



240 S. Illinois Route 59, Bartlett, Illinois 60103

Regular Meeting of the Township Board

March 25th, 2025

7:00 PM

A G E N D A

- I. Call to Order – Roll Call
- II. Pledge of Allegiance
- III. Town Hall (Public Comments)
- IV. Presentations
 - A. Resolution Declaring April 5 to April 11, 2025 as the Week of the Young Child
 - B. Swearing In of Emergency Services Officers
- V. Hearing Regarding the Hanover Township Budget and Appropriation Ordinance
 - A. Explanation of the Hanover Township Budget and Appropriation Ordinance
 - B. Comments and Questions from the Board regarding the Ordinance
 - C. Comments and Questions from the Public regarding the Ordinance
 - D. Approve – Hanover Township Budget and Appropriation Ordinance for the Fiscal Year Beginning April 1, 2025, and Ending March 31, 2026
 - E. Adjournment to Board Meeting
- VI. Reports
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. Department Reports
- VII. Bill Paying
- VIII. Unfinished Business
- IX. New Business
 - A. Regular Meeting Minutes of March 4, 2025
 - B. Resolution to Approve an Engineering Services Agreement with V3 Companies Ltd.

**Our mission is to continuously improve the quality of life for Hanover Township residents.
Our vision is a better life through leadership, innovation, and diversity.**

- C. Resolution to Approve a Certificate of Authority Agreement with State of Illinois Central Management Services for Purchasing Road Salt
 - D. Resolution to Approve a Grant Agreement between the State of Illinois, Department of Natural Resources, and Hanover Township
 - E. Resolution to Approve the Operation of Partner Intake Sites for the LIHEAP Program
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- X. Executive Session
 - XI. Other Business
 - XII. Adjournment



RESOLUTION

Declaring April 5 to April 11, 2025 as the Week of the Young Child

The Hanover Township Board of Trustees does hereby find as follows:

WHEREAS, the early childhood collaboration, Elgin Partnership for Early Learning, also known as EPEL, and other community organizations that serve the 13,439 children ages nine and under and their families in Hanover Township, in conjunction with the National Association for the Education of Young Children, are celebrating April 5 to April 11, 2025 as the Week of the Young Child; and

WHEREAS, these organizations are working to improve equitable early learning opportunities in the first 2,000 days of a child's life, which is a critical time when 90% of brain growth occurs in young children; and

WHEREAS, investments in babies and young children have a profound impact on creating a strong and vibrant community; and

WHEREAS, public policies that support early learning for all young children are crucial to the future of Hanover Township's young children, families, and the community as a whole; and

WHEREAS, on April 11, 2025, as a part of Week of the Young Child, EPEL and cross-sector community partners will launch *The Basics of Greater Elgin*, a community-wide early childhood initiative to equip families with five science-based parenting and caregiving principles that support early childhood brain development and lifelong learning.

WHEREAS, it is our collective responsibility to recommit ourselves to ensuring that each and every child experiences the type of early environment—at home, at child care, at school, and in the community—that will promote their early learning.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Hanover Township Board of Trustees, Cook County, Illinois, that April 5 to April 11, 2025 is declared as the Week of the Young Child in Hanover Township.

Dated: March 25, 2025

In Witness Whereof, we have hereunto set our hands and caused the seal of Hanover Township to be affixed hereto.

Trustee Alisa "Lee" Beattie

Supervisor Brian P. McGuire

Trustee Craig Essick

Clerk Katy Dolan Baumer

Trustee Eugene N. Martinez

Trustee Denise Noyola

*Seal of
Hanover
Township*



Memorandum

Date: March 20, 2025

To: Hanover Township Board

From: James C. Barr, Township Administrator
Hailey Matich, Assistant to the Administrator

Re: Finance Committee FY26 Budget Recommendations

Attached for the Township Board's consideration is the Finance Committee recommended budget ordinance for Fiscal Year 2026. Each department submitted to the Office of the Township Administrator a budget following instruction provided by the Finance Committee and Township Administrator stipulating a 3.5% increase for non-personnel expenditures and a 5% salary pool for FY26. Departments were notified that additional special requests would be minimal this year due to anticipated budget constraints. For calendar year 2025, the Township received an insurance rate from United Healthcare that reflected a 0.85% increase in the annual cost to the Township for health insurance from the Township's previous health insurance provider, United Healthcare. MetLife provided a 0% increase to dental coverage and a 0% increase to life insurance coverage. In addition, the Township received a 0% increase for vision coverage through VSP for 2025. It is anticipated that the budget will be acted upon at the March 25, 2025 Board meeting. Please feel free to contact Finance Committee Chair, Trustee Martinez, or I should you have any questions, comments, or inquiries regarding the proposed Fiscal Year 2026 budget. Total combined expenditures are recommended to increase 10% from the FY25 budget primarily due to efforts to pay down the Township's current loan for the Emergency Service Station construction and increased expenditures in the Capital Fund.

Budget Highlights

Department of Aging Services – The Road Maintenance Fund is continuing to fund senior transportation, following the precedent of the prior Highway Commissioners, in the combined amount of \$185,000 as authorized by state statute. \$30,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$155,000 is allocated to operational costs of the senior

transportation program (salaries, fuel, vehicle repair, etc.). The federal grants from Age Options supporting the senior congregate meal and home delivered meal programs have increased 17.6% and 19.3% respectively. These increases reflect the increased numbers of meal participants over the last year. In addition to increases to the Nutrition Division Age Options grants, the Department of Aging Services is also receiving two new grants from Age Options. One in the amount of \$106,020 for programs in the Social Services Division. The second is to fund the Township's new Caregiver Resource Center in the amount of \$85,600. Overall revenue in the Senior Services Fund is expected to increase 10.2% in FY26. On the expenditure side, administration costs are increasing by 7.2%. In the Nutrition Division, home delivered meals and congregate food and supplies line items are being increased to accommodate the rising cost of food. Also in the Nutrition Division, \$3,600 has been budgeted for the purchase of software for Home Delivered Meals routing. The Programming Division budget has minimal changes proposed in FY26 and is increasing by 1.1%. Salaries in the Social Services Division are increasing by 33.3%, this is to accommodate new positions in the division. Also in Social Services, three new line items have been added related to the Caregiver Resource Center, totaling \$23,000. The Transportation Division expects minimal changes in FY26 with a 3.6% increase in expenditure related to personal and vehicle maintenance costs. Overall, the Department of Aging Services expenditures are budgeted to increase 9.1%.

Department of Youth and Family Services – Youth and Family Services is anticipating an increase in revenue of 6.6%. This is due to an increase in Therapy Fee revenue and an \$8,000 increase in grant funding. The Department of Youth and Family Services budget is proposed to increase 3.54%. There are minimal changes from last fiscal year and the increased expenditure is primarily related to personnel costs.

Department of Human Services – Human Services is expecting an 2.9% increase in revenue in FY26. Total expenditure in the Department of Human Services is budgeted to increase 4.2%. In FY26 General Assistance Fund reserves are planned to be used to replace one of the roof top units at the Astor Avenue Community Center and to convert a pump house on the Township's Tiknis Campus to a food pantry storage facility.

Department of Facilities & Road Maintenance – The Facilities Division budget is being increased by 4.5%. The Township has seen an increase in trash removal services and all building's trash removal under the Facilities Division budget has been increased. An additional \$10,000 has been budgeted for Ground and Reserve Maintenance to fund the Township's Tiknis Campus Expansion property maintenance. In the Road Maintenance Division, property taxes and interest income are budgeted to increase minimally, and total revenue is budgeted to increase 2.2%. Total expenditure is budgeted to decrease 22.9%. The decrease in expenditure is due to significant decreases in engineering and contract work as the Township does not have any road resurfacing projects anticipated in FY26.

Mental Health Board – The Mental Health Board revenue is budgeted to increase by 3.8%. Service contracts are increasing 4.9% with 33 agencies and 48 programs being funded in FY26. Overall Mental Health Board expenditures recommended to grow by 4%.

Office of the Assessor – The Assessor’s Office budget is increasing 2.8% due to personnel costs increasing from FY25.

Office of Community Health – The Office of Community Health is anticipating increased revenue of 33.3% based on the prior year’s income. Total expenditure is budgeted to increase 6.8% due to an increase in cost of medical supplies, a new cost of electronic health records software budgeted at \$4,800, and a regular increase of personnel expenses.

Department of Emergency Services – The Department of Emergency Services added a revenue line item to account for the Emergency Services Annual Conference Fees in FY25 and in FY26 anticipates receiving \$1,500 in revenue. The department’s budget is projected to increase by 10.4% in FY26. In FY26, the Department of Emergency Services anticipates purchasing software for the unit’s drone operations and fleet management in the total amount of \$7,000. The department has also increased costs associated with volunteers members as the unit’s membership continues to grow.

Office of Community Affairs – The Office of Community Affairs anticipates an increase in revenue of 37.5% in FY26 from sponsorships for the annual Fall Food Truck Festival. The department budgeted to increase expenditure by 4.9%. The increase is primarily due to a 25% increase for Community Festivals which continue to grow in scale each year. This increase will accommodate costs associated with the Summer Concert Series and the Township’s annual Fall Food Truck Festival.

Administrative Services – The overall Administrative Services budget will increase by 15.8%. Total revenue will increase 4%. Property taxes are increasing by 4% and interest income is expected to increase 20% due to the Federal Reserve not lowering interest rates as anticipated. Income from Passport Fees are expected to bring in \$200,000. On the expenditure side, total costs in the Department of Administrative Services are budgeted to increase 15.8%. Increases in the budget are related to regular personnel cost increases.

Committee for Senior Citizen Services Fund – The Committee for Senior Citizen Services Fund plans an 13.5% increase in revenue as more seniors return to the Senior Center. Expenditures are budgeted to decrease 5.6%. Several line items are decreasing due to adjusted costs, some include bingo expenses, special events, and special projects. The committee continues spending down some of the fund reserves in FY26.

Vehicle Fund – Vehicle fund revenue is expected to increase by 6.7% primarily due to increases in interest income and a \$5,000 increase to transfers from the Town Fund. Expenditures are budgeted at 0% increase for FY26.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2026 including continued improvement of the Tiknis Campus Expansion Property and renovation of the existing buildings to the Facilities and Road Maintenance headquarters and a food pantry storage facility, a partial roof replacement to the Senior Center, renovation of the Senior Centers main restrooms, replacement of the fire and smoke detector main panel, and installation two air conditioning units at the Izaak Walton Youth Center. The Township will also continue repayment of the bank loan, budgeting for a payment of \$955,000 in FY26. In FY26, revenue is expected to increase 37% with the Township receiving a \$600,000 Open Space and Land Acquisition grant from the Illinois Department of Natural Resource for the new Open Space Reserve on the Tiknis Campus Expansion property and an increase in transfer from the Town Fund to contribute to the Township's loan repayment. Overall Capital Fund expenditures are budgeted to decrease 62.3%.

Hanover Township

Final Budget and Appropriation Ordinance

Ordinance

AN ORDINANCE MAKING APPROPRIATIONS TO DEFRAY EXPENDITURES FOR
THE TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS,
FOR THE FISCAL YEAR BEGINNING **APRIL 1, 2025** AND ENDING **MARCH 31, 2026**.
BE IT ORDAINED BY THE BOARD OF TRUSTEES, TOWNSHIP OF HANOVER, COOK COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: THAT THE FOLLOWING BUDGET, CONTAINING AN ESTIMATE OF REVENUES AND
EXPENDITURES, IS HEREBY ADOPTED FOR THE FOLLOWING FUNDS: TOWN FUND, SENIOR CITIZEN
SERVICES FUND, WELFARE SERVICES FUND, MENTAL HEALTH FUND, COMMITTEE FOR SENIOR SERVICES FUND,
ROAD FUND, RETIREMENT FUND, VEHICLE REPLACEMENT FUND AND CAPITAL PROJECTS FUND FOR THE FISCAL
YEAR MENTIONED ABOVE, AND SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

1. GENERAL TOWN FUND

Beginning Balance April 1, 2025		3,276,379
Estimated Revenues		
3000	Property Tax	4,844,600
3100	Replacement Tax	62,000
3250	Interest Income	60,000
3300	Other Income	5,000
3360	Disability Services Income	34,000
3350	Rent	3,000
3420	MHB/Office Charges	4,500
3430	YFS - Therapy Fees	32,000
3440	YFS - Tutoring Fees	6,000
3445	YFS - MHB Contracts	122,000
3770	Emergency Services Conference	1,500
3450	Community Health Fees	18,000
3451	Community Affairs Revenue	11,000
3952	Passport Fees	200,000
Total Estimated Revenues		5,403,600
Total Estimated Funds Available		8,679,979
Budgeted Expenditures		
	Administrative Services	2,745,640
	Community Affairs	307,750
	Emergency Services	245,750
	Assessor's Office	162,600
	Facilities Division	751,310
	Community Health	223,150
	Youth and Family Services	1,281,400
Total Expenditures/Appropriations		5,717,600
Estimated Cash on Hand March 31, 2026		2,962,379
Expenditures/Appropriations		
4301	Compensation of Officials	91,250
Town Hall Administration Expense		
4401	Postage	4,190
4404	Office Supplies	6,750
4406	Printing	7,500
4408	Salaries	611,000
4412	Travel	5,250
4414	Memberships, Subs, Pubs	12,500
4420	Pre-Employment Charges	1,500
4424	Education & Training	40,000
4429	Miscellaneous	10,000
4520	Consulting Fees	20,000
4530	Financial Administration	68,000
4531	Community Affairs	6,000
4532	Committee on Youth	3,000
4534	Passport Services	15,000
4535	Legal Notices	1,000
4560	Contingency	50,000
4591	Health Insurance	58,000
4592	Dental, Vision & Life Insurance	4,200
4593	Unemployment	3,150
4594	IMRF Expense	24,600
4595	FICA Expense	18,700
4596	Ancillary Benefits	15,300
Total Town Hall Administration Expense		985,640

Town Hall Expense			
4402	Telephone	8,000	
4403	Utilities	21,500	
4404	Internet Access	12,800	
4405	Equipment Rental	7,000	
Total Town Hall Expense			49,300
Legal/Auditing			
4501	Auditing	15,000	
4502	Legal Services	200,000	
Total Legal/Auditing			215,000
Insurance & Employee Benefits			
4411	Employee Assistance Program	2,350	
4503	General Insurance	204,000	
4507	Flex Plan & 457 Plan	3,000	
4508	Employee Referral Program	6,000	
4514	Employee Recognition	5,000	
4513	Employee Wellness	8,000	
Total Ins & Employee Benefits			228,350
Capital Expenditures & Transfers			
4410	Equipment Purchase	20,000	
4430	Computer Equipment, Software & Support	180,000	
4540	Facility Lease	11,100	
4541	Transfer to Vehicle Fund	110,000	
4547	Transfer to Capital Fund	855,000	
Total Capital Expenditures & Transfers			1,176,100
Total Administrative Services			2,745,640
Community Affairs			
4608	Salaries	167,100	
4611	Education & Training	2,200	
4614	Printing	700	
4615	Postage	550	
4617	Equipment & Furniture	1,300	
4619	Office Supplies	1,300	
4623	Phone & Internet	600	
4624	Travel	2,400	
4625	Communications	50,000	
4626	Community Service Awards	2,200	
4627	Community Affairs	6,500	
4628	Historical Maker Program	1,600	
4629	Dues & Subscriptions	750	
4631	Community Festivals	22,500	
4632	Miscellaneous	1,000	
4633	Social Media Archive and Distribution	4,000	
4634	Technology Application	1,000	
4636	Website Services	10,550	
4637	Website Accessibility Software	10,000	
4691	Health Insurance	7,200	
4692	Dental, Vision & Life Insurance	1,400	
4693	Unemployment	1,050	
4694	IMRF Expense	6,700	
4695	FICA Expense	5,150	
Total Community Affairs			307,750

Emergency Services			
4801	Salaries	92,950	
4802	Equipment	32,000	
4803	Uniforms	7,500	
4804	Printing	1,500	
4805	Postage	100	
4806	Office Supplies	1,500	
4807	Miscellaneous	1,000	
4808	Education & Training	5,000	
4809	Volunteer Screening	5,000	
4810	Travel	1,000	
4811	Station Utilities	10,000	
4812	Volunteer Appreciation	8,500	
4813	Vehicle Fuel & Maintenance	26,000	
4814	Communications & Dispatch	24,000	
4815	Software	7,000	
4891	Health Insurance	15,400	
4892	Dental, Vision & Life Insurance	690	
4893	Unemployment	350	
4894	IMRF Expense	3,650	
4895	FICA Expense	2,610	
Total Emergency Services			245,750
Assessor's Office			
4405	Office Supplies	3,000	
4407	Printing	650	
4409	Salaries	120,000	
4411	Equipment	3,000	
4413	Travel	4,000	
4415	Dues, Subs & Publications	3,000	
4419	Training	4,000	
4426	Miscellaneous	1,000	
4433	Professional Services	250	
4491	Health Insurance	11,700	
4492	Dental, Vision & Life Insurance	1,400	
4493	Unemployment	700	
4494	IMRF Expense	5,200	
4495	FICA Expense	3,700	
4525	Communications	1,000	
Total Assessor's Office			162,600
Facilities Division			
4200	Salaries	421,000	
4202	Office Supplies	400	
4205	Janitorial Supplies	12,000	
4209	Building Contracts	20,000	
4210	Building Maintenance - Town	7,000	
4211	Building Maintenance - Senior	8,000	
4212	Building Maintenance - Astor	4,000	
4213	Equipment Maintenance - Town	5,000	
4214	Equipment Maintenance - Senior	20,000	
4215	Equipment Maintenance - Astor	2,200	
4216	Equipment Purchase and Rental	3,000	
4217	Education & Training	1,500	
4218	Vehicle Maintenance	5,000	
4219	Vehicle Fuel	9,000	
4220	Seasonal Projects Assistance	28,000	
4221	Cell Phone / Communications	5,000	
4222	Trash Removal - Town	7,000	
4223	Trash Removal - Senior	8,000	
4225	Grounds/Reserve Maintenance	28,000	
4226	Uniforms	1,500	
4227	Miscellaneous	1,000	
4228	Building Maintenance - Izaak	3,000	
4229	Equipment Maintenance - Izaak	2,000	
4230	Trash Removal - Izaak	3,500	
4231	Dues & Subscription	600	
4232	Work Order Software	6,500	
4233	Recruitment & Pre Employment	1,000	
4234	Building Maintenance - ES Station	2,000	
4235	Equipment Maintenance - ES Station	2,500	
4291	Health Insurance	89,200	
4292	Dental, Vision & Life Insurance	5,700	
4293	Unemployment	4,260	
4294	IMRF Expense	19,550	
4295	FICA Expense	14,900	
Total Facilities Division			751,310

Community Health			
4450	Salaries	151,000	
4451	Postage	350	
4452	Office Supplies	1,500	
4453	Printing	1,200	
4454	Travel & Training	2,000	
4455	Dues, Subs & Publications	500	
4456	Community Affairs	2,950	
4457	Equipment	2,750	
4459	Professional Services	4,000	
4461	Miscellaneous	1,000	
4462	License/Professional Insurance	200	
4465	Medical Supplies	12,300	
4466	Communications	800	
4467	Health Records Software	4,800	
4491	Health Insurance	16,100	
4492	Dental, Vision & Life Insurance	2,100	
4493	Unemployment	1,400	
4494	IMRF Expense	10,600	
4495	FICA Expense	7,600	
Total Community Health			223,150
Youth and Family Services			
Administration & Clinical			
4608	Salaries	596,000	
4611	Education & Training	6,000	
4613	Answering Service	1,200	
4614	Printing	1,000	
4615	Postage	250	
4616	Books and Journals	400	
4617	Equipment Maintenance	2,600	
4618	Psychiatric backup	9,000	
4619	Office Supplies	4,000	
4620	Community Affairs	3,500	
4621	Recruitment & Pre-Employment	4,000	
4622	Miscellaneous	500	
4623	Travel	3,000	
4624	Client Mgmt Software	4,200	
4626	Equipment and Furniture	3,000	
4628	Tutoring	27,500	
4629	Dues & Subscriptions	500	
4691	Health Insurance	60,000	
4692	Dental, Vision & Life Insurance	5,500	
4693	Unemployment	5,900	
4694	IMRF Expense	25,550	
4695	FICA Expense	19,150	
Total Administration & Clinical			782,750
Outreach & Prevention			
4627	Open Gym Program	10,000	
4628	Open Gym Salaries	173,000	
4640	Salaries	212,500	
4643	Education & Training	2,000	
4644	Travel	3,800	
4645	Printing	500	
4649	Professional Services	1,200	
4650	Program Supplies	2,000	
4651	Cell Phones	3,000	
4652	Substance Abuse Prevention Program	3,200	
4655	Transportation	300	
4656	Youth Center Equipment	3,000	
4657	Youth Center Programs	2,000	
4658	Youth Center Utilities	7,200	
4659	Youth Center Phone & Internet	3,500	
4791	Health Insurance	40,225	
4792	Dental, Vision & Life Insurance	3,450	
4793	Unemployment	4,525	
4794	IMRF Expense	11,350	
4795	FICA Expense	11,900	
Total Outreach & Prevention			498,650
Total Youth & Family Services			1,281,400
Total Town Fund Expenses/Appropriations			5,717,600

2. SENIOR CITIZEN SERVICES FUND

Beginning Balance April 1, 2025

1,484,057

Estimated Revenues

3000	Property Tax	1,379,680
3250	Interest Income	23,600
3300	Other Income	5,000
3325	AID Transportation Fees	32,500
3330	Mental Health Grants	68,000
3350	LIHEAP Fees	10,000
3355	Senior Health Insurance Grant	5,000
3425	Senior Center & Transportation/ ADRN Grants	106,020
3426	Congregate Nutrition Grant	174,000
3450	Transfer From Road Maintenance	155,000
3455	Memory Café Grant	7,500
3500	Senior Programs	215,000
3501	Congregate Meal Donations	70,000
3331	Senior Home Care Program	50,000
3332	Caregivers Resource Grant	85,600
3504	Home Delivered Meals Grant	211,000
3505	Home Delivered Meals Donations	36,000
3507	Material Fees	16,000
3508	Nutrition Event Catering	2,000
3509	Lending Closet	16,000
3510	Home Delivered Meals MHB Funding	27,500

Total Estimated Revenue

2,695,400

Total Estimated Funds Available

4,179,457

Total Expenditures/ Appropriations

2,695,400

Estimated Cash on Hand March 31, 2026

1,484,057

Expenditures

Administration

4517	Salaries	179,565
4523	Recruitment	2,500
4524	Utilities	76,000
4525	Telephone & Internet	1,050
4527	Equipment	13,000
4528	Office Supplies	7,000
4529	Postage	2,500
4530	Printing	4,500
4534	Dues, Sub & Publications	2,000
4535	Travel	2,100
4536	Education & Training	1,400
4537	Custodial Services	18,350
4538	Community Affairs	2,000
4539	Miscellaneous	1,000
4540	Software	2,100
4541	Transfer to Capital Fund	25,000
4591	Health Insurance	19,000
4592	Dental, Vision & Life Insurance	160
4593	Unemployment	700
4594	IMRF Expense	7,550
4595	FICA Expense	5,400

Total Administration

372,875

Enrichment Programs			
4515	Programming	186,000	
4520	Volunteer Services	20,000	
4526	Senior Newsletter	16,000	
4532	Visual Arts	10,000	
4534	Program Salaries	295,500	
4535	Program Training	1,000	
4536	Program Staff Travel	500	
4891	Health Insurance	59,000	
4892	Dental, Vision, & Unemployment	2,825	
4893	Unemployment	2,500	
4894	IMRF Expense	11,700	
4895	FICA Expense	9,100	
Total Programs			614,125
Social Services			
4516	Social Services Supplies	1,000	
4519	Senior Assistance	3,000	
4560	Psychiatric Services	500	
4561	Salaries	318,000	
4562	Training	3,500	
4563	Travel	1,500	
4564	Senior Health Ins Program	5,000	
4565	Memory Café	5,000	
4566	Client Software	13,500	
4567	Senior Home Care Program	100,000	
4568	Caregiver Resource Center Supplies	3,000	
4569	Caregiver Resource Center Gap Filling	5,000	
4570	Caregiver Resource Center Respite	15,000	
4991	Health Insurance	71,200	
4992	Dental, Vision, & Life Insurance	5,500	
4993	Unemployment	2,800	
4994	IMRF Expense	17,500	
4995	FICA Expense	12,500	
Total Social Services			583,500
Nutrition			
5550	Nutrition Salaries	184,000	
5551	Congregate Food	105,000	
5552	Congregate Equipment	2,000	
5553	Congregate Supplies	15,000	
5554	Training	500	
5555	Travel	500	
5558	Home Delivered Meals Food	135,000	
5559	Home Delivered Meals Equipment	2,000	
5560	Home Delivered Meals Supplies	14,000	
5561	Event Catering	1,000	
5562	Nutrition Software	3,600	
5791	Health Insurance	8,100	
5792	Dental, Vision & Life Insurance	700	
5793	Unemployment	2,100	
5794	IMRF Expense	7,600	
5795	FICA Expense	5,700	
Total Nutrition			486,800
Transportation			
4513	Alternative Transportation	1,000	
4518	Vehicle Maintenance	60,000	
4546	Salaries	405,000	
4547	Dispatch Software	18,200	
4550	Telephone	5,500	
4551	Training	1,000	
4552	Fuel	42,000	
4553	Uniforms	1,200	
4554	Travel	500	
4555	Employee Screenings	2,600	
4691	Health Insurance	64,350	
4692	Dental, Vision & Life Insurance	5,500	
4693	Unemployment	3,150	
4694	IMRF Expense	16,100	
4695	FICA Expense	12,000	
Total Transportation			638,100
Total Senior Citizen Services Fund Appropriations			2,695,400

3. GENERAL ASSISTANCE FUND

Beginning Balance April 1, 2025			1,006,692
Estimated Revenues			
3000	Property Tax	502,600	
3100	Replacement Tax	7,000	
3250	Interest Income	18,000	
3300	Other Income	10,000	
3325	CEDA - LIHEAP	10,000	
Total Estimated Revenues			547,600
Total Estimated Funds Available			1,554,292
Total Expenditures/Appropriations			984,644
Estimated Cash on Hand March 31, 2026			569,648
Expenditures			
Home Relief			
4102	Rent	110,000	
4103	Utilities	20,000	
4105	Personal Essentials	20,000	
4106	Travel Expenses	8,000	
4110	Burial	1,500	
4107	Medical	25,000	
4117	Miscellaneous	100	
4119	Emergency Assistance	115,000	
Total General Assistance Home Relief			299,600
Community Health			
4215	Salaries	97,250	
4291	Health Insurance	3,600	
Total Community Health			100,850
Veterans Services			
	Veterans Services	10,000	
Total Veterans Services			10,000
Administration			
4201	Salaries	221,700	
4202	Office Supplies	5,500	
4204	Equipment	4,000	
4205	Travel & Training	5,000	
4206	Postage	200	
4210	Printing	1,500	
4212	Dues & Publications	750	
4213	Community Affairs	1,500	
4507	Professional Services	4,500	
4509	Volunteer Appreciation	2,500	
4510	Miscellaneous	500	
4511	Phone & Internet	4,500	
4591	Health Insurance	24,121	
4592	Dental, Vision & Life Insurance	2,058	
4593	Unemployment	1,043	
4594	IMRF Expense	9,500	
4595	FICA Expense	6,784	
Total General Assistance Administration			295,656
Pantry			
4460	Salaries	57,000	
4461	Utilities	10,000	
4462	Custodial Services	18,250	
4463	Trash Removal	15,000	
4464	Equipment	25,000	
4465	Pantry Refrigerated Vehicle	80,000	
4466	Pantry Storage Facility	60,000	
4391	Health Insurance	8,040	
4392	Dental, Vision & Life Insurance	700	
4393	Unemployment	348	
4394	IMRF Expense	2,450	
4395	FICA Expense	1,750	
Total Pantry			278,538
Total General Assistance Fund Appropriations			984,644

4. COMMITTEE FOR SENIOR SERVICES

Beginning Balance April 1, 2025			106,957
Estimated Revenues			
3600	Gift Shop	16,000	
3605	Soda/Snack Vending	2,500	
3610	Party/Bingo Raffles	1,200	
3625	Restaurant Fundraisers	1,500	
3630	Special Events	2,500	
3635	Interest	1,500	
Total Estimated Revenues			<u>25,200</u>
Total Estimated Funds Available			132,157
Total Expenditures/Appropriations			<u>50,200</u>
Estimated Cash on Hand March 31, 2026			81,957
Expenditures			
5100	Gift Shop	2,500	
5105	Soda/Snack Vending	2,000	
5110	Gift Cards	3,500	
5115	Social Services Support	1,000	
5125	Entertainment	1,000	
5130	Raffle Expense	100	
5135	Bingo Expense	1,000	
5140	Transportation	3,000	
5145	Special Events	2,000	
5155	Scholarship	500	
5165	Community Relations	3,000	
5170	Miscellaneous	2,000	
5175	Special Projects	28,600	
Total Committee for Senior Services			50,200

5. MENTAL HEALTH FUND

Beginning Balance April 1, 2025		1,526,289
Estimated Revenues		
3000	Property Tax	1,553,951
3100	Replacement Tax	18,000
3250	Interest Income	20,000
3300	Other Income	1,000
3850	Tide Transportation Fee	10,000
3950	AID Transportation Fees	1,000
Total Estimated Revenues		<u>1,603,951</u>
Total Estimated Funds Available		3,130,240
Budgeted Expenditures		
	Service Contracts	1,725,500
	Administration	145,200
Total Expenditures/Appropriations		<u>1,870,700</u>
Mental Health Fund		
Estimated Cash on Hand March 31, 2026		1,259,540
Expenditures		
Service Contracts		
4100	CAC Forensic and Advocacy	20,000
4102	CAC Family Support	10,000
4103	CAC Safe from the Start	25,000
4104	CCC Shelter	20,000
4105	CCC Counsel	20,000
4108	AID Supportive Employment	35,000
4113	Clearbrook Day Services	10,000
4123	Easter Seals	90,000
4130	Northwest CASA	7,500
4131	AID Transportation	32,500
4132	Ecker Therapy Services	55,500
4133	Ecker Crisis Services	80,000
4135	Ecker Center/Substance	45,000
4136	HTYFS Psychiatric Back-up	9,000
4137	HTYFS Alt. to Suspension	28,000
4138	Contract Support Services	140,000
4139	HTYFS Substance Abuse	52,500
4141	Shelter Inc Healthy Families	7,500
4142	Centro de Informacion	40,000
4146	Bridge YFS - Crisis Intervention	5,000
4148	FSA Therapy Services	48,000
4158	Summitt Center	17,000
4162	TIDE Transportation	28,000
4165	Alexian / Ascension - Psych	27,000
4166	PADS of Elgin	20,000
4167	HTSS - Senior MH	58,000
4175	WINGS Transitional Shelter	6,000
4177	Staff Development Fund	30,000
4179	Challenge Grant Fund	50,000
4180	Capital Grant Fund	160,000
4185	Little City Foundation	10,000
4190	Maryville Academy	21,000
4200	Kenneth Young Center	10,000
4201	Journeys - Hope Center	1,000
4203	Clearbrook - Residential	12,500
4204	Eater Seals: Family Support	30,000
4205	Mental Health Housing	135,000
4207	Girl Scouts of Northern IL - Outreach	18,000
4208	About Change Recovery	17,500
4210	Ray Graham Association	42,000
4221	HTSS Home Delivered Meals	27,500
4222	HTYFS Bilingual Therapist	32,500
4223	Marklund	26,000
4225	Community Alternatives Unlimited	15,000
4226	Fellowship Housing	5,000
4227	AARA	20,000
4228	HTAS Senior in Home Care	42,000
4229	Partners In Our Communities	15,000
4400	Community Crisis Center Childrens	6,000
4401	Community Crisis Economic Crisis	7,500
4402	Kenneth Young Center MCR	8,000
4403	Gigi's Playhouse	18,000
4404	Haymarket	4,500
4405	Consumer Credit Counseling	5,000
4406	Hopeful Beginnings	20,000
Total Service Contracts		1,725,500

Administration			
4001	Hanover Township Services	4,500	
4002	Legal	10,000	
4005	Training	1,000	
4006	Travel	1,000	
4008	Subscriptions & Publications	150	
4009	Salaries	74,000	
4012	Office Supplies	2,500	
4013	Postage	1,000	
4014	Equip / Database	4,500	
4537	Community Relations	2,500	
4538	Miscellaneous	500	
4539	Dues	4,000	
4540	Special Events	1,000	
4541	Printing	4,000	
4544	Consultants	3,000	
4591	Health Insurance	18,500	
4592	Dental, Vision and Life Insurance	700	
4593	Unemployment	350	
4594	IMRF Expense	6,300	
4595	FICA Expense	5,700	
Total Administration			145,200
Total Mental Health Fund Appropriations			1,870,700

6. ROAD FUND**Beginning Balance April 1, 2025**

692,887

Estimated Revenues

3000	Property Tax	917,150
3100	Replacement Tax	56,000
3250	Interest Income	20,000
3255	Grants	500,000
3300	Permits and Fines	1,000
3400	Traffic Enforcement Fees	1,000
3500	Other	1,000

Total Estimated Revenues		1,496,150
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Total Estimated Funds Available		2,189,037
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Budgeted Expenditures

Road Maintenance	508,500
Equipment	252,000
Bridge Maintenance	500,000
Buildings	35,000
Administration/Transfers*	297,050

Total Expenditures/Appropriations		1,592,550
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Estimated Cash on Hand March 31, 2026

596,487

Expenditures

Road Maintenance

4600	Controlled Substance Test	1,500
4601	Salaries	232,000
4602	Operating Supplies & Materials	30,000
4603	Fuel	20,000
4606	Engineering	50,000
4607	Contract Work	52,000
4610	Street Lighting	8,000
4614	Signs, Stripping & Tree Removal	25,000
4616	Salt	90,000

508,500

Total Road Maintenance

Equipment

4604	Machine Rental	2,000
4608	Equipment Purchase	200,000
4609	Maintenance Vehicles & Equip	50,000

252,000

Total Equipment

Bridge Maintenance

4615	Bridge Repair and Maintenance	500,000
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500,000

Total Bridge Maintenance

Buildings

4612	Buildings & Perm Improvement	25,000
4613	Building Maintenance	10,000

35,000

Total Buildings

Administration

4700	Postage	1,000
4701	Legal	20,000
4702	Liability Insurance	32,000
4704	Phone and Data	1,500
4705	Dues, Subscriptions & Publications	1,000
4706	Travel	500
4707	Printing	500
4708	Training & Conferences	1,000
4709	Uniforms and Safety Equipment	1,500
4710	Community Affaris	4,000
4711	Utilities	6,000
4712	Miscellaneous	1,000
4713	Recruitment	1,000
4714	Office Supplies	500
4716	Transfer to Sr Transportation*	155,000
4717	Transfer to Vehicle Fund*	30,000
4791	Health Insurance	20,000
4792	Dental, Vision & Life Insurance	1,900
4793	Unemployment	3,050
4794	IMRF Expense	8,500
4795	FICA Expense	7,100

297,050

Total Administration

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Total Road Fund Appropriations

1,592,550

7. IMRF FUND

Beginning Balance April 1, 2025		155,854
Estimated Revenues		
3000 Property Tax	234,540	
3250 Interest Income	1,860	
Total Estimated Revenues		<u>236,400</u>
Total Estimated Funds Available		392,254
Budgeted Expenditures/Appropriations		
4508 IMRF	236,400	
Total Expenditures/Appropriations		<u>236,400</u>
Estimated Cash on Hand March 31, 2026		155,854

8. SOCIAL SECURITY FUND

Beginning Balance April 1, 2025		105,866
Estimated Revenues		
3000 Property Tax	190,390	
3250 Interest Income	1,010	
Total Estimated Revenues		<u>191,400</u>
Total Estimated Funds Available		297,266
Budgeted Expenditures/Appropriations		
4522 Social Security	191,400	
Total Expenditures/Appropriations		<u>191,400</u>
Estimated Cash on Hand March 31, 2026		105,866

9. VEHICLE REPLACEMENT FUND

Beginning Balance April 1, 2025		518,665
Estimated Revenues		
3250 Interest Income	12,000	
3440 Bus Fares & Donations	8,000	
3450 Transfer from Road Maintenance*	30,000	
3460 Transfer from Town Fund	110,000	
Total Estimated Revenues		<u>160,000</u>
Total Estimated Funds Available		678,665
Budgeted Expenditures		
4408 Vehicle Purchase	85,000	
4540 Senior Bus Purchase	130,000	
Total Expenditures/Appropriations		<u>215,000</u>
Estimated Cash on Hand March 31, 2026		463,665

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

10. CAPITAL PROJECTS FUND

Beginning Balance April 1, 2025		1,161,376
Estimated Revenues		
3445 Grant	600,000	
3450 From Senior Services Fund	25,000	
3455 From Town Fund	855,000	
Total Estimated Revenues		<u>1,480,000</u>
Total Estimated Funds Available		2,641,376
Budgeted Expenditures		
4414 Tiknis Campus Expansion	1,400,000	
4415 Senior Center Equipment	25,000	
4425 Building & Permanent Improvements	200,000	
4430 Loan Repayment	955,000	
Total Expenditures/Appropriations		<u>2,580,000</u>
Estimated Cash on Hand March 31, 2026		61,376

SECTION 2: THAT THE AMOUNTS APPROPRIATED FOR TOWNSHIP PURPOSES
FOR THE FISCAL YEAR ENDING MARCH 31, 2026, BY FUND IS:

GENERAL TOWN FUND	5,717,600
SENIOR CITIZEN SERVICES FUND	2,695,400
GENERAL ASSISTANCE FUND	984,644
MENTAL HEALTH FUND	1,870,700
COMMITTEE FOR SENIOR SERVICES	50,200
ROAD FUND	1,592,550
IMRF FUND	236,400
FICA FUND	191,400
VEHICLE REPLACEMENT FUND	215,000
CAPITAL PROJECTS FUND	2,580,000

TOTAL APPROPRIATIONS 16,133,894

SECTION 3: THAT EACH TOTAL IS DIVIDED AMONG THE SEVERAL OBJECTS AND PURPOSES
SPECIFIED AND IN PARTICULAR AMOUNTS STATED FOR EACH FUND RESPECTIVELY IN
SECTION 1, CONSTITUTING THE TOTAL APPROPRIATION IN THE AMOUNT OF
Sixteen Million One Hundred Thirty Three Thousand Eight Hundred Ninety Four
(\$16,133,894) FOR THE FISCAL YEAR ENDING MARCH 31, 2026.

