

NOTICE OF MEETING
Tuesday, May 26, 2020
Immediately Following the 6:00 p.m. Annual Meeting

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

REGULAR MEETING AGENDA

Members of the public may view a live stream of the Regular Board Meeting by clicking the Tuesday, May 26 Regular Board Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **PUBLIC COMMENT FOR ITEMS ON AGENDA**
For public comment, members of the public should email Brian Romes, Executive Director, at bromes@pdhp.org. Emails should be sent between Friday, May 22 at 5:00 p.m. until 5:45 p.m. on Tuesday, May 26 and should have "Public Comment for May 26" in the subject line of the email. Comments will be read aloud during the meeting.
- V. **EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19**
- VI. **CONSENT AGENDA**
 - A. **Minutes from April 14, 2020 Workshop Meeting**
 - B. **Minutes from April 28, 2020 Regular Board Meeting**
 - C. **Approval of the OSLAD Grant Agreement from the Illinois Department of Natural Resource**
 - D. **Bills and Payroll in the amount of \$1,389,277.11**
- VII. **UNFINISHED BUSINESS**
 - A. **2020 LICENSE AGREEMENT WITH THE NORTH SHORE YACHT CLUB**
 - B. **2020 PARK AVENUE DREDGING BID**
- VIII. **TREASURER'S REPORT**
- IX. **NEW BUSINESS**
 - A. **Parks Foundation Update**
 - B. **Director's Report**
 - C. **Board Comment**
- X. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the

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purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

XI. ACTION FROM CLOSED SESSION IF ANY

XII. ADJOURNMENT

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



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: May 26, 2020

Subject: **COVID-19 Emergency Operations Planning Update**

Summary

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
APRIL 14, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Workshop Board Meeting.

The meeting was called to order at 6:00 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

ROSEWOOD BEACH UPDATE

Director Smith reported that the sand nourishment and breakwater repairs for the Recreation Cove began last week and provided a brief presentation providing images of the site before the repairs and the anticipated changes. Some of the challenges at the site include undermining of the board walk, exposed footing to the shade structure, and significant sand loss through out the cove. The focus of the project is to bring in birds eye sand to protect those areas and rebuild the shoreline. Additionally, stones will be placed along the interior wall of the South breakwater. This will reduce the amount of sand migrating through its pores. All materials are being brought in through the lower part of the parking lot.

Director Smith reported that the excavations have already began and smaller stones are being placed against the interior wall of the south breakwater. A filter fabric will be placed over the area and covered with a mixture of stones to further support the existing breakwater. Director Smith shared images to further explain the process and anticipated changes. In addition, to the breakwater repairs, all the loads of sand have been delivered and are being placed throughout the cove. Director Smith reported that SmithGroup has recommended purchasing an additional 2000 tons of bird's eye sand and provided a brief explanation of how that impacts the project.

The original budget for the project was \$350,000. With the construction and engineering, the project costs are currently at \$323,843. The cost for the additional 2000 tons of bird's eye sand along with the grating and placement is \$56,800. The total project cost would be \$380,643. Director Smith is meeting with John Keno and SmithGroup to further discuss the recommendation.

President Kaplan asked if further actions are needed at this time.

Director Smith asked if the Park Board of Commissioners approves the District meeting with John Keno and SmithGroup to gather costs and better understand why the additional materials are needed.

The Park Board of Commissioners approved Director Smiths request.

POST-ISSUANCE TAX COMPLIANCE REPORT

Director Peters reported that in conjunction with the debt certificate issued on June 18, 2012 (certificated 2012a) the Park Board of Commissioners adopted the bond record keeping policy which the District agrees to keep and retain sufficient records regarding all of the debt certificates and bonds. The District needs to file the appropriate financial data with FEMA and spend the funds in a timely and appropriate manner and continue making payments to avoid becoming delinquent, and any other outlined items to remain compliant. This will ensure the District's debt certificate and bonds do not become federally taxable. Once those items mature a review of all contracts and records will be done to ensure those items are still in compliance with the federal tax laws. The District is currently in compliance with the tax law requirements and no further actions are required at this time. Director Peters provided a copy of the Tax Compliance Report to the Park Board of Commissioners.

APPROVAL OF RESOLUTION 2020-08 AUTHORIZING IMRF BENEFIT PROTECTION LEAVE SERVICE

Executive Director Romes reported that Governor Pritzker issued Executive Orders to close certain facilities, businesses, and operations as part of the effort to fight the spread of COVID-19. As a result of the closing all park district facilities, Part-Time Class 2 and 3 employees were put on furlough as of April 11. Such employees on furlough are in unpaid status, but their employment has not been severed from the Park District. 12 Part-Time Class 2 employees are participating members of Illinois Municipal Retirement Fund (IMRF). To help combat the loss of service credit resulting from an unpaid leave, including a furlough, an IMRF employer can offer employees a "Benefit Protection Leave." Members who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest, and the governing body adopts an authorizing resolution. Benefit Protection Leave service is only for periods the member was on unpaid leave.

The Park District desires to adopt an authorizing resolution designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave which will allow eligible furloughed employees to purchase up to 12 months of service credit over their career provided that they pay the IMRF member contribution plus applicable interest consistent with the terms and conditions set by IMRF for said purchase. Executive Director Romes reported that there is no immediate payment required from the District as the costs will be reflected in future contribution rates. Based on the number of employees in this classification, and since its optional, staff estimates the approval of such applications will have minimal impact on the District.

To apply for this leave protection a form must be submitted to the District's designated agent. IMRF requires the Park Board approve each application during a Regular or Special Board Meeting, unless the agency adopts a resolution authorizing an agent to approve such applications. Staff recommends granting such authority to the Secretary of the Park District Board of Commissioners as outlined in Resolution 2020-8 to ensure all applications are being approved in a timely fashion.

Commissioner Bernstein asked if this procedure was recommended by IMRF.

Executive Director Romes reported that the procedure and general template were provided to all their agencies. IMRF is trying to prevent a time lapse in the application approval process.

Vice President Ruttenberg would like a better definition of service credits.

Director Dunn reported that service credits are the number of months an employee works. When an employee is furloughed and no longer receiving wages from the District, that employee can no longer earn credit for those months. For 2020, employees should have earned 12 months of service credit, which applies towards their pension calculations, but due to the furlough will see a reduction in the number of months earned.

Vice President Ruttenberg would like to know if IMRF is taking salaries and wages into account and applying a formula to calculate time and service.

Director Dunn reported that she is required to provide IMRF the average of the last 12 months worth of employee wages so IMRF can verify that report against the monthly reports. This will be taken into consideration when calculating the employee vs. District contributions.

Vice President Ruttenberg asked if an employee has a 3-month furlough, when would the District be required to make those contributions.

Director Dunn reported that IMRF will include that amount in the annual bill. The cost will be based on the current 4.12% that the employer pays after the employee pays their contribution of 4.5%.

Motion was made by Commissioner Bernstein seconded by Vice President Ruttenberg to approve Resolution 2020-08 Authorizing IMRF Benefit Protection Leave Service.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Executive Director Romes reported that it has been 5 weeks since the Park District has closed all parks and facilities. As the District navigates through these unprecedented times the highest priority continues to be in the protection of the District's greatest resources so staff are planning for an implementation of protocol that ensures the health and safety of staff and the community. While these decisions may seem extreme to some they were made for the uncompromised safety of the community. This time of uncertainty causes stress and anxiety, so the Park district has made significant efforts to continue engaging with the community.

Director Gogola provided a brief overview of the communications shared with the community regarding engagement and education. Since the closure, communications have been focused on amplifying important health and safety messaging from the City of Highland Park, the county, state, and federal officials. The second area is providing updates on facility closures. The third and final area, is keeping residents engaged with the District through virtual programs. Staff have built a variety of virtual programs including fitness, early childhood lessons, nature programs, performing arts tutorials, aquatics water safety tips, and golf, tennis, and athletic drills. The District has provided the community with over 85 virtual programs and activities. This past week those videos received 8,000 views. Since the programs were created, the videos have accumulated 10,000 views. In the last month, the District has seen 162% increase in monthly social media followers and a 521% increase in social media engagement, which tracks followers who leave, share, or track a post. These resources have been archived into the Happy and Healthy at Home page located on the home page of the park website.

In addition, the District is working with Northshore University Health Systems to better educate and provide helpful resources to the community regarding COVID-19. Staff are conducting outbound calls from the District's database and encouraging residents who have experienced COVID-19 systems to reach out to the Northshore University Hotline.

Lastly, in a show of gratitude to healthcare workers and first responders in Highland Park, the District is offering a free one-month trail to the Recreation Center of Highland Park, plus 50% off annual memberships with a free kid fit add on once the facility re-opens. If Hidden Creek AquaPark opens this summer, those same individuals and families will receive 10 free admission passes.

Commissioner Bernstein appreciates the plans staff have implemented to thank healthcare workers and first responders of Highland Park.

Commissioner Grossberg would like to know how many employees are involved with the communication pieces.

Director Gogola reported that the Recreation Team, comprised of 30 employees, are uploading virtual programs, online contests, and resources into a shared Google Document. The communications team takes those items and distributes them across the Districts communication channels and to the entire community database.

Vice President Ruttenberg suggests sharing more email blasts with the entire community. He does not want staff to focus on the age differential.

Commissioner Flores Weisskopf suggests finding creative marketing pitches to encourage the community to share information with friends and family members. She also would like to try and pull more community engagement on social media channels.

Director Gogola reported that the Recreation Team is working on resources to better engage the community.

President Kaplan asked if the Park Board could be included on the email newsletters. He would also like to know if the district is offering live or recorded fitness classes.

Director Gogola reported that the email database has been updated and at this time the community can watch recorded fitness videos, nothing is streaming live at this time.

Executive Director Romes reported that as stewards of the community, staff must ensure that the Park District's physical resources and financial health sustains through this pandemic. The cancellation of programs and decision to close all Park District facilities has created a significant financial impact, causing the District to lose \$500,000 in revenue each month. As an organization that exists to serve the invaluable needs yet tangible benefits of recreation staff are forced to navigate through uncharted territory. As a result, staff has prepared an emergency response business plan which will provide direction and guide future decisions related to

essential business function including safety and emergency action planning, park and facility maintenance planning, assessments of current and future recreation services, employee management, and financial sustainability. The emergency response business plan is meant to be a fluid document since details regarding the pandemic are changing weekly and, in some circumstances, daily. The information in this plan will allow the District to quickly adapt to ever changing situations. The plan focuses on three specific initiatives including emergency planning, strategic planning, and financial planning. Executive Director Romes provided a highlight of the to date efforts and the recommended next steps.

1. **Emergency Planning** - Since the closure essential work has continued through out the District, which includes the care and protection of the District's facilities, properties, capital equipment, and IT infrastructure. Additional essential job duties include administrative functions such as managing customer inquiries, implementation of procedures, policies, laws, ordinances and intergovernmental cooperation with the City of Highland Park and other local and regional partners. Essential human resources functions include payroll processing, unemployment claims processing, state, and federal reporting, and maintaining employee relations. Essential financial functions include daily bookkeeping, payment processing for bills and invoices, refund processing, and ongoing evaluations of the District's cash flow. Essential recreation duties include future assessments to identify short term and long-term plans for programs. In addition, the District has revised the capital plan and identified a list of projects which will commence this year. To this end, staff have developed new workplace safety protocols that address standards for personal hygiene, sanitation, and social distancing.
2. **Strategic Planning** - To reduce the financial constraints of the community, staff have placed all memberships on hold and refunds have been issued for winter Programs. Staff are offering a variety of free virtual programs and working on comprehensive list and curriculum for pre-registered virtual programs to keep the community engaged during these difficult times. As facilities re-open staff are planning classes which will comply with the governor's restrictions and will operate at partial level. Staff are looking at classes which can be offered for groups of 10, 50, or 100 people which will provide accommodations to ensure the health and safety of staff and patrons is a primary concern.
 - a. **Delays and Closures** - Staff recommends delaying the opening of Hidden Creek AquaPark and the beaches till June 13. Staff would like to have a decision made regarding the cancellation of fourth fest and all associated activities. Staff are working collaboratively with the City of Highland Park. Staff are considering closing Centennial Ice Arena for the remainder of the Spring and Summer. Staff would like to have a determination made in the next week. Staff are examining and exploring summer camp modifications and creating several scenarios. Staff

are focusing on engaging activities while offering limited field trips, and potential eliminating specialty camps. Staff will have a decision made by mid-May if the district decides to close Hidden Creek AquaPark for the summer.

Vice President Ruttenberg would like a list of the critical dates so the Park Board will know when decisions would have to be made regarding the cancellation of programs or closure of facilities.

Commissioner Grossberg would like to know how much the District would save from closing Hidden Creek AquaPark for the summer.

Executive Director Romes reported that Hidden Creek typically operates at a loss.

Director Carr reported that the District budgets Hidden Creek AquaPark to lose \$60,000 - \$100,000 a year. The actual loss last summer was \$135,000.

President Kaplan would like to know if all capital projects have been deferred for Hidden Creek AquaPark.

Director Carr reported the pool heater replacement has been deferred to 2021, the sand filtration system replacement has been differed to the Fall of this year. If Hidden Creek AquaPark opens this summer, the slides needed to be resurfaced in order to operate, so those repairs have been approved and are occurring over the next couple weeks.

3. **Business Planning** – After reviewing the District’s expenditures staff have created a plan that ensures the continuation of the District’s required and essential functions while also significantly reducing expenses, while causing minimal impacts to the fund balance, and maintaining an adequate cash flow. These efforts include the a \$2.5million deferral of capital projects and \$600,000 in operating expenses has been eliminated from the 2020 budget.
 - a. ***Staff Management*** – 186 Part-time class 2 and 3 employees are unable to work during the closure and have been placed on furlough effective April 11. This is an estimated savings of \$60,000 per month. The District is moving into the first phase of reducing hours for part-time class 1 and full-time employees. These employees are essential human capital working long days to provide mission critical programs throughout the community. These employees are invaluable resources to the District, so the decisions surrounding future staffing levels have not been taken lightly. Beginning April 18 all 97 full-time positions and 12 class 1 part-time employees will have reduced schedules and a reduction in weekly wages, this is will result in a 20% reduction of hours and a savings of \$91,402 per month. The District is evaluating and placing several vacant positions on hold and enforcing a merit freeze for the

remainder of 2020. This provides and additional savings of \$500,000. Efforts are being evaluated weekly and considering the health and safety of staff and the community, performance of essential work duties, and the management operations, capital expenditures, and staffing. If the stay at home order continues the District has numerous contingencies plans to manage finances.

- b. **Cash Flow Model** – Director Peters provided a brief presentation of the District’s cash flow model, reporting that this model represents the District’s current cash on hand and projections through June assuming the closure will extend through July 1. This is a worst-case scenario model, assuming all programs and events will be cancelled, facilities will remain closed till July 1, and the tax revenues will be delayed till the Fall. As of April, the District has a little over \$8.7million in cash on hand, a little over \$7.2million in bond proceedings, and a little over \$7million in capital funds. As of May, staff project the District will have a little over \$7.3million in cash on hand, and as a June that number will decrease to a little over \$6.4million. By the end of June staff project that the District will fall below the 25% reserve policy. Director Peters advised against spending any money currently available in the capital fund, suggesting that those funds will need to transferred into the operational fund to help sustain the District’s financial health and cover the costs of the debt certificate should the stay at home order extend into June. As a result, staff differed \$2.5million in capital projects, and will use the funds from the park bonds to cover the costs of the approved 2020 capital expenditures. Director Peters reported that this model is ever changing but feels the District will sustain its financial health so long as these measures are followed and the estimated \$11million in tax revenues are received.

Commissioner Grossberg would like to know what would happen if the District does not receive the full amount in tax revenues.

Director Peters reported that all approved 2020 capital expenditures are being funded by the park bonds, since there’s a good chance tax revenues will not come in till the Fall, in which case the District will need to borrow money from the capital fund to cover operational expenses. Funds from the Park Bonds cannot be used for operational costs, since it was stated during the bond issuance that those funds would be used strictly for capital projects.

Commissioner Grossberg would like to know how much the District would save if all staff stopped working.

Director Peters reported around \$3.3million plus several hundreds of thousands from insurance.

Commissioner Bernstein reported that the Park Board Finance Liaisons are paying close attention to the District’s cash on hand. The Liaisons have gone through this model in detail and even in the worst-case scenario as presented the District’s finances will remain healthy. The District is fortunate to have flexibility from the park bonds.

Councilman Blumberg wanted to speak on behalf of the City to thank the Park District for their collaborative efforts and it is deeply appreciated that staff are enforcing social distancing while providing access to some parks and open spaces.

Commissioner Bernstein thanked the city, the mayor, and the governor for their proactive efforts to be in front of the curve. The Park District have been working collaboratively to keep the community informed and safe.

REVIEW OF VOUCHERS

Director Peters reported that expenses have been significantly reduced since the closure. The total expenditures this past month have been less than half a million.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein to adjourn into Closed Session for discussion of Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:35 p.m.

The meeting reconvened into Open Session at 8:06p.m.

ACTION FROM CLOSED SESSION IF ANY

President Kaplan reported that the Board met in Closed Session for discussion of Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c) 29 - for discussions between internal or external auditors and the Board.

Workshop Meeting Minutes
April 14, 2020

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
APRIL 28, 2020**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor’s Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Regular Board Meeting.

The meeting was called to order at 6:02 p.m. by President Kaplan

Roll Call:

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

Absent: None

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola, Director Dunn; Director Carr; General Manager/Superintendent of Golf Operations Ochs, Assistant Director Maliszewski; Manager Johnson; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Executive Director Romes read the comments submitted by the public.

Mark A. Stang, 584 Hyacinth Place in Highland Park

I have been a Highland Park resident since April 9, 1987, continuously at my present address. My property borders the north side of Old Elm Park. I am a sole practitioner now, with a home law office in a half-finished basement. I have a direct view of Old Elm Park from my kitchen windows. I have lived alone since December 14, 2009, when my wife Cathy (who lettered in tennis on her high school team) died in our family room of brain cancer. During my 33 years in Highland Park, I have consistently played on one of the two courts in Old Elm Courts behind my house, or when those courts are filled, on one of the courts in Centennial, or on the “clay” courts in Sunset Park, and during the winter at Deer Creek, though I prefer racquetball during the winter.

I discovered for the first time on April 7, 2020, when I went over to the Centennial tennis courts, just to use the practice wall by myself, obviously a solitary activity with no social distancing considerations. The Centennial courts were all padlocked and chained, and I soon learned that all of the tennis courts in Highland Park have been chained and padlocked with warning signs

posted stating that this action has been taken pursuant to Governor Pritzker's executive orders. I first contacted my former law partner, Steven Elrod, who directed me to Rob Bush, counsel for the Park District. I am former trial counsel for the City of Highland Park and its Police Department, as well as Lake Forest and Northbrook; I have also served as a Special State's Attorney for Lake County.

I have studied each and every paragraph, line, and word of the relevant gubernatorial executive orders, specifically Executive Order 2010-10 (COVID-19 Executive Order No.8) and Executive Order 2020-18 (COVID-19 Executive Order No. 16). Nothing in the Orders, expressly or implicitly, prohibits outdoor tennis-playing activity. In fact, such outdoor activity clearly is permitted under section 5(c) of COVID-19 Executive Order No. 8. Rob Bush subsequently sent me a letter written to one of his law partners, a state representative, from the Illinois Department of Commerce, clearly concerning tennis courts operating as a business. The Illinois Department of Commerce has no jurisdiction whatsoever over the governmental or proprietary functions of a public body like the Park District of Highland Park.

The District's physical Lockdown of its outdoor tennis courts and Lockout of Highland Park residents, citizens, and taxpayers is completely illegal and a violation of the constitutional rights of Highland Park citizens to use public recreational facilities, the importance and need for which is undisputed, and for which the taxpayers pay more taxes than they do to the City of Highland Park itself. The unconstitutionality of the closure would invalidate the Lockdown and Lockout even if it were facially legal and harms the physical and mental well-being of Highland Park residents, myself included. Thus, the Park District is exposed to potential litigation over the closure under Section 1983 as well as personal injury litigation for citizens physically or mentally harmed by the illegal closure. This is not to say that I am contemplating litigation myself.

