

# **NOTICE OF WORKSHOP MEETING**

**Tuesday, January 14, 2020**

**6:30 p.m.**

Park District of Highland Park  
Board of Park Commissioners  
West Ridge Center  
636 Ridge Rd.  
Highland Park, IL 60035

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## **WORKSHOP MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PARK AVENUE UPDATE
- V. ROSEWOOD BEACH UPDATE
- VI. BEACH MANAGEMENT PLAN GRANT (IDNR COASTAL MANAGEMENT PROGRAM)
- VII. COMMUNITY PARK PROJECT UPDATE
- VIII. PLATFORM TENNIS UPDATE
- IX. SOLAR PANEL PROJECT UPDATE
- X. HIDDEN CREEK AQUAPARK POOL FILTRATION SYSTEM PROJECT UPDATE
- XI. 2019 GREENPRINT REVIEW
- XII. RESOLUTION TO AMEND THE 2020 OPERATING BUDGET
- XIII. REVIEW OF VOUCHERS
- XIV. OPEN TO PUBLIC TO ADDRESS BOARD
- XV. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

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**XVI. ACTION FROM CLOSED SESSION IF ANY**

**XVII. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Brian Romes, Executive Director  
**Date:** January 14, 2020  
**Subject:** **Park Avenue Update**

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## **Background**

On Monday, December 16, a **Park Avenue Working Group** met and established the Group's purpose and stated objectives. The Park Avenue Working Group consisted of Park District and City staff, Park District Commissioner liaison's Barnett Ruttenberg and Cal Bernstein, City Council liaison's Tony Blumberg and Adam Stolberg, North Shore Yacht Club Commodore Laura Knapp, as well as numerous members of the public.

The Park Avenue Working Group's stated purpose is ***to seek feasible options that provide long term access to boating activities at Park Avenue Boating Facility.*** Stated objectives were as follows:

- **Objective #1**– Provide education on lakefront conditions and associated risks at Park Avenue
- **Objective #2** - Evaluate site improvement options and determine priorities based on feasibility
- **Objective #3**– Explore fiscally responsible funding options to support site improvements
- **Objective #4** – Provide a recommendation to the Park Board on proposed site improvements and funding options

Staff will provide an update to the Park Board of Commissioners on the proposed objectives.

## **Recommendation**

Consistent with the Park District's Mission and Board-approved policies, staff recommends The District continues working with the **Park Avenue Working Group** on seeking fiscally responsible site improvements that provide long term access to boating activities at Park Avenue Boating Facility.



# Memorandum

**To:** Park Board of Commissioners

**From:** Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** **Rosewood Beach Update**

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The Rosewood Beach Emergency Nourishment Project was completed this fall to address immediate concerns from sand erosion due to near-record high lake levels and increased storm activity in Lake Michigan. The District continues working with SmithGroup in exploring long-term solutions for the protection of Park District lakefront property. Margaret Boshek of SmithGroup will present a variety of options for addressing erosion at Rosewood Beach.



# Memorandum

**To:** Park Board of Commissioners

**From:** Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** Beach Management Plan Grant (IDNR Coastal Management Program)

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## Summary

Through ongoing lakefront planning, staff has identified the need for a Beach Management Plan because of the increasing complexity of managing lakefront parks, and the need to protect the beaches for recreational use and natural habitat. The District applied for grant funding through the Illinois Department of Natural Resources Coastal Management Program to support this effort. I am pleased to announce that the District's proposal was selected, and the District will receive funding pending approval of the attached grant agreement.

To develop this plan, the Park District will work with engineers at SmithGroup. Engineers will evaluate existing conditions to develop management recommendations and strategies for Moraine Beach, Millard Beach, Park Avenue Boating Facility, and Rosewood Beach. Each location is unique and will be addressed separately to develop specific actions that are customized to local conditions. The focus of the proposed plan is to develop practical, implementable, and quantifiable strategies to address sources of water quality degradation, habitat creation and protection, universal public access, and long-term resilience honoring the District's mission and vision of environmental stewardship and appreciation of the natural world.

## Financial Impact

The total project cost is \$35,000, half of which is reimbursable by the grant. The District's match is budgeted in the 2020 Capital Plan. The District has until January 2021 to complete the development of this plan.

## Recommendation

Staff will recommend approval by the Park Board of Commissioners at its January 28 Regular Board Meeting of the attached agreement with the Illinois Department of Natural Resources for acceptance of a Coastal Management Program Grant to develop a Beach Management Plan.

Staff will provide an overview of the GreenPrint 2024 Review process and present proposed amendments to the plan.

**INTER-GOVERNMENTAL AGREEMENT**



**BETWEEN  
THE STATE OF ILLINOIS, Department of Natural Resources  
AND  
Park District of Highland Park**

The Illinois Department of Natural Resources (Grantor), with its principal office at One Natural Resources Way, Springfield, IL 62702, and Park District of Highland Park (Grantee), with its principal office at 636 Ridge Rd. Highland Park, IL 60035-4361, hereby enter into this Inter-governmental Grant Agreement (Agreement), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* Grantor and Grantee are collectively referred to herein as “Parties” or individually as a “Party.”

**PART ONE – THE UNIFORM TERMS  
RECITALS**

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

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

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

1.1. DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 074560814 is Grantee’s correct DUNS number, that 36-6005927 is Grantee’s correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

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

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

1.2. Amount of Agreement. Grant Funds (check one)  shall not exceed or  are estimated to be \$17,500.00, of which \$17,500.00 are federal funds. Grantee agrees to accept Grantor’s payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3. Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is NA19NOS4190089, the federal awarding agency is National Oceanic and Atmospheric Administration, and the Federal Award date is 7/1/2019. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Coastal Zone Administration Awards and Number is 11.419. The Catalog of State Financial Assistance (CSFA) Number is 422-30-0103. The State Award Identification Number is NOAA 19-10.

1.4. Term. This Agreement shall be effective upon full execution and shall expire on 1/30/2021, unless terminated pursuant to this Agreement.

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

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

**Illinois Department of Natural Resources**

By: \_\_\_\_\_

Signature of IDNR Director

By: \_\_\_\_\_

Signature of Designee

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

Printed Name: Colleen Callahan

Properties

Printed Title: IDNR Director

Designee

**Park District of Highland Park**

By: \_\_\_\_\_

Signature of Authorized Representative

Date:

\_\_\_\_\_

Printed Name: Brian Kaplan

Printed Title: Park District Board President

E-mail: bkaplan@pdhp.org

By: \_\_\_\_\_

Signature of First Other Approver, if Applicable

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

Printed Name: Brad Colantino

Printed Title: IDNR Chief Fiscal Officer

By: \_\_\_\_\_

Signature of Second Other Approver, if Applicable

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

Printed Name: Renee Snow

Printed Title: IDNR General Counsel

**ARTICLE II  
REQUIRED REPRESENTATIONS**

2.1. Standing and Authority. Grantee warrants that:

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

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

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

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

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

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

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

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

2.5. Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM; (ii) be in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS number; and (iv) have successfully completed the annual registration and prequalification through the Grantee Portal. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.

**ARTICLE III  
DEFINITIONS**

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

“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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“State” means the state of Illinois.

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

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

#### **ARTICLE IV PAYMENT**

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

4.2. Return of Grant Funds. Any Grant Funds remaining that are not expended or legally obligated by Grantee, including those funds obligated pursuant to ARTICLE XVII, at the end of the Agreement period, or in the case of capital improvement Awards at the end of the time period Grant Funds are available for expenditure or obligation, shall be returned to Grantor within forty-five (45) days. All obligations regarding Grant Funds management shall survive this Agreement’s termination or expiration. See 2 CFR 200.343(d); 2 CFR 200.305(b)(9); 30 ILCS 705/5. A Grantee who is required to reimburse Grant Funds and who enters into a deferred payment plan for the purpose of satisfying a past due debt, shall be required to pay interest on such debt as required by Section 10.2 of the Illinois State Collection Act of 1986. 30 ILCS 210; 44 Ill. Admin. Code 7000.450(c). In addition, as required by 44 Ill. Admin. Code 7000.440(b)(2), unless granted a written extension, Grantee must liquidate all obligations incurred under the Award at the end of the period of performance.

4.3. Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. See 2 CFR 200.305; 44 Ill. Admin. Code Part 7000.

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

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

4.6. Interest.

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

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

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

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

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

**ARTICLE V**  
**SCOPE OF GRANT ACTIVITIES/PURPOSE OF GRANT**

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

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

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

**ARTICLE VI**  
**BUDGET**

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

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

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

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

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

**ARTICLE VII  
ALLOWABLE COSTS**

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

7.2. Indirect Cost Rate Submission.

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

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

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

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

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

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

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

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

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

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

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.5).

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

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

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

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

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

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

7.7. **Federal Requirements.** All Awards, whether funded in whole or in part with either federal or State funds, are subject to federal requirements and regulations, including but not limited to 2 CFR Part 200, 44 Ill. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.6.

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

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

## ARTICLE VIII REQUIRED CERTIFICATIONS

8.1. **Certifications.** Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications apply to Grantee.

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

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

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

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

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

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

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

facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

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

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

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

(k) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency 2 CFR 200.205(a), or by the State (*See* 30 ILCS 708/25(6)(G)).

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

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

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

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

(p) **Forced Labor Act.** Grantee certifies that it complies with the State Prohibition of Goods

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

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

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

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

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

#### ARTICLE IX CRIMINAL DISCLOSURE

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

#### ARTICLE X UNLAWFUL DISCRIMINATION

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

(a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;

(b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);

(c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See *also* guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18,

2002 (Volume 67, Number 13, Pages 2671-2685));

- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and
- (f) The Age Discrimination Act (42 USC 6101 *et seq.*).

## ARTICLE XI LOBBYING

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

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

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

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

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

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

**ARTICLE XII  
MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING**

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

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

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

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

**ARTICLE XIII  
FINANCIAL REPORTING REQUIREMENTS**

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

13.2. Close-out Reports.

- (a) Grantee shall submit a Close-out Report within 60 calendar days following the end of

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

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee will submit a new Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.344.

13.3. Consolidated Year-End Financial Reports.

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

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

- (i) For Grantees required to conduct a single audit (or program-specific audit), within the earlier of (a) 9 months after the Grantee's fiscal year ending on or after June 30, or (b) 30 calendar days following completion of the audit; or
- (ii) For Grantees required to conduct a Financial Statement Audit or for Grantees not required to perform an audit, within 180 days after the Grantee's fiscal year ending on or after June 30.

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

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

(d) Consolidated Year-End Financial Reports must include an in relation to opinion from the report issuer on the financial statements included in the Consolidated Year-End Financial Report.

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

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

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

**ARTICLE XIV  
PERFORMANCE REPORTING REQUIREMENTS**

14.1. Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in **Exhibit E** must be reported quarterly, unless otherwise specified in **PART TWO** or **PART THREE**. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.207, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit based review of the application. In such cases, Grantor shall notify Grantee of same in **Exhibit G**. Pursuant to 2 CFR 200.328 and 44 Ill. Admin. Code 7000.410(b)(2), periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.328. Failure to submit such required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*

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

14.3. Content of Performance Reports. Pursuant to 2 CFR 200.328(b)(2) all Performance Reports must include Program qualitative and quantitative information, including a comparison of actual accomplishments to the objectives of the award established for the period; where the accomplishments can be quantified, a computation of the cost if required; performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Appendices may be used to include additional supportive documentation. Additional content and format guidelines for the Performance Reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

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

**ARTICLE XV  
AUDIT REQUIREMENTS**

15.1. Audits. Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

15.2. Audit Requirements.

(a) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as

required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

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

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

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

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

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

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

15.3. Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or a Certified Public Accountant or Certified Public Accounting Firm licensed in the state of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

15.4. Delinquent Reports. Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XVI  
TERMINATION; SUSPENSION; NON-COMPLIANCE**

16.1. Termination.

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

(b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;

(iii) For cause, which may render the Grantee ineligible for consideration for future grants from the Grantor or other State agencies; or

(iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

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

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

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

Compliance Enforcement System. 2 CFR 200.341; 44 Ill. Admin. Code §§ 7000.80, 7000.260.

16.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.

(c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:

(i) Grantor expressly authorizes them in the notice of suspension or termination; and

(ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.342.

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

**ARTICLE XVII  
SUBCONTRACTS/SUB-GRANTS**

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

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

17.3. Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it lawfully obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.1 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds.

**ARTICLE XVIII  
NOTICE OF CHANGE**

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

18.2. Failure to Provide Notification. To the extent permitted by Illinois law, Grantee shall hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee’s failure to notify Grantor of these changes.

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

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

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

**ARTICLE XIX  
STRUCTURAL REORGANIZATION**

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

**ARTICLE XX  
AGREEMENTS WITH OTHER STATE AGENCIES**

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

**ARTICLE XXI  
CONFLICT OF INTEREST**

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

21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where the Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person employed by an office or agency of the state of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or \$106,447.20 (30 ILCS 500/50-13). An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, municipalities and units of local government and related entities. 2 CFR 200.64.

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

**ARTICLE XXII  
EQUIPMENT OR PROPERTY**

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

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

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

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

**ARTICLE XXIII  
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

23.1. Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grantor funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase “Funding provided in whole or in part by the [Grantor].” Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

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

**ARTICLE XXIV  
INSURANCE**

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

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

**ARTICLE XXV  
LAWSUITS**

25.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee will provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee will be required to provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such

equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement shall be strictly limited to official Grantor or state of Illinois business and not for any other purpose, including any personal benefit or gain.

25.2. Liability. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

## ARTICLE XXVI MISCELLANEOUS

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

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

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

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

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

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

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

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

26.9. Compliance with Law. This Agreement and Grantee's obligations and services hereunder are

hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including 44 Ill. Admin. Code 7000, and any and all license requirements or professional certification provisions.

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

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

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

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

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

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

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

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

26.18. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including final indirect cost rate adjustments, including those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**EXHIBIT A**  
**PROJECT DESCRIPTION**

See Attached Application



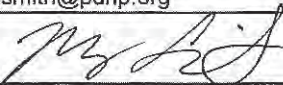
ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
**Coastal Management Program Grants**  
**Full Application**

| <b>I. Uniform Application for State of Illinois Grant Assistance</b>                                       |   |  |
|--|---|--|
| <b>Agency Completed Section</b>  |   |  |
| 1.   | Type of Submission                                  | <input type="checkbox"/> Pre-Application<br><input checked="" type="checkbox"/> Application<br><input type="checkbox"/> Changed / Corrected Application                                |
| 2.   | Type of Application                                 | <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Continuation (i.e. multiple year grant)<br><input type="checkbox"/> Revision (modification to initial application) |
| 3.   | Date / Time Received by State                       |  |
| 4.   | Name of the Awarding State Agency                   | Illinois Department of Natural Resources   |
| 5.   | Catalog of State Financial Assistance (CSFA) Number | 422-30-0103  |
| 6.   | CSFA Title  | Coastal Management Program   |
| Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding) |   |  |
| 7.   | CFDA Number   | 11.419   |
| 8.   | CFDA Title  | Coastal Zone Management Administration Awards  |
| 9.   | CFDA Number   |  |
| 10.  | CFDA Title  |  |
| <b>Funding Opportunity Information</b>   |   |  |
| 11.  | Funding Opportunity Number                          | 103614   |
| 12.  | Funding Opportunity Title                           | Coastal Management Program   |
| Competition Identification <input type="checkbox"/> Not applicable   |   |  |
| 13.  | Competition Identification Number                   | 2019COASTAL  |
| 14.  | Competition Identification Title                    | 2019 Coastal Grants  |

| Applicant Completed Section   |   |   |
|---|---|---|
| <b>Applicant Information</b>  |   |   |
| 15.   | Legal Name  | Park District of Highland Park  |
| 16.   | Common Name (DBA) **  |   |
| 17.   | Employer / Taxpayer Identification Number (EIN, TIN)        | 36-6005927  |
| 18.   | Organizational DUNS number                                  | 074560814   |
| 19.   | SAM Cage Code   | SCZG1   |
| 20.   | Business Address  | Street address 636 Ridge Rd.<br>City Highland Park<br>State, County IL, Lake County<br>Zip + 4 60035-4361 |
| <b>Applicant's Organizational Unit [If applicable]</b>  |   |   |
| 21.   | Department Name **  | Parks and Planning Department   |
| 22.   | Division Name **  |   |
| <b>Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application</b>                        |   |   |
| 23.   | First Name  | Amalia  |
| 24.   | Last Name   | Schwartz  |
| 25.   | Suffix **   |   |
| 26.   | Title   | Senior Planner  |
| 27.   | Organizational Affiliation (if different than 15. above) ** |   |
| 28.   | Telephone Number  | 847-579-4090  |
| 29.   | Fax Number **   | 847-681-2266  |
| 30.   | Email address   | aschwartz@pdhp.org  |
| <b>Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application</b> |   |   |
| 31.   | First Name  | Amalia  |
| 32.   | Last Name   | Schwartz  |
| 33.   | Suffix **   |   |
| 34.   | Title   | Senior Planner  |
| 35.   | Organizational Affiliation (if different than 15. above) ** |   |
| 36.   | Telephone Number  | 847-579-4090  |
| 37.   | Fax Number **   | 847-681-2266  |
| 38.   | Email address   | aschwartz@pdhp.org  |

\*\* Optional

Updated October 2018

| Areas Affected  |   |   |
|---|---|---|
| 39.   | Areas Affected by the Project (cities, counties, state-wide)      | Highland Park, IL<br>Lake County, IL  |
| 40.   | Legislative and U.S. Congressional Districts of Applicant         | Legislative: <u>29th and 58th</u><br>Congressional: <u>10</u>   |
| 41.   | Legislative and U.S. Congressional Districts of Program / Project | Legislative: <u>29th and 58th</u><br>Congressional: <u>10</u>   |
| Applicant's Project   |   |   |
| 42.   | Descriptive Title of Applicant's Project                          | Beach Management Plan for Park District of Highland Park's four public lakefront properties.  |
| 43.   | Proposed Project Term   | Start Date: <u>09/02/2019</u><br>End Date: <u>01/30/2021</u>  |
| 44.   | Estimated Funding (include all that apply)                        | <input checked="" type="checkbox"/> Amount Requested from the State: \$ <u>17,500.00</u><br><input checked="" type="checkbox"/> Applicant Contribution (e.g., in kind, matching): \$ <u>17,500.00</u><br><input type="checkbox"/> Local Contribution: _____<br><input type="checkbox"/> Other Source of Contribution: _____<br><input type="checkbox"/> Program Income: _____<br><p style="text-align: right;">\$ <u>35,000.00</u> Total Amount</p> |
| <p><b>Applicant Certification:</b></p> <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>(* ) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> I agree</p> |   |   |
| Authorized Representative   |   |   |
| 45.   | First Name  | Jeff  |
| 46.   | Last Name   | Smith   |
| 47.   | Suffix **   |   |
| 48.   | Title   | Assistant Director of Parks and Planning  |
| 49.   | Telephone Number  | 847-579-3109  |
| 50.   | Fax Number **   |   |
| 51.   | Email Address   | jsmith@pdhp.org   |
| 52.   | Signature of Authorized Representative                            |    |
| 53.   | Date Signed   | <u>5/8/2019</u>   |

\*\* Optional

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

## **IDNR Coastal Management Program Grants**

### **Full Application Project Narrative**

#### **1) Proposed Project Summary:**

The increasingly dynamic lakefront has challenged the existing maintenance protocols for the Park District of Highland Park's four lakefront public parks and created the need for a comprehensive beach management plan. With the support of the IDNR Coastal Management Program, the Park District of Highland Park will develop a comprehensive beach management plan to sustainably guide lakefront maintenance efforts, permitting, operational policy, and capital improvements at each of its four lakefront parks. The Park District will work with engineers at SmithGroup familiar with District lakefront properties. Engineers will evaluate existing conditions to develop management recommendations and strategies. The focus of the proposed plan is to develop practical, implementable, and quantifiable strategies to address sources of water quality degradation, habitat creation & protection, universal public access, and long-term resilience honoring the District's mission and vision of environmental stewardship and appreciation of the natural world.