SECTION 4: THAT IF ANY SECTION, SUBDIVISION, OR SENTENCE OF THIS ORDINANCE SHALL
FOR ANY REASON BE HELD INVALID, SUCH DECISION SHALL NOT AFFECT THE VALIDITY
OF THE REMAINING PORTIONS OF THIS ORDINANCE.

SECTION 5: THAT SECTION 2 SHALL BE AND IS THE ANNUAL APPROPRIATION ORDINANCE
OF THIS TOWNSHIP, PASSED BY THE BOARD OF TRUSTEES AS REQUIRED BY LAW, AND SHALL
BE IN FULL FORCE AND EFFECT FROM AND AFTER THIS DATE.

SECTION 6: THAT A CERTIFIED COPY OF THIS BUDGET AND APPROPRIATION ORDINANCE
MUST BE FILED WITH THE COOK COUNTY CLERK WITHIN 30 DAYS AFTER ITS ADOPTION.

ADOPTED ON MARCH 25th 2025 AT HANOVER TOWNSHIP, COOK COUNTY, ILLINOIS,
BY THE HANOVER TOWNSHIP BOARD OF TRUSTEES BY ROLL CALL VOTE.

Ayes _____
Nays _____
Absent _____

Supervisor

Township Clerk

CERTIFICATION

I, Kathleen Dolan Baumer , do hereby certify that I am Clerk of the Hanover Township,
Cook County, Illinois and that the foregoing is a true, correct and exact copy
of Ordinance No. 2025-_____ adopted and approved by the Board of Trustees of
said Township at the regular meeting, duly and legally called, and held March 25, 2025, as
the same appears in the records in my possession and custody as such clerk.

Dated this March 25, 2025

Township Clerk

DEPARTMENT OF ADMINISTRATIVE SERVICES

Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Passports</i>	601	421	4,258	3,883
Photo Fees	\$6,540	\$4,810	\$46,990	\$41,960
Fee deposits	\$21,450	\$15,035	\$152,942	\$142,060
<i>Fishing/Hunting licenses</i>	0	0	31	45
<i>Handicap Placards</i>	12	19	218	183
<i>Vehicle Sticker Renewals</i>	46	37	525	386
<i>Human Resources Requests</i>	127	124	1,418	1,351
<i>New Employee Orientations</i>	2	3	36	30
<i>Technology work orders</i>	54	67	641	664
<i>Resident Contacts</i>	1,964	2,076	20,569	21,280
<i>Percent of Budget Expended (100% of year)</i>	9.4%	8%	71.1%	72.2%
<i>Hanover Landing Client Contacts (Duplicated)</i>	62	N/A*	1,007	N/A*

* Reporting began April 1, 2024

Department Highlights

- Interim Administrative Services Director Callahan completed 2 new hire orientations: Jeffrey Rohlwing (Aging Services) and Erin Brumfield Grima (Youth and Family Services).
- Township Administrator Barr, Assistant to the Administrator Match, and Chief Deputy Assessor Ortiz completed three interviews for the Assessing Specialist position.
- Township Administrator Barr, Interim Administrative Services Director Callahan, and Assistant to the Administrator Match attended Northern Illinois University's Management Academy on February 14 and 21.
- Interim Administrative Services Director Callahan attended SHRM virtual training on Gender & Inclusion: Navigating New DEI Executive Orders webinar and Diving Deeper into Affirmative Action and Federal Contractor Compliance: Key Insights & Critical Actions.
- On February 7, Assistant to the Administrator Match and Director Kuttenberg met with staff from Commissioner Kevin Morrison's Office and the Cook County Forest Preserve to begin planning the upcoming Kite Fest.
- Supervisor McGuire, Township Administrator Barr, Director Kuttenberg and others from the Metropolitan Township Association met on February 18 to discuss SB2504, a bill regarding Township Consolidation.
- On February 19, Assistant to the Administrator Match participated in a regular monitoring meeting regarding the Rohrssen Road Bridge over Poplar Creek grant with the Cook County Department of Transportation and Highways.
- Supportive Housing Coordinator Kapadoukakis coordinated 5 special events for residents at Hanover Landing throughout the month of February.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

DEPARTMENT OF AGING SERVICES



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Programming Division</i>				
Planned programs	221	243	2,580	2,641
Participants	1,712	1,806	19,412	18,203
Participants (unduplicated)	636	672	1,865	1,758
Wait listed (duplicated)*	27	17	561	253
New volunteers	4	13	28	39
Total volunteers (unduplicated)	153	164	221	214
Volunteer hours reported	2,039	2,465	21,388	20,208
<i>Nutrition Division</i>				
Meals served	1,815	2,475	21,812	23,462
Meals delivered by volunteers	2,782	2,913	34,401	32,866
Clients served (unduplicated)	674	757	1,586	1,811
<i>Social Services Division</i>				
Clients served (unduplicated)	158	173	1,286	1,181
Clients served (duplicated)	243	249	3,044	2,806
Energy Assistance	25	27	476	505
Prescription drugs & health insurance assistance	82	78	1,092	1,157
Social Service programs	16	10	115	116
Social Service program participants	281	98	1,559	1,457
Lending Closet transactions	125	143	1,392	1,533
Home Services direct care hours	88.5	86	755.5	863
<i>Transportation Division</i>				
One way rides given	994	1,061	12,278	12,247
Clients served (unduplicated)	161	162	454	502
New riders	12	17	454	502
Unmet requests for rides	13	28	299	349

*Prior year report lists only the first program participants are waitlisted for. Duplicated includes all programs a single participant is waitlisted for.

Department Highlights

- The Caregiver Resource Center received an additional award of \$10,028 towards respite funding from AgeOptions in February.
- The Programming Team planned a St. Valentine's Day Party at Villa Oliva and 79 people had lunch and enjoyed entertainment by Jack Miuccio.
- The AARP Tax Aide Program began on February 5. Volunteers are scheduled to assist taxpayers on Mondays and Wednesdays through April 7. The program is currently filled and operating a waitlist to fill last-minute cancellations.
- Volunteer and Program Coordinator Murillo scheduled Jim Gibbons to present the program "History Unveiled: The Truth About the Presidents". 33 people attended and learned about unknown details of famous events in history.
- Dispatcher Juanita Espinosa retired from the Township on February 23. Bus Driver Myra Wilkins was promoted to Dispatcher and the division is recruiting to fill Driver Wilkin's full-time bus driver position.

*Aging Services Mission Statement:
Enriching Lives, Fostering Friendships, Promoting Independence*

OFFICE OF THE ASSESSOR



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Administration</i>				
Office visits	459	239	3,534	3,219
Building permits processed	0	0	3,803	2,310
Change of Name	2	0	45	51
Property tax appeals	10	0	786	385
Certificates of Error	52	57	754	872
Property location updates	0	0	1	1
Sales Recording	0	0	0	676
New owner mailing	0	0	419	650
<i>Exemptions</i>				
Homeowner exemptions	0	0	85	246
Senior homeowner exemptions	0	0	66	200
Senior Freeze exemptions	0	0	257	884
Disabled Veteran exemptions	0	0	45	121
Disabled person exemptions	0	0	7	59
Miscellaneous exemptions	0	0	2	14

Department Highlights

- Mary Ortiz was promoted to Chief Deputy Assessor.
- The Board of Review accepted Hanover Township's appeal applications until February 4, 2025.
- Chief Deputy Assessor Ortiz, Township Administrator Barr, and Assistant to the Administrator Matich participated in interviews for the Assessing Specialist position.
- On February 28, Chief Deputy Assessor Ortiz and Assistant to the Administrator Matich presented to the Aging Services TRIAD group on property tax exemptions and appeals and services available in the Assessor's Office.

Office of the Assessor Mission Statement:

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. Our duty is to provide professional assistance with questions you may have regarding your real estate assessments and tax bills.

OFFICE OF COMMUNITY AFFAIRS



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Website Visits (total)</i>	7,232	7,071	79,828	79,251
<i>Website Visits (unique)</i>	6,417	6,587	64,042	68,118
<i>Facebook Followers (new and total FYTD)</i>	82	34	6,572	5,914
<i>Facebook Reach</i>	59,900	25,824	285,436	283,555
<i>LinkedIn Impressions (new and total FYTD)</i>	4,991	N/A	20,680*	N/A
<i>Instagram Views (new and total FYTD)</i>	7,966	N/A	33,476*	47,683
<i>YouTube Views</i>	201	159	2,415	2,394
<i>Media Releases</i>	0	2	46	46

* YTD as of November 2024 due to new tracking of defunct X [Twitter] analytics

Department Highlights

- Supervisor McGuire and Director Kuttenberg attended the Bartlett Area Chamber of Commerce's February 5 Ribbon Cutting for Art of Brows Beauty Salon on Main Street in Bartlett.
- Director Kuttenberg and Assistant to the Administrator Matich virtually attended a planning meeting on February 7 for the 2nd Annual Kite Festival with Commissioner Kevin Morrison's Office and the Cook County Forest Preserve.
- Director Kuttenberg virtually attended the Illinois Township Management Academy on February 14. Sessions included Careers in the Public Sector and Building Teams.
- Director Kuttenberg attended the Association for Community Mental Health Authorities of Illinois' monthly Legislative Committee meeting on February 18.
- Director Kuttenberg joined Supervisor McGuire and Township Administrator Barr, as well as others from the Metropolitan Township Association on February 18 to discuss SB2504, a bill regarding Township Consolidation.
- Director Kuttenberg virtually attended the Illinois Township Management Academy on February 21. Sessions included Personnel Evaluations and Succession Planning.
- Director Kuttenberg virtually presented at the Metropolitan Township Association's (MTA) member briefing regarding SB2504 on February 24.
- Director Kuttenberg participated in a virtual meeting with MTA and the Township Officials of Illinois on February 24 regarding SB2504.
- Director Kuttenberg virtually attended Cook County Board President Toni Preckwinkle's Northwest and West Central Municipal Conference Briefing on February 25.
- Director Kuttenberg virtually met with the Oak Park Township Administrator on February 25 to discuss strategies for Township communications personnel recruitment.
- Director Kuttenberg attended the February 25 meeting of the Township Mental Health Board to discuss SB2504 regarding Township consolidation.

Hanover Township Mission Statement:

To continuously improve the quality of life for Hanover Township residents.

OFFICE OF COMMUNITY HEALTH



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Appointments</i>				
ProTimes	6	7	69	69
TB skin test	15	2	106	55
Cholesterol	44	20	156	110
Pharmaceutical Assistance Programs	0	0	0	1
Miscellaneous labs	18	24	206	172
Wellness Screening (BP, diabetes, anemia)	28	25	430	396
Other	89	74	954	859
<i>Clinic Clients</i>				
Senior Center/ home visits	192	127	1,616	1,283
Astor Avenue	0	16	44	173
Offsite clinics	17	7	164	122
Total clients (unduplicated)	62	46	678	603
<i>Public Education & Health Promotion</i>				
Media coverage	0	0	3	4
Informational seminars/Programs	3	4	49	51
Program Participants	106	69	2,231	2,284
<i>Primary Care Provider Support</i>	4	1	15	13

Department Highlights

- Director Smith and Community Health Nurse Nichols provided 22 home visits for residents in the month of February.
- The Office of Community Health provided laboratory services for 11 residents at The Oaks lab clinic in the month of February.
- Community Health Nurse Nichols completed 5 initial evaluations for residents enrolling in the Home Care Program in the month of February.
- Director Smith and Community Health Nurse Nichols partnered with Senator Castro and Ascension Health for a heart health event at the Senior Center on February 8. Township nurses provided free cholesterol screenings for 22 attendees.
- Director Smith provided a Heartsaver CPR class on February 11.
- Director Smith attended the Illinois Township Management Academy on February 14 and 21.
- Director Smith and Community Health Nurse Nichols provided puberty education for 53 fifth grade students at Ridge Circle Elementary School on February 24.
- Director Smith attended the Northwest Municipal Nurses' meeting on February 25.

Office of Community Health Mission Statement:

*Our mission is to provide education and health promotion,
prevent the spread of disease and illness, and to assist residents in accessing quality health services.*

DEPARTMENT OF EMERGENCY SERVICES



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Hours</i>				
Volunteer Detail Hours	338	325	6,728	5,414
Volunteer Work Hours	1,127	1,080	14,363	7,663
Volunteer Training Hours	194	173	2,492	1,625
<i>Total Volunteer Hours</i>	1,659	1,578	23,450	14,702
<i>Details</i>				
Emergency Call Outs	13	16	234	202
Safety Patrols	1	0	7	4
Township Sponsored Events	0	0	6	10
Other Community Events	0	0	33	35
Miscellaneous	0	0	3	0
<i>Total Details</i>	14	16	283	251

Department Highlights

- HTES Officers responded to a structural fire in Carpentersville on February 3 and provided cascade air fill, salvage, and gross decontamination.
- HTES Officers responded to a structure fire in East Dundee on February 6 and provided cascade air fill.
- HTES Officers responded to a report of a missing person on February 6 and 7 in Crete and provided aerial search with the HTES drones.
- HTES Officers responded to a structure fire in Streamwood on February 11 and provided gross decontamination. Emergency housing was provided by the Hanover Township Fire Response Team.
- HTES Officers responded to a structure fire in Hoffman Estates and provided cascade air fill, large diameter hose rolling, and gross decontamination.
- HTES Officers responded to a structure fire in West Dundee on February 20 and provided cascade air fill, large diameter hose rolling, and gross decontamination.
- HTES Officers responded to a structure fire in Hampshire on February 24 and provided cascade air fill, large diameter hose rolling, and gross decontamination.
- HTES Officers responded to a structural fire in Carpentersville on February 25 and provided cascade air fill, salvage, and gross decontamination.
- Director Crews met with officials from Schaumburg, Hanover Park, Hoffman Estates, and Mount Prospect on February 24 to discuss the formation of a new urban search and rescue team.
- Director Crews attended the MABAS Division 2 meeting on February 12 and Division 12 on February 26.
- Director Crews attended a meeting with Kane County Emergency Management on February 27 to share resources and capabilities.
- Director Crews met with the Carpentersville Fire Department leadership in February.

Hanover Township Mission Statement:

To continuously improve the quality of life of Hanover Township residents.

DEPARTMENT OF FACILITIES & ROAD MAINTENANCE

Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>Administration</i>				
Vehicle service calls	0	1	13	22
Work orders	487	487	6,050	4,685
Event set-ups/tear downs	184	189	2,226	1,718
<i>Energy Efficiency – Electricity (Kw)</i>				
Astor Avenue Community Center	4,841	5,337	49,617	51,599
Town Hall	9,780	8,820	108,960	99,180
Senior Center	28,507	32,850	383,347	359,083
<i>Energy Efficiency – Gas (Therms)</i>				
Astor Avenue Community Center	458.58	419.44	1,512.60	1,391.00
Town Hall	1,419.73	1,073.19	4,741.28	4,400.73
Senior Center	2,874.57	1,674.74	15,964.38	17,413.60
<i>Road Maintenance</i>				
Salt Usage (Tons)	100	10	350	367

Department Highlights

- Facilities and Road Maintenance staff completed snow removal during the most significant snow and ice events of the season, with approximately 8 inches in total. Included in the operations were salting and plowing at all Township facilities, Bartlett Fire Protection District stations, and the Emergency Services Station and Headquarters.
- Facilities and Road Maintenance staff completed the addition of electrical outlets and the installation of 5 television monitors throughout the Township facilities in conjunction with the Office of Community Affairs. The televisions were installed at all facilities' main reception areas to share Township information.
- Director Hanson continued working closely with Administration, legal, Thomas Engineering, and Hitchcock Design Group toward the submission of the Planned Development application for Phases II and III of the Tiknis Expansion Property.
- Director Hanson met virtually with V3 Engineering Group and Cook County to review the scope of the Phase I design engineering proposal of the Rohrssen Road bridge over Poplar Creek replacement project.
- Director Hanson, Operations Manager Nelson, and Roads Manager Santangelo participated in the Illinois Township Management Academy.

DEPARTMENT OF HUMAN SERVICES



Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2024	FYTD 2025	FYTD 2024
<i>General Assistance</i>				
General Assistance clients	10	8	103	98
General Assistance appointments	10	10	151	162
Emergency Assistance appointments	12	20	253	238
Emergency Assistance approved	1	1	32	24
Crisis intake clients	267	199	2,772	3,040
<i>Veterans' Services</i>				
Office Visits	18	16	155	150
<i>Social Services</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	76	41	601	426
Financial assistance applications*	1	5	28	76
<i>Food Pantry</i>				
Served (Households)	1,272	1,237	15,849	14,197
Unduplicated	280	316	3,862	3,232
New applications	46	44	531	463
Food Donations	34	66	508	486
<i>Community Center Walk-Ins</i>	121	160	1,562	1,743

* Includes Circuit Breaker, Benefit Access, Access to Care, ComEd Hardship, Salvation Army, Hanover Township Foundation

Department Highlights

- Director Designee Ryan Dickinson began her role in Human Services. Director Designee Dickinson has completed several required trainings in addition to training on department operations.
- The 14th Annual Job Fair is approaching on March 26, with more than 50 employers registered. Human Services anticipates the number of employers attending the Job Fair will reach capacity.
- The Department of Human Services continues working with local grocers for donations as the cost of groceries rise, in order to continue to meet current demands and keep shelves stocked.
- Human Services staff and auxiliary staff, volunteer Terrie Kuenker met with CEDA to discuss programming. Human Services continues to have a Tier 1 status and a high application acceptance rate.
- The monthly Veteran Group continues to reach capacity. Both Cook County and DuPage County Veteran Assistance Commissions (VAC) staff have been attending the monthly meetings to discuss programs and services available to Veterans.
- Liza Mendez, Veterans Affairs Outreach Coordinator, continues to keep hours at the Astor Avenue Community Center the 4th Monday of each month. The purpose of her keeping hours at Astor Avenue is to enroll and assist veterans with VA healthcare and benefits.
- The Township Officials of Cook County General Assistance Caseworkers Group hosted their quarterly training at Hanover Township on February 11.

Human Services Mission Statement
Empowering Residents to Achieve Self-Sustainability

OFFICE OF THE MENTAL HEALTH BOARD



Report for February 2025

SERVICE PROVIDED	JANUARY 2025	JANUARY 2024	FYTD 2025	FYTD 2024
<i>Grant Funding</i>				
New clients	171	64	3,280	2,595
Ongoing clients	901	777	8,587	11,509
Closed cases	99	13	962	1,525
Prevention programming presentations	1	6	45	67
Number in audience	5	103	279	1,914
<i>TIDE</i>				
Participants	6	26	30	29
Rides	72	165	1,473	1,808

Department Highlights

- The Mental Health Board met on February 25 and elected Mary Jane Garvey as Chair and Matt Steichmann as Vice Chair. The Board also awarded \$7,500 in capital funding to Community Alternatives Unlimited to purchase a new phone system.
- Manager Teachout participated in three Cook County Behavioral Health Strategic Planning forums to provide input on children's behavioral health, system integration, and crisis services.
- Manager Teachout completed an Open Meetings Act training as required by the State of Illinois' CESSA Act Regional Advisory Committee.
- Manager Teachout was appointed to the subcommittee of Region 9 Advisory Committee by the Department of Human Services.
- Manager Teachout participated in the Management Academy on February 14.
- Manager Teachout met with the Supportive Housing Services Coordinator Kapadoukakis to discuss transportation options for Hanover Landing tenants.
- Manager Teachout hosted the Human Services Coordinating Council on February 19.
- Manager Teachout provided reporting website training to Clearbrook and Ray Graham's new staff.
- Manager Teachout provided information to all funded agencies regarding proposed legislation concerning Township consolidation.
- Manager Teachout continued with serving on the Association of Community Mental Health Authorities of Illinois Executive Committee, Mental Health Advisory Forum, the Department of Human Services Regional Advisory Committee of the CESSA Act, and the Elgin Human Services Council.

Mental Health Board Mission Statement:

The Hanover Township Mental Health Board ensures that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

DEPARTMENT OF YOUTH AND FAMILY SERVICES

Report for February 2025

SERVICE PROVIDED	FEBRUARY 2025	FEBRUARY 2025	FYTD 2025	FYTD 2024
<i>Outreach & Prevention</i>				
Open Gym participants	674	578	7,406	5,570
Open Gym participants (unduplicated)	265	194	567	549
Alternative to Suspension referrals	3	15	228	197
Alternative to Suspension participants	330	212	2,031	1,394
Alternative to Suspension participants (unduplicated)	127	82	196	197
<i>Clinical</i>				
Therapy clients	515	193	3,429	2,903
Therapy clients (unduplicated)	130	65	1,115	832
New clients (unduplicated)	1	0	51	42
Clinical hours	277	181	2,797	2,438
Group session participants	277	34	1,049	543
<i>Tutoring Participants</i>				
Total	92	172	593	663
Unduplicated	23	65	257	309

Department Highlights

- Clinical Manager Trocki attended Illinois Township Management Academy trainings on February 14 and February 21.
- Director Brumfield Grima started with the department on February 18.
- Parent Map workshops began February 19 for both English-speaking and Spanish-speaking families.
- On February 22, Substance Abuse Prevention Specialist Moreno hosted Operation Snowball at Parkwood Elementary in partnership with Ontarioville and Laurel Hill Elementary Schools.
- On February 25, outgoing Director Houdek and incoming Director Brumfield Grima met with Monica Ruzicka-Stout, U-46 District Coordinator of Student Success (MTSS) to continue collaboration between the School District and Township.
- Clinical Manager Trocki and Therapists Zak and Murakami conducted Clinical Internship Interviews on February 25.
- On February 27, several members of the department attended the Association of Illinois Committee on Youth (AITCOY) Workshop - Mental Health Crisis Assessment and Intervention.

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. We strengthen families, provide outreach to youth at risk of school failure and contribute to the building of a healthier Township community.

Hanover Township

Board Audit Report

From 3/4/25-3/24/25

	<u>Total</u>
Total Town Fund	104,000.27
Total Senior Services Fund	68,803.59
Total General Assistance Fund	12,347.14
Total Road Maintenance Fund	20,492.06
Total Committee for Senior Citizens Services	210.28
Total Mental Health Board Fund	56,161.72
Total IMRF Fund	
Total Social Security Fund	
Total Vehicle Fund	200.00
Total Capital Fund	432,538.80
 Total All Funds	 <u><u>694,753.86</u></u>

Supervisor

Town Clerk

Attest

Trustee

Trustee

Trustee

Trustee

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
10A · Town Assets					
1001650 · Prepaid Expense					
Check	03/18/2025	161321	Johnson Controls Security Solutions	Inv# 41039029 April - May Astor Ave Security Monitoring 101-4211	182.76
Check	03/18/2025	161327	Midwest Mechanical	Inv# MC0000143021 HVAC Preventive Maintenance Senior Center	1,578.00
Check	03/18/2025	161348	CuraLinc LLC	Inv# 56758 SupportLinc Employee Assistance Program Q2 1014411	484.80
Check	03/18/2025	161356	Otis Elevator Company	Inv# 100401842350 Annual Elevator Inspection Senior Center 1014209	6,091.68
Check	03/18/2025	161358	UpKeep Technologies	Inv# 00080808 Annual Subscription Work Order System 1014232	8,100.00
Check	03/21/2025	161507	Johnson Controls Security Solutions	Inv# 41104381 April - June YFS Security Monitoring 101-4210	255.00
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 101-4592	44.21
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 101-4692	11.24
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 101-4892	8.99
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 101-4292	67.81
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 101-4492	11.24
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 109-4692	48.52
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 109-4792	14.61
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1014592	500.23
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1014692	103.10
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1014892	51.55
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1014292	645.15
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1014492	116.16
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1094692	402.04
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1094792	154.65
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1014591	3,989.20
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1014891	1,166.54
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1014291	6,023.81
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1014491	1,091.74
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1094691	3,595.54
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1094791	1,637.61
Total 1001650 · Prepaid Expense					36,376.18
Total 10A · Town Assets					36,376.18
11A · Senior Center Assets					
1101520 · Prepaid Expense					
Check	03/18/2025	161306	Charlene Thomason	Volunteer Luncheon Supplies 110-4520	40.15
Check	03/21/2025	161480	Heather Braoudakis	Music Entertainment 5.15.25 - 110-4515	105.00
Check	03/21/2025	161481	Liz Goss	Inv# 5525 Music Presentation 5.5.25 110-4515	225.00
Check	03/21/2025	161482	Michelle Gibbons Presents	Inv# 10107 Senior Presentation - June Cleaver 5.8.25 110-4515	275.00
Check	03/21/2025	161483	LaVerne Bobkowski	Inv# 250618 Totally Country Presentation 6.18.25 110-4515	175.00
Check	03/21/2025	161484	Denise Laurin-Donatelle	Presentation on Decoding Mysterious Meanings 6.9.25 110-4532	200.00
Check	03/21/2025	161485	Debra Ann Miller	Inv# 061625 Entertainment - A Visit with Austen 6.16.25 110-4515	375.00
Check	03/21/2025	161487	Michelle Gibbons Presents	Inv# 10187 Ruth Bader Ginsberg Presentation 5.27.25 110-4515	275.00
Check	03/21/2025	161488	Giuseppa Bartolomeo	Specialty Chef Pina Class May/June 110-4515	400.00
Check	03/21/2025	161488	Giuseppa Bartolomeo	Chef Pina Class May/June 110-4515	800.00
Check	03/21/2025	161489	Heather Braoudakis	Music Entertainment Let It Be 6.24.25 - 110-4515	105.00
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 110-4892	22.48
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 110-5792	5.62
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 110-4992	63.13

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 110-4692	42.90
Check	03/21/2025	161521	The Seville	Inv# 16969 Volunteer Luncheon 4.15.25 110-4520	5,742.50
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1104592	13.06
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1104892	349.10
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1105792	6.53
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1104992	662.06
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 1104692	455.66
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1104591	1,166.54
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1104891	4,499.78
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1105791	545.87
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1104991	5,065.25
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 1104691	4,066.61
Total 1101520 · Prepaid Expense					25,682.24
Total 11A · Senior Center Assets					25,682.24
20A · Welfare Services Assets					
2001650 · Prepaid Expense					
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 202-4192	8.99
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 202-4592	20.42
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 2024192	136.21
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 2024592	302.62
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 2024191	668.63
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 2024591	1,214.50
Total 2001650 · Prepaid Expense					2,351.37
Total 20A · Welfare Services Assets					2,351.37
30A · Road Maintenance Assets					
3001650 · Prepaid Insurance					
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 303-4792	14.61
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 3034792	192.33
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 3034791	1,673.62
Total 3001650 · Prepaid Insurance					1,880.56
Total 30A · Road Maintenance Assets					1,880.56
50A · Mental Health Assets					
5001650 · Prepaid Expense					
Check	03/18/2025	161357	UP Hanover Landing, LP	Hanover Landing Rent Subsidy - April 2025	5,009.94
Check	03/21/2025	161518	Vision Service Plan	Vision Insurance Premium April 2025 505-4592	14.80
Check	03/21/2025	161520	Euclid Managers	Monthly Dental/Life Insurance Premium April 2025 5054592	190.21
Check	03/21/2025	161522	United Healthcare	Major Medical Premium 5054591	1,581.26
Total 5001650 · Prepaid Expense					6,796.21
Total 50A · Mental Health Assets					6,796.21

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
1014 · Town Fund - Expenditures					
101CAP · Capital Expenditures					
1014430 · Computer Equipment & Software					
Check	03/12/2025	161296	Access 1 Source	Inv# INV-104084 Monthly Base Clock (2) TimeWorks Plus (60) HR Service	354.99
Check	03/18/2025	161339	SCREENCLOUD INC	Inv# INC79240 Lobby Display Software (5)	1,200.00
Check	03/18/2025	161355	ProxIT Technology Solutions	Inv #24505 Feb 2025 Managed IT Services	8,227.72
Check	03/18/2025	161355	ProxIT Technology Solutions	Inv #24505 Feb 2025 Out of Scope Labor Fee	531.25
Total 1014430 · Computer Equipment & Software					10,313.96
Total 101CAP · Capital Expenditures					10,313.96
101CHN · Community Health					
1014450 · Salaries					
Check	03/21/2025	161473	Beacon Hill Solutins Group, LLC	Inv# 2761468 Temp Service	600.00
Check	03/21/2025	161473	Beacon Hill Solutins Group, LLC	Inv# 2765224 Temp Service	600.00
Check	03/21/2025	161473	Beacon Hill Solutins Group, LLC	Inv# 2754972 Temp Service	240.00
Total 1014450 · Salaries					1,440.00
1014452 · Office Supplies					
Check	03/10/2025	161236	Accurate Office Supply Co	Inv# 631632 Batteries	25.02
Total 1014452 · Office Supplies					25.02
1014453 · Printing					
Check	03/10/2025	161241	Braden Interact Business (DD6308730301-1)	Inv# 1008439 Copy Charges OCH	25.44
Total 1014453 · Printing					25.44
1014459 · Professional Services					
Check	03/18/2025	161335	Quest Diagnostics	Inv# 9214109250 Client Labs	272.54
Total 1014459 · Professional Services					272.54
1014461 · Miscellaneous					
Check	03/10/2025	161253	The Finer Line, Inc	Inv# 98124 & 98817 Name Badges (1)	10.19
Check	03/12/2025	161287	Precise Printing Network, Inc.	Inv #56388 Community Partner Appreciation Plaque	102.94
Check	03/21/2025	161513	Physicians Immediate Care	Pre Employment Screenings OCH	190.00
Total 1014461 · Miscellaneous					303.13
1014465 · Medical Supplies					
Check	03/10/2025	161254	McKesson Medical Surgical	Inv# 23415104 Syringes	48.37
Check	03/18/2025	161325	McKesson Medical Surgical	Inv# 23449817 Cholestrol Tests, Hand Sanitizer	233.94
Check	03/18/2025	161325	McKesson Medical Surgical	Inv# 23450142 Cholestrol Control Cassette	29.70
Check	03/18/2025	161325	McKesson Medical Surgical	Inv# 23450019 Fecal Occult Blood Tests	82.46
Total 1014465 · Medical Supplies					394.47
Total 101CHN · Community Health					2,460.60

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
101CVA · Community Affairs					
101CMA · Community Relations					
1014617 · Equipment & Furniture					
Check	03/12/2025	161297	Verizon Wireless (00002)	Department IPAD Data Service Inv #6106359171 1/19/25-2/18/25	36.01
Total 1014617 · Equipment & Furniture					36.01
1014619 · Office Supplies					
Check	03/10/2025	161265	Staples	Inv# 6024481876 Ink	176.96
Check	03/18/2025	161342	Staples	Inv# 7004155922 Ink	176.96
Total 1014619 · Office Supplies					353.92
1014701 · Veterans Honor Roll					
Check	03/19/2025	161458	Crown Trophy #116	Inv# 19300 Recognition Plates (5)	73.00
Total 1014701 · Veterans Honor Roll					73.00
Total 101CMA · Community Relations					462.93
Total 101CVA · Community Affairs					462.93
101ES · ES - Expenditures					
1014802 · Equipment					
Check	03/18/2025	161311	Geri Wittenburg	Recognition Cake for HTES Members	79.99
Total 1014802 · Equipment					79.99
1014803 · Uniforms					
Check	03/18/2025	161337	Ray O'herron Co., Inc.	Inv# 2384094 Reorder Lt. Badges (6)	1,119.33
Total 1014803 · Uniforms					1,119.33
1014809 · Pre-Volunteer Screening					
Check	03/10/2025	161269	Verify (XHANEM)	Inv# 1641654 Background & Driver Checks	144.00
Check	03/10/2025	161269	Verify (XHANEM)	Inv# 1645774 Background & Driver Checks	216.00
Check	03/21/2025	161513	Physicians Immediate Care	Pre Volunteer Screenings ES (8)	1,342.00
Total 1014809 · Pre-Volunteer Screening					1,702.00
1014810 · Travel					
Check	03/18/2025	161326	Michael Crews	Parking Reimbursement	59.00
Total 1014810 · Travel					59.00
1014811 · Station Utilities					
Check	03/18/2025	161315	Groot, Inc (605728)	Inv# 14037691T107 Sanitation Services March 2025	408.46
Check	03/21/2025	161517	Village of Bartlett	Acct 64107 231004 HTES Station Water & Sewer	22.92
Total 1014811 · Station Utilities					431.38
1014812 · Volunteer Appreciation					

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
Check	03/10/2025	161261	Precise Printing Network, Inc.	Inv# 56583 Engrave Plaques (9)	84.60
Check	03/10/2025	161261	Precise Printing Network, Inc.	Inv# 56584 Blue Topaz Award (3)	341.58
Check	03/10/2025	161261	Precise Printing Network, Inc.	Inv# 56585 Life Saving Award (9)	510.50
Check	03/18/2025	161307	Cindy Kaneshiro	Volunteer Recognition Banquet Decor	56.54
Check	03/18/2025	161324	Linda Silva	Volunteer Recognition Banquet Supplies	17.16
Total 1014812 · Volunteer Appreciation					1,010.38
1014813 · Vehicle Fuel & Maintenance					
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018045 Sept Balance	25.00
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018047 Oct Balance	25.00
Check	03/10/2025	161245	Hopkins Ford	Inv# 700810/2 Replacement Battery Squad 9122	252.90
Check	03/12/2025	161278	Village of Hanover Park (Fuel)	Inv# 2025-00018007 Feb Balance	884.26
Check	03/18/2025	161323	KO Fleet Maintenance, Inc	Inv# 39154 Preventive Maintenance HTES Squad 9122	600.42
Check	03/18/2025	161334	Preventative Maintenance Systems, Inc	Inv# 031325 Fuel Cap Repair	1,033.97
Total 1014813 · Vehicle Fuel & Maintenance					2,821.55
1014814 · Communications					
Check	03/12/2025	161297	Verizon Wireless (00002)	Emergency Services (ES Drone Device) 1/19/25-2/18/25	122.17
Check	03/18/2025	161326	Michael Crews	Cell Phone Reimbursement April 24 - April 25	600.00
Check	03/21/2025	161510	Motorola Solutions Inc	Inv #9176220250203 Radio Subscription Feb	716.00
Total 1014814 · Communications					1,438.17
Total 101ES · ES - Expenditures					8,661.80
101LEA · Legal & Auditing					
1014502 · Legal Services					
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0001-42863 Legal Fees	14,991.25
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0002-42864 Legal Fees	63.00
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0005-42865 Legal Fees	2,751.30
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0019-42867 Legal Fees	642.45
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0023-42868 Legal Fees	184.05
Total 1014502 · Legal Services					18,632.05
Total 101LEA · Legal & Auditing					18,632.05
101MAIN · Facilities Maintenance					
1014205 · Janitorial Supplies					
Check	03/18/2025	161304	Bade Supply	Inv# 97490 Air Fresheners	43.89
Check	03/18/2025	161304	Bade Supply	Inv# 97507 Toilet Paper, Towels, Liners, Gloves	284.46
Total 1014205 · Janitorial Supplies					328.35
1014209 · Building Contracts					
Check	03/18/2025	161333	Otis Elevator Company	Inv# CY19569001 Annual Elevator Inspection	475.00
Total 1014209 · Building Contracts					475.00