If I were able to attend in person, I would have been happy to answer any questions you might have about my legal views, forthrightly and transparently. Tonight, I mostly want to address the human costs of the closure, which goes beyond weight gain and physical lethargy. I just walked 1 ½ miles on the Green Bay Trail on Sunday, and it did not compare to hitting against an opponent 40 to 60 feet away, nor even to hitting against a practice wall.

In addition to the negative impacts on me physically, I am frankly depressed about not being able to use a tennis court that lies empty whenever I look out my kitchen windows; not clinically depressed, at least not yet, but depressed. I know that many of my tennis-loving friends and neighbors feel the same way, especially with the depressive effects of the general Lockdown and the economic devastation that the Lockdown is bringing in its wake. Having lost a good friend

and former client in the Highlands, Mike Fisher, to suicide in August 2018, a remarkable man and citizen who devoted 12 years of his life to service on this Board, I believe the Board needs to consider the risks of the community's loss of the vitally important hedonic benefits of tennis in a community under psychological siege against the infinitesimal risks posed by playing tennis in the open air while using common sense precautions. If I ever am forced to litigation, it will be only because I thought, What Would Mike Have Done, and then did it. Thank your courtesy in considering my comments tonight. I will be in touch with Rob Bush tomorrow.

Garrett Flynn, 365 N. Deere Park Drive E in Highland Park

The boaters, sailors, paddle boarders, and kayaks, collectively referred to as water activists, that use the launch area have zero interest in congregating on land. We want access to the water. With other lakefront parks closed, this will no doubt increase traffic at the boat launch. To control, I suggest putting a keycard gate at the top of the hill to allow access to Water Activists with permits. Additionally, to address anyone walking down the hill, leverage staff that would have otherwise been working at other sites to stand at the top of both hills (in and out) to limit/restrict foot traffic.

The boaters are all similarly focused on staying safe and healthy. North Point Marina can be used as an example of how to do this correctly. North Point will be opening as of May 1. It is a metered/manned launch that requires a permit to control flow. This is also how smaller inland lakes handle it (you either launch from a metered/manned site, or you have property on the lake. We are not like Chicago. Chicago has a much more expansive lakefront, beaches, and path that cannot be controlled like Park Avenue, with its single point of access. The audience for boating and water activities is not assumed to be like a normal season where we have the kid's, their friends, and other families on the boat or watercraft. It would be restricted to just those that I am sheltering in-place with my immediate family so we would continue to abide by the state level guidance.

Dr. Frances Peszek, 146 Towers Keep in Highland Park

Not only am an avid water enthusiast, I am also a healthcare provider. I would never risk putting the public's health over pleasure pursuits. I am happy to help establish protocol at outdoor recreational facilities to ensure the safety of the public. I believe this is a critical time for the park district of highland park to really invoke its mission and vision statement. The citizens physical and mental well-being depend on the availability and accessibility of outdoor pursuits at this time of uncertainty.

Sally Martin, 232 Green Bay Road in Highland Park

I am reaching out to encourage the Park District to open Park Avenue Beach for boating and recreation. Now more than ever our community needs lake access. Please let me know if there is anything I can do as a citizen to help.

Sam Kashy, 184 Oak Knoll Terrace in Highland Park

I am reaching out to lend my enthusiastic support to make Park Avenue Beach boat ramp open in 2020. As a taxpayer, resident, and supporter of the Park District this is an important season for the sanity of our residents. It is unclear if camps will be open so having a safe and accessible launch is important. He would like Park Avenue beach open for Memorial Day weekend.

Laura Knapp, Commodore for the North Shore Yacht Club, 700 College Pl in Highland Park

The North Shore Yacht Club encourages the Board to accept and sign the 2020 license agreement for NSYC to have boating access and use of the Park Avenue Boating Facility. Our member families look forward to getting back to experiencing Lake Michigan and having fresh air and sunshine. The COVID-19 Pandemic is a serious safety and health issue that has altered the way we live. Because we understand this, the NSYC has cancelled activities, modified, and adjusted our operations, in order to make sure that boating at Park Avenue Boating Facility can be safe and can still occur during this Pandemic.

I thank the Park District Board and staff for working with the City and continuing the dialogue to resolve outstanding issues in order to open Park Avenue Boating Facility during the Stay-at-Home order and beyond. Please see the NSYC guidelines on social distance boating during the Illinois Governors Stay-at-Home order, that has been given to Director Romes. As a safety measure, NSYC asks that you consider allowing our safety and powerboats to launch if and when non-motorized boats are allowed access to Lake Michigan from Park Avenue. We are happy to discuss logistics. Thank you very much for your consideration.

The Commodore's comment was not read during the meeting, but the submission was received before the closing deadline, so the comment is being reflected in the meeting minutes.

EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

Executive Director Romes reported that it has been roughly six weeks since the Park District closed all facilities and cancelled programs to help protect the community and staff from the spread of COVID-19. This past Friday, staff received the unfortunate news from Governor Pritzker's office and the Illinois Department of Public Health (IDPH), that the number of coronavirus cases has not yet reached its peak in Illinois, and therefore the Stay At Home order will be extended through May 30. That is 30 more days where the District's indoor facilities will remain closed, playgrounds and sport courts will continue to be off limits, and social distancing standards must be strictly adhered to. As community service providers who exist to serve the communities recreational needs, staff understand that these are uncomfortable and frustrating times. Staff continue to work closely with the City of Highland Park, following recommendations from the CDC, IDPH, and Governor's office on protecting the community,

health care workers, and first responders, while trying to find new and different ways to keep patrons, customers, and the community connected, engaged, and healthy.

The District is pleased to report that in accordance with the Governor's announcement last week, numerous restrictions have been lifted from the Stay At Home order, which begins a transition for residents to expand their opportunity to enjoy recreation, leisure, and appreciation of the natural world. Effective this Friday, May 1, golfers can once again experience outdoor recreation, leisure, and sport at Sunset Valley Golf Club. Golfers will be able to participate in groups of two, while adhering to strict safety guidelines from the Illinois Department of Commerce and Economic Opportunity. Staff are pleased to report that even during these unprecedented times there is a high demand for golf since 300 tee time reservations were made within the first hour for opening weekend. Staff we will aim to deliver an extraordinary recreational experience, while making sure this privilege is executed in a responsible and healthy manner.

Executive Director Romes reported in addition to golf, the Governor's revised order allows for boating, for up to two people. While staff understands the value the Lake brings to the community and the enjoyment residents receive from boating there are associated risks with allowing these amenities to be delivered during a time where the focus of Highland Park police, fire, and health care workers is on the COVID-19 Pandemic. Additionally, the Park District's resources are limited due to the furloughing of part-time employees and a reduction of hours for full-time staff. Therefore, the Park District has been working with the North Shore Yacht Club, and the City of Highland Park to ensure appropriate guidelines that are in compliance with CDC recommendations for social distancing and sanitization as well as guidelines from IDNR, EPA, and National Marine Manufacturers Association (NMMA) are in place, prior to announcing an opening.

Lastly, with the opening of state parks, the Park District is also considering the opening of other park sites for safe and healthy leisure enjoyment, specifically the trails at Heller Nature Center. To ensure the District is adhering to the governor's guidelines residents are encouraged to visit parks alone or with household members, practice social distancing while hiking the trails, and return another time if crowds are forming. Park District staff will be continuing to closely monitor our parks, beaches, and outdoor facilities.

Executive Director Romes provided an update on the District's three essential initiatives:

1. **Emergency Planning** – Staff have developed new protocols for employee workplace safety, as recommended by the CDC and The Occupational Safety and Health Administration (OSHA). This safety protocol includes standards for coming to work,

social distancing measures while at work, and procedures on how to wear required PPE. All facilities are well equipped with sanitizers, disinfectant cleaners, protective shields for service counters, and facemasks. In addition, staff have developed a “homecoming” committee who are developing an operational plan for the re-opening of each facility, ensuring that visitors and participants are safe and remain healthy. This plan includes traffic flow patterns, signage, and floor markings for keeping 6-foot distance, standards for program and service delivery, cleaning and sanitization schedules and procedures. Regarding essential work, Golf Maintenance staff will resume working full time, Parks Maintenance will be increasing throughout the month as the weather improves, and essential infrastructure continues to be maintained.

2. **Strategic Planning** - Recreation and facility staff are finding creative ways to serve the community during the stay at home order and building new scenarios for accommodating participants once the order is lifted. Director Romes reported that staff have been providing free activities, classes, and programs on Facebook, YouTube Instagram, and the park website to keep families entertained, healthy, and engaged during a time of significant need. Since the closure, the videos have received 34,000 views, 200 posts, and over 7,000 people engaging through social media. With the stay at home order extended through May 30, staff have created an entire brochure of online Virtual Programs including fitness classes and personal training, nature programs, early childhood enrichment, cooking classes, dance and theater tutorials, e-sports leagues, golf and tennis lessons. Executive Director Romes thanked the staff of Highland Park for working tirelessly over the past month to serve the community.

Regarding Summer programs, Executive Director Romes reported that the District needs to receive clear direction from the Governor and health organizations before making officials decisions whether to open or run programs. Till that information is released Executive Director Romes provided the following recommendations to the Park Board.

- a. ***Hidden Creek AquaPark*** – Delaying the opening of Hidden Creek AquaPark till late June or keeping it closed for the season. Executive Director Romes suggests it will be extremely challenging to maintain social distancing even if the number of guests are limited. This facility caters to crowds. Staff are waiting for guidance from the IDPH and hope to make a decision at the Park Board Meeting on May 12.
- b. ***Beaches and Parks*** – Staff are working to develop access guidelines to control crowds and ways to keep patrons safe while visiting beaches and parks. It is unclear if swimming will be allowed but staff plan to make a final decision at the Park Board on May 12.

- c. **Summer Camp** – Executive Director Romes reported that staff are making alternative plans based on smaller group sizes, and safety protocols, to ensure the primary focus of camp is on providing extraordinary experiences in a safe and healthy manner. With the current stay at home order extended till May 30, he recommends offering a delayed start in July, or possibly cancelling. A final decision will be made in the coming weeks.
- d. **Sports Fields and Courts** – Executive Director Romes reported that outdoor courts for all sports are to remain closed for the time being. Staff are reviewing modified plans for indoor and outdoor sports competition.

Commissioner Flores Weisskopf advised taking caution and monitoring the golf course since restrictions are being lifted.

Executive Director Romes reported that staff have implemented the strict guidelines and will strictly monitor the course to ensure players are adhering to those policies.

Commissioner Flores Weisskopf would like to know how reservations are being made.

Executive Director Romes reported that patrons can make online reservations or pay at the club house. For those who pay in person there in enhanced PPE at the registration desk.

Vice President Ruttenberg would like to know if the restaurant and club house will be open so players can use the restrooms.

Executive Director Romes reported that the restaurant is not open to the public, but players can order food and beverages and take it to go. Players may only access the club house to use the restrooms.

Vice President Ruttenberg would like to know how many staff will be on schedule, suggesting that the numbers remain low to save taxpayer costs.

Executive Director Romes reported that there will be limited employees on site, General Manager Ochs, a reservations specialist, and a member from the parks staff.

Vice President Ruttenberg requested an advanced email copy of the online brochure be shared with the Park Board.

- 3. **Financial Planning** – Executive Director Romes reported that the addition of golf and virtual programming will provide for a much-needed revenue source for the Park District. He thanked the Park Board for their support in retaining full-time staff in effort to plan, organize, and lead mission critical services to the community during the stay at home order, while also maintaining essential infrastructure. To cut costs the District deferred

over \$2.5 million in capital expenditures, cut roughly \$600,000 in operating costs, furloughed 186 part-time staff, and reduce hours for full-time staff by an average of 20%. With the extension of the stay at home order through May 30, the District will further reduce full time staffing hours by an average of 25% starting May 2. As a result, many full-time positions will have reduced hours of over 50%. He reported that staff are updating the District's financial projections every month, and believe that the changes made will help the District sustain fiscal responsibility, maintain distinguished operations, and continue to deliver award winning programs, services and facilities, that will serve the recreational needs of the community.

Commissioner Grossberg would like to know what are the implications of opening the course and is it worth it to open at this time or wait?

President Kaplan is fearful but suggests following the governor's mandates.

Commissioner Bernstein reported that there is a huge demand due to the amount of reservations made during opening weekend. He feels staff are following the governor's guidelines and taking extra precautions. He recommends following the professional guidance provided by the state.

Vice President Ruttenberg suggests additional staffing be on the course to ensure people are adhering to the rules and maintaining social distancing.

Commissioner Bernstein is not opposed to additional staffing but feels the 15-minute interval tee times reservations significantly limit the number of players so social distancing will be maintained.

Commissioner Grossberg agrees with Vice President Ruttenberg recommending additional staff.

Executive Director Romes thanked the Park Board for their support and guidance.

Commissioner Flores Weisskopf agrees with Commissioner Bernstein suggesting trusting the experts since the governor has been very conservative and placed safety first. With safety as a top priority she is concerned about staff and residents who might take their frustration out on staff and suggests added enforcement.

Vice President Ruttenberg would like to know how much the District is saving the taxpayers (in dollars and cents). He would like to know what the District is doing and how much it is saving the taxpayers.

President Kaplan would like to know how the staffing reductions will work, specifically the additional 25% for full-time employees.

Executive Director Romes reported that staff have put together a detailed plan of essential services that the Park District needs to conduct during the closure, which includes maintenance of grounds, buildings, and operations. Staff examined all 88 full-time positions, identifying what essential duties could be performed during the closure. Staff have put together a transitional approach based on the stay at home order which will determine how to further reduce those hours. Some positions have been reduced by 60% others have been reduced by 20%. He reported that the reductions depend upon what those positions are capable of doing during the time of closure. All part-time staff were furloughed which amounts to a savings of \$60,000 after the District pays unemployment. The \$600,000 in savings was created by staff reviewing each line item of the budget and eliminated purchases and items if they were not deemed essential. The same process was applied to the 2020 capital plan to cut costs. As the closure continues staff will continuously evaluate expenditures and staffing levels to ensure the District is remaining fiscally responsible.

Vice President Ruttenberg would like to know how much the District is saving for the period beginning May 2.

Executive Director Romes reported the estimated savings will be \$200,000 for the month of May. The District was spending \$600,000 a month in payroll, so it will be reduced by 1/3 for the month of May. This does not take into consideration employees paid time off.

Commissioner Flores Weisskopf would like to know what the savings is after taking into consider employees paid time off.

Executive Director Romes reported that the process has been discussed with the Park Board, which allows employees to utilize their paid time off as hours are reduced. As the stay at home order continues staff will deplete their paid time off, so once the order is lifted, staff will be available and put in the time and hours needed to deliver the essential services the community desires. If we assume the worst-case scenario and have to consider layoffs, the District will not have to pay out those personal days.

Vice President Ruttenberg would like the District to revisit these numbers, suggesting staff may have to make significant reductions during the month of May, as its owed to the taxpayers.

CONSENT AGENDA

Minutes from the March 10, 2020, Workshop Meeting; Minutes from the March 31, 2020 Board Meeting; Bills and Payroll in the Amount of \$1,173,099.72

Motion was made by Commissioner Bernstein to approve items on the Consent Agenda seconded by Vice President Ruttenberg.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

UNFINISHED BUSINESS

A. Approval of the 2020 District HVAC Bid

Director Carr reported that the Park District budgeted \$317,000 for necessary heating ventilation and air conditioning (HVAC) repair for Deer Creek Racquet Club, Centennial Ice Arena, West Ridge Center, and the Recreation Center of Highland Park. All the units in these facilities have met or exceeded their useful life. The Park District took a different approach to scheduled/budgeted capital repairs due to the number of units scheduled for replacement, staff decided to bundle all projects into one large bid. The expectation was that this approach would receive better pricing by using one contractor as well as create efficiencies in managing one bid and one contractor to do all HVAC replacements. The bid also includes an alternative replacement unit for the Hidden Creek AquaPark Concessions. All total project bids came in under the total budget, including the alternate for the Hidden Creek Aqua Park concessions unit. Oak Brook Mechanical was eliminated due to an incomplete bid. Tiles in Style, the low bidder, was evaluated for qualifications and unfortunately was eliminated for consideration. Their references did not show support that they were qualified to lead a large commercial HVAC replacement project. MG Mechanical was the next lowest responsive bidder with a base project bid of \$242,400 and a bid alternate of \$10,400. Director Carr reported that MC Mechanical has good references that show they can perform this work. Staff recommends moving forward with the base bid

provided by MG Mechanical which totals \$242,400. These items encompass replacing 11 total units which have met or exceeded their useful life. He recommends deferring the alternate item for Hidden Creek until 2021. This is \$74,600 under budget.

Motion was made by Vice President Ruttenberg seconded by Commissioner Grossberg to approve the 2020 District HVAC Bid.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: None

Abstain: None

Motion Carried

B. Approval of the 2020 License Agreement with the North Shore Yacht Club

Director Carr reported that the District has had several meetings and discussions regarding the 2020 License Agreement. The Park District is working with the North Shore Yacht Club and the City of Highland Park to determine a final plan to access the site and equipment storage. The license agreement allows the Yacht Club exclusive use of the property during identified times as outlined in the agreement as well as the ability to store equipment on the property for purposes of delivering programs to the boating community. Substantial changes in the 2020 agreement when compared to the 2019 agreement are as follows:

- a. The Agreement term will be from May 1, 2020 – December 31, 2020, to allow future contract terms to begin on the Park Districts fiscal calendar year.
- b. The License Agreement Fee for NSYC is \$5,600 which is in line with what was budgeted for 2020. Additional prorations will be applied in a similar fashion based on when we can open the facility.
- c. The Park District has agreed to provide standard season opening and season closing duties for the building and beach, as well as provide routine maintenance of the building and weekly grooming of the beach throughout the boating season. However, “Emergency” maintenance requests that may be needed to the sand ramp or dock that specifically support NSYC events, and are outside the District’s scheduled maintenance, will be billed as additional fees to NSYC.

- d. Additional schedule is being added to the agreement based on guidelines developed by the NSYC in relation to the COVID-19 pandemic. The NSYC building and deck will remain closed until the stay at home order is lifted.
- e. Restrooms and storage areas will be open during the closure. The Park district will designate operation hours until the facility can re-open and the gate will operate based on the set hours.

Director Carr recommends approval from the Park Board of Commissioners authorization for the Executive Director to enter into the 2020 License Agreement with the North Shore Yacht Club.

Vice President Ruttenberg would like to know if the operational adjustments have been included in the copy of the agreement shared with the Park Board since the provisions suggested do not begin till May.

Director Carr reported that the operational adjustments are not included in the agreement shared with the Park Board, but such items will be added to the schedule.

Vice President Ruttenberg is opposed to taking a vote till he can review the revised agreement and better understand the suggested changes.

President Kaplan asked if any members of the Park Board object.

Commissioner Bernstein would like to know how the objection will impact the NSYC.

Director Carr reported that the NSYC will not be able to access or utilize the site till the District has a signed license agreement. Club members have expressed concerns since they are unable to secure insurance coverage without the licensed agreement.

Commissioner Bernstein and Commissioner Grossberg would like to move forward with the agreement.

Commissioner Flores Weisskopf does not feel comfortable moving forward till all members of the Park Board are in agreeance.

Vice President Ruttenberg does not feel comfortable approving the current agreement since it excludes verbiage related to COVID-19 impacts and protocols.

President Kaplan would like to know when is the earliest the NSYC could have access to the site.

Director Carr reported that the governor's restrictions allow for boating to resume May 1, but Park District staff will not have the site ready till May 15.

Executive Director Romes reported that staff can create language that is agreeable to the recommendations from the Park Board, and can observe the right to approve the agreement through the executive orders, host a special meeting, or wait till the May 12 Workshop Meeting.