#### **2) Need/Context:**

##### Need Statement

The Park District owns/manages four public parks along the Illinois Lake Michigan shoreline: Rosewood Beach, Millard Park, Park Avenue Boating Facility, and Moraine Park. The ever-changing and complex lakefront environment poses unique challenges for management; and furthermore, each of the four parks has its own issues, uses, and opportunities. Changes to lake levels and climate impact shoreline stability, public access, and habitat; while, complex permitting processes slow response time for immediate needs. The Park District lacks a comprehensive management plan to strategically and intentionally guide maintenance of these diverse lakefront properties. In recent years, essential infrastructure needs along the lakefront have taken priority in capital funding. With the assistance of the Coastal Management Program, the Park District will leverage existing funds to develop a beach management plan with the goal of protecting these critical economic, environmental, and cultural resources.

##### Current Conditions/Opportunities

##### *Coastal Habitat and Species*

The Park District has worked with federal, state, and local partners to invest substantially in ecological restoration of its lakefront parks. Ravine, bluff, and beach habitats support unique plant, bird, fish, and insect communities. Illinois' threatened and endangered plants such as Sea Rocket, Marram Grass, and Seaside Spurge harbor on the beach and are impacted by sand erosion. More than a dozen species of Lake Michigan fish have been found in the ravine streams. The District celebrates these habitats through a robust environmental education program, citizen science monitoring (COASTS/Plants of Concern/Fish and Bird Survey), interpretive materials, and public programming. Ongoing maintenance is provided by a dedicated Natural Areas program and qualified Parks Department operations. A coordinated plan with strategies to continue to protect these habitats in the face of climate change will ensure continued health of the diverse habitat at the District's lakefront properties.

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

### *Public Access, Recreation*

Recent high lake levels with accompanying beach erosion have impacted public access and pose risks for site amenities. Rosewood Beach has experienced erosion in its nature cove and swimming and recreation beaches. Boat launch access at Park Avenue Boating Facility is threatened by high lake levels and beach erosion. Washouts at Millard Park routinely affect pedestrian access to the south beach. These events underscore the need for forward-thinking plans for sand management to ensure that the lakefront properties are open for visitors to enjoy.

Routine maintenance helps protect water quality and the health of the community. Rosewood Beach is the District's only sanctioned guarded swimming beach and is open to the general public. Moraine Park is the District's seasonal off-leash dog beach. While these parks have different needs, planning for innovative best management practices to address factors that contribute to water quality degradation are essential at both to protect the public resource.

### *Coastal Community Resilience*

Climate change including increasing storm intensity and frequency, varying lake levels, and increased temperatures will mean new challenges for lakefront management. Over the years, shoreline protections degrade and may not be adequate for future needs. Habitats, recreational elements, infrastructure, and access paths at the District's public beaches are vulnerable. At Moraine Park, Sanitary District infrastructure is exposed due to wave action. Access paths at Rosewood and Millard Park are threatened by wave action and erosion. Damage caused by frequent intense storms calls for immediate action. To respond quickly, permitting and management strategies must be developed. A beach management plan will explore long-term solutions to address these on-going challenges in the face of climate change.

### Population Served

Highland Park's lakefront draws visitors from all over the region. Through lakefront programming, the Park District's lakefront properties primarily serve Highland Park and Highwood, two of the most diverse communities on the North Shore. The population of the two communities is roughly 36,000. Approximately 17% of that population is non-white or Hispanic. According to North Shore School District (NSSD) 112 records, 27.6% of elementary school families met Federal Guidelines to receive free meals as of 2018. About 11% of children in Highland Park live in households with less than \$25,000 in household income according to the 2013 American Community Survey.

### Existing plans

The proposed beach management plan is a direct response to existing plans and complements ongoing regional planning. In 2015, the Park District Board approved the Green Print 2024 Master Plan. This comprehensive planning effort, led by an outside firm, spanned two years and included extensive community outreach in addition to consultation with staff and partner agencies. The plan recommended an update to the Park District's 2007 Lakefront Master Plan and the creation of a land management plan. In 2018, the Park District board approved the Land Management Plan which recommends the creation of a beach management plan to better manage lakefront property. An update to the District's Lakefront Master Plan is in progress and lakefront maintenance is a priority of the plan. Regionally, the Lake County Storm Water Commission is coordinating a Lake Michigan Watershed Planning effort. The Park District of Highland Park is a partner in this regional effort. The recommendations developed through a Highland Park beach management planning effort can inform regional watershed planning efforts.

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

### 3) **Activities and Methods:**

The proposed beach management Plan will be developed with the assistance of an engineering firm familiar with the Park District's beaches. The firm will lead the planning process which will include site analysis at each of the lakefront locations and plan development.

First steps include evaluating existing conditions such as beach use, land use, zoning, habitat, sand management, public access, and parking. Site analysis will take place in the Fall of 2019 and Spring of 2020 as weather permits. As part of this initial site analysis, the project team will solicit public input and expert insights in addition to reviewing related regional plans and relevant requirements of beach management and state and local authorities.

The next major activity is to perform an evaluation of lake and riverine dynamics and erosion control and management which will be used to inform recommended action. The engineering firm will analyze lake levels, wave action, winds, sediment transport potential, stormwater and drainage patterns, historical shoreline change, future erosion potential, and erosion control alternatives.

The information gathered in the first initial steps will guide the development of management recommendations and strategies. The recommendations will be categorized by relationship with the Lake: upland, water's edge, and offshore. Upland recommendations will minimally include signage, access improvements, parking, recreation, facilities, habitat, and drainage. Water's edge recommendations will consider restoration and stabilization, seasonal maintenance, water quality monitoring, and post-storm clean up maintenance and responsibilities. Finally, offshore recommendations are expected to consider habitat opportunities and erosion control structures.

Recognizing that implementation of some recommended actions will require regulatory approval, the project team will identify relevant regulatory bodies (i.e. IDNR, USFWS, USACE, IEPA) that oversee shoreline improvements and identify permit procedures in order to develop realistic timelines and anticipate future needs.

Implementation will be the final activity of the project. The team will focus on implementation strategies such as identifying potential partners and funding mechanisms. The team will plan an appropriate communications approach to increase public awareness and education of the plan and strategies to implement as a community.

A strategic plan specific for each park will provide sustainable techniques to carry out the District's goal to maintain lakefront parks for the enjoyment of patrons and to promote lakefront sustainability and resiliency. The proposed plan will include practical and implementable maintenance and management strategies to address:

- (a) Sources of water quality degradation to decrease the amount of beach closure dates and protect the ecosystem
- (b) Maintenance techniques to keep access paths and beaches open and universally accessible
- (c) Recommendations to proactively plan for increasing coastal hazards to keep the beaches safe for the public and to protect the lakefront parks from further erosion

The Park District's Land Management Plan identified the need for a beach management plan because of the increasing complexity of managing lakefront parks and the need to protect the beaches for

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

recreational use and natural habitat. Aligned with the District's mission of environmental stewardship, a beach management plan is an investment to develop strategic, intentional, and educated management methods specific to each park.

#### 4) **Outcomes and Project Impact:**

##### Proposed outcomes

The proposed outcome of this proposal is a beach management plan which will result in immediate actionable efforts and inform future decisions related to the Park District's four waterfront properties. The District will track success in implementation of the plan and will also monitor impacts of the plan as it relates to the three priority areas. The outcomes listed below are measurable and facilitate regular progress evaluation. These outcomes are achievable and important -- with a practical and implementable beach management plan, District staff can strategically and intentionally protect and conserve public lakefront parks.

##### Implementation

Implementation of the proposed beach management plan will be overseen by the Park District's Parks and Planning Department. Throughout the life of the grant, Planning staff will collaborate with the Finance Department to complete reports and payment requests accurately and on time.

Once the plan is approved the first steps will focus on awareness and integration.

- Planning staff to meet with Park management staff to integrate maintenance recommendations into daily routines and quarterly inspections.
- Planning staff will present the plan to all management staff at the District for overall awareness of the agency-wide initiative.
- Staff will develop a system to record and evaluate progress.
- Planning staff will collaborate with the District' Communication Department to make the community aware of the beach management plan and District's efforts at the Lakefront.

Once the initial introduction of the plan is underway, staff will focus on monitoring progress and contacting potential partners and seeking funding.

- Parks and Planning staff will collaborate to monitor and track progress.
- Planning staff will share the beach management plan with local and regional stakeholders and potential partners to discuss opportunities to achieve recommendations from the plan.
- Planning staff will pursue applicable grant opportunities in the plan and seek other funding opportunities.

Keeping the Beach Management Plan relevant.

- Parks and Planning staff meet regularly and will add an agenda item to discuss any relevant topics to the Beach Management Plan at these meetings.
- Planning staff will provide bi-annual progress reports to the Park District Board and Park District leadership.
- Parks and Planning staff will assess progress quarterly and consider in-field adjustments to improve.
- Planning staff will continue to seek funding and work with local and regional partners to improve the Lakefront properties.

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- The District will budget, as necessary and possible, any continued recommended site analysis by the participating engineering firm that cannot be conducted by the District.

Proposed quantifiable metrics

*Coastal Habitat and Species:* Protect vulnerable plant and animal habitat with best management practices for beach maintenance and sand management

- ❖ Monitor populations of beach plant species through Plants of Concern
- ❖ Reduction of habitat destruction and interference by recreational traffic
- ❖ Monitor changes to beach elevations through COASTS program
- ❖ Recognized reduction in amount of litter found on the shorelines and beaches that might affect habitat

*Coastal public access, recreation, and coastal dependent economic development:* Protect public access

- ❖ Reduce number of hours spent in beach repairs to maintain access
- ❖ Identify opportunities to enhance universal accessibility
- ❖ Reduce number of beach closure dates due to water quality

*Coastal Community Resilience:* Identify vulnerable shoreline infrastructure

- ❖ Coordinate with regional efforts for a broader impact and incorporate minimum of two long-range solutions from the proposed Beach Management Plan to other regional plans
- ❖ Determine permitting requirements and funding sources to streamline future project implementation resulting in a faster response time to lakefront needs

**5) Previous Grant Management Experience:**

**1. Project:** Skokie River Woods Public Access Planning

**Funding Source:** ComEd Openlands Green Region Program

The Park District of Highland Park sought funding from the ComEd Openlands Green Region Program to develop an open space plan to increase public access to the Skokie River Woods natural area and improve regional connectivity while protecting the environmental integrity of the newly restored wetland ecosystem found at Skokie River Woods.

The Park District successfully managed and completed the conceptual plans to increase public access to the Skokie River Woods natural area which includes an accessible entrance, pathway, and overlook with educational programming space. The resulting plan also identified connectivity opportunities. The conceptual plans were pivotal tools leading to the purchase of the neighboring 100-acre closed golf course which the District is now converting to a natural passive recreation area. Construction documents are in progress.

Reporting

The grant program required that grant funds be expended within 18 months of its receipt along with a final grant report due within two months of full expenditure of the funds. The report submitted summarized the work accomplished and reported the outcomes achieved.

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

Additionally, the grant requires that the District acknowledge the use of the ComEd Green Region Program funds for the project. To achieve this requirement, once constructed, signage will be installed that includes funding sources.

Capacity issues or problems encountered, and lessons learned

The planning process included developing options for connectivity to an adjacent public space (Highland Park Country Club). As negotiations for the purchase of that property were still underway, the planning team had to be adaptive to a longer than expected timeline. However, the master plan process was completed within the grant timeline and the final report approved.

2. **Project:** Permeable Pavers at Rosewood Beach

**Funding Source:** USEPA Shoreline Cities Green Infrastructure

The Park District of Highland Park requested Great Lakes Shoreline Cities funds to install permeable paving in the main parking lot at Rosewood Park beach in Highland Park, Illinois in order to reduce storm water runoff and associated pollutants entering Lake Michigan and a ravine stream that runs through the parking lot and empties into the Lake.

The Park District successfully completed this project, the permeable parking lot was constructed and opened in 2015. As part of the project interpretive signage was installed to educate visitors about the benefits of the parking lot.

Reporting

As a recipient of the USEPA Shorelines Cities Green Infrastructure grant the District agreed to submit bi-annual progress reports that detailed accomplishments to the proposed outputs/outcomes. Reports included an overview of funds expended at the time of the report. At the completion of the project, the District submitted a final report that incorporated project outputs and summarized the project including photos. In addition to performance reports, the District agreed to install a visible sign acknowledging the Great Lakes Restoration Initiative, the image of the sign was included in the final report.

Capacity issues or problems encountered, and lessons learned

By accepting funds, the District would need to comply with the EPA's Disadvantaged Business Enterprise Program during the bidding process. The project was part of a larger US Army Corps GLFR project and the bidding process was managed by the USACE. Before accepting the funds, the District discussed the conflict with the District's assigned EPA Project Officer and appropriate staff to resolve in advance of accepting funds.

3. **Project:** Planning for Millard and Moraine Ravine Habitat Restoration

**Funding Source:** Illinois Department of Natural Resources Illinois Coastal Management Program

The Park District of Highland Park sought funds from the Illinois Coastal Management Program in 2015 to complete engineering designs and planning to stabilize the bluffs with native plants, reduce erosion, reduce total suspended solids (TSS) load to Lake Michigan, improve water quality, and provide habitat for fish spawning along with a hydraulic connection from the Lake to the ravines.

The District successfully managed and completed planning for Millard and Moraine. The resulting plan including a detailed site analysis, a preliminary coastal engineering analysis, formulated and evaluated

Applicant: Park District of Highland Park

Project: Beach Management Plan for Park District of Highland Park's four public lakefront properties

alternatives to meet the project goals, and identified futures steps and recommended additional studies to advance the projects implementation. The planning process assisted in created a strong partnership with the City of Highland Park. Through the planning effort, the District partnered with the City of Highland Park and the Alliance for Great Lakes to host a workshop focused on ravine management best practices where the grant funded conceptual plans were presented. The conceptual plans are critical in the District's search for funding.

#### Reporting

As a recipient, the District agreed to submit quarterly grant performance reports and a final report submitted no later than 31 days following the end of the grant term. The final report described the work completed and an evaluation of the project including accomplishments, challenges, and outcomes.

#### Capacity issues or problems encountered, and lessons learned

The subject matter of the study (ravine restoration) is complex and there are many ways to address the issue. A challenge was to find a good compromise between sound engineering and softer non-traditional ways to ensure safe passage for fish and good aesthetics for the community. The ICMP funding allowed capacity to explore alternatives to address these issues.



State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

**Section A – Budget Summary**  
STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read all instructions before completing form.**

**STATE OF ILLINOIS GRANT FUNDS**

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

**BUDGET SUMMARY – STATE OF ILLINOIS FUNDS**

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

*Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.*

**Section A (continued) Indirect Cost Information:** *(This information should be completed by the applicant's Business Office).* If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".*

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

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs).



**State of Illinois**  
**UNIFORM GRANT BUDGET TEMPLATE**

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**Section A – Budget Summary (continued)**

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). **Note:** *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".*

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. **Note:** *The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.*

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). **Note:** *(The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.)*

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. **Note:** *See Notice of State Award for Restricted Rate Programs.*

**Section B – Budget Summary**  
**NON-STATE OF ILLINOIS FUNDS**

**NON-STATE OF ILLINOIS FUNDS:** If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of "Non-State Funds" should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

**BUDGET SUMMARY – NON-STATE OF ILLINOIS FUNDS**

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 10-17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

***Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.***



State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE

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## Section C – Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

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Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

### §200.308 Revision of budget and program plans

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

State Agency: Illinois Department of Natural Resources

Organization Name: Park District of Highland Park

Notice of Funding Opportunity (NOFO) Number: 103-614

Data Universal Number System (DUNS) Number (enter numbers only) : 074560814

Catalog of State Financial Assistance (CSFA) Number: 422-30-0103

CSFA Short Description: Coastal Management Program

**Section A: State of Illinois Funds**

Fiscal Year: FY20

| <b>REVENUES</b>  |  |    | <b>Total Revenue</b>      |
|--|--|----|---------------------------|
| State of Illinois Grant Requested  |  | \$ | 17,500.00                 |
| <b>Budget Expenditure Categories</b>   | <b>OMB Uniform Guidance<br/>Federal Awards Reference 2 CFR 200</b> |    | <b>Total Expenditures</b> |
| 1. Personnel (Salary and Wages)  | 200.430  | \$ |                           |
| 2. Fringe Benefits   | 200.431  | \$ |                           |
| 3. Travel  | 200.474  | \$ |                           |
| 4. Equipment   | 200.439  | \$ |                           |
| 5. Supplies  | 200.94   | \$ |                           |
| 6. Contractual Services and Subawards  | 200.318 & 200.92   | \$ | 17,500.00                 |
| 7. Consultant (Professional Service)   | 200.459  | \$ | 0.00                      |
| 8. Construction  |  | \$ | 0.00                      |
| 9. Occupancy (Rent and Utilities)  | 200.465  | \$ | 0.00                      |
| 10. Research and Development (R&D)   | 200.87   | \$ | 0.00                      |
| 11. Telecommunications   |  | \$ | 0.00                      |
| 12. Training and Education   | 200.472  | \$ |                           |
| 13. Direct Administrative Costs  | 200.413 (c)  | \$ | 0.00                      |
| 14. Miscellaneous Costs  |  | \$ |                           |
| 15. A. Grant Exclusive Line Item(s)  |  | \$ | 0.00                      |
| 15. B. Grant Exclusive Line Item(s)  |  |    | 0.00                      |
| 16. Total Direct Costs (add lines 1-15)  | 200.413  | \$ | 17,500.00                 |
| 17. Total Indirect Costs   | 200.414  | \$ |                           |
| Rate %: <input type="text"/>   |  |    |                           |
| Base: <input type="text"/>   |  |    |                           |
| 18. Total Costs State Grant Funds<br>(Lines 16 and 17)<br><b>MUST EQUAL REVENUE TOTALS ABOVE</b> |  | \$ | 17,500.00                 |

Instructions found at end of document.



### State of Illinois UNIFORM GRANT BUDGET TEMPLATE

Organization Name: Park District of Highland Park

NOFO Number: 103-614

#### SECTION A - Continued - Indirect Cost Rate Information

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

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

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

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

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

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

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

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

- is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
- complies with other statutory policies.

The Restricted Indirect Cost Rate is: \_\_\_\_\_ %

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

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

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

Indirect Cost Rate:  % The Distribution Base Is:



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Park District of Highland Park

NOFO Number: 103-614

**Section B: Non-State of Illinois Funds**

Fiscal Year: FY20

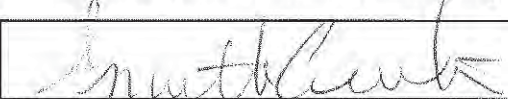
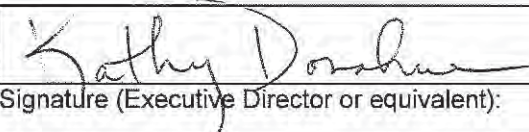
| <b>REVENUES</b>  |  |    | <b>Total Revenue</b>      |
|--|--|----|---------------------------|
| Grantee Match Requirement %:   | (Agency to Populate)   |    |                           |
| b) Cash  |  | \$ | 17,500.00                 |
| c) Non-Cash  |  | \$ |                           |
| d) other Funding and Contributions   |  | \$ |                           |
| <b>Total Non-State Funds (lined b through d)</b>   |  | \$ | <b>17,500.00</b>          |
| <b>Budget Expenditure Categories</b>   | <b>OMB Uniform Guidance<br/>Federal Awards Reference 2 CFR 200</b> |    | <b>Total Expenditures</b> |
| 1. Personnel (Salaries and Wages)  | 200.430  | \$ |                           |
| 2. Fringe Benefits   | 200.431  | \$ |                           |
| 3. Travel  | 200.474  | \$ |                           |
| 4. Equipment   | 200.439  | \$ |                           |
| 5. Supplies  | 200.94   | \$ |                           |
| 6. Contractual Services and Subawards  | 200.318 & 200.92   | \$ | 17,500.00                 |
| 7. Consultant (Professional Services)  | 200.459  | \$ | 0.00                      |
| 8. Construction  |  | \$ | 0.00                      |
| 9. Occupancy (Rent and Utilities)  | 200.465  | \$ | 0.00                      |
| 10. Research and Development (R&D)   | 200.87   | \$ | 0.00                      |
| 11. Telecommunications   |  | \$ | 0.00                      |
| 12. Training and Education   | 200.472  | \$ | 0.00                      |
| 13. Direct Administrative Costs  | 200.413 (c)  | \$ | 0.00                      |
| 14. Miscellaneous Costs  |  | \$ |                           |
| 15. A. Grant Exclusive Line Item(s)  |  | \$ | 0.00                      |
| 15. B. Grant Exclusive Line Item(s)  |  | \$ | 0.00                      |
| 16. Total Direct Costs (add lines 1-15)  | 200.413  | \$ | 17,500.00                 |
| 17. Total indirect Costs   | 200.414  | \$ |                           |
| Rate %:  | <input type="text"/>   |    |                           |
| Base:  | <input type="text"/>   |    |                           |
| 18. Total Costs State Grant Funds<br>(Lines 16 and 17)<br><b>MUST EQUAL REVENUE TOTALS ABOVE</b> |  | \$ | <b>17,500.00</b>          |



### State of Illinois UNIFORM GRANT BUDGET TEMPLATE

|  |   |
|--|---|
| Organization Name: <u>Park District of Highland Park</u>                           | NOFO Number: <u>103-614</u>                               |
| Data Universal Number System (DUNS) Number (enter numbers only) : <u>074560814</u> | Fiscal Year: <u>FY20</u>                                  |
| Catalog of State Financial Assistance (CSFA) Number: <u>422-30-0103</u>            | CSFA Short Description: <u>Coastal Management Program</u> |

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

|   |  |
|---|--|
| <u>Park District of Highland Park</u><br>Institution/Organization Name:   | <u>Park District of Highland Park</u><br>Institution/Organization Name:  |
| <u>Director of Finance</u><br>Title (Chief Financial Officer or equivalent):  | <u>Interim Executive Director</u><br>Title (Executive Director or equivalent):   |
| <u>Annette Curtis</u><br>Printed Name (Chief Financial Officer or equivalent):  | <u>Kathy Donahue</u><br>Printed Name (Executive Director or equivalent):   |
| <br>Signature (Chief Financial Officer or equivalent): | <br>Signature (Executive Director or equivalent): |
| <u>May 7, 2019</u><br>Date of Execution (Chief Financial Officer):  | <u>5/8/19</u><br>Date of Execution (Executive Director):   |

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



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

FFATA Data Collection Form (if needed by agency)

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

Form with multiple sections: 4-digit extension if applicable; Sub-recipient DUNS; Sub-recipient Parent Company DUNS; Sub-recipient Name; Sub-recipient DBA Name; Sub-recipient Street Address; City, State, Zip-Code, Congressional District; Sub-recipient Principal Place of Performance; Contract Number, Award Amount, Project Period; State of Illinois Awarding Agency and Project Detail Description; Q1 and Q2 questions; and a table for top five officials.