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
1014210 · Building Maintenance - Town					
Check	03/18/2025	161341	Sherwin-Williams	Inv# 2773-3 Touch Up Paint (Town Hall Lobby)	46.21
Check	03/21/2025	161515	Sherwin-Williams	Inv# 4366-4 Primer/Caulk	82.88
Total 1014210 · Building Maintenance - Town					129.09
1014211 · Building Maintenance - Senior					
Check	03/18/2025	161310	Elgin Key & Lock Co., Inc.	Inv# 250024 Senior Center - Door Key Stock	17.60
Check	03/18/2025	161310	Elgin Key & Lock Co., Inc.	Inv# 250091 Senior Center Gift Shop Cabinet	11.37
Check	03/18/2025	161321	Johnson Controls Security Solutions	Inv# 41039029 March Security Monitoring	91.37
Check	03/18/2025	161341	Sherwin-Williams	Inv# 2838-4 Touch Up Paint (HDM Wall)	42.79
Check	03/18/2025	161349	Home Depot, The 7816	Inv# 1034534 Light Bulbs	42.28
Check	03/21/2025	161515	Sherwin-Williams	Inv# 0661-2 HDM Room Paint	33.49
Total 1014211 · Building Maintenance - Senior					238.90
1014218 · Vehicle Maintenance - Town					
Check	03/18/2025	161343	Suburban - Hanover Park	Inv# 4003358 Replacement Tires (2) Van #317	479.27
Check	03/18/2025	161347	Valvoline	Inv# 72047 Oil Change YFS Van #344	98.58
Total 1014218 · Vehicle Maintenance - Town					577.85
1014219 · Vehicle Fuel - Town					
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018045 Sept Balance	-48.66
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018047 Oct Balance	25.00
Check	03/12/2025	161278	Village of Hanover Park (Fuel)	Inv# 2025-00018007 Feb Balance	615.31
Total 1014219 · Vehicle Fuel - Town					591.65
1014221 · Cell Phone/Communications					
Check	03/12/2025	161297	Verizon Wireless (00002)	Facilities & Road Inv #6106359171 1/19/25-2/18/25	252.07
Check	03/21/2025	161510	Motorola Solutions Inc	Inv #9176220250203 Radio Subscription Feb	150.00
Total 1014221 · Cell Phone/Communications					402.07
1014222 · Trash Removal - Town					
Check	03/18/2025	161316	Groot, Inc (68246)	Inv# 13898255T107 Trash/Recycling Collection March 2025	604.61
Total 1014222 · Trash Removal - Town					604.61
1014223 · Trash Removal - Senior					
Check	03/18/2025	161317	Groot, Inc (61390)	Inv# 14034848T107 Trash Collection Senior Center March	753.65
Total 1014223 · Trash Removal - Senior					753.65
1014228 · Building Maintenance - Izaac					
Check	03/21/2025	161511	Menards - Hanover Park	Inv# 42180 IWC Youth Center Sidewalk Grille	20.98
Total 1014228 · Building Maintenance - Izaac					20.98
1014230 · Trash Removal - Izaac					

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Type	Date	Num	Name	Memo	Amount
Check	03/12/2025	161280	Groot, Inc (54379)	Inv #14035451T107 Trash/Recycling Collection Feb-March	598.79
Total 1014230 · Trash Removal - Izaac					598.79
1014234 · Building Maintenance ES Station					
Check	03/21/2025	161506	Hanover Glass & Mirror, Inc	Inv# 15446 Office Door Glass	30.00
Total 1014234 · Building Maintenance ES Station					30.00
Total 101MAIN · Facilities Maintenance					4,750.94
101THE · Town Hall Expense					
1014402 · Telephone - Town					
Check	03/21/2025	161498	Comcast (185)	Acct# 963341185 Monthly Phone Service March 2025	477.05
Total 1014402 · Telephone - Town					477.05
1014403 · Utilities - Town					
Check	03/12/2025	161292	Village of Bartlett - Fuel	Acct# 63818 Water/Sewer Runzel Reserve 1/15/24-2/14/25	37.80
Check	03/12/2025	161295	Nicor 34	Acct# 34-51-77-1000 9 Monthly Charges 1/14/25-2/14/25	1,193.84
Check	03/12/2025	161292	Village of Bartlett - Fuel	Acct# 51470 Water/Sewer Town Hall 1/15/24-2/14/25	143.47
Check	03/21/2025	161502	Com Ed (8000) Town	Acct# 9545328000 Service 2/3/25-3/4/25 Town Hall	1,504.54
Total 1014403 · Utilities - Town					2,879.65
1014405 · Internet Access - Town					
Check	03/21/2025	161497	Comcast (098)	Acct 933670098 Monthly Cable/Internet Charges March 2025	947.75
Check	03/21/2025	161499	Comcast (773 ES)	Acct# 877110083 0226773 Internet Fee 3/18-4/17	111.40
Total 1014405 · Internet Access - Town					1,059.15
1014416 · Equipment Rental - Town					
Check	03/12/2025	161297	Verizon Wireless (00002)	Admin Services (Hanover Landing) Cell 1/19/25-2/18/25	75.10
Check	03/12/2025	161298	Leaf (618-010)	Inv# 18035796 Town Hall Main Copier Lease	230.43
Check	03/12/2025	161299	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv #ORD333793 Admin water cooler filter replacement (2)	230.00
Check	03/12/2025	161300	Canteen Rfrsh Svc 05635/002/00002 Admin	Inv# ORD340229 Monthly Water Machine Rental Fee Admin 3/3/25-4/2/25	55.07
Total 1014416 · Equipment Rental - Town					590.60
Total 101THE · Town Hall Expense					5,006.45
101TOE · Town Office Expense					
1014404 · Office Supplies					
Check	03/21/2025	161501	Canteen Rfrsh Svc 05635/001/00001 OCH	Inv #ORD340851 Coffee	142.34
Total 1014404 · Office Supplies					142.34
1014406 · Printing					
Check	03/10/2025	161253	The Finer Line, Inc	Inv# 98124 & 98817 Name Badges/Set Up Charge	106.14
Total 1014406 · Printing					106.14

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Type	Date	Num	Name	Memo	Amount
1014412 · Travel Expenses					
Check	03/10/2025	161266	Suzy Callahan (v)	Mileage Reimbursement Feb	43.78
Total 1014412 · Travel Expenses					43.78
1014414 · Memberships, Subs & Publication					
Check	03/21/2025	161474	Metropolitan Township Association	MTA Annual Dues	3,000.00
Total 1014414 · Memberships, Subs & Publication					3,000.00
1014424 · Education & Training					
Check	03/21/2025	161496	Brendan Cooke (v)	Basic Operations Firefighter Certification	3,046.00
Total 1014424 · Education & Training					3,046.00
1014530 · Financial Administration					
Check	03/18/2025	161352	Governmental Accounting, Inc	Inv# 60144 March 2025 Contract Billing	5,400.00
Total 1014530 · Financial Administration					5,400.00
1014531 · Community Affairs					
Check	03/10/2025	161264	Shaw Media	Inv# 022510195883 Bartlett Chamber Guide	1,195.00
Total 1014531 · Community Affairs					1,195.00
Total 101TOE · Town Office Expense					12,933.26
104ASR · Assessor's Division					
1044426 · Miscellaneous					
Check	03/10/2025	161253	The Finer Line, Inc	Inv# 98124 & 98817 Name Badges (3)	30.57
Check	03/21/2025	161519	Verify (XHANOV)	Inv# 1645776 Background Checks	18.00
Total 1044426 · Miscellaneous					48.57
Total 104ASR · Assessor's Division					48.57
109YFS · Youth & Family Services					
109ADM · Administration & Clinical					
1094613 · Answering Service					
Check	03/12/2025	161283	Community Crisis Center	4/1/25-3/31/25 After Hourse telephone response	1,200.00
Total 1094613 · Answering Service					1,200.00
1094617 · Equipment Maintenance					
Check	03/12/2025	161298	Leaf (618-010)	Inv# 18035796 Youth and Family Main Copier Lease	164.02
Total 1094617 · Equipment Maintenance					164.02
1094618 · Psychiatric Backup					
Check	03/18/2025	161303	Alexian Bros. Behavior Health Hospital	2/12/25 Diagnostic Interview Exam - Feb 2025	305.00
Check	03/18/2025	161303	Alexian Bros. Behavior Health Hospital	2/15/25 Diagnostic Interview Exam - Feb 2025	305.00

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Type	Date	Num	Name	Memo	Amount
Check	03/18/2025	161303	Alexian Bros. Behavior Health Hospital	2/17/25 Diagnostic Interview Exam - Feb 2025	305.00
			Total 1094618 · Psychiatric Backup		915.00
			1094619 · Office Supplies		
Check	03/10/2025	161253	The Finer Line, Inc	Inv# 98124 & 98817 Name Badges (2)	78.64
			Total 1094619 · Office Supplies		78.64
			1094621 · Recruitment and Pre Employment		
Check	03/12/2025	161282	Verify (XHANYF)	Inv# 1645777 Background Checks	36.00
Check	03/21/2025	161513	Physicians Immediate Care	Pre Employment Screenings YFS	249.00
			Total 1094621 · Recruitment and Pre Employment		285.00
			1094623 · Travel		
Check	03/04/2025	161123	Alex Busch	February 2025 Mileage	33.60
Check	03/04/2025	161124	Marina Herrera (v)	Mileage Reimbursement February 2025	28.70
Check	03/04/2025	161126	Maurissa Murakami.	Mileage Reimbursement February 2025	44.94
Check	03/05/2025	161234	Erin Brumfield Grima (v)	Mileage Reimbursement February 2025	8.33
Check	03/10/2025	161262	Robert Zak (v)	Mileage Reimbursement Feb	89.88
Check	03/12/2025	161284	Maurissa Murakami.	Mileage Reimbursement February 2025	24.43
Check	03/18/2025	161345	Tina Houdek	Mileage Reimbursement Oct	30.82
Check	03/18/2025	161345	Tina Houdek	Mileage Reimbursement Dec	12.06
Check	03/18/2025	161345	Tina Houdek	Mileage Reimbursement Jan	65.10
Check	03/18/2025	161345	Tina Houdek	Mileage Reimbursement Nov	38.86
			Total 1094623 · Travel		376.72
			1094626 · Equipment & Furniture		
Check	03/18/2025	161345	Tina Houdek	Phone Reimbursement T Houdek Jan/Feb	80.00
Check	03/18/2025	161345	Tina Houdek	Phone Reimbursement T Houdek Oct/Nov/Dec	120.00
			Total 1094626 · Equipment & Furniture		200.00
			Total 109ADM · Administration & Clinical		3,219.38
			109OUT · Outreach & Prevention		
			1094644 · Travel		
Check	03/04/2025	161122	Taylor Burke (v)	Mileage Reimbursement February 2025	219.10
Check	03/10/2025	161247	Juliana Moreno (v)	Mileage Reimbursement February 2025	189.70
Check	03/10/2025	161255	Melissa Enciso.	Mileage Reimbursement Feb	100.80
			Total 1094644 · Travel		509.60
			1094651 · Cellphones		
Check	03/12/2025	161297	Verizon Wireless (00002)	Youth and Family Inv #6106359171 1/19/25-2/18/25	197.00
			Total 1094651 · Cellphones		197.00
			1094656 · Youth Center Equipment		

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Type	Date	Num	Name	Memo	Amount
Check	03/04/2025	161125	Canteen Rfrsh Svc 05637/001/00001	Inv# ORD338757 Filter Change-Water Filtration	115.00
Check	03/12/2025	161298	Leaf (618-010)	Inv# 18035796 IWYC Copier Lease	164.02
Check	03/12/2025	161301	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD329304 Water Machine Rental 1/6/25-2/2/25	51.49
Check	03/12/2025	161301	Canteen Rfrsh Svc 05637/002/00002 YFS ...	Inv# ORD340228 Water Machine Rental 3/3/25-3/30/25	51.49
Total 1094656 · Youth Center Equipment					382.00
1094658 · Youth Center Utilities					
Check	03/12/2025	161281	City of Elgin	Acct# 413720-6423 Water/Sewer Monthly Charges 1/9/25-2/10/25	45.55
Total 1094658 · Youth Center Utilities					45.55
Total 109OUT · Outreach & Prevention					1,134.15
Total 109YFS · Youth & Family Services					4,353.53
Total 1014 · Town Fund - Expenditures					67,624.09
1104 · Aging Services - Expenditures					
1104ADM · Administration					
1104523 · Recruitment					
Check	03/21/2025	161513	Physicians Immediate Care	Pre Employment Screenings Aging	0.00
Check	03/21/2025	161519	Verify (XHANOV)	Inv# 1645776 Background Checks	18.00
Total 1104523 · Recruitment					18.00
1104524 · Utilities					
Check	03/12/2025	161292	Village of Bartlett - Fuel	Acct# 62447 Water/Sewer Senior Center 1/15/24-2/14/25	281.60
Check	03/19/2025	161456	Com ed (8111)	Acct# 9275608111 Monthly Charges 2/4-3/6	4,122.95
Total 1104524 · Utilities					4,404.55
1104525 · Telephone & High Speed Internet					
Check	03/12/2025	161297	Verizon Wireless (00002)	Aging Services Inv #6106359171 1/19/25-2/18/25	84.69
Total 1104525 · Telephone & High Speed Internet					84.69
1104527 · Equipment					
Check	03/21/2025	161509	Leaf (379-003)	Inv# 18067626 Front Desk/Library Copier	226.76
Total 1104527 · Equipment					226.76
1104528 · Office Supplies					
Check	03/21/2025	161503	Crown Trophy #116	Inv# 19298 Engraved Name Badges (5)	75.00
Total 1104528 · Office Supplies					75.00
1104533 · Printing					
Check	03/10/2025	161241	Braden Interact Business (DD6308730301-1)	Inv# 1008439 Copy Charges All Printers	231.31
Check	03/10/2025	161251	Kwik Print	Inv# 77389 Department Brochures Updated	757.51

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Type	Date	Num	Name	Memo	Amount
Total 1104533 · Printing					988.82
Total 1104ADM · Administration					5,797.82
1104NUT · Nutrition					
1105551 · Congregate Food					
Check	03/10/2025	161244	Get Fresh Produce, Inc	Cafe Food	1,194.60
Check	03/10/2025	161275	Gordon Food Service	Cafe Food	2,237.34
Check	03/12/2025	161279	Get Fresh Produce, Inc	Cafe Food	190.87
Check	03/18/2025	161312	Get Fresh Produce, Inc	Cafe Food	395.41
Check	03/18/2025	161314	Gordon Food Service	Cafe Food	379.71
Check	03/19/2025	161461	Get Fresh Produce, Inc	Cafe Food	352.00
Check	03/19/2025	161463	Gordon Food Service	Cafe Food	745.42
Total 1105551 · Congregate Food					5,495.35
1105553 · Congregate Supplies					
Check	03/10/2025	161244	Get Fresh Produce, Inc	Cafe Supplies	73.60
Check	03/10/2025	161275	Gordon Food Service	Cafe Supplies	382.77
Check	03/12/2025	161279	Get Fresh Produce, Inc	Cafe Supplies	49.05
Check	03/18/2025	161312	Get Fresh Produce, Inc	Cafe Supplies	40.00
Check	03/18/2025	161314	Gordon Food Service	Cafe Supplies	65.39
Check	03/19/2025	161461	Get Fresh Produce, Inc	Cafe Supplies	140.70
Check	03/19/2025	161463	Gordon Food Service	Cafe Supplies	4.70
Total 1105553 · Congregate Supplies					756.21
1105558 · Home Delivered Meals Food					
Check	03/10/2025	161244	Get Fresh Produce, Inc	HDM Food	1,240.57
Check	03/10/2025	161244	Get Fresh Produce, Inc	HDM Food	83.80
Check	03/10/2025	161275	Gordon Food Service	HDM Food	2,279.23
Check	03/10/2025	161277	Pur Foods LLC dba Mom's Meals	Inv# MM002282025 Special Dietary Meals	2,933.70
Check	03/10/2025	161277	Pur Foods LLC dba Mom's Meals	Inv# MM01312025 Special Dietary Meals	3,048.36
Check	03/12/2025	161279	Get Fresh Produce, Inc	HDM Food	190.87
Check	03/12/2025	161279	Get Fresh Produce, Inc	HDM Food	49.05
Check	03/18/2025	161312	Get Fresh Produce, Inc	HDM Food	383.92
Check	03/18/2025	161312	Get Fresh Produce, Inc	HDM Food	44.40
Check	03/18/2025	161314	Gordon Food Service	HDM Food	379.71
Check	03/19/2025	161461	Get Fresh Produce, Inc	HDM Food	220.10
Check	03/19/2025	161463	Gordon Food Service	HDM Food	708.85
Total 1105558 · Home Delivered Meals Food					11,562.56
1105560 · Home Delivered Meals Supplies					
Check	03/10/2025	161275	Gordon Food Service	HDM Supplies	382.48
Check	03/18/2025	161314	Gordon Food Service	HDM Supplies	65.38
Check	03/19/2025	161463	Gordon Food Service	HDM Supplies	0.00
Total 1105560 · Home Delivered Meals Supplies					447.86

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Type	Date	Num	Name	Memo	Amount
Total 1104NUT · Nutrition					18,261.98
1104PRO · Enrichment Programs					
1104515 · Programming					
Check	03/10/2025	161275	Gordon Food Service	Coffee	298.14
Check	03/12/2025	161288	Giuseppa Bartolomeo	Chef Pina Class Supplies 3/5/25	82.81
Check	03/12/2025	161294	Accurate Office Supply Co	Inv# 631952 Pop, water, sugar	119.23
Check	03/18/2025	161302	4imprint, Inc.	Mugs - International Women's Day (36)	198.84
Check	03/18/2025	161313	Giuseppa Bartolomeo	Chef Pina Class Supplies 3/8.25 (9)	69.76
Check	03/19/2025	161462	Giuseppa Bartolomeo	Chef Pina Class Supplies 3/12/25 (16)	141.92
Check	03/21/2025	161486	The Wildfire Shack	Presentation The Evil Crow 6.30.25 110-4515	200.00
Check	03/21/2025	161490	Bob Kalal	Music Performance 6.5.25 110-4515	175.00
Check	03/21/2025	161493	Nonno Pino's	Lunch Before Lyric Opera (26)	810.00
Check	03/21/2025	161494	4imprint, Inc.	Inv# 13556819 Mugs - International Women's Day (36)	198.84
Check	03/21/2025	161495	Vito's Vault	Musical Show/Dinner (38)	2,850.00
Check	03/21/2025	161505	Gordon Food Service	Inv# 9020173763 Coffee	360.80
Total 1104515 · Programming					5,505.34
1104520 · Volunteer Services					
Check	03/10/2025	161238	Alan Lenoci	Home Delivered Meals Mileage Reimbursement Jan - Feb	131.11
Check	03/10/2025	161246	James Lemonides	Home Delivered Meals Mileage Reimbursement Feb	71.19
Check	03/10/2025	161249	Kathy Lindahl	Home Delivered Meals Mileage Reimbursement Feb	66.50
Check	03/10/2025	161252	Lynn Marinelli	Home Delivered Meals Mileage Reimbursement Jan-Feb	93.10
Check	03/10/2025	161259	Phil Roth	Home Delivered Meals Mileage Reimbursement Jan-Feb	59.50
Check	03/10/2025	161268	Verify (XHTSSE)	Inv# 1645786-IN Volunteer Background Check	18.00
Check	03/10/2025	161270	Valerie Jachowske	Home Delivered Meals Mileage Reimbursement Dec-Feb	170.62
Check	03/10/2025	161272	Wayne Ruttenburg	Home Delivered Meals Mileage Reimbursement Feb	81.90
Check	03/12/2025	161289	Dorothy Archer	Home Delivered Meals Mileage Reimbursement Feb	53.90
Check	03/12/2025	161290	Jay Busse	Home Delivered Meals Mileage Reimbursement Feb	79.80
Check	03/12/2025	161291	Larry Piemonte	Home Delivered Meals Mileage Reimbursement Feb	35.56
Check	03/18/2025	161336	Ray & Peg Deyne	Home Delivered Meals Mileage Reimbursement Nov - March	255.16
Check	03/19/2025	161460	Dorothy Ferrer	Home Delivered meals Mileage Reimbursement Dec 24-March 25	68.59
Check	03/19/2025	161464	Kenneth Klein	Home Delivered Meals Reimbursement Jan-March	134.40
Check	03/19/2025	161466	Nicole Kelleher	Home Delivered Meals Mileage Reimbursement Feb-March	38.50
Check	03/19/2025	161467	Pat Zickler	Home Delivered Meals Mileage Reimbursement Jan-March	100.65
Check	03/19/2025	161468	Randy Teesdale	Home Delivered Meals Mileage Reimbursement Jan-March	109.20
Check	03/19/2025	161469	Robert Younglove	Home Delivered Meals Mileage Reimbursement Feb-March	73.85
Check	03/21/2025	161475	Charles Valerio	Home Delivered Meals Mileage Reimbursement Jan	18.62
Check	03/21/2025	161476	Marcia Parker	Home Delivered Meals Mileage Reimbursement Jan-Mar	182.00
Check	03/21/2025	161477	Christina Gozdecki	Home Delivered Meals Mileage Reimbursement Jan- Mar	116.20
Check	03/21/2025	161478	Charles Hoke	Home Delivered Meals Mileage Reimbursement Jan Mar	219.80
Check	03/21/2025	161491	Jeff Sparks	Home Delivered Meals Mileage Reimbursement Jan-Mar	114.80
Check	03/21/2025	161492	Mary Wojtczak	Home Delivered Meals Mileage Reimbursement Jan-Mar	94.83
Total 1104520 · Volunteer Services					2,387.78
1104532 · Visual Arts					
Check	03/10/2025	161240	Blick Art Materials	Inv# 1961604 Art Supplies, Glazes, Gems, Brush	330.70
Check	03/12/2025	161293	Blick Art Materials	Inv# 5014443 Canvas, paints	119.67

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Type	Date	Num	Name	Memo	Amount
Check	03/19/2025	161465	Mimi Krall	Paper Towels	19.89
Total 1104532 · Visual Arts					470.26
Total 1104PRO · Enrichment Programs					8,363.38
1104SOC · Social Services					
1104563 · Travel					
Check	03/10/2025	161250	Katherine Ackley.	Mileage Reimbursement Dec 24	1.27
Check	03/19/2025	161470	Thalia Robles (v)	Mileage Reimbursement 3/6/25	17.71
Check	03/21/2025	161472	Breda Wisniewski (v)	Mileage Reimbursement	17.64
Total 1104563 · Travel					36.62
1104564 · Senior Health Ins Program					
Check	03/19/2025	161470	Thalia Robles (v)	SHIP Background Check	45.00
Total 1104564 · Senior Health Ins Program					45.00
1104569 · Senior Home Care Program					
Check	03/10/2025	161260	Phoebe Ugalde	Mileage Reimbursement 2.10.25-2.14.25	16.59
Check	03/10/2025	161260	Phoebe Ugalde	Mileage Reimbursement 2.3.25-2.7.25	30.31
Check	03/10/2025	161260	Phoebe Ugalde	Mileage Reimbursement 2.14.25-2.28.25	29.68
Check	03/21/2025	161475	Charles Valerio	Home Care Mileage Reimbursement	153.02
Total 1104569 · Senior Home Care Program					229.60
Total 1104SOC · Social Services					311.22
1104TRN · Transportation					
1104518 · Vehicle Maintenance					
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018045 Sept Balance	24.99
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018047 Oct Balance	24.42
Check	03/10/2025	161248	Kammes Auto & Truck Repair, Inc.	Inv# 147310 Bus 139 Full Oil Service	267.14
Check	03/12/2025	161278	Village of Hanover Park (Fuel)	Inv# 2025-00018007 Feb Balance	3,066.49
Check	03/18/2025	161322	Kammes Auto & Truck Repair, Inc.	Inv# 147339 Bus 146 Power Steering Pump/Wheel Seal	3,612.97
Check	03/18/2025	161346	Ultimate Spray-N-Wash Inc	Inv# 42992 Bus Wash (7)	455.00
Check	03/21/2025	161508	Kammes Auto & Truck Repair, Inc.	Inv# 147512 Bus 141 Front Brakes/Tensioner	1,305.02
Check	03/21/2025	161514	Redmon's Towing	Inv# 538800 Bus140 Tow	370.00
Total 1104518 · Vehicle Maintenance					9,126.03
1104549 · Employee Screenings					
Check	03/21/2025	161513	Physicians Immediate Care	Pre Employment Screenings Aging (5)	814.00
Total 1104549 · Employee Screenings					814.00
1104550 · Telephone					
Check	03/10/2025	161271	Verizon Wireless	Inv# 6106359170 Transp. Phones & Tablets	446.92
Total 1104550 · Telephone					446.92

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Type	Date	Num	Name	Memo	Amount
Total 1104TRN · Transportation					10,386.95
Total 1104 · Aging Services - Expenditures					43,121.35
2024 · Human Services - Expenditures					
2024ADM · Administration					
2024202 · Office Supplies					
Check	03/04/2025	161133	Staples	Inv# 6024414726 2 Pocket Portfolio	51.21
Check	03/12/2025	161285	Staples	Inv #6024848941 Paper hot cup, folder	89.59
Check	03/18/2025	161342	Staples	Inv# 6025933916 Tape	73.36
Check	03/18/2025	161342	Staples	Inv# 6025933915 Copy Paper, Knives, Name Badges, Staples	113.81
Total 2024202 · Office Supplies					327.97
2024204 · Equipment					
Check	03/04/2025	161131	Culligan Quench USA, Inc	Inv# 08547940 Water Cooler - Feb	56.31
Check	03/10/2025	161242	Culligan Quench USA, Inc	Inv# 08677659 Water Cooler - March	56.31
Check	03/12/2025	161298	Leaf (618-010)	Inv# 18035796 Astor Copier Lease	164.02
Check	03/19/2025	161459	Culligan Quench USA, Inc	Inv# 08547940 Water Cooler 2/4/25-3/3/25	56.31
Total 2024204 · Equipment					332.95
2024205 · Travel & Training					
Check	03/10/2025	161263	Ryan Dickinson	Mileage Reimbursement February 2025	79.10
Check	03/18/2025	161320	Illinois Township Assoc of GA Caseworkers	ITAGAC Training	80.00
Total 2024205 · Travel & Training					159.10
2024507 · Professional Services					
Check	03/04/2025	161128	Clarity Technology Group, Inc	Inv# 80141 VisualGA Service Contract	3,150.00
Check	03/10/2025	161267	Verify (XHANGA)	Inv #1645775-IN Background Checks Feb 2025	18.00
Check	03/21/2025	161513	Physicians Immediate Care	Pre Employment Screenings	200.00
Total 2024507 · Professional Services					3,368.00
2024509 · Volunteer Appreciation					
Check	03/04/2025	161127	Bartlett Sports	Inv# 6925 Volunteer Uniforms (4)	94.00
Total 2024509 · Volunteer Appreciation					94.00
2024511 · Phone and Internet					
Check	03/04/2025	161129	Comcast (898 WS)	Acct 8771100850097898 Monthly Cable/Internet Charges 2/25/25-3/24/25	280.65
Check	03/12/2025	161297	Verizon Wireless (00002)	Human Services Residential Fire Response 1/19/25-2/18/25	110.72
Total 2024511 · Phone and Internet					391.37
Total 2024ADM · Administration					4,673.39
202PAN · Pantry					
2024161 · Utilities					
Check	03/04/2025	161130	Com Ed (9000)	Acct 9268009000 Monthly Charges 1/6/25-2/5/25	848.68

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
Check	03/12/2025	161286	Village of Hanover Park	Acct 3940-001 Water/Sewer Astor Ave 1/27/25-2/24/25	49.36
Check	03/18/2025	161330	Nicor 65	Acct# 65-08-57-1000 5 (Meter 1) Monthly Charges 1/31-2/13	462.55
Check	03/18/2025	161331	Nicor 75	Acct# 75-08-57-1000 4 (Meter 2) Monthly Charges 1/13-2/13	489.27
Check	03/21/2025	161500	Com Ed (9000)	Acct 9268009000 Monthly Charges 2/6/25-3/5/25	787.02
Total 2024161 · Utilities					2,636.88
2024166 · Trash Removal					
Check	03/04/2025	161132	Groot, Inc (69323)	Inv# 14034956T107 Trash Collection Astor Feb-March	2,685.50
Total 2024166 · Trash Removal					2,685.50
Total 202PAN · Pantry					5,322.38
Total 2024 · Human Services - Expenditures					9,995.77
3034 · Road Maintenance - Expenditures					
3034ADM · Administration					
3034701 · Legal					
Check	03/18/2025	161350	Airdo Werwas LLC	Inv# 190-0007-42866 Legal Fees	720.03
Total 3034701 · Legal					720.03
3034711 · Utilities					
Check	03/18/2025	161308	Com Ed (8000)	Acct 7029328000 Road Garage 2/4-3/6	209.43
Check	03/21/2025	161504	Com Ed (6000)	Acct# 0741276000 Douglas Road De-Icer 2/9/25-3/10/25	26.89
Total 3034711 · Utilities					236.32
Total 3034ADM · Administration					956.35
3034BLD · Buildings					
3034612 · Building & Perm Improvements					
Check	03/18/2025	161353	Hot Top Restoration	Final Payment Residing Road Garage	13,125.00
Total 3034612 · Building & Perm Improvements					13,125.00
Total 3034BLD · Buildings					13,125.00
3034ROD · Road Maintenance					
3034602 · Operating Supplies & Materials					
Check	03/18/2025	161309	Continental Weather Svc	Inv# 196309 Weather Forecasting - March 2025	150.00
Check	03/18/2025	161318	Highstar Traffic	Inv# 11383 Replacement Flash Light	145.00
Check	03/18/2025	161328	Menards - Hanover Park	Inv# 41729 Spray Paint	19.96
Check	03/18/2025	161329	Menards - West Chicago	Inv# 15770 Pot Hole Patch, Drill Bit	41.77
Check	03/18/2025	161338	Russo Power Equipment	Inv# SPI20931563 Chainsaw Files, Bar Oil, 2 Cycle Oil	151.85
Check	03/21/2025	161510	Motorola Solutions Inc	Inv #9176220250203Radio Subscription Feb	150.00
Check	03/21/2025	161512	O'Reilly Auto Parts	Inv# 3421-429912 Electrical Connectors	9.98
Check	03/21/2025	161515	Sherwin-Williams	Inv# 1768-4 Garage Degreasing Supplies	54.85
Total 3034602 · Operating Supplies & Materials					723.41

Hanover Township Board Audit Report

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Type	Date	Num	Name	Memo	Amount
3034603 · Fuel					
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018045 Sept Balance	98.66
Check	03/04/2025	161134	Village of Hanover Park (Fuel)	Inv# 2024-00018047 Oct Balance	24.99
Check	03/12/2025	161278	Village of Hanover Park (Fuel)	Inv# 2025-00018007 Feb Balance	1,207.02
Total 3034603 · Fuel					1,330.67
Total 3034ROD · Road Maintenance					2,054.08
303EQM · Equipment					
3034609 · Maintenance Vehicles & Equip					
Check	03/18/2025	161328	Menards - Hanover Park	Inv# 40773 Hitch Pins, Clips	10.24
Check	03/18/2025	161332	O'Reilly Auto Parts	Inv# 3421-429912 Trailer Electrical Repair Connectors	9.98
Check	03/18/2025	161340	Secretary of State.	License Plate Replacement- Trailer	9.00
Check	03/21/2025	161516	Vermeer-Illinois Inc	Inv #S90552 Chipper Repairs	2,446.85
Total 3034609 · Maintenance Vehicles & Equip					2,476.07
Total 303EQM · Equipment					2,476.07
Total 3034 · Road Maintenance - Expenditures					18,611.50
4045 · Comm/SR Citizens Svcs - Expense					
4045100 · Gift Shop					
Check	03/10/2025	161257	Naomi Lenoci	Gift Shop Supplies	10.98
Total 4045100 · Gift Shop					10.98
4045105 · Soda/Snack Vending					
Check	03/21/2025	161479	Kristin Vana (v)	Vending Machine Supplies	199.30
Total 4045105 · Soda/Snack Vending					199.30
Total 4045 · Comm/SR Citizens Svcs - Expense					210.28
5054 · Mental Health - Expenditures					
5054ADM · Administration					
5054002 · Legal					
Check	03/10/2025	161237	Airdo Werwas LLC	Inv# 237-0001-42588 Legal Fees	1,050.00
Total 5054002 · Legal					1,050.00
Total 5054ADM · Administration					1,050.00
5054SVC · Service Contracts					
5054130 · Northwest Casa					
Check	03/10/2025	161273	Northwest CASA	Sexual Assault Interventions February 2025	601.78
Total 5054130 · Northwest Casa					601.78
5054138 · Contract Support Services					

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Type	Date	Num	Name	Memo	Amount
Check	03/10/2025	161274	Good Works Results, LLC	Inv #2510 Payment 2 of 2 Nonprofit midlevel leadership job coaching	12,900.00
Total 5054138 · Contract Support Services					12,900.00
5054162 · Tide Transportation					
Check	03/10/2025	161256	Michael Clinton (v)	Tide Refund 10 Vouchers	40.00
Total 5054162 · Tide Transportation					40.00
5054165 · Amita Alexian					
Check	03/10/2025	161239	Alexian Bros Center Mental Health (MHB)	January 2025 Outpatient & Psychiatry	1,738.43
Check	03/10/2025	161239	Alexian Bros Center Mental Health (MHB)	February 2025 Outpatient & Psychiatry	2,212.60
Total 5054165 · Amita Alexian					3,951.03
5054177 · Staff Development Grant Fund					
Check	03/19/2025	161471	Wings	Staff Development Funding to purchase training software for organization	2,139.45
Total 5054177 · Staff Development Grant Fund					2,139.45
5054180 · Capital Grant Fund					
Check	03/10/2025	161276	Little City Foundation	Capital Funds - Renovate Kitchen/Wheelchair Ramps CILA	24,284.00
Total 5054180 · Capital Grant Fund					24,284.00
5054204 · Easter Seals Family Support					
Check	03/10/2025	161243	Easter Seals DuPage & Fox Valley Region	February 2025 Mental Health Services (4)	1,403.00
Check	03/10/2025	161243	Easter Seals DuPage & Fox Valley Region	February 2025 Mental Health Service (12)	1,746.25
Total 5054204 · Easter Seals Family Support					3,149.25
5054236 · Community Crisis Economic Srvc					
Check	03/19/2025	161457	Community Crisis Center	FY25 2nd Quarterly Payment for Contracted Economic Crisis Services	1,250.00
Total 5054236 · Community Crisis Economic Srvc					1,250.00
Total 5054SVC · Service Contracts					48,315.51
Total 5054 · Mental Health - Expenditures					49,365.51
7004 · Vehicle Replcmnt - Expenditures					
7004540 · Bus Purchase					
Check	03/10/2025	161258	Pace	Acct# 30896 Bus Lease (2)	200.00
Total 7004540 · Bus Purchase					200.00
Total 7004 · Vehicle Replcmnt - Expenditures					200.00
8084 · Capital Projects - Expenditures					
8084401 · Tiknis Campus Expansion					
Check	03/18/2025	161305	Bluestem Ecological Services	Inv# 4323 Phase I Final Native Stewardship and Restoration	1,925.00
Check	03/18/2025	161319	Hot Top Restoration	FARM HQ Front Door Flat Roof - Final	600.00

Hanover Township Board Audit Report

March 4 - 24, 2025

Type	Date	Num	Name	Memo	Amount
Check	03/18/2025	161344	Thomas Engineering Group LLC	Inv# 22223 Phase II Campus expansion project engineering	1,668.80
Total 8084401 · Tiknis Campus Expansion					4,193.80
8084415 · Senior Center Improvements					
Check	03/18/2025	161354	Office Revolution	Inv# 175377 50 Chairs - Lower Level Multi-Purpose Room	15,865.00
Total 8084415 · Senior Center Improvements					15,865.00
8084425 · Building & Perm Improvements					
Check	03/18/2025	161351	Alarm Specialties and Protection	Inv# 36037 Senior Center Public Address System Equip & Install	12,480.00
Total 8084425 · Building & Perm Improvements					12,480.00
8084430 · Loan Repayment					
Check	03/04/2025	ACH 3.4.25	Barrington Bank & Trust Company N.A.	Additional Campus Expansion & ES Station Loan	400,000.00
Total 8084430 · Loan Repayment					400,000.00
Total 8084 · Capital Projects - Expenditures					432,538.80
TOTAL					694,753.86

- I. Call to Order/Roll Call: Supervisor McGuire called the Board meeting to order at 7:00 p.m.

Clerk Dolan Baumer called the roll; present were Trustees Martinez, Beattie, Essick, and Noyola, and Supervisor McGuire.