President Kaplan asked if the members of the Park Board are in favor of hosting a special meeting next Monday or allowing the President of the Park Board and Executive Director to executive their special powers and approve the 2020 License Agreement should all members of the board agree to the revised language.

All members of the park board were in favor with President Kaplans recommendation.

C. Approval of the 2020 Park Avenue Dredging Bid

Executive Director Romes recommended to delay the approval of this project due to the issues surrounding the COVID-19 pandemic. Staff are meeting with the City of Highland Park to determine if boating operations will occur this summer. He recommends differing this till the May 12 Workshop Meeting.

TREASURER'S REPORT

Director Peters reported that the combined general corporate and recreation funds are showing a favorable variance at the end of March for \$950,000. This is largely due to timing differences of accrued interest from the P-Card rebate which arrived early, brochure sponsorships, and a lag in salaries, benefits, and insurance. In addition, the capital fund has a \$2 million favorable variance since the bond issuance came in higher than estimated, and the excess unused 2019 capital funds that were transferred into the 2020 budget. The District has roughly \$14 million in capital funds and has deferred several projects as a response to COVID-19. Lastly, payments to NSSRA will be due the second half of the year. She reported that the above-mentioned items explain why the District's funds have a favorable variance.

Vice President Ruttenberg would like to know what NSSRA's funding requirements will be and if they have a payment time schedule.

Director Peters reported that the District renegotiated payment terms this past January, and as of today the District will be able to cover those payments.

Executive Director Romes reported that the capital contribution to NSSRA has been pushed back to July or August. In addition, NSSRA delayed the construction and renovations for their new facility. They along with many agencies are hoping to receive funds from the PARC grant to cover some of those costs. As a result, those payments have been delayed. In response to COVID-19 NSSRA has also furloughed employees which may reduce the amount owed for the annual contribution.

NEW BUSINESS

A. Approval of Sunset Valley Golf Club Restaurant/Bar Lease Agreement

Manager Ochs reported in 2018 The District entered into a restaurant/bar license agreement with Open Kitchens Inc. for restaurant services at Sunset Valley Golf Club. The District's agreement with Open Kitchens included a lease payment of \$28,750 for the initial term of August 2018 through December 2019 (17 months), and a one-year extension in 2020 for \$31,000.

Open Kitchens has significant experience in golf course food and beverage operations including currently managing operations for Palatine Hills Golf Course, Mount Prospect Golf Course, and will be managing the new restaurant for Sportsman Country Club in Northbrook. The patrons of Sunset Valley are pleased with the quality of food and customer service provided by the Open Kitchens staff.

Park District staff has negotiated with Open Kitchens to extend the current lease agreement for five additional years. In exchange for a long-term lease agreement, Opens Kitchens has agreed to invest in a capital improvement project to the Kitchen, which includes a larger range hood and new oven. These improvements would allow kitchen staff to operate more efficiently, which in turn will provide improved customer service to our customers. All necessary improvements to the kitchen will be paid by Open Kitchens under this new agreement. However, equipment upgrades will remain property of the Park District. The lease payment will continue to be \$31,000 per calendar year, beginning on January 1, 2021, and concluding on December 31, 2025.

Manager Ochs recommends approval from the Park Board of Commissioners authorization for the Executive Director to enter into an agreement with Open Kitchens Inc. beginning January 1, 2021, and concluding December 31, 2025, with an annual lease amount \$31,000, plus Kitchen improvements.

Commissioner Bernstein would like to know if there will be provisions in the agreement providing the Park Board a say in the contractors being used and the equipment being purchased.

Manager Ochs reported that the Park District will be approving the plans.

Commissioner Bernstein reported he is in favor of the agreement so long as the Park District is approving the plans, equipment, the contractors, and lean waivers are provided.

Vice President Ruttenberg wanted clarity, is the District approving the plans or the equipment.

Executive Director Romes reported that all planning documents and equipment purchases needs to be approved by Park Staff before execution.

Vice President Ruttenberg asked if the staffing issues will be addressed.

Executive Director Romes reported the addition of the larger hood and oven could deliver a larger quality of food in less time which will address the slower service issues they periodically encountered.

Motion was made by Vice President Ruttenberg seconded by Commissioner Bernstein to approve the Sunset Valley Golf Club Restaurant/Bar Lease Agreement.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

B. Parks Foundation Update

Commissioner Grossberg reported most of the recent meetings are discussing governance. Unfortunately, the budget will take a significant hit if the Champions Banquet is cancelled for 2020, which will impact the contributions towards the SMILE and FYE program.

C. Director's Report

Executive Director Romes reported he does not have additional items to share.

Vice President Ruttenberg would like to know if the District still plans on offering discounts to healthcare workers and first responders.

Executive Director Romes reported that the District is committed to offering this discount and is working out the details.

Vice President Ruttenberg recommends offering a first responders' day if the Hidden Creek AquaPark opens this summer.

D. Board Comments

Commissioner Bernstein is confident that staff will think outside of the box to provide creative alternatives for programs since most traditional will likely cancel due to the governor's guidelines surrounding COVID-19.

ADJOURNMENT

A motion was made by Vice President Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:49p.m.

Respectfully submitted,

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: May 26, 2020

Subject: **OSLAD Grant Agreement from the Illinois Department of Natural Resource (IDNR)**

Summary

Park District staff submitted an application to the Open Space Land Acquisition & Development (OSLAD) Grant Program through the Illinois Department of Natural Resources (IDNR) in August of 2019 to support the construction of amenities, trails, and landscaping for The Preserve of Highland Park. Staff is pleased to announce that the District's proposal was selected for funding in January 2020. The District received a grant agreement from IDNR on May 7, 2020, which has been reviewed by staff and, as necessary, by legal counsel.

Staff began planning the renovation and development of The Preserve following the purchase of the property in December of 2017. Planning meetings were held with residents, stakeholders and District-wide staff to identify components to incorporate into the project.

Financial Impact

The District submitted The Preserve project with a total cost of \$800,000, half of which is reimbursable by the grant. This includes elements of the entry plaza, north pond overlook, north pond seating area, sand play elements, nature maze, and interpretive signage. Trail work to renovate or remove some portions of existing paths, resolve areas not compliant with ADA, and add new connections was included.

The area within the proposed future stormwater capacity area was excluded from the project. The project is budgeted in the 2020 Capital Plan.

Recommendation

Staff recommends approval by the Park Board of Commissioners of the attached agreement with the Illinois Department of Natural Resources for acceptance of an OSLAD grant for The Preserve of Highland Park development project.

GRANT AGREEMENT



**BETWEEN
THE STATE OF ILLINOIS, DEPARTMENT OF NATURAL RESOURCES
AND
PARK DISTRICT OF HIGHLAND PARK**

The Illinois Department of Natural Resources (Grantor), with its principal office at One Natural Resources Way, Springfield, IL 62702-1271
and Park District of Highland Park (Grantee), with its principal office at 636 Ridge Road, Highland Park, IL 60035
and payment address (if different than principal office) at _____
hereby enter into this Grant Agreement (Agreement). Grantor and Grantee are collectively referred to herein as "Parties" or individually as a "Party."

**PART ONE – THE UNIFORM TERMS
RECITALS**

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

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

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

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

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

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

1.2 Amount of Agreement. Grant Funds (check one) shall not exceed are estimated to be \$400,000.00 of which \$0.00 are federal funds. Grantee agrees to accept Grantor's payment as specified in the Exhibits and attachments incorporated herein as part of this agreement.

1.3 Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is N/A the federal awarding agency is N/A and the Federal Award date is N/A. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is N/A and Number is N/A. The Catalog of State Financial Assistance (CSFA) Number is 422-11-0970.

1.4 Term. This Agreement shall be effective Upon full execution and shall expire on 24 months after execution unless terminated pursuant to this Agreement.

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

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

Illinois Department of Natural Resources

Park District of Highland Park

By: _____
Signature of Director of IDNR

By: _____
Signature of Authorized Representative

By: _____
Signature of Designee

Date: _____
Printed Name: _____

E-mail: _____

Date: _____

Title: _____

Printed Name: Colleen Callahan

Printed Title: _____
Designee

By: _____
Signature of Chief Financial Officer

Date: _____

Printed Name: Brad Colantino

By: _____
Signature of Chief Counsel

Date: _____

Printed Name: Renee Snow

**ARTICLE II
REQUIRED REPRESENTATIONS**

2.1 Standing and Authority. Grantee warrants that:

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

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

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

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

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

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

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

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

2.5 Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM if seeking an Award that is partially or fully paid by Federal funds, and registered with the State equivalent of SAM; (ii) be in good standing with the Illinois Secretary of State, if applicable; and (iii) have a valid DUNS number. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.

**ARTICLE III
DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

“Consolidated Financial Report” means a financial information presentation in which the assets, equity, liabilities, and operating accounts of an entity and its subsidiaries are combined (after eliminating all inter-entity transactions) and shown as belonging to a single reporting entity.

“Cost Allocation Plan” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“CSFA” or “Catalog of State Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

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

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

“DUNS Number” means a unique nine digit identification number provided by Dun & Bradstreet for each physical location of Grantee’s organization. Assignment of a DUNS Number is mandatory for all organizations seeking an Award from the state of Illinois.

“FAIN” means the Federal Award Identification Number.

“FFATA” or “Federal Funding Accountability and Transparency Act” has the same meaning as in 31 USC 6101; P.L. 110-252.

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

“Fixed-Rate” has the same meaning as in 44 Ill. Admin. Code 7000.20. “Fixed-Rate” is in contrast to fee-for-service, 44 Ill. Admin. Code Part 7000.

“GAAP” or “Generally Accepted Accounting Principles” has the same meaning as in 44 Ill. Admin. Code 7000.

“Grant Funds” has the same meaning as in 30 ILCS 705.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“State” means the state of Illinois.

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

**ARTICLE IV
PAYMENT**

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

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

4.3 Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable Federal laws or regulations.

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

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

4.6 Interest.

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

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

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

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

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

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

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

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

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

**ARTICLE VI
BUDGET**

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

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

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

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

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

**ARTICLE VII
ALLOWABLE COSTS**

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

7.2. Indirect Cost Rate Submission.

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

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

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

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

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

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

7.5 Nonprofit Organizations Cost Principles. The federal cost principles that apply to Nonprofit Organizations that are not institutions of higher education are set forth in 2 CFR Part 200 Subpart E, unless exempt under 2 CFR 200 Appendix VIII.

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

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

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

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

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

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.7).

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

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

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

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

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

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

7.9 **Federal Requirements.** All Awards, whether funded in whole or in part with either federal or State funds, are subject to federal requirements and regulations, including but not limited to 2 CFR Part 200, 44 III. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.8.

7.10 **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).

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

**ARTICLE VIII
REQUIRED CERTIFICATIONS**

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

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

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

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

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

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

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

(g) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18), which services are supported by federal or state government assistance (except such portions of the facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

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

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

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

(k) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency (45 CFR Part 76), or by the State (*See* 30 ILCS 708/25(6)(G)).

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

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

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

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

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

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

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

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

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

**ARTICLE IX
CRIMINAL DISCLOSURE**

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

**ARTICLE X
UNLAWFUL DISCRIMINATION**

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

- (a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;
- (b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);
- (c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See *also* guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18, 2002 (Volume 67, Number 13, Pages 2671-2685)]);
- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.*); and
- (f) The Age Discrimination Act (42 USC 6101 *et seq.*).

**ARTICLE XI
LOBBYING**

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

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

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

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

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

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

ARTICLE XII MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING

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

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

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

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

ARTICLE XIII FINANCIAL REPORTING REQUIREMENTS

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

13.2 Close-out Reports.

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

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

13.3 Consolidated Year-End Financial Reports.

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

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

(i) For Grantees required to conduct a single audit (or program-specific audit), within the earlier of (a) 9 months after the Grantee's fiscal year ending on or after June 30, or (b) 30 calendar days following completion of the audit; or

(ii) For Grantees required to conduct a Financial Statement Audit or for Grantees not required to perform an audit, within 180 days after the Grantee's fiscal year ending on or after June 30.

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

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

(d) Consolidated Year-End Financial Reports must include an in relation to opinion from the report issuer on the Cost and Revenue schedules included in the Consolidated Year-End Financial Reports.

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

**ARTICLE XIV
PERFORMANCE REPORTING REQUIREMENTS**

14.1 Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in **Exhibit E** must be reported quarterly, unless otherwise specified in **PART TWO** or **PART THREE**. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.207, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit based review of the application. In such cases, Grantor shall notify Grantee of same in **Exhibit G**. Pursuant to 2 CFR 200.328, and 44 Ill. Admin. Code 7000.430(a), periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the

report. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.328. Failure to submit such required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*

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

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

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

**ARTICLE XV
AUDIT REQUIREMENTS**

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

15.2 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 \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit). 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse as required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) 30 calendar days after receipt of the auditor’s report(s) or (ii) nine (9) months after the end of the Grantee’s audit period.

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

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

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

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

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

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

15.3 "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 \$750,000 or more in Federal Awards (direct federal and federal pass-through awards), from all sources, Grantee is required to have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit Federal programs with Federal Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total Federal 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) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards and state Awards singularly or in any combination, from all sources, Grantee must follow all of the audit requirements in Paragraphs 15.2(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 is required to submit its annual audit conducted in accordance with its regulatory requirements.

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

15.5 Delinquent Reports. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XVI
TERMINATION; SUSPENSION**

16.1 Termination.

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

- (b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:
- (i) Pursuant to a funding failure under Paragraph 4.1;
 - (ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;
 - (iii) For cause, which may render the Grantee ineligible for consideration for future grants from the Grantor or other State agencies; or
 - (iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

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

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

16.4 Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 2 CFR 200.341; 44 Ill. Admin. Code 7000.80, 7000.260.

16.5 Effects of Suspension and Termination.

- (a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.
- (b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.
- (c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:
 - (i) Grantor expressly authorizes them in the notice of suspension or termination;
 and
 - (ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or

termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.342.

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

**ARTICLE XVII
SUBCONTRACTS/SUB-GRANTS**

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

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

17.3 Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.01 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds.

**ARTICLE XVIII
NOTICE OF CHANGE**

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

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

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

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

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

**ARTICLE XIX
REORGANIZATION AND BOARD MEMBERSHIP**

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

**ARTICLE XX
AGREEMENTS WITH OTHER STATE AGENCIES**

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

**ARTICLE XXI
CONFLICT OF INTEREST**

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

21.2 Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person (1) currently holding an elective office in this state including, but not limited to, a seat in the General Assembly, or (2) employed by an office or agency of the State of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor’s annual salary, or \$106,447.20 (30 ILCS 500/50-13).

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

**ARTICLE XXII
EQUIPMENT OR PROPERTY**

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

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

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

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

**ARTICLE XXIII
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

23.1 Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grantor funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such

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

**ARTICLE XXIV
INSURANCE**

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

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

**ARTICLE XXV
LAWSUITS AND INDEMNIFICATION**

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

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

ARTICLE XXVI MISCELLANEOUS

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

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

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

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

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

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

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

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

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

- 26.10 Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.
- 26.11 Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).
- 26.12 Precedence. In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** shall control. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.
- 26.13 Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.
- 26.14 Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.
- 26.15 Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.
- 26.16 Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in Portable Document Format (PDF) document shall be deemed original for all purposes.
- 26.17 Attorney Fees and Costs. If Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.
- 26.18 Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including, without limitation, final indirect cost rate adjustments and those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

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EXHIBIT A

PROJECT DESCRIPTION

Community Park Development

The purpose of this Agreement is to enable IDNR to provide financial assistance to the Grantee for the acquisition, development and rehabilitation of lands for public outdoor recreational purposes.

This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (90% for Disadvantaged Communities) through OSLAD.

This project converts a 100-acre golf course into a passive recreational area with newly restored habitat, trails, and unique nature play not found anywhere else in the District. Components include trails, an entry plaza, nature play elements, fishing pier, picnic areas, gathering area, and support infrastructure such as waste receptacles and benches.

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% (90% for Disadvantaged Communities) through OSLAD.

The Implementation and Billing Requirement Packet is incorporated into this Exhibit B1 as a separate attachment (labeled Exhibit B1).

Project billings shall be submitted to at project completion unless otherwise approved by IDNR.

Deliverables/Milestones will be the completed project components as presented in the original application (attachment labeled Exhibit B2*) or an approved project scope change. They will be reported as directed in the Implementation and Billing Packet (Exhibit B1).

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.

*Exhibit B2 also includes the approved project budget

EXHIBIT C

PAYMENT

Grantee shall receive up to \$400,000.00 under this Agreement.

Enter specific terms of payment here:

1. This grant is funded through the Open Space Land Acquisition and Development Grant Program (OSLAD). It is funded up to 50% (90% for Disadvantaged Communities) through OSLAD with any remaining funds to be covered by the Grantee.
2. The Grantee will receive a minimum of 50% of the grant award as an advance payment. Grant funds paid in advance must be kept in a separate interest-bearing account with a federally or Illinois regulated financial institution that is insured by the Federal Deposit Insurance Corporation (FDIC), and maintained therein until used in the execution of the approved project. All interest earned on grant funds held by a grantee shall become part of the grant principal when earned and be used for and in the same manner as the principal to fulfill the purposes and objectives of the grant. If funds are not held in an interest-bearing account, the grantee will be responsible for the payment of interest to the Department at a rate equal to twelve percent (12%) per annum. (17 Ill. Adm. Code 3025.32).
3. Any additional payment(s) to the Grantee will be made as reimbursement for eligible expenses following submission to IDNR of a certified billing request listing all funds expended and including any other documentation required by IDNR following all instruction provided in Exhibit B1.
4. A project shall be deemed completed for grant payment when the Grantee submits a certified development project billing form seeking grant reimbursement which is approved for payment by IDNR. Failure by the Grantee to submit required billing forms and substantiating documentation within a one (1) year period following the project expiration date will result in the Grantee forfeiting all project reimbursements and relieves IDNR from further payment obligations on the grant. Any grant funds remaining after final reimbursement to the Grantee may be reprogrammed at the discretion of IDNR.
5. The grant will be administered in accordance with the time limit on expenditure of grant funds under the Illinois Grant Funds Recovery Act, 30 ILCS 705/5. All funds advanced to the Grantee that remain at the end of the grant agreement or at the expiration of the expenditure or obligation period stipulated in the grant agreement, shall be returned to the State within 45 days (30 ILCS 705/4(b)(5)).
6. Conditions may arise after work has begun that are beyond the control of the Grantee and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. All change orders with a value (+/-) over \$10,000.00 must be approved by IDNR before being executed. **Failure to obtain prior approval will result in the amount of the change order being disallowed and could result in a Class 4 felony.** (720 ILCS §5/33E-9).
7. Project costs for which reimbursement is sought cannot be incurred by the project applicant prior to grant approval notification or IDNR authorization, except for architectural and engineering fees. Costs incurred prior to IDNR approval are ineligible for grant assistance. For acquisition projects, costs are considered incurred when property deed, lease or other conveyance is accepted by the Grantee or first payment is made on the project property or to an escrow account for the property. In addition, no purchase agreement, option, etc., or price negotiations shall be entered into without IDNR approval. Development project costs are considered incurred on the date construction contracts are signed or actual physical work begins on the project site or project materials are delivered. (See 17 Ill. Adm. Code 3025.50).
8. Maximum grant amount will not exceed the amount listed above and only actual expenditures up to the maximum grant amount will be paid with this grant.

EXHIBIT D

CONTACT INFORMATION

CONTACT FOR NOTIFICATION:

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

GRANTOR CONTACT

Name: Drew Jenkins
 Title: Conservation Grant Administrator
 Address: One Natural Resources Way, Springfield, IL 62702-1271
 Phone: (217) 782-4426
 TTY#: _____
 Fax#: (217) 782-9599
 E-mail Address: andrew.jenkins@illinois.gov

GRANTEE CONTACT

Name: Brian Romes
 Title: Executive Director
 Address: 636 Ridge Road, Highland Park, IL 60035
 Phone: (847) 579-3119
 TTY#: _____
 Fax#: _____
 E-mail Address: bromes@pdhp.org

Additional Information:

Name: Jeffrey Smith
 Title: Director of Planning and Projects
 Address: 636 Ridge Road, Highland Park, IL 60035
 Phone: (847) 579-3109
 TTY#: _____
 Fax#: _____
 E-mail Address: jsmith@pdhp.org

EXHIBIT E

PERFORMANCE MEASURES

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 general public by accomplishing the following items:

Providing community members with Community Park Development Project in an area that can be utilized by members of the general public for outdoor recreational use.

