line-item budgets.

Programmatic Reporting: Programs reporting is done via a database. It is the partner's responsibility to input the data in a timely and accurate basis by the due date the 5th day following reporting month. Please refer to FY20 IL Census Programmatic Manual for information on the data to be provided to RPC.

As referenced in Article VI, Budget, Budget Revisions, City of Belvidere shall obtain Prior Approval from RPC whenever





a Budget revision is necessary via the Budget Adjustment Request Form for one or more of the reasons enumerated in 2 CFR 200.308 and 44 Ill. Admin. Code 7000.37(b). All requests for Budget revisions in excess of \$100 require Grantor approval and shall be signed by City of Belvidere's authorized representative and submitted to RPC for approval. City of Belvidere is responsible for notifying the RPC of all lesser adjustments at the conclusion of each reporting period, due by the 5<sup>th</sup> day following the period end to the Grant Compliance Officer, and shall be documented on a Budget Adjustment Request Form; authorized representative signature is not required for resolution of individual adjustments not in excess of \$100. Expenditure of funds in excess of \$100 under a requested revision is prohibited and will not be reimbursed if expended before RPC gives written approval. 2 CFR 200.308. Submit all Budget Adjustment documentation to:

2020 Census Grant Compliance Officer  
Denise Delanty  
[ddeanty@r1planning.org](mailto:ddeanty@r1planning.org)

**APPROVED BUDGET:**

Region 1 Planning Council (RPC) is not liable for costs incurred by City of Belvidere that are not contained in the approved program budget. Conditional on receipt of monthly reimbursement funds from IDHS, RPC will reimburse the City of Belvidere for costs agreed to and approved by RPC in the attached City of Belvidere Budget, as amended. Except in amounts not in excess of \$100, no payment for extra charges, supplies or expenses shall be made without Prior Approval from RPC. City of Belvidere may submit a Budget Adjustment Form for consideration of fund expenditure which deviates in excess of \$100 from the agreed to and approved City of Belvidere Budget, as amended.

RPC reserves the right to correct or return to City of Belvidere for correction any documents with mathematical or computational errors in payment subtotals or total contractual obligation.

After consultation with City of Belvidere, RPC may increase or decrease the contract at any time during the term, subject to funding availability and/or satisfactory performance of services.

Estimated Contract Amount: \$20,790.00.

NOTE: The estimated figures are merely an objective means of computing the contract amount and should not be construed as a guaranteed amount that will be spent on the contract during the contract term.



**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**

**GRANTEE CONTACT**

<b>Name: Ivy Hood</b>	<b>Name: Gina DelRose</b>
<b>Title: Government Affairs &amp; Economic Specialist</b>	<b>Title: Community Development Planner</b>
<b>Address: 313 N Main Street, Rockford, IL 61101</b>	<b>Address: 401 Whitney Boulevard, Belvidere, IL 61008</b>
<b>Phone: 815-319-4195</b>	<b>Phone: 815-547-7177</b>
<b>Email: <a href="mailto:ihood@r1planning.org">ihood@r1planning.org</a></b>	<b>Email: <a href="mailto:GDelRose@ci.belvidere.il.us">GDelRose@ci.belvidere.il.us</a></b>



**EXHIBIT E  
PERFORMANCE MEASURES**

Specific measurable deliverables and outcomes will be determined by the work plan approved by RPC, which all subgrantees must comply. A copy of RPC's IDHS-approved work plan, including work which may be completed by City of Belvidere and all RPC subgrantees, is attached herein as Attachment 2 for reference and is hereby incorporated into this Agreement.

The Grantee must meet the following performance measures.

1. Begin to execute approved overall program plan designed to reach both HTC populations and the public.
2. Execute contractual agreements, including accompanying risk assessments in compliance with 2 CFR 200 with RPC to provide services to HTC populations.
3. Execute approved deliverables as outlined under Education, Outreach and Communications.
4. Execute approved deliverables as outlined under Direct Engagement.
5. Execute approved deliverables as outlined under Questionnaire Assistance and Participation.
6. Collect and report to RPC programmatic performance measure data aligned with RPC's responsibility to execute deliverables as outlined under Data Collection and Reporting.



**EXHIBIT F  
PERFORMANCE STANDARDS**

Specific measurable deliverables and outcomes will be determined by the work plan approved by RPC, which the City of Belvidere must comply. A copy of RPC's IDHS-approved work plan, including work which may be completed by RPC subgrantees, is attached as Attachment 2 for reference.

RPC and its subrecipients must meet the following performance standards.