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**1). Personnel (Salaries and Wages) (2 CFR 200.430)**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

| Name   | Position | Salary or Wage | Basis<br>(Yr./Mo./Hr.) | % of Time | Length of Time | Personnel Cost | Add/Delete<br>Row |
|--|----------|----------------|------------------------|-----------|----------------|----------------|-------------------|
|  |          |                |                        | %         |                |                | Add<br>Delete     |
| State Total  |          |                |                        |           |                |                |                   |
|  |          |                |                        | %         |                |                | Add<br>Delete     |
| NON-State Total  |          |                |                        |           |                |                |                   |
| Total Personnel  |          |                |                        |           |                |                |                   |
| Personnel Narrative (State):                                       |          |                |                        |           |                |                |                   |
| Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding") |          |                |                        |           |                |                |                   |



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**2). Fringe Benefits (2 CFR 200.431)**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

| Name                  | Position(s) | Base | Rate (%) | Fringe Benefit Cost | Add/Delete Rows |
|-----------------------|-------------|------|----------|---------------------|-----------------|
|                       |             |      | %        |                     | Add<br>Delete   |
| State Total           |             |      |          |                     |                 |
|                       |             |      | %        |                     | Add<br>Delete   |
| Non-State Total       |             |      |          |                     |                 |
| Total Fringe Benefits |             |      |          |                     |                 |

Fringe Benefits Narrative (State):

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



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

### 3). Travel (2 CFR 200.474)

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

| Purpose of Travel/Items | Location | Cost Rate | Basis | Quantity | Number of Trips | Travel Cost | Add/Delete Row |
|-------------------------|----------|-----------|-------|----------|-----------------|-------------|----------------|
|                         |          |           |       |          |                 |             | Add            |
|                         |          |           |       |          |                 |             | Delete         |
| State Total             |          |           |       |          |                 |             |                |
|                         |          |           |       |          |                 |             | Add            |
|                         |          |           |       |          |                 |             | Delete         |
| NON-State Total         |          |           |       |          |                 |             |                |
| Total Travel            |          |           |       |          |                 |             |                |

Travel Narrative (State):

Travel Narrative (Non-State): (i.e..e "Match" of "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**4). Equipment (2 CFR 200.439)**

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

| Item            | Quantity | Cost Per Item | Equipment Cost | Add/Delete Rows |
|-----------------|----------|---------------|----------------|-----------------|
|                 |          |               |                | Add             |
|                 |          |               |                | Delete          |
| State Total     |          |               |                |                 |
|                 |          |               |                | Add             |
|                 |          |               |                | Delete          |
| Non-State Total |          |               |                |                 |
| Total Equipment |          |               |                |                 |

Equipment Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**5). Supplies (2 CFR 200.94)**

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

| Item            | Quantity/Duration | Cost Per Item | Supplies Cost | Add/Delete Rows |
|-----------------|-------------------|---------------|---------------|-----------------|
|                 |                   |               |               | Add             |
|                 |                   |               |               | Delete          |
| State Total     |                   |               |               |                 |
|                 |                   |               |               | Add             |
|                 |                   |               |               | Delete          |
| Non-State Total |                   |               |               |                 |
| Total Supplies  |                   |               |               |                 |

Supplies Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**6). Contractual Services (2 CFR 200.318) & Subawards (200.92)**

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

**Please also note the differences between subaward, contract, and contractor (vendor):**

- 1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

| Item  | Contractual Services Cost | Add/Delete Rows |
|---|---------------------------|-----------------|
| Beach Management Planning: Engineering firm costs | \$17,500.00               | Add<br>Delete   |
| State Total                                       | \$17,500.00               |                 |
| Beach Management Planning: Engineering firm costs | \$17,500.00               | Add<br>Delete   |
|   |                           | Add<br>Delete   |
| Non-State Total                                   | \$17,500.00               |                 |
| Total Contractual Services                        | \$35,000.00               |                 |

**Contractual Services Narrative (State):**  
Fifty percent of the cost to enter into a contract with SmithGroup to develop practical, implementable and quantifiable strategies which address water quality, habitat retention and growth, and public safety and access for the Park District of Highland Park's four lakefront properties. This includes inventory of existing conditions, evaluation, development of management recommendations and strategies, review regulatory bodies, and implementation strategies.

**Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding")**  
Fifty percent of the cost enter into a contract with SmithGroup to develop practical, implementable and quantifiable strategies which address water quality, habitat retention and growth, and public safety and access for the Park District of Highland Park's four lakefront properties. This includes inventory of existing conditions, evaluation, development of management recommendations and strategies, review regulatory bodies, and implementation strategies.



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

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

**Consultant Services (Fees):** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

| Consultant Services (Fees)       | Services Provided | Fee | Basis | Quantity | Consultant Services (Fee) Cost | Add/Delete Row |
|----------------------------------|-------------------|-----|-------|----------|--------------------------------|----------------|
|                                  |                   |     |       |          |                                | Add<br>Delete  |
| State Total                      |                   |     |       |          |                                |                |
|                                  |                   |     |       |          |                                | Add<br>Delete  |
| NON-State Total                  |                   |     |       |          |                                |                |
| Total Consultant Services (Fees) |                   |     |       |          |                                |                |

Consultant Services Narrative (State):

Consultant Services Narrative (Non-State):

| Consultant Expenses - Items | Location | Cost Rate | Basis | Quantity | Number of Trips | Consultant Expenses Cost | Add/Delete Row |
|-----------------------------|----------|-----------|-------|----------|-----------------|--------------------------|----------------|
|                             |          |           |       |          |                 |                          | Add<br>Delete  |
| State Total                 |          |           |       |          |                 |                          |                |
|                             |          |           |       |          |                 |                          | Add<br>Delete  |
| NON-State Total             |          |           |       |          |                 |                          |                |
| Total Consultant Expenses   |          |           |       |          |                 |                          |                |

Consultant Expenses Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**8). Construction**

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

| Purpose | Description of Work | Construction Cost | Add/Delete Rows |
|---------|---------------------|-------------------|-----------------|
|         |                     |                   | Add             |
|         |                     |                   | Delete          |
|         | State Total         |                   |                 |
|         |                     |                   | Add             |
|         |                     |                   | Delete          |
|         | Non-State Total     |                   |                 |
|         | Total Construction  |                   |                 |

Construction Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**9). Occupancy - Rent and Utilities (2 CFR 200.465)**

List items and descriptions by major type and the basis of the computation. Explain how rental and utility expenses are allocated for distribution as an expense to the program/service. For example, provide the square footage and the cost per square foot rent and utility, and provide a monthly rental and utility cost and how many months to rent. **NOTE:** This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

| Description                          | Quantity | Basis | Cost | Length of Time | Occupancy Cost | Add/Delete Row |
|--------------------------------------|----------|-------|------|----------------|----------------|----------------|
|                                      |          |       |      |                |                | Add            |
|                                      |          |       |      |                |                | Delete         |
| State Total                          |          |       |      |                |                |                |
|                                      |          |       |      |                |                | Add            |
|                                      |          |       |      |                |                | Delete         |
| NON-State Total                      |          |       |      |                |                |                |
| Total Occupancy - Rent and Utilities |          |       |      |                |                |                |

Occupancy - Rent and Utilities Narrative (State):

Occupancy - Rent and Utilities Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**10). Research & Development (R&D) (2 CFR 200.87)**

**Definition:** All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Provide a description of the research and development project and an estimate of the costs. Consult with the program office before budgeting funds in this category.

| Purpose                               | Description of Work | Research and Development Cost | Add/Delete Rows |
|---------------------------------------|---------------------|-------------------------------|-----------------|
|                                       |                     |                               | Add<br>Delete   |
| <b>State Total</b>                    |                     |                               |                 |
|                                       |                     |                               | Add<br>Delete   |
| <b>Non-State Total</b>                |                     |                               |                 |
| <b>Total Research and Development</b> |                     |                               |                 |

Research and Development Narrative (State):

Research and Development Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**11). Telecommunications**

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to the program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

| Description              | Quantity | Basis | Cost | Length of Time | Telecommunications Cost | Add/Delete Row |
|--------------------------|----------|-------|------|----------------|-------------------------|----------------|
|                          |          |       |      |                |                         | Add            |
|                          |          |       |      |                |                         | Delete         |
| State Total              |          |       |      |                |                         |                |
|                          |          |       |      |                |                         | Add            |
|                          |          |       |      |                |                         | Delete         |
| NON-State Total          |          |       |      |                |                         |                |
| Total Telecommunications |          |       |      |                |                         |                |

Telecommunications Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**12). Training and Education (2 CFR 200.472)**

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

| Description                  | Quantity | Basis | Cost | Length of Time | Training and Education Cost | Add/Delete Row |
|------------------------------|----------|-------|------|----------------|-----------------------------|----------------|
|                              |          |       |      |                |                             | Add            |
|                              |          |       |      |                |                             | Delete         |
| State Total                  |          |       |      |                |                             |                |
|                              |          |       |      |                |                             | Add            |
|                              |          |       |      |                |                             | Delete         |
| NON-State Total              |          |       |      |                |                             |                |
| Total Training and Education |          |       |      |                |                             |                |

Training and Education Narrative (State):

Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**13). Direct Administrative Costs (2 CFR 200.413 (c))**

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

| Name                              | Position | Salary or Wage | Basis<br>(Yr./Mo./Hr.) | % of Time | Length of Time | Direct Administrative<br>Cost | Add/Delete<br>Row |
|-----------------------------------|----------|----------------|------------------------|-----------|----------------|-------------------------------|-------------------|
|                                   |          |                |                        | %         |                |                               | Add               |
|                                   |          |                |                        |           |                |                               | Delete            |
| State Total                       |          |                |                        |           |                |                               |                   |
|                                   |          |                |                        | %         |                |                               | Add               |
|                                   |          |                |                        |           |                |                               | Delete            |
| NON-State Total                   |          |                |                        |           |                |                               |                   |
| Total Direct Administrative Costs |          |                |                        |           |                |                               |                   |

Direct Administrative Costs Narrative (State):

Direct Administrative Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**14). Other or Miscellaneous Costs**

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g.. Printing, Memberships & subscriptions, recruiting costs, etc.)

| Description                        | Quantity | Basis | Cost | Length of Time | Other or Miscellaneous Cost | Add/Delete Row |
|------------------------------------|----------|-------|------|----------------|-----------------------------|----------------|
|                                    |          |       |      |                |                             | Add            |
|                                    |          |       |      |                |                             | Delete         |
| State Total                        |          |       |      |                |                             |                |
|                                    |          |       |      |                |                             | Add            |
|                                    |          |       |      |                |                             | Delete         |
| NON-State Total                    |          |       |      |                |                             |                |
| Total Other or Miscellaneous Costs |          |       |      |                |                             |                |

Other or Miscellaneous Costs Narrative (State):

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



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**15). GRANT EXCLUSIVE LINE ITEM**

Grant Exclusive Line Item Description: \_\_\_\_\_

Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program). (Note: Use columns within table as needed for the item being reported. Leave blank those columns that are not applicable. This table does NOT auto-calculate each line. You must enter the line totals. The table will auto-calculate the State, Non-State, and Total Grant Exclusive Line Item amounts based on your line entries. The State, Non-State and Total Grant Exclusive Line Item amounts will NOT carry forward to the Budget Narrative Summary table. You will have to enter the State and Non-State Totals for ALL Grant Exclusive Line Items in the Budget Narrative Summary table. Use the "Add New Grant Exclusive Line Item" button below to add additional tables as needed.)

| Description                     | Quantity | Basis | Cost | Length of Time | Grant Exclusive Line Item Cost | Add/Delete Row |
|---------------------------------|----------|-------|------|----------------|--------------------------------|----------------|
|                                 |          |       |      |                |                                | Add            |
|                                 |          |       |      |                |                                | Delete         |
| State Total                     |          |       |      |                |                                |                |
|                                 |          |       |      |                |                                | Add            |
|                                 |          |       |      |                |                                | Delete         |
| NON-State Total                 |          |       |      |                |                                |                |
| Total Grant Exclusive Line Item |          |       |      |                |                                |                |

Grant Exclusive Line Item Narrative (State):

Grant Exclusive Line Item Narrative (Non-State): (i.e. "Match" or "Other Funding")

|                                   |                                  |
|-----------------------------------|----------------------------------|
| Add New Grant Exclusive Line Item | Delete Grant Exclusive Line Item |
|-----------------------------------|----------------------------------|



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**16). Indirect Cost (2 CFR 200.414)**

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

| Description          | Base | Rate | Indirect Cost | Add/Delete Rows |
|----------------------|------|------|---------------|-----------------|
|                      |      |      |               | Add             |
|                      |      |      |               | Delete          |
| State Total          |      |      |               |                 |
|                      |      |      |               | Add             |
|                      |      |      |               | Delete          |
| Non-State Total      |      |      |               |                 |
| Total Indirect Costs |      |      |               |                 |

Indirect Costs Narrative (State):

Indirect Costs Narrative (Non-State):



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

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

| Budget Category                       | State       | Non-State   | Total       |
|---------------------------------------|-------------|-------------|-------------|
| 1. Personnel                          |             |             |             |
| 2. Fringe Benefits                    |             |             |             |
| 3. Travel                             |             |             |             |
| 4. Equipment                          |             |             |             |
| 5. Supplies                           |             |             |             |
| 6. Contractual Services               | \$17,500.00 | \$17,500.00 | \$35,000.00 |
| 7. Consultant (Professional Services) |             |             |             |
| 8. Construction                       |             |             |             |
| 9. Occupancy (Rent and Utilities)     |             |             |             |
| 10. Research and Development (R & D)  |             |             |             |
| 11. Telecommunications                |             |             |             |
| 12. Training and Education            |             |             |             |
| 13. Direct Administrative Costs       |             |             |             |
| 14. Other or Miscellaneous Costs      |             |             |             |
| 15. GRANT EXCLUSIVE LINE ITEM(S)      |             |             |             |
| 16. Indirect Costs                    |             |             |             |
| State Request                         | \$17,500.00 |             |             |
| Non-State Amount                      |             | \$17,500.00 |             |
| <b>TOTAL PROJECT COSTS</b>            |             |             | \$35,000.00 |



# State of Illinois UNIFORM GRANT BUDGET TEMPLATE

**For State Use Only**

Grantee: Park District of Highland Park Notice of Funding Opportunity (NOFO) Number: 103-614  
 Data Universal Number System (DUNS) Number (enter numbers only) : 074560814  
 Catalog of State Financial Assistance (CSFA) Number: 422-30-0103 CSFA Short Description: Coastal Management Program  
 Fiscal Year(s): FY18

Initial Budget Request Amount: \_\_\_\_\_  
 Prior Written Approval for Expense Line Item: \_\_\_\_\_  
 Statutory Limits or Restrictions: \_\_\_\_\_  
 Checklist: \_\_\_\_\_  
 Final Budget Amount Approved: \_\_\_\_\_

|                                       |  |      |
|---------------------------------------|--|------|
| Program Approval Name                 | Program Approval Signature                 | Date |
| Fiscal & Administrative Approval Name | Fiscal & Administrative Approval Signature | Date |

**Budget Revision Approved:** \_\_\_\_\_

|  |  |      |
|--|--|------|
| Program Approval Name                      | Program Approval Signature                 | Date |
| Fiscal & Administrative Approval Signature | Fiscal & Administrative Approval Signature | Date |

§200.308 Revision of budget and program plans

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

# Project Area Map

Project Title: Beach Management Plan for Park District of Highland Park's four public lakefront parks  
Applicant Name: Park District of Highland Park



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

EXHIBIT B DELIVERABLES OR MILESTONES

1)Grantee will provide \$19,000.00 in allowable non-federal contributions (cash or in-kind contributions; also called Match, Matching Funds, or Cost-Share Match) over the course of the grant

.2)Grantee will complete the following task outcomes during the grant period.

Task Outcomes: See attached. 3-Timelines and Tasks

### 3- Timeline of Tasks

**Instructions:** List key project tasks and outputs in chronological order. Indicate quarters when work will occur on each.

|     | <b>Task and Outputs</b>  | <b>Oct - Dec<br/>2019</b>           | <b>Jan - Mar<br/>2020</b>           | <b>Apr - Jun<br/>2020</b>           | <b>July- Sep<br/>2020</b>           | <b>Oct - Dec<br/>2020</b>           | <b>Jan - Mar<br/>2021</b>           |
|-----|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1)  | Related Planning Effort Integration + Public Input & Expert Interviews   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 2)  | Inventory of Existing Conditions: Beach Use, Land Use, Development and Zoning, Habitat, Sand Management, and Public Access & Parking               | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3)  | Evaluate Lake and Riverine Dynamics: Lake Levels, Waves, Winds, Sediment Transport Potential, Stormwater & Drainage                                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4)  | Evaluate Erosion Control & Management: Historical Shoreline Change, Future Erosion Potential, Erosion Control Alternatives Identification          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5)  | Review relevant requirements of Beach Management and Authorities: State and Local Authorities with Jurisdiction and Responsibilities               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 6)  | Develop Management Recommendations & Strategies: Upland (Signage, Access Improvements, Parking, Recreation, Facilities, Habitat, Drainage)         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7)  | Develop Management Recs & Strategies (cont): Water's Edge (Restoration & Stabilization, Maintenance, Water Quality Monitoring, Post Storm Cleanup) | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 8)  | Develop Management Recommendations & Strategies (cont): Offshore (Habitat Opportunities, Erosion Control Structures)                               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 9)  | Review of regulatory bodies: Identification and Future Positioning   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 10) | Implementation: Partnerships, Funding Mechanisms, Communication, Public Awareness and Education, Operations Schedule                               | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**EXHIBIT C**

**PAYMENT**

Enter specific terms of payment here:

Use the Small Grant Reimbursement Request Form to request reimbursement. Provide backup documentation,  
as described in Part I, Section 7.8 (b). Follow submission instructions in Part III, C.1

Forms are available for download at: <https://www.dnr.illinois.gov/cmp/Pages/Small-Grant-Recipients.aspx>

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**EXHIBIT D**

**CONTACT INFORMATION**

**CONTACT FOR NOTIFICATION:**

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

**GRANTOR CONTACT**

Name: Ania Bayers

Title: Natural Resources Manager

Address: Coastal Management Program, 160 N

LaSalle St, Suite S-703, Chicago IL 60601

Phone: 312-814-6384

TTY#: 217-782-9175

Fax#: 312-793-5968

E-mail Address: [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)

**GRANTEE CONTACT**

Name: Jeff Smith

Title: Assistant Director of Parks and Properties

Address: 636 Ridge Rd. Highland Park, IL

60035-4361

Phone: 847-579-3109

TTY #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-mail Address: [jsmith@pdhp.org](mailto:jsmith@pdhp.org)

Additional Information: \_\_\_\_\_

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

A fillable PDF of this form is available for download at <https://www.dnr.illinois.gov/cmp/Pages/Small-Grant-Recipients.aspx> or fillable online at <https://www.dnr.illinois.gov/cmp/Pages/SmallGrantReporting.aspx>

Follow submission instructions in Part III, C 1. to C.4.