EXHIBIT F

PERFORMANCE STANDARDS

Completion of this project will allow citizens of Lake County and others from the general populace outdoor recreational opportunities by providing Community Park Development Project for use.

Timely completion of this project will satisfy the requirements of the IDNR.

EXHIBIT G

SPECIFIC CONDITIONS

- ICQ Section: 05-Cost Principles (2 CFR 200.400)**
- Conditions: Requires additional prior approvals; Requires more detailed reporting; Requires monthly reporting;
- Risk Explanation: Medium to high risk increases the likelihood unallowable costs or services, audit findings and questioned costs that would be required to be return to the state and federal government.
- How to Fix: Implementation of additional controls for reviewing and approval expenditures.
- Timeframe: One year from the implementation of additional controls.
- ICQ Section: 06-Audit (2 CFR 200.500)**
- Conditions: Based on the nature of the findings (GAS related or programmatic) requires either an on-site review OR AUP all 4 of the applicable areas, technical assistance/training;
- Risk Explanation: Medium to high risk will result in repeated audit findings, potential questioned cost and increase of administrative and programmatic specific conditions that will increase the cost or managing the grant program.
- How to Fix: Completion of corrective action plan implementation.
- Timeframe: When corrective action is complete.
- ICQ Section: 11-Fraud, Waste and Abuse**
- Conditions: Requires technical assistance including required training;
- Risk Explanation: Medium to high risk increases the likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees duties, also decreases the likelihood of employees or clients not reporting fraud, waste and abuse.
- How to Fix: Corrective action including implementing a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation.
- Timeframe: One year after implementation of corrective action.

PART TWO – THE GRANTOR-SPECIFIC TERMS

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

[See Paragraphs 4.3, 4.6, 4.7, 5.1, 7.8, 12.4, 13.3(a), 14.1, 14.3, 15.2, 19.1 and 24.1 for information that may be required in this **PART TWO**.]

- 27.1 The Cash Management requirements and Interest requirements listed in Paragraphs 4.3 and 4.6 of PART ONE respectively do not apply as there are no federal funds as part of this agreement and the Grantee, with the exception of the 50% advance payment, is paid as reimbursement of prior project expenditures.
- 27.2 The Grantee is required to deposit the 50% advance payment in an 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.
- 27.3 Additional information provided in the Project Implementation and Billing Packet will be considered an appendix to this agreement and is hereby incorporated into it through Exhibit B1.
- 27.4 The full application completed for this grant including all attachments, budget and maps is hereby incorporated into this agreement.
- 27.5 The Grantee must comply with and abide by the following operation and maintenance provisions (17 Ill. Adm. Code 3025.70):
 - 1) 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 IDNR and be operated and utilized in such a manner as to maximize the intended benefits to and for the public.
 - 2) IDNR shall have access to OSLAD-assisted facilities at all times for inspection purposes to ensure the Grantee's continued compliance with this Part.
 - 3) 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 IDNR, 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.
- 27.6 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 IDNR. Specific actions regarded as significant deviations include, but are not limited to:
 - 1) 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.

2) 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 IDNR. 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.

3) 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 IDNR. (All future utility lines servicing the project site, except as noted, must be buried.)

27.7 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 IDNR 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).

27.8 Any deviation or conversion of the project site(s) from public outdoor recreation use without DNR approval shall be considered a breach of this Agreement resulting in the Grantee being held liable for replacing said converted property with comparable land as deemed acceptable by IDNR.

27.9 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 IDNR 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.

27.10 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 IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

27.11 All required audits must be conducted by an independent certified public accountant, licensed by the State of Illinois, and must be performed in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA). The Grantee shall be responsible for procuring all required audits in accordance with its normal procurement rules, providing that these rules promote open competitive procurement.

27.12 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 IDNR or its representative, the Grantee shall be responsible for repayment of such costs.

27.13 The agreement is subject to the Illinois Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*).

PART THREE – THE PROJECT-SPECIFIC TERMS

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

[Here is where the Grantor lists the specific requirements for this Project, including identification of all applicable state and federal rules. Numbering should continue from **PART TWO**.]

[See Paragraphs 4.3, 4.6, 4.7, 5.1, 7.8, 12.4, 14.1, 14.3, 15.2, 19.1 and 24.1 for information that may be required in this **PART THREE**.]

- 28.1 The purpose of this Agreement is to enable IDNR to provide financial assistance to the Grantee to acquire and/or develop land for outdoor recreation facilities that are open and accessible to the public in Illinois.
- 28.2 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.
- 28.3 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 IDNR per the terms of this Agreement is cause for suspension and/or termination of all obligations of IDNR under this Agreement.
- 28.4 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 IDNR’s Comprehensive Environmental Review Process (CERP), has initiated and completed all necessary project review and consultation with IDNR 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.
- 28.5 Project Signage and Publicity: Grantee must permanently post an OSLAD grant acknowledgment sign at the project site. The necessary sign will be provided by IDNR 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
- 28.6 50% of the labor hours on the project must be performed by actual residents of the State of Illinois (20 ILCS 805/805-350).
- 28.7 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 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.

Projects receiving development grant assistance only shall be bound by the terms of this Agreement for the period of time 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

Land acquired with funding assistance from the OSLAD program shall be operated and maintained in perpetuity for public outdoor recreation use.

- 28.8 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 IDNR 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).
- 28.9 For projects receiving acquisition assistance, an appraisal must be provided by the Grantee and submitted to IDNR for review and certification to establish the property's market value. The appraisal must be completed to IDNR specifications (17 Ill. Adm. Code 3025.70).
- 28.10 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 a period of time commensurate with the program amortization schedule shown in the administrative rules, unless otherwise approved by IDNR. The IDNR will consider, on a case-by-case basis, lease arrangements for shorter periods when State statute prohibits a unit of local government from entering into such a long-term agreement, or other circumstances beyond the control of the local unit of government prohibit such arrangements. The Grantee must also adhere to applicable local bidding and procurement requirements (17 Ill. Adm. Code 3025.70).
- 28.11 The Grantee must comply with and abide by the following operation and maintenance provisions (17 Ill. Adm. Code 3025.70):
- 1) 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 IDNR and be operated and utilized in such a manner as to maximize the intended benefits to and for the public.
 - 2) IDNR shall have access to OSLAD-assisted facilities at all times for inspection purposes to ensure the Grantee's continued compliance with this Part.
 - 3) 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 IDNR, 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.

- 28.12 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 IDNR. Specific actions regarded as significant deviations include, but are not limited to:
- 1) 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.
 - 2) 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 IDNR. 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.
 - 3) 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 IDNR. (All future utility lines servicing the project site, except as noted, must be buried.)
- 28.13 Any deviation or conversion of the project site(s) from public outdoor recreation use without DNR approval shall be considered a breach of this Agreement resulting in the Grantee being held liable for replacing said converted property with comparable land as deemed acceptable by IDNR.
- 28.14 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.**
- 28.15 No assignment of grant provisions or duties is allowed.
- 28.16 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).
- 28.17 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.
- 28.18 It is agreed and understood by the Grantee that an IDNR 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 IDNR reserves the right to inspect the completed project prior to project acceptance and grant reimbursement to the Grantee.
- 28.19 Compliance with the Illinois works Jobs Program Act. Grantee acknowledges that it is required to comply with all applicable requirements of the Illinois Works Jobs Program Act (30 ILCS 559/20-1 *et seq.*) ("the Act") for Awards made for public works projects defined in the Act.
- 28.20 The Grants Manual, a copy of which the IDNR previously provided to the Grantee, is hereby incorporated herein by reference and made a material and binding part of this Agreement. The undersigned acknowledges that he or she (1) has reviewed that Grants Manual and (2) agrees to comply with same. _____ (initials of signator).

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Agency Completed Section

1. Type of Submission: Pre-application Application Change/Corrected Application
2. Type of Application: New Continuation (i.e. multiple year grant) Revision (modification to initial application)
3. Completed by State Agency upon Receipt of Application

RECEIVED

AUG 16 2019

Date Received by State: _____ Time Received by State: _____

*Dept. of Natural Resources
Grant Management & Assistance*

4. Name of the Awarding State Agency: Illinois Department of Natural Resources
5. Catalog of State Financial Assistance (CSFA) Number: 422-11-0970
6. CSFA Title: Open Space Land Acquisition & Development

Catalog of Federal Domestic Assistance (CFDA)

Not Applicable

7. CFDA Number: _____
8. CFDA Title: _____
9. CFDA Number: _____
10. CFDA Title: _____

Funding Opportunity Information

11. Funding Opportunity Number: 2020.OSLAD
12. Funding Opportunity Title: FY20 OSLAD Grant Cycle
13. Funding Opportunity Program Field: OSLAD Project Development

Funding Opportunity Information

Not Applicable

14. Competition Identification Number: _____
15. Competition Identification Title: _____

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant Completed Section

Applicant Information

16. Legal Name (Name used for Data Universal Number System (DUNS) registration and grantee pre-qualification):

Park District of Highland Park

17. Common Name (Doing Business As-DBA):

18. Employer/Taxpayer Identification Number (EIN, TIN): 36-6005927

19. Organizational Data Universal Number System (DUNS) Number: 074560814

20. Federal System for Award Management Commercial And Government Entity Code (SAM Cage Code): SCZG1

21. Business Address:

Street: 636 Ridge Rd.

City: Highland Park State: IL County: Lake Zip+4: 60035-4361

Applicant's Organization Unit

22. Department Name: Planning and Projects Department

23. Division Name:

Applicant's Name and Contact Information for Person to be Contacted for Program Matters involving this Application

24. First Name: Amalia 25. Last Name: Schwartz 26. Suffix:

27. Title: Senior Planner

28. Organizational Affiliation: Park District of Highland Park

29. Telephone Number: 847-579-4090 30. Fax Number: 847-681-2266

31. E-mail Address: aschwartz@pdhp.org

Applicant's Name and Contact Information for Person to be Contacted for Business/Administrative Office Matters involving this Application

32. First Name: Amalia 33. Last Name: Schwartz 34. Suffix:

35. Title: Senior Planner

36. Organizational Affiliation: Park District of Highland Park

37. Telephone Number: 847-579-4090 38. Fax Number: 847-681-2266

39. E-mail Address: aschwartz@pdhp.org

Areas Affected

40. Areas Affected by the Project (cities, counties, state-wide):

Highland Park, IL and Lake County, IL

41. Legislative and Congressional Districts of Applicant:

29th and 58th Legislative and 10th Congressional

42. Legislative and Congressional Districts of Program/Project:

29th and 58th Legislative and 10th Congressional

UNIFORM APPLICATION FOR STATE GRANT ASSISTANCE

Applicant's Project

43. Description Title of Applicant's Project (Text only for the Title of the Applicant's Project):

Community Park Development Project

44. Proposed Project Term:

Start Date: April 1, 2020

End Date: March 31, 2022

45. Estimated Funding (include all that apply):

- Amount Requested from the State: \$400,000.00
- Applicant Contribution (e.g., in kind, matching): \$400,000.00
- Local Contribution: _____
- Other Source of Contribution: _____
- Program Income: _____

Applicant Certification:

By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)

The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.

I Agree

Authorized Representative

46. First Name: Brian 47. Last Name: Romes 48. Suffix: _____

49. Title: Executive Director

50. Telephone Number: 847-579-3119 51. Fax Number: _____

52. E-mail Address: bromes@pdhp.org

53. Signature of Authorized Representative: 

8-13-2019
Date Signed - Authorized Representative:



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

State Agency: Illinois Department of Natural Resources Notice of Funding Opportunity (NOFO) Number: 2020.OSLAD
 Organization Name: Park District of Highland Park
 Data Universal Number System (DUNS) Number (enter numbers only) : _____
 Catalog of State Financial Assistance (CSFA) Number: 422-11-0970 CSFA Short Description: Open Space Land Acquisition & Development
Section A: State of Illinois Funds Fiscal Year: 01/01/2020

REVENUES		Total Revenue
State of Illinois Grant Requested	\$	400,000.00
Budget Expenditure Categories		Total Expenditures
1. Personnel (Salary and Wages)	\$ 200.430	
2. Fringe Benefits	\$ 200.431	
3. Travel	\$ 200.474	
4. Equipment	\$ 200.439	
5. Supplies	\$ 200.94	
6. Contractual Services and Subwards	\$ 200.318 & 200.92	400,000.00
7. Consultant (Professional Service)	\$ 200.459	
8. Construction	\$	
9. Occupancy (Rent and Utilities)	\$ 200.465	
10. Research and Development (R&D)	\$ 200.87	
11. Telecommunications	\$	
12. Training and Education	\$ 200.472	
13. Direct Administrative Costs	\$ 200.413 (c)	
14. Miscellaneous Costs	\$	
15. A. Grant Exclusive Line Item(s)	\$	
15. B. Grant Exclusive Line Item(s)		
16. Total Direct Costs (add lines 1-15)	\$ 200.413	400,000.00
17. Total Indirect Costs	\$ 200.414	
Rate %:		
Base:		
18. Total Costs State Grant Funds (Lines 16 and 17)	\$	400,000.00
MUST EQUAL REVENUE TOTALS ABOVE		

Instructions found at end of document.



State of Illinois
UNIFORM GRANT BUDGET TEMPLATE

Organization Name: Park District of Highland Park

NOFO Number: 2020.OSLAD

SECTION A - Continued - Indirect Cost Rate Information

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

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

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

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

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

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

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

4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:
 is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
 complies with other statutory policies.
The Restricted Indirect Cost Rate is: _____ %

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

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

Period Covered by NICRA: From: _____ To: _____ Approving Federal or State Agency: _____
Indirect Cost Rate: _____ % The Distribution Base Is: _____



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Park District of Highland Park

NOFO Number: 2020.OSLAD

Section B: Non-State of Illinois Funds

Fiscal Year: 01/01/2020

REVENUES			Total Revenue
Grantee Match Requirement %:	(Agency to Populate)		
b) Cash		\$	400,000.00
c) Non-Cash		\$	
d) other Funding and Contributions		\$	
Total Non-State Funds (lined b through d)		\$	400,000.00
Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200		Total Expenditures
1. Personnel (Salaries and Wages)	200.430	\$	
2. Fringe Benefits	200.431	\$	
3. Travel	200.474	\$	
4. Equipment	200.439	\$	
5. Supplies	200.94	\$	
6. Contractual Services and Subawards	200.318 & 200.92	\$	400,000.00
7. Consultant (Professional Services)	200.459	\$	
8. Construction		\$	
9. Occupancy (Rent and Utilities)	200.465	\$	
10. Research and Development (R&D)	200.87	\$	
11. Telecommunications		\$	
12. Training and Education	200.472	\$	
13. Direct Administrative Costs	200.413 (c)	\$	
14. Miscellaneous Costs		\$	
15. A. Grant Exclusive Line Item(s)		\$	
15. B. Grant Exclusive Line Item(s)		\$	
16. Total Direct Costs (add lines 1-15)	200.413	\$	400,000.00
17. Total Indirect Costs	200.414	\$	
Rate %:			
Base:			
18. Total Costs State Grant Funds (Lines 16 and 17)		\$	400,000.00
MUST EQUAL REVENUE TOTALS ABOVE			



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Park District of Highland Park NOFO Number: 2020.OSLAD
 Data Universal Number System (DUNS) Number (enter numbers only) : Fiscal Year: 01/01/2020
 Catalog of State Financial Assistance (CSFA) Number: 422-11-0970 CSFA Short Description: Open Space Land Acquisition & Development

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

Park District of Highland Park Institution/Organization Name:	Park District of Highland Park Institution/Organization Name:
Interim Director of Finance Title (Chief Financial Officer or equivalent):	Executive Director Title (Executive Director or equivalent):
Elliott Becker Printed Name (Chief Financial Officer or equivalent):	Brian Romes Printed Name (Executive Director or equivalent):
<i>Elliott Becker</i> Signature (Chief Financial Officer or equivalent):	<i>Brian Romes</i> Signature (Executive Director or equivalent):
8-13-19 Date of Execution (Chief Financial Officer):	8-13-2019 Date of Execution (Executive Director):

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



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

6). Contractual Services (2 CFR 200.316) & Subawards (200.92)

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

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

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

Item	Contractual Services Cost	Add/Delete Rows	
		Add	Delete
Entry Plaza	\$10,576.00		
North Pond Overlook	\$17,700.00		
North Pond Views/Seating Area	\$2,400.00		
Play Elements: Sand Play and Picnic Area	\$9,500.00		
Nature Maze Council Ring: Council Ring	\$1,400.00		
Trails	\$260,297.50		
Landscaping: Sand play and Picnic Area	\$3,000.00		
Landscaping: Entry Plaza	\$5,000.00		
Landscaping: North Pond Picnic Area	\$5,000.00		



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Item	Contractual Services Cost	Add/Delete Rows
Landscaping: Exploration Garden	\$7,900.00	Add Delete
Landscaping: Nature Maze and Council Ring	\$7,500.00	Add Delete
Landscaping: North Pond Overlook	\$5,250.00	Add Delete
Site Furniture	\$13,150.00	Add Delete
Architectural and Engineering Fees	\$51,326.50	Add Delete
State Total	\$400,000.00	
Entry Plaza	\$10,576.00	Add Delete
North Pond Overlook	\$17,700.00	Add Delete
North Pond Views/Seating Area	\$2,400.00	Add Delete
Play Elements: Sand Play and Picnic Area	\$9,500.00	Add Delete
Nature Maze Council Ring: Council Ring	\$1,400.00	Add Delete
Trails	\$260,297.50	Add Delete
Landscaping: Sand play and Picnic Area	\$3,000.00	Add Delete
Landscaping: Entry Plaza	\$5,000.00	Add Delete
Landscaping: North Pond Picnic Area	\$5,000.00	Add Delete
Landscaping: Exploration Garden	\$7,900.00	Add Delete
Landscaping: Nature Maze and Council Ring	\$7,500.00	Add Delete



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

Item	Contractual Services Cost	Add/Delete Rows
Landscaping: North Pond Overlook	\$5,250.00	
Site Furniture	\$13,150.00	
Architectural and Engineering Fees	\$51,326.50	
Non-State Total	\$400,000.00	
Total Contractual Services	\$800,000.00	
<p>Contractual Services Narrative (State): The Park District of Highland Park worked with Hey and Associates an architectural and engineering firm for design development and construction drawings. The construction drawings will be bid out to an outside firm to implement planned construction, landscaping, and purchase and installation of site furniture. The costs have been split 50% with IDNR and Non-State Funds.</p> <p>Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding") The Park District of Highland Park worked with Hey and Associates an architectural and engineering firm for design development and construction drawings. The construction drawings will be bid out to an outside firm to implement planned construction, landscaping, and purchase and installation of site furniture. The costs have been split 50% with IDNR and Non-State Funds.</p>		



**State of Illinois
UNIFORM GRANT BUDGET TEMPLATE**

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

Budget Category	State	Non-State	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual Services	\$400,000.00	\$400,000.00	\$800,000.00
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs			
	State Request	\$400,000.00	
	Non-State Amount	\$400,000.00	
TOTAL PROJECT COSTS			\$800,000.00



EXHIBIT B1

Illinois Department of Natural Resources

Open Space Lands Acquisition & Development Grant Program (OSLAD)

Development Projects

Implementation & Billing Requirements



IL Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702
Telephone: 217/782-7481
Fax: 217-782-9599

Revised 12/2019

In this packet, you will find necessary information and instructions to properly implement an approved development project involving OSLAD grant assistance from the Illinois Department of Natural Resources (IDNR). **PLEASE READ THOROUGHLY!** Failure to comply with these instructions can jeopardize grant reimbursement.