1. Execution of Census Office-approved program plan designed to reach both HTC populations and the general public by date in the Census Office-approved timeline.
2. 100% of contractual agreements executed in compliance with 2 CFR 200 with RPC subrecipients to provide services to HTC populations.
3. 90% execution of approved deliverables as outlined under Collaboration and Coordination of subrecipients by date in the Census Office approved timeline with a minimum of 90% compliance at each monthly report.
4. 90% execution of approved deliverables as outlined under Education, Outreach, and Communications by date in the Census Office approved timeline with a minimum of 90% compliance at each monthly report.
5. 90% execution of approved deliverables as outlined under Direct Engagement by date in the Census Office approved timeline with a minimum of 90% compliance at each monthly report.
6. 90% execution of approved deliverables as outlined under Questionnaire Assistance and Participation by date in the Census Office approved timeline with a minimum of 90% compliance at each monthly report.
7. Full execution of approved deliverables as outlined under Data Collection and Reporting by date in the Census Office approved timeline with a minimum of 90% compliance as each monthly report.



## PART TWO – THE GRANTOR-SPECIFIC TERMS

In addition to the uniform requirements in **PART ONE** of the Grant Agreement, the Illinois Department of Human Services (IDHS) has the following additional requirements for RPC and its subgrantees:

### ARTICLE XXVII ADDITIONAL REQUIREMENTS

- 27.1 PROGRAM MANUAL. The related Program Manual, can be found via the following link: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.
- 27.2 PROGRAM DATABASE MANUAL. The related Program Database Manual, can be found via the following link: <http://www.dhs.state.il.us/page.aspx?item=29741> and is hereby incorporated into this Agreement.

Sec. 98-12. - Private use of streets and sidewalks.

- (a) Except as provided herein, it shall be unlawful for any person to use any street, sidewalk or other public place, as space for the display of goods or merchandise for sale, or to write or mark any signs or advertisements on any such pavements. It is also unlawful to block or obstruct any portion of any street or sidewalk or other public place except as set forth herein or as permitted by this Code.
- (1) *Directional signs.* Directional signs for "qualified charitable organizations" as defined by the Internal Revenue Code may be placed on the terrace of the right-of-way on city streets at the expense of said organization. All signs shall be of such size, shape, and placement as proscribed by state department of transportation and the city public works/street department rules, regulations, and guidelines. Signs shall be maintained in reasonable condition. Faded, discolored, rusted, or damaged signs shall be replaced or removed at owner's expense within 90 days of notice by director of public works of the city.
- (2) *Sidewalk vending or sales.* The sale of goods and the display of goods is permitted in the CB central district only on portions of the sidewalk immediately adjacent to the structure housing the business displaying or offering for sale the goods. The display or sale of goods shall only be permitted after receiving a vending permit as set forth herein and pursuant to the terms of this section and the issued permit. The display or sale of goods is also subject to regulation by other portions of this Code, including but not limited to the zoning ordinance (chapter 150) and may be prohibited in certain areas where prohibited by other sections of this Code. The following regulations shall apply for the display and/or sale of goods on city sidewalks in the CB zoning district:
- a. Applicants for vending permits shall submit on the appropriate forms, an application to the city clerk. Each application shall state: Name and address of applicant, permit and space desired, period of time, hours of operation, goods or services for sale, a description or photo of any cart, booth, structure, table, chairs or other equipment and a drawing to scale of their location, and any electrical or other services desired. All applications must be accompanied by proof of issuance of all necessary building, health or other required permits or licenses and the application fee of \$75.00 annually.
  - b. All carts or booths and other structures or equipment shall conform to the following requirements and restrictions:
    1. Meet all applicable city, state and federal regulations.
    2. Benefit the public or enhance the ambiance of the downtown.
    3. Be maintained in a high-quality state of repair.
    4. *Size requirements.* Vending activities shall not extend more than half the width of the sidewalk, and must not block or impede pedestrian traffic along the sidewalk, or ingress and egress to the business it fronts, or neighboring businesses. Vendors may not extend beyond the width of the face of the business it fronts.
  - c. Vending activities must be manned by a minimum of one responsible individual over the age of 15 at all times. If a minor is running the vending, a legally responsible adult associated with the business must be within the business building during operation of the vending activities.
  - d. Vendors must be an extension of the existing business fronting the sidewalk space they are occupying.
  - e. During the course of business, no call out, cry, or by use of any device make any noise to call attention to the sale of any goods, wares, merchandise or service whatsoever, or in any manner obstruct or interfere with the orderly flow of pedestrian traffic. No music or other noisy distractions shall be allowed.