Others present were Assessor Khaja Moinuddin, Facilities and Road Maintenance Director Caleb Hanson, Community Health Director Kristen Smith, Emergency Services Director Mike Crews, Youth and Family Services Director Erin Brumfield Grima, Human Services Director Mary Jo Imperato, Mental Health Board Manager Amanda Teachout, Deputy Administrator Kristin Vana, Administrator James Barr, Assistant to the Administrator Hailey Matich, and Attorney Mark Kimzey.
- II. Pledge of Allegiance: Supervisor McGuire invited everyone to stand and join him in the Pledge of Allegiance to the Flag.
- III. Town Hall: Supervisor McGuire asked if there was anyone in the audience who had comments to make or questions to ask of the Board. Hearing none, Mr. McGuire closed the Town Hall.
- IV. Reports:
 - A. Supervisor's Report: Supervisor McGuire thanked all who attended the Emergency Services annual awards and recognition dinner last week. Congratulations to the entire unit. Congratulations to the drone team.
 - B. Clerk's Report: Clerk Dolan Baumer offered no report.
 - C. Assessor's Report: Assessor Moinuddin reported that the property tax exemption forms would be sent early this year – March 25.
 - D. Trustee Liaison Committee Reports: No reports were offered.
 - E. Department Reports: Reports were submitted for review by the Board; highlights since then included Director Hanson reporting that the design team finalized phases II and III of the expansion and is in the process of assembling the documents for review by legal prior to submitting them to the village. The cemetery is in phase IV. Director Crews met with the Ottawa search and rescue team for a joint meeting. The unit is working with Kane County, Carpentersville, and the DuPage County Sheriff on renewing relationships. Education is being planned for Schaumburg, Hanover Park and Hoffman Estates. The team participated in a tour of Fermi Lab. Grant applications are being reviewed for the compressor. Director Imperato reported on the ongoing training of Director-designee Dickinson. She also reported that the home emergency response program is receiving new clients. The job fair would be held on March 26. Director Brumfield Grima reported that Operation Snowball was a success with 55 participants who worked and learned to foster youth/adult partnerships. The Streamwood Park District/Hanover Township youth soccer league would start April 8. Director Smith reported that March is Colon Cancer Awareness and National Nutrition month. Several programs and outreach have been planned. A representative on organ donation is scheduled for a presentation later in the month. Assistant to the Administrator Matich reported that the merit increases would be awarded this month. The Township paid \$400,000 toward the outstanding loan in March. Director Van reported that the Aging Services department is recognizing National Nutrition month by conducting a raffle. AgeOptions met with Senator Castro to discuss older adults' needs. Manager Perrone met with a local woman's group this month. 740 paczki were sold by the Senior Citizens Services Committee. A bus driver position is open. The Mental Health Board elected Ms Mary Jane Garvey to serve as president. Director Kuttentberg reported that the Covid 19 recap report is finally prepared. Facebook received many likes and views on the battery recycling piece recently posted. He reported on the two bills pending in the House and Senate regarding the assessor position and the dissolution of township. Township Officials of Illinois and the Metropolitan Township Association held meetings on it last week with Airdo Werwas to determine potential effects of and

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best approach to defeat the bills. Discussion with legislators is ongoing. Supervisor McGuire strongly urged all to reach out to their legislators to voice opposition to these bills. We should reach out to our special interest groups (veterans, seniors, etc.), agencies the Township funds, the school district and other groups to urge them to join us in helping to defeat these bills by sending emails and letters to their legislators. MTA will be in Spring on March 19 and will meet with legislators then to voice opposition. The Supervisor's Community Service Awards would be held on April 16.

- V. Bill Paying: Mr. Barr presented the bills for payment from February 20, 2025, through March 3, 2025 as follows:

a.	Town	\$41,859.49
b.	Senior Services	32,408.08
c.	General Assistance	10,449.72
d.	Road Maintenance	7,259.61
e.	Mental Health Board	249.59
f.	Vehicle Fund	<u>6,386.88</u>
	Total	<u>\$98,659.36</u>

A motion was made by Trustee Martinez and seconded by Trustee Beattie to approve payment of the bills as presented from February 20, 2025 through March 3, 2025. Roll call: Ayes: Trustees Beattie, Essick, Martinez, and Noyola, and Supervisor McGuire. Nays: None. Motion carried and the bills will be paid.

- VI. Unfinished Business: No unfinished business was brought forward.

- VII. New Business:

- A. Hanover Township Rescheduled Board Meeting Minutes of February 20, 2025: Clerk Dolan Baumer presented the Hanover Township rescheduled Board meeting minutes of February 20, 2025 for approval. Trustee Beattie moved that the Board approve the rescheduled Board meeting minutes of February 20, 2025 as presented; motion seconded by Trustee Noyola. Roll call: Ayes: Trustees Beattie, Martinez, and Noyola, and Supervisor McGuire. Abstain: Trustee Essick. Nays: None. Motion carried.
- B. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of a Bilingual Therapist: Trustee Essick moved that the Board approve resolution 0304251 approving of a contract for services with the Hanover Township Mental Health Board relative to the provision of a bilingual therapist. Trustee Noyola seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- C. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Psychiatric Back-Up Services: Trustee Beattie moved that the Board approve resolution 0304252 approving of a contract for services with the Hanover Township Mental Health Board relative to the provision of psychiatric back-up services. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- D. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision for a Youth Prevention Specialist: Trustee Beattie moved that the Board approve resolution 0304253 approving of a contract for services with the Hanover Township Mental Health Board relative to the provision of youth prevention specialist. Trustee Essick seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.

- E. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Senior Citizen Mental Health Services: Trustee Noyola moved that the Board approve resolution 0304254 approving of a contract for services with the Hanover Township Mental Health Board relative to the provision of senior citizen mental health services. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- F. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Home Delivered Meals Program: Trustee Beattie moved that the Board approve resolution 0304255 approving of a contract for services with the Hanover Township Mental Health Board relative to the home delivered meals program. Trustee Essick seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- G. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Senior In-Home Care Program: Trustee Essick moved that the Board approve resolution 0304256 approving of a contract for services with the Hanover Township Mental Health Board relative to the senior in-home care program. Trustee Martinez seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- H. Resolution to Approve a Contract for Services with the Hanover Township Mental Health Board Relative to the Provision of Substance Abuse Prevention Services: Trustee Beattie moved that the Board approve resolution 0304257 approving of a contract for services with the Hanover Township Mental Health Board relative to the provision of substance abuse prevention services. Trustee Noyola seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- I. Resolution Approving a Separation Agreement with the Community Health Assistant: Trustee Martinez moved that the Board approve resolution 0304258 approving of a separation agreement with the community health assistant. Trustee Noyola seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- J. Approval of the 2025 Annual Town Meeting Agenda: Trustee Beattie moved that that the Board approve the 2025 Annual Town Meeting agenda as presented by Clerk Dolan Baumer; Trustee Essick seconded the motion. Roll call: Ayes: Trustees Beattie, Martinez, Essick, and Noyola, and Supervisor McGuire. Nays: None. Motion carried.
- K. Approve of Purchase of 50 Replacement Chairs for the Senior Center Lower Level: Trustee Beattie moved that the Board approve the purchase of 50 replacement chairs for the Senior Center lower-level room; the motion was seconded by Trustee Martinez. In a memo to the Board, staff recommend that the Township purchase fifty chairs from Office Revolution for \$15,865.00. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Essick, Noyola, and Martinez. Nays: None. Motion carried.
- L. Appointment to the Hanover Township Mental Health Board: Trustee Beattie moved that the Board concur with the Supervisor's appointment of Mr. Mike Kondrath to the Hanover Township Mental Health Board; motion seconded by Trustee Martinez. Roll call: Ayes: Supervisor McGuire, and Trustees Beattie, Essick, Noyola, and Martinez. Nays: None. Motion carried.
- VIII. Executive Session: No motion was made to go into Executive Session.
- IX. Other Business: Administrator Barr reported that during the windy days last week, the top of a pine tree at the Izaak Walton Reserve broke off from the tree and hurdled down to the ground, doing damage to

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cars in the parking lot. The decision was made to cover the costs of repairs and then the insurance can reimburse the Township; the Supervisor and Trustees were in concurrence that this action should be taken.

- X. Adjournment: Adjournment: There being no further business to come before this Board, a motion to adjourn at 7:37 p.m. was made by Trustee Beattie and seconded by Trustee Noyola, followed by a roll call vote. Ayes: Trustees Beattie, Essick, Noyola, and Martinez, and Supervisor McGuire. Motion carried and the meeting was adjourned.

Respectfully submitted,



Katy Dolan Baumer Clerk

Copy: Supervisor, Administrator, Attorney, (4) Trustees, and Assessor, Aging Services, Human Services, Youth and Family Services, Community Affairs, Community Health, Facilities and Road Maintenance

RESOLUTION _____

**A RESOLUTION
TO APPROVE AN ENGINEERING SERVICES AGREEMENT
WITH V3 COMPANIES, LTD.**

BE IT RESOLVED by the Supervisor and Board of Trustees of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: APPROVAL. The Phase I Engineering Services Agreement (the "Agreement") with V3 Companies, Ltd., for the Rohrssen Road Bridge Replacement Project in Hanover Township, Cook County, Illinois, a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk of Hanover Township are authorized to sign and attest, respectively, the Agreement on behalf of Hanover Township.

SECTION THREE: SEVERABILITY. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 25, 2025

APPROVED: March 25, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on March 25, 2025, and approved on March 25, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



Agreement For	Agreement Type
Using Federal Funds? ☐ Yes ☒ No	Other PE
	Original

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Hanover Township	Cook	22-09100-00-BR	
Project Number	Contact Name	Phone Number	Email
	Caleb Hanson	(630) 483-5678	chanson@hanover-township.org

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Rohrssen Road		1600	SN 016-3047
Location Termini			Add Location
800 ft south and north of the Rohrssen Road bridge over Poplar Creek			Remove Location

Project Description

Due to the poor condition of the structure, the project involves full replacement of the bridge

Engineering Funding	☐ MFT/TBP	☐ State	☒ Other	American Rescue Plan Act (ARPA)
Anticipated Construction Funding	☒ Federal	☐ MFT/TBP	☐ State	☐ Other

AGREEMENT FOR

☒ Phase I - Preliminary Engineering ☐ Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
V3 Companies	Zaida Morillo	(630) 724-9200	zmorillo@v3co.com
Address	City	State	Zip Code
7325 Janes Avenue	Woodridge	IL	60517

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge	A full time LPA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- ☒ EXHIBIT A: Scope of Services
- ☒ EXHIBIT B: Project Schedule
- ☒ EXHIBIT C: Qualification Based Selection (QBS) Checklist
- ☒ EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- ☐ EXHIBIT ____ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- ☒ EXHIBIT E: Indemnification & Insurance
- ☐ _____
- ☐ _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

☐ Percent

☐ Lump Sum

☐ Specific Rate

☒ Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;

- (2) The grantee's or contractor's policy to maintain a drug free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
V3 Companies	36-3252440	\$398,771.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Atlas Engineering Group, Ltd.	14-1990721	\$30,074.00
Rubino Engineering, Inc.	80-0450719	\$70,921.00
Subconsultant Total		\$100,995.00
Prime Consultant Total		\$398,771.00
Total for all work		\$499,766.00

AGREEMENT SIGNATURES

Executed by the LPA:

Attest: The

Local Public Agency Type	Local Public Agency
Township	Hanover Township

 of

By (Signature & Date)

--

By (Signature & Date)

--

Local Public Agency	Local Public Agency Type	Clerk
Hanover Township	Township	

Title

(SEAL)

Executed by the ENGINEER:

Attest:

Prime Consultant (Firm) Name
V3 Companies, Ltd

By (Signature & Date)

 3/20/25 Adrienna J. Miksan
--

Title

Project Coordinator III

By (Signature & Date)

 3/20/25 Vincent J. DeMedico

Title

Vice President

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

--



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hanover Township	V3 Companies	Cook	22-09100-00-BR

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

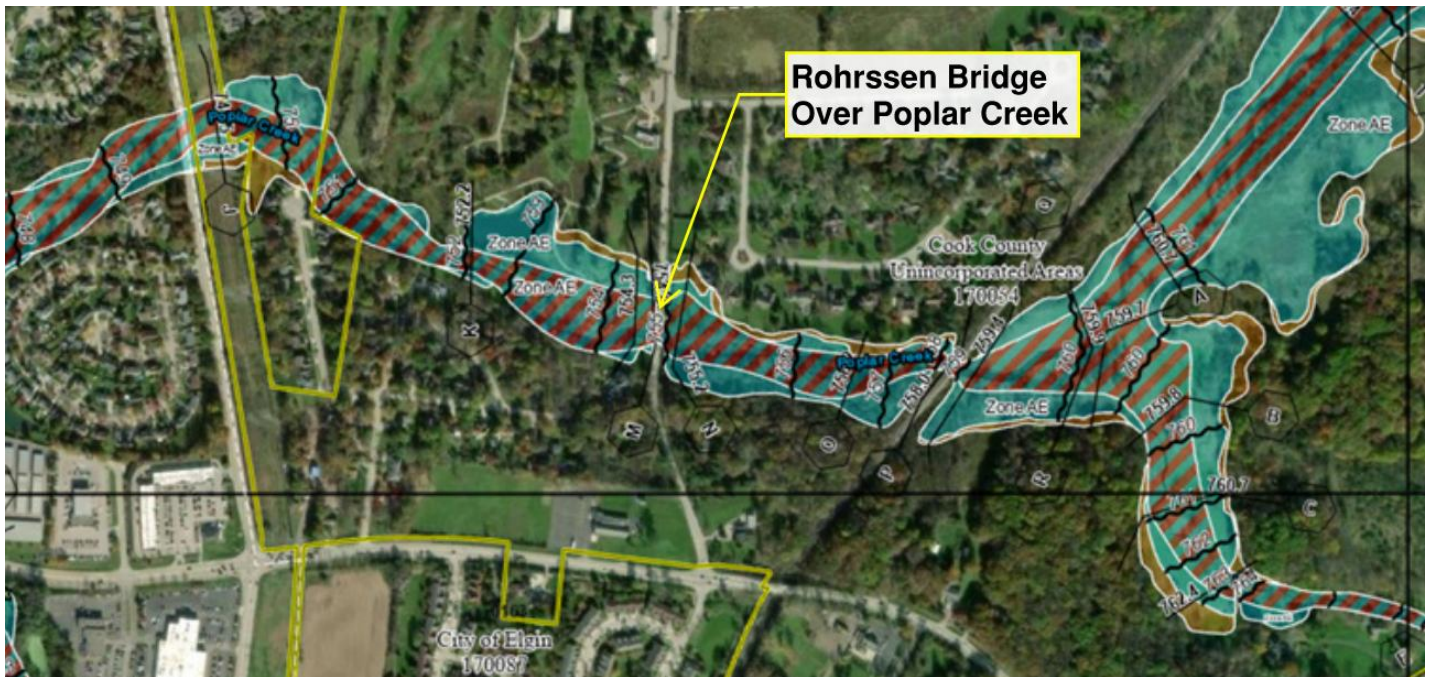
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Exhibit A: Scope of Services

Project Description

According to the latest Master Structures Report, the current condition of the Rohrssen Road Bridge over Poplar Creek is in serious condition. The bridge is located approximately 1,050 feet north of IL Route 19 and approximately 980 feet south of Cardinal Drive within Hanover Township and is under the Township's jurisdiction. The existing roadway section is a two-lane rural road with an existing posted speed limit of 30 mph.



Due to the current condition of the structure, V3 understands replacing the bridge is a high priority for the Township. The proposed structure will be raised and/or sized to meet future permitting requirements based on the hydraulic model results and the desired roadway width. The environmental studies and design report will be prepared in accordance with the IDOT BLRS Manual and NEPA due to the Township's plan to secure federal funding for the next phases of the project.

Project Tasks

01 DATA COLLECTION

V3 will complete and submit project notification to required agencies. V3 will review and analyze pertinent information for the project obtained from the Township and/or Cook County DOTH. This information will include:

- Relevant (and most up to date) BCR, geometrics, and hydraulic studies for reference
- Existing right-of-way plats, boundaries and limits
- As-built plans
- Utility atlases
- Geological information if available
- Accident records from the latest 5 years



Exhibit A: Scope of Services

This task also includes two field visits of the site conditions.

Additionally, V3 will send each utility owner a set of preliminary plans to verify the locations of their facilities. The intent in the design of the project is to avoid impacts to existing utilities to the extent feasible.

02 RIGHT OF WAY VERIFICATION (AS NECESSARY)

V3 will build right of way limits based on the survey documents provided by the Township, IDOT, and/or Cook County DOTH. If desired, V3 will verify the actual right of way and easements for each parcel along the corridor through title commitment research. We anticipate that up to seven (7) title commitments and two (2) sub-plats will be required for this task. Each report and title commitment research will cost \$950 per parcel and sub-plat at \$35 each.

03 TOPOGRAPHIC SURVEY (SERVICES BY OTHERS)

V3 will contract Atlas Engineering Group, LTD, survey subconsultant to perform a topographic survey. Approximately 1,600 feet of Rohrssen Road, including a 50-foot overlap of the existing right-of-way on both sides, will be surveyed. Additionally, 8 hydraulic cross-sections, covering a total of 2,000 feet of stream length (1,000 feet upstream and downstream of the Rohrssen Road Bridge) will be conducted.

The detailed scope and fee are included under Attachment E.

04 GEOTECHNICAL INVESTIGATION (SERVICES BY OTHERS)

Structural geotechnical borings will be required at the abutments and retaining walls. As part of this Phase I study, a total of eight (8) structural geotechnical borings will be provided:

- At Abutments: One boring at each abutment (Two (2) total)
- At South Retaining Walls: One at 75 ft from the south abutment and one at 150 ft from the south abutment on each side of the road (Four (4) Total)
- At North Retaining Walls: One at 50 ft from the north abutment on each side of the road (Two (2) total)

V3 will contract with Rubino, a geotechnical subconsultant, to perform the borings and pavement cores, and prepare a Structures Geotechnical Report (SGR) to determine the suitability of the soils.

Additionally, Rubino will perform ten (10) soil borings and five (5) pavement cores and provide geotechnical studies to determine the suitability of the soils for the construction. Undercut recommendations and pavement evaluation will be included and coordinated with Rubino. A pavement design will be provided for the potential widening sections of Rohrssen Road as well as any section to be rebuilt. The detailed scope of the boring, coring and testing to be performed are included under Attachment F.



Exhibit A: Scope of Services

05 ENVIRONMENTAL SURVEY COORDINATION

Environmental Survey Request (ESR)

V3 will prepare and submit the Environmental Survey Request screening forms and full ESR to IDOT following the ESR Guidelines provided by IDOT, which will include the following exhibits:

- Location Map
- NWI Map
- USGS Map
- HARGIS Map
- Aerial Map and CADD drawings with anticipated construction limits
- Photo log of all buildings constructed prior to 1985

V3 will coordinate with IDOT staff and provide additional information as required. The IDOT Central Office will perform the necessary coordination with the involved environmental and cultural agencies and provide the appropriate results to obtain an inventory of the affected environment and identify any potential issues that the project may need to address as part of required environmental studies.

Wetland Impact Evaluation (WIE)

As part of obtaining environmental clearances associated with the ESR submittal, wetland impacts are determined based on the wetland delineation and the chosen preferred geometric alternative. Wetlands will be evaluated for potential impacts from the proposed improvements. A detailed discussion will be provided on why potentially impacted wetlands cannot be avoided, the measures that have been taken to minimize the adverse impact through project modifications, and the appropriate and practicable compensatory mitigation to replace the potentially unavoidable wetland losses.

V3 will prepare and submit the Wetland Impact and Evaluation forms and exhibit to IDOT for review.

06 TREE SURVEY

Individual trees of 3" diameter or greater within along the west and east sides of Rohrssen Road will be survey located. Where groups of trees exist, the perimeter outline only of the tree grove will be shown.

V3's International Society of Arboriculture (ISA) certified arborist will identify all trees 3" DBH and greater within the project area to be impacted by construction. The trees will be tagged, measured, survey located, and assessed for general health and the potential for bat habitat. The tag number, diameter, and tree species will be recorded for each tree identified. A rating will be assigned to each tree which will consider the size, species, condition, location, and aesthetics of each. A summary table will be prepared listing the scientific name, common name, DBH, and rating of each tree identified. In addition, V3's Certified Arborist will evaluate the potential for bat habitat during the tree identification process.

The information provided by V3 regarding tree quality is based on an interpretation of observed tree growth habit and



Exhibit A: Scope of Services

health at the time of the field investigation. V3 provides the best information available at the time of the field investigation, but outside factors may affect tree characteristics with time, including weather, vegetation maintenance, altered drainage, disease, or other events.

Bat Habitat Assessment

During the wetland delineation field work, and during the tree assessment, V3's Certified Arborist will review the project corridor for the presence of bat habitat. This is required based on the current DOT and USACE permitting processes. V3 will review the corridor and document the presence, or lack of, bat habitat within the project corridor. This includes visually looking at the trees within the corridor that are three inches to 5 inches in diameter breast height (DBH). Bat habitat trees that are 3" to 5" DBH will be identified, assessed and survey located. Separately, during the formal tree survey of trees 6" and above DBH, bat habitat for trees 6" and above DBH will be identified, tagged, and assessed. The DOT requirement of 3" trees being assessed for bat habitat does not require that all trees 3" and above be survey located or assessed; only those trees that meet the criteria for bat habitat. V3 will prepare the IDOT bat habitat assessment forms and will coordinate with the USFWS regarding bats, bat habitat, and consultation measure and restrictions from a tree removal perspective.

07 WETLAND DELINEATION/ASSESSMENT

Wetland Delineation

V3's Wetland Specialists from our Natural Resources Division will conduct a field investigation during the 2025 Cook County growing season (May 15-October 15) to locate and delineate wetlands in accordance with the *Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Midwest Region*. The limits of any delineated wetlands/Waters of the U.S. will be staked in the field, and approximate boundaries will be mapped on a recent large-scale aerial photograph, based on our field assessment of the vegetation, soils and hydrology at the site. The limits of any on-site wetland/Waters of the U.S. will be located using survey grade equipment during the field investigation portion of the wetland delineation.

Wetland Assessment

Since wetlands/Waters of the U.S. are present within the project corridor, wetland assessment is required by the U.S. Army Corps of Engineers, Chicago District (USACE), MWRD, Hanover Township, and Elgin, Illinois. Wetland assessment involves an evaluation of wetland characteristics, including wildlife habitat quality, water quality functions, and plant community quality. Wetland Assessment also includes a preliminary jurisdictional determination for isolated or adjacent wetland^[1]. Delineated wetlands will be rated as High-Quality Aquatic Resources (HQAR's) in accordance with the USACE, MWRD and Hanover Township, if applicable.

^[1] December 2, 2008, USEPA and Department of the Army Joint Memorandum, Clean Water Act Jurisdiction Following the U. S. Supreme Court Decision in *Rapanos v. United States* and *Carabell v. United States*.



Exhibit A: Scope of Services

Wetland Delineation Technical Report

A wetland report will be provided with the results of our field investigation, including the location and approximate size of wetlands/Waters of the U.S. present, a wetland quality evaluation, a Floristic Quality Assessment (FQA), and the wetland assessment. Floristic inventories and detailed soil classification data for each area investigated will be provided in the report. Areas determined to be wetland on the property will be shown on a recent, large-scale aerial photo exhibit. USACE and MWRD wetland permitting and/or mitigation requirements will be addressed in the report. The wetland report also will contain detailed technical documentation suitable for review and approval by the USACE, MWRD, MWRD, and Hanover Township.

Threatened & Endangered Species Consultation

As required by the USACE, MWRD, and Hanover Township, V3 will conduct and complete the United States Fish and Wildlife (USFWS) Section 7 Federal threatened and endangered species consultation checklist for the site. V3 will also prepare and submit the required IDNR EcoCAT for inquiry on State threatened & endangered species.

08 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT

V3 will conduct a Preliminary Environmental Site Assessment (PESA) along Rohrssen Road to project extents. The PESA will be conducted in accordance with the IDOT's Special Waste Screening Process. Based on this screening, further assessment of the project for special wastes or other regulated substance contamination may be required. The *IDOT Bureau of Local Roads and Streets Manual*, *A Manual for Conducting Preliminary Environmental Site Assessments for IDOT Highway Projects*, and *ASTM Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (Standard E 1527 -13)* will be used as guidance documents for preparing the PESA. The PESA will identify evidence of recognized environmental concerns (RECs) and potentially impacted properties (PIPs) to determine sections of Project ROW requiring further investigation or sampling for offsite soil disposal. The scope of work for the PESA will include the following:

- Environmental Record Review: Review reasonably ascertainable environmental and applicable regulatory information published by local, State, Federal and Tribal agencies and regulatory databases pertaining to sites with known chemical usage, treatment, disposal, and/or operations that pose an environmental risk of impact to the project site.
- Historical Record Review: Investigate past land uses through review of available Sanborn fire insurance maps, Township/CCDOH directories, historical aerial photographs and topographic maps.
- Site Visit: Conduct a site reconnaissance visit to confirm and document the current land use and record site conditions potentially impacting the project soils.
- Project Report: V3 will compile all observations and conclusion in a PESA report. The PESA will include photos, figures, and appendices with governmental and regulatory record file review documents.

09 SECTION 4(F) DEMINIMIS REPORT (AS NECESSARY)

Property of the Forest Preserve District of Cook County (FPDCC) is located on the west and east side of the bridge on Rohrssen Road.



Exhibit A: Scope of Services

Depending upon the ROW impacts associated with the bridge, raised profile, and roadway widening, a Section 4(f) evaluation may be required. The evaluation and report format will be performed in accordance with Section 26-2 of IDOT's BDE Manual and address the proposed action and alternatives considered, impacts to the Section 4(f) properties, avoidance alternatives and measures to minimize harm. Coordination during the Section 4(f) process will be conducted with the FPDCC and documented the Section 4(f) report. This task includes two submittals.

10 HYDRAULIC REPORT

Poplar Creek flows from east to west across Rohrssen Road via SN 016-3047 and the effective (2008) Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) shows regulatory floodplain and floodway at the structure location. A preliminary (2022) Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) for Poplar Creek is available which shows a significant increase in flow and water surface elevation compared to the current effective (2008) FIS. We understand that the Township/CCDOH would like to design the proposed bridge using the 2022 preliminary flowrates.

V3 will prepare a Hydraulic Report for the Rohrssen Road bridge over Poplar Creek in accordance with IDOT's Drainage Manual. We will request the effective hydraulic model from FEMA and update it using site survey data and the 2022 preliminary FIS flowrates. The existing bridge will be evaluated as a potential source of flood damage to upstream structures in accordance with Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR) Part 3708 Rules and the low chord elevation will be compared to the IDOT Local Roads clearance requirements. V3 will size the proposed structure to meet future permitting requirements based on the hydraulic model results and the desired roadway width. Modeling results, proposed bridge design criteria, and any existing flooding issues will be discussed with Hanover Township/CCDOH to determine if a larger structure is required.

The hydraulic report will include required data sheets, a waterway information table (WIT), floodplain compensatory storage calculations, correspondence, exhibits, and Phase 2 permitting requirements.

Additionally, as part of obtaining design approval for the Phase I Study, this task will include the compilation and coordination of a Preliminary Bridge Design and Hydraulic Report (PBDHR) submittal per Section 10-2.03 (c) of the BLR Manual since Rohrssen Road bridge meets the criteria for having a clear span greater than 10-ft or waterway opening of 100-square feet.

11 LOCATION DRAINAGE TECHNICAL MEMORANDUM

A Location Drainage Technical Memorandum (LDTM) will be prepared in accordance with IDOT's Drainage Manual. The study will include a description of the existing and proposed drainage systems and identification of outfall locations, and their adequacy based on IDOT criteria.

The study will include required mapping and exhibits, design of the drainage system, a discussion of Best Management Practices (BMPs) (if applicable), and identification of permitting requirements. Although the existing and proposed



Exhibit A: Scope of Services

drainage exhibits typically only include the proposed limits of the project, it may be necessary to study areas outside the project limits.

The MWRD Watershed Management Ordinance specifies that stormwater detention is required for roadway developments when the new impervious area equals or exceeds one acre. We anticipate the proposed improvements will not meet this threshold and stormwater detention will not be required. Correspondence and meeting notes will be prepared to document coordination with IDOT, Hanover Township, Cook County DOTH, and/or local agencies.

12 ALTERNATIVES ANALYSIS

To assist the Township in determining the preferred alternative, an alternatives analysis will be prepared, discussing the pros and cons of each option. This will include planning-level costs, right-of-way impacts, and maintenance considerations.

Structural Studies

V3 will evaluate up to three bridge types: PPC IL-Beams, steel girders, and the potential for a structure to accommodate a wider waterway opening pending the results of the hydraulic modeling. Each of the bridge types will accommodate sidewalk on one side of the bridge. Retaining wall limits and types will also be evaluated to minimize right-of-way impacts and fill in the floodplain.

Geometric Studies

Geometric design studies will be performed using 3D modeling in Open Roads Designer software (utilizing the IDOT workspace) to develop conceptual roadway designs. Horizontal and vertical geometry will be studied to coincide with the bridge alternatives to minimize impacts to right-of-way, access patterns, utilities, and driveways while meeting IDOT BLRS design requirements.

Cross-section Studies

V3 will prepare preliminary cross-sections every 100-ft plus driveways, side streets, and critical drainage and grading areas and determine the right-of-way impacts associated with each alternative. These will also be utilized to evaluate the vertical and horizontal needs of any retaining walls required.

13 TRAFFIC MANAGEMENT PLAN

Due to the condition of the existing bridge, limited right-of-way, and bridge width to stage construction, V3 will develop a detour plan and coordinate with the appropriate agencies. The anticipated detour route includes IL Route 19 (Chicago Avenue), Shales Parkway, and Bode Road. Coordination with IDOT, City of Elgin, and other stakeholders will be required. Attendance at an IDOT Detour Committee meeting is expected. A technical memorandum with exhibits will be prepared to facilitate coordination with the local agencies. The scope includes a field inspection of the potential detour route to determine suitability and condition.



Exhibit A: Scope of Services

14 LOAD RATING ANALYSIS

V3 will perform a load rating inspection and rating of the existing bridge. This will include a thorough sounding of the bridge's deck beams. This information will be included in the revised BCR. The Load Rating Inspection and Rating will be done according to Section 4 of the Structural Services Manual. If warranted the bridge could possibly be posted based on the rating.

15 BRIDGE CONDITION REPORT

V3 anticipates that Bridge Condition Report (BCR) will need to be reviewed and updated according to Section 22-2.06(a) of the Bureau of Local Roads (BLR) Manual. In addition, V3 will revise the report in accordance with IDOT's BCR Guidelines. This task also includes a field visit by a structural engineer to review and take photographs of the existing bridge. This field visit will also include the load rating inspection.

16 TYPE, SIZE AND LOCATION (TS&L)

Upon confirmation of the preferred alternative, a detailed Type, Size and Location (TS&L) set of drawings will be required as part of the PBDHR submittal and Phase I Study. The TS&L will document the basic features of the structure and will be used to obtain preliminary approval of the details for the basic bridge improvements. This task includes two (2) preliminary submittals for the Township/CCDOH and IDOT's review and one (1) final submittal for the Township/CCDOH and IDOT's approval. It is anticipated that the new structure will be built using a detour.

17 CONSTRUCTION COST ESTIMATE

V3 will prepare a preliminary engineer's opinion of probable construction costs (EOPCC) of the proposed improvements utilizing IDOT pay items, standards and guidelines. Itemized costs will be determined using available guides and bid tabulations from similar projects. In addition, the pay item reports with awarded prices from IDOT's website will be used to approximate current unit costs. This task includes two revisions based on updates to the preferred alternative.

18 PROJECT DEVELOPMENT REPORT

A Project Development Report (PDR) for a Group II Categorical Exclusion will be prepared following IDOT's report format using BLR Form 22210. The report will include a description of existing conditions, proposed improvements, capacity analysis, crash analysis, right-of-way/easement required, identified environmental concerns and impacts, maintenance of traffic during construction and agency coordination/public involvement activities. The preferred alternative exhibits will be prepared and incorporated into the project report and will also include:

- Location Map
- Functional Classification Map



Exhibit A: Scope of Services

- Existing and Proposed Typical Sections
- Proposed Plan and Profile sheets
- Barrier Warrant Analysis
- Type Size and Location
- Traffic Management Plan
- Right-of-way and Easement Mapping
- Estimate of Probable Construction Cost
- Traffic & Crash Analysis

Two submittals of the PDR will be made to the Township/CCDOH, and IDOT (pre-final and final).

Prior to the pre-final PDR submittal, conceptual typical proposed sections and plan and profile sheets will be submitted to the Township/CCDOH for review and comment. After receiving comments from the Township/CCDOH, the final PDR will be submitted to IDOT for review and comment. A disposition of comments will be included with each submittal until final approval.

19 PUBLIC INVOLVEMENT

One (1) public meeting in an open house format is anticipated to review the extent of improvements being proposed, present the maintenance of traffic (or detour route), results of agency coordination, and the project schedule. The public informational meeting will be in accordance with Section 21-3.01 of the BLR Manual. This scope of work includes:

- Compile list of property owner addresses
- Mail Letters and/or post cards. Letters will be sent to property owners whose land needs to be acquired, and postcards will be mailed to those affected by the detour route.
- Venue research and confirmation to host open house
- Create and maintain project website
- Create handout brochures and exhibits for use during the meeting
- Documentation of the concerns and comments expressed by those at the meeting
- Up to four V3 project team representatives present at the public meeting
- Responses to public comments and incorporate a summary of the public involvement process in the PDR. This includes a project newsletter summarizing the public meeting, frequently asked questions and responses, and project next steps.
- Individual meetings with up to three (3) property owners, if necessary

Hours for meetings will also include preparation time prior to meetings and subsequent preparation of meeting minutes.

20 AGENCY MEETINGS/COORDINATION



Exhibit A: Scope of Services

V3 anticipates the following agency meetings throughout the duration of the Phase I Study:

- Kick-off meeting with Township/CCDOTH
- Monthly coordination meetings with the Township/CCDOTH
- PH I Kick-off meeting with IDOT BLRS
- Up to three (3) meetings with:
 - IDOT BLRS
 - Forest Preserve District of Cook County
- One (1) IDOT/FHWA coordination meeting to receive concurrence on scope of work, logical termini, and processing requirements
- One (1) coordination meeting with MWRD (if needed)
- Coordination with IDNR and USACE via email (no meetings expected)
- Up to four (4) other coordination meetings with nearby stakeholders:
 - District U-46 (new junior high school proposed at Rohrssen Road and Cardinal Drive),
 - New Life Community Church, Elgin
 - City of Elgin
 - Other stakeholder

Hours for meetings will also include preparation time prior to meetings and subsequent preparation of meeting minutes.

21 ADMINISTRATION AND MANAGEMENT

V3 will perform the following administrative and management tasks:

- Preparation of a project work plan which addresses schedule, deliverables, staffing, communication procedures and invoicing/progress reporting procedures
- Project administration set-up tasks
- Bi-weekly internal project team meetings/coordination
- Contract administration and budget control
- Invoice and billing reviews
- Sub-consultant coordination

22 QUALITY ASSURANCE/QUALITY CONTROL

V3 will perform in-house quality control reviews to ensure that the preliminary plans, cost estimates and PDR are prepared to meet the standards and guidelines for the plans or document required. These quality control reviews will occur prior to submittal of any deliverable to the Township/CCDOTH and IDOT. The project manager will be responsible for the oversight of the QA/QC procedures and quality control reviews of the documents prepared for the project.

Prior to each submittal, V3's project manager will designate a quality assurance reviewer that has not been directly involved in the project to perform independent quality reviews. These reviews will include plan design reviews, reviews of supporting calculations and review of report documents.



Exhibit A: Scope of Services

The QA/QC process also includes the preparation and maintenance of project records. The process will ensure that records are legible, identifiable, and retrievable; protected from damage or loss and are systematically filed in a singular location.

DIRECT COSTS

In addition to the professional services fees set forth above, V3 shall be compensated for all reimbursable expenses such as printing, postage, messenger service, travel, mileage and tolls to/from meeting and other similar project-related items.

FUNDING APPLICATIONS (NO COST)

V3 can assist the Township/CCDOT in completing the necessary documents and developing applicable exhibits for submitting updates and additional applications for Local Bridge Formula Program, Township Bridge Program, and/or Illinois Special Bridge Program funding. V3 will also verify with IDOT total percent of Federal/State and Local participation associated with any funding received.

February 27, 2025

Ms. Zaida Morillo, P.E., S.E.
Vice President, Structural Group Leader
V3 Companies
7325 Janes Avenue
Woodridge, Illinois 60517

Re: Rohrssen Rd – Hanover Township, IL. Topographic Survey

Dear Ms. Morillo:

Atlas Engineering Group, Ltd. (Atlas) appreciates the opportunity to present this proposal to provide survey services for 1600' of Rohrssen Rd and approx. 2000' of Popular Creek in Hanover Township, IL.