GENERAL

- 1) Advance payment must be deposited in an interest-bearing account. The interest on this account must be reported quarterly on the Status Report to the IDNR. All interest earned must be used on project expenditures and cannot be counted toward the agency match portion.
- 2) To maintain eligibility for grant reimbursement, the local project sponsor must satisfactorily complete ALL approved project components as specified in the approved project application and the signed Project Agreement. Any changes (additions or deletions) to the project scope must be approved by IDNR in order to maintain overall eligibility for grant reimbursement.
- 3) Project construction for which OSLAD funding assistance is requested may be accomplished by any of the following methods or combinations thereof: 1) competitively bid contract(s) per local/state procurement guidelines, 2) directly hired labor and material purchases IF qualifying as bid exempt and 3) using your own agency's in house staff which is also referred to as Force Account labor.
- 4) For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. IDNR may request documentation from the local agency to verify compliance with applicable state statutes.
- 5) All OSLAD-assisted facilities must be designed and constructed to accommodate full accessibility as per the Illinois Accessibility Code standards and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG). If there are any questions or doubts regarding design standards proposed for your project, it is strongly encouraged that "working drawings" be submitted to the IDNR grants staff for review prior to construction and/or solicitation of construction bids. **Projects involving playground construction MUST have final working drawings for the playground facility reviewed by IDNR grant staff.**
- 6) The approved OSLAD development project must be completed and all project costs for which reimbursement is expected **must be incurred no later than the expiration date specified on the signed Project Agreement.** Failure to have approved project components completed by the specified project expiration date could jeopardize approved grant reimbursement on the project. Grant staff will conduct a final inspection of the project site when complete.
- 7) 15.25% is the maximum allowable claim for hired "contracted" Architectural/Engineering (A/E) services used for proper project design and construction supervision/administration of an approved OSLAD development project based upon the actual OSLAD-assisted construction costs.

NOTE: Project A/E services may be accomplished "in-house" (force account) IF qualified staff exists and approved by the Illinois IDNR. (See Force Account guidelines for funding limits.)

- 8) In connection with and prior to the construction, and thereafter the subsequent operation and maintenance of the OSLAD-assisted facilities, the Local Agency agrees that it shall be responsible for and obtain all necessary permits, licenses or forms of consent, from, but not limited to, the following agencies. **(Failure to do so can jeopardize grant reimbursement.)**
- U.S. Department of the Army, Corps of Engineers.
 - IL Dept. of Transportation (Division of Highways).
 - IL Environmental Protection Agency
- For development sites that are one (1) acre or more, a "Storm Water Pollution Prevention Control Plan" and a permit are required from IEPA. Contact (217) 782-0610.
- IL Dept. of Natural Resources regarding "Interagency Wetlands Policy Act" (20 ILCS 830); "State Endangered Species Act" (520 ILCS 10/11); cultural resource impacts (20 ILCS 34/20, *coordinated with the IL Historic Preservation Agency*); and through the Office of Water Resources at IDNR, impacts to state waterways (615 ILCS 5/5).
 - IL Dept. of Public Health (Campground Licensing & Recreational Area Act, 210 ILCS 95/1).
 - Local Building or Zoning Agencies or Boards, where applicable.
- 9) Status of project progress should be reported to the IDNR Grant Administrator assigned to the project **each January 1, April 1, July 1, and October 1** throughout the duration of project implementation (i.e., until the project's FINAL billing is submitted to the Illinois IDNR). The enclosed "project status report" form is provided for your convenience. **Failure to submit a status report will result in no reimbursement (for projects over \$25K).**
- 10) Please contact the IDNR Grants staff for assistance at 217/782-7481 if you have any questions as you proceed with project implementation regarding program requirements.

SPECIAL CONDITIONS FOR POOL PROJECTS

The local project sponsor will provide a copy of the letter from the Illinois Department of Public Health authorizing the sponsor to renovate/construct the sponsor's swimming pool prior to commencement of the project. Upon completion of the project the sponsor will also submit to IDNR a copy of the IDPH license to operate the facility prior to receiving grant reimbursement.

ACCESSIBILITY SPECIFICATIONS GUIDE

All facilities constructed with State OSLAD assistance must be developed and designed to accommodate full accessibility standards as per the Illinois Accessibility Code (As amended through September 2002) and the "Americans with Disabilities Act" Accessibility Guidelines (ADAAG).

Although the Illinois Accessibility Code standards do not address specific criteria for accessibility involving all outdoor recreational facilities, there is a reference to "Recreational Facilities" on Pg. 87 of the Code. A copy of the Illinois Accessibility Code may be obtained by calling 217/782-2864 (Springfield) or 312/814-6000 (Chicago).

To supplement this information, the U. S. Architectural and Transportation Barriers Compliance Board pursuant to ADA has developed final guidelines for recreation facilities and outdoor developed areas. Copies of the guidelines can be obtained by writing to: *Access Board, Recreation Report, 1331 "F" Street, N.W., Suite 1000, Washington, D.C. 2004-1111. Tele: 202/272-5434 or 800/514-0301 or contact their web site at www.access-board.gov.*

OPEN COMPETITIVE BIDDING

- 1) EXCEPT as noted below in items #2 - #6, all open competitive bidding for OSLAD projects shall be done in accordance with the local agency's statutory requirements governing public procurement. You must follow your own written procurement guidelines.
- 2) Language similar to the following should appear in all "bid advertisements" relative to the approved OSLAD grant project:

This project is being financed, in part, with funds from the Illinois Department of Natural Resources, "Open Space Lands Acquisition & Development" (OSLAD) grant program.

- 3) **The local sponsor shall encourage 1) "minority" business firms to submit bids on the approved project and 2) successful contract bidders to utilize minority businesses as sub-contractors for supplies, equipment, services, and construction. *This stipulation should be noted in all bid solicitation notices.***
- 4) Contract award(s) shall be made to the lowest responsible bidder whose bid properly addresses and complies with the invitation and is most advantageous to the local sponsor; price and other factors considered. (Factors such as discounts, transportation costs, and taxes may be considered in determining the lowest bid.) Justification for acceptance of a no-bid contract or awarding of contracts to other than the lowest bidder **is subject to Illinois IDNR approval.**
- 5) The bid proposal forms should be structured for flexibility. This can usually be done most effectively with add/deduct alternates and bidding the work by specific/distinct work elements.

The instructions to bidders in the bid specifications should clearly indicate what constitutes a valid bid and how the contract/bid will be awarded (lowest responsible/qualified bidder for all work items versus individual work items; base bid and selected bid alternates versus base bid separate from bid alternates, etc.). It should also specify whether substitutes will be accepted and if scope of individual work elements can be modified.

In general, the *Instructions and General Conditions* section of the Bid Specifications should, at a minimum, address the following items:

- . Bid Opening Date
- . Number of days Bid must be held
- . Bid, Performance and Payment Bond/Security Requirements (*)
- . Contractor Insurance Requirements
- . Completion date and if liquidated damages occur for late completion
- . Terms of Payment to Contractor
- . Schedule of quantities/material list and Unit Costs
- . If Bid is for material or product supply, do not specify specific name brand WITHOUT also accepting "or approved equal". Also, specifications for a particular product or material being bid cannot be written in such detail so as to prevent an open and competitive bidding situation.

(*) Bonding requirements for all public works projects in Illinois are stipulated in the "Public Construction Bond Act" (30 ILCS 550/1 et.seq.) which states that every contractor on a public works project must provide to the satisfaction of the public agency *good and sufficient bond with adequate sureties to guarantee construction performance and payment of materials and labor used in such work.*

REMEMBER, the approved OSLAD grant project must be completed by the date specified in the Project Agreement. **There are no time extensions allowed.** The local agency should ensure that all bidders are aware of the expected completion date by specifying the expected project construction start date and completion date in the bid specifications package.

- 6) In certain instances, conditions may arise after work has begun that are beyond the control of the local agency and contractor which necessitate a change in specification and/or price. To maintain grant eligibility, such changes must be done by formal change orders. If the change order involves 1) the total deletion of an identified project component, 2) the addition of a new component for which reimbursement will be sought or 3) exceeds \$10,000 (plus or minus) in value, the local agency must receive Illinois DNR approval in order to ensure grant eligibility is maintained **before** the change order is executed. Failure to obtain prior approval will result in the amount of the change order being disallowed. *For change orders in excess of \$10,000 (+/-) pursuant to Section 33E-9 of the Criminal Code of 1961, as amended) written assurance MUST BE provided to the Illinois IDNR by the local agency that such a change order was not reasonably foreseen at the time of initial construction contract execution.* Failure to comply is a Class 4 felony.

NO-BID PROCUREMENT & FORCE ACCOUNT (F.A.) LABOR GUIDELINES

- 1) Project construction can be completed by various means of procurement of material and equipment. For all Development projects, the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases. In addition, grant reimbursement can be provided for project construction completed using local agency in-house staff (“Force Account” labor).
- 2) Equipment rental necessary to complete in-house “Force Account” labor construction is eligible for grant reimbursement. **HOWEVER**, the value of donated material, labor and equipment to a project **IS NOT** grant eligible nor is the purchase of non-consumable items (tools, etc.) necessary to complete project work.
- 3) For in-house “Force Account” labor, the local sponsor shall maintain accurate time records and complete the appropriate time sheet summary form (attached) for reporting in-house “Force Account” labor necessary and reasonable for completing approved project components. This includes only those employees directly involved in project construction and any associated design work, construction supervision, and overall project record keeping and administration. The value of such labor shall reflect actual wages paid to each employee and may include fringe benefits. (Wages paid shall not be higher than those for persons on similar jobs within the local agency.) *Claims for clerical and administrative Force Account labor necessary for overall project record keeping and administration shall not exceed 2.5% of the total “direct” costs claimed for approved Force Account construction labor and “non-bid” material purchases (see item #5 below).*
- 4) For all small procurement (not required to be bid by state statute or local ordinance) material purchases, appropriate purchase orders and/or invoices and corresponding canceled checks must be recorded on the "Materials Itemization Sheet" (attached) according to each major project construction component for which the materials were purchased. (Warning! Keep in mind that the local sponsor must comply with applicable state statutes and applicable local ordinances concerning bidding requirements for equipment/material purchases.)

Please contact the IDNR grant administrator assigned to your project if there are any questions regarding the completion of the forms mentioned in items #3 and #4 above.

- 5) Guidelines for billing claims involving Force Account (FA) labor for project architectural/engineering (A/E) and administrative services are as follows:
- At least 90% of project costs must be for "direct" construction costs,
 - Design and Construction Supervision Costs - $\leq 7.5\%$ of associated "direct" construction costs
 - Administrative/Clerical Support Costs - $\leq 2.5\%$ of "direct" FA & small procurement material costs

BILLING REQUIREMENTS

- 1) Billing requests for grant reimbursement may be processed each quarter until completion. Only costs incurred during the specified "project period" indicated on the Project Agreement and necessary to complete approved project components are eligible for grant reimbursement. Preliminary A/E costs for the project incurred prior to the start date are eligible. The Agreed Upon Procedures report conducted by a CPA firm is required for each reimbursement request.
- 2) The following documentation is required for **partial** reimbursements:
 - A) Development Billing Form or Combination Billing Form (forms enclosed).
 - B) Performance Report (form enclosed).
 - C) Agreed Upon Procedures Report from CPA firm (**including applicable schedules as shown on Attachments B & C**). Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
- 3) The following documentation is required for the **final** reimbursement:
 - A) One copy of record (as-built) drawings (**drawings must be no larger than 11 X 17**).
 - B) Development Project Billing Form or Combination Project Billing Form containing original signatures. (forms enclosed)
 - C) Completed Project Performance Report. (form enclosed)
 - D) Agreed Upon Procedures Report from CPA firm (**including applicable schedules**). Costs claimed on the Development Project Billing Form must be reviewed and attested to by an independent CPA in accordance with the *Statement on Standards for Attestation Engagements* as established by the American Institute of Certified Public Accountants. The independent Attestation will be based on the Agreed Upon Procedures developed by IDNR and identified on Attachment A. If charging this expense to the grant, you must also submit an invoice and cancelled check.
 - E) One photo of the sign acknowledging OSLAD grant assistance posted at the project site.

NOTES:

- The cost of having the independent attestation of the Project Billing may be claimed for grant reimbursement. Submit invoice from accounting firm and proof of payment.
- It is recommended that the CPA firm that conducts the Grantee's regular agency-wide audit be used for this purpose.

Information the Project Sponsor (grantee) will need to provide the CPA (auditor) in order to have the independent Billing Attestation (see Attachment A) efficiently completed according to the established "Agreed Upon Procedures":

- Copy of the signed Project Agreement including Exhibit B1 (which is this Implementation and Billing packet) and any amendments executed thereto;
- A "Schedule of Professional Services (A/E) and Publicly Bid Contracts". This is to include all A/E contracts, bid construction contracts, and bid material/equipment purchase contracts along with associated contract change orders (if applicable) issued pursuant to the approved OSLAD project for which grant reimbursement is claimed (**see Attachment B**);
 - The schedule should list the following: contractor or A/E firm name, project element completed by contract, contract amount and, if applicable, an itemized listing of any contract changes orders.
 - Proof of bid advertisement for all publicly bid construction and material/equipment purchase contracts. Copy of "Bid Tabulation" for each publicly bid construction and material/equipment purchase contract.
 - (If applicable) Justification for and proof of Board action, approving the awarding of any project construction and material/purchase contract to someone other than a low bidder.
- A "Schedule of Project Expenditures" incurred pursuant to the approved OSLAD grant project for which grant reimbursement is claimed. **The schedule shall list, at a minimum, information shown in the example on Attachment C.**
 - The "schedule/spread sheet" must contain a "certification statement" signed by the Grantee's chief fiscal officer and chief administrator / elected officer attesting to the accuracy of the information.
- Copy of applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts and equipment/material purchases.

It is important to note that the information on Attachment B is different from the information requested with Attachment C. Attachment B only provides information on the professional services/publicly bid contracts. Attachment C provides all the payment information for this project, including for the contracts listed in Attachment B.

ATTACHMENT A

“Agreed Upon Procedures” for OSLAD Project Billing Attestation

Costs claimed for OSLAD grant reimbursement on the Development Cost Summary Statement (Development Project Billing Form) must be attested to by an independent CPA licensed in the State of Illinois. The attestation shall be completed in general accordance with the Statement on Standards for Attestation Engagements as established by the American Institute of Certified Public Accountants and based on the following “Agreed Upon Procedures” developed by the Illinois Department of Natural Resources.

Recommended “Agreed Upon Procedures” for attesting to the eligibility of the costs claimed on the *Development Project Billing Form* signed and attested to by the local project sponsor (grantee):

- Based on both 1) the “Schedule of Professional Services (A/E) and publicly bid Project Contracts” and 2) the “Schedule of Project Expenditures” provided by the local project sponsor (grantee) as supporting documentation for the *Development Project Billing Form*, perform the following procedures and provide a report detailing the results. **The report should include copies of the aforementioned schedules and the signed *Development or Combination Project Billing Form* provided by the local project sponsor (grantee).**
 - A. Verify that all contracts listed on the schedule were for work germane to the scope of the approved OSLAD project as described on the signed Project Agreement and any amendments thereto, and, with the exception of project professional services (A/E) contracts, were executed after the project start date indicated on the signed Project Agreement. Identify and report any exceptions.
 - B. With the exception of Professional Services (A/E) contracts, verify that the local project sponsor (grantee) has complied with applicable state statutes and applicable local ordinances concerning bidding requirements for construction contracts, and equipment/material purchases. Identify and report any exceptions.
 - C. Verify that all publicly bid construction and material/equipment purchase contracts executed for the project were awarded to the low bidder. Identify and report any exceptions and attach written justification from local project sponsor (grantee) for their awarding any contract to someone other than the low bidder.
 - D. Verify that all change orders to the construction and material/equipment purchase contracts are germane to the approved OSLAD project scope and that any change orders of \$10,000 or more were approved by IDNR. Identify and report any noted exceptions and attach a copy of any change order noted as an exception.
 - E. Sample a minimum of 25% of the project expenditures listed on the “Schedule of Expenditures” (sample shall represent at least 50% of total project expenditure value) and trace to the local project sponsor’s accounting record system and verify the costs are germane to the project scope and, with the exception of project professional services (A/E fees), were incurred during the project period specified on the signed Project Agreement. Identify and report any noted exceptions.
 - F. If Force Account labor (use of project sponsor’s own staff to complete project construction) is listed/claimed on the “Schedule of Expenditures”, sample a minimum of 20% of the listed Force Account labor charges (minimum 35% of FA labor value) to determine if the charges are allowable and germane to the project scope AND can be traced to supporting Project Sponsor time keeping records. Identify and report any unsupported charges.

OSLAD Billing Checklist

- Project Billing Form**
- Project Billing Report**
- One copy of record (as-built) drawings no larger than 11x17**
- Agreed Upon Procedures Report from CPA firm (including applicable schedules on Attachments B & C)**
- Photo of OSLAD sign at site**
- Periodic Performance Report**
- Periodic Financial Report**

ATTACHMENT B

Schedule of Professional Services (A/E) and Publicly Bid Project Contracts *[Example Format]*

Grant Project #: _____

Firm Name	Project Element	Base Contract Amt	C. O. # and Amt	Total
John Doe & Associates	A/E services	\$10,500.00		\$10,500.00
		Professional Services (A/E) Subtotal:		\$10,500.00
Acme Paving Co.	Parking lot / Tennis & BB Court, & pathway paving	\$98,500.00	#1 - \$11,500.00	
			#2 - \$3,100.00	\$113,100.00
Fun Time Park Supply Co.	Playground Equipment, park benches, bleachers, etc	\$39,000.00		\$39,000.00
Park Structures, Inc.	(2) Pre-fab Park Shelters	\$28,000.00		\$28,000.00
MCDL Construction Co.	Install Playground & Shelter	\$32,500.00	#1 - \$ 900.00	
			#2 - \$1,800.00	
			#3 - \$2,300.00	\$37,500.00
Springdale Landscaping	Park Landscaping	\$24,200.00	#1 - \$1,200.00	\$25,400.00
SGS Concrete	Shelter Pad & walkways, etc.	\$9,500.00		\$9,500.00
		Publicly Bid Contracts Subtotal:		\$252,500.00
		GRAND TOTAL :		\$263,000.00

Note: This form should only show the professional services contracts and the publicly bid contracts; any change orders to those contracts; and the total contract amount.

- Subtotal the Professional Services
- Subtotal the Publicly Bid Contract
- Provide a Grand Total of all contracts shown

ATTACHMENT C

Schedule of Project Expenditures

[Example Format]

Grant Project #: _____

Vendor/Contractor Name	Project Element	Invoice Date and Number	Invoice Amount	Payment Check #	Amount	Amount Claimed for Grant Reimbursement	Total Reimbursement Amount
John Doe & Associates	A/E services	11111	\$5,000.00	12121	\$5,000.00	\$5,000.00	
Professional Services (A/E) Subtotal:							\$5,000.00
Acme Paving Co.	Tennis/BB court	22222	\$72,000.00	12122	\$64,800.00	\$64,800.00	
Fun Time Park Supply Co.	Bleachers	33333	\$8,841.00	12123	\$8,841.00	\$8,841.00	
Publicly Bid Contracts Subtotal:							\$73,641.00
Coyote Plumbing	Drinking fountains	44444	\$1,256.78	12124	\$1,256.78	\$1,256.78	
Non-Bid Contracts Subtotal:							\$1,256.78
Lowes	Lumber	900876	\$8,000.00	0001	\$8,000.00	\$8,000.00	
In-House "Force Account" Material/Supplies Subtotal:							\$8,000.00
ABC Accounting	Agreed Upon Procedures	55555	\$800.00	12425	\$800.00	\$800.00	
CPA Subtotal:							\$800.00
"Other" Category Subtotal:							\$0.00
<i>(Force Account Labor)</i> Employee Name or Code #	Job Description	Hours Claimed <i>(1)</i>	Hourly Wage		Total Wages	Amount Claimed for Grant Reimbursement	
Jane Doe (Employee #18)	Laborer	10	10		\$100.00	\$100.00	
In-House "Force Account" Labor Subtotal:							\$100.00
TOTAL PROJECT EXPENDITURE FOR THIS BILLING:							\$88,797.78

⁽¹⁾ Taken from Project Sponsor's time allocation records (time sheets)

I hereby certify that the costs shown on this "Schedule of Project Expenditures" are true and correct and based on actual expenditures by the Project Sponsor for the referenced OSLAD project; and that the costs are in accordance with provisions of the Illinois OSLAD grant program (17 IL Adm Code 3025).