- f. Vendor must provide adequate garbage cans for disposal of any trash, and must maintain the area within and in proximity to any cart, structure or location in a neat, clean and hazard-free condition.
  - g. Vendors must supply the city with appropriate certificate of insurance for operation covering the activity of the vendor. Vendor shall indemnify and hold harmless the city from and against any and all loss, cost, damages or expenses to persons or property, including property of the city, arising out of or claimed to have arisen out of such use. Furthermore, all users shall defend, at no cost to the city, any such claims or suits, provided that the city may, in its sole option, join in the defense of such claim or suit without relieving the user from any of its promises or obligations.
  - h. Vendors must comply with all existing restrictions of the county health department.
  - i. Vendors shall cooperate with inspection of the premises, goods, or articles at any reasonable hour by the authorized agent, officer or employee of the city or its designate.
  - j. Vendors must ascertain and at all times comply with all laws, ordinances and regulations, and all state statutes, applicable to such permitted business or premises, including but not limited to all building, zoning, fire, health and labor regulations.
  - k. Vendor must post and maintain any and all permits delivered for use in a conspicuous place.
  - l. Vendors may operate between the hours of 7:00 a.m. and 8:00 p.m. daily. Vendor permits shall be valid for the period of April 1, through November 1 annually.
  - m. Vendor shall remove any cart, booth, structure, furniture or equipment from the sidewalk area at the close of business for the day. No cart, booth, structure, furniture or equipment shall be permitted to remain on the public sidewalk overnight. All carts, booths, structures, furniture or equipment shall be of a type and maintained so as to enhance the aesthetic and overall appearance of the downtown. The city reserves the right to determine the acceptability of carts, booths, structures, furniture or equipment for use on public sidewalks.
- (3) *Sidewalk Cafés.* A Sidewalk Café is an outdoor area located on the sidewalk portion of the public right-of-way and which is maintained and operated by an establishment, coffeehouse, teashop or restaurant for purposes of providing seating for patrons for the consumption of food or nonalcoholic beverages. Sidewalk cafés shall be permitted in the CB zoning district only after receiving a permit as set forth herein and pursuant to the terms of this section and the issued permit. Sidewalk Cafés may also subject to regulation by other portions of this Code, including but not limited to the zoning ordinance (chapter 150) and may be prohibited in certain areas where prohibited by other sections of this Code. The following regulations shall apply to sidewalk cafés in the CB zoning district:
- a. Applicants for Sidewalk Café permits shall submit on the appropriate forms an application to the city clerk. Each application shall state: Name and address of applicant, permit and space desired, period of time, hours of operation, a description or photo of any cart, booth, structure, table, chairs or other equipment and a drawing to scale of their location, and any electrical or other services desired. All applications must be accompanied by proof of issuance of all necessary building, health or other required permits or licenses and the application fee of \$75.00 annually.
  - b. All carts or booths and other structures or equipment shall conform to the following requirements and restrictions:
    - 1. Meet all applicable city, state and federal regulations.
    - 2. Benefit the public or enhance the ambiance of the downtown.
    - 3. Be maintained in a high-quality state of repair.

4. *Size requirements.* Activities shall not extend more than half the width of the sidewalk, and must not block or impede pedestrian traffic along the sidewalk, or ingress and egress to the business it fronts, or neighboring businesses. A Sidewalk Café may not extend beyond the width of the face of the business it fronts. A minimum pedestrian width of four feet shall be maintained at all times.
  5. The city reserves the right to deny any request for a Sidewalk Café permit if it reasonably determines that there is insufficient sidewalk space to accommodate the request either due to the actual width of the sidewalk, volume of pedestrian traffic in the area, or the condition of the sidewalk.
  6. All Sidewalk Cafés shall meet the Sidewalk Café design guidelines which were adopted contemporaneously with this section in Ordinance Number 983G.
  7. Sidewalk Cafés shall be temporary in nature capable of being disassembled and securely stored on the premises of the establishment operating the café within ten minutes.
- c. Sidewalk Cafés shall be manned by a minimum of one responsible individual over the age of 18 at all times. The individual may also be employed within the establishment but shall also maintain vigilant supervision over the sidewalk café.
  - d. Sidewalk Cafés must be an extension of the existing business fronting the sidewalk space they are occupying.
  - e. During the course of business, no call out, cry, or by use of any device make any noise to call attention to the sale of any goods, wares, merchandise or service whatsoever, or in any manner obstruct or interfere with the orderly flow of pedestrian traffic. No music or other noisy distractions shall be allowed.
  - f. Sidewalk Café operators must provide adequate garbage cans for disposal of any trash, and must maintain the area within and in proximity to any cart, structure or location in a neat, clean and hazard-free condition.
  - g. An establishment operating a Sidewalk Café shall supply the city with a certificate of insurance, reasonably acceptable to the city, covering the activity of the operator. The certificate of insurance shall name the city as an additional insured and shall be primary to any insurance carried by the city. The operator of a Sidewalk Café shall indemnify, defend and hold harmless the city from and against any and all loss, cost, damages or expenses to persons or property, including property of the city, arising out of or claimed to have arisen out of such use. Furthermore, all users shall defend, at no cost to the city, any such claims or suits, provided that the city may, in its sole option, join in the defense of such claim or suit without relieving the user from any of its promises or obligations.
  - h. Sidewalk Cafés must comply with all existing restrictions of the county health department.
  - i. Sidewalk Café operators shall cooperate with inspection of the premises, goods, or articles at any reasonable hour by the authorized agent, officer or employee of the city or its designate.
  - j. Sidewalk Cafés must ascertain and at all times comply with all laws, ordinances and regulations, and all state statutes, applicable to such permitted business or premises, including but not limited to all building, zoning, fire, health and labor regulations.
  - k. Sidewalk Cafés must post and maintain any and all permits delivered for use in a conspicuous place.
  - l. Sidewalk Cafés may operate between the hours of 7:00 a.m. and 8:00 p.m. daily. Vendor permits shall be valid for the period of April 1, through November 1 annually.
  - m. Sidewalk Café operators shall remove any cart, booth, structure, furniture or equipment from the sidewalk area at the close of business for the day. No cart, booth, structure, furniture or equipment shall be permitted to remain on the public sidewalk overnight. All