Performance Metrics- **To avoid double-counting, only include data from this reporting period.**

1. Number of Acres restored as part of this grant: \_\_\_\_\_
2. Number of public access sites enhanced as part of this grant: \_\_\_\_\_
3. Number of people who received education or technical training through grant on the following topics.

|                                | <b>Education</b> | <b>Training</b> |
|--------------------------------|------------------|-----------------|
| Coastal Habitat:               | _____            | _____           |
| Coastal Hazards:               | _____            | _____           |
| Public Access:                 | _____            | _____           |
| Government Coordination:       | _____            | _____           |
| Coastal Dependent Uses:        | _____            | _____           |
| Coastal Community Development: | _____            | _____           |

4. Did this project accomplish any of the following this reporting period? If yes, specify the name of the municipality/ies where the project was completed. Only include actions that have been completed.

Reduce future damage from coastal storms: \_\_\_\_\_

Increase public awareness of coastal hazards such as storms or shoreline erosion: \_\_\_\_\_

Develop or update a sustainable development plan: \_\_\_\_\_

Develop or update a waterfront development plan: \_\_\_\_\_

Develop or update a runoff management plan: \_\_\_\_\_

Implement an on-the-ground sustainable development project: \_\_\_\_\_

Implement an on-the-ground waterfront development project: \_\_\_\_\_

Implement an on-the-ground runoff management project: \_\_\_\_\_

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

Not applicable.

**EXHIBIT G****SPECIFIC CONDITIONS**

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

The Grantor reviewed the risk posed by the Grantee.

1. The following additional award conditions apply to this grant:
  - a. When requested by Grantor, Grantee shall submit a signed and dated letter that lists and briefly describes the following: 1) new grant management systems, policies, procedures, and controls that have been put in place; 2) grant management trainings attended; and 3) grant management technical assistance received. If Grantee has more than one active grant with Grantor, a single letter shall cover all grants.
  - b. Reimbursement requests are subject to periodic desk reviews of the budget and actual expenses to ensure that costs are compliant with Cost Principles (2 CFR 200.400).
  - c. When requested by Grantor, Grantee shall submit a signed and dated letter that lists and briefly describes policies, procedures, and controls that have been put in place to address this deficiency.
2. The reasons for the risk level:
  - a. Risk Assessment showed that the Grantee is lacking management systems and written policies and procedures for multiple aspects of grants management including but not limited to quality assurance; outcome tracking; documentation of services/goods delivered; safeguarding funds, property and other assets; and management of grant term extensions.
  - b. Risk Assessment showed an increased likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees' duties, also decreases the likelihood of employees or clients reporting fraud, waste and abuse. Grantee does not have a robust fraud awareness program.
  - c. Risk Assessment showed an increased likelihood of unallowable costs or services, audit findings and questioned costs that would be required to be returned to the state and federal government.
  - d. Grantee only requires training on cost principles and allowability of costs for fiscal staff.
  - e. Risk assessment indicates that the grantee organization does not have procurement policies compliant with 2 CFR 200.310-316.
  - f. Risk assessment indicates that the grantee organization does not have property standards compliant with 2 CFR 200.310-316.
  - g. Risk Assessment indicates that grantee organization's policies and procedures do not include adequate board or governing body oversight, intended to reduce the potential for fraud, waste and abuse.
3. The following action(s) are needed to remove the additional award conditions.
  - a. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

b. Grantee must implement a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation. This program must be compliant with the Illinois Whistleblower Act (740 ILCS 174/).

c. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

d. Grantee must train all staff with grant administration duties on Cost Principles and allowability of costs (2 CFR 200.400).

e. Grantee must implement written procurement policies that meet the minimum requirements under 2 CFR 200.317-326.

f. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

30) The governing body or board should be aware of all significant personnel issues.

D. If applicable, additional award conditions will be removed promptly once documentation is received demonstrating that the conditions that prompted them have been corrected.

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

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

For this Agreement, the National Oceanic and Atmospheric Administration (NOAA) is the Federal awarding agency, as they awarded this financial assistance agreement to Grantor. The Grantor is the pass-through entity, Grantor's awarding official is listed in Exhibit D and can be contacted at [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov). Grantee is the subaward recipient.

### **Administrative Conditions**

#### **1. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

If a no cost time extension is necessary to extend the period of availability of funds (budget period), the Grantee must submit a written request to the Grantor, including a justification as to why additional time is needed, revised timelines and milestones, and an estimated date of completion, to Grantor prior to the budget/project period expiration dates. The extension request should be submitted to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) at least 90 days before the project expiration date.

#### **2. GENERAL TERMS AND CONDITIONS**

The Grantee agrees to comply with the current Department of Commerce Financial Assistance Standard Terms and Conditions available at:

[http://www.osec.doc.gov/oam/grants\\_management/policy/documents/DOC\\_Standard\\_Terms\\_12\\_26\\_2014.pdf](http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_12_26_2014.pdf)

and NOAA Standard Award Conditions available at:

[http://www.habitat.noaa.gov/partners/toolkits/ffo/NOAA\\_Standard\\_Award\\_Conditions\\_2012.pdf](http://www.habitat.noaa.gov/partners/toolkits/ffo/NOAA_Standard_Award_Conditions_2012.pdf). These terms

and conditions are in addition to the assurances and certifications made as part of the award and the terms, conditions or restrictions cited throughout the award.

#### **3. OTHER FEDERAL AWARDS WITH SIMILAR PROGRAMMATIC ACTIVITIES**

The Grantee shall immediately provide written notification to the Department in the event that, subsequent to receipt of this award, other financial assistance is received to support or fund any portion of the scope of work incorporated into this award. The Department will not pay for costs that are funded by other sources.

#### **4. PROHIBITION AGAINST ASSIGNMENT BY THE NON-FEDERAL ENTITY**

The Grantee shall not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the express written approval of the Department and NOAA.

#### **5. DISCLAIMER PROVISIONS**

**a.** The United States expressly disclaims any and all responsibility or liability to the Grantee or third persons for the actions of the Grantee or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any subaward, contract, or subcontract under this award.

**b.** The acceptance of this award or any subaward by the Grantee does not in any way constitute an agency relationship between the United States and the Grantee.

#### **6. NON-FEDERAL SHARE/ MATCH**

The non-Federal share (also called Match), whether in cash or in-kind, is to be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the Department based on sufficient

documentation demonstrating previously determined plans for, or later commitment of, cash or in-kind contributions. In any case, the Grantee must meet its cost share commitment over the life of the award; failure to do so may result in the assignment of special award conditions or other further action.

#### **7. COMPETITION AND CODES OF CONDUCT FOR SUBAWARDS**

**a.** The Grantee must be alert to organizational conflicts of interest as well as other practices among subrecipients that may restrict or eliminate competition.

**b.** The Grantee shall maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of subawards. No employee, officer, or agent shall participate in the selection, award, or administration of a subaward supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization in which he/she serves as an officer or which employs or is about to employ any of the parties mentioned in this section, has a financial interest or other interest in the organization selected or to be selected for a subaward. The officers, employees, and agents of the Grantee shall neither solicit nor accept anything of monetary value from subrecipients. However, the Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**c.** A financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a subaward. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice. It could also result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field.

#### **8. APPLICABILITY OF PROVISIONS TO SUBAWARDS, CONTRACTS, AND SUBCONTRACTS**

**a.** The Grantee shall include the following notice in each request for applications or bids for a subaward, contract, or subcontract, as applicable:

*Applicants/bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a DOC official) are subject to Subpart C of 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)." In addition, applicants/bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to 15 C.F.R. Part 28, "New Restrictions on Lobbying." Applicants/bidders should familiarize themselves with these provisions, including the certification requirement. Therefore, applications for a lower tier covered transaction must include a Form CD-512, "Certification Regarding Lobbying--Lower Tier Covered Transactions," completed without modification.*

**b. Required subaward and contract provisions:**

**i.** The Grantee shall include a term or condition in all lower tier covered transactions (subawards, contracts, and subcontracts), that the award is subject to Subpart C of 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)."

**ii.** The Grantee shall include a statement in all lower tier covered transactions (subawards, contracts, and subcontracts) exceeding \$100,000 in Federal funds, that the subaward, contract,

or subcontract is subject to 31 U.S.C § 1352, as implemented at 15 C.F.R. Part 28, “New Restrictions on Lobbying.” The Grantee shall further require the subrecipient, contractor, or subcontractor to submit a completed “Disclosure of Lobbying Activities” (Form SF-LLL) regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 15 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Form SF-LLL shall be submitted from tier to tier until received by the recipient. The recipient must submit all disclosure forms received, including those that report lobbying activity on its own behalf, to the Grants Officer within 30 days following the end of the calendar quarter.

## 9. ADDITIONAL FEDERAL STATUTORY REQUIREMENTS

### a. Additional Nondiscrimination Statutory Provisions

- i. Title IX of the Education Amendments of 1972 (20 USC1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- ii. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), Grantee must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
  - A. Parts II and III of E.O. 11246, “Equal Employment Opportunity,” (30 FR 12319, 1965), 2F3 which requires Federally assisted construction contracts to include the nondiscrimination provisions of §§ 202 and 203 of E.O. 11246 and Department of Labor regulations implementing E.O. 11246 (41 C.F.R. § 60-1.4(b), 1991).
  - B. E.O. 13166 (65 FR 50121, 2000), “Improving Access to Services for Persons With Limited English Proficiency,” requiring Federal agencies to examine the services provided, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Department of Commerce issued policy guidance on March 24, 2003 (68 FR 14180) to articulate the Title VI prohibition against national origin discrimination affecting LEP persons and to help ensure that non-Federal entities provide meaningful access to their LEP applicants and beneficiaries.

## 10. ADDITIONAL ENVIRONMENTAL AND NATURAL RESOURCES CONSERVATION REQUIREMENTS

### a. Federal environmental and natural resources conservation statutes and authorities:

- i. **The National Environmental Policy Act (42 U.S.C. §§ 4321 *et seq.*).** Non-Federal entities are required to identify to the awarding agency any impact an award will have on the quality of the human environment, and assist the agency in complying with NEPA. Non-Federal entities may also be requested to assist DOC in drafting an environmental assessment or environmental impact statement if DOC determines such documentation is required.
- ii. **The National Historic Preservation Act (16 U.S.C. §§ 470 *et seq.*).** Non-Federal entities are required to identify to the awarding agency any effects the award may have on properties included on or eligible for inclusion on the National Register of Historic Places. Non-Federal entities may also be requested to assist DOC in consulting with State or Tribal Historic

reservation Officers or other applicable interested parties necessary to identify, assess, and resolve adverse effects to historic properties.

- iii. **Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”).** Non-Federal entities must identify proposed actions in Federally defined floodplains and wetlands to enable DOC to make a determination whether there is an alternative to minimize any potential harm.
  - iv. **Clean Air Act.** Non-Federal entities must comply with the provisions of the Clean Air Act (42 U.S.C. §§ 7401 *et seq.*), Clean Water Act (33 U.S.C. §§ 1251 *et seq.*), and E.O. 11738 (38 FR 25161, 1973) (“Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans”), and shall not use a facility on the Environmental Protection Agency’s (EPA) List of Violating Facilities.
  - v. **The Flood Disaster Protection Act (42 U.S.C. §§ 4002 *et seq.*).** Flood insurance, when available, is required for Federally-assisted construction or acquisition in flood-prone areas.
  - vi. **The Endangered Species Act (16 U.S.C. §§ 1531 *et seq.*).** Non-Federal entities must identify any impact or activities that may involve a threatened or endangered species.
  - vii. **The Coastal Zone Management Act (16 U.S.C. §§ 1451 *et seq.*).** Funded projects must be consistent with a coastal State’s approved management program for the coastal zone.
  - viii. **The Coastal Barriers Resources Act (16 U.S.C. §§ 3501 *et seq.*).** Only in certain circumstances can Federal funding be provided for actions within a Coastal Barrier System.
  - ix. **The Wild and Scenic Rivers Act (16 U.S.C. §§ 1271 *et seq.*).** This Act applies to awards that may affect existing or proposed components of the National Wild and Scenic Rivers system.
  - x. **The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. §§ 300f *et seq.*).** This Act precludes Federal assistance for any project that the EPA determines may contaminate a sole source aquifer so as to threaten public health.
  - xi. **The Resource Conservation and Recovery Act (42 U.S.C. §§ 6901 *et seq.*).** This Act regulates the generation, transportation, treatment, and disposal of hazardous wastes, and also provides that non-Federal entities give preference in their procurement programs to the purchase of recycled products pursuant to EPA guidelines.
  - xii. **The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, commonly known as Superfund) (42 U.S.C. §§ 9601 *et seq.*) and the Community Environmental Response Facilitation Act (42 U.S.C. § 9601 note *et seq.*).** These requirements address responsibilities related to hazardous substance releases, threatened releases and environmental cleanup. There are also reporting and community involvement requirements designed to ensure disclosure of the release or disposal of regulated substances and cleanup of hazards to state and local emergency responders.
  - xiii. **Executive Order 12898 (“Environmental Justice in Minority Populations and Low Income Populations”).** Federal agencies are required to identify and address the disproportionately high and adverse human health or environmental effects of Federal programs, policies, and activities on low income and minority populations.
- b. **State of Illinois natural resources conservation statutes:**
- i. **Illinois Department of Natural Resources (Conservation Law), 20 ILCS 805** – to accept, receive, expend and administer, including by grant, agreement, or contract, those funds that are made available to the Department from the federal government...in the exercise of its statutory powers and duties and to adopt and enforce rules and regulations necessary to the performance of its statutory duties.
  - ii. **Illinois Interagency Wetland Policy Act of 1989, 20 ILCS 830** – to preserve, enhance, and create wetlands where possible and avoid adverse impacts to wetlands and to increase the quality and

quantity of State’s wetland resources base to promote no overall net loss of the State’s existing wetlands acres or their functional value due to State supported activities.

- iii. **Illinois State Parks Act, 20 ILCS 835** – for care, control, supervision and managing all lands and State parks acquired by the State.
- iv. **Illinois State Park Designation Act, 20 ILCS 840** – for designating certain state areas as state parks, memorials, parkways, boating access areas, recreational areas and conservation areas.
- v. **Illinois Wild and Scenic River Area Act, 10 ILCS 855** – to cooperate with appropriate federal agencies including U.S. Departments of the Interior and Agriculture, in accordance with the provision of the federal Wild and Scenic Rivers Act, 16 U.S.C. Sec 1271 et seq., and to develop a comprehensive state wide outdoor recreational plan for financial assistance under the federal Land and Water Conservation Fund Act of 1965, 16 U.S.C. Sec. 4601 et seq.
- vi. **Illinois Outdoor Recreation Resources Act, 20 ILCS 860** – to participate with Federal assistance programs for the development and planning of outdoor recreation resources and for the acquisition of lands and waters, historically significant properties, and interests therein.
- vii. **Recreational Trails Act of Illinois, 20 ILCS 862** – to develop a comprehensive recreational trails program for the State to promote recreation and conservation.
- viii. **Illinois Conservation Foundation Act, 20 ILCS 880** – to promote, support, assist, and encourage charitable, education, scientific and recreational programs, projects and policies of the Illinois Department of Natural Resources.
- ix. **Illinois Historic Preservation Act, 20 ILCS 341** – to maximize the preservation of historic resources through active use for such historic resources, dissemination of information, providing technical assistance, interpretive programs, and other assistance to person involved in preservation activities.
- x. **Illinois Forest Fire Protection District Act, 425 ILCS 40** – to create and maintain an intensive forest fire protection district system within the State for the purpose of regulating the burning of combustible materials on forest, marsh, field, cutover or other public lands within the State.
- xi. **Illinois Prescribed Burning Act, 525 ILCS 37** – to conduct prescribed burns of forest, grasslands, and wetlands in the State to reduce and control naturally occurring vegetation fuels and to promote ecological, forest, wetland, wildlife management and grassland management programs.
- xii. **Illinois Fish and Aquatic Code, 515 ILCS 5** – to take all measure necessary for the conservation, distribution, introduction, and restoration of aquatic life within the State, any adjoining interstate and any international waters.
- xiii. **Illinois Wildlife Code, 520 ILCS 5** - to manage wildlife and regulate the taking of wildlife in order to provide public recreation and controlling wildlife populations within the State in conjunction with the Illinois Criminal Code, 720 ILCS 5/48 - Animals.
- xiv. **Illinois Endangered Species Protection Act, 520 ILCS 10** – to prohibit the possession, taking, disposal, or transport of specimens or products of animals of plants of species in danger of extinction and statewide extirpation.
- xv. **Illinois Natural Areas Preservation Act, 525 ILCS 30** – to preserve and protect all areas within the State that are expressly designate by law for preservation in their natural condition as value for scientific research, teaching, habitats for rare and vanishing species, historic and natural interest, scenic beauty, natural museums of native landscapes, and contribution to the general environmental quality of the State for the people of present and future generations.

**11. Criminal and Prohibited Activities.** The Copeland “Anti-Kickback” Act (18 U.S.C. § 874), prohibits a person or organization engaged in a Federally-supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract. The Copeland “Anti-Kickback” Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145.

**12. Foreign Travel.** Each Grantee shall comply with the provisions of the Fly America Act (49 U.S.C. § 40118). The implementing regulations of the Fly America Act are found at 41 C.F.R. §§ 301-10.131 through 301-10.143.

**13. Increasing Seat Belt Use in the United States.** Pursuant to E.O. 13043 (62 FR 19217, 1997), non-Federal entities should encourage employees and contractors to enforce on-the-job seat belt policies and programs when operating company-owned, rented, or personally owned vehicles.

**14. Research Involving Human Subjects.** All proposed research involving human subjects must be conducted in accordance with 15 C.F.R. Part 27, "Protection of Human Subjects." No research involving human subjects is permitted under this award unless expressly authorized by special award condition, or otherwise in writing by IDNR and the NOAA Grants Officer.

**15. Federal Employee Expenses.** Federal agencies are generally barred from accepting funds from a Grantee to pay transportation, travel, or other expenses for any Federal employee. Use of award funds (Federal or non-Federal) or the Grantee's provision of in-kind goods or services, for the purposes of transportation, travel, or any other expenses for any Federal employee may raise appropriation augmentation issues. In addition, DOC policy prohibits the acceptance of gifts, including travel payments for Federal employees, from non-Federal entities or applicants regardless of the source.

**16. Minority Serving Institutions Initiative**

Pursuant to E.O.s 13555 ("White House Initiative on Educational Excellence for Hispanics") (75 FR 65417, 2010), 13592 ("Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities") (76 FR 76603, 2011), and 13532 ("Promoting Excellence, Innovation, and Sustainability at Historically Black Colleges and Universities") (75 FR 9749, 2010), the Department of Commerce is strongly committed to broadening the participation of minority serving institutions (MSIs) in its financial assistance programs. DOC's goals include achieving full participation of MSIs in order to advance the development of human potential, strengthen the Nation's capacity to provide high-quality education, and increase opportunities for MSIs to participate in and benefit from Federal financial assistance programs. DOC encourages all applicants and non-Federal entities to include meaningful participation of MSIs. Institutions eligible to be considered MSIs are listed on the Department of Education website.

**17. Research Misconduct.** The DOC adopts, and applies to financial assistance awards for research, the "Federal Policy on Research Misconduct" (Federal Policy) issued by the Executive Office of the President's Office of Science and Technology Policy on December 6, 2000 (65 FR 76260).

**18. The Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7104(g)), as amended, and the implementing regulations at 2 C.F.R. Part 175.** The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal Government, if any Grantee engages in certain activities related to trafficking in persons. The Department of Commerce incorporates the following award term required by 2 C.F.R. § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf>

**19. Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown**

This term sets forth initial guidance that will be implemented for Federal assistance awards in the event of a lapse in appropriations, or a government shutdown. The Grants Officer may issue further guidance prior to an anticipated shutdown.