CERTIFIED BY:

Name, Title & Date

Signature of Chief Administrator/Elected Official

ATTESTED BY:

(Signature of local agency's chief fiscal officer)

Note: This form should show **all project expenditures** including ones for the professional services contracts and the publicly bid contracts shown on Attachment B. The billing total on this page should match the "Total" amount on the Project Billing Form.

Optional OSLAD Billing Documentation Procedure

This billing method can only be used with prior written approval by the IDNR.

An optional project billing documentation procedure must be authorized by IDNR, on a case-by-case basis, for some rural communities and small-scale projects. **However, this alternate method of documenting a project billing may result in a delay in grant payment.** If the optional billing documentation procedure is approved by IDNR for a project, the following project cost support documents must be submitted, as applicable, in addition to items listed under the Billings Requirements on page 6, specifically #3 (A) (B) (C) & (E).

1) (Billing Claim for PUBLICLY BID and NON-BID construction contracts)

- Proof of bid advertisement from local newspapers (Bid contracts only); and
- Bid Tabulation for each project bid request.
- Signed contract (*) and change orders, if any, for each contractor;
- Copies of each contractor pay requests along with canceled check(s) or final lien waivers verifying proof of payment;

(*) only require cover page, signature page(s), and contract amount/description page(s).

2) (Billing Claim for non-bid small procurement material costs and in-house “Force Account” labor)

- Form FA: DOC-1 (In-House “Force Account” Material Cost Summary). **[Form attached]**

This form should be used if you purchased materials to be used on this project that were not purchased under a “non-bid” contract. Itemize all material purchases/costs by major project components, such as tennis court(s), picnic shelter(s), playground, ball fields, restroom buildings, parking, etc. For **each** major component list:

- a) the company/business for each material purchase;
- b) description of materials purchased, quantity, & the purchase order number; and
- c) payment check number and check amount. (Do not submit canceled check purchase orders, etc. to IDNR. These items should be kept with the grantees project file.)

- Form FA: DOC-2 (In-House “Force Account” Labor Summary). **[Form attached]**

For in-house “Force Account” labor claims, the sponsor must determine by corresponding time sheet records the amount of local agency labor attributed to each project component and tabulate on this form.

3) Contracted Project Design Work (architectural/engineering services)

- Copy of signed contract/agreement
- Copy of each pay request and canceled check verifying proof of payment

RECORD RETENTION / AUDIT REQUIREMENTS

A. Record Retention

As stipulated in the General Provisions of the grant Project Agreement, the local project sponsor (grantee) must maintain, for a minimum **three (3) year** period 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 Illinois IDNR and/or the State of Illinois, Auditor General, and the 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.

B. Audit Requirements

Local agencies 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.) 2) by the grantee's own governing body, as applicable. A copy of the audit must be provided to IDNR, upon request, OR if any findings (irregularities) involving the OSLAD grant are reported in the audit.

The audit must be conducted by an independent public accountant, certified and licensed by authority of the State of Illinois and conducted in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants (AICPA, 1985) Procurement of the necessary audit(s) is the responsibility of the local agency and can follow established local procurement procedures, provided those procedure promotes an open and competitive environment.

C. Audit Resolution

The grantee shall be responsible for timely action in resolving any audit findings or questioned project costs. In the event that questioned costs are ultimately deemed disallowed as determined by the Illinois IDNR or its representative, the grantee shall be responsible for repayment of such costs.

How to complete a project billing:

- 1) Provide Attachments A, B, & C to your CPA to perform the Agreed Upon Procedures
- 2) Once Agreed Upon Procedures are complete do the following:
 - a. Complete the Project Billing Form (top):
 - i. Project Number = your grant number
 - ii. Project Billing # = is based on the number of times you have billed 1, 2, 3 etc. You must indicate if it is the final billing.
 - iii. Grantee Name = your organization name
 - iv. Project Title = the project name as indicated on the original application
 - v. Billing Period = when did the items you are seeking reimbursement on in this billing start and finish?
 - vi. Awarded Grant Amount = the total amount you were awarded at the beginning of the grant period
 - vii. Amount of Advance Payment = how much did you receive at the beginning of the project? (should be equal to $\frac{1}{2}$ of the awarded grant amount)
 - b. Project Billing Form – Costs Summary Statement:
 - i. A/E Fees = Should equal total from Attachment B
 - ii. Publicly Bid Construction Costs = Should equal total from Attachment B
 - iii. Non-Bid Construction Cost Categories:
 1. Hired (Non-Bid) = Should equal total from Attachment C
 2. Force Account Materials/Supplies = Should equal total from Attachment C
 3. Force Account Labor = Should equal total from Attachment C
 - iv. CPA Costs = Should equal total from Attachment C
 - v. Other = Should equal total from Attachment C
 - c. TOTAL = total of all items above
 - d. Minus Advance Payment = Subtract out the amount of the advance payment as shown in vii above.
 - e. Minus Initial Grantee Match = Grantee must expend amount equal to the advance payment shown in vii above if funded at a 50% level or a smaller amount if funded at the 90% level. At 90% on your initial 10% match is required.
 - f. Sub-total = Subtract d. & e. from c.
 - g. Current Costs Allowable for Reimbursement = the remaining amount can then be divided depending on the funding level (50% or 90%) and that is the amount that should be shown here.
 - h. Local Cost Share = is any amount remaining after subtracting g. from f.
- 3) Project Performance Report
 - a. Completely fill in the top 4 lines using the information from the Project Billing Form
 - b. Concise / Quantified Description of Completed Project or Portions Completed to Date = using the original project narrative provided in the application, explain what on the project has been worked on and how much of it is finished. Completely describe the work done under this billing.

- c. General Cost Breakdown of Completed Major Project Components = using the OS/DOC-4 from your original application:
 - i. Approved Project Component = #4 from the OS/DOC-4
 - ii. Quantity = how many did you use
 - iii. Estimated Costs = #6 from the OS/DOC-4
 - iv. Actual Costs = what did this actually cost
 - v. Totals = Estimated Costs should total what was on the OS/DOC-4 while Actual Costs may vary from that figure, add the column.

- 4) In-House “Force Account” Project Material Cost Summary
 - a. Separate forms should be created for each major project component
 - b. This form should show all supplies and materials purchased by you the Project Sponsor to be used on this project either by Bid Contracted Labor, Non-Bid Contracted Labor, or your own In-House “Force Account” labor.
 - c. The forms should total the amount shown on the Project Billing Form under In-House “Force Account” Material/Supplies

- 5) In-House “Force Account” Project Labor Summary
 - a. This form should show all employee labor provided by you the Project Sponsor that was used on this project to complete it.
 - b. The form should include the following information:
 - i. Employee Name
 - ii. Employee Number
 - iii. Job Description/Title
 - iv. Number of Hours Worked on this project
 - v. Hourly Wage
 - vi. Total Wages Claimed

- 6) What to send to IDNR:
 - a. Project Billing Form (2 pages)
 - b. Project Performance Report
 - c. CPA Agreed Upon Procedures
 - d. Attachment A
 - e. Attachment B
 - f. Attachment C
 - g. In-House “Force Account” Project Material Cost Summary (if needed)
 - h. In-House “Force Account” Project Labor Summary (if needed)
 - i. CPA Invoice and copy of cancelled check (front & back) if reimbursement requested
 - j. Photo of OSLAD sign at the site (if a final billing)

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

PROJECT BILLING FORM

Project #: _____ Project Billing #: _____
 Grantee Name: _____
 Project Title: _____ Billing Period: _____ to _____
Month/Year Month/Year
 Awarded Grant Amount: _____ Amount of Advance Payment: _____

***Note:** The first reimbursement request submitted should include all expenditures paid for with 1) the advance payment; 2) any interest earned on advance payment; 3) Grantee's 50% match and any eligible costs beyond.*

COSTS SUMMARY STATEMENT

Cost Category		Expenditures
Architectural/Engineering Fees (A/E = 15.25% max – for entire project)		
Publicly Bid Construction Costs		
Non-Bid Construction Cost Categories	Hired (Non-Bid) Construction Costs	
	In-House “Force Account” Material/Supplies	
	In-House “Force Account” Labor	
CPA Costs (attach copy of invoice & proof of payment)		
Other (Specify)		
TOTAL:		
Minus Advance Payment:		
Minus Initial Grantee Match:		
Minus Interest Earned:		
SUB-TOTAL:		
Current Costs Allowable for Reimbursement (50% or 90%):		
<i>Local Cost Share</i>		

PROJECT BILLING FORM – PAGE 2

GRANTEE: _____

I do hereby certify that this Billing is correct and just and based upon actual payment(s) of record by the participant local unit of government and that the completed work and services or purchases are in accordance with provisions of the Illinois Open Space Lands Acquisition and Development Grants Program (17IL Adm Code 3025 pursuant to 525 ILCS 35/1 et. Seq.) and the signed Project Agreement, including amendments thereto, with the Illinois Department of Natural Resources.

BY: _____
(Signature)

NAME: _____

TITLE: _____

AGENCY: _____

DATE: _____

ATTESTED BY: _____
(Signature)

(Title)

<p style="text-align: center;">APPROVED</p> <p style="text-align: center;">Department of Natural Resources Division of Grant Administration</p> <p>By: _____</p> <p>Service Dates: _____</p>

OSLAD GRANT PROGRAM

BILLING CERTIFICATION STATEMENT

Project #: _____
Project Sponsor: _____
Project Title: _____

On behalf of the Project Sponsor, I hereby certify that in accordance with the Illinois Grant Funds Recovery Act (30 ILCS 705/5) that all grant funds advanced to the Project Sponsor were expended or legally obligated by the end of the grant agreement which was the two (2) year period allowed by law. This includes the advance payment, interest earned on the advance payment, and the sponsor required matching funds as indicated in the amounts shown below:

Advanced Grant Funds:		
Interest Earned on Advanced Grant Funds:		
Matching Grant Funds Expended:		
Amount of Advanced Grant Funds Returned:		
Total:		

It is further understood that any unused grant funds that were received as an advance payment will be returned to the Illinois Department of Natural Resources within 45 days of the ending date of the project agreement as required by the Illinois Grant Funds Recovery Act.

If returning unused grant funds is not necessary (indicating all advanced funds were expended as required) the Project Sponsor agrees that a final billing will be submitted within 1 year of the project expiration date. It is agreed that failure of the Project Sponsor to do so will result in the forfeiture of all project reimbursements, and relieves the IDNR from further payment obligations agreed upon in this grant.

THIS DOCUMENT AND ANY UNUSED GRANT FUNDS MUST BE RETURNED TO THE IDNR WITHIN 45 DAYS OF THE ENDING DATE OF THIS GRANT.

Signature: _____

Name: _____

Title: _____
(must be Chief Executive Officer)

Date: _____

ATTESTED
BY:

(Signature)

(must be Chief Financial Officer)

IL Department of Natural Resources
 "Open Space Lands Acquisition & Development Grant Program"

PROJECT BILLING REPORT

Project #: _____
 Project Sponsor: _____
 Project Title: _____
 Time Period: _____

CONCISE / QUANTIFIED DESCRIPTION OF COMPLETED PROJECT or PORTIONS COMPLETED TO DATE

This description should describe all of the project components completed to date according to the approved project description.

GENERAL COST BREAKDOWN OF COMPLETED MAJOR PROJECT COMPONENTS

Approved Project Component	Quantity	Estimated Cost	Actual Costs
TOTALS:			

Actual Costs Total should match the Total on the Project Billing Summary

Prepared by: (signature) _____
 Title: _____ Date: _____

IN-HOUSE "FORCE ACCOUNT" PROJECT MATERIAL COST SUMMARY

(Itemized by major project components)

Major Project Component: _____

(tennis courts, ball fields, trails, parking, etc.)

(MATERIALS ITEMIZATION SHEET)

PAGE _____ OF _____

PROJECT # _____

PROJECT SPONSOR _____

PROJECT TITLE _____

FIRM	MATERIAL ITEM	QUANTITY	PURCHASE ORDER NUMBER	CHECK NUMBER	CHECK AMOUNT	AMOUNT CLAIMED FOR REIMBURSEMENT
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$
			#	#	\$	\$

TOTAL: \$

I hereby certify that the above is true and correct and all materials were used exclusively on the referenced project.

(Name)

(Title)

(Date)

IN-HOUSE "FORCE ACCOUNT" PROJECT LABOR SUMMARY

PAGE _____ OF _____

PROJECT #: _____

PROJECT SPONSOR: _____

PROJECT TITLE: _____

Pay Periods from _____ to _____

EMPLOYEE(S) NAME	EMPLOYEE #	JOB DESCRIPTION / TITLE	HOURS WORKED ON PROJECT (A)	HOURLY WAGE	TOTAL WAGES CLAIMED
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				TOTAL	\$

A) From local agency time allocation records

I hereby certify that the above is true and correct and that all claims for employee wages were for labor spent on the referenced project.

Supervisor's Signature

Title

DATE: _____

IL Department of Natural Resources
FA: DOC-2



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Periodic Performance Report (PPR) Instructions

The Periodic Performance Report (PPR) is a standard, uniform statewide performance progress reporting format used by all state agencies to collect performance information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Grant Agreement (UGA), all grant awards are subject to periodic performance reporting.

General instructions for completing the PPR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PPR.** Please contact the state agency's points of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PPR.

If the UGA specifies an alternative file or external database for grant performance reporting, the grantee should mark the shaded box in the PPR accordingly. In the *File Name or Database Source* field, enter the name of the alternative file or database utilized. The grantee is not required to complete Sections 14 - 22 if the information is provided in an alternative format specified in the UGA.

Report Submission

1. The grantee must submit the PPR cover page and any forms required by the awarding state agency as specified in the UGA.
2. The PPR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.
3. If additional space is needed to support the PPR, supplemental pages should be attached. As indicated on the PPR, responses to Sections 14 - 22 may be provided in a separate format. If additional pages are provided, the pages should be numbered and must reference:
 - a. Grant number
 - b. Grantee organization
 - c. DUNS number
 - d. FEIN
 - e. Period covered by the PPR

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PPR in accordance with the terms established in the UGA.
2. The frequency of the PPR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PPR must be submitted within the specified time frames. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
3. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report of more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
4. A final PPR shall be required at the completion of the grant award. For final PPRs, the reporting period end date shall be the end date of the project / grant period.



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Section	Data Element	Section Instruction for PPR
1	<i>Grantee Name (per UGA)</i>	Enter the name of the grantee exactly as stated in the UGA.
2	<i>Grant Number</i>	Enter the number assigned by the awarding state agency; Grant Number specified in the UGA.
3	<i>Grantee DUNS</i>	Enter the grantee's Dun and Bradstreet number.
4	<i>CSFA Number</i>	Enter the number assigned to the program through the Catalog of State Financial Assistance.
5	<i>Grantee FEIN</i>	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
6	<i>Program Name (per UGA)</i>	Enter the program name exactly as stated in the UGA.
7	<i>CFDA Number(s)</i>	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
8	<i>State Agency (Grantor)</i>	Enter the name of the state agency awarding the grant as identified in the UGA.
9	<i>Agreement Period</i>	Enter the agreement period established in the Grant Agreement. This may span multiple years, based on the terms of the UGA.
10	<i>Report Period End Date</i>	Enter the ending date of the reporting period. The reporting periods are specified in the UGA.
11	<i>Final Report?</i>	Mark appropriate box. Check "yes" only if this is the final or last PPR for the Agreement Period specified in Section 9.
12	<i>Report Frequency</i>	Select the appropriate term corresponding to the requirements specified in the UGA. "Other" may be used when a different reporting schedule is required due to Specific Conditions. State the frequency as state in the UGA Specific Conditions.
13	<i>Prepared Date:</i>	Enter date the PPR was prepared by the grantee.
Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.		
14	<i>Deliverable (if applicable)</i>	<p>List all high-level deliverables required under the current, approved UGA. Enter one Deliverable per row.</p> <p style="margin-left: 40px;">- Examples of Deliverables could include:</p> <ul style="list-style-type: none"> o Provide IT training o Purchase equipment o Hire contractors o Conduct workshop o Submit document <p>As delineated in the UGA, "Deliverables" are not "Performance Measures." Performance Measures are addressed in Section 18 - 22.</p> <p>Grantees are not required to report on deliverables that were due and <u>completed</u> in prior reporting periods.</p>
15	<i>Due Date</i>	Per the current, approved UGA , enter the Due Date for the corresponding Deliverable. This date may fall outside the time frame of the current PPR.
16	<i>Date Completed</i>	Enter the date the Deliverable task was completed. If the task has not yet been completed, leave this cell blank.



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Section	Data Element	Section Instruction for PPR
17	<i>Deliverable Explanation</i>	<p>Briefly explain progress towards meeting the Deliverable to inform the awarding agency of challenges and successes. If additional space is needed, attach a supporting narrative.</p> <p>A description of the challenges and plans for overcome must be provided if:</p> <ul style="list-style-type: none"> - Deliverable was completed after the Due Date, - Deliverable is not completed and the Due Date has passed, or - Grantee anticipates the Deliverable will not be completed by a future Due Date. <p>If the grantee is on pace to complete a Deliverable that comes due after the reporting period, the grantee should, at a minimum, enter "On schedule" in Section 17.</p>
18	<i>Performance Measures</i>	Enter all Performance Measures required in Exhibit E of under the <u>current, approved</u> UGA. Enter one Performance Measure per row.
19	<i>Performance Standard/Frequency</i>	<p>Based on the <u>current, approved</u> UGA, enter the Performance Standard (or target) for the corresponding Performance Measure and the reporting frequency (annual/quarterly/monthly/etc.) based on Exhibit F of the Grant Agreement.</p> <ul style="list-style-type: none"> - Examples of Performance Standards/Frequency could include: <ul style="list-style-type: none"> o 1,000 Persons Trained/quarter o \$250,000 capital leveraged/year o 500 Patients Rehabilitated/month <p>If the Performance Standard fluctuates over time per the UGA, the Standard listed should apply to the specific report period.</p>
20	<i>Results/Accomplishments in Reporting Period</i>	Based on the <u>current, approved</u> UGA, enter the actual results for the corresponding Performance Measure for the specific report period.
21	<i>Required (R) or Inform Only (IO)</i>	<p>Based on the <u>current, approved</u> UGA, indicate whether the performance standard in Section 19 is a grant "requirement."</p> <ul style="list-style-type: none"> - Enter "R" if meeting or exceeding the Performance Standard is necessary to satisfy grant terms. Failure to meet the Standard may indicate that the grantee in not in compliance. - Enter "IO" if the data is collected for programmatic or assessment purposes. Failure to meet an "IO" Performance Standard may not imply that the grantee is out of compliance.
22	<i>Performance Explanation - Award to Date</i>	<p>Mark the appropriate check box based on whether or not ALL performance accomplishments are on schedule with performance standards.</p> <p>Section 22 is not limited to the reporting period. Responses are <u>award to date</u>.</p> <p>If any performance measure results / accomplishments (Section 20) are below the required standards (Section 19), an explanation must be provided to inform the awarding agency about the deviation. Consider internal and external factors that impact performance. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to highlight factors that enable grant performance to exceed performance standards.</p>



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Section	Data Element	Section Instructions for PPR
All grantees must complete Section 23.		
23	<i>Performance Accomplishment Correlated to Reported Expenses</i>	<p>Federal Uniform Guidance requires periodic reporting to correlate performance and expenses within a report period. Correlation reporting focuses on the degree to which expended resources are effectively achieving anticipated outcomes.</p> <p>Determine if grant performance (service / outcomes) is on schedule with the anticipated timing of incurred grant expenditures / earnings per the terms of the UGA. Mark the appropriate box. Per the UGA, the award may have services / outcomes that occur at a different time than the expense. The award may be on schedule because it is expected that expenses and services / outcomes occur at different intervals.</p> <p>Grantees must provide an explanation if grant performance to-date does not correlate to the timing of incurred expenses / earnings per UGA terms. Attach a supporting narrative if additional space is needed.</p> <p>Grantees are <i>encouraged</i> to inform the awarding agency if internal or external factors are causing a better than anticipated correlation.</p>
Grantee Certification / State Agency Acceptance		
<i>Grantee Certification</i>		
Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative certify the accuracy of the information provided in the PPR.		
24	<i>Name and Title of Authorized Individual from Grantee Organization</i>	Enter the name and title of the grantee representative certifying the PPR. This individual must be authorized to represent the grantee in this capacity.
25	<i>Phone Number</i>	Enter the phone number of the grantee representative certifying the PPR.
26	<i>Email Address</i>	Enter the email address of the grantee representative certifying the PPR.
27	<i>Name and Title of State Agency PPR Approver</i>	Enter the name and title of the state agency representative authorized to approve the PPR.
28	<i>Date Received</i>	Enter the date the state agency representative received the PPR.
29	<i>Date Approved</i>	Enter the date the state agency representative approves the PPR.