carts, booths, structures, furniture or equipment shall be of a type and maintained so as to enhance the aesthetic and overall appearance of the downtown. The city reserves the right to determine the acceptability of carts, booths, structures, furniture or equipment for use on public sidewalks.

- n. Sidewalk Café operators shall not serve alcoholic beverages unless the underlying establishment has appropriate valid liquor licenses issued by the State of Illinois and the City allowing consumption of alcohol on premises and have received specific authority to serve alcoholic beverages as a part of their Sidewalk Café permit. When applying for a Sidewalk Café Permit the applicant shall specifically state whether they are seeking permission to serve alcoholic beverages. The following regulations, in addition to all other requirements, shall apply to all Sidewalk Cafés serving alcohol:

1. The applicant shall provide proof of liquor liability (dram shop) insurance with the application for a Sidewalk Café Permit with the request to serve alcohol.

2. The Sidewalk Café Permittee has an affirmative duty to prohibit any patron from leaving the Sidewalk Café premises with any alcoholic liquor, except a package properly sealed, bagged and receipted pursuant to Section 633 of the Illinois Liquor Control Act.

3. Alcohol served or consumed within a Sidewalk Café premises shall only be served or consumed in a plastic cup clearly identifying the retail establishment from which the alcohol was purchased and must offer food.

4. Bring your own alcohol (BYOB) is not permitted within a Sidewalk Café premises.

5. The City may require, as a condition of allowing a Sidewalk Café, that the retail establishment engage in a beautification program requiring decorative fencing, decorative railings, decorative plantings, flower boxes etc. as a part of the City's objective of fostering aesthetically pleasing streets and boulevards.

6. Any Sidewalk Café with specific permission to serve alcoholic beverages shall enclose the permitted area from the remainder of the public way, and be maintained in accordance with a plan reasonably approved by the City. The boundary shall be no less than 24 inches or more than 36 inches in height. The boundary shall be durable so that it shall not collapse or fall over due to wind or incidental contact with patrons or pedestrians. The boundary may have movable sections to aid in public access to seating as long as the boundary complies with the submitted plan. The boundary shall be maintained in place during operating hours. No boundary may be stabilized by bolting to the sidewalk. The boundary shall be designed to leave at least four (4) feet of clear and unobstructed sidewalk space to allow for pedestrian passage. Clearance between Sidewalk Café and all public way encumbrances shall also be at least 6 feet. Non-permissible enclosure of City property, within the boundaries of the Sidewalk Café, shall include, but is not limited to, parking meters, fire hydrants, and utility or signal control boxes. These types of items can be identified as items which must be accessible to the public or to the City for emergency services.

- o. The Sidewalk Café shall be operated in conformance with the approved plan of operation submitted with the application. Any change in operation or location other than de minimis modifications requires the prior approval of the City.

- (b) Whoever violates any provision of this article for which no penalty is otherwise provided, shall be subject to punishment as provided in section 1-9. A separate offense shall be deemed committed on each day that a violation occurs or continues. The permits granted in this section shall be subject to the provisions of chapter 26, sections 26-31 et seq. regarding licensing regulations and discipline except as modified herein.