- a. Unless there is an actual rescission of funds for specific grant obligations, non-Federal entities under Federal financial assistance awards for which funds have been obligated generally will be able to continue

to perform and incur allowable expenses under the award during a funding hiatus. Non-Federal entities are advised that ongoing activities by Federal employees involved in grant administration (including payment processing) or similar operational and administrative work cannot continue when there is a funding lapse. Therefore, there may be delays, including payment processing delays, in the event of a shutdown

**PART THREE – THE PROJECT-SPECIFIC TERMS**

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

**PART THREE – THE PROJECT-SPECIFIC TERMS**

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

**A. General Programmatic Conditions**

**1. PILOT PROGRAM FOR ENHANCEMENT OF EMPLOYEE WHISTLEBLOWER PROTECTIONS**

The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. No. 112-239, enacted January 2, 2013 and codified at 41 U.S.C. § 4712) includes a pilot program of whistleblower protection. It applies to all DOC awards, subawards, or contracts under awards issued beginning July 1, 2013 through January 1, 2017. The following term implements that law:

In accordance with 41 U.S.C. § 4712, an employee of a non-Federal entity or contractor under a Federal award or subaward may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward. These persons or bodies include:

- a) A Member of Congress or a representative of a committee of Congress.
- b) An Inspector General.
- c) The Government Accountability Office.
- d) A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e) An authorized official of the Department of Justice or other law enforcement agency.
- f) A court or grand jury.
- g) A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Non-Federal entities and contractors under Federal awards and subawards shall inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

**2. SIGNAGE**

For all on-the-ground projects and for those educational projects that include permanent signs, grantees must identify the project and acknowledge this grant on at least one sign located near or at the entrance to the project site as set out in the **Manual for Grantees** (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>)

### **3. Publications, Videos, and Acknowledgment of Sponsorship**

- a. Publication of results or findings in appropriate professional journals and production of video or other media is encouraged as an important method of recording, reporting and otherwise disseminating information and expanding public access to federally-funded projects (e.g., scientific research).
- b. Grantees may be required to submit a copy of any publication materials, including but not limited to print, recorded, or Internet materials, to the funding agency.
- c. All publications, written documents, news articles, TV and radio releases, interviews, websites and personal presentations that relate to this project must credit the Department and the National Oceanic and Atmospheric Administration (NOAA), as set out in the **Manual for Grantees** (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>).

### **B. Subaward Specific Rules**

Grantee is a subaward recipient and is subject to the following rules:

#### **1. RISK LEVEL & ADDITIONAL REQUIREMENTS**

Pursuant to 2 CFR 200.207, the Department conducted a risk assessment to determine Grantee's risk level. Grantee's individual risk level and any additional conditions are included in this Agreement at Attachment H. At any time during or before the term of this Agreement, the Department may impose additional requirements under 2 CFR 200.207 that reflect the Department's assessment of the subrecipient's risk of noncompliance with Federal statutes, regulation and the terms and conditions of the subaward based on the factors described at 2 CFR 200.331(b).

- a. Risk factors may include:
  - i. Prior experience with same or similar subawards;
  - ii. Results of previous audits;
  - iii. Whether new or substantially changes personnel or systems, and;
  - iv. Extent and results of Federal awarding agency or the Department's monitoring
- b. Examples of additional requirements authorized by 2 CFR 200.207 include:
  - i. Requiring payments as reimbursements rather than advanced payments;
  - ii. Withholding authority to proceed in the next phase until receipt of the evidence of acceptable performance within a given period of performance;
  - iii. Requiring additional, more detailed financial reports;
  - iv. Requiring additional project monitoring;
  - v. Requiring the non-Federal entity to obtain technical or management assistance, and;

- vi. Establishing additional prior approvals.

## 2. ACCESS TO RECORDS

In addition to other record access requirements in this Agreement, the Grantee must provide access to subaward records so that the Department and Federal auditors may verify compliance with 2 CFR 200.311 as well as 2 CFR Part 200, Subpart D, Post Federal Award Requirements for Financial and Program Management, and 2 CFR Part 200, Subpart F, Audit Requirements. Examples of records include but are not limited to:

- a. Subrecipient financial statements and reports;
- b. Programmatic reports including information on environmental results; and
- c. Audit findings.

## **C. Reporting Requirements**

### **1. REPORT SUBMISSION INSTRUCTIONS**

Grantee must submit reports via email to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) unless otherwise instructed. Physical copies of final report materials must be sent to the following address:

Illinois Department of Natural Resources  
 Coastal Management Program  
 160 N. LaSalle, S-703  
 Chicago, IL 60601  
 Attn: Coastal Grants Program

**PHONE:** 312-814-1405

**EMAIL:** [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)

**WEBSITE:** <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>

### **2. FEDERAL EQUIPMENT REPORT**

A Federal Equipment Report Form (which must be completed on the Federal Equipment Report form available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>) is due 60 days following the end of the grant term, for all grants that include the purchase of equipment. The Federal Equipment Report will include a description of the item purchased, the model number, serial number, date of purchase, purchase price, current location and the name and telephone number of the individual responsible for each equipment item purchased. Upon request of the Department, the Grantee will make available for inspection by the Department all equipment purchased with funds from this grant.

### **3. PERIODIC PERFORMANCE REPORTS**

The Periodic Performance Reports (See Part I, Article 14.1) are due no later than thirty days after each quarter unless a different schedule is specified in Exhibit H. If a listed due date falls on a state holiday, federal holiday, or weekend, the report due date moves to the first business day after the listed due date. The Periodic Performance Report must be completed on the Periodic Performance Report form available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>)

January 30th for the period of October 1 – December 31

April 30th for the period of January 1 – March 31

July 30th for the period of April 1 – June 30

October 30th for the period of July 1 – September 30

#### 4. CLOSE OUT REPORTS AND CLOSEOUT PACKAGES

The Close Out Report, as outlined in Part I, Article 14, is due 60 days following the end of the grant term and must include:

- Periodic Performance Report for the final quarter
- Project Summary Narrative* - This narrative should summarize all work completed as part of this grant-funded project and must include the following:
  - o Project Title, Grant Number, and Date you are submitting your report
  - o Description of the project scope
  - o Discussion of any special considerations or problems encountered, and how they were overcome
  - o Results and outcomes of your project
  - o Quotes or anecdotes from project participants, public officials, or public meeting attendees
  - o Next steps and future use of project results.
  - o Brief description for any publications, reports, and datasets and dissemination methods.
  - o Link(s) to any websites or social media profiles created as part of your project.
- Photos*
- Electronic and hard copies of all final products*

Closeout reports are one component of the Closeout Package, which must also include

- Periodic Reimbursement Request for the final quarter
- For Habitat Projects: .kmz or shapefile of treated or restored areas
- Remaining Grant Funds Acknowledgement Form* if applicable
- Annual Financial Report* if applicable
- Federal Equipment Report* if applicable

Submission instructions are provided in the Manual for Grantees available at (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>).

#### 5. REIMBURSEMENT REQUESTS

**a.** Grantee shall submit Billings and Periodic Financial Reports (see Part I, Article 4.7 and Article 13.1) using the Periodic Reimbursement Request Form (available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>). Grantee shall file reports quarterly on the same schedule as Periodic Performance Reports unless a different schedule is specified in Exhibit H, along with copies of all source documentation that provides evidence of expenditures (see Part I, Article 7.8 (b)). Grantee has thirty (30) days after the end of the reporting period in which to submit the request (see Part I, Article 4.7).

**b.** At the termination of the grant, if there are unspent funds, Grantee shall notify the Department in writing that the entirety of the grant was not spent and the amount of funds remaining and must acknowledge that these funds will not be available for reimbursement in the future. Grantee must use the *Remaining Grant Funds Acknowledgement Form*, available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>



# Memorandum

To: Park Board of Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: January 14, 2020

**Subject: Community Park Project Update**

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Park District Staff will provide a progress update to the Park Board of Commissioners on the Community Park Project. Recent accomplishments include restoration in the Highland Park Woods corridor, repair of culverts on the site and award of the IEPA 319 Grant funds for Shoreline Restoration on the North Pond.

Staff continues to work with the Lake County Forest Preserve District (LCFPD) and City of Highland Park on terms associated with the required Intergovernmental Agreement (IGA). Following a mid-November meeting, LCFPD staff committed to send revised IGA documents, and we expect to receive these the week of January 13. Park District staff submitted an updated Master Plan to LCFPD which includes the IEPA grant work.

Construction documents are largely finalized. Staff expects to submit these to Lake County Stormwater Management Commission (SMC) and the City of Highland Park for Watershed Development Ordinance permitting this month.

The Park District's application for IDNR's **Recreational Trails Program** has been forwarded to the U.S. Department of Transportation Federal Highway Administration for consideration. This is a key step toward approval of funding for trail amenities including a restroom, additional signage, trail markers, and a traffic circle to enhance pedestrian/bike flow around the nature maze. The total amount of that portion of the project is \$72,300 with requested grant funds of \$57,500.

The grant announcement for **OSLAD** funding is expected soon, but final agreements are not expected to be completed until Spring 2020. Our application is for \$400,000 for trail work, park amenities, and landscaping.

Staff is preparing bid documents for construction. However, if awarded either of the grants from IDNR, the project could not be bid until the grant agreement(s) are signed.



# Memorandum

**To:** Park Board of Commissioners

**From:** Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** **Platform Tennis Update**

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Following the Park Board's direction to continue to explore the most cost-effective location for platform tennis, staff have solicited a proposal for further cost estimating from engineering firm Gewalt Hamilton and Associates. Staff will review the cost proposal to identify the ideal location for platform tennis and to develop preliminary concept plans and cost estimates.



# Memorandum

**To:** Park Board of Commissioners

**From:** Mari-Lynn Peters, Director of Finance; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** **Solar Panel Project Update**

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Staff continues to investigate the feasibility of installing solar panels at Park District facilities. As part of this process, meetings have been held with Alternative Utility Service and Eco-Solar regarding lease options. Staff has also worked with Windfree Solar to explore purchase options. In addition, grant funding opportunities have been explored and staff has reached out to the Park District of Oak Park to discuss their successful solar projects.

Staff is considering the installation of solar panels at Deer Creek Racquet Club shortly after the roof replacement which is scheduled for early Fall 2020. Installation on the Parks Operations and Golf Operations Building are also being considered.

Staff will provide an update to the Park Board of Commissioners on preliminary research and next steps which include finalizing an internal feasibility study, evaluating appropriate sites, and making a recommendation on a lease versus purchase option. Staff plan to share a summary of findings and discuss funding options with the Finance Committee in February before making a final recommendation to the Park Board.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director  
**Date:** January 14, 2020  
**Subject:** **Hidden Creek AquaPark Pool Filtration System Project Update**

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## **Background**

The water filtration system at Hidden Creek Aqua Park (HCAP) has been servicing the pool for 22 seasons. The recent performance of the filters, along with an inspection of the internal filtration system indicates that the system is nearing the end of its useful life. As a result, staff has been planning for a replacement of the current sand filtration system, circulation pumps, and valves as well as reworking and upgrading the system controller.

## **Summary**

A goal in the replacement of the current system is to install a system that provides the most up to date technologies, delivering the cleanest and safest water possible. Additionally, staff is seeking a system that provides sustainability improvements through energy efficiency, reduction of chemical usage and water loss through filtration. Staff recently contracted an engineering and design firm, WT Group, to develop our desired specifications for this commercial pool filtration system.

Staff will discuss with the Park Board of Commissioners the benefits of a regenerative filtration system versus a sand filtration system. Currently, there are two major manufacturers of the equipment supporting a regenerative filtration system, Neptune Benson and Paddock Industries. The Paddock Filtrex regenerative filtration system utilizes a stainless-steel construction, which is recommended by WT Group versus the Neptune carbon lined steel construction. In addition, the Paddock Filtrex system is compatible with our current controller system, which means the controller will only require an upgrade versus a full replacement.

## **Financial Impact**

The local supplier of the Paddock Filtrex system, Halogen Supply Company, provided a proposal quote of \$235,000. Since the equipment is only available through Halogen Supply Company, approval will be requested through a Sole Source purchase. The budgeted project expense in the 2020 Capital Budget is \$425,000. In addition to the replacement of the water filtration system, the replacement of circulation

pumps was anticipated and budgeted in the 5 Year Capital Plan for Fiscal Year 2022. However, after the engineering and design work by WT Engineering, it was determined that the pump replacement in conjunction with the filter replacement is required. Below is a breakdown of projected project expenses.

|   |                  |
|---|------------------|
| <b>Project Budget</b>                   | <b>\$425,000</b> |
| Engineering                             | (\$18,500)       |
| Equipment (including circulation pumps) | (\$235,000)      |
| Estimated Installation                  | (\$220,000)      |
| Total Estimated Project Expenses        | (\$473,500)      |
| <b>Project Over/Under</b>               | <b>(48,500)</b>  |

**Timeline**

|                                  |   |
|----------------------------------|---|
| <b>January 28, 2020</b>          | Approval by Board of Commissioners for equipment purchase     |
| <b>February 2020</b>             | Construction documents, bid development, IDPH permitting      |
| <b>March 31, 2020</b>            | Approval by Board of Commissioners for equipment installation |
| <b>April 2020</b>                | Demolition and installation                                   |
| <b>May 2020</b>                  | System testing and Hidden Creek opening preparations          |
| <b>May 23<sup>rd</sup>, 2020</b> | Hidden Creek Aqua Park Opening day                            |

**Recommendation**

Staff will recommend at the January 28 Regular Park Board Meeting approval to purchase the Paddock Filtrex system by Sole Source.



# Memorandum

**To:** Park Board of Commissioners

**From:** Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** **2019 GreenPrint Review**

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The 2019 GreenPrint Review evaluates changes in the community and recommends an amendment to the capital development initiatives outlined in Park District's master plan, GreenPrint 2024, which was approved by the Park Board in 2015.

GreenPrint 2024 recommends ongoing Park Board evaluation of the identified priority projects, including capital development initiatives, recognizing that fiscal and economic conditions may require adjustment to the suggested priorities and associated timelines. It further clarifies that the GreenPrint 2024 master plan is a living document, and as civic, economic, demographic conditions change, the plan should be flexible to allow the Board the ability to adjust the course of its plan to accommodate what is best for the community.

In Spring 2019 the District conducted a community-wide attitude and interest survey. This statically valid survey, nearing the half-way point in the master plan, presented an optimal opportunity to review GreenPrint 2024 priority projects.

Staff will provide an overview of the GreenPrint 2024 Review process and present proposed amendments to the plan.



# Memorandum

**To:** Park Board of Commissioners

**From:** Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** January 14, 2020

**Subject:** **Resolution to Amend the Fiscal Year 2020 Operating Budget**

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During preparation for the Park District's bond issuance, it was determined that the budgeted bond proceeds of \$7,100,000 were allocated to the Debt Service Fund and should have been budgeted for in the Capital Fund. As a result, staff recommends an amendment to the 2020 operating budget, to move the \$7,100,000 budgeted bond proceeds from the Debt Service Fund to the Capital Fund. Furthermore, staff will recommend from the Park Board of Commissioners at the January 28, Regular Meeting, approval of a resolution amending the fiscal year 2020 operating budget. After this Resolution is executed, the Resolution shall be filed in the permanent records of the District.



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator  
Mari-Lynn Peters - Finance Director  
Brian Romes - Executive Director

Date: January 14, 2020

Subject: Bills presented for the Board's review on January 14, 2020.  
Checks written December 5, 2019 to January 9, 2020 .

**BILLS**

| <b><u>DATE</u></b> | <b><u>AMOUNT</u></b>   |
|--------------------|------------------------|
| December 12, 2019  | \$ 6,311.31            |
| January 1, 2020    | \$ 4,327.14            |
| January 9, 2020    | \$ 584,427.58          |
| Void Payments      | \$ (7,248.00)          |
| Bank Drafts        | \$ 2,868,994.56        |
| P-Card             | \$ 98,784.99           |
| <b>TOTAL</b>       | <b>\$ 3,555,597.58</b> |

**PAYROLL DISBURSEMENTS**

|                    |                        |
|--------------------|------------------------|
| <b>TOTAL</b>       | <b>\$ -</b>            |
| <b>GRAND TOTAL</b> | <b>\$ 3,555,597.58</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02210 - 12122019 9

By Check Number

| Vendor Number<br>Payable #                              | Vendor DBA Name<br>Payable Type       | Payment Date<br>Payable Date           | Payment Type<br>Payable Description   | Discount Amount<br>Discount Amount | Payment Amount<br>Payable Amount | Number |
|---|---------------------------------------|--|---|------------------------------------|----------------------------------|--------|
| <b>Bank Code: AP-AP BANK</b>                            |                                       |  |   |                                    |                                  |        |
| 16061<br><u>778139-1</u>                                | AGUEDA SEMRAD<br>Invoice              | 12/12/2019<br>03/15/2019               | Regular<br>Refund-Stale check replaced  | 0.00<br>0.00                       | 248.00<br>248.00                 | 184276 |
| 17591<br><u>120719</u>                                  | ALL IN ATHLETICS<br>Invoice           | 12/12/2019<br>12/07/2019               | Regular<br>01/19/20 Tournament fee  | 0.00<br>0.00                       | 200.00<br>200.00                 | 184277 |
| 13604<br><u>0608197647-000</u><br><u>0608197647-000</u> | NORTH SHORE GAS<br>Invoice<br>Invoice | 12/12/2019<br>12/02/2019<br>12/02/2019 | Regular<br>Sunset Rd N of Bldg 10/01/19-11/01/19<br>Sunset Rd N of Bldg 11/01/19-12/01/19 | 0.00<br>0.00<br>0.00               | 268.41<br>149.92<br>118.49       | 184278 |
| 12159<br><u>120919</u>                                  | RAY LASETER<br>Invoice                | 12/12/2019<br>12/09/2019               | Regular<br>League fee for officials January 2020  | 0.00<br>0.00                       | 632.00<br>632.00                 | 184279 |
| 16239<br><u>103049147</u>                               | RICOH USA, INC.<br>Invoice            | 12/12/2019<br>12/06/2019               | Regular<br>Ricoh Lease 12/25/19-01/24/20  | 0.00<br>0.00                       | 3,337.90<br>3,337.90             | 184280 |
| 18340<br><u>12072019</u>                                | PROSPECT HIGH SCHOOL<br>Invoice       | 12/12/2019<br>12/07/2019               | Regular<br>03/07/20-03/08/20 Basketball tourname  | 0.00<br>0.00                       | 1,040.00<br>1,040.00             | 184281 |
| 18340<br><u>120719</u>                                  | PROSPECT HIGH SCHOOL<br>Invoice       | 12/12/2019<br>12/07/2019               | Regular<br>01/26/20 Basketball tournament fee   | 0.00<br>0.00                       | 585.00<br>585.00                 | 184282 |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 8             | 7             | 0.00        | 6,311.31        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 0             | 0             | 0.00        | 0.00            |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>8</b>      | <b>7</b>      | <b>0.00</b> | <b>6,311.31</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02216 - 20191223 2

By Check Number

| Vendor Number         | Vendor DBA Name              | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number |
|-----------------------|------------------------------|--------------|---------------------|-----------------|----------------|--------|
| Payable #             | Payable Type                 | Payable Date | Payable Description | Discount Amount | Payable Amount |        |
| Bank Code: AP-AP BANK |                              |              |                     |                 |                |        |
| 11998                 | PARK DISTRICT RISK MGMT AGCY | 01/01/2020   | Regular             | 0.00            | 4,327.14       | 184283 |
| <u>01012020</u>       | Invoice                      | 01/01/2020   | Health Invoice      | 0.00            | 4,327.14       |        |

Bank Code AP Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1             | 1             | 0.00        | 4,327.14        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 0             | 0             | 0.00        | 0.00            |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>4,327.14</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02236 - 20200109 2