Scope of Work

Topographic Survey:

A topographic survey will be conducted within the survey area of the right-of-way for Rohrssen Road, from 800-feet south of the bridge to 800-feet north of the bridge. In addition to the full rights-of-way, the survey areas shall include an overlap of plus 50-feet on the west and east sides of Rohrssen Road. In all, the above contains approximately 0.30 miles (1,600 LF) of roadway. There will be 8 hydraulic cross-sections required for the hydraulic report, covering approximately 2,000 feet of stream length (1,000 feet downstream and upstream of the Rohrssen Road Bridge).

The topographic survey services will include the following:

- Record a minimum of two permanent benchmarks at the site. Elevations will be referenced to a datum commonly used at the site. Typical datum's used are the National Geodetic Vertical Datum of 1929 (NGVD29), and the North American Vertical Datum of 1988 (NAVD88). If an assumed local or other datum is used, an equation relating said datum to NGVD, or NAVD may be indicated on the survey. Description of location and elevation of the source benchmark to which the topographic surveying and site benchmarks are tied to, will be indicated on the survey.
- A contour survey with 1'-0" contour intervals will be prepared from field spot elevations. Spot elevations obtained in the field will be of sufficient quantity to generate a contour survey, which properly represents the ground surface. Additional elevations will be indicated on the survey as required to establish accurate profiles (including all changes or breaks in grade) and cross-sections of walks, curbs, gutter, pavement edges, and centerlines.
- Spot elevations will be shown to the nearest 0.01 foot on all "hard surfaces" and utility structures. Spot elevations in unpaved areas such as grass and dirt shall be accurate to the nearest 0.1 foot.
- Pavement types such as concrete, asphaltic concrete, gravel, etc. will be indicated.
- Existing improvements, such as mailboxes and signs shall also be located.

- Mean elevations of water in retention ponds, lakes, or streams will be shown as depicted at the time the survey field work was conducted.
- Top of curb, flow line, and edge of pavement elevations of all roadways and streets within the survey area shall be shown.
- The centerline profile of the road and certain utility conflicts may be shown in the profile section of the drawing. This shall be negotiated with the client.
- Eight hydraulic cross-sections covering approximately 2,000 feet of stream length (1,000 feet downstream and upstream of the Rohrsen Road bridge).
- Right-of-way lines shall be established from existing monumentation, plats-of-highway and record drawings.

Utilities

- The Topographic Survey shall incorporate information on existing utility systems adjoining or contained within the Survey Area which are obtained from Township/CCDOT departments or utility companies responding to written or verbal requests for utility records through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) Design Stage/Planning Information Process and available for the surveyors use at the time of the survey. Records or Atlas information that is provided to V3 after completion of the survey can be provided to the CLIENT or engineer.
- Field markings by J.U.L.I.E. members, which are coordinated by others, shall be shown on the survey if present and practical at the time of survey.
- The following list contains typical information provided for the specific utilities located above ground and visible at the time of the survey. Snow cover, earth or construction debris covering typically above ground structures may not be located.
- Sanitary and Storm Sewers: Size, type and direction of pipes; rim and invert elevations, location of manholes, inlets, catch basins, and end sections.
- Water Mains: Size, type and direction of pipes, top of pipe elevations at valve vault locations, location of valves and hydrants.
- Gas Mains: Location of valves and mains if marked in the field at the time of the survey.
- Telephone, Electric, and Cable TV pedestals and transformers.
- Traffic and Street Light poles and cables if marked in the field at the time of the survey.
- Visible evidence of field tiles or those marked in the field at the time of the survey.
- Other utilities not listed above and occurring within the Survey Area will be shown in a similar manner.
- Utilities and improvements shall be shown based on visible field-verified structures, in coordination with atlas information provided by utility companies through J.U.L.I.E.'s design stage process, if available. V3 shall only show underground utility lines between structures that are located in the field and appear to be connected.

The scope does not include the location of any trees along the project. We can locate trees for an additional fee.

Controls/Benchmarks

Horizontal Coordinates: NAD83 IL East State Plane US-Foot
Vertical Coordinates: NAVD88 US-Foot

Deliverables

3D/Open Roads Survey Processing

- Upon completion of survey, base sheets will be prepared in Open Roads Designer (ORD) 2022 Release 3 Update 12 Version 10.12.02.4 in accordance with IDOT's "CADD Standards" and "CADD Roadway Drafting Reference Guidelines".

Projected Project Delivery Date of 5 weeks after NTP.

Fee

See attached document for pricing

Additional fee for tree location (if Needed) \$7,000

Should you have any questions, or desire additional information, please contact me at (847) 753-8020 or via email at rrogers@aegroupltd.com

Sincerely,



Roark Rogers, PLS
Survey Director
Cc: Eyad Homedi, Zia Khaliq



February 28, 2025

To: Zaida Morillo, P.E., S.E.
V3 Companies
7325 Janes Avenue
Woodridge, Illinois 60517
P: 630.724.9200

Re: Proposal - Geotechnical Exploration
Proposed Rohrssen Road over Poplar
Creek Bridge Replacement in Cook
County, Illinois
SN 016-3047
Sta 6+05 to Sta 15+05

Proposal No. Q25.139g_REV1

Via email: zmorillo@v3co.com

Dear Ms. Morillo,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Zaida Morillo, P.E., S.E. of V3 Companies via email on February 26, 2025.

PROJECT UNDERSTANDING

Rubino understands that V3 Companies is planning to aid in the design and construction of various improvements along Rohrssen Road in Hanover Township, Cook County, Illinois. The improvements include; replacement of Rohrssen Road bridge over Poplar Creek, retaining walls on either side of Rohrssen Road both north and south of Poplar Creek, and roadway reconstruction of Rohrssen within the project limits. The proposed retaining walls are proposed to be constructed into an existing slope with an exposed height of approximately 5 feet.

Information received:

- RFP email from Zaida Morillo, P.E., S.E. of V3 Companies on February 26, 2025.
- "Rohrssen Road Bridge BCR" prepared by Milhouse Engineering & Construction, Inc., dated February 3, 2025.
- "Rohrssen Road Bridge Estimated Wall P&P" prepared by Milhouse Engineering & Construction, Inc., included in RFP email.
- Revision request email from Zaida Morillo, P.E., S.E. of V3 Companies on February 28, 2025 asking to remove CCDD testing from the scope of work.

Information Received: none; however, Rubino will require the following prior to completing the SGR:

- As completed boring elevations surveyed by others
- Current TS&L that includes the following:
- Scour report and elevation
- Bridge Type and description for SGR text
- Information for pile driving spreadsheet:
 - Pile Cutoff Elevation (if applicable)
 - Elevation of soil against pile during driving

- Abutment loading (kips)
- Abutment Length

Field Services Scope of Services Summary

Additional Scope discussion can be found in subsequent pages of this proposal

Client Notification Needed prior to mobilization	Please notify Rubino if this is needed upon project authorization
Field Equipment / Soil Sampling Method	Track-mounted Geoprobe Drill Rig & Core Machine
Traffic Control Needs	Flaggers
Boring Location Plan	See below for aerial / KMZ
Soil Sampling	IDOT SPT – 2 ½ ft to 30 ft, 5 ft thereafter
Backfill Needs	Cuttings, excess spoils remain on site
Patching	Cold Patch
Site Protection or Restoration included	None
Groundwater Readings	Leave retaining wall borings open for 24-hour groundwater level readings
Shelby Tube Locations and Depths	1 proposed at each retaining wall (4 total)
Additional Sampling needed	Double jar samples for Atterberg + Hydrometer in upper 5 feet of roadway borings
Additional Field Equipment needed	Rimac – for AASHTO classification

Boring Depths

To obtain data to evaluate subsurface conditions within the proposed improvement/construction areas. V3 Companies proposes the drilling scope of work as detailed below:

NUMBER OF BORINGS OR CPT	NUMBER OF CORES WITH PAVEMENT THICKNESS	DEPTH (FEET BEG*)	LOCATION ON SITE	SPT SAMPLING INTERVALS	SOIL CLASSIFICATION METHOD
1	--	75-100*	North Abutment	2 ½ ft to 30 ft, 5 ft intervals thereafter	AASHTO(Rimac)
1	--	75-100*	South Abutment		
2	--	30	North Retaining Walls		
4	--	30	South Retaining Walls		
10	5	10	Roadway Reconstruction (Locations TBD)		
18 Total Borings	5 Total Cores	480 Total Lineal Feet			

*Bridge borings will be terminated in accordance with IDOT geotechnical manual. Rubino will perform Cone Penetrometer Testing (CPT) as a replacement for a boring if site access allows.

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES DISCUSSION

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe drilling equipment.

Traffic Control

Rubino anticipates that traffic control will be necessary along Rohrssen Road. Rubino will subcontract a traffic control company to provide flaggers.

Cone Penetrometer Testing (CPT) Description

The cone penetration test (CPT) is an in-situ sounding that pushes an electronic penetrometer into soil and records multiple measurements continuously with depth. Compared with rotary drilling and SPT, the CPT is rapid, cost-effective, reliable and repeatable (i.e. the influence of the equipment operator is minimized), produces continuous profiles, and generates little to no spoil. CPT results are available immediately in the field for assessment by the Geotechnical Engineer. CPT is performed in accordance with ASTM D5778 "*Standard Test Method for Electronic Friction Cone and Piezocone Penetration Testing of Soils*".

CPT cannot be performed in rock or cemented soils. The test also cannot be used in gravel and gravelly sand. Difficulties will likely be encountered in very stiff silty clay soils.

CPT data is most valuable in soft, loose, or organic soils where continuous data can help assign more precise strength values to soft soils, and to better understand where unsuitable layers begin and end. CPT piezocone obtains pore water pressure of soils insitu and the tip resistance and sleeve friction data can be correlated to classify soils, calculate strength, settlement, and permeability rates.

Rubino's Cone Penetrometer has the following technical specifications:

Max Tip Force:	10 Ton
Tip area:	10 cm ²
Tip range (lb):	22,000
Seismic type:	Standard tri-axial geophone, true DC response
Seismic capacity:	+/-2g

Cone Penetrometer Testing (CPT) Scope of Services

In order to obtain advanced geotechnical data ascertained from cone tip resistance, sleeve friction, and seismic soundings through the cone, Rubino proposes the following scope of services:

NUMBER OF CPT'S	DEPTH (FEET BEG)	LOCATION
0 - 4	30 - 100 **	TBD

**** Rubino will attempt to obtain CPT data as deep as possible, however based on previous geotechnical data, stiff to very stiff silty clay soils at depth will likely exceed the capacity of our cone.**

Boring Locations

The approximate proposed boring locations for the bridge replacement and retaining walls are shown below. Boring locations for the proposed roadway reconstruction have yet to be determined. Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.



SPT - Soil Sampling

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 feet and 5 - foot intervals thereafter, as applicable.

Bridge borings will be drilled in general accordance with 3.4.3.2 Borings For Bridges from the IDOT geotechnical manual.

Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings and capped with similar existing material and/or asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Geotechnical Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests is summarized below.

Laboratory Test	Estimated Quantity	Sample Type
Natural Moisture Content	160	Split spoon
Atterberg Limits	9	Split spoon
Hydrometer	8	Split spoon
Organic Content	10	Split spoon
Triaxial Testing (CU / UU)	2	Shelby Tube

STRUCTURE GEOTECHNICAL REPORT (SGR)

- Cover Sheet and Table of Contents
- Project Description and Scope
- Field Exploration
- Geotechnical Evaluations and Recommendations
 - Settlement
 - Slope Stability for Bridge Embankment (1 profile included, scaled profile to be provided by V3)
 - Global Stability for Retaining Wall (1 profile at highest section included)
 - Scour
 - Seismic Considerations
- Foundation Recommendations
 - Bridge

- Retaining Walls (Retaining Wall type and profile to be provided prior to drill rig mobilization)
- Construction Considerations
- Appendices (Supporting Documentation): location map, boring plan and soil profile, boring logs, laboratory test results, SSR Charts, photographs

ROADWAY GEO REPORT (RGR)

Upon completion of field and laboratory work, Rubino will prepare a roadway geotechnical engineering report (RGR) using the collected data. The report will include the following per the IDOT Geotechnical Manual:

- Cover Sheet and Table of Contents
- Project Description, Location and Scope
- Geology and Pedology
- Field Exploration
- General Subgrade Conditions
- Special Conditions, if applicable
- Construction Monitoring
- Appendices (Supporting Documentation): location map, boring plan and soil profile, boring logs, laboratory test results, SSR Charts, photographs

An electronic copy of the report will be provided. The report will be addressed to V3 Companies.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	5 – 10
Field work including site layout and drilling	2
Geo Laboratory Testing	5 – 10
Geo Reporting	5 - 10

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

UTILITY LOCATE AND OUTSIDE SERVICES

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on privately owned utility locates being coordinated by the owner prior to drill rig mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a cost plus fixed fee basis per the attached CECS. Based on the scope of services outlined above, the fees can be found in the attached BLR form.

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
President
Michelle.lipinski@rubinoeng.org



Anthony T. Tomaras, PG
Project Manager
anthony@rubinoeng.com

Prepared By:
Jonathan Ignarski
jonathan@rubinoeng.com

Reviewed By:
Anthony Tomaras, PG

anthony@rubinoeng.com

**RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments: Proposal Acceptance and Data Sheet
 Schedule of Services and Fees
 General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

GENERAL CONDITIONS

1. PARTIES AND SCOPE OF SERVICES: Rubino Engineering, Inc. shall include said company or its particular division, subsidiary or affiliate performing the services. "Services" means the specific geotechnical, analytical, testing or other service to be performed by Rubino Engineering, Inc. as set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. Additional services ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the services to be done by Rubino Engineering, Inc. If Client is ordering the services on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said services. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the services ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of Rubino Engineering, Inc.'s services. Rubino Engineering, Inc. shall have no duty or obligation to any third party greater than that set forth in Rubino Engineering, Inc.'s proposal, Client's acceptance thereof and these General Conditions. The ordering of services from Rubino Engineering, Inc., or the reliance on any of Rubino Engineering, Inc.'s work, shall constitute acceptance of the terms of Rubino Engineering, Inc.'s proposal and these General Conditions, regardless of the terms of any subsequently issued document.

2. TESTS AND INSPECTIONS: Client shall cause all tests and inspection of the site, materials and work performed by Rubino Engineering, Inc. or others to be timely and properly performed in accordance with the plans, specifications and contract documents and Rubino Engineering, Inc.'s recommendations. No claims for loss, damage or injury shall be brought against Rubino Engineering, Inc. by Client or any third party unless all tests and inspections have been so performed and unless Rubino Engineering, Inc.'s recommendations have been followed. Client agrees to indemnify, defend and hold Rubino Engineering, Inc., its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or Rubino Engineering, Inc.'s recommendations are not so followed except to the extent that such failure is the result of the negligence, wilful or wanton act of omission of Rubino Engineering, Inc., its officers, agents or employees, subject to the limitation contained in paragraph 9.

3. SCHEDULING OF SERVICES: The services set forth in Rubino Engineering, Inc.'s proposal and Client's acceptance will be accomplished in a timely, workmanlike and professional manner by RUBINO ENGINEERING, INC. personnel at the prices quoted. If Rubino Engineering, Inc. is required to delay commencement of the services or if, upon embarking upon its services, Rubino Engineering, Inc. is required to stop or interrupt the progress of its services as a result of changes in the scope of the services requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Rubino Engineering, Inc., additional charges will be applicable and payable by Client.

4. ACCESS TO SITE: Client will arrange and provide such access to the site as is necessary for Rubino Engineering, Inc. to perform the services. Rubino Engineering, Inc. shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its services or the use of its equipment; however, Rubino Engineering, Inc. has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Rubino Engineering, Inc. to restore the site to its former condition, upon written request Rubino Engineering, Inc. will perform such additional services as is necessary to do so and Client agrees to pay Rubino Engineering, Inc. for the cost.

5. CLIENT'S DUTY TO NOTIFY ENGINEER: Client represents and warrants that it has advised Rubino Engineering, Inc. of any known or suspected hazardous materials, utility lines and pollutants at any site at which Rubino Engineering, Inc. is to perform services hereunder, and unless Rubino Engineering, Inc. has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Rubino Engineering, Inc. may use such information in performing its services and is entitled to rely upon the accuracy and completeness thereof. Client agrees to defend, indemnify and save Rubino Engineering, Inc. harmless from all claims, suits, losses costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Rubino Engineering, Inc.'s performance of its work and resulting to or caused by contact with subsurface of latent objects, structures, lines or conduits where the actual or potential presence and location thereof not revealed to Rubino Engineering, Inc. by Client and/or by any of Client's subcontractors or sub consultants

6. RESPONSIBILITY: Rubino Engineering, Inc.'s services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Rubino Engineering, Inc. shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Rubino Engineering, Inc.'s services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Rubino Engineering, Inc. has no right or duty to stop the contractor's work.

7. SAMPLE DISPOSAL: Unless otherwise agreed in writing, test specimens or samples will be disposed immediately upon completion of the test. All drilling samples or specimens will be disposed sixty (60) days after submission of Rubino Engineering, Inc.'s report.

8. PAYMENT: Client shall be invoiced once each month for services performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing with said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Rubino Engineering, Inc.'s cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Rubino Engineering, Inc. shall not be bound by any provision or agreement requiring or providing for arbitration or disputes or controversies arising out of this agreement, any provision wherein Rubino Engineering, Inc. waives any rights to a mechanics' lien, or any provision conditioning Rubino Engineering, Inc.'s right to receive payment for its services upon payment to Client by any third party. These General Conditions are notice, where required, that Rubino Engineering, Inc. shall file a lien whenever necessary to collect past due amounts. Release of such lien shall be given only when payment in full has been received for services duly rendered. Failure to make payment within thirty (30) days of invoice shall constitute a release of Rubino Engineering, Inc. from any and all claims which Client may have, whether in tort, contract or otherwise and whether known or unknown at the time.

9. STANDARD OF CARE: RUBINO ENGINEERING, INC.'S SERVICES WILL BE PERFORMED, ITS FINDINGS OBTAINED AND ITS REPORTS PREPARED IN ACCORDANCE WITH ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, THESE GENERAL CONDITIONS AND WITH GENERALLY ACCEPTED PRINCIPLES AND PRACTICES. IN PERFORMING ITS PROFESSIONAL SERVICES, RUBINO ENGINEERING, INC. WILL USE THAT DEGREE OF CARE AND SKILL ORDINARILY EXERCISED UNDER SIMILAR CIRCUMSTANCES BY MEMBERS OF ITS PROFESSION. RUBINO ENGINEERING, INC. MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, IN CONNECTION WITH ITS SERVICES PROVIDED AS SET FORTH IN ITS PROPOSAL, CLIENT'S ACCEPTANCE THEREOF, AND THESE GENERAL CONDITIONS. STATEMENTS MADE IN RUBINO ENGINEERING, INC. REPORTS ARE OPINIONS BASED UPON ENGINEERING JUDGMENT AND ARE NOT TO BE CONSTRUED AS REPRESENTATIONS OF FACT.

SHOULD RUBINO ENGINEERING, INC. OR ANY OF ITS PROFESSIONAL EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESSED OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON RUBINO ENGINEERING, INC.'S WORK, AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF RUBINO ENGINEERING, INC., ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$10,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO RUBINO ENGINEERING, INC. FOR ITS WORK PERFORMED WITH RESPECT TO THE PROJECT, WHICHEVER AMOUNT IS GREATER.

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE, MAY BE BROUGHT AGAINST RUBINO ENGINEERING, INC., ARISING FROM OR RELATED TO RUBINO ENGINEERING, INC.'S WORK, MORE THAN TWO (2) YEARS AFTER THE CESSATION OF RUBINO ENGINEERING, INC.'S WORK HEREUNDER.

10. INDEMNITY: To the fullest extent permitted by law, Client and Rubino Engineering, Inc. each agree to indemnify the other party and the other party's officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying party or any of the indemnifying party's officers, directors, members, partners, agents, employees, subcontractors, or subconsultants in the performance of services under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of Client and Rubino Engineering, Inc., they shall be borne by each party in proportion to its negligence.

11. TERMINATION: This Agreement may be terminated by either party upon seven (7) days' prior written notice. In the event of termination, Rubino Engineering, Inc. shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses and for the completion of such services and records as are necessary to place Rubino Engineering, Inc.'s files in order and/or protect its professional reputation. Failure of Client to make payments when due shall be cause for suspension of services or, ultimately, termination, unless and until Rubino Engineering Inc. has been paid in full all amounts due for services, expenses and other related changes.

12. DISPUTE RESOLUTION: In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, the Client and Rubino Engineering, Inc. agree to attempt to resolve such disputes in the following manner: 1) The parties agree to attempt to resolve any and all unsettled claims, counterclaims, disputes and other matters in question through direct negotiations between the appropriate representatives of each party; 2) If such negotiations are not fully successful, the parties agree to submit any and all remaining unsettled claims, counterclaims, disputes and other matters in question to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, effective as of the date of this Agreement.

13. WITNESS FEES: Rubino Engineering, Inc.'s employees shall not be retained as expert witnesses except by separate written agreement. Client agrees to pay Rubino Engineering, Inc.'s legal expenses, administrative costs and fees pursuant to Rubino Engineering, Inc.'s then current fee schedule for Rubino Engineering, Inc. to respond to any subpoena.

14. NO HIRE: Client agrees not to hire Rubino Engineering, Inc.'s employees except through Rubino Engineering, Inc. In the event Client hires a Rubino Engineering, Inc. employee, Client shall pay Rubino Engineering, Inc. an amount equal to one-half of the employee's annualized salary, with Rubino Engineering, Inc. waiving other remedies it may have.

15. HAZARDOUS MATERIALS: Nothing contained within this agreement shall be construed or interpreted as requiring Rubino Engineering, Inc. to assume the status of an owner, operator, generator, storer, transporter, treater or disposal facility as those terms appear within RCRA, CERCLA, or within any Federal or State statute or regulation governing the generation, transportation, treatment, storage and disposal of pollutants. Client assumes full responsibility for compliance with the provisions of RCRA, CERCLA, and any other Federal or State statute or regulation governing the handling, treatment, storage and disposal of pollutants.

16. PROVISIONS SEVERABLE: The parties have entered into this agreement in good faith and it is the specific intent of the parties that the terms of the General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.

17. ENTIRE AGREEMENT: This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

Rubino Engineering, Inc.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hanover Township	V3 Companies	Cook	22-09100-00-BR

**EXHIBIT B
PROJECT SCHEDULE**

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Rohrssen Road Bridge Over Poplar Creek Replacement
Anticipated Phase I Project Schedule

Task	Apr 2025	May 2025	Jun 2025	Jul 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026	May 2026	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026
Notice to Proceed from the Township and Kick-off Meeting																						
Phase I Kickoff Meeting with IDOT																						
Data Collection and Review																						
Field Survey																						
Topographic Survey																						
Soil Borings and Pavement Cores																						
Existing ROW and Easement Determination																						
Environmental Survey Coordination																						
Prepare Environmental Survey Request																						
Environmental Survey Review by IDOT (at least 6 months)																						
Wetland Impact Evaluation																						
Environmental Survey Sign-offs																						
Wetland Determination/Assessment																						
Wetland Assessment																						
Wetland Reports and Forms																						
Determination Submittal																						
Special Waste Screening																						
Preliminary Environmental Site Assessment (PESA)																						
Load Rating Analysis																						
Field Work																						
Load Rating Analysis																						
Bridge Condition and Type Size and Location																						
Bridge Condition Report																						
TS & L																						
Hydraulic Report																						
Hydraulic Modeling																						
Floodplain Fill/Compensatory Storage																						
Preliminary Bridge Design & Hydraulic Report Submittal																						
Township/CCDOH Review																						
IDOT Review																						
Alternatives Analysis																						
Structural Studies																						
Geometric & Cross Section Studies																						
Preliminary Engineers Opinion of Probable Cost																						
Submittal of Alternatives Analysis Technical Memorandum																						
Township/CCDOH Review																						
Confirmation of Preferred Alternative																						
Location Drainage Technical Memorandum																						
Existing Drainage Plans																						
Proposed Stormwater Design																						
Township/CCDOH Review																						
Traffic Management Plan																						
Develop detour plan																						
Township/CCDOH Review																						
Coordinate with Local Agencies																						
Draft Project Development Report																						
Project Development Report																						
Submittal of Draft Project Development Report																						
Township/CCDOH Review																						
IDOT Review																						
Meeting with Township/CCDOH or IDOT																						
FHWA/IDOT Coordination Meeting																						
Public Involvement																						
Stakeholder Addresses																						
Develop Website & Exhibits																						
Public Notices/Letters																						
Open House Public Meeting																						
Open Comment Period & Response Letters																						
Final Project Development Report																						
Address Township/CCDOH and IDOT Draft Comments																						
Resubmittal of Phase I Documents																						
IDOT Final Review																						
Meeting with IDOT or City																						
Address Final Comments																						
Submittal of Final Project Development Report																						
Outside Funding Application Preparation																						
Administration and Management																						
Phase I Approval																						

Note: IDOT review times are subject to change and may affect the overall project schedule.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hanover Township	V3 Companies	Cook	22-09100-00-BR

Exhibit C
Qualification Based Selection (QBS) Checklist

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

☐ Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	☐	☒
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	☐	☒
3	Was the scope of services for this project clearly defined?	☐	☒
4	Was public notice given for this project?	☐	☒

If yes Due date of submittal **12/13/24**

Method(s) used for advertisement and dates of advertisement

A RFQ for this project was advertised on the Township's website (<https://www.hanover-township.org/departments/clerk-s-office/bid-information>) on 11/18/24.

5	Do the written QBS policies and procedures cover conflicts of interest?	☐	☒
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	☐	☒
7	Do the written QBS policies and procedures discuss the methods of evaluation?	☐	☒

Project Criteria	Weighting
Project Approach	20%
Firm Experience	20%
Strength of Personnel	10%
Staffing Plan	10%
Work Capacity	15%
Past Performance	15%
Participation of DBE	10%

8	Do the written QBS policies and procedures discuss the method of selection?	☐	☒
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Selection committee (titles) for this project

Caleb Hanson, Director of Facilities and Road Maintenance, Hanover Township; James Barr, Township Administrator, Hanover Township; Sam Santangelo, Road Maintenance Manager, Hanover Township; Katie Bell, Associate Director of Project Development, Cook County Department of Transportation and Highways

Top three consultants ranked for this project in order	
1	V3 Companies
2	Atlas Engineering, Ltd.
3	Milhouse Engineering and Construction

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	☐	☒
10	Were negotiations for this project performed in accordance with federal requirements.	☐	☒
11	Were acceptable costs for this project verified?	☐	☒

Local Public Agency		Prime Consultant (Firm) Name		County		Section Number	
Hanover Township		V3 Companies		Cook		22-09100-00-BR	

12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	☐	☒
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	☐	☒
14	QBS according to State requirements used?	☐	☐
15	Existing relationship used in lieu of QBS process?	☐	☐
16	LPA is a home rule community (Exempt from QBS).	☐	☐

Instructions for BLR 05530 - Page 1 of 3

Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Using Federal Funds? The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.
Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.
Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.

Agreement For If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down.
If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.

Agreement Type From the drop down, select the type of agreement, types to choose from are: Original or Supplemental
Number If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.

Local Public Agency

Local Public Agency	Insert the name of the LPA. This field value is used to populate the LPA name in the Agreement Signatures and the Exhibit pages.
County	Insert the name of the county in which the LPA is located.
Section Number	Insert the section number applied to this project without dashes, dashes are automatically inserted.
Job Number	Insert the job number assigned for the project, if applicable.
Project Number	Insert the project number assigned for this project, if applicable.
Contact Name	Insert the name of the LPA contact for this project.
Phone Number	Insert the phone for the LPA contact listed to the left without dashes.
Email	Insert the email for the LPA contact listed to the left.

Section Provisions

Location	Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.
Local Street/Road Name	Insert the local street/road name.
Key Route	Insert the key route of the street/road listed to the left, if applicable.
Length	Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.
Structure Number	Insert the existing structure number(s) for this project.
Location Termini	Insert the beginning and ending termini as it pertains to this location for this project.
Add Location	Use this button to add additional location.
Remove Location	Use this button to remove a location added in error. Please note that at least one location is required.
Project Description	Insert a description of the work to be accomplished by this project.
Engineering Funding	Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.
Anticipated Construction Funding	Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

Instructions for BLR 05530 - Page 2 of 3

Agreement For

Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type.

Consultant

Primary Consultant (Firm) Name Insert the name of the primary consultant firm that will be executing this agreement. This field value is used to populate the consultant name in the Agreement Summary, Agreement Signatures and the Exhibit pages.

Contact Name Insert the name of the contact for the firm listed to the left.

Phone Number Insert the phone number for the contact listed to the left, without dashes.

Email Insert the email of the contact listed to the left.

Address Insert the address of the firm listed to the left.

City Insert the city of the firm listed to the left.

State Insert the state of the firm listed to the left.

Zip Code Insert the zip code of the firm listed to the left.

Agreement Exhibits

Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit.

Exhibit A Insert the scope of services covered by this agreement/ project. This exhibit is required.

Exhibit B Insert the project schedule that applies to this agreement/ project. This exhibit is required.

Exhibit C Qualification Based Selection (QBS) Checklist process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If the process does not apply, check the form not applicable checkbox on the top of the exhibit page. If the process applies and using federal funds, complete items 1 through 13. If the process applies and using state funds, complete items 14 through 16.

Exhibit D Cost Plus Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked (under LPA Agrees item 4) as Cost Plus Fixed Fee (Anniversary Raise or Fixed Raise) in the agreement, then this exhibit is required and the correct BLR form: BLR 05514 for Fixed Raise or BLR 05513 for Anniversary Raise.

Exhibit Use the remaining boxes and lines to add additional exhibits as needed.

LPA Agrees

Method of Compensation Select the method of compensation for this agreement by checking the applicable box.

If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage.

If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula.

If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only.

If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits.

Instructions for BLR 05530 - Page 3 of 3

Agreement Summary

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on the first pages of the agreement.
TIN/FEIN/SS	Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount.
Subconsultant(s)	As applicable, insert the name of each subconsultant engaged in this agreement/ project. Subconsultants are defined as any firm that is required to complete a Cost Estimate of Consultant Services (CECS) Worksheet.
TIN/FEIN/SS	Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS).
Agreement Amount	Insert the maximum agreement amount for the subconsultant listed to the left.
Add Subconsultant	If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information.
Subconsultant Total	This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed.
Prime Total	This field is automatically completed, it is the amount of the prime consultant fee as listed above.
Total for All	This field is automatically completed, it is the sum of the subconsultant and the prime total.

Agreement Signatures

Executed by LPA

Local Public Agency Type	From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village.
Local Public Agency	Field populated from the Local Public Agency entered on the first pages of the agreement.
By	The LPA clerk will sign here.
By	The LPA official authorized to sign this agreement will sign and date here.
Seal of LPA	The LPA will seal the document here.
Title	Insert the title of the LPA official who signed above.

Executed by the Engineer

Prime Consultant (Firm) Name	Field populated from the Prime Consultant (Firm) Name entered on first pages of the agreement.
By	The person(s) authorized to sign this agreement from the engineering firm will sign and date here.
Title	Insert the title of the person signing above.

For Agreement using MFT or State Funds only:

Regional Engineer	Upon approval the Regional Engineer will sign and date here.
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A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hanover Township	V3 Companies	Cook	22-09100-00-BR

EXHIBIT D
Cost Estimate of Consultant Services (CESCS) Worksheet

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EXHIBIT D
COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET
FIXED RAISE

Local Public Agency Hanover Township	County Cook	Section Number
Prime Consultant (Firm) Name V3 Companies	Prepared By Zaida Morillo	Date 3/17/2025
Consultant / Subconsultant Name V3 Companies / AEG / Rubino	Job Number 	

Note: This is name of the consultant the CECS is being completed for.
This name appears at the top of each tab.

Remarks

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PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS
START DATE	4/1/2025	
RAISE DATE	1/1/2026	
END DATE	9/30/2026	

OVERHEAD RATE	165.00%
COMPLEXITY FACTOR	0
% OF RAISE	3.00%

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2025	1/1/2026	9	50.00%
1	1/2/2026	10/1/2026	9	51.50%

Local Public Agency	County	Section Number
Hanover Township	Cook	
Consultant / Subconsultant Name		Job Number
V3 Companies / AEG / Rubino		

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	90.00
ESCALATION FACTOR	1.50%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$90.00	\$90.00
Senior Project Manager - TM	\$90.00	\$90.00
Senior Project Manager	\$70.74	\$71.80
Project Manager	\$69.00	\$70.04
Senior Project Engineer	\$65.00	\$65.98
Engineer III	\$50.00	\$50.75
Engineer II	\$41.42	\$42.04
Civil Designer II	\$43.76	\$44.42
Design Technician III	\$43.00	\$43.65
Project Scientist II	\$50.01	\$50.76
Project Scientist I	\$44.97	\$45.64
Scientist II	\$30.07	\$30.52
Survey Crew	\$46.11	\$46.80
Project Surveyor II	\$45.69	\$46.38
Project Coordinator	\$27.71	\$28.13
Project Landscape Architect III	\$49.76	\$50.51
Administration I	\$27.71	\$28.13

Local Public Agency	County	Section Number
Hanover Township	Cook	
Consultant / Subconsultant Name		Job Number
V3 Companies / AEG / Rubino		

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

[illegible]

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Hanover Township

County

Cook

Section Number**Consultant / Subconsultant Name**

V3 Companies / AEG / Rubino

Job Number**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	1	\$1,300.00	\$1,300.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)	1	\$1,000.00	\$1,000.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)	1	\$500.00	\$500.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	1	\$5,504.00	\$5,504.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitments	Actual Cost	7	\$950.00	\$6,650.00
Sub-Plats	Actual Cost	2	\$35.00	\$70.00
PESA Report & FOIA Fees	Actual Cost	1	\$500.00	\$500.00
				\$0.00
TOTAL DIRECT COSTS:				\$15,524.00

Local Public Agency

Hanover Township

County

Cook

Section Number

Job Number

Consultant / Subconsultant Name

V3 Companies / AEG / Rubino

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 165.00%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
01 DATA COLLECTION	82	80	3,723	6,143	1,229		11,095	2.22%
02 RIGHT OF WAY VERIFICATION (AS NECESSARY)	6,720	26	1,415	2,335	467		4,217	0.84%
03 TOPOGRAPHIC SURVEY			-	-	-	30,074	30,074	6.02%
04 GEOTECHNICAL INVESTIGATION			-	-	-	70,921	70,921	14.19%
05 ENVIRONMENTAL SURVEY COORDINATION		98	4,635	7,647	1,529		13,811	2.76%
06 TREE SURVEY	82	50	2,520	4,158	832		7,510	1.50%
07 WETLAND DELINEATION/ASSESSMENT	122	48	2,661	4,391	878		7,930	1.59%
08 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT	500	44	2,465	4,067	813		7,345	1.47%
09 SECTION 4(F) DEMINIMIS REPORT (AS NECESSARY)		80	4,384	7,233	1,447		13,064	2.61%
10 HYDRAULIC REPORT	660	296	15,384	25,384	5,077		45,845	9.17%
11 LOCATION DRAINAGE TECHNICAL MEMORANDUM	660	136	7,068	11,662	2,332		21,062	4.21%
12 ALTERNATIVES ANALYSIS		270	14,439	23,824	4,765		43,028	8.61%
13 TRAFFIC MANAGEMENT PLAN	41	76	3,760	6,204	1,241		11,205	2.24%
14 LOAD RATING ANALYSIS	41	30	2,308	3,807	761		6,876	1.38%
15 BRIDGE CONDITION REPORT		78	4,831	7,972	1,594		14,397	2.88%
16 TYPE, SIZE, AND LOCATION (TS&L)		124	8,165	13,472	2,694		24,331	4.87%
17 CONSTRUCTION COST ESTIMATE		52	2,492	4,112	822		7,426	1.49%
18 PROJECT DEVELOPMENT REPORT	660	220	11,280	18,612	3,722		33,614	6.73%
19 PUBLIC INVOLVEMENT	5,549	220	11,854	19,560	3,912		35,326	7.07%
20 AGENCY MEETINGS/COORDINATION	407	136	8,943	14,756	2,951		26,650	5.33%
21 ADMINISTRATION AND MANAGEMENT		96	6,952	11,471	2,294		20,717	4.15%
22 QUALITY ASSURANCE/QUALITY CONTROL		116	8,603	14,195	2,839		25,637	5.13%
FUNDING APPLICATIONS (NO COST)			-	-	-		-	0.00%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL							\$2,160.80	0.43%
Direct Costs Total ==>	\$15,524.00						\$15,524.00	3.11%
TOTALS		2276	127,882	211,005	42,199	100,995	499,766	100.00%

338,887

Hanover Township

Cook

V3 Companies / AEG / Rubino

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EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 OF 4

BLR 05514 (Rev. 02/06/25)

AVG 3



Local Public Agency Hanover Township	County Cook	Section Number
Prime Consultant (Firm) Name Atlas Engineering Group, Ltd.	Prepared By Roark Rogers	Date 2/27/2025
Consultant / Subconsultant Name Atlas Engineering Group, Ltd.	Job Number 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	6	MONTHS	OVERHEAD RATE	164.00%
START DATE	3/1/2025		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2026		% OF RAISE	3.00%
END DATE	8/31/2025			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	3/1/2025	8/31/2025	6	100.00%

The total escalation = 0.00%

Local Public Agency

Hanover Township

Consultant / Subconsultant Name

Atlas Engineering Group, Ltd.