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

Report Transmittal

1. Grantee Name (per UGA):		2. Grant Number:		3. Grantee DUNS:		
		4. CSFA Number:		5. Grantee FEIN:		
6. Program Name (per UGA):		7. CFDA Number(s):				
8. State Agency (Grantor):						
9. Agreement Period:						
Start Date (Month/Day/Year):		End Date (Month/Day/Year):		10. Report Period End Date: (Month/Day/Year):		
11. Final Report?		12. Report Frequency:				13. Prepared Date:
<input type="checkbox"/> Yes		<input type="checkbox"/> Monthly		<input type="checkbox"/> Quarterly		
<input type="checkbox"/> No		<input type="checkbox"/> Semi-annually		<input type="checkbox"/> Other (specify):		
<p>Responses to Sections 14 - 22 may be provided in a separate format. All grantees must complete Section 23.</p> <p><input type="checkbox"/> Alternative file or database used.</p>						
File Name or Database Source:						
Alternative formats are not allowed. Please complete all fields for 14-17 below, entering N/A for items that are not applicable.						
14. Deliverable (if applicable): (Separate line for each based on UGA)		15. Due Date (based on UGA)		16. Date Completed		
Archaeological survey submitted (Include only if required by CERP form. If not required, enter N/A in 17. Deliverable Explanation)						
Wetland development plans submitted (Include only if required by CERP form)						
Anticipated Bid Advertisement Date set (Include date in 17. Deliverable Explanation)						
				Add - Delete		
				ADD		
				DEL		
				ADD		
				DEL		
				ADD		
				DEL		



STATE OF ILLINOIS
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14. Deliverable (if applicable): (Separate line for each based on UGA)	15. Due Date (based on UGA)	16. Date Completed	17. Deliverable Explanation:	Add - Delete
Construction permitting in progress (Describe what permits are still needed and their status in 17. Deliverable Explanation)				ADD DEL
All necessary construction permits secured				ADD DEL
Playground plans submitted to DNR for review and approval (if applicable)				ADD DEL
Form FA DOC-1 submitted to DNR (Required if Force Account Labor is being used)				ADD DEL
Draft Bid Documents completed and include compliance requirement that contractors pay State Prevailing Wage (Prevailing Wage Act 820 ILCS 130/0.01-12)				ADD DEL
Project put out to bid				ADD DEL
Project bids received, contractor selection in progress (Include anticipated construction start and end dates in 17. Deliverable Explanation)				ADD DEL
Project under construction (Include percent complete in 17. Deliverable Explanation. Please use only the following percentages: <25%, 25%, 50%, 75%, 90%, 100%)				ADD DEL
Project construction complete (Include anticipated final billing submittal date in 17. Deliverable Explanation)				ADD DEL
18. Performance Measures: (Separate line for each based on UGA Exhibit E)	19. Performance Standard-Frequency (Based on UGA Exhibit F)		20. Results - Accomplishments in Reporting Period	21. Required (R) or Inform Only (IO)
Recreational Amenities completed	Final Report only			ADD DEL



STATE OF ILLINOIS
PERIODIC PERFORMANCE REPORT

22. Performance Explanation - Award to Date:	Add - Delete
<input type="checkbox"/> All performance accomplishments are on schedule with performance standards.	
<input type="checkbox"/> Not all performance accomplishments are on schedule with performance standards. Explanation(s) required below: (Separate lines as appropriate.)	
23. Performance Accomplishments Correlated to Reported Expenses:	ADD DEL
<input type="checkbox"/> Performance is consistent with grant-to-date expected services and expenditures/earnings.	
<input type="checkbox"/> Performance is not consistent with grant-to-date expected services and expenditures/earnings. Explanation(s) required below: (Separate lines as appropriate.)	
	Add - Delete
	ADD DEL

GRANTEE CERTIFICATION (2 CFR 200.415)

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

24. Name and Title of Authorized Individual from Grantee Organization:	25. Phone Number
	26. Email Address:

STATE AGENCY USE ONLY

27. Name and Title of State Agency PPR Approver:	28. Date Approved:
	28. Date Received:



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Periodic Financial Report (PFR) Instructions

The Periodic Financial Report (PFR) is a standard, uniform statewide financial reporting format used by all state agencies to collect financial information from recipients of state grant awards. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the Uniform Grant Agreement (UGA), all grant awards are subject to periodic financial reporting.

General instructions for completing the PFR are contained below. **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE PFR.** Please contact the state agency's point of contact specified in the "State Agency Contacts" section of your UGA if additional support is needed completing the PFR.

Report Submission

1. The grantee must submit the PFR and any forms required by the awarding state agency as specified in the UGA. State awarding agencies have discretion to add to or supplement the PFR as necessary.
2. The PFR must be submitted to the attention of the state agency's points of contact specified in the "State Agency Contacts" section of your UGA in accordance with the requirements established in the award document.

Reporting Requirements

1. Unless statutorily exempt as documented in the Catalog of State Financial Assistance and the UGA, all grant awards are required to submit a PFR in accordance with the terms established in the UGA.
2. The Category / Program Expenses or line items of the PFR template should correspond to the current, approved grant budget. All program-specific line items included in the approved budget should be included in the PFR.
3. Use "N/A" for Not Applicable if a data field in Sections (a) through (w) is not relevant to the grant agreement (e.g., Program Income). Terms of the UGA dictate if a field is relevant.
4. The frequency of the PFR is specified in the Notice of Funding Opportunity (NOFO) and the UGA. The PFR must be submitted within the specified time frames.. A submittal will be considered "late" if it is more than 15 calendar days past the due date or the date specified by the State agency's JCAR Rules (including approved extensions.)
5. Under the terms of the Grant Funds Recovery Act (30 ILCS 705/4.1), "Grantor agencies may withhold or suspend the distribution of grant funds for failure to file requirement reports." If the report is more than 30 calendar days delinquent, without any approved written explanation by the grantee, the entity will be placed on the Illinois Stop Payment List. (Refer to the Grantee Compliance Enforcement System for detail about the Illinois Stop Payment List: <https://www.illinois.gov/sites/GATA/Pages/ResourceLibrary.aspx>.)
6. A final PFR shall be required at the completion of the grant term. For final PFRs, the reporting period end date shall be the end date of the project / grant award.
7. A separate consolidated year-end financial report traced to the organization's financial statement is also required. The Consolidated Year-end Financial Report is inclusive of all State of Illinois funding received by the grantee organization. A separate reporting template and instructions are provided for consolidated year-end reporting.



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Section	Data Element	Section Instruction for PFR
	<i>State Agency/Grantor</i>	State Awarding Agency Name.
(a)	<i>Grantee Name</i>	Enter the name of the grantee as exactly stated in the UGA.
(b)	<i>Grant Number</i>	Number assigned by the state awarding agency to the grant award and specified in the UGA.
(c)	<i>CSFA</i>	Number assigned through the Catalog of State Financial Assistance.
(d)	<i>CFDA(s)</i>	Enter the Catalog of Federal Domestic Assistance (CFDA) number(s) as stated in the UGA. If the program is funded by more than one CFDA, list each CFDA number.
(e)	<i>Appropriation Number(s) (State Agency Use Only)</i>	(For State Agency Use Only) Enter the 16 digit State Appropriation code(s) that fund the grant.
(f)	<i>FEIN Number</i>	Enter the grantee's Federal Employer Identification Number provided by the Internal Revenue Service.
(g)	<i>DUNS</i>	Enter the grantee's Dun and Bradstreet number.
(h)	<i>Program Name and/or Code</i>	Enter the program name and / or code exactly stated in the UGA.
(i)	<i>Date Prepared</i>	Enter date PFR was developed and submitted by the grantee to the awarding state agency.
(j)	<i>Agreement Period</i>	Indicate the start and end date established in the UGA. This may span multiple years, based on the terms of the UGA.
(k)	<i>Report Period</i>	Enter the start and ending date of the reporting period. The reporting frequency is specified in the UGA.
(l)	<i>Final Report for Award Period</i>	Mark the box to identify this PFR is the final report required for the Agreement Period specified in Section (j).
(m)	<i>No changes from prior reporting period and/or No new expenses</i>	Mark the box if there are no changes from the prior reporting period and/or no new expenses.
(n)	<i>Indirect Cost Rate</i>	Enter the Indirect Cost Rate percentage (%) as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: 10%) - If no indirect cost reimbursement is requested please enter 0%
(o)	<i>Approved Indirect Cost Rate Base</i>	Enter the Indirect Cost Base description as accepted by your State Cognizant Agency for indirect cost reimbursement on this particular award. (Example: Modified Total Direct Costs - MTDC) - If no indirect cost reimbursement is requested please enter N/A.
(p)	<i>Program Restrictions</i>	Based on the UGA, select "Yes" or "No" to indicate if there are funding-related program restrictions that will be monitored.
(q)	<i>List of Restrictions</i>	Specify the program restriction(s) if Section (p) was marked "Yes".
(r)	<i>Mandatory Match %</i>	If the UGA includes a mandatory match, select "Yes" and identify percentage in the field provided. If the UGA does not include a mandatory match, select "No".
(s)	<i>Specify Match</i>	Specify the match percentage if Section (r) was marked "Yes".



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Section	Data Element	Section Instruction for PFR
(t)	<i>Program Income (Award to Date)</i>	Enter the cumulative amount of grant program income earned to date including current reporting period. Apply agency policy if required to include program income under budget to actual reporting.
(u)	<i>Program Income (In current reporting period)</i>	Enter the amount of grant program income earned during the current reporting period.
(v)	<i>Interest Earned (Award to Date)</i>	Enter the cumulative amount of grant interest earned to date including current reporting period.
(w)	<i>Interest Earned (In current reporting period)</i>	Enter the amount of grant interest earned during the current reporting period.
(x)	<i>Category / Program Expenses</i>	Enter all current and approved line items as exactly stated within the current, approved grant budget. All program expenses must align with specified line items.
(y)	<i>Current Approved Budget (Enter this item first for every Category/Program Expense)</i>	
	<i>Approved Budget</i>	Enter the most current, approved budget amount for each program expense line item.
	<i>Remaining Balance Available</i>	AUTO CALCULATED: Approved Budget for the line item minus Post Adjustment Grant Expenses (Award to Date)
	<i>Expend %</i>	AUTO CALCULATED: Post Adjustment Grant Expenses (Award to Date) divided by Approved Budget for the line item.
(z)	<i>Grant Expenditures</i>	
	<i>Current Period Grant Expense</i>	Enter the amount of expenditures for each line item being reported as expenditures for this award during the period identified in Section (k).
	<i>Prior Approved Grant Expenses</i>	Enter the amount of expenses by line item reported and approved for this line item prior to this reporting period.
	<i>Grant Expense Adjustment</i>	Enter any adjustments / corrections needed to restate expenditures reported in a prior period.
	<i>Post Adjustment Grant Expenses (Award to Date)</i>	AUTO CALCULATED: Sum of Current Period Grant Expenses, Prior Approved Grant Expenses and Adjustments.
(aa)	<i>Current Period Match</i>	Enter amount of cash and in-kind contributions to the grant program for the current reporting period's match requirements. See 2 CFR 200.306.
	<i>Cash</i>	Enter amount of cash contributed to the grant program for the current reporting period.
	<i>In-Kind</i>	Enter value of non-cash contributions to the grant program for the current reporting period.
	<i>Total</i>	AUTO CALCULATED: Total of Cash and In-kind contributions to the grant program in the current reporting period.
(bb)	<i>Total Match (Award to Date)</i>	Enter prior reporting period Total match based on the Previous PFR (Prior Award to Date) plus Total of Current Period Match for the grant program.
(cc)	<i>Total Direct Expenses</i>	AUTO CALCULATED: Sum of the line entries in each column for section (y), (z), (aa) and (bb).
(dd)	<i>Indirect Costs</i>	Enter computed indirect costs based on Sections (n) and (o).
(ee)	<i>Total Expenditures</i>	AUTO CALCULATED: Total Direct Expenses plus Indirect Costs.



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

Section	Data Element	Section Instruction for PFR (continued)
	Grantee Certification (2 CFR 200.415)	Federal Uniform Guidance (2 CFR 200.415) requires an authorized grantee representative to certify the accuracy of the information provided in the PFR
(ff)	Name and Title of Authorized Grantee Representative	Enter the name and title of the grantee representative certifying the PFR. This individual must be authorized to represent the grantee in this capacity.
(gg)	Date Submitted	Enter the date the Authorized Grantee Representative submitted the PFR.
(hh)	Email	Enter the email address of the Authorized Grantee Representative certifying the PFR.
(ii)	Telephone Number	Enter the phone number of the Authorized Grantee Representative certifying the PFR.
(jj)	Name and Title of State Agency Authorized Individual	State agency representative authorized to review and approve PFR.
(kk)	Date Received	Date the state agency representative received the submitted PFR.
(ll)	Date Approved	Date the state agency representative authorized approves the PFR.



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

(a) Grantee Name	(b) Grant Number	(c) CSFA	(d) CFDA(s)	(e) Appropriation Number(s) (State Agency Use Only)
(f) FEIN Number	(g) DUNS			
(j) Agreement Period	(h) Program Name and/or Code			
thru	(k) Report Period	(l) Final Report	(m) No changes from prior reporting period	
	July 1 or Start Date	for Award Period	and/or No new expenses	
	thru		June 30	
(n) Indirect Cost Rate:	(o) Approved Indirect Cost Base:			
	%			
(p) Program Restrictions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
(r) Mandatory Match %:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(s) Specify Match:	
(t) Program Income (Award to Date)	(u) Program Income (In current reporting period)	(v) Interest earned (Award to Date)	(w) Interest earned (In current reporting period)	
\$0.00	\$0.00	\$0.00		

Category/Program Expenses	(y) Current Approved Budget		(z) Grant Expenditures				(aa) Current Period Match		(bb) Total Match (Award to Date)	Add/ Delete Row	
	Approved Budget	Remaining Balance Available	Expend %	Current Period Grant Expense	Prior Approved Grant Expenses	Grant Expense Adjustment	Post-Adjustment Grant Expenses (award to date)	Cash			In-kind
For July 1 status reports only, dollar amount of incurred cost from July 1 of previous year to present. Incurred costs represent actual payment made by the grantee that have not yet been billed to the State. If you received advance payment, don't include the amount of the advance payment and/or grantee's match of the advance payment.			0.00								ADD
(cc) TOTAL DIRECT EXPENSES			0.00								DEL
(dd) Indirect Costs			0.00								
(cc) TOTAL EXPENDITURES			0.00								



STATE OF ILLINOIS
PERIODIC FINANCIAL REPORT

GRANTEE CERTIFICATION (2CFR 200.415)

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

(ff) Name and Title of Authorized Grantee Representative:	(gg) Date Submitted:
(hh) E-mail:	(ii) Telephone Number:
STATE AGENCY USE ONLY	
(jj) Name and Title of State Agency Individual Authorized to Approve Report:	(kk) Date Received:
	(ll) Date Approved:

**OSLAD Grant Program
General Project Data**

Form OS/DOC-1
(Page 1 of 2)

1. **Applicant (Sponsor) Legal Name:** Park District of Highland Park

2. **Project Title:** Community Park Development

3. **Applicant Executive Officer** **Applicant Contact Person**

Name: <u>Brian Romes</u>	Name: <u>Amalia Schwartz</u>
Title: <u>Executive Director</u>	Title: <u>Senior Planner</u>
Address: <u>636 Ridge Rd.</u>	Address: <u>636 Ridge Rd.</u>
City, State, Zip: <u>Highland Park, IL 60035</u>	City, State, Zip: <u>Highland Park, IL 60035</u>
Phone #: <u>847-579-3119</u>	Phone #: <u>847-579-4090</u>
Email Address: <u>bromes@pdhp.org</u>	Email Address: <u>aschwartz@pdhp.org</u>

4. **Project Type:** Acquisition Development Combination (development project involving a land donation)

5. **County Location:** Lake **Township Location:** Moraine

6. **Federal Congressional District #** 10 **IL Senate Dist. #** 29 **IL Representative Dist. #** 58

7. **Population in Applicant's Jurisdiction:** 29,767

8. **Current "Equalized Assessed Valuation" Total for Local Sponsor Jurisdiction:** \$ 2,484,919,836

9. **Applicant's Annual Operating Budget:** \$ 28,500,000

10. **Concise Description of the Proposed Project:** (USE ALLOCATED SPACE ONLY, DO NOT ATTACH ADDITIONAL SHEETS)
(Be sure to indicate size/acreage of project site)

The proposed project converts a 100-acre golf course into a passive recreation area newly restored habitat, trails, and unique nature play not found anywhere else in the District. Proposed park components include: trails, an entry plaza, nature play elements, a fishing pier, picnic areas, gathering area, and support infrastructure such as waste receptacles and benches. Support from the OSLAD program will ensure recreational items to benefit the community.

11. (ACQUISITION PROJECT)	(estimated costs)	12. (DEVELOPMENT PROJECT)	(estimated costs)
Acquisition Costs	\$ _____	Construction Costs	\$ <u>697,347</u>
Relocation Costs	\$ _____	A/E Design Fees	\$ <u>102,653</u>
Appraisal Costs	\$ _____	Archaeological Survey Costs	\$ _____
Archaeological Survey Costs	\$ _____	CPA Report Costs	\$ _____
TOTAL ACQ. COSTS	\$ _____	TOTAL DEV. COSTS	\$ <u>800,000</u>
Grant Amt. Requested (50% or 90%)	\$ _____	Grant Amt. Requested (50% or 90%)	\$ <u>400,000</u>
	(\$750,000 maximum)*		(\$400,000 maximum)*
	(round to nearest hundred)		(round to nearest hundred)

13. **(COMBINATION PROJECT)** Complete and add together totals for both #11 and #12 above -- Enter total on line below:
Total Grant Amount Requested \$ 400,000
(\$400,000 maximum)*
(round to nearest hundred)

(*) For county and municipal jurisdictions exceeding 2.0 million residents see the OSLAD manual for grant limits

OSLAD Grant Program General Project Data

Form OS/DOC-1
(Page 2 of 2)

14. Source(s) of Local Matching Funds:
- General Funds
 - Non-Referendum Bonds
 - Referendum Bonds (date) _____
 - Donations (specify) _____
 - Other (specify) _____

(Read instructions on page ___ before completing)

- 14a. Total Public Park / Open Space Acreage Available Within Applicants Jurisdictional Boundaries: 607.64 * acres
- 14b. Amount of Public Parkland / Open Space Acreage Shown in 14a That is Owned and/or Leased by Applicant: 538.94 acres owned 49.95 acres leased

* NOTE: Attach legible map showing location of ALL public parkland within applicant's jurisdictional boundaries. This includes any other local unit of government's park sites within your boundary. For each park site, indicate name, size, rec. facilities available, and whether utilized as "community", "neighborhood" or other type classification park.