By Check Number

| Vendor Number<br>Payable # | Vendor DBA Name<br>Payable Type | Payment Date<br>Payable Date | Payment Type<br>Payable Description        | Discount Amount | Payment Amount<br>Payable Amount | Number |
|----------------------------|---------------------------------|------------------------------|--|-----------------|----------------------------------|--------|
| Bank Code: AP-AP BANK      |                                 |                              |  |                 |                                  |        |
| 15147                      | ABC PRINTING COMPANY            | 01/09/2020                   | Regular                                    | 0.00            | 289.34                           | 184284 |
| <u>242744</u>              | Invoice                         | 12/09/2019                   | 250 Greeting cards                         | 0.00            | 167.63                           |        |
| <u>242745</u>              | Invoice                         | 12/09/2019                   | 250 Greeting card envelopes                | 0.00            | 121.71                           |        |
| 10100                      | ALLSTAR ASPHALT, INC            | 01/09/2020                   | Regular                                    | 0.00            | 37,650.00                        | 184285 |
| <u>4256</u>                | Invoice                         | 11/27/2019                   | 2018 Asphalt Project - completed In 2019   | 0.00            | 37,650.00                        |        |
| 16342                      | AMERICAN UNDERGROUND, INC       | 01/09/2020                   | Regular                                    | 0.00            | 1,540.00                         | 184286 |
| <u>9074</u>                | Invoice                         | 11/30/2019                   | 11/08/19 Service Call-Jet rod serviced sto | 0.00            | 1,540.00                         |        |
| 10149                      | ANCEL, GLINK, DIAMOND, BUSH,    | 01/09/2020                   | Regular                                    | 0.00            | 4,839.34                         | 184287 |
| <u>73305</u>               | Invoice                         | 12/06/2019                   | Professional fees thru November 30, 201    | 0.00            | 4,839.34                         |        |
| 10295                      | BILL HORGAN                     | 01/09/2020                   | Regular                                    | 0.00            | 99.00                            | 184288 |
| <u>121519</u>              | Invoice                         | 12/15/2019                   | Umpire fees - 3 games                      | 0.00            | 99.00                            |        |
| 18239                      | BRINK'S INC                     | 01/09/2020                   | Regular                                    | 0.00            | 2,579.80                         | 184289 |
| <u>10913195-1</u>          | Invoice                         | 11/01/2019                   | November 2019 #11-a                        | 0.00            | 1,413.33                         |        |
| <u>10965859-1</u>          | Invoice                         | 12/01/2019                   | December 2019 #12-a                        | 0.00            | 1,144.31                         |        |
| <u>3005169</u>             | Invoice                         | 11/30/2019                   | November 2019 #11-b                        | 0.00            | 22.16                            |        |
| 18143                      | CAPITAL DATA, INC               | 01/09/2020                   | Regular                                    | 0.00            | 23,570.38                        | 184290 |
| <u>36366-1</u>             | Invoice                         | 08/23/2019                   | VM support & subscription, VM licenses     | 0.00            | 18,725.66                        |        |
| <u>36366-3</u>             | Invoice                         | 08/23/2019                   | Professional services Cisco UCS            | 0.00            | 17,144.72                        |        |
| <u>37282CM</u>             | Credit Memo                     | 12/01/2019                   | Credit                                     | 0.00            | -12,300.00                       |        |
| 18301                      | CARDNO INC                      | 01/09/2020                   | Regular                                    | 0.00            | 7,717.50                         | 184291 |
| <u>285807</u>              | Invoice                         | 01/02/2020                   | HPWood Prof Services Rendered through      | 0.00            | 7,717.50                         |        |
| 18379                      | CDW GOVERNMENT                  | 01/09/2020                   | Regular                                    | 0.00            | 19,580.00                        | 184292 |
| <u>WXCX8461</u>            | Invoice                         | 12/16/2019                   | Office 365 E3 License                      | 0.00            | 19,580.00                        |        |
| 18341                      | CHARLES MCCULLOUGH              | 01/09/2020                   | Regular                                    | 0.00            | 52.42                            | 184293 |
| <u>1034774</u>             | Invoice                         | 12/06/2019                   | Refund                                     | 0.00            | 52.42                            |        |
| 10441                      | CHERYL WYSKUP-ELEAZAR           | 01/09/2020                   | Regular                                    | 0.00            | 42.44                            | 184294 |
| <u>120819</u>              | Invoice                         | 12/08/2019                   | Judges fees                                | 0.00            | 42.44                            |        |
| 10446                      | CHICAGO DIST GOLF ASSOC         | 01/09/2020                   | Regular                                    | 0.00            | 280.00                           | 184295 |
| <u>121219</u>              | Invoice                         | 12/12/2019                   | Balance due                                | 0.00            | 280.00                           |        |
| 14371                      | CHILDREN'S THEATRE COMPANY      | 01/09/2020                   | Regular                                    | 0.00            | 24,309.35                        | 184296 |
| <u>11262019</u>            | Invoice                         | 11/26/2019                   | The Descendants                            | 0.00            | 655.20                           |        |
| <u>112619</u>              | Invoice                         | 11/26/2019                   | Fall 2019 Theatre class fee                | 0.00            | 16,144.70                        |        |
| <u>11262019</u>            | Invoice                         | 11/26/2019                   | Fall 2019 Dance class fee                  | 0.00            | 4,279.60                         |        |
| <u>120919</u>              | Invoice                         | 12/09/2019                   | 2019 After School Program-Hamilton Jam     | 0.00            | 3,229.85                         |        |
| 10502                      | CITY OF HIGHLAND PARK           | 01/09/2020                   | Regular                                    | 0.00            | 92,820.00                        | 184297 |
| <u>253480</u>              | Invoice                         | 12/13/2019                   | HPCC Roof Replacement                      | 0.00            | 92,820.00                        |        |
| 10502                      | CITY OF HIGHLAND PARK           | 01/09/2020                   | Regular                                    | 0.00            | 15,753.16                        | 184298 |
| <u>000573 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 1801 Sunset Rd 10/01/19-1      | 0.00            | 1,119.24                         |        |
| <u>000580 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 1801 Sunset Rd 10/01/19-1      | 0.00            | 9.58                             |        |
| <u>000592 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 1801 Sunset Rd 10/01/19-1      | 0.00            | 184.15                           |        |
| <u>000795 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 1801 Sunset Rd 10/01/19-1      | 0.00            | 176.76                           |        |
| <u>000810 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 2627 St Johns Ave 10/01/19     | 0.00            | 32.04                            |        |
| <u>001725 010120</u>       | Invoice                         | 01/01/2020                   | Water/Sewer 0 Ravine Dr 10/01/19-12/3      | 0.00            | 62.69                            |        |

Check Register

| Vendor Number  | Vendor DBA Name             | Payment Date | Payment Type                           | Discount Amount | Payment Amount | Number |
|----------------|-----------------------------|--------------|--|-----------------|----------------|--------|
| Payable #      | Payable Type                | Payable Date | Payable Description                    | Discount Amount | Payable Amount |        |
| 002480 010120  | Invoice                     | 01/01/2020   | Water/Sewer 45 Roger Williams 10/01/19 | 0.00            | 318.19         |        |
| 005210 010120  | Invoice                     | 01/01/2020   | Water/Sewer 125 Central Ave 10/01/19-1 | 0.00            | 403.01         |        |
| 005211 010120  | Invoice                     | 01/01/2020   | Water/Sewer 125 Central Ave 10/01/19-1 | 0.00            | 655.37         |        |
| 005221 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1377 Deer Creek Pkwy 10/0  | 0.00            | 350.29         |        |
| 005222 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1377 Deer Creek Pkwy 10/0  | 0.00            | 294.85         |        |
| 005246 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1390 Sunset Rd 10/01/19-1  | 0.00            | 475.35         |        |
| 007491 010120  | Invoice                     | 01/01/2020   | Water/Sewer 3100 Trail Way 10/01/19-1  | 0.00            | 2,214.31       |        |
| 009806 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1390 Sunset Rd 10/01/19-1  | 0.00            | 538.18         |        |
| 015005 010120  | Invoice                     | 01/01/2020   | Water/Sewer 486 Roger Williams Ave 10/ | 0.00            | 27.90          |        |
| 015813 010120  | Invoice                     | 01/01/2020   | Water/Sewer 405 Prospect Ave 10/01/19  | 0.00            | 34.50          |        |
| 016770 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1220 Fredrickson Pl 10/01- | 0.00            | 955.95         |        |
| 016772 010120  | Invoice                     | 01/01/2020   | Water/Sewer 2205 Skokie Valley Rd 10/0 | 0.00            | 959.24         |        |
| 016883 010120  | Invoice                     | 01/01/2020   | Water/Sewer 19 St Johns Ave 10/01/19-1 | 0.00            | 27.25          |        |
| 018000 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1055 St Johns Ave 10/01/19 | 0.00            | 34.50          |        |
| 018647 010120  | Invoice                     | 01/01/2020   | Water/Sewer 3100 Trail Way 10/01/19-1  | 0.00            | 641.99         |        |
| 018829 010120  | Invoice                     | 01/01/2020   | Water/Sewer 2501 Sheridan Rd 10/01/19  | 0.00            | 307.01         |        |
| 019308 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1377 Deer Creek Pkwy 10/0  | 0.00            | 294.85         |        |
| 021030 010120  | Invoice                     | 01/01/2020   | Water/Sewer 2900 Trail Way 10/01/19-1  | 0.00            | 166.80         |        |
| 022091 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1301 Hifary Ln 10/01/19-12 | 0.00            | 34.50          |        |
| 024593 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1755 St Johns Ave 12/1/19- | 0.00            | 8.50           |        |
| 025539 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1377 Deer Creek Pkwy 10/0  | 0.00            | 479.65         |        |
| 026141 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1390 Sunset Rd 10/01/19-1  | 0.00            | 4.79           |        |
| 026407 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1207 Park Ave West 10/01-  | 0.00            | 293.29         |        |
| 026425 010120  | Invoice                     | 01/01/2020   | Water/Sewer 31 Park Ave 10/01/19-12/3  | 0.00            | 276.70         |        |
| 026451 010120  | Invoice                     | 01/01/2020   | Water/Sewer 335 Roger Williams 10/01-1 | 0.00            | 25.50          |        |
| 029312 010120  | Invoice                     | 01/01/2020   | Water/Sewer 885 Sheridan Rd 10/01/19-  | 0.00            | 221.55         |        |
| 032271 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1201 Park Ave W 10/01/19-  | 0.00            | 887.01         |        |
| 032272 010120  | Invoice                     | 01/01/2020   | Water/Sewer 1201 Park Ave W 10/01/19-  | 0.00            | 3,237.67       |        |
|                | **Void**                    | 01/09/2020   | Regular                                | 0.00            | 0.00           | 184299 |
|                | **Void**                    | 01/09/2020   | Regular                                | 0.00            | 0.00           | 184300 |
| 10537          | COMMONWEALTH EDISON COMPAN  | 01/09/2020   | Regular                                | 0.00            | 1,246.82       | 184301 |
| 0203254004 121 | Invoice                     | 12/13/2019   | HPGLC/Dog Park Lights 11/12/19-12/13/1 | 0.00            | 1,246.82       |        |
| 16896          | CONNIE LIPTAK               | 01/09/2020   | Regular                                | 0.00            | 236.72         | 184302 |
| 120819         | Invoice                     | 12/08/2019   | Judges fees                            | 0.00            | 236.72         |        |
| 16142          | CONSTELLATION NEWENERGY INC | 01/09/2020   | Regular                                | 0.00            | 8,055.70       | 184303 |
| 16418156101    | Invoice                     | 12/26/2019   | 1201 Park Ave W 11/20/19-12/23/19 #12  | 0.00            | 8,055.70       |        |
| 18374          | DEB SMITH                   | 01/09/2020   | Regular                                | 0.00            | 1,060.00       | 184304 |
| 1046783        | Invoice                     | 12/19/2019   | Refund                                 | 0.00            | 1,060.00       |        |
| 16143          | DORIE CASCIO                | 01/09/2020   | Regular                                | 0.00            | 43.66          | 184305 |
| 120819         | Invoice                     | 12/08/2019   | Judges fees                            | 0.00            | 43.66          |        |
| 17122          | DYNEGY ENERGY SERVICES      | 01/09/2020   | Regular                                | 0.00            | 22,943.75      | 184306 |
| 331665719121   | Invoice                     | 12/30/2019   | November-December 2019                 | 0.00            | 22,943.75      |        |
| 18375          | EBONY WILLIAMS              | 01/09/2020   | Regular                                | 0.00            | 205.82         | 184307 |
| 1048016        | Invoice                     | 12/20/2019   | Refund                                 | 0.00            | 205.82         |        |
| 18364          | ELIANA BIGGERS              | 01/09/2020   | Regular                                | 0.00            | 53.42          | 184308 |
| 120819         | Invoice                     | 12/08/2019   | Judges fees                            | 0.00            | 53.42          |        |
| 17979          | ELLIOTT F. BECKER CPA       | 01/09/2020   | Regular                                | 0.00            | 4,905.00       | 184309 |
| 121519         | Invoice                     | 12/15/2019   | 12/02/19 - 12/13/19                    | 0.00            | 4,905.00       |        |
| 17979          | ELLIOTT F. BECKER CPA       | 01/09/2020   | Regular                                | 0.00            | 5,557.50       | 184310 |
| 111719         | Invoice                     | 11/17/2019   | 11/04/19 - 11/15/19                    | 0.00            | 5,557.50       |        |
| 17979          | ELLIOTT F. BECKER CPA       | 01/09/2020   | Regular                                | 0.00            | 3,442.50       | 184311 |
| 120119         | Invoice                     | 12/01/2019   | 11/18/19 - 11/29/19                    | 0.00            | 3,442.50       |        |

Check Register

| Vendor Number<br>Payable #                | Vendor DBA Name<br>Payable Type                     | Payment Date<br>Payable Date           | Payment Type<br>Payable Description                | Discount Amount<br>Discount Amount | Payment Amount<br>Payable Amount | Number |
|---|---|--|--|------------------------------------|----------------------------------|--------|
| 18373<br><u>1054580</u>                   | EMMA KOWALENKO<br>Invoice                           | 01/09/2020<br>12/30/2019               | Regular<br>Refund                                  | 0.00<br>0.00                       | 12.90<br>12.90                   | 184312 |
| 17719<br><u>2772611</u><br><u>2772824</u> | CONSTELLATION NEWENERGY - GAS<br>Invoice<br>Invoice | 01/09/2020<br>12/16/2019<br>12/16/2019 | Regular<br>November 2019<br>11/01/19-11/30/19      | 0.00<br>0.00<br>0.00               | 8,224.06<br>1,442.14<br>6,781.92 | 184313 |
| 16915<br><u>121819</u>                    | FALCONS HOCKEY ASSOCIATION<br>Invoice               | 01/09/2020<br>12/18/2019               | Regular<br>Fall 2 2019 Hockey class fee            | 0.00<br>0.00                       | 2,003.53<br>2,003.53             | 184314 |
| 10974<br><u>5430.200-10</u>               | GEWALT HAMILTON ASSOCIATES IN<br>Invoice            | 01/09/2020<br>11/27/2019               | Regular<br>PDHP Danny Cunniff Tennis Court Drainag | 0.00<br>0.00                       | 2,748.00<br>2,748.00             | 184315 |
| 18363<br><u>120819</u>                    | GILBERT SOSA<br>Invoice                             | 01/09/2020<br>12/08/2019               | Regular<br>Judges fees                             | 0.00<br>0.00                       | 76.22<br>76.22                   | 184316 |
| 17669<br><u>120819</u>                    | HEATHER TAPOROWSKI<br>Invoice                       | 01/09/2020<br>12/08/2019               | Regular<br>Judges fees                             | 0.00<br>0.00                       | 89.84<br>89.84                   | 184317 |
| 11106<br><u>1378</u>                      | HIGHLAND PARK FIELD HOUSE<br>Invoice                | 01/09/2020<br>10/21/2019               | Regular<br>Nov/Dec 2019 Rental                     | 0.00<br>0.00                       | 8,580.00<br>8,580.00             | 184318 |
| 18376<br><u>010820</u>                    | HIGHLAND PARK HIGH SCHOOL CHC<br>Invoice            | 01/09/2020<br>01/08/2020               | Regular<br>December 2019 Polar Express Performan   | 0.00<br>0.00                       | 200.00<br>200.00                 | 184319 |
| 18372<br><u>1051632</u>                   | HUGO ANAYA<br>Invoice                               | 01/09/2020<br>12/26/2019               | Regular<br>Refund                                  | 0.00<br>0.00                       | 53.00<br>53.00                   | 184320 |
| 10697<br><u>01062020</u>                  | ILLINOIS DEPT OF NATURAL RESOUR<br>Invoice          | 01/09/2020<br>01/06/2020               | Regular<br>PARC Grant Application Fee              | 0.00<br>0.00                       | 300.00<br>300.00                 | 184321 |
| 11194<br><u>730</u>                       | ILLINOIS SHOTOKAN KARATE CLUBS<br>Invoice           | 01/09/2020<br>12/11/2019               | Regular<br>2019 Fall class fee                     | 0.00<br>0.00                       | 4,284.60<br>4,284.60             | 184322 |
| 18371<br><u>76750</u>                     | JAMERSON & BAUWENS ELECTRICA<br>Invoice             | 01/09/2020<br>01/02/2019               | Regular<br>Touchscreen replacement                 | 0.00<br>0.00                       | 2,044.00<br>2,044.00             | 184323 |
| 16157<br><u>1043319</u>                   | JANICE GEMP<br>Invoice                              | 01/09/2020<br>12/16/2019               | Regular<br>Refund                                  | 0.00<br>0.00                       | 12.58<br>12.58                   | 184324 |
| 15081<br><u>121519</u>                    | JASON HEER<br>Invoice                               | 01/09/2020<br>12/15/2019               | Regular<br>Umpire fees - October 2019              | 0.00<br>0.00                       | 65.00<br>65.00                   | 184325 |
| 11338<br><u>121519</u>                    | JOE FIDDLER<br>Invoice                              | 01/09/2020<br>12/15/2019               | Regular<br>Umpire fees - October 2019              | 0.00<br>0.00                       | 57.00<br>57.00                   | 184326 |
| 11383<br><u>120819</u>                    | JOLENE RYAN<br>Invoice                              | 01/09/2020<br>12/08/2019               | Regular<br>Judges fees                             | 0.00<br>0.00                       | 16.24<br>16.24                   | 184327 |
| 18274<br><u>1050672</u>                   | JOSEPH STAMEY<br>Invoice                            | 01/09/2020<br>12/24/2019               | Regular<br>Refund                                  | 0.00<br>0.00                       | 40.00<br>40.00                   | 184328 |
| 11427<br><u>120919</u>                    | K H KIM TAEKWONDO<br>Invoice                        | 01/09/2020<br>12/09/2019               | Regular<br>2019 Fall class fee                     | 0.00<br>0.00                       | 5,737.55<br>5,737.55             | 184329 |
| 11514<br><u>12192019</u>                  | LAKE COUNTY SMC<br>Invoice                          | 01/09/2020<br>12/19/2019               | Regular<br>Permit Application fee-Community Park C | 0.00<br>0.00                       | 3,280.00<br>3,280.00             | 184330 |
| 11541<br><u>576678</u>                    | LANER MUCHIN, LTD<br>Invoice                        | 01/09/2020<br>12/01/2019               | Regular<br>Professional services thru 11/20/19     | 0.00<br>0.00                       | 8,452.50<br>8,452.50             | 184331 |
| 18366<br><u>1043686</u>                   | LAUREN SENNETT<br>Invoice                           | 01/09/2020<br>12/16/2019               | Regular<br>Refund                                  | 0.00<br>0.00                       | 5.36<br>5.36                     | 184332 |
| 17334<br><u>1056868</u>                   | LEE GIMBEL<br>Invoice                               | 01/09/2020<br>01/02/2020               | Regular<br>Refund                                  | 0.00<br>0.00                       | 12.48<br>12.48                   | 184333 |