County

Cook

Section Number

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	8	\$65.00	\$520.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$520.00

Hanover Township

Cook

Atlas Engineering Group, Ltd.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

COMPLEXITY FACTOR 0

26,270

Hanover Township

Atlas Engineering Group, Ltd.

Cook

SHEET 1 **OF** 1

Local Public Agency Hanover Township	County Cook	Section Number
Prime Consultant (Firm) Name 	Prepared By Anthony Tomaras	Date 2/28/2025
Consultant / Subconsultant Name Rubino Engineering, Inc.	Job Number Q25.139g	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	24	MONTHS			OVERHEAD RATE	176.27%
START DATE	4/1/2025				COMPLEXITY FACTOR	2.00%
RAISE DATE	3/1/2026				% OF RAISE	2.00%
END DATE	3/31/2027					

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2025	3/1/2026	11	45.83%
1	3/2/2026	3/1/2027	12	51.00%
2	3/2/2027	4/1/2027	1	4.34%

The total escalation = 1.17%

Hanover Township

Cook	
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Rubino Engineering, Inc.

Q25.139g

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

[illegible]

Local Public Agency

Hanover Township

County

Cook

Section Number

Consultant / Subconsultant Name

Rubino Engineering, Inc.

Job Number

Q25.139g

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	8	\$65.00	\$520.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)	5	\$2,800.00	\$14,000.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)	1	\$16,849.00	\$16,849.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Drill Rig Mobilization	In house Direct Cost	5	\$700.00	\$3,500.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$34,869.00

Lab Testing	Quantity	Rate	Total
Moisture Content	160	\$ 8.90	\$ 1,424.00
Atterberg Limits	9	\$ 89.00	\$ 801.00
Hydrometer	8	\$ 178.00	\$ 1,424.00
Unconfined Compression Testing		\$ 95.00	\$ -
Organic Content		\$ 29.67	\$ -
Consolidation Testing	10	\$ 960.00	\$ 9,600.00
Triaxial Testing	2	\$ 1,800.00	\$ 3,600.00
		Grand Total	\$ 16,849.00

Hanover Township

Cook

Rubino Engineering, Inc.

Q25.139g

Hanover Township

Rubino Engineering, Inc.

Cook

Q25.139g

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 **OF** 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Layout/Drilling/Coring/Re porting														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Material Tester	45.77	16.0	7.73%	3.54	16	7.73%	3.54												
Project Manager / Engineer	51.15	37.0	17.87%	9.14	37	17.87%	9.14												
Staff Engineer / Geologist /	38.67	56.0	27.05%	10.46	56	27.05%	10.46												
Laboratory Staff	32.88	0.0																	
Principal	75.88	8.0	3.86%	2.93	8	3.86%	2.93												
Driller	69.55	90.0	43.48%	30.24	90	43.48%	30.24												
Administration	29.59	0.0																	
		0.0																	
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TOTALS		207.0	100%	\$56.31	207.0	100.00%	\$56.31	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

EXHIBIT E: INDEMNIFICATION & INSURANCE

A. Indemnification. ENGINEER agrees to waive rights of contribution against LPA and shall indemnify and hold harmless Hanover Township, its Supervisor and Board of Trustees, and its Administrator, as well as Cook County, and each of their respective officials, officers, employees, volunteers, agents, successors, and assigns (individually, an "Indemnified Party" and, collectively, the "Indemnified Parties"), from and against any and all claims, lawsuits, actions, causes of action, demands, injuries, deaths, damages, losses, penalties, fines, obligations, liabilities, judgments, liens, lien rights, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses, court costs, settlement judgments, prejudgment interest, and post-judgment interest (collectively, "Claims"), which arise out of or in any way relate to the following: (a) ENGINEER's negligent performance of, or failure to perform, the Services, the Additional Services, or any part thereof; (b) the actual or alleged negligence or other fault of ENGINEER or its officials, officers, employees, representatives, contractors or subconsultants of any tier, successors, or assigns, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable (collectively, "ENGINEER's Agents"); (c) ENGINEER's material breach of any of its obligations under, or ENGINEER's default of, any provision of this Agreement, including, but not limited to, the representations and certifications set forth in Section 9 of this Agreement, infringement of any patent, trademark, or copyright, or violation of any Laws (defined below); except to the extent it has been finally adjudicated by a court of competent jurisdiction, evidenced by a final non-appealable order, that the Claim was caused by the negligence of an Indemnified Party. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation to indemnify or hold harmless which would otherwise exist as to any party or person under this Agreement.

In the event an Indemnified Party is subject to any Claim ENGINEER shall, at its sole cost and expense, appear, defend, and pay any and all judgment, expenses, costs, and fees, including, but not limited to, attorneys' fees and expenses and court costs, arising therefrom or incurred in connection therewith. The obligations in this paragraph are binding on ENGINEER without regard to whether or not such Claim is alleged to have been caused in whole or in part by the act, omission, or negligence or other fault of any Indemnified Party. The Indemnified Parties shall have the right to retain their own counsel in connection with such Claim, without relieving ENGINEER of its obligations under this Section 10(A). ENGINEER shall also assume the investigation, defense, and expense of all such Claims, or, in the event that an Indemnified Party assumes the investigation or defense of any Claim, ENGINEER shall indemnify such Indemnified Parties for all related costs as they are incurred. Any settlement must be made only with the prior written consent of an Indemnified Party if the settlement requires any action on the part of that Indemnified Party. ENGINEER shall have the right to select its own defense counsel, subject to the LPA's reasonable approval. In no event shall the cost to defend charged to Desing Professional exceed Desing Professional's proportionate percentage of fault as determined by final adjudication of the subject Claim.

The indemnification and defense obligations in this Agreement shall not be limited by any insurance protection required of ENGINEER herein or otherwise provided by ENGINEER. To the extent permitted by law, ENGINEER waives any limits to the amount of its obligations to defend, indemnify, hold harmless, or contribute to any sums due under any Claims, including any Claim by any employee of ENGINEER, that may be subject to the Workers Compensation Act, 820 ILCS 305/1 *et seq.*, or any other related law or judicial decision, such as *Kotecki v. Cyclops Welding Corporation*, 146 Ill. 2d 155 (1991). LPA, however, does not waive any limits it may have on its liability under the Worker's Compensation Act, the Illinois Pension Code, any other statute, or any

judicial decision. Nothing in this Section 10(A) shall be construed to represent an express and/or implied waiver of any common law or statutory privileges, immunities, protections, or defenses granted or otherwise available to LPA as to any liability whatsoever, and all such privileges and immunities are expressly reserved. The indemnification and defense obligations in this Agreement shall survive the expiration and/or termination of this Agreement. The LPA shall cause each contractor and subcontractor employed by the Client to perform construction work on the project to indemnify and name Company as an additional insured on all applicable insurance coverages to the same extent as the Client.

B. Insurance.

i. Required Coverages. ENGINEER shall procure and maintain for the duration of the Services and Additional Services insurance Workers' Compensation and Employers Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in the types and in the amounts of not less than as follows:

Workers Compensation and Employees Liability Insurance:

State:	Statutory
Federal:	Statutory
Employer's Liability:	\$500,000.00 per accident \$500,000.00 disease, policy limit \$500,000.00 disease, each employee

Commercial General Liability Insurance ("CGL"):

\$2,000,000.00	General Aggregate per Project
\$1,000,000.00	Products Completed Operations Aggregate
\$1,000,000.00	Each Occurrence

CGL insurance shall cover liability arising from the Services and Additional Services, including activities performed by or on behalf of ENGINEER; premises owned, leased, or used by ENGINEER; operations; administration of the work; independent contractors; subconsultants; vendors and suppliers; products-completed operations; personal injury and advertising injury; and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the CGL insurance limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

Commercial Automobile Liability Insurance ("CAL"):

Property Damage:	\$1,000,000.00 per occurrence
Bodily Injury:	\$1,000,000.00 per person \$1,000,000.00 per accident

CAL insurance shall cover liability arising out of "Any Auto" including owned, hired, and non-owned autos. If necessary, the policy shall be endorsed to cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Professional Liability Insurance:

\$2,000,000.00	Per claim
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When Professional Liability Insurance policies are renewed or replaced, the policy retroactive date must coincide with, or precede, the start of services on the Agreement. A claims-

made policy which is not renewed or replaced must have a minimum extended reporting period of, at least, two (2) years.

Umbrella Excess Liability:

\$5,000,000.00 Over Primary Insurance Limit

ii. Additional Insured. The required insurance coverages, with the exception of Workers Compensation and Professional Liability, shall name Hanover Township, its Supervisor and Board of Trustees, and its Administrator, as well as Cook County, and each of their respective officials, officers, employees, volunteers, agents, successors, and assigns (collectively, the "Additional Insured") as insured. These insurance coverages shall be primary and non-contributory with respect to any other insurance or self-insurance afforded to the Additional Insured and shall not require exhaustion of any other coverage or tender of any claim or action to any other insurer providing coverage to any of the Additional Insured. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insured, or any of them. If ENGINEER maintains broader coverage and/or higher limits than the minimums shown above, the Additional Insured requires and should be entitled to the broader coverage and/or higher limits maintained by ENGINEER. Any endorsement or policy provision which limits contractual liabilities shall be deleted in its entirety. If the Additional Insured have not been included as an insured under the Commercial General Liability, Commercial Auto Liability, and Umbrella Excess Liability Insurance coverages required herein, ENGINEER waives all rights against each Additional Insured, for recovery of damages arising out of or related to the Services or Additional Services.

iii. Acceptability of Insurers. Insurance shall be provided by insurance companies licensed to do business in the State of Illinois with a policy holder rating of not less than A and a financial rating of not less than VII in the latest edition of Best Insurance Guide. Upon written request from the District Executive Director, ENGINEER must supply certified copies of the requested insurance policies within ten (10) days.

iv. Evidence of Insurance. Prior to beginning work, ENGINEER shall furnish LPA with a certificate(s) of insurance and applicable policy endorsement(s), including, but not limited to, all additional insured endorsements required herein, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for thirty (30) days' written notice to LPA prior to the cancellation or material change of any insurance referred to therein. Written notice to LPA shall be by certified mail, return receipt requested. Failure of LPA to demand such certificate, endorsement, or other evidence of full compliance with these insurance requirements or failure of LPA to identify a deficiency from evidence that is provided shall not be construed as a waiver of ENGINEER's obligation to maintain such insurance. LPA shall have the right, but not the obligation, of prohibiting ENGINEER or any subcontractor of any tier from entering LPA properties until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by LPA. Failure to maintain the required insurance may result in termination of this Agreement at the option of LPA. With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to LPA whenever requested.

v. Cross-Liability Coverage. If ENGINEER's liability policies do not contain the standard ISO separation of insureds provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

vi. *Deductibles and Self-Insured Retentions.* Any deductibles or self-insured retentions must be declared to LPA. At the option of LPA, ENGINEER may be asked to reasonably reduce or eliminate such deductibles or self-insured retentions as respects the Additional Insured or required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration, and defense expenses.

vii. *No Waiver of Subrogation Rights.* LPA shall not, in any manner, be deemed or intended to have waived any right of subrogation which either it and/or its insurance carrier and/or risk pool provider, risk management agency, and/or insurance company providing excess coverage on behalf of the any of them may have against any ENGINEER, for any property injury, death, or other damage caused by ENGINEER and/or any of its subconsultants of any tier, or any of their respective employees, agents, consultants, officers, directors, limited or general partners, and/or otherwise arising out of the Services or Additional Services.

viii. *Failure to Comply with Insurance Reporting Provisions.* All insurance required of ENGINEER shall provide that any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Additional Insured, or any of them.

ix. *Insurance Requirements Cannot Be Waived.* Under no circumstances shall LPA and/or any of the Additional Insured be deemed to have waived any of the insurance requirements herein by any action or omission, including, but not limited to: (a) allowing any work to commence by ENGINEER before receipt of Certificates of Insurance; (b) failing to review any Certificates of Insurance received; (c) Failing to advise ENGINEER that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; and/or (d) issuing any payment without receipt of a sworn certification from ENGINEER stating that all the required insurance is in force. ENGINEER agrees that the obligation to provide the insurance required herein is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction, or omission by LPA and/or any of the other Additional Insured.

x. *Liability of ENGINEER not Limited by Insurance.* Nothing herein contained in these insurance requirements is to be construed as limiting the liability of ENGINEER and/or its respective insurance carriers. LPA and the Additional Insureds do not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Additional Insured, or any of them, ENGINEER, or any subcontractor's interest or liabilities, but are merely minimums. Any obligation of ENGINEER to purchase insurance shall not, in any way, limit their obligations to the Additional Insured in the event that the Additional Insured, or any of them, should suffer an injury or loss in excess of the amount recovered through insurance, or any loss or portion of the loss which is not covered by ENGINEER's insurance.

xi. *Notice of Personal Injury or Property Damage.* ENGINEER shall notify LPA, in writing, of any actual or possible claim for personal injury or property damage relating to the work, or of any occurrence which might give rise to such a claim, promptly upon obtaining first knowledge of same.

xii. *Subconsultants.* ENGINEER shall cause each subcontractor employed by ENGINEER to purchase and maintain insurance of not less than the types and amounts specified above. When requested by LPA, ENGINEER shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

RESOLUTION NO. _____

**A RESOLUTION
TO APPROVE A CERTIFICATE OF AUTHORITY AGREEMENT WITH
STATE OF ILLINOIS CENTRAL MANAGEMENT SERVICES FOR
PURCHASING ROAD SALT**

BE IT RESOLVED by the Supervisor and the Board of Trustees (collectively, the “Board”) of Hanover Township (the “Township”), Cook County, Illinois, as follows:

SECTION ONE: APPROVAL. The Certificate of Authority Agreement (the “Agreement”) between the State of Illinois Central Management Services and the Township for the Township to purchase road salt, a copy of which is appended hereto and expressly incorporated herein by reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the Township Clerk are hereby authorized to sign and attest, respectively, the Agreement on behalf of the Township.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 25, 2025

APPROVED: March 25, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on March 25, 2025, and approved on March 25, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk

CERTIFICATE OF AUTHORITY BY VOTE

I, Katy Dolan Baumer, hereby certify that I am duly elected Clerk of Hanover Township, Cook County, Illinois ("Governmental Unit"). I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Trustees, duly called and held on March 25, 2025, at which a quorum of the Members were present and voting.

Voted: That the Township Supervisor, Brian P. McGuir, is duly authorized to enter into contracts, to include joint participation agreements, on behalf of Hanover Township, Cook County, Illinois, with the State of Illinois and any of its agencies or departments and further is authorized to execute any documents which may in his judgment be desirable or necessary to affect the purpose of this vote.

I **hereby certify** that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract or joint participation agreement to which this certificate is attached. I further certify that it is understood that the State of Illinois will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the Governmental Unit. To the extent that there are any limits on the authority of any listed Individual to bind the Governmental Unit in contracts with the State of Illinois, all such limitations are expressly stated herein.

Dated: _____

Attest: _____
Katy Dolan Baumer
Township Cler

RESOLUTION _____

**A RESOLUTION
TO APPROVE A GRANT AGREEMENT BETWEEN THE STATE OF ILLINOIS
DEPARTMENT OF NATURAL RESOURCES AND HANOVER TOWNSHIP**

BE IT RESOLVED by the Supervisor and Board of Trustees of Hanover Township
("Township"), Cook County, Illinois, as follows:

SECTION ONE: APPROVAL. The Grant Agreement ("Agreement")
between the State of Illinois, Department of Natural Resources, and Township, a copy of
which is appended hereto and expressly incorporated herein by reference, to provide
funding assistance for development of the William Tiknis Campus Reserve under the
Open Space Lands Acquisition & Development Grant Program is hereby approved.

SECTION TWO: AUTHORIZATION. The Township Supervisor and the
Township Clerk of Hanover Township are authorized to sign and attest, respectively, the
Agreement on behalf of the Township.

SECTION THREE: SEVERABILITY. If any section, paragraph, or
provision of this Resolution shall be held to be invalid or unenforceable for any reason,
the invalidity or unenforceability of such section, paragraph, or provision shall not affect
any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All prior Ordinances or Resolutions in
conflict or inconsistent herewith are hereby expressly repealed only to the extent of such
conflict or inconsistency.

SECTION FIVE: **EFFECTIVE DATE.** This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 25, 2025

APPROVED: March 25, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on March 25, 2025, and approved on March 25, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



**GRANT AGREEMENT
BETWEEN
THE STATE OF ILLINOIS, Department Of Natural Resources
AND
HANOVER TOWNSHIP**

The parties to this Grant Agreement (Agreement) are the State of Illinois (State), acting through the undersigned agency (Grantor) and Hanover Township (Grantee) (collectively, the "Parties" and individually, a "Party"). The Agreement, consisting of the signature page, the parts listed below, and any additional exhibits or attachments referenced in this Agreement, constitute the entire agreement between the Parties. No promises, terms, or conditions not recited, incorporated, or referenced herein, including prior agreements or oral discussions, are binding upon either Grantee or Grantor.

PART ONE – The Uniform Terms

Article I	Definitions
Article II	Award Information
Article III	Grantee Certifications and Representations
Article IV	Payment Requirements
Article V	Scope of Award Activities/Purpose of Award
Article VI	Budget
Article VII	Allowable Costs
Article VIII	Lobbying
Article IX	Maintenance and Accessibility of Records; Monitoring
Article X	Financial Reporting Requirements
Article XI	Performance Reporting Requirements
Article XII	Audit Requirements
Article XIII	Termination; Suspension; Non-compliance
Article XIV	Subcontracts/Subawards
Article XV	Notice of Change
Article XVI	Structural Reorganization and Reconstitution of Board Membership
Article XVII	Conflict of Interest
Article XVIII	Equipment or Property
Article XIX	Promotional Materials; Prior Notification
Article XX	Insurance
Article XXI	Lawsuits and Indemnification
Article XXII	Miscellaneous
Exhibit A	Project Description
Exhibit B	Deliverables or Milestones
Exhibit C	Contact Information
Exhibit D	Performance Measures and Standards
Exhibit E	Specific Conditions

PART TWO – Grantor-Specific Terms

PART THREE – Project-Specific Terms

The Parties or their duly authorized representatives hereby execute this Agreement.

Department of Natural Resources

By: _____

Signature of Natalie Finnie, Director

By: _____

Signature of Designee

Date: _____

Printed Name: _____

Printed Title: _____

Designee

Hanover Township

By: _____

Signature of Authorized Representative

Date: _____

Printed Name: _____

Printed Title: _____

E-mail: _____

By: _____

Signature of Second Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____

Second Grantor Approver

By: _____

Signature of Second Grantee Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____

Second Grantee Approver
(Optional at Grantee's discretion)

By: _____

Signature of Third Grantor Approver, if applicable

Date: _____

Printed Name: _____

Printed Title: _____

Third Grantor Approver

PART ONE – THE UNIFORM TERMS

**ARTICLE I
DEFINITIONS**

1.1. Definitions. Capitalized words and phrases used in this Agreement have the meanings stated in 2 CFR 200.1 unless otherwise stated below.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Award” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Budget” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Catalog of State Financial Assistance” or “CSFA” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Close-out Report” means a report from the Grantee allowing 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 7000.30.

“Cooperative Research and Development Agreement” has the same meaning as in 15 USC 3710a.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“GATU” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grant Agreement” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“Grantee Compliance Enforcement System” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“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 7000.30.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code 7000.30.

“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 7000.30.

“Obligations” has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Period of Performance" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Prior Approval" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Profit" means an entity's total revenue less its operating expenses, interest paid, depreciation, and taxes. "Profit" is synonymous with the term "net revenue."

"Program" means the services to be provided pursuant to this Agreement. "Program" is used interchangeably with "Project."

"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.

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

"SAM" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"State-issued Award" means the assistance that a grantee receives directly from a State Agency. The funding source of the State-issued Award can be federal pass-through, State or a combination thereof. "State-issued Award" does not include the following:

- contracts issued pursuant to the Illinois Procurement Code that a State Agency uses to buy goods or services from a contractor or a contract to operate State government-owned, contractor-operated facilities;
- agreements that meet the definition of "contract" under 2 CFR 200.1 and 2 CFR 200.331, which a State Agency uses to procure goods or services but are exempt from the Illinois Procurement Code due to an exemption listed under 30 ILCS 500/1-10, or pursuant to a disaster proclamation, executive order, or any other exemption permitted by law;
- amounts received for services rendered to an individual;
- Cooperative Research and Development Agreements;
- an agreement that provides only direct cash assistance to an individual;
- a subsidy;
- a loan;
- a loan guarantee; or
- insurance.

"Illinois Stop Payment List" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unallowable Cost" has the same meaning as in 44 Ill. Admin. Code 7000.30.

"Unique Entity Identifier" or "UEI" has the same meaning as in 44 Ill. Admin. Code 7000.30.

**ARTICLE II
AWARD INFORMATION**

2.1. Term. This Agreement is effective on Upon Execution and expires on 03/31/2027 (the Term), unless terminated pursuant to this Agreement.

2.2. Amount of Agreement. Grant Funds **must not exceed** \$600,000.00, of which \$0.00 are federal funds. Grantee accepts Grantor's payment as specified in this ARTICLE.

2.3. Payment. Payment will be made as follows (see additional payment requirements in ARTICLE IV; additional payment provisions specific to this Award may be included in **PART TWO** or **PART THREE**):

2.4. Award Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is N/A, the federal awarding agency is N/A, and the Federal Award date is N/A. If applicable, the Assistance Listing Program Title is N/A and Assistance Listing Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is **422-11-0970** and the CSFA Name is OSLAD - Open Space Land Acquisition and Development (FY25). If applicable, the State Award Identification Number (SAIN) is OS-25-2618.

**ARTICLE III
GRANTEE CERTIFICATIONS AND REPRESENTATIONS**

3.1. Registration Certification. Grantee certifies that: (i) it is registered with SAM and **LY6WNV3QPAD3** is Grantee's correct UEL; (ii) it is in good standing with the Illinois Secretary of State, if applicable; and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee Portal.

Grantee must 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 Grantor in accordance with ARTICLE XV.

3.2. Tax Identification Certification. Grantee certifies that: **362750477** is Grantee's correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a **Governmental Unit**.

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

3.3. Compliance with Uniform Grant Rules. Grantee certifies that it must adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200) and are incorporated herein by reference. 44 Ill. Admin. Code 7000.40(c)(1)(A). The requirements of 2 CFR Part 200 apply to the Grant Funds awarded through this Agreement, regardless of whether the original source of the funds is State or federal, unless an exception is noted in federal or State statutes or regulations. 30 ILCS 708/5(b).

3.4. **Representations and Use of Funds.** 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 must 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 will be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

3.5. **Specific Certifications.** Grantee is responsible for compliance with the enumerated certifications in this Paragraph 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.

(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 2012 (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.

(d) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or will participate in an international boycott in violation of the provision of the Anti-Boycott Act of 2018, Part II of the Export Control Reform Act of 2018 (50 USC 4841 through 4843), and the anti-boycott provisions set forth in Part 760 of the federal Export Administration Regulations (15 CFR Parts 730 through 774).

(e) **Discriminatory Club Dues or 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 employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

(f) **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) (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(g) **Drug-Free Workplace.** 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 will 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 if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

(h) **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.*).

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all

applicable standards, orders 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.*).

(j) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment or permanent inclusion on the Illinois Stop Payment List, 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 (30 ILCS 708/25(6)(G)).

(k) **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.

(l) **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 must maintain, for a minimum of six (6) years, all protected health information.

(m) **Criminal Convictions.** Grantee certifies that:

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director, or partner 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; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total federal Financial Assistance, 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.

(n) **Federal Funding Accountability and Transparency Act of 2006 (FFATA).** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101 with respect to Federal Awards greater than or equal to \$30,000. A FFATA subaward report must be filed by the end of the month following the month in which the award was made.

(o) **Illinois Works Review Panel.** For Awards made for public works projects, as defined in the Illinois Works Jobs Program Act, Grantee certifies that it and any contractor(s) or subcontractor(s) that performs work using funds from this Award, must, upon reasonable notice, appear before and respond to requests for information from the Illinois Works Review Panel. 30 ILCS 559/20-25(d).

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities

Act of 1990 (as amended) (42 USC 12101 *et seq.*); and the Age Discrimination Act of 1975 (42 USC 6101 *et seq.*).

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

ARTICLE IV PAYMENT REQUIREMENTS

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 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 must 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 Paragraph will be effective upon the date of the written notice unless otherwise indicated.

4.2. **Pre-Award Costs.** Pre-award costs are not permitted unless specifically authorized by Grantor in **Exhibit A, PART TWO** or **PART THREE** of this Agreement. If they are authorized, pre-award costs must be charged to the initial Budget Period of the Award, unless otherwise specified by Grantor. 2 CFR 200.458.

4.3. **Return of Grant Funds.** Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time-period, the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO** OR **PART THREE**. Grantee must return to Grantor within forty-five (45) days of the end of the applicable time-period as set forth in this Paragraph all remaining Grant Funds that are not expended or legally obligated.

4.4. **Cash Management Improvement Act of 1990.** Unless notified otherwise in **PART TWO** or **PART THREE**, Grantee must manage federal funds received under this Agreement in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. 2 CFR 200.305; 44 Ill. Admin. Code 7000.120.

4.5. **Payments to Third Parties.** Grantor will 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.

4.6. **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 Grant 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 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. Grantor must pay Grantee for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.7. Interest.

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

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

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in **ARTICLE II, PART TWO**, or **PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs 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.

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

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 is 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 AWARD ACTIVITIES/PURPOSE OF AWARD**

5.1. Scope of Award Activities/Purpose of Award. Grantee must perform as described in this Agreement, including as described in **Exhibit A** (Project Description), **Exhibit B** (Deliverables or Milestones), and **Exhibit D** (Performance Measures and Standards), as applicable. Grantee must further comply with all terms and conditions set forth in the Notice of State Award (44 Ill. Admin. Code 7000.360) which is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE** (Project-Specific Terms).

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is

necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must 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.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment are included in **Exhibit E**. Grantee must adhere to the specific conditions listed therein. 44 Ill. Admin. Code 7000.340(e).

ARTICLE VI BUDGET

6.1. Budget. 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 must obtain Prior Approval, whether mandated or discretionary, 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 must 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.

6.3. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached. 44 Ill. Admin. Code 7000.370(b)(7).

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 will be determined in accordance with 2 CFR Part 200 Subpart E and Appendices III, IV, V, and VII.

7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), 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(e).

(i) Waived and de minimis Indirect Cost Rate elections will remain in effect until Grantee elects a different option.

(b) Grantee must submit an Indirect Cost Rate Proposal in accordance with federal and State 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 Grantee's fiscal year end, as dictated in the applicable appendices, such as:

(i) Appendix VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and Local Governments and Indian Tribes,

- (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 2 CFR 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 must 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.

(d) A grantee who does not have a current negotiated rate, may elect to charge the *de minimis* rate as set forth in 2 CFR 200.414(f), which may be used indefinitely. No documentation is required to justify the *de minimis* Indirect Cost Rate. 2 CFR 200.414(f).

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

7.4. Commercial Organization Cost Principles. The federal cost principles and procedures for cost analysis and the determination, negotiation and allowance of costs that apply to commercial organizations are set forth in 48 CFR Part 31.

7.5. 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 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 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 must 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 Grantee's organization.

(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 E** of the requirement to submit personnel activity reports. 2 CFR 200.430(i)(8). Personnel activity reports must 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 Award, 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 must 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 Award purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Grantee must maintain effective control and accountability 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.** Grantee must maintain records of expenditures 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 must 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.

7.6. 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).

7.7. Management of Program Income. Grantee is encouraged to earn income to defray Program Costs where appropriate, subject to 2 CFR 200.307.

ARTICLE VIII LOBBYING

8.1. Improper Influence. Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature 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. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

8.2. Federal Form LLL. If any federal 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.

8.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs must be

separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

8.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its subrecipients have complied and will comply with Illinois 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.

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

8.6. 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 will be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

ARTICLE IX MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

9.1. Records Retention. Grantee must 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 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. 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.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must 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, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

9.3. Failure to Maintain Books and Records. Failure to maintain adequate books, records and supporting documentation, as described in this ARTICLE, will result in the disallowance of costs for which there is insufficient supporting documentation and also establishes a presumption in favor of the State for the recovery of any Grant Funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

9.4. 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 will monitor the activities of Grantee to assure compliance with all requirements, including appropriate programmatic rules, regulations, and guidelines that the Grantor promulgates or implements, and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents, and information relevant to the Award. Grantor may make site visits as

warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in PART TWO or PART THREE.

ARTICLE X FINANCIAL REPORTING REQUIREMENTS

10.1. Required Periodic Financial Reports. Grantee must submit financial reports as requested and in the format required by Grantor no later than the due date(s) specified in PART TWO or PART THREE. Grantee must submit quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee due to the funding source or pursuant to specific award conditions. 2 CFR 200.208. Any report required by 30 ILCS 708/125 may be detailed in PART TWO or PART THREE.

10.2. Financial Close-out Report.

(a) Grantee must submit a financial Close-out Report, in the format required by Grantor, by the due date specified in PART TWO or PART THREE, which must be no later than sixty (60) calendar days following the end of the Period of Performance for this Agreement or Agreement termination. The format of this financial Close-out Report must follow a format prescribed by Grantor. 2 CFR 200.344; 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 must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will 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 Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

ARTICLE XI PERFORMANCE REPORTING REQUIREMENTS

11.1. Required Periodic Performance Reports. Grantee must submit performance reports as requested and, in the format required by Grantor no later than the due date(s) specified in PART TWO or PART THREE. 44 Ill. Admin. Code 7000.410. Grantee must report to Grantor on the performance measures listed in Exhibit D, PART TWO or PART THREE at the intervals specified by Grantor, which must be no less frequent than annually and no more frequent than quarterly, unless otherwise specified in PART TWO, PART THREE, or Exhibit E pursuant to specific award conditions. For certain construction-related Awards, such reports may be exempted as identified in PART TWO or PART THREE. 2 CFR 200.329.

11.2. Performance Close-out Report. Grantee must submit a performance Close-out Report, in the format required by Grantor by the due date specified in PART TWO or PART THREE, which must be no later than 60 calendar days following the end of the Period of Performance or Agreement termination. 2 CFR 200.344; 44 Ill. Admin. Code 7000.440(b).

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and accomplishments to the performance goals and objectives of this Award and also include the following: 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 and demonstration of cost effective practices (e.g., through unit cost data); performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award's statutory, regulatory, and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

ARTICLE XII

AUDIT REQUIREMENTS

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

12.2. Consolidated Year-End Financial Reports (CYEFR). All grantees must complete and submit a CYEFR through the Grantee Portal, except those exempted by federal or State statute or regulation, as set forth in **PART TWO** or **PART THREE**. The CYEFR is a required schedule in Grantee's audit report if Grantee is required to complete and submit an audit report as set forth herein.

(a) Grantee's CYEFR must cover the same period as the audited financial statements, if required, and must be submitted in accordance with the audit schedule at 44 Ill. Admin. Code 7000.90. If Grantee is not required to complete audited financial statements, the CYEFR must cover Grantee's fiscal year and must be submitted within 6 months of the Grantee's fiscal year-end.

(b) The CYEFR must include an in relation to opinion from the auditor of the financial statements included in the audit.

(c) The CYEFR must follow a format prescribed by Grantor.

12.3. Entities That Are Not "For-Profit".

(a) This Paragraph applies to Grantees that are not "for-profit" entities.

(b) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends at least the threshold amount as set out in 2 CFR 200.501(a) 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 issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal at the same time the audit report packet is submitted to the Federal Audit Clearinghouse. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than the threshold amount as set out in 2 CFR 200.501(a) in federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends at least the threshold amount as set out in 44 Ill. Admin. Code 7000.90(c)(1) in State-issued Awards, 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 E** based on Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than the threshold amount as set out in 44 Ill. Admin. Code 7000.90(c)(1) in State-issued Awards but expends at least the threshold amount as set out in 44 Ill. Admin Code 7000.90(c)(2) in State-issued Awards, 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 must 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 State-issued Awards.

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(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) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) six (6) months after the end of Grantee's audit period.

12.4. "For-Profit" Entities.

(a) This Paragraph applies to Grantees that are "for-profit" entities.

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends at least the threshold amount as set out in 2 CFR 200.501(a) in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than the threshold amount as set out in 2 CFR 200.501(a) in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

(d) Publicly Traded Entities. If Grantee is a publicly traded company, Grantee is not subject to the single audit or program-specific audit requirements but must submit its annual audit conducted in accordance with its regulatory requirements.

12.5. Performance of Audits. For those organizations required to submit an independent audit report, the audit must be conducted by the Illinois Auditor General (as required for certain governmental entities only), 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 GAGAS or Generally Accepted Auditing Standards, Grantee must request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee must follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

ARTICLE XIII TERMINATION; SUSPENSION; NON-COMPLIANCE

13.1. Termination.

(a) Either Party may terminate this Agreement, in whole or in part, upon thirty (30) calendar days' prior written notice to the other Party.

(b) 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 200.340(a)(4).

(c) This Agreement may be terminated, in whole or in part, by Grantor:

(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 Award; or

(iii) If the Award no longer effectuates the Program goals or agency priorities as set forth in **Exhibit A, PART TWO** or **PART THREE**.

13.2. 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 allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, 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 200.208. 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 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and

7000.260.

13.4. 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 Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

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

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs or Obligations that require the use of Grant Funds after the effective date of a suspension or termination and must 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 Grantor expressly authorizes them in the notice of suspension or termination or subsequently. However, Grantor may allow costs during a suspension or after termination if:

(i) 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 prematurely. 2 CFR 200.343.

13.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties must comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.340(d).

**ARTICLE XIV
SUBCONTRACTS/SUBAWARDS**

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for 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 subrecipient has been identified in the uniform grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must notify any potential subrecipient that the subrecipient must obtain and provide to the Grantee a Unique Entity Identifier prior to receiving a subaward. 2 CFR 25.300.

14.2. Application of Terms. If Grantee enters into a subaward agreement with a subrecipient, Grantee must notify the subrecipient of the applicable laws and regulations and terms and conditions of this Award by attaching this Agreement to the subaward agreement. The terms of this Agreement apply to all subawards authorized in accordance with Paragraph 14.1. 2 CFR 200.101(b)(2).

14.3. Liability as Guaranty. Grantee will be liable as guarantor for any Grant Funds it obligates to a subrecipient or subcontractor pursuant to this ARTICLE in the event Grantor determines the funds were either misspent or are being improperly held and the subrecipient or subcontractor is insolvent or otherwise fails to return the funds. 2 CFR 200.345; 30 ILCS 705/6; 44 Ill. Admin. Code 7000.450(a).

**ARTICLE XV
NOTICE OF CHANGE**

15.1. Notice of Change. Grantee must notify Grantor if there is a change in Grantee's legal status, FEIN, UEI, SAM registration status, Related Parties, senior management (for non-governmental grantees only) or address. If the change is anticipated, Grantee must give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee must 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).

15.2. Failure to Provide Notification. To the extent permitted by Illinois law (see Paragraph 21.2), Grantee must hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor as required by Paragraph 15.1.

15.3. Notice of Impact. Grantee must notify Grantor in writing of any event, including, by not limited to, becoming a party to litigation, an investigation, or transaction that may have a material impact on Grantee's ability to perform under this Agreement. Grantee must provide notice to Grantor as soon as possible, but no later than five (5) days after Grantee becomes aware that the event may have a material impact.

15.4. Effect of Failure to Provide Notice. Failure to provide the notice described in this ARTICLE is grounds for termination of this Agreement and any costs incurred after the date notice should have been given may be disallowed.

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

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree 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 must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide 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. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board membership or governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

**ARTICLE XVII
CONFLICT OF INTEREST**

17.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to Grantor. 2 CFR 200.113; 30 ILCS 708/35.

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee 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 Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any officer or any person employed by an office or agency of the State of Illinois. 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, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may grant an such exemption subject to additional terms and conditions as Grantor may require.

ARTICLE XVIII EQUIPMENT OR PROPERTY

18.1. Purchase of Equipment. For any equipment purchased in whole or in part with Grant Funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439, the costs for such equipment will be disallowed. Grantor must notify Grantee in writing that the purchase of equipment is disallowed.