15. If Applicable, Indicate Specific Goal or Standard Adopted by Applicant for Amount of Local Open Space / Park Acres per 1,000 Population Within Jurisdiction. _____ acres/1,000 Population *
- * Must submit page(s) from local plan or ordinance to substantiate the stated goal or standard.

16. Existing Supply of Proposed Project Facilities:

For each major recreation facility planned for development IN THE PROPOSED PROJECT (see listing below) show existing supply/quantities of such facilities currently available for public use within the jurisdictional boundaries of the project sponsor.

	(existing # w/in jurisdiction)		(existing # w/in jurisdiction)
<u>CAMPING & PICNIC FACILITIES</u>		<u>TRAILS (# of miles to nearest 1/10 mi.)</u>	
Picnic Shelters	_____	Hiking/walking/multi-use	<u>12</u>
Tent Camp Sites (primitive)	_____	Nature interpretive	<u>4</u>
Trailer/Camper Sites	_____		
<u>SPORTS FIELDS & PLAY AREAS</u>		<u>WATER FACILITIES</u>	
Baseball Fields	_____	Spraygrounds	_____
Softball Fields	_____	Swimming Pool	_____
Soccer Fields	_____	Swimming Beach	_____
Football Fields	_____	(Linear Feet of Waterfront)	
Lacrosse or Cricket Fields	_____	Boat Launch Ramps	_____
Tennis Courts	_____	Fishing Piers	<u>3</u>
Pickleball Courts	_____	<u>WINTER RECREATION FACILITIES</u>	
Basketball Courts	_____	Ice Rink	_____
Volleyball Courts	_____	Other:	<u>1 (cross country skiing)</u>
Running Track	_____	<u>OTHER</u>	
Playgrounds	_____	Dog Parks	_____
In-line Skating Rinks/Courts	_____	Fitness Stations (#)	_____
Skate Parks	_____	Amphitheater/Bandshell	_____
<u>GOLF COURSES (# of holes)</u>		<u>INTERPRETIVE CENTERS</u>	
Frisbee Golf	_____		

17. List any Other State of Federal Grant Funds Involved in the Proposed Project, Previous or Anticipated: (N/A if None)

Pending Recreational Trails Program Grant application for restroom facilities and interpretive signage

**OSLAD Grant Program
Development Cost Estimate Data**

Form OS/DOC-4

1. Applicant (Sponsor) Legal Name: Park District of Highland Park
 2. Project Title: Community Park Development
 3. Acquisition _____ Development

Note: Acquisitions Projects – complete items #4 and #6 below as they pertain to future development.

4. DEVELOPMENT PROJECT COMPONENT	5. UNIT AMT.	6. ESTIMATED COSTS
Entry Plaza	1	\$21,152
North Pond Overlook	1	\$35,400
North Pond Views/Seating Area	1	\$4,800
Sand Play Elements: Turtle Play Mounds	2	\$17,000
Sand Play Element: Sand Table	1	\$1,000
Sand Play Element: Fossil Dig Table	1	\$1,000
Trails	1	\$520,595
Nature Maze Council Ring: Council Ring	1	\$2,800
Landscaping	1	\$67,300
Interpretive Signage	2	\$5,000
Picnic Tables	6	\$3,000
Site Furniture/infrastructure: Stone benches, Concrete steppers, waste receptacles)	1	\$18,300
CPA Report Cost		
A/E Design Fees (<15.25% of construction cost)		102,653
Potential Archaeological Survey *		
TOTAL ESTIMATED COST:		800,000

NOTE: Donated labor and material are not eligible for reimbursement.

(*) Projects approved for OSLAD funding may require the completion of an archaeological reconnaissance survey on the project site. Estimated cost for such a survey may be included in the project budget. The requirement of a survey will not be an allowable reason to extend any project ending date.

7. Provide a quarterly expenditure schedule for the grant funds to the best of your knowledge or ability. Use quarterly time increments. Example: Year 1, Quarter 1 = \$10K (engineering fees). The project sponsor is not bound to this schedule and revisions can be made during the course of the project as necessary.

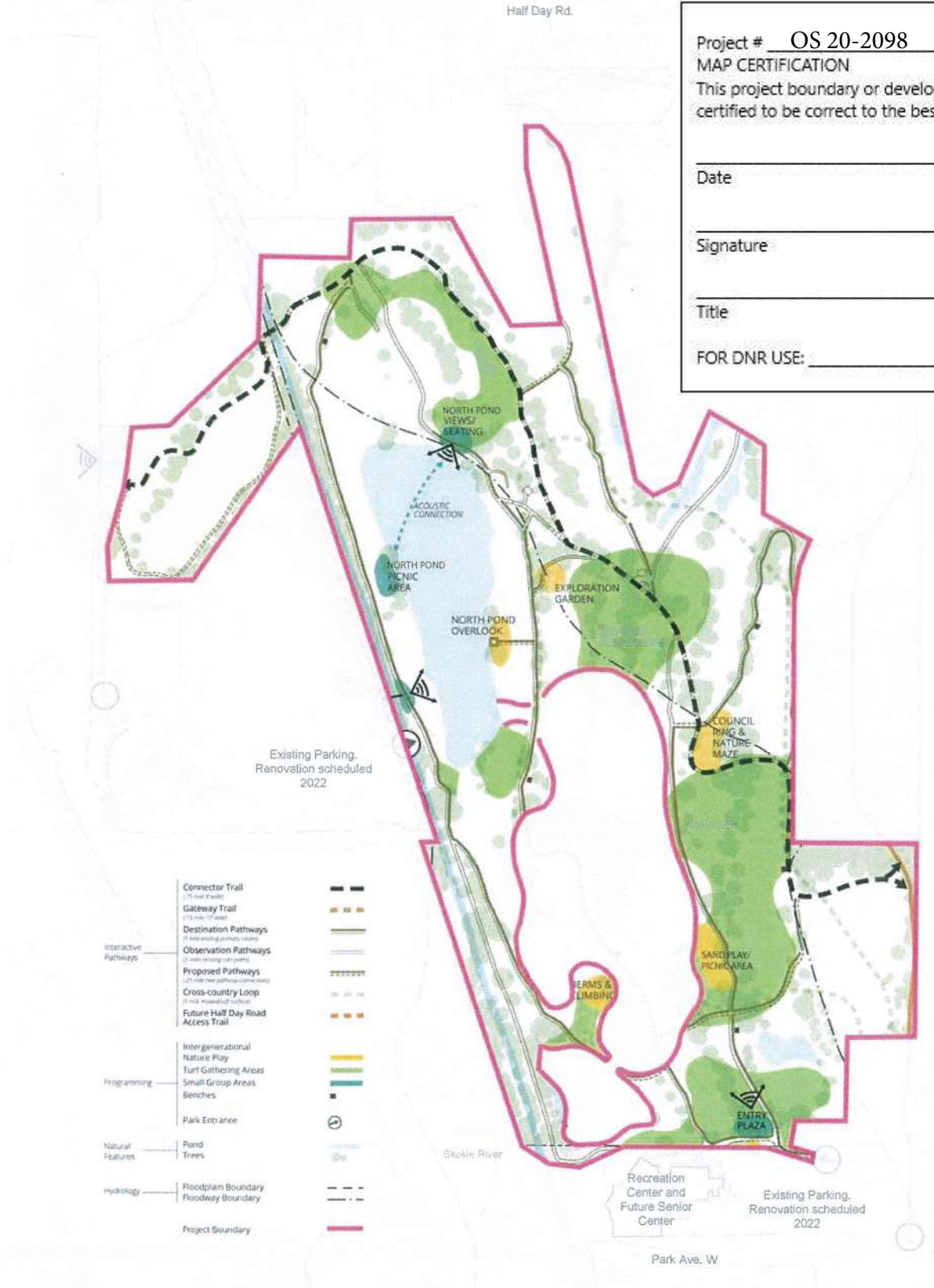
Project # OS 20-2098
 MAP CERTIFICATION
 This project boundary or development map is certified to be correct to the best of my knowledge.

Date _____

Signature _____

Title _____

FOR DNR USE: _____





To: Board of Park Commissioners

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

Date: May 26, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written April 23, 2020 through May 20, 2020 to be presented to the Board for approval on May 26, 2020.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
May 7, 2020	\$ 431,033.77
May 20, 2020	\$ 262,204.76
Void Payments	\$ (184.00)
Bank Drafts	\$ 53,499.67
P-Card	\$ 105,744.71
TOTAL	\$ 852,298.91

PAYROLL DISBURSEMENTS

April 10, 2020	\$ 278,164.54
April 24, 2020	\$ 258,763.66
TOTAL	\$ 536,928.20

GRAND TOTAL	\$ 1,389,227.11
--------------------	------------------------

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 05-26-20 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT02343 - 20200507 1

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
18576 <u>1134360</u>	ALFRED KLAIMONT Invoice	05/07/2020 05/01/2020	Regular Refund 10 @ \$51.00 ea.	0.00 0.00	510.00 510.00	184721
18573 <u>1134251</u>	AMANDA MOR Invoice	05/07/2020 04/29/2020	Regular Refund	0.00 0.00	380.00 380.00	184722
18139 <u>19887</u> <u>21817</u> <u>21917</u>	AMERICAN BACKFLOW & FIRE PREV Invoice Invoice Invoice	05/07/2020 02/13/2020 04/27/2020 04/30/2020	Regular Backflow inspection - post repair Bi-Annual Pre-Engineered System Inspecti Annual fire alarm inspection	0.00 0.00 0.00 0.00	825.00 300.00 400.00 125.00	184723
17606 <u>1134549</u> <u>1134549-1</u>	ANN SHAFER Invoice Invoice	05/07/2020 05/04/2020 05/04/2020	Regular Refund Refund	0.00 0.00 0.00	405.00 197.00 208.00	184724
18577 <u>1134373</u>	CHARLES SPUNGEN Invoice	05/07/2020 05/01/2020	Regular Refund 10 @ \$51.00 ea.	0.00 0.00	510.00 510.00	184725
14371 <u>042720</u> <u>4272020</u>	CHILDREN'S THEATRE COMPANY Invoice Invoice	05/07/2020 04/27/2020 04/27/2020	Regular Winter 2020 Dance class fee Winter 2020 Theatre Programs	0.00 0.00 0.00	10,098.40 1,521.00 8,577.40	184726
16419 <u>1134161</u>	CHRISTINA ANKER Invoice	05/07/2020 04/29/2020	Regular Refund	0.00 0.00	112.00 112.00	184727
14270 <u>043</u>	CLUB MOMENTUM ATHLETICS Invoice	05/07/2020 04/23/2020	Regular 2020 Winter Volleyball Clinic	0.00 0.00	2,750.54 2,750.54	184728
10537 <u>0203254004 041</u>	COMMONWEALTH EDISON COMPAI Invoice	05/07/2020 04/15/2020	Regular HPGLC/Dog Park Lights 03/17/20-04/15/2	0.00 0.00	720.77 720.77	184729
16142 <u>17283277501</u>	CONSTELLATION NEWENERGY INC Invoice	05/07/2020 04/24/2020	Regular 1201 Park Ave W 03/25/20-04/23/20	0.00 0.00	4,777.39 4,777.39	184730
10624 <u>43066</u>	DANIEL CREANEY COMPANY Invoice	05/07/2020 04/07/2020	Regular Moraine Park Path	0.00 0.00	770.00 770.00	184731
18564 <u>1131754</u> <u>1131754-1</u> <u>1131754-2</u> <u>1131754-3</u>	DANNY FRIEDMAN Invoice Invoice Invoice Invoice	05/07/2020 04/22/2020 04/22/2020 04/22/2020 04/22/2020	Regular Refund Refund Refund Refund	0.00 0.00 0.00 0.00 0.00	512.00 128.00 128.00 128.00 128.00	184732
18575 <u>1134342</u>	DAVID POLLANS Invoice	05/07/2020 05/01/2020	Regular Refund 10 @ \$55.00 ea.	0.00 0.00	550.00 550.00	184733
18523 <u>1134561</u> <u>1134561-1</u> <u>1134561-2</u>	DENISE BASS Invoice Invoice Invoice	05/07/2020 05/04/2020 05/04/2020 05/04/2020	Regular Refund Refund Refund	0.00 0.00 0.00 0.00	330.00 110.00 110.00 110.00	184734
18570 <u>1133878</u> <u>1133878-1</u>	FRANNY KAULENTIS Invoice Invoice	05/07/2020 04/28/2020 04/28/2020	Regular Refund Refund	0.00 0.00 0.00	1,800.00 900.00 900.00	184735
14025 <u>1134552</u>	IRENA RATNER Invoice	05/07/2020 05/04/2020	Regular Refund	0.00 0.00	108.00 108.00	184736

Check Register

Packet: APPKT02343-20200507 1

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18561	J MILLER MARKETING INC	05/07/2020	Regular	0.00	250.00	184737
<u>10787-1</u>	invoice	03/03/2020	Advertising	0.00	250.00	
11363	JOHN KENO AND CO., INC.	05/07/2020	Regular	0.00	365,907.46	184738
<u>2000.04-01</u>	invoice	04/29/2020	Rosewood Beach Nourishment Project	0.00	153,394.43	
<u>2000.04-02</u>	invoice	04/29/2020	Rosewood Beach Sand & Stone	0.00	212,513.03	
18183	JOSEPH WHITCOMB	05/07/2020	Regular	0.00	124.00	184739
<u>080519-1</u>	invoice	09/04/2019	Refund - Stale check replaced	0.00	124.00	
18574	JULIE MURCHISON	05/07/2020	Regular	0.00	89.00	184740
<u>1134329</u>	invoice	05/01/2020	Refund	0.00	89.00	
11427	K H KIM TAEKWONDO	05/07/2020	Regular	0.00	5,070.00	184741
<u>030520</u>	invoice	05/05/2020	2020 Winter class fee	0.00	5,070.00	
16184	KARYN UDANY	05/07/2020	Regular	0.00	900.00	184742
<u>1133880</u>	invoice	04/28/2020	Refund	0.00	900.00	
18571	KIRSTEN FEENEY	05/07/2020	Regular	0.00	900.00	184743
<u>1133903</u>	invoice	04/28/2020	Refund	0.00	900.00	
18579	KRISTI FOREHAND	05/07/2020	Regular	0.00	330.00	184744
<u>1134475</u>	invoice	05/04/2020	Refund	0.00	330.00	
18565	LAURA LAMBERTI	05/07/2020	Regular	0.00	27.52	184745
<u>1131742</u>	invoice	04/22/2020	Refund	0.00	27.52	
18498	LESLIE KATZ	05/07/2020	Regular	0.00	1,021.25	184746
<u>1133868</u>	invoice	04/28/2020	Refund	0.00	812.25	
<u>1133868-1</u>	invoice	04/28/2020	Refund	0.00	209.00	
18511	LESLIE PRICE	05/07/2020	Regular	0.00	48.07	184747
<u>1133890</u>	invoice	04/28/2020	Refund	0.00	48.07	
12837	MARC KALLISH	05/07/2020	Regular	0.00	969.00	184748
<u>1134378</u>	invoice	05/01/2020	Refund 19 @ \$51.00 ea.	0.00	969.00	
13857	MARIJA ROBINSON	05/07/2020	Regular	0.00	138.00	184749
<u>1132982</u>	invoice	04/24/2020	Refund	0.00	138.00	
18568	MARISSA TEPLITSKY	05/07/2020	Regular	0.00	445.50	184750
<u>1133649</u>	invoice	04/27/2020	Refund	0.00	445.50	
18582	MARJU RAGONE	05/07/2020	Regular	0.00	205.00	184751
<u>1134621</u>	invoice	05/05/2020	Refund	0.00	205.00	
18569	MARNY KRAVENAS	05/07/2020	Regular	0.00	262.50	184752
<u>1133869</u>	invoice	04/28/2020	Refund	0.00	262.50	
18581	MICHAEL MAZZA	05/07/2020	Regular	0.00	49.00	184753
<u>1134684</u>	invoice	05/05/2020	Refund	0.00	49.00	
16928	E-QUANTUM CONSULTING, LLC	05/07/2020	Regular	0.00	330.00	184754
<u>6267</u>	invoice	05/01/2020	Electric Consulting Service	0.00	330.00	
18567	MICHELE FACCHINI	05/07/2020	Regular	0.00	150.00	184755
<u>1131808</u>	invoice	04/23/2020	Refund	0.00	150.00	
14647	MIDWEST FENCING CLUB	05/07/2020	Regular	0.00	842.40	184756
<u>41</u>	invoice	04/28/2020	2020 Winter session 02/21/20-03/20/20	0.00	842.40	
17106	MISS CATHY MUSIC INC	05/07/2020	Regular	0.00	1,528.80	184757
<u>042920</u>	invoice	04/29/2020	2020 Winter class fee Level 2	0.00	1,528.80	
18580	NATHAN SCHECK	05/07/2020	Regular	0.00	1,386.00	184758

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1134618</u>	invoice	05/05/2020	Refund 11 @ \$126.00 ea.	0.00	1,386.00	
10006	NCPERS GROUP LIFE INSURANCE	05/07/2020	Regular	0.00	112.00	184759
<u>3301052020</u>	Invoice	04/13/2020	NCPERS Group Life Insurance	0.00	112.00	
13604	NORTH SHORE GAS	05/07/2020	Regular	0.00	115.26	184760
<u>0602405421-000</u>	Invoice	04/15/2020	2900 TrailWay,Cunniff Park Shelter 03/12	0.00	115.26	
18492	NORTH SHORE RADIO CLUB	05/07/2020	Regular	0.00	120.00	184761
<u>1134246</u>	Invoice	04/29/2020	Refund	0.00	120.00	
18394	PULSE BOXING AND FITNESS	05/07/2020	Regular	0.00	1,575.00	184762
<u>042320</u>	Invoice	04/23/2020	Winter 2020 class fee - Ninja Warrior Trai	0.00	1,575.00	
11998	PARK DISTRICT RISK MGMT AGCY	05/07/2020	Regular	0.00	4,327.14	184763
<u>06012020</u>	Invoice	05/05/2020	Health Invoice	0.00	4,327.14	
18566	RANDI BORN	05/07/2020	Regular	0.00	336.50	184764
<u>1131835</u>	Invoice	04/23/2020	Refund	0.00	189.00	
<u>1131873</u>	Invoice	04/23/2020	Refund	0.00	147.50	
18572	RICKI ALVA	05/07/2020	Regular	0.00	193.43	184765
<u>1134020</u>	Invoice	04/29/2020	Refund	0.00	193.43	
12211	RICOH USA, INC	05/07/2020	Regular	0.00	79.37	184766
<u>5059355926</u>	Invoice	04/17/2020	Copies 03/17/20-04/16/20	0.00	79.37	
18578	ROBERT BERNSTEIN	05/07/2020	Regular	0.00	385.00	184767
<u>1134482</u>	Invoice	05/04/2020	Refund	0.00	385.00	
15428	SHARI SCHACHTER	05/07/2020	Regular	0.00	900.00	184768
<u>1133875</u>	Invoice	04/28/2020	Refund	0.00	900.00	
16393	SHRUTI SHAH	05/07/2020	Regular	0.00	972.14	184769
<u>1133874</u>	Invoice	04/28/2020	Refund	0.00	428.57	
<u>1133874-1</u>	Invoice	04/28/2020	Refund	0.00	428.57	
<u>1133874-2</u>	Invoice	04/28/2020	Refund	0.00	115.00	
12393	SMITHGROUP, INC.	05/07/2020	Regular	0.00	14,927.33	184770
<u>0145983</u>	Invoice	03/24/2020	Prof