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| Vendor Number<br>Payable #  | Vendor DBA Name<br>Payable Type  | Payment Date<br>Payable Date   | Payment Type<br>Payable Description  | Discount Amount<br>Discount Amount   | Payment Amount<br>Payable Amount   | Number |
|---|--|--|--|--|--|--------|
| 18158<br><u>121519</u>  | MARK SCHNEIDERMAN<br>Invoice   | 01/09/2020<br>12/15/2019   | Regular<br>Umpire fees - October 2019  | 0.00<br>0.00   | 65.00<br>65.00   | 184334 |
| 16709<br><u>60318</u>   | MG MECHANICAL SERVICE<br>Invoice   | 01/09/2020<br>11/20/2019   | Regular<br>2019 WRC HVAC Replacements  | 0.00<br>0.00   | 17,700.00<br>17,700.00   | 184335 |
| 16928<br><u>6059</u>  | E-QUANTUM CONSULTING, LLC<br>Invoice   | 01/09/2020<br>01/01/2020   | Regular<br>Electric Consulting Service   | 0.00<br>0.00   | 330.00<br>330.00   | 184336 |
| 14647<br><u>38</u><br><u>39</u>   | MIDWEST FENCING CLUB<br>Invoice<br>Invoice   | 01/09/2020<br>12/11/2019<br>12/11/2019   | Regular<br>2019 Fall session 10/04/19-11/01/19<br>2019 Fall session 11/08/19-12/13/19  | 0.00<br>0.00<br>0.00   | 1,380.60<br>561.60<br>819.00   | 184337 |
| 18320<br><u>1034</u>  | MINDY GARFINKLE PHOTOGRAPHY<br>Invoice   | 01/09/2020<br>12/23/2019   | Regular<br>Photo shoot - Polar Express   | 0.00<br>0.00   | 150.00<br>150.00   | 184338 |
| 17106<br><u>121519</u>  | MISS CATHY MUSIC INC<br>Invoice  | 01/09/2020<br>12/15/2019   | Regular<br>2019 Fall class fee   | 0.00<br>0.00   | 3,712.80<br>3,712.80   | 184339 |
| 17710<br><u>0003683157</u><br><u>0003683936</u><br><u>0003685679</u><br><u>0003685680</u><br><u>0003689213</u><br><u>0003689575</u><br><u>0003701987</u><br><u>0003704632</u><br><u>0003704633</u><br><u>0003705629</u><br><u>0003706589</u>  | MINI TECHNOLOGIES DIRECT, INC<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice                                 | 01/09/2020<br>08/15/2019<br>08/20/2019<br>08/29/2019<br>08/29/2019<br>09/19/2019<br>09/20/2019<br>11/26/2019<br>12/12/2019<br>12/12/2019<br>12/18/2019<br>12/26/2019   | Regular<br>Ceiling extension mount - Conference Ro<br>2 Wireless mouses<br>2 Monitors<br>2 cables, Monitor stand<br>Microsoft Visio Lic, Microsoft Software As<br>Microsoft Visio 2019 License<br>1 Lenovo ThinkPad Touchscreen Noteboo<br>Lenovo ThinkPad Notebook, 2 - 22" Monit<br>Lenovo ThinkPad USB-C Dock<br>Lenovo 4 year Warranty<br>2 Viewsonic 22" monitors   | 0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00                         | 4,731.74<br>95.83<br>51.02<br>288.76<br>188.27<br>246.71<br>221.79<br>1,327.48<br>1,618.16<br>189.74<br>254.00<br>249.98                                 | 184340 |
| 14040<br><u>120819</u>  | MONICA TISCHLER<br>Invoice   | 01/09/2020<br>12/08/2019   | Regular<br>Judges fees   | 0.00<br>0.00   | 54.44<br>54.44   | 184341 |
| 10006<br><u>3301012020</u>  | NCPERS GROUP LIFE INSURANCE<br>Invoice   | 01/09/2020<br>12/13/2019   | Regular<br>NCPERS Group Life Insurance   | 0.00<br>0.00   | 96.00<br>96.00   | 184342 |
| 18342<br><u>1034775</u>   | NEIL RUBENSTEIN<br>Invoice   | 01/09/2020<br>12/06/2019   | Regular<br>Refund  | 0.00<br>0.00   | 58.56<br>58.56   | 184343 |
| 13604<br><u>0602405421-000</u><br><u>0602405421-000</u>   | NORTH SHORE GAS<br>Invoice<br>Invoice  | 01/09/2020<br>11/18/2019<br>12/03/2019   | Regular<br>3100 Trail Way 10/12/19-11/12/19<br>Aquatic Park 11/01/19-12/01/19  | 0.00<br>0.00<br>0.00   | 412.72<br>103.22<br>309.50   | 184344 |
| 14914<br><u>4176744</u><br><u>4178377</u><br><u>4181697</u><br><u>4182007</u><br><u>4182194</u><br><u>4182498</u><br><u>4184346</u><br><u>4184350</u><br><u>4184358</u><br><u>4184704</u><br><u>4184726</u><br><u>4184892</u><br><u>4184911</u><br><u>4184963</u><br><u>4184965</u> | NORTH SHORE WATER RECLAMATIC<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice<br>Invoice | 01/09/2020<br>12/14/2019<br>12/14/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019<br>12/21/2019 | Regular<br>3420 Krenn Ave 05/20/19-08/19/19 #2<br>636 Ridge Rd 05/20/19-08/18/19 #4<br>1240 Fredrickson 03/19/19-06/18/19 #2<br>0 Central Ave 06/18/19-09/13/19 #2<br>1377 Deer Creek Pkwy(Maint) 06/18/19-0<br>1220 Fredrickson Pl 06/18/19-09/13/19 #<br>Golf Learning Center 06/18/19-09/13/19<br>1390 Sunset Rd 06/18/19-09/13/19 #4<br>1801 Sunset Rd 06/18/19-09/13/19 #3<br>8 Park Ave 06/18/19-09/13/19 #3<br>1201 Park Ave W 06/18/19-09/13/19 #4<br>3100 Trail Way 06/18/19-09/13/19 #4<br>2700 Trail Way 06/18/19-09/13/19 #4<br>1377 Deer Creek Pkwy 06/18/19-09/13/1<br>1390 Sunset Rd 06/18/19-09/13/19 #3 | 0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00<br>0.00 | 8,449.36<br>10.18<br>608.47<br>83.44<br>8.14<br>54.95<br>4,922.67<br>154.66<br>81.40<br>24.42<br>87.51<br>1,233.21<br>830.28<br>264.55<br>75.30<br>10.18 | 184345 |
| 18362   | OANA PAVELEA   | 01/09/2020   | Regular  | 0.00   | 27.84  | 184346 |

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| Vendor Number<br>Payable #                      | Vendor DBA Name<br>Payable Type                 | Payment Date<br>Payable Date           | Payment Type<br>Payable Description  | Discount Amount<br>Discount Amount | Payment Amount<br>Payable Amount | Number |
|---|---|--|--|------------------------------------|----------------------------------|--------|
| <u>120819</u>                                   | Invoice   | 12/08/2019                             | Judges fees  | 0.00                               | 27.84                            |        |
| 11998<br><u>1219133H</u>                        | PARK DISTRICT RISK MGMT AGCY<br>Invoice         | 01/09/2020<br>12/31/2019               | Regular<br>Health Invoice  | 0.00                               | 153,377.26                       | 184347 |
| 11998<br><u>1219133</u>                         | PARK DISTRICT RISK MGMT AGCY<br>Invoice         | 01/09/2020<br>12/31/2019               | Regular<br>Property/Liability/Workers Comp/Emp                             | 0.00                               | 30,269.23                        | 184348 |
| 17761<br><u>19391739</u>                        | PDC LABORATORIES, INC<br>Invoice                | 01/09/2020<br>10/30/2019               | Regular<br>Water lead testing  | 0.00                               | 2,662.00                         | 184349 |
| 15146<br><u>0101200042</u>                      | PETER E HERNANDEZ<br>Invoice                    | 01/09/2020<br>01/01/2020               | Regular<br>12/14/19 & 12/15/19 Photo shoots                                | 0.00                               | 425.00                           | 184350 |
| 12211<br><u>5058336436</u>                      | RICOH USA, INC<br>Invoice                       | 01/09/2020<br>12/17/2019               | Regular<br>Copies 11/17/19-12/16/19 #12                                    | 0.00                               | 1,134.68                         | 184351 |
| 18369<br><u>102919</u>                          | SHLOMO KARBAL<br>Invoice                        | 01/09/2020<br>10/29/2019               | Regular<br>Umpire fees - Sept/Oct 2019                                     | 0.00                               | 228.00                           | 184352 |
| 12393<br><u>0143309</u>                         | SMITHGROUP, INC.<br>Invoice                     | 01/09/2020<br>11/26/2019               | Regular<br>Professional services 09/28/19-10/25/19                         | 0.00                               | 8,322.73                         | 184353 |
| 18377<br><u>12152019</u>                        | SLIP SOLUTIONS OF ILLINOIS<br>Invoice           | 01/09/2020<br>12/15/2019               | Regular<br>Non slip floor treatment to pool deck                           | 0.00                               | 3,300.00                         | 184354 |
| 18365<br><u>1043475</u>                         | TA'AM TEVA<br>Invoice                           | 01/09/2020<br>12/16/2019               | Regular<br>Refund  | 0.00                               | 100.00                           | 184355 |
| 12440<br><u>9623173</u>                         | THE OFFICE OF THE STATE FIRE MA<br>Invoice      | 01/09/2020<br>12/02/2019               | Regular<br>Boiler Watertube Certificates - West Ridg                       | 0.00                               | 140.00                           | 184356 |
| 17860<br><u>373235-15</u>                       | SEGAL CONSULTING<br>Invoice                     | 01/09/2020<br>12/18/2019               | Regular<br>Professional actuarial services 09/30/19                        | 0.00                               | 2,500.00                         | 184357 |
| 14060<br><u>1-332182</u>                        | TOTAL PROMOTIONS, INC<br>Invoice                | 01/09/2020<br>11/30/2019               | Regular<br>24 Jackets - Crew Members                                       | 0.00                               | 1,096.61                         | 184358 |
| 12703<br><u>122019</u>                          | UNITED WAY OF METRO CHICAGO<br>Invoice          | 01/09/2020<br>12/20/2019               | Regular<br>United Way  | 0.00                               | 14.00                            | 184359 |
| 17590<br><u>9</u>                               | V3 CONSTRUCTION GROUP LTD<br>Invoice            | 01/09/2020<br>12/31/2019               | Regular<br>HPCC Golf Course Conversion                                     | 0.00                               | 12,215.50                        | 184360 |
| 18343<br><u>1037238</u>                         | VICTOR PRZYSIEZNY<br>Invoice                    | 01/09/2020<br>12/09/2019               | Regular<br>Refund  | 0.00                               | 78.65                            | 184361 |
| 13788<br><u>INV0053072</u><br><u>INV0054110</u> | WATERTECH OF AMERICA, INC<br>Invoice<br>Invoice | 01/09/2020<br>10/01/2019<br>01/06/2020 | Regular<br>Water treatment Oct/Nov/Dec<br>Water treatment Jan/Feb/Mar 2020 | 0.00<br>0.00                       | 1,976.00<br>988.00<br>988.00     | 184362 |
| 16823<br><u>5008308499</u>                      | WELLS FARGO EQUIPMENT FINANCI<br>Invoice        | 01/09/2020<br>12/04/2019               | Regular<br>Walking green's mower lease                                     | 0.00                               | 1,046.23                         | 184363 |
| 16823<br><u>5008308500</u>                      | WELLS FARGO EQUIPMENT FINANCI<br>invoice        | 01/09/2020<br>12/04/2019               | Regular<br>Walking green's mower lease                                     | 0.00                               | 515.26                           | 184364 |
| 18367<br><u>080519</u>                          | WILLIAM J GRIMM JR<br>Invoice                   | 01/09/2020<br>08/05/2019               | Regular<br>Umpire fees - July 2019   | 0.00                               | 124.00                           | 184365 |
| 17515   | WINDSTREAM                                      | 01/09/2020                             | Regular  | 0.00                               | 2,564.89                         | 184366 |

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| Vendor Number   | Vendor DBA Name | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number |
|-----------------|-----------------|--------------|---------------------|-----------------|----------------|--------|
| Payable #       | Payable Type    | Payable Date | Payable Description | Discount Amount | Payable Amount |        |
| <u>72107777</u> | Invoice         | 12/22/2019   | December 2019       | 0.00            | 2,564.89       |        |

Bank Code AP Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 150           | 81            | 0.00        | 584,427.58        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 2             | 0.00        | 0.00              |
| Bank Drafts    | 0             | 0             | 0.00        | 0.00              |
| EFT's          | 0             | 0             | 0.00        | 0.00              |
|                | <b>150</b>    | <b>83</b>     | <b>0.00</b> | <b>584,427.58</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02204 - 1210219 1

By Check Number

| Vendor Number                  | Vendor DBA Name | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number |
|--------------------------------|-----------------|--------------|---------------------|-----------------|----------------|--------|
| Payable #                      | Payable Type    | Payable Date | Payable Description | Discount Amount | Payable Amount |        |
| Bank Code: AP-AP BANK<br>16061 | AGUEDA SEMRAD   | 04/04/2019   | Regular             | 0.00            | -248.00        | 183117 |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment        |
|----------------|---------------|---------------|-------------|----------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00           |
| Manual Checks  | 0             | 0             | 0.00        | 0.00           |
| Voided Checks  | 0             | 1             | 0.00        | -248.00        |
| Bank Drafts    | 0             | 0             | 0.00        | 0.00           |
| EFT's          | 0             | 0             | 0.00        | 0.00           |
|                | <b>0</b>      | <b>1</b>      | <b>0.00</b> | <b>-248.00</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02232 - 20200108 2

By Check Number

| Vendor Number                  | Vendor DBA Name      | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number |
|--------------------------------|----------------------|--------------|---------------------|-----------------|----------------|--------|
| Payable #                      | Payable Type         | Payable Date | Payable Description | Discount Amount | Payable Amount |        |
| Bank Code: AP-AP BANK<br>10100 | ALLSTAR ASPHALT, INC | 12/31/2019   | Regular             | 0.00            | -7,000.00      | 182210 |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment          |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00             |
| Manual Checks  | 0             | 0             | 0.00        | 0.00             |
| Voided Checks  | 0             | 1             | 0.00        | -7,000.00        |
| Bank Drafts    | 0             | 0             | 0.00        | 0.00             |
| EFT's          | 0             | 0             | 0.00        | 0.00             |
|                | <b>0</b>      | <b>1</b>      | <b>0.00</b> | <b>-7,000.00</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02208 - 20191212 1

By Check Number

| Vendor Number                | Vendor DBA Name | Payment Date | Payment Type                         | Discount Amount | Payment Amount | Number     |
|------------------------------|-----------------|--------------|--------------------------------------|-----------------|----------------|------------|
| Payable #                    | Payable Type    | Payable Date | Payable Description                  | Discount Amount | Payable Amount |            |
| <b>Bank Code: AP-AP BANK</b> |                 |              |                                      |                 |                |            |
| 15487                        | I.D.E.S.        | 12/12/2019   | Bank Draft                           | 0.00            | 4,020.00       | DFT0002425 |
| <u>694000762</u>             | Invoice         | 11/08/2019   | Unemployment compensation 3rd qtr 20 | 0.00            | 4,020.00       |            |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00            |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 1             | 1             | 0.00        | 4,020.00        |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>4,020.00</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02209 - 12122019 7

By Check Number

| Vendor Number                          | Vendor DBA Name               | Payment Date | Payment Type                         | Discount Amount | Payment Amount | Number     |
|--|-------------------------------|--------------|--------------------------------------|-----------------|----------------|------------|
| Payable #                              | Payable Type                  | Payable Date | Payable Description                  | Discount Amount | Payable Amount |            |
| <b>Bank Code: PAYROLL-PAYROLL BANK</b> |                               |              |                                      |                 |                |            |
| 11161                                  | ICMA RETIREMENT TRUST #302037 | 12/12/2019   | Bank Draft                           | 0.00            | 4,246.21       | DFT0002426 |
| <u>ICMA 457 12061</u>                  | Invoice                       | 12/06/2019   | Wire Transfer ICMA 457 Deferred Comp | 0.00            | 4,246.21       |            |
| 12825                                  | ICMA RETIREMENT TRUST #705568 | 12/12/2019   | Bank Draft                           | 0.00            | 335.00         | DFT0002427 |
| <u>ICMA Roth 12061</u>                 | Invoice                       | 12/06/2019   | Wire Transfer ICMA Roth              | 0.00            | 335.00         |            |

**Bank Code PAYROLL Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00            |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 2             | 2             | 0.00        | 4,581.21        |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>2</b>      | <b>2</b>      | <b>0.00</b> | <b>4,581.21</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02212 - 20191216 1

By Check Number

| Vendor Number                | Vendor DBA Name             | Payment Date | Payment Type               | Discount Amount | Payment Amount | Number     |
|------------------------------|-----------------------------|--------------|----------------------------|-----------------|----------------|------------|
| Payable #                    | Payable Type                | Payable Date | Payable Description        | Discount Amount | Payable Amount |            |
| <b>Bank Code: AP-AP BANK</b> |                             |              |                            |                 |                |            |
| 10111                        | AMALGAMATED BANK OF CHICAGO | 12/16/2019   | Bank Draft                 | 0.00            | 2,812,531.25   | DFT0002428 |
| <u>4944 121519</u>           | Invoice                     | 12/13/2019   | Debt Series 2012A Refundng | 0.00            | 793,500.00     |            |
| <u>5170 121519</u>           | Invoice                     | 12/13/2019   | Debt Series 2013           | 0.00            | 632,281.25     |            |
| <u>6069 121519</u>           | Invoice                     | 12/13/2019   | Tax Park Bonds Serles 2016 | 0.00            | 582,250.00     |            |
| <u>6444 121519</u>           | Invoice                     | 12/13/2019   | Tax Park Bonds Series 2017 | 0.00            | 804,500.00     |            |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment             |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00                |
| Manual Checks  | 0             | 0             | 0.00        | 0.00                |
| Voided Checks  | 0             | 0             | 0.00        | 0.00                |
| Bank Drafts    | 4             | 1             | 0.00        | 2,812,531.25        |
| EFT's          | 0             | 0             | 0.00        | 0.00                |
|                | <b>4</b>      | <b>1</b>      | <b>0.00</b> | <b>2,812,531.25</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02214 - 12172019 3

By Check Number

| Vendor Number                | Vendor DBA Name           | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number     |
|------------------------------|---------------------------|--------------|---------------------|-----------------|----------------|------------|
| Payable #                    | Payable Type              | Payable Date | Payable Description | Discount Amount | Payable Amount |            |
| <b>Bank Code: AP-AP BANK</b> |                           |              |                     |                 |                |            |
| 11188                        | ILLINOIS DEPT. OF REVENUE | 12/17/2019   | Bank Draft          | 0.00            | 133.00         | DFT0002429 |
| <u>November 2019</u>         | Invoice                   | 12/17/2019   | November 2019       | 0.00            | 133.00         |            |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment       |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00          |
| Manual Checks  | 0             | 0             | 0.00        | 0.00          |
| Voided Checks  | 0             | 0             | 0.00        | 0.00          |
| Bank Drafts    | 1             | 1             | 0.00        | 133.00        |
| EFT's          | 0             | 0             | 0.00        | 0.00          |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>133.00</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02221 - 20191226 3

By Check Number

| Vendor Number                          | Vendor DBA Name               | Payment Date | Payment Type                         | Discount Amount | Payment Amount | Number     |
|--|-------------------------------|--------------|--------------------------------------|-----------------|----------------|------------|
| Payable #                              | Payable Type                  | Payable Date | Payable Description                  | Discount Amount | Payable Amount |            |
| <b>Bank Code: PAYROLL-PAYROLL BANK</b> |                               |              |                                      |                 |                |            |
| 11161                                  | ICMA RETIREMENT TRUST #302037 | 12/26/2019   | Bank Draft                           | 0.00            | 4,270.25       | DFT0002443 |
| <u>ICMA 457 12201</u>                  | Invoice                       | 12/20/2019   | Wire Transfer ICMA 457 Deferred Comp | 0.00            | 4,270.25       |            |
| 12825                                  | ICMA RETIREMENT TRUST #705568 | 12/26/2019   | Bank Draft                           | 0.00            | 335.00         | DFT0002444 |
| <u>ICMA Roth 12201</u>                 | Invoice                       | 12/20/2019   | Wire Transfer ICMA Roth              | 0.00            | 335.00         |            |

**Bank Code PAYROLL Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00            |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 2             | 2             | 0.00        | 4,605.25        |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>2</b>      | <b>2</b>      | <b>0.00</b> | <b>4,605.25</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02222 - 20191226 4

By Check Number

| Vendor Number                          | Vendor DBA Name               | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number     |
|--|-------------------------------|--------------|---------------------|-----------------|----------------|------------|
| Payable #                              | Payable Type                  | Payable Date | Payable Description | Discount Amount | Payable Amount |            |
| <b>Bank Code: PAYROLL-PAYROLL BANK</b> |                               |              |                     |                 |                |            |
| 11177                                  | ILL MUNICIPAL RETIREMENT FUND | 12/26/2019   | Bank Draft          | 0.00            | 36,363.87      | DFT0002445 |
| <u>IMRF December</u>                   | Invoice                       | 12/20/2019   | IMRF 12/20/19       | 0.00            | 36,363.87      |            |