18.2. Prohibition against Disposition/Encumbrance. Any equipment, material, or real property that Grantee purchases or improves with Grant Funds must not be sold, transferred, encumbered (other than original financing) or otherwise disposed of during the Award Term without Prior Approval of Grantor unless a longer period is required in **PART TWO** or **PART THREE** and permitted by 2 CFR Part 200 Subpart D. Use or disposition of real property acquired or improved using Grant Funds must comply with the requirements of 2 CFR 200.311. Real property, equipment, and intangible property that are acquired or improved in whole or in part using Grant Funds are subject to the provisions of 2 CFR 200.316. Grantor may require the Grantee to record liens or other appropriate notices of record to indicate that personal or real property has been acquired or improved with this Award and that use and disposition conditions apply to the property.

18.3. 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, the cost of which 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 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

18.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, is no longer needed for their original purpose. Notwithstanding anything to the contrary contained in 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. Grantee must 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.

18.5. Domestic Preferences for Procurements. In accordance with 2 CFR 200.322, as appropriate and to the extent consistent with law, Grantee must, to the greatest extent practicable under this Award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this Paragraph must be included in all subawards and in all contracts and purchase orders for work or products

under this Award.

**ARTICLE XIX
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

19.1. Promotional and Written Materials. 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 Grant Funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee must obtain Prior Approval for the use of those funds (2 CFR 200.467) and must 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]." 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

19.2. Prior Notification/Release of Information. Grantee must 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 must cooperate with Grantor in joint or coordinated releases of information.

**ARTICLE XX
INSURANCE**

20.1. Maintenance of Insurance. Grantee must 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**.

20.2. 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 must be surrendered to Grantor.

**ARTICLE XXI
LAWSUITS AND INDEMNIFICATION**

21.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee must 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 must 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 is strictly limited to official Grantor or State of Illinois business and not for any other purpose, including any personal benefit or gain.

21.2. Indemnification and Liability.

(a) **Non-governmental entities.** This subparagraph applies only if Grantee is a non-

governmental entity. Grantee must hold harmless Grantor against any and all liability, loss, damage, cost or expenses, including attorneys' fees, arising from the intentional torts, negligence or breach of contract of Grantee, with the exception of acts performed in conformance with an explicit, written directive of Grantor. Indemnification by Grantor is governed by the State Employee Indemnification Act (5 ILCS 350/.01 *et seq.*) as interpreted by the Illinois Attorney General. Grantor makes no representation that Grantee, an independent contractor, will qualify or be eligible for indemnification under said Act.

(b) **Governmental entities.** This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. 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 the other 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 is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

ARTICLE XXII MISCELLANEOUS

22.1. 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 Illinois Executive Order 15-09.

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

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

22.4. 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.

22.5. Severability. If any provision of this Agreement is declared invalid, its other provisions will remain in effect.

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed 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.

22.7. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, are 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.

22.8. Compliance with Law. Grantee is responsible for ensuring that Grantee's Obligations and services hereunder are performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including but not limited to 44 Ill. Admin. Code Part 7000, laws and rules which govern disclosure of confidential records or other information obtained by Grantee concerning persons served under this Agreement, and any license requirements or professional certification provisions.

22.9. Compliance with Freedom of Information Act. Upon request, Grantee must 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).

22.10. Precedence.

(a) Except as set forth in subparagraph (b), below, the following rules of precedence are controlling for this Agreement: In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement controls. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

(b) Notwithstanding the provisions in subparagraph (a), above, if a relevant federal or state statute(s) or rule(s) requires an exception to this Agreement's provisions, or an exception to a requirement in this Agreement is granted by GATU, such exceptions must be noted in **PART TWO** or **PART THREE**, and in such cases, those requirements control.

22.11. 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 control. 30 ILCS 708/80.

22.12. Headings. Articles 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.

22.13. Counterparts. This Agreement may be executed in one or more counterparts, each of which are 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 are deemed original for all purposes.

22.14. 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, Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

22.15. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final Indirect Cost Rate adjustments and those funds obligated pursuant to ARTICLE XIV; (c) the CYEFR(s); (d) audit requirements established in 44 Ill. Admin. Code 7000.90 and ARTICLE XII; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XVIII; or (f) records related requirements pursuant to ARTICLE IX. 44 Ill. Admin. Code 7000.440.

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EXHIBIT A

PROJECT DESCRIPTION

Project Name: William Tiknis Campus Reserve

Project Location: 300 Illinois ROUTE 59, Bartlett, IL 60103

This project will expand the Hanover Township campus, providing outdoor recreational amenities in close proximity for community members who use the Township and Senior Services facilities as well as for the adjacent residential areas. This project's main objective is to provide new outdoor recreational amenities to the area including a boardwalk and discovery dock with interpretive signs at the existing pond, wetland restoration, over 1/2 mile of new walking trails consisting of asphalt and aggregate surfacing, a fitness station area, an outdoor classroom, and a gazebo within the park's existing natural setting.

EXHIBIT B

DELIVERABLES OR MILESTONES

This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (100% for Disadvantaged Communities) through OSLAD.

The Implementation and Billing Requirement Packet is incorporated into this Agreement by reference. Project reimbursement requests shall be submitted at project completion unless otherwise approved by IDNR. Deliverables/Milestones will be the completed project components as presented in the original application or an approved project scope change. They will be reported as directed in the Implementation and Billing Packet.

If the approved OSLAD project includes the use of Force Account labor, the Grantee shall ensure that any audits required will include an internal control evaluation and opinion on the grantee's time and attendance allocation system. In addition, if the grantee uses materials purchased by means of a Central Procurement System and allocates a portion of those materials to the project (Force Account material claim), the audit must include testing and reporting on the allocation system used for tracking material use.

The Grantee is required to file quarterly status reports on the grant project describing the progress of the program, project, or use and expenditure of the grant funds related thereto, if the grant amount is over \$25,000.00 (30 ILCS 705/4(b)(2)). The grantee must submit status reports on the first day of the next existing quarterly schedule (Jan, April, July & Oct) beginning with the quarter immediately following the project effective date.

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EXHIBIT C

CONTACT INFORMATION

CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:

Unless specified elsewhere, all notices required or desired to be sent by either Party must be sent to the persons listed below. Grantee must notify Grantor of any changes in its contact information listed below within five (5) business days from the effective date of the change, and Grantor must notify Grantee of any changes to its contact information as soon as practicable. The Party making a change must send any changes in writing to the contact for the other Party. No amendment to this Agreement is required if information in this Exhibit is changed.

FOR OFFICIAL GRANT NOTIFICATIONS

GRANTOR CONTACT

Name: Daisy Corral-Jacquez

Title: Conservation Grant Administrator I

Address: 1 Natural Resources Way, Springfield, IL 62702

GRANTEE CONTACT

Name: James Barr

Title:

Address: 250 S. IL Route 59, Bartlett, IL 60103

GRANTEE PAYMENT ADDRESS

(If different than the address above)

Address: 250 South Illinois Route 59, Bartlett, IL 60103

FOR GRANT ADMINISTRATION

<u>GRANTOR CONTACT</u>	<u>GRANTEE CONTACT</u>
Name: Daisy Corral-Jacquez	Name: James Barr
Title: Conservation Grant Administrator I	Title:
Address: 1 Natural Resources Way, Springfield, IL 62702	Address:
Phone: 217-557-7815	Phone: 630-837-0301
TTY#: 217-782-9175	TTY#:
E-mail Address: daisy.corraljacquez@illinois.gov	E-mail Address: jbarr@hanover-township.org

EXHIBIT D

PERFORMANCE MEASURES AND STANDARDS

Following all methods and standards as required by state and federal laws and regulations, this project will make outdoor recreation available to members of the public by accomplishing the following items:

Providing community members with outdoor recreational opportunities that can be utilized by members of the public.

Periodic Performance Report (PPR) that describes the progress of the project, and the Periodic Financial Report (PFR) that documents expenditure of funds in accordance with the budget line items as detailed in the approved Uniform Budget. Below is the required periodic reporting schedule for this Award.

Reporting Period	PPR and PFR Due Date
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

Final Project Report. The grantee shall submit a written Final Project Report to the department no later than 30 days following the completion of the Project or the ending date of the grant agreement, whichever is earlier, in accordance with the applicable administrative rules. The final report shall be in the form or format provided by the Department.

Final Project Report shall include but not be limited to the following information:

- Grant agreement number
- Grantee name, address, and telephone number
- Timeframe of the report
- Name and telephone number or e-mail address of grantee representative completing the report
- Project objective as described in the application and grant agreement
- Completed project description
- Summary of the project accomplishments
- Any other information/documentation as required by the Grantor.

Failure to provide the Final Project Report. As required may render the grantee ineligible to receive payments under the current award or make them ineligible for future awards.

EXHIBIT E

SPECIFIC CONDITIONS

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

ICQ Section: 03-Financial and Programmatic Reporting

Conditions: Requires development of a plan to correct deficiencies identified in the risk assessment. The state agency may request to review documentation of the plan at its discretion.

Risk Explanation: Medium to high risk increases the likelihood that grant revenues and expenditures will be inaccurate that could result in misreporting, and an abusive environment.

How to Fix: Grantee must submit documentation of implementation of new or enhanced accounting system, mitigating controls or a combination of both.

Timeframe: One year.

ICQ Section: 04-Ability to Effectively Implement Requirements

Conditions: Requires development of a plan to correct deficiencies identified in the risk assessment.

Grantees must maintain documentation of additional prior approvals from grantee management. The state agency may request to review plan and documentation at its discretion.

Risk Explanation: Medium to high risk increases the likelihood; unallowable costs or services, audit findings and questioned costs and fraud, waste and abuse that would be required to be returned to the state and federal government; subrecipients are not compliant with grant requirements, budgeting and expenditure of funds is in conformity with 2 CFR 200.

How to Fix: Requires development of a plan and timeline to correct deficiencies identified in the risk assessment. The state agency may request to review plan and documentation at its discretion.

Timeframe: One year from the implementation of additional controls/corrective action plan.

PART TWO –GRANTOR-SPECIFIC TERMS

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

ARTICLE XXIII AUTHORIZED SIGNATORY

23.1. Authorized Signatory. The signature of the Authorized Representative for the Grantor on the signature page of this Award is considered the Authorized Signatory for purposes of this Agreement. Any amendments or changes to this Agreement must be approved and signed by the Authorized Signatory.

ARTICLE XXIV ILLINOIS WORKS JOBS ACT

24.1. Illinois Works Jobs Program Act (30 ILCS 559/20-1 et seq.). For grants with an estimated total project cost of \$500,000 or more, the grantee will be required to comply with the Illinois Works Apprenticeship Initiative (30 ILCS 559/20-20 to 20-25) and all applicable administrative rules. The “estimated total project cost” is a good faith approximation of the costs of an entire project being paid for in whole or in part by appropriated capital funds to construct a public work. The goal of the Illinois Apprenticeship Initiative is that apprentices will perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Grantees will be permitted to seek from the Department a waiver or reduction of this goal in certain circumstances pursuant to 30 ILCS 559/20-20(b). The grantee must ensure compliance for the life of the entire project, including during the term of the grant and after the term ends, if applicable, and will be required to report on and certify its compliance.

24.2. Prevailing Wage Act (820 ILCS 130/0.01 et seq.) 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.

ARTICLE XXV ADDITIONAL BUDGET PROVISIONS

25.1. Restrictions on Discretionary Line-Item Transfers. Unless prohibited from doing so in 2 CFR 200.308 or 44 Ill. Admin. Code 7000.370(b), 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 (1) ten percent (10%) of the Budget line item, or (2) one thousand dollars (\$1,000) of the Budget line item. Discretionary line-item transfers may not result in an increase to the Budget Total. Transfers above 10% of a line item, or over \$1,000 must be requested in advance and be approved by the Grantor.

ARTICLE XXVI ADDITIONAL TERMINATION, SUSPENSION, BILLING SCHEDULE AND NON-COMPLIANCE PROVISIONS

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

(a) Direct the Grantee to refund Grant Funds disbursed to it under this Agreement for costs determined ineligible,

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

(c) Direct the Grantee to transfer ownership of equipment or materials purchased with Grant Funds provided under this Agreement to the Grantor or its designee.

26.2. Grant Refunds. In accordance with the Illinois Grant Funds Recovery Act, 30 ILCS 705/1 et seq., the Grantee must, within forty-five (45) days of the effective date of a termination of this Agreement, refund to Grantor, any balance of Grant Funds not spent or not obligated as of said date.

ARTICLE XXVII ADDITIONAL MODIFICATION PROVISIONS

27.1. Unilateral Modifications. The Parties agree that Grantor may, in its sole discretion, unilaterally modify this Agreement without prior approval of the Grantee when the modification is initiated by Grantor for the sole purpose of increasing the Grantee's funding allocation as additional funds become available for the Award during the program year covered by the Term of this Agreement. A unilateral modification may also be used to de-obligate funds without prior approval of the Grantee when, a) a project is completed and funds remain that are no longer needed for the grant project, b) to secure unobligated/unspent funds, c) termination of the Grant Agreement.

27.2. Term Extensions. The Grantee acknowledges that all Grant Funds must be expended or legally obligated, and all Grant Activities, Deliverables, Milestones and Performance Measures (Exhibits A, B and E) must be completed during the Grant Term set forth in paragraph 2.1 herein. Extensions of the Award Term will be granted only for good cause, subject to the Grantor's discretion. Pursuant to the Grant Funds Recovery Act (30 ILCS 705/1 et seq.), no Award may be extended in total beyond a two (2)-year period unless the Grant Funds are expended or legally obligated during that initial two-year period, or unless Grant Funds are disbursed for reimbursement of costs previously incurred by the Grantee. If Grantee requires an extension of the Award Term, Grantee should submit a written request to the Grant Manager at least sixty (60) days prior to the end of the Award Term or extended Award Term, as applicable, stating the reason for the extension.

ARTICLE XXVIII ADDITIONAL EQUIPMENT OR PROPERTY PROVISIONS

28.1. Equipment Management. The Grantee is responsible for replacing or repairing equipment and materials purchased with Grant Funds that are lost, stolen, damaged, or destroyed. Any loss, damage or theft of

equipment and materials shall be investigated and fully documented, and immediately reported to the Grantor and, where appropriate, the appropriate authorities.

28.2. Grantee will be responsible for the maintenance of any equipment purchased with grant funds.

ARTICLE XXIX APPLICABLE STATUTES

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

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

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

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

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

ARTICLE XXX ADDITIONAL MISCELLANEOUS PROVISIONS

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

**ARTICLE XXXI
ADDITIONAL REQUIRED CERTIFICATIONS**

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

31.1. Applicable Taxes. The execution of this Agreement by the Grantee is its certification that (i) it is current as to the filing and payment of any federal, state and/or local taxes applicable to Grantee; and (ii) it is not delinquent in its payment of moneys owed to any federal, state, or local unit of government.

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

**ARTICLE XXXII
INCORPORATION**

32.1. Incorporation into Agreement. The full Uniform Application, Uniform Budget, Grant Manual, are hereby incorporated into this Agreement and therefore are a part of this Agreement.

PART THREE –PROJECT-SPECIFIC TERMS

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

ARTICLE XXXIII REPORT DELIVERABLE SCHEDULE

33.1. Periodic Reports. The Grantee is required to submit the following periodic reports based on the Reporting Period and Due Dates listed below.

- (a) Periodic Performance Report (PPR) – describes the progress of the activities/implementation of the project
- (b) Periodic Financial Report (PFR) – documents expenditure of funds in accordance with the budget line items as detailed in the approved Uniform Budget.

<u>Reporting Period</u>	<u>PPR and PFR Due Date</u>
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

33.2. Final Project Report. The Grantee shall submit a written Final Project Report to the Grantor no later than 30 days following the completion of the Project or the ending date of the grant agreement, whichever is earlier, in accordance with the applicable administrative rules. The final report shall be in the form or format provided by the Grantor.

Final Project Report shall include but not be limited to the following information:

- Grant agreement number
- Grantee name, address, and telephone number
- Timeframe of the report
- Name and telephone number or e-mail address of Grantee representative completing the report
- Project objective as described in the application and grant agreement
- Completed project description
- Summary of the project accomplishments
- Any other information/documentation as required by the Grantor

33.3. Failure to provide the Final Project Report. May render the Grantee ineligible to receive payments under the current award or make them ineligible for future awards.

ARTICLE XXXIV EQUIPMENT REPORTS

34.1. Equipment reports. Are due on December 31st during each of the first 5 years following the project award. The Equipment Use Report shall suffice as the Annual Progress Report required if the equipment purchase was the only aspect of the project. (Administrative Rule 3060.80 (b) 7)

**ARTICLE XXXV
REIMBURSEMENT OF COSTS INCURRED**

35.1. Reimbursement based program. Grant funds are available on a reimbursement basis for expenditures incurred by the Grantee during the grant Term as identified in this Agreement. Costs incurred prior to the effective date identified in the Term of this Agreement, and costs incurred after the expiration date for the Term of this Agreement are not eligible for reimbursement.

**ARTICLE XXXVI
OSLAD SPECIFIC FINANCIAL INFORMATION**

36.1. Advance Payment/Reimbursement. An advance payment of 50% of the grant award may be paid to the Grantee. The Grantee may opt out of the advance payment at the time of the award of the grant. Reimbursement of costs shall be handled in accordance with the following:

(a) Grantee Receives Advance Payment. If the Grantee chooses to receive the advance payment it will be paid to the Grantee at the time the Grantor awards the grant. The remaining 50% of the grant award shall be distributed to the Grantee on a reimbursement basis. The Grantee must provide to the Grantor all bills/receipts, payments/canceled checks, and any other documentation required by the Grantor to document the expenditure of the advanced funds, including interest. No reimbursement of the remaining 50% of the grant award will occur until documentation of all advanced funds, including interest, is approved by the Grantor. Once the Grantor approves the expenditure of the advanced funds, including interest, the 50% balance of the grant funds will be paid out on a reimbursement basis.

(b) Grantee Opts Out of Advance Payment. The Grantee may opt out of receiving the advance payment at the time of the award of the grant. The Grantee must provide to the Grantor all bills/receipts, payments/canceled checks, and any other documentation required by the Grantor for reimbursement of all costs incurred.

(c) Grant Extension. The Grantor shall consider the Grantee's request for an extension to the grant if:

(i) The advanced payment is expended or legally obligated within the 2 years required by Section 5 of the Illinois Grant Funds Recovery Act, or;

(ii) No advance payment was made.

36.2. Interest-bearing Account. The Grantee is required to deposit the 50% advance payment in an separate interest-bearing account separate from their general accounts. The interest earned from this account must be reported quarterly and expended on the project in addition to all grant payments and required matching funds.

36.3. Project Costs. Project costs eligible for assistance shall be determined upon the basis of criteria set forth for the Open Space Lands Acquisition and Development Grant Program as so specified in 17 Illinois Administrative Code Part 3025.

36.4. Payment. Any payment(s) to the Grantee will be made as reimbursement for eligible expenses following submission to Grantor of a certified reimbursement request listing all funds expended and including any other documentation required by Grantor following all instructions provided in the Implementation and Billing

Packet.

36.5. Project Reimbursement requests. Project reimbursement requests are to be submitted to the Grantor quarterly. Forms and instructions presented in the Implementation and Billing Requirements must be used.

36.6. Final Reimbursement request. A project shall be deemed completed for grant payment when the Grantee submits a final certified project billing form seeking final grant reimbursement which is approved for payment by the Grantor. Failure by the Grantee to submit required reimbursement request forms and substantiating documentation within 60 days following the project expiration date will result in the Grantee forfeiting all project reimbursements and relieves the Grantor from further payment obligations on the grant. Any grant funds remaining after final reimbursement to the Grantee will be reprogrammed at the discretion of Grantor.

36.7. Record Maintenance. The Grantee shall maintain, for a minimum of 3 years following project completion, satisfactory financial accounts, documents, and records associated with the project and the disbursement of grant funds pursuant to this Agreement and shall make them available to the Grantor and the State of Illinois, Auditor General or Attorney General, for auditing at reasonable times. Failure by the Grantee to maintain such accounts, documents, and records as required herein shall establish a presumption in favor of the State of Illinois for recovery of any funds paid by the State per this Agreement for which adequate records are not available to support their purported disbursement.

36.8. Audit. Grantees receiving a cumulative total of \$500,000 or more in state OSLAD assistance in a given year are required to have an agency-wide annual financial and compliance audit conducted, as is generally required by 1) state law (65 ILCS 5/8-8-1 et seq. or 55 ILCS 5/6-31001 et seq.) or 2) by the Grantee's own governing body, as applicable. A copy of the audit must be provided to the Grantor, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

36.9. Disallowed Costs. The Grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. If questioned costs are ultimately deemed disallowed as determined by the Grantor or its representative, the Grantee shall be responsible for repayment of such costs.

ARTICLE XXXVII OSLAD SPECIFIC TERMS

37.1. The purpose of Agreement. To enable the Grantor to provide financial assistance to the Grantee to acquire or develop land for outdoor recreation facilities that are open and accessible to the public in Illinois.

37.2. Project Implementation. Grantee is solely responsible for the design and implementation of the project described in its Project Application, the terms and conditions of which are hereby incorporated by reference and made a part of this Agreement. Failure by the Grantee to comply with any of the Agreement terms or the terms of the Project Application shall be cause for the suspension of all grant assistance obligations thereunder and may result in debarment for two grant cycles.

37.3. Project Progress. The Grantee agrees to implement and complete the approved project pursuant to the time schedule and plans set forth in the Project Application. Failure to render satisfactory progress or to complete the approved project to the satisfaction of the Grantor per the terms of this Agreement is cause for suspension and/or termination of all obligations of the Grantor under this Agreement.

37.4. Environmental and Cultural Resource Compliance. Approved grant project construction shall not

commence and no payment shall be made under this grant until the Grantee, as set forth under the Grantor's Comprehensive Environmental Review Process (CERP), has initiated and completed all necessary project review and consultation with the Grantor as required by section 11 of the Endangered Species Protection Act, 520 ILCS 10/11; section 17 of the Illinois Natural Areas Preservation Act, 525 ILCS 30/17; the mitigation or compensation determinations required by the Interagency Wetland Policy Act, 20 ILCS 830/1 et seq.; and the environmental and economic impact determination required by the Historic Preservation Act, 20 ILCS 3420/4.

37.5. Labor Residency. Fifty percent (50%) of the labor hours on the project must be performed by actual residents of the State of Illinois (20 ILCS 805/805-350).

37.6. Public Access. Any property acquired or developed through assistance from the Illinois OSLAD grant program must be open to the public for outdoor recreation use without regard to race or color, creed, national origin, sex, age, or disability, nor based on residence, except to the extent that reasonable differences in user fees may be imposed amounting to no more than double the fees charged to residents.

37.7. Land Acquisition. Projects receiving funding for land acquisition from the OSLAD program shall be operated and maintained in perpetuity for public outdoor recreation use.

37.8. Program Compliance/Maintenance Requirements – Project Development. Projects receiving funding for development from the OSLAD program shall be bound by the terms of this Agreement for the time period specified below for the total amount of OSLAD funds expended on the project (17 Ill. Adm. Code 3025.70).

Total Grant Award	Time Period After Final Billing
\$1 to \$50,000	6 years
For every \$25,000 increment over \$50,000	Add 1 year

37.9. Program Compliance/Maintenance Requirements – Acquisition Projects. Land acquired with funding assistance from the Illinois Bicycle Path Grant Program shall be operated and maintained in perpetuity for public outdoor recreation use.

37.10. Conversion. Property acquired or developed with OSLAD funds may not be converted to a use other than public outdoor recreation use as provided in this Part without prior Grantor approval. Approval for property conversion will be granted only if the Grantee substitutes replacement property of at least equal market value and comparable outdoor recreation usefulness, quality, and location (17 Ill. Adm. Code 3025.70).

37.11. Appraisal. For projects receiving acquisition assistance, an appraisal must be provided by the Grantee and submitted to the Grantor for review and certification to establish the property's market value. The appraisal must be completed to the Grantor specifications (17 Ill. Adm. Code 3025.70).

37.12. Property Title/Deed. For projects receiving development assistance, the Grantee must possess either fee simple title or other means of legal control and tenure (easement, lease, etc.) over the property being improved for the period of time commensurate with the program amortization schedule shown in the administrative rules, unless otherwise approved by the Grantor. The Grantor will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits the Grantee from entering into such a long-term agreement, or other circumstances beyond the control of the Grantee prohibit such arrangements.

37.13. Procurement. The Grantee must adhere to applicable state and local procurement requirements and make available to the Grantor all working plans, specifications, contract documents and cost estimates for review prior to commencing work. The format for any advertisement or prospectus soliciting and inviting bids, indicating dates of same, must also be presented, upon request, to the Grantor for review prior to publication.

37.14. Operation and Maintenance. The Grantee must comply with and abide by the following operation and maintenance provisions (17 Ill. Adm. Code 3025.70):

(a) All lands and facilities assisted with OSLAD funds shall be continuously operated and maintained by the Grantee in a safe and attractive manner at no cost to the Grantor and be operated and utilized in such a manner as to maximize the intended benefits to and for the public.

(b) the Grantor shall have access to OSLAD-assisted facilities at all times for inspection purposes to ensure the Grantee's continued compliance with this Part.

(c) The Grantee may enter into a contract or agreement with responsible concessionaires to operate and/or construct facilities, for dispersing food to the public and/or any other services as may be desired by the public and the Grantee for enjoyable and convenient use of the OSLAD-assisted site. Any and all concession revenue in excess of the costs of operation and maintenance of the OSLAD lands and/or facilities shall be used for the improvement of said lands or facilities or similar nearby public facilities. All sub-leases or licenses entered into by the Grantee with third persons relating to accommodations or concessions to be provided for or at the OSLAD facility for benefit of the public shall be submitted to the Grantor, upon request, for its approval prior to the sub-lease or license being entered into or granted by the Grantee. The lessee concessionaire or licensee providing such service at the project site shall not discriminate against any person or persons on the basis of race, color, creed, national origin, disability or place of residence in the conduct of its operation under the lease, license or concession agreement.

37.15. Project Deviations. No significant deviations from the approved Agreement (development plan) or control of property interests in the project site shall be made without prior written approval from the Grantor. Specific actions regarded as significant deviations include, but are not limited to:

a) The granting of an easement, right-of-way, or other such encumbrance on title which divests control of the project site from the Grantee to another individual, group, agency, or entity.

b) Any significant deviation from the approved project site plan OR change, alteration or disposition of the project site –to anything other than public outdoor recreation use, unless approved in this Agreement or by the Grantor. The construction of any building including indoor recreation facilities, exclusive of outdoor recreation service or support structures and sanitary facilities, are considered a conversion in use.

c) The construction of any overhead service utility line on the project site subsequent to the date of this Agreement, except for electric lines over 15 kv, unless otherwise approved by the Grantor. (All future utility lines servicing the project site, except as noted, must be buried.)

37.16. Permits, Licenses, Consent. In connection with project construction, and the subsequent operation and maintenance of the facilities, the Grantee agrees that it shall be responsible for and obtain all permits, licenses, or forms of consent required to complete the project. Failure to obtain any required permit or approval may jeopardize grant reimbursement and/or cause debarment.

37.17. Assignment. No assignment of grant provisions or duties is allowed.

37.18. Accessibility - Americans with Disabilities Act. All facilities constructed with state OSLAD grant assistance must be designed and developed to fully accommodate accessibility standards as per the Illinois

Accessibility Code Standards, the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

37.19. Business Enterprise Program. If the grant award is \$250,000 or more for capital construction costs or professional services, Grantee certifies that it shall comply with the business enterprise program practices for minority-owned businesses, female-owned businesses, and businesses owned by persons with disabilities of the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575/) and the equal employment practices of Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). See 30 ILCS 105/45.

37.20. Access. It is agreed and understood by the Grantee that the Grantor representative shall have access to the project site to make periodic inspections as work progresses. It is further agreed and understood by the Grantee that the Grantor reserves the right to inspect the completed project prior to project acceptance and grant reimbursement to the Grantee.

37.21. Incorporation. The OSLAD Grant Manual, the Grant Application, Grant Budget, and Implementation and Billing Packet is hereby incorporated herein by reference and made a material and binding part of this Agreement.

ARTICLE XXXVIII ACKNOWLEDGEMENT OF FUNDING SOURCE

38.1. Program Acknowledgement. Grantee must permanently post an OSLAD grant acknowledgment sign at the project site. The necessary sign will be provided by the Grantor or specifications for its construction will be furnished to the Grantee, if requested (17 Ill. Adm. Code 3025.70). The acknowledgment shall incorporate the following language:

OPEN SPACE LANDS ACQUISITION & DEVELOPMENT PROGRAM
ILLINOIS DEPARTMENT OF NATURAL RESOURCES

38.2. Funding Source/IDNR Recognition. The Grantee shall give proper credit to the appropriate Fund and coordinate with the Grantor on any publication, written document, news article, television and radio release, interview or personal presentation, if initiated by the Grantee, which refers to the project.

RESOLUTION _____

**A RESOLUTION
TO APPROVE THE OPERATION OF PARTNER INTAKE SITES
FOR THE LIHEAP PROGRAM**

WHEREAS, the Community and Economic Development Association of Cook County Inc. (“CEDA”) is a community action agency for Cook County, which, through funds provided by the Department of Commerce and Economic Opportunity, provides economic development and human service programs to address the needs of low-income Cook County; and

WHEREAS, CEDA provides a variety of Energy Assistance Programs in Cook County, including, but not limited to, the Low Income Home Energy Assistance Program (“LIHEAP”), the Illinois Weatherization Assistance Program (“IHWAP”), and utility funded programs (“Fuel Funds Programs”) (collectively, “Energy Services”) ; and

WHEREAS, CEDA is seeking proposals from local governments to act as Partner Intake Sites for its Energy Services programs to provide energy counseling, program outreach and education, and determine eligibility and perform intake services, as provided in the Request for Qualifications (“RFQ”), attached hereto and incorporated herein by this reference; and

WHEREAS, the Supervisor and Board of Trustees of Hanover Township (the “Board”) deem it advisable and appropriate for the Hanover Township Senior Services and Welfare Services Departments to submit proposals to CEDA to act as Partner Intake Sites for its Energy Services programs, in accordance with the RFQ; and

WHEREAS, pursuant to Section 4.5.5 of the RFQ, the proposals submitted by the Hanover Township Senior Services and Welfare Services Departments must contain a resolution of approval by the Board to operate as a Partner Intake Site for CEDA Energy Services programs, should the respective proposals be accepted by CEDA; and

NOW, THEREFORE, BE IT RESOLVED by the Supervisor and the Board of Trustees (the “Board”) of Hanover Township, Cook County, Illinois, as follows:

SECTION ONE: INCORPORATION OF RECITALS. The recitals are hereby incorporated into the body of this Resolution as though fully set forth herein.

SECTION TWO: APPROVAL. The Board hereby grants approval to the Hanover Township Welfare Services Department and the Hanover Township Senior Services Department to operate as Partner Intake Sites for the CEDA Energy Services programs.

SECTION THREE: SEVERABILITY. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

SECTION FOUR: REPEALER. All Township Ordinances, Resolutions, and parts thereof in conflict with or inconsistent with any of the provisions of this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon its passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 25, 2025

APPROVED: March 25, 2025

Brian P. McGuire, Township Supervisor

ATTEST:

Katy Dolan Baumer, Township Clerk

C E R T I F I C A T I O N

I, the undersigned, do hereby certify that I am the Township Clerk of Hanover Township, Cook County, Illinois, and that the foregoing is a true, complete and exact copy of Resolution _____, enacted on March 25, 2025, and approved on March 25, 2025, as the same appears from the official records of Hanover Township.

Katy Dolan Baumer, Township Clerk



THE COMMUNITY AND ECONOMIC DEVELOPMENT
ASSOCIATION OF COOK COUNTY, INC

**Request for Qualifications
Specification No. RFQ0242025
for
Energy Utility Bill Assistance Programs and Home Weatherization
PARTNER INTAKE SITES**

Submittals from minority, women, and disadvantaged business enterprises are encouraged.

Late responses will not be accepted, no exceptions.

Questions

Questions are due by Friday, March 14, 2025 by 3:00 PM and should be sent to Procurement@cedaorg.net.

Submissions are due by Monday, April 7, 2025 by 3:00 PM

CEDA will accept electronic copies of the submittals however, if your submittal is too large to send electronically it is your responsibility to get it turned in by the submittal date. Electronic submissions should be sent to procurement_submission@cedaorg.net.

Pre-Proposal Meeting

There will be a Virtual Pre-Proposal Meeting on Tuesday, March 11, 2025, at 11:00 AM. CEDA will host the meeting via Microsoft Teams. Attendance is strongly encouraged. Email Procurement@cedaorg.net to obtain the link.

RFQ SUBMISSION CHECKLIST

Proposals submitted by Providers must contain the forms and items listed in order to be considered for a contract award. Please ensure that you have completed the forms and indicate such by placing an "X" next to each completed item: ***The following listed documents are required in the RFQ and must be fully completed and included:***

1. _____ Cover Letter
2. _____ Signed Acknowledgement
3. _____ Exhibit A Certificate of Insurance listing insurance currently maintained by the Provider
4. _____ Exhibit B The Providers Affidavit
5. _____ Exhibit C Certification of Anti-Lobbying
6. _____ Exhibit D Qualifications
7. _____ Exhibit D.1 Certification Regarding Facility, Technology, and Equipment
8. _____ Exhibit D.2 Certification Regarding No Direct or Indirect Charging Providers or Customers for LIHEAP, Fuel Funds or IHWAP Service
9. _____ Exhibit D.3 Certification Regarding Conflict-Of-Interest and Non-Disclosure of Customer Information
10. _____ Exhibit D.4 ADA Compliance
11. _____ Exhibit E Implementation Plan
12. _____ Federal 501(c)3 IRS Letter (if applicable). Proof that you are a community or faith based non-Profit organization or a local municipality or township
13. _____ A completed Internal Revenue Service W-9 form
14. _____ State of Illinois Certificate of Good Standing from the Illinois Secretary of State
15. _____ Organization Board of Directors or Governance list
16. _____ A brief statement describing the Provider's mission and role in the community
17. _____ Staff resumes or brief bios
18. _____ Three (3) current (not more than 1 year) letters of support from Customers, and/or community agencies with whom the provider has a linkage agreement, or other community partner.
19. _____ SAMS Cage Code Number

20. _____ Hours of Operation

SECTION 1 - INTRODUCTION

The Community and Economic Development Association of Cook County Inc. (CEDA) is one of the largest private not-for-profit community action agencies in the country. Our mission is empowering individuals, families, and communities experiencing or facing poverty to secure a better quality of life.

CEDA serves over 175,000 Cook County households annually, providing a range of assistance programs, including Women, Infants, and Children (WIC), Family Support and Community Engagement (FsACE), Low Income Home Energy Assistance (LIHEAP), Housing Services, and Home Weatherization.

We seek Partner Intake Sites to assist with application intake for the Energy Services and Weatherization Departments. The programs associated with these departments include:

Low Income Home Energy Assistance Program (LIHEAP) assists income-constrained households by offsetting the rising electric and home heating costs through direct financial utility bill assistance and heating system repair/replacement. There are multiple benefit options under **LIHEAP**:

- **PIPP (Percentage of Income Payment Plan)** Energy assistance benefits in the form of a monthly payment made directly to the applicable utility vendor(s) on behalf of the income-eligible household. The household is also responsible for making required on-time monthly payments towards their utility account(s) to receive the monthly PIPP benefit.
- **Cash Assistance** A one-time cash payment made directly to the eligible household.
- **DVP (Direct Vendor Payment)** Utility bill assistance benefit in the form of a one-time payment made directly to the applicable utility vendor(s), including delivered fuel vendor, on behalf of the eligible household.
- **RA (Reconnection Assistance)** Expedited utility bill assistance, in the form of a one-time payment made directly to the applicable utility vendor(s) or delivered fuel vendor, for eligible households that are disconnected or are in imminent threat of disconnection from one or both utilities.
- **Furnace Assistance** Provides repair or replacement of an existing heating system that is in disrepair or inoperable for eligible dwelling types.
- **Summer Cooling** Energy assistance benefits in the form of a one-time payment made directly to ComEd on behalf of the eligible household.

Utility Billing Relief Program (UBR) is a City of Chicago program that reduces an eligible utility customer's water rate, sewer rate, and water-sewer tax by approximately 50%. UBR enrollees are eligible to have past due balances forgiven. While enrolled, enrollees will be protected from collections and additional fees on the balance.

Peoples Gas Share the Warmth provides heating grants to limited and fixed-income customers. Eligible applicants can receive a grant of up to \$200 on their past due bill.

In addition to utility bill assistance, CEDA administers the **Illinois Home Weatherization Assistance Program (IHWAP)**. IHWAP, or Home Weatherization, is available to qualifying low-income homeowners and renters in Chicago and suburban Cook County.

Weatherization is a year-round program using state-of-the-art technology to make homes more energy efficient. It provides health and safety equipment, repairs or replaces heating systems, seals air bypasses, and other drafty areas, and increases attic, wall, and basement insulation. These measures will help homeowners save energy while keeping their homes warmer in winter and cooler in summer.