**Bank Code PAYROLL Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment          |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00             |
| Manual Checks  | 0             | 0             | 0.00        | 0.00             |
| Voided Checks  | 0             | 0             | 0.00        | 0.00             |
| Bank Drafts    | 1             | 1             | 0.00        | 36,363.87        |
| EFT's          | 0             | 0             | 0.00        | 0.00             |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>36,363.87</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02224 - 20191226 6

By Check Number

| Vendor Number                          | Vendor DBA Name | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number     |
|--|-----------------|--------------|---------------------|-----------------|----------------|------------|
| Payable #                              | Payable Type    | Payable Date | Payable Description | Discount Amount | Payable Amount |            |
| <b>Bank Code: PAYROLL-PAYROLL BANK</b> |                 |              |                     |                 |                |            |
| 10058                                  | AFLAC           | 12/26/2019   | Bank Draft          | 0.00            | 929.96         | DFT0002446 |
| <u>AFLAC 122019</u>                    | Invoice         | 12/20/2019   | AFLAC 12/20/19      | 0.00            | 929.96         |            |

**Bank Code PAYROLL Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment       |
|----------------|---------------|---------------|-------------|---------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00          |
| Manual Checks  | 0             | 0             | 0.00        | 0.00          |
| Volded Checks  | 0             | 0             | 0.00        | 0.00          |
| Bank Drafts    | 1             | 1             | 0.00        | 929.96        |
| EFT's          | 0             | 0             | 0.00        | 0.00          |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>929.96</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02228 - 20200106 2

By Check Number

| Vendor Number                          | Vendor DBA Name               | Payment Date | Payment Type                         | Discount Amount | Payment Amount | Number     |
|--|-------------------------------|--------------|--------------------------------------|-----------------|----------------|------------|
| Payable #                              | Payable Type                  | Payable Date | Payable Description                  | Discount Amount | Payable Amount |            |
| <b>Bank Code: PAYROLL-PAYROLL BANK</b> |                               |              |                                      |                 |                |            |
| 11161                                  | ICMA RETIREMENT TRUST #302037 | 01/06/2020   | Bank Draft                           | 0.00            | 5,495.02       | DFT0002447 |
| <u>ICMA 457 01032</u>                  | Invoice                       | 01/03/2020   | Wire Transfer ICMA 457 Deferred Comp | 0.00            | 5,495.02       |            |
| 12825                                  | ICMA RETIREMENT TRUST #705568 | 01/06/2020   | Bank Draft                           | 0.00            | 335.00         | DFT0002448 |
| <u>ICMA Roth 01032</u>                 | Invoice                       | 01/03/2020   | Wire Transfer ICMA Roth              | 0.00            | 335.00         |            |

**Bank Code PAYROLL Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment         |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00            |
| Manual Checks  | 0             | 0             | 0.00        | 0.00            |
| Voided Checks  | 0             | 0             | 0.00        | 0.00            |
| Bank Drafts    | 2             | 2             | 0.00        | 5,830.02        |
| EFT's          | 0             | 0             | 0.00        | 0.00            |
|                | <b>2</b>      | <b>2</b>      | <b>0.00</b> | <b>5,830.02</b> |



Park District of Highland Park, IL

# Check Register

Packet: APPKT02218 - 20191223 4

By Check Number

| Vendor Number | Vendor DBA Name       | Payment Date | Payment Type        | Discount Amount | Payment Amount | Number     |
|---------------|-----------------------|--------------|---------------------|-----------------|----------------|------------|
| Payable #     | Payable Type          | Payable Date | Payable Description | Discount Amount | Payable Amount |            |
| 10313         | BOA P-CARD STATEMENTS | 12/07/2019   | Bank Draft          | 0.00            | 98,784.99      | DFT0002442 |
| <u>120719</u> | Invoice               | 12/07/2019   | P-Card with PA      | 0.00            | 98,784.99      |            |

**Bank Code AP Summary**

| Payment Type   | Payable Count | Payment Count | Discount    | Payment          |
|----------------|---------------|---------------|-------------|------------------|
| Regular Checks | 0             | 0             | 0.00        | 0.00             |
| Manual Checks  | 0             | 0             | 0.00        | 0.00             |
| Voided Checks  | 0             | 0             | 0.00        | 0.00             |
| Bank Drafts    | 1             | 1             | 0.00        | 98,784.99        |
| EFT's          | 0             | 0             | 0.00        | 0.00             |
|                | <b>1</b>      | <b>1</b>      | <b>0.00</b> | <b>98,784.99</b> |

P-Card Transactions  
11/08/19 - 12/07/19

| Vendor Name            | Transaction Count | Amount Total |
|------------------------|-------------------|--------------|
| 13 NINETY BY OPEN KITC | 1                 | \$300.00     |
| 210 TYLER BUSINESS FOR | 1                 | \$135.04     |
| 4IMPRINT               | 1                 | \$2,729.01   |
| ACT USTA TOURN         | 3                 | \$84.00      |
| ACUSHNET BILLTRUST     | 4                 | \$1,578.52   |
| AED SUPERSTORE         | 1                 | (\$51.04)    |
| AEREX PEST CONTROL SER | 1                 | \$65.00      |
| ALPHA PRIME WIRELESS C | 1                 | \$120.00     |
| AMAZON.COM 082B61PT3 A | 1                 | \$8.44       |
| AMAZON.COM 0C6KS97X3 A | 1                 | \$105.93     |
| AMAZON.COM 3O69F4P13 A | 1                 | \$91.96      |
| AMAZON.COM 5U4GX3Z33 A | 1                 | \$11.69      |
| AMAZON.COM AA6J87VW3 A | 1                 | \$295.61     |
| Amazon.com DY2SV09Z3   | 1                 | \$40.72      |
| AMAZON.COM HY1JL27E3 A | 1                 | \$42.65      |
| AMAZON.COM IH5DM8T23 A | 1                 | \$12.98      |
| AMAZON.COM K046L2253 A | 1                 | \$6.29       |
| AMAZON.COM SX9TS6IY3 A | 1                 | \$17.92      |
| AMAZON.COM UC0BM33O3 A | 1                 | \$8.16       |
| Amazon.com WN5RA1A13   | 1                 | \$23.94      |
| AMAZON.COM WW4655RR3 A | 1                 | \$16.21      |
| AMERICAN FLOOR MATS    | 1                 | \$173.11     |
| AMERICAN VAN EQUIPMENT | 1                 | \$59.79      |
| AMS SERVICE FEE 102102 | 1                 | \$28.32      |
| AMZN DIGITAL OB55O0SV3 | 1                 | \$1.99       |
| AMZN DIGITAL QG7IR9PC3 | 1                 | \$2.99       |
| AMZN Mktp US           | 1                 | (\$72.32)    |
| AMZN MKTP US 244JR3J43 | 1                 | \$34.99      |
| AMZN MKTP US 254KR2GY3 | 1                 | \$25.18      |
| AMZN MKTP US 2D2OW9I53 | 1                 | \$260.95     |
| AMZN Mktp US 330L00AL3 | 1                 | \$40.40      |
| AMZN Mktp US 4E2D07V43 | 1                 | \$118.23     |
| AMZN Mktp US 4J1248UO3 | 1                 | \$13.92      |
| AMZN MKTP US 5186J1GN3 | 1                 | \$64.95      |
| AMZN Mktp US 5M5IA5LX3 | 1                 | \$261.92     |
| AMZN Mktp US 765PH9KJ3 | 1                 | \$99.99      |
| AMZN Mktp US 7W1Q784E3 | 1                 | \$62.91      |
| AMZN MKTP US 808QA5JA3 | 1                 | \$42.96      |
| AMZN MKTP US 8P41R79E3 | 1                 | \$54.94      |
| AMZN MKTP US AH81H0813 | 1                 | \$29.96      |
| AMZN MKTP US AT4R08DV3 | 1                 | \$64.78      |
| AMZN MKTP US B35KI83Y3 | 1                 | \$51.48      |
| AMZN Mktp US ER03E1003 | 1                 | \$66.82      |
| AMZN Mktp US H98X22QC3 | 1                 | \$9.37       |
| AMZN Mktp US HG3SP7OD3 | 1                 | \$27.42      |
| AMZN Mktp US JF3UE5FY3 | 1                 | \$41.36      |
| AMZN MKTP US JY84102A3 | 1                 | \$19.08      |
| AMZN Mktp US KO25E7NM3 | 1                 | \$10.81      |
| AMZN Mktp US LJ9404QF3 | 1                 | \$148.16     |
| AMZN MKTP US N54FJ5XN3 | 1                 | \$26.98      |
| AMZN Mktp US OQ2X640V3 | 1                 | \$94.89      |

P-Card Transactions  
11/08/19 - 12/07/19

|                        |    |             |
|------------------------|----|-------------|
| AMZN Mktp US T93TL4XF3 | 1  | \$25.98     |
| AMZN MKTP US TZ03C9J53 | 1  | \$19.74     |
| AMZN MKTP US X545T2FN3 | 1  | \$68.47     |
| AMZN Mktp US XK4611NM3 | 1  | \$51.48     |
| AMZN Mktp US Y721S6Y23 | 1  | \$44.99     |
| AMZN Mktp US YB7LJ4YH3 | 1  | \$123.54    |
| AMZN MKTP US YO4MF81I3 | 1  | \$35.47     |
| AMZN Mktp US Z11R75BL3 | 1  | \$37.42     |
| AT&T PREMIER EBIL      | 1  | \$1,244.16  |
| ATT BUS PHONE PMT      | 1  | \$136.54    |
| AVALON PETROLEUM       | 1  | \$6,673.44  |
| BABOLAT VS NORTH AMERI | 1  | \$696.74    |
| BARNES & NOBLE #2020   | 2  | \$22.94     |
| BHFX #10               | 2  | \$95.00     |
| BLS MAGISTO            | 1  | \$15.00     |
| BLS SOCIOGRAPH97254486 | 1  | \$19.99     |
| BLS SPAMTITAN          | 1  | \$180.00    |
| BSN SPORTS LLC         | 1  | \$2,519.81  |
| CANTEEN COFFEE78052560 | 2  | \$403.95    |
| CERAMIC SUPPLY CHICAGO | 1  | \$297.95    |
| CERAMIC SUPPLY CHICAGO | 1  | \$162.50    |
| CHICAGO SKY            | 1  | \$303.00    |
| CITY OF HIGHLAND PARK  | 1  | \$450.00    |
| CKO WWW.ISTOCKPHOTO.C  | 2  | \$358.60    |
| CLEANITSUPPLY.COM      | 3  | \$404.41    |
| CLIFFORD WALD AND COMP | 4  | \$1,006.25  |
| CLUCKERS CHARCOAL CHIC | 3  | \$341.63    |
| COMCAST                | 1  | \$12,331.90 |
| COMCAST CHICAGO        | 1  | \$146.85    |
| COMCAST CHICAGO CS 1X  | 10 | \$1,783.70  |
| COMPLIANCESIGNS.COM    | 1  | (\$1.91)    |
| CRAFTWOOD LUMBER & HAR | 27 | \$1,345.67  |
| CVS/PHARMACY #04787    | 3  | \$32.65     |
| DD/BR #306048          | 2  | \$144.16    |
| DIRECT FITNESS SOLUTIO | 1  | \$1,890.00  |
| DNH GODADDY.COM        | 1  | \$127.98    |
| DOG WASTE DEPOT        | 1  | \$289.65    |
| DOLLAR TREE            | 1  | \$62.00     |
| DOMESTIC UNIFORM IL    | 1  | \$209.75    |
| DROPBOX NTZGKBZTHGXH   | 1  | \$11.99     |
| DTV DIRECTV SERVICE    | 3  | \$618.92    |
| DUNBAR BANKPAK         | 1  | \$205.04    |
| DUNBAR SECURITY PRODUC | 1  | (\$12.80)   |
| EMC ELKAY NEXT GEN     | 1  | \$226.00    |
| ESRI                   | 1  | \$125.62    |
| EXPRESS PAINT INC      | 2  | \$224.50    |
| EZREGISTER             | 1  | \$46.00     |
| FACEBK 74S73PNWU2      | 1  | \$1.98      |
| FACEBK NY4Q2PNWU2      | 1  | \$100.00    |
| FEDEX 496960617        | 1  | \$26.28     |
| FISH TECH              | 2  | \$17.94     |
| G&O THERMAL SUPPLY     | 2  | \$36.95     |

P-Card Transactions  
11/08/19 - 12/07/19

|                           |    |              |
|---------------------------|----|--------------|
| GAMETIME                  | 1  | \$620.27     |
| GCSAA EIFG                | 1  | \$400.00     |
| GLOBAL SPECIALTIES DIR    | 1  | \$45.00      |
| GOOGLE GSUITE PDHP.ORG    | 1  | \$4.16       |
| GRAINGER                  | 1  | \$29.40      |
| GRUBHUBREALURBANBBQHI     | 1  | \$64.57      |
| HEY AND ASSOCIATES INC    | 1  | \$1,387.50   |
| HP CHAMBER OF COMMERCE    | 1  | \$90.00      |
| IDLEWOOD ELECTRIC SUPP    | 6  | \$482.94     |
| IL TOLLWAY-AUTOREPLENI    | 1  | \$20.00      |
| ILLINOIS ASSOC OF PARK    | 1  | \$205.00     |
| ILLINOIS ASSOCIATION O    | 28 | \$9,186.00   |
| INDEED                    | 1  | \$181.37     |
| INT IN BULLDOG SECURI     | 1  | \$1,435.00   |
| INT IN SOUND OF MUSIC     | 2  | \$2,939.55   |
| INT IN YOU & COMPANY      | 1  | \$36.00      |
| INTERNATIONAL E-Z UP I    | 1  | \$153.00     |
| INTERNATIONAL TRANSACTION | 2  | \$1.60       |
| IPRA                      | 2  | \$600.00     |
| JEWEL-OSCO                | 8  | \$170.51     |
| JEWEL-OSCO # 3475         | 1  | \$7.00       |
| JIMMY JOHNS - 1032        | 2  | \$42.85      |
| JOANN STORES #2057        | 3  | \$146.80     |
| JOHNSTONE SUPPLY OF VH    | 2  | \$385.16     |
| JORSON AND CARLSON COM    | 1  | \$107.28     |
| KIDDLES, INC.             | 1  | \$598.00     |
| KONE, INC.                | 8  | \$3,036.43   |
| LAKE IL RECORDER          | 1  | \$5.00       |
| LAKESHORE IT SOLUTIONS    | 1  | (\$3,023.19) |
| LAKESHORE RECYCLING SY    | 8  | \$1,226.77   |
| LAKESIDE GLASS & MIRRO    | 1  | \$47.97      |
| LC WEB PERMITS/LICENSE    | 1  | \$960.00     |
| LEARN TO SKATE USA        | 1  | \$68.00      |
| LIFE FITNESS              | 1  | \$160.00     |
| MAILCHIMP MONTHLY         | 1  | \$285.81     |
| MARATHON SPORTSWEAR       | 1  | \$457.29     |
| MARIANOS #533             | 1  | \$64.43      |
| MARIANOS #542             | 2  | \$30.41      |
| MARK VEND CO.             | 2  | \$338.92     |
| MARKETINGPROFS            | 1  | \$195.00     |
| MARSHALLS #0664           | 1  | \$40.00      |
| MAX'S DELI OF HIGHLAND    | 1  | \$39.22      |
| MENARDS 3327              | 4  | \$347.06     |
| MENONI & MOCOJNI, INC.    | 8  | \$1,657.13   |
| METRA MOBILE              | 2  | \$15.50      |
| MICHAELS STORES 9961      | 3  | \$82.49      |
| MS TEDDY BEAR             | 1  | \$48.95      |
| MUTUAL ACE HARDWARE &     | 24 | \$1,111.21   |
| NAPA AUTO PRTS HIGHLAN    | 14 | \$1,223.49   |
| NORTHSHORE PHYSICIAN      | 5  | \$862.00     |
| OFFICESUPPLY.COM          | 9  | \$1,306.79   |
| PALOS SPORTS              | 2  | \$590.50     |

P-Card Transactions  
11/08/19 - 12/07/19

|                         |    |              |
|-------------------------|----|--------------|
| PARK DISTRICT OF HIGHL  | 1  | \$1.00       |
| PARTY CITY 1002         | 2  | \$440.50     |
| PARTY CITY 168          | 1  | \$126.79     |
| PAYPAL HOOPAVENTUES     | 1  | \$600.00     |
| PAYPAL MSTEDDYBEAR      | 1  | \$284.45     |
| PELLA ENGRAVING COMP    | 1  | \$272.86     |
| PETCO 1941 63519417     | 2  | \$31.98      |
| PGA MEMBER INFO SRVCS   | 1  | \$2,000.00   |
| PGA OF AMERICA IL SECT  | 1  | \$125.00     |
| PIEROS PIZZA - MOTO     | 1  | \$187.98     |
| QUICKSCORES COM         | 1  | \$56.00      |
| READYREFRESH BY NESTLE  | 1  | \$223.48     |
| RED WING SHOES #712     | 2  | \$319.99     |
| RUSH TRK CTR HUNTLEY    | 1  | \$3,277.21   |
| SAFELITE AUTOGLASS      | 2  | \$268.15     |
| SAMSCLUB #6228          | 2  | \$243.82     |
| SANTO SPORT STORE       | 7  | \$3,743.50   |
| SETON IDENTIFICATION P  | 1  | \$4,302.80   |
| SKILLPATH / NATIONAL    | 1  | \$149.00     |
| SMARTSIGN               | 1  | \$447.27     |
| SMITHEREEN PEST MANAGE  | 2  | \$108.00     |
| SOUTHWEST BINDING & LA  | 1  | \$120.49     |
| SQ SQ TEAM GREEN ENV    | 1  | \$399.50     |
| SQU SQ CHICAGO KILN S   | 1  | \$617.50     |
| SQU SQ FOOD SAFETY AN   | 1  | \$360.00     |
| STAPLES 00116616        | 5  | \$270.03     |
| STEINER ELEC ELK GROVE  | 1  | (\$2.50)     |
| STORYBLOCKS 844.835.27  | 1  | \$149.00     |
| SUNNY CLEANERS          | 1  | \$140.00     |
| TARGET 00011676         | 1  | \$308.67     |
| TARGET 00011684         | 9  | \$716.74     |
| TARGET.COM              | 1  | \$209.97     |
| TEACHERSPAYTEACHERS.CO  | 1  | \$14.90      |
| TEAMSNAPE               | 1  | \$49.95      |
| TEE TIME- EZLINKS       | 1  | (\$2,677.25) |
| TENNISDRILLS.TV SUBSCR  | 1  | \$199.00     |
| THE HOME DEPOT #1926    | 15 | \$1,075.53   |
| THE HOME DEPOT #1941    | 1  | \$108.73     |
| THE HOME DEPOT #1976    | 1  | \$61.03      |
| THE HOME DEPOT 1926     | 2  | \$492.34     |
| THE HOME DEPOT 1941     | 1  | \$304.56     |
| TRADER JOE'S #682 QPS   | 1  | \$6.98       |
| TRIBUNE PUBLISHING COM  | 1  | \$117.09     |
| TRUCKNTOW.COM, INC      | 1  | \$211.39     |
| UA INFLT 01615465395025 | 1  | \$12.99      |
| UA INFLT 01615471781361 | 1  | \$10.99      |
| USPS KIOSK 1636069550   | 1  | \$16.50      |
| UST USTA MEMBERSHIP     | 1  | \$44.00      |
| VILLAGE OF LAKE BLUFF   | 1  | \$8.00       |
| WAL-MART #1489          | 1  | \$77.94      |
| WAL-MART #1735          | 1  | \$4.85       |
| WAL-MART #3893          | 1  | \$9.14       |

P-Card Transactions  
11/08/19 - 12/07/19

|                        |    |                    |
|------------------------|----|--------------------|
| WAREHOUSE DIRECT       | 21 | \$2,912.06         |
| WEB NETWORKSOLUTIONS   | 1  | \$39.99            |
| WHOLESALE IN MOTION    | 1  | \$122.40           |
| WM SUPERCENTER #3893   | 2  | \$94.70            |
| WWW.GIGSALAD.COM       | 1  | \$829.00           |
| WWW.NORTHERNSAFETY.COM | 1  | \$198.68           |
| YOUR ADVANTAGE II LT   | 1  | \$185.00           |
| <b>TOTAL</b>           |    | <b>\$98,784.99</b> |