SECTION 2 - SCOPE OF SERVICE

CEDA envisions supportive and resilient communities where individuals and families are healthy, economically secure, and can thrive. We are looking to partner with community-based organizations, faith-based organizations, villages, townships, municipalities, and other not-for-profit entities that share the same vision as CEDA.

The selected organizations will be considered Partner Intake Sites and provide intake services to Cook County residents for CEDA's utility assistance and Weatherization programs.

Partner Intake Sites must commit to gaining a clear understanding of the program offerings, including their purpose and benefits. They will be responsible for conducting outreach to ensure the community is aware of available programs and how to apply at their respective locations. Partner Intake Sites will also determine a household's eligibility for assistance and complete the intake process for all available programs.

By partnering with CEDA, your organization will play a critical role in connecting Cook County residents with essential resources and support.

2.1 Responsibilities

Selected Partner Intake Sites must provide the following services:

Provide energy counseling to help customers understand energy efficiency, utility bill assistance programs, and Weatherization services. Determine eligibility and complete the intake process for all utility bill assistance programs and Weatherization, including any new programs introduced during the contract term.

Determining eligibility includes, but is not limited to:

- A. Reviewing documents to assess household eligibility for utility bill assistance programs and Weatherization.
- B. Completing and uploading all necessary forms required for processing utility bill assistance program and IHWAP applications.
- C. Perform direct data entry and uploads into required databases, including but not limited to the Single Tracking and Reporting System (STARS), LIHEAP.net, and IWX (Weatherization).
- D. Conduct program outreach and education to inform residents about utility bill assistance programs and Weatherization.

2.2 Locations and Time Frame

Selected Partner Intake Sites must:

- Be able to conduct program intake for 40 hours per week. If operating for fewer than 40 hours per week, this must be disclosed in the RFQ response.
- Offer intake hours that include weekends and/or evenings. If unable to provide weekend and/or evening intake hours, this must be disclosed in the RFQ response.
- Be located within ½ mile of public transportation (CTA, Metra, or Pace), preferable, and provide free parking lot and/or free street parking.

2.3 Partner Site Qualifications

The selected Partner Intake Site **MUST**:

1. Be a 501(C)3 entity or a local municipality, village, or township.
2. Provide and maintain minimum insurance requirements, as shown in Exhibit A.
3. Have a minimum of two (2) years of experience operating a utility assistance and/or weatherization program or other types of programs that assist low-income residents.
4. Provide the organization's Board of Directors or Governance list, including the tenure and terms of office.
5. Operate in a non-residential location.
6. Ensure all locations comply with the Americans with Disabilities Act (ADA), with clear and visible signage posted.
7. Maintain a facility that is free of building code violations and that is clean, smoke-free, and organized.
8. Operate in a space with a fully functional HVAC system for year-round climate control. Space heaters and fans cannot be the sole sources of heating or cooling.
9. Implement a process for accepting customer applications via phone.
10. Offer a space that ensures customer privacy during individual intake sessions.
11. Have lockable file cabinets or a designated secure room with file cabinets to protect customer information and files,
12. Have an active business email account. Personal email accounts **cannot** be used.
13. Have the following equipment, software/applications, and technology:
 - a. Hardwired or wireless active broadband Internet access (DSL, Cable, 4G, 5G) with at least Internet Explorer 11.
 - b. Must have at least two (2) operating computers with Windows 10, or above, operating system.
 - c. Latest version Adobe Reader DC
 - d. Microsoft Office 365 or above.
 - e. Working telephone with active voice mail service
 - f. Printer, copier, and scanner
14. The ability to scan and upload documents using devices such as scanner, or work issued cell phone.
15. Provide a response to Implementation Plan Questions.
16. Hire competent staff, interns, or volunteers to administer the utility assistance and Weatherization programs at approved location(s).

17. CEDA strongly recommends that all staff and volunteers who will participate in the intake process for the utility bill assistance and Weatherization programs:
 - a. Submit to a criminal background check. The Partner Intake Site is solely responsible for the cost of the background checks and determination of employability.
 - b. Have experience conducting intake interviews, determining eligibility, as well as the ability to provide related counseling and referral services.
 - c. Have strong computer skills, including, but not limited to, using databases to collect and enter customer data, uploading and retrieving information, proficiently using MS Excel and Word, and using email and internet navigation.
18. All staff and volunteers that will participate in the intake process for the utility bill assistance and Weatherization programs **MUST**:
 - a. Attend all mandatory program training provided by CEDA, funders, and/or its affiliates.
 - b. Become certified as an Energy Services Technician to conduct application intake on behalf of the Utility Assistance Programs and Weatherization services.
 - c. The
 - d. Offer **ALL** utility bill assistance programs and Weatherization assistance to customers.

SECTION 3 - EVALUATION PROCESS

3.1 Responsiveness Review

CEDA will evaluate all proposals to ensure they meet the required submission criteria and are fully responsive to the outlined requirements.

3.2 Acceptance of Proposals

CEDA reserves the right to reject any or all Proposals or any part thereof, to waive informalities, and to accept the Proposal deemed most favorable to CEDA.

3.3 Evaluation Process

Proposals will be scored on a one hundred (100) point scale by an evaluation committee. The committee will evaluate all responsive proposals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of proposals. The evaluation committee, at its option, may request that all or short-listed Providers make a presentation, offer customer testimonials or references, submit clarifications, or schedule a site visit of their premises (as appropriate).

3.4 Contract Award

The contract period for Partner Intake Sites runs through June 30, 2026. CEDA intends to award a one (1) year contract with up to two (2) optional one (1) year renewal periods to be exercised at the mutual agreement of CEDA and the Provider. All awards are contingent on the availability of funds for these programs.

A contract will be awarded to the Provider whose proposal, in the sole judgment of CEDA most thoroughly meets the qualifications outlined in this document. CEDA reserves the right to review all proposals submitted for a maximum period of thirty (30) days after the date of submission, and by submitting a proposal, the Provider agrees that the amount specified in the proposal shall remain in full force and effect for the thirty (30) day period. The Provider shall not modify,

withdraw, or cancel its proposal or any part thereof for sixty (60) days after the date of submission.

The selected proposal(s) must enter into an Agreement with CEDA within fifteen (15) days following its notification of selection. CEDA, in its sole discretion, may extend the period up to a maximum 3-day period. CEDA may replace the selected proposal with a replacement if the selected Provider does not sign the Agreement with CEDA by the end of the 15th day or extended period.

3.5 Selection Process

Upon review of all information provided by the shortlisted Provider, the evaluation committee will make a recommendation for selection to the Procurement Manager for concurrence and submission to the CEDA Board of Directors. CEDA reserves the right to check references on any projects performed by the Provider whether provided by the Provider or known by CEDA. CEDA intends to select a proposal(s) that best meets the needs of CEDA and provides the best overall value.

3.6 Evaluation Criteria

The respondent must be compliant with all the submission requirements of the RFQ.

3.6.1 Responsiveness of Proposal. Proposal has met **ALL** the material submission requirements (ex. all exhibits, insurance, etc.). Missing documents may result in being non-responsive.

EVALUATION CRITERIA	POINTS
Qualifications (New & Returning) Does the Provider have the structural capacity, experience, and proven approach in the not-for-profit sector to deliver the highest level of services CEDA needs? This includes having leadership staff that possess the experience and qualifications required to oversee a successful utility assistance and Weatherization intake site.	35
Implementation Plan (New) - Does the Implementation Plan response illustrate the Provider's ability to implement a strategic rollout of a new program that includes staff training, conducting outreach, performing intake, and an internal QA process? Continuous Improvement (Returning) - Does the Implementation Plan response illustrate the Provider's ability to perform outreach, adhere to compliance requirements, and provide an exceptional customer experience?	25
Intake Plan & Operating Hours (New & Returning) - Does the Provider illustrate how they will provide in-person and remote intake? - Can the Provider conduct intake 40 hours per week?	20

Will the operating hours include evening and/or evening hours?	
Other Resources (New & Returning) Does the organization provide programs that enhance or complement utility assistance and Weatherization services?	15
References (New & Returning) - Reference should include all of the below. - References are based within the community/demographic the organization currently serves. - References illustrate how the organization has helped the community. - If the reference is a former customer, the timeframe of when the service(s) were provided must be included. - The reference letters must be dated within one year of submission date.	5
TOTAL POINTS	100

SECTION 4 - SUBMISSION INSTRUCTIONS and REQUIREMENTS

4.1 Pre-Proposal Meeting

A Pre-Proposal Webinar will be held on Tuesday, March 11, 2025 at 11:00AM Central Standard Time. If you would like to join the meeting, please email Procurement@cedaorg.net for the link.

4.2 Time for Submission

Proposals shall be submitted no later than the date and time indicated for submission in this RFQ. Late submittals will not be considered, with no exceptions.

4.2.1 Format

Proposals not containing the following submittal requirements may be deemed non-responsive to this RFQ.

Providers shall present their proposals which, if accepted by CEDA in its entirety, shall be binding between the parties. Each Provider is encouraged to organize their submittal in such a way as to follow the submittal requirements listed herein.

4.2.2 Complete Submission

Providers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFQ. Incomplete proposals may lead to a proposal being deemed nonresponsive.

4.2.3 Timely Delivery of Proposals

The proposal must be received by the submittal date that is listed in this RFQ. If using an express delivery service, the package must be delivered to the designated building. **Providers are responsible for the on-time delivery no matter the method.**

4.2.4 Late Proposals

The Provider remains responsible for ensuring that its proposal is received at the time, date, place, and office specified. CEDA assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, CEDA Postal Delivery System, package delivery company (ex. UPS) or some other act or circumstance.

4.3 Questions

Providers should submit questions to Shawnee Little via email at slittle@cedaorg.net. Questions will be accepted until March 14, 2025 by 3:00pm. Oral interpretations of this RFQ are not binding.

4.4 Ambiguities, Conflicts, or Other Discrepancies in the RFQ

If a Provider perceives any ambiguity, conflict, discrepancy, omission, or other uncertainty in the Request for Qualifications, they shall immediately notify the Department of Procurement of such uncertainty in writing and request clarification of the perceived uncertainty. Procurement will make all clarifications known by issuing a written notice to all parties who have received this RFQ from the Department of Procurement. The Provider is responsible for fully understanding any perceived ambiguity, conflict, discrepancy, omission, or other uncertainty in the Request for Proposals prior to submittal of the proposal.

4.5 Submission Requirements

Providers' proposal must contain the following:

4.5.1 Cover Letter

The cover letter shall be signed by an authorized representative of the Provider. The letter shall indicate the Providers commitment to provide the services proposed at the price and schedule proposed. This letter should be on the organization's letterhead.

4.5.2 A 501(c)3 IRS Letter

Able to show that you are a community or faith based non-profit organization or a local municipality or township.

4.5.3 Qualifications

Does the Provider have the structural capacity, experience and proven approach in the not-for profit sector to deliver the highest level of services CEDA needs? See Exhibit D.

4.5.4 Implementation Plan

The implementation plan questions must be completed and submitted with this proposal. See Exhibit E.

4.5.5 Board of Directors or Governance Body

Provide a listing of the organization's Board of Directors or governance body. Provide Board approval or public resolution of approval to operate as a Partner Intake Site if proposal accepted by CEDA.

4.5.6 Mission Statement

A brief statement describing the Provider's mission and role in the community. Also, include other services that they the Provider provides.

4.5.7 Key Personnel

Provide a resume or bio for each of the key personnel that would be assigned to this project. Identify their specialized experience and professional qualifications as it relates to serving a nonprofit organization such as CEDA.

4.5.8 Letters of Support

Three (3) current, within one (1) year, letters of support from customers and/or community agencies with whom the Provider has a linkage agreement or other community partner. Letters of support must be legible, dated, and signed with contact information.

4.5.9 Answers to questions and submittals in Exhibit D which include:

- i. Listing of business equipment available by the Provider, ex. number of computers, copiers, fax machines, etc. (Include make and model) refer to Section 2.3 regarding equipment requirements.

4.5.10 Fully Executed Exhibits to this RFQ

Exhibits A-E

4.5.11 Rate Acknowledgement

Signed rate acknowledgment.

4.5.12 Certificate of Good Standing

This is from the Illinois Secretary of State; please refer to the following website: www.ilsos.gov

4.5.13 Legal Actions

Providers shall include a detailed description of any legal disputes they currently are involved in, as well as, a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending, if applicable.

4.5.14 System for Award Management (SAM)

Provide a SAM number. For information on how to obtain a SAM number for your organization, please refer to the following website: www.sam.gov

4.5.15 Insurance

Provide proof of current liability insurance coverage.

4.5.16 W-9

A completed Internal Revenue Service W-9 form

4.5.17 Hours of Operation

Include hours of operation. Refer to Section 2.2.

4.6 Verification and Interviews

CEDA reserves the right to interview and inspect the proposed sites of all Providers. Providers agree to participate in any subsequent meetings or presentations requested by CEDA in the evaluation of this proposal. CEDA staff, prior to contract award, will verify information provided by the Provider regarding the facility, technology, equipment, and staffing. Verification will take place in the following manner:

- A) Once the submittal documents are reviewed, CEDA will contact all organizations via email informing them of their progress for consideration.
- B) Within four (4) weeks of the notification email, CEDA staff will do a site inspection of the Providers main site and any satellite sites listed.
- C) Upon completion of the equipment/technology verification and evaluation process, selected organizations will be contacted via an award letter and email.

SECTION 5 - PAYMENT TERMS

The rates listed below are for the provision of the following services:

5.1 LIHEAP

Organization agrees to accept the following rate plan:

\$18.00 per **DVP** application that successfully receives a LIHEAP grant

\$18.00 per **PIPP** application that is successfully enrolled in S.T.A.R.S

\$5.00 per **FURNACE** application approved for furnace assistance

\$8.00 per **Summer Cooling** application that successfully receives a LIHEAP grant

5.2 UBR

Organization agrees to accept the following rate plan:

\$12 per **UBR** application that is successfully enrolled

5.3 Peoples Gas Share the Warmth

Organization agrees to accept the following rate plan:

\$5 per **Peoples Gas Share the Warmth** application where a grant is applied by the utility company.

5.4 IHWAP (Weatherization) – Includes IHWAP and IHWAP/Furnace combination applications

Organization agrees to accept the following rate plan:

\$25.00 per “CEDA approved” **IHWAP** application.

5.5 Timing of Payments for Utility Assistance Program Applications

Final approval for individual applications takes place at CEDA's Central Office. The Processing Unit can take up to thirty (30) days to initially process an application once received. Approval of each application is not guaranteed. It shall be determined based on the quality of the intake and documents submitted and will be subject to the availability of funding and a confirmation of approval by the utilities. Once the issuance of a grant has been confirmed, the invoicing process for payment to the site will occur the ensuing calendar month. **Payment for even perfect applications can, therefore, take up to ninety (90) days from the initial date of intake.**

5.7 Timing of Payments for IHWAP Applications

Payments are made for applications that were approved in the previous month. For example, in the month of August, payments will be made for applications that were approved in the month of July. Payments are usually made on or before the 20th of the month.

SECTION 6 GENERAL CONDITIONS

6.1 Insurance Requirements and Indemnification

Proposal must be accompanied by written evidence of the type and amount of insurance maintained by Provider. ~~The Provider shall indemnify, keep and hold harmless its agents, officials, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against CEDA in consequence of the granting of this contract, or which may in anyway result there from, whether or not it shall be alleged or determined that the act was caused through negligence or omission by the Provider or his employees, of a sub-Provider of his employees, if any, or of CEDA or its employees. The Provider shall, at his own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising there from or incurred in connection therewith, and if any judgment shall be rendered against CEDA in any such action, the Provider shall, at his own expenses, satisfy and discharge them. The Provider expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Provider, shall in no way limit the responsibility to indemnify, keep and hold harmless and defend the CEDA as herein provided.~~

6.2 Investigations Prior to Proposal Award

CEDA may make such investigations as are deemed necessary to determine the ability of the Provider to perform the work. The Provider shall furnish all such information and data for this purpose as CEDA may request. CEDA reserves the right to reject any proposal if the evidence submitted by, or investigation of such Provider, fails to satisfy it that such Provider is properly qualified to carry out the obligations of the contract.

6.3 Conflict of Interest

No member of the Board of Directors, officer, employee or agent of CEDA who exercises any functions or responsibilities in connection with the carrying out of the project will have any personal or financial interest, direct or indirect, in the AGREEMENT.

The Provider represents that they presently have no interest and will not acquire any interest, direct or indirect, in the project to which this AGREEMENT pertains which would conflict in any manner or degree with the performance of their work hereunder. The Provider covenants that in their performance of the AGREEMENT, no person having any such interest shall be employed.

[] To the best of our knowledge, the undersigned company has no potential conflict of interest due to any other Customers, contracts, nepotism or property interest for this project.

OR

[] The undersigned company, by attachment to this form, submits information which may be a potential conflict of interest due to other Customers, contracts, nepotism or property interest for this project.

Failure to check the appropriate blocks above and failure to provide documentation of a possible conflict of interest may result in termination of the AGREEMENT.

6.4 Cost/Ownership of Proposals

CEDA owns all Proposals. Proposals will not be returned to Providers. CEDA shall not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs shall not be included in the Proposal.

6.5 Confidentiality

The Provider agrees to keep the information related to all contracts in strict confidence. The Provider agrees not to publish, reproduce or otherwise divulge such information in whole or in

part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information in the Provider possession, to those employees on the Provider staff who must have the information on a "need-to-know" basis. The Provider agrees to immediately notify, in writing, CEDA's authorized representative in the event the Provider determines or has reason to suspect a breach of this requirement.

SECTION 7 – ACKNOWLEDGEMENT OF RATES FOR LIHEAP, IHWAP, UBR, PGSTW & IHWAP

On behalf of _____ I submit this qualifications document to _____ (Organization Name)
CEDA to provide outreach and intake for LIHEAP, LIHWAP, UBR, PG STW, IHWAP as described in this document and exhibits for reimbursement at:

LIHEAP

Organization agrees to accept the following rate plan:

\$18.00 per **DVP** application that successfully receives a LIHEAP grant

\$18.00 per **PIPP** application that is successfully enrolled in S.T.A.R.S

\$5.00 per **FURNACE** application approved for furnace assistance

\$8.00 per **Summer Cooling** application that successfully receives a LIHEAP grant

UBR

Organization agrees to accept the following rate plan:

\$12 per **UBR** application that is successfully enrolled

Peoples Gas Share the Warmth (PGSTW)

Organization agrees to accept the following rate plan:

\$5 per **Peoples Gas Share the Warmth** application where a grant is applied by the utility company.

IHWAP

\$25.00 per "CEDA approved" **IHWAP** application.

Signature of President or Authorized Officer

Title

Date

For questions regarding this response, please contact:

Name

Title

Telephone Number

Email Address

Mailing Address, City, State, Zip Code

EXHIBIT A INSURANCE REQUIREMENTS

Providers must meet the CEDA standards and maintain at a minimum the types and amounts of insurance coverage set forth below and must provide CEDA with the certificates evidencing such coverage. CEDA reserves the right to ask for higher levels of coverage.

CEDA must be named as additional insured on all coverages noted above. Providers' policies must include Primary and Noncontributory status in favor of CEDA. Provider must name the following as additional insured on all certificates of insurance:

CEDA, its board members, officers, employees, agents, and consultants

All insurance companies must be rated A-VIII or better by the A. M. Best Company.

Provider's assumption of liability is independent from, and not limited in any manner by, the Provider's insurance coverage obtained pursuant to this proposal, or otherwise. All amounts owed by Provider to CEDA as a result of the liability provisions of the Contract shall be paid on demand.



CERTIFICATE OF LIABILITY INSURANCE

COMMUS3

OP ID: 5R

DATE (MM/DD/YYYY)

04/08/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

		PRODUCER CONTACT NAME: _____ PHONE: _____ FAX: _____ E-MAIL: _____ ADDRESS: _____	
		INSURER(S) AFFORDING COVERAGE INSURER A: A-VIII OR BETTER CARRIER INSURER B: _____ INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____	
INSURED Named Insured Insured Address		NAIC # _____	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS LTR	TYPE OF INSURANCE	ADDENDUM (INSR, W/O)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	UNITS
A	GENERAL LIABILITY		A-VIII OR BETTER CARRIER			EACH OCCURRENCE \$ 1,000,000
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (EA 1,000,000) \$ 100,000
	CLAIMS MADE ☒ OCCUR					MED EXP (any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT 100					PERSONAL & AUTO INJURY \$ 1,000,000
A	AUTOMOBILE LIABILITY		A-VIII OR BETTER CARRIER			GENERAL AGGREGATE \$ 2,000,000
	ANY AUTO					PRODUCTS - COMPOUND AGG \$ 2,000,000
	ALL OWNED AUTOS					
	HIRE AUTOS ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ☒					CONTINUED SINGLE LIMIT (EA accident) \$ 1,000,000
	UMBRELLA LIAB		A-VIII OR BETTER CARRIER			EQUAL INJURY (Per person) \$
	EXCESS LIAB					EQUAL INJURY (Per accident) \$
	COB					PROPERTY DAMAGE (PER ACCIDENT) \$
	RETENTIONS					
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY		A-VIII OR BETTER CARRIER			EACH OCCURRENCE \$
	ANY EMPLOYEE OR PART-TIME EXECUTIVE (Mandatory in NH)	Y/N ☐ N/A				AGGREGATE \$
	DESCRIPTION OF OPERATIONS below					
			A-VIII OR BETTER CARRIER			☒ NO STAT J. TORT LIMITS ☐ OTHER \$ _____ E - EACH ACCIDENT \$ 500,000 F - DISEASE - EA EMPLOYEE \$ 500,000 G - DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 991, Additional Remarks Schedule, if more space is required)
 CEDA, its board members, officers, employees, agents, and consultants are named as additional insured on a primary and noncontributory basis on all coverages. Waiver of subrogation in favor of CEDA on General Liability and Workers Compensation.

CERTIFICATE HOLDER CEDA-1 CEDA 567 W Lake Street, Suite 1200 Chicago, IL 60661	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

ACORD 25 (2010/05)

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EXHIBIT B
THE PROVIDER'S AFFIDAVIT

The Provider Name

The Provider Address

The Provider Telephone Number

Instructions:

FOR USE WITH ALL CONTRACTS. Every The Provider submitting a bid/proposal to CEDA must complete this Affidavit. Please note that in the event the Provider is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed The Provider's Affidavit. In the event the Provider is unable to certify any of the statements contained herein, the Provider must contact CEDA and provide a detailed factual explanation of the circumstances leading to the Provider's inability to so certify.

I certify that I am authorized to execute this The Provider's Affidavit on behalf of the Provider set forth above, that I have personal knowledge of all the information set forth herein and that all statements, representations, information and documents provided in or with this Affidavit and attachments hereto are true and accurate.

The Provider may report any change in any of the facts stated in this Affidavit within fourteen (14) days of the effective date of such change by completing and submitting a new Affidavit.

Company Name

Signature of Authorized Officer

Name of Authorized Officer (Print or Type)

Title

All Providers shall provide the following information with their proposal. Complete all blanks by entering the requested information, or, if the question is not applicable, answer with "N/A". If the answer is other, please identify.

Company: _____

Parent Company: _____

Contact Name: _____

Primary Street Address:

1. Satellite Street Address:

2. Satellite Street Address:

Mailing Address [if different]:

Telephone (1): _____

Telephone (2): _____

Fax Number: _____

Website Address:

Employer's Federal ID No.: _____

SAMS Cage Code No.: _____

The Provider is a	☐	Corporation	☐	Sole Proprietor
	☐	Partnership	☐	Not-For-Profit
	☐	Joint Venture	☐	LLC

Date Business Started:

Based on the selection above, complete the corresponding section below:

SECTION 1 - For Profit Corporations, Limited Liability Corporations, or Not-For-Profit Corporations

D) Incorporated in _____

E) Authorized to do business in the State of Illinois ☐ Yes ☐ No

F) Names of all officers and directors of corporation (or attach a list)

Name and Title

SECTION 2 - Partnership

If the Provider is a partnership, indicate the name of each partner or attach a list and the percentage of interest of each therein.

<i>Name of Partners Interest</i>	<i>Percentage of</i>
--------------------------------------	----------------------

%

%

%

%

%

SECTION 3 - Sole Proprietorships

- a. The Provider is a sole proprietor and is not acting in any representative capacity on behalf of any beneficiary:

[] Yes [] No *If "No," complete items b and c.*

- b. If an agent(s) or a nominee holds the sole proprietorship, indicate the principle(s) for which the agent or nominee holds such interest. Please add names below.

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

SECTION 4 – Joint Venture

If the Provider is a joint venture, indicate the name of each partner or attach a list and the percentage of interest of each therein.

*Name of Partners
Interest*

Percentage of

%

%

%

%

%

SECTION 5 - Certification Regarding Suspension and Disbarment

The Provider certifies to the best of its knowledge and belief, that it and its principles are not presently debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from transactions by any Federal, State or local government the Provider and have not within a (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, a violation of Federal or State antitrust statutes, or the commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Further, The Provider certifies it is not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Section 2(a) above and have not within a (3) year period preceding this agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

SECTION 5 - Verification

Under penalty of perjury, I certify that I am authorized to execute this The Provider's Affidavit on behalf of the Provider set forth on this page, that I have personal knowledge of all the certifications made herein and that the same are true.

Signature of President or Authorized Officer

Title

Date

NOTARY PUBLIC

On this day, _____ personally appeared before me to me known to be the person(s) described in and who executed the within and foregoing instrument and acknowledged that he/she signed the same as his/her voluntary act and deed for the uses and purposes therein mentioned.

Witness my hand and official seal hereto affixed

This _____ day of _____, _____.

Notary Public in and for the State of _____, County of _____.

My commission expires _____.

Notary Signature _____

AFFIX NOTARY SEAL:

EXHIBIT C
CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of the Provider, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any the Provider, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any the Provider, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Officer Signature

Title

Organization

**EXHIBIT D
QUALIFICATIONS**

1. Which communities in Cook County does your organization serve, and how long have you been providing services to these communities?

2. Does your organization serve a specific demographic? If so, please describe the population you serve, including factors such as age group, ability level, community, or other relevant characteristics.

3. What languages can your organization directly assist customers in, without relying on a language interpretation service?

4. What are your organization's standard days and hours of operation?

5. List the current services and programs offered by your organization, along with a brief description of each. Please include a flyer, pamphlet, and/or a URL that provides additional information about your organization.

6. Does your organization charge a fee for any of its services or programs? Yes ____ No ____
If yes, please provide details, including the services/programs that require a fee and the associated costs.

7. List all leadership or executive staff who will be overseeing work under this contract and attach their resumes or a brief bio.

8. Who will be the primary contact person for this program? Please provide their name, title, work telephone number, and email address.

9. How many of your staff, both permanent and volunteer, will be dedicated to working on the Utility Assistance and IHWAP programs? Please indicate the number of staff and the percentage of their time that will be allocated to this contract.

10. Will any of your staff work from home? Yes ___ No ___ If yes, please attach your work-from-home policy and explain the measures in place to protect customers' personally identifiable information (PII).

11. List the number, make, and model of functioning business equipment that you have.

	<u>How Many</u>	<u>What Type(s)</u>
a. Computers		
b. Laptops		
c. Tablets		
d. Fax Machines		
e. Printers		
f. Copiers		
g. Scanners		

12. List the software you currently use.

	<u>Name</u>	<u>Version</u>
a. Internet Browser	_____	_____
b. Operating System	_____	_____
c. Microsoft Office	_____	_____
d. Adobe Reader	_____	_____
e. Other Software	_____	_____
f. Other Software	_____	_____
g. Other Software	_____	_____

13. How and where will your customers' physical and digital files/documents be stored? Please describe the security measures in place to ensure confidentiality and data protection.

14. Is your location(s) compliant with the Americans with Disabilities Act (ADA)? Yes__ No_

15. Does your location(s) have visible signage indicating ADA compliance? Yes ____ No ____

16. Does your building have any building code violations? Yes ____ No ____.

If yes, attach a separate document listing the violations and describe your plan for addressing them.

17. Does your building have any health code violations? Yes ____ No ____

If yes, attach a separate document listing the violations and describe your plan for addressing them.

EXHIBIT D.1
CERTIFICATION REGARDING FACILITY, TECHNOLOGY and EQUIPMENT

I, _____, certify that
(Print Name)

_____ at
(Name of Organization)

(Location Address)

has the following facility, technology and equipment outlined in Section 2.3 of this RFQ in working condition and available for use.

- ☐ The Provider has the minimum Site facility requirements:
- Organization must have at least one physical, non-residential location. The facility **must** be approved by CEDA **before** intake operations can begin.

19. ☐ The Provider has the minimum technology and equipment requirements to provide intake at physical location and remotely, if applicable. Have the following equipment, software/applications, and technology:
- Hardwired or wireless active broadband Internet access (DSL, Cable, 4G, 5G) with at least Internet Explorer 11.
 - Must have at least two (2) operating computers with Windows 10, or above, operating system.
 - Latest version Adobe Reader DC
 - Microsoft Office 365 or above.
 - Working telephone with active voice mail service
 - Printer, copier, and scanner
 - The ability to scan and upload documents
 - An active business email account
 - Applications taken at outreach locations will require at least one laptop with a wireless internet connection and the ability to scan, upload, and print.

Certified by:

Authorized Officer Signature

Title

Date

EXHIBIT D.2

CERTIFICATION REGARDING NO DIRECT OR INDIRECT CHARGING PROVIDERS OR CUSTOMERS FOR LIHEAP, LIHWAP, UBR, PGSTW or IHWAP SERVICES

I, _____, certify that

(Print Name)

_____ at

(Name of Organization)

(Location Address)

will not permit or authorize the charging of any monetary or non-monetary fee by the Board, staff, employees, volunteers, or any persons affiliated with the above-named organization on the premises or grounds of any of its facilities to any Providers or customers of LIHEAP, UBR, PGSTW or IHWAP Services. Such action(s) subjects the Provider to suspension and/or removal from partnership with CEDA, and may result in investigation by CEDA, State, or Federal regulatory the Provider(s).

Certified by:

Authorized Officer Signature

Title

Date

EXHIBIT D.3
CERTIFICATION REGARDING CONFLICT-OF-INTEREST and NON-DISCLOSURE OF
CUSTOMER INFORMATION

I, _____, certify that
(Print Name)

_____ at
(Name of Organization)

(Location Address)

Will not participate in any activity or engage in a contractual relationship with another party that offers products or services that are, or have the appearance of, a conflict of interest with the mission of CEDA and/or the utility assistance and weatherization programs offered. The organization will not permit or authorize the employment of any individual who has an economic interest in the contracting of the Low Income Home Energy Assistance Program (LIHEAP), Utility Billing Relief (UBR) Program, Peoples Gas Share the Warmth (PGSTW), or the Illinois Home Weatherization Assistance Program (IHWAP), and will certify that Provider information is confidential and will be obtained **ONLY** for use by these programs.

Certified by:

Authorized Officer Signature

Title

Date

EXHIBIT D.4
ADA COMPLIANCE

After June 2, 1980, agencies/services must be accessible to the handicapped to be eligible for federal funding. This regulation applies to both service and employment opportunities. Therefore, the Provider must be in compliance with Section 504 of the Rehabilitation Act of 1973.

☐ Provider is compliant with ADA standards. My organization has the required signage posted within the organization.

☐ Provider is not compliant with ADA standards. I understand that by checking this box my organization will not be offered a contract at this time.

I have carefully examined and read this form and understand that providing false information may result in denial, suspension, or termination of this contract. I solemnly affirm under the penalties of perjury and upon personal knowledge that the contents of the foregoing document are true.

The Provider

Executive Director Signature

Print Name

Date

EXHIBIT E.1
IMPLEMENTATION PLAN (FOR NEW RESPONDENTS ONLY)

**RFQ FOR UTILITY BILL ASSISTANCE PROGRAMS
AND
HOME WEATHERIZATION PARTNER INTAKE SITES**

Program Year 2026
July 1, 2025 – June 30, 2026

Organization's Name:	
Executive Director:	
Phone Number:	Email Address:
Implementation Plan Prepared By:	
Phone Number:	Email Address:

IMPLEMENTATION PLAN QUESTIONS (FOR NEW RESPONDENTS ONLY)

All the following questions must have a response. Answers should be typed on a separate document and submitted with the proposal. Please make sure to label the response "Implementation Plan 2026" and use a copy of Page 29 as the Cover Page.

1. Describe how serving as a Partner Intake Site aligns with your organization's mission and goals. Explain how this partnership supports your commitment to the community, enhances your existing programs, and contributes to the well-being of the residents you serve.
2. The average time to take a utility assistance program application is approximately 30 minutes, while an IHWAP application takes about 15 minutes. Based on your staffing and operational capacity, please estimate the number of applications your organization can take monthly.
3. Describe your proposed intake process for all Utility Assistance Programs and IHWAP. Your response should detail how your organization will conduct intake both face-to-face and via phone. If your staff works remotely, explain how your organization ensures regular communication and coordination with remote staff to maintain efficiency and program integrity.
4. Describe how your organization will accommodate customers who face barriers such as literacy challenges, physical limitations, language barriers, or mobility impairments. Include specific strategies, resources, or services that will be used to ensure accessibility and equitable assistance for all customers.
5. Describe the outreach activities your organization will conduct to raise awareness about the Utility Assistance Programs and IHWAP available at your location(s). Include specific strategies for reaching seniors, individuals with disabilities, and families with children under the age of six. Outline the methods you will use, such as community events, partnerships, social media, direct mail, or other engagement efforts.
6. Describe how regular program updates will be communicated to all staff involved with the Partner Intake Site contract. Include the methods your organization will use, such as meetings, email updates, training sessions, or internal memos. Additionally, specify the key staff positions responsible for disseminating updates and implementing program changes.
7. Describe how your organization provides training and support to ensure staff can successfully navigate and utilize online portals, Microsoft Office Suite, SharePoint, and other relevant software. Include details on training methods, ongoing support, and resources available to staff for skill development.
8. Due to processing times and the payment schedule, even perfectly completed applications from your organization may not be paid for up to 90 days from the intake date. Can your organization financially sustain the Utility Assistance and IHWAP program intake requirements given these payment timelines? Additionally, can your organization budget accordingly to ensure staff retention throughout this period? Please explain how your organization will manage operations within this payment schedule.
9. Securing a customer's Personally Identifiable Information (PII) is of the utmost importance. PII includes but is not limited to, date of birth, Social Security number, and address. What measures will your organization implement to ensure that customers' PII remains secure and protected from unauthorized access or breaches? Please describe your policies, procedures, and security protocols for safeguarding both physical and digital records.

EXHIBIT E.2
IMPLEMENTATION PLAN (FOR RETURNING* PARTNER INTAKE SITES ONLY)

**RFQ FOR UTILITY BILL ASSISTANCE PROGRAMS
 AND
 HOME WEATHERIZATION PARTNER INTAKE SITES**

Program Year 2026
 July 1, 2025 – June 30, 2026

Organization's Name:	
Executive Director:	
Phone Number:	Email Address:
Implementation Plan Prepared By:	
Phone Number:	Email Address:

- A **Returning Partner Intake Site** is defined as an organization with a currently active contract that has been actively performing intake on behalf of CEDA for at least **90% of the current contract period**. This includes both voluntary and involuntary closures within the evaluation period.

IMPLEMENTATION PLAN QUESTIONS (FOR RETURNING* PARTNER INTAKE SITES ONLY)

All the following questions must have a response. Answers should be typed on a separate document and submitted with the proposal. Please make sure to label the response "Implementation Plan 2026" and use a copy of Page 31 as the Cover Page.

1. How many individuals/families did your organization serve through LIHEAP and weatherization programs in PY2025? What are your application intake projections for PY2026?
2. What percentage of your clients successfully received assistance through these programs?
3. Can you provide examples of how your organization has adjusted its services or programs to meet the evolving needs of low-income families in the communities you serve?
4. What challenges have you faced in managing high volumes of applicants, and how have you overcome those challenges?
5. How do you maintain consistency and quality in service delivery when handling large numbers of intake requests?
6. How does your organization educate clients about available services, and what resources are available to help them navigate the application process?
7. How do you assist clients who face technological or digital barriers to applying for assistance online (e.g., lack of internet access or digital literacy)?
8. Can you describe any outreach efforts you undertake to reach vulnerable or hard-to-reach populations, such as elderly individuals, individuals with disabilities, or non-English speakers?
9. How does your organization measure the success of the LIHEAP and weatherization programs in terms of client satisfaction and tangible outcomes?
10. Can you share any client success stories that highlight the positive impact of your programs?
11. Securing a customer's Personally Identifiable Information (PII) is of the utmost importance. PII includes but is not limited to, date of birth, Social Security number, and address. What measures will your organization implement to ensure that customers' PII remains secure and protected from unauthorized access or breaches? Please describe your policies, procedures, and security protocols for safeguarding both physical and digital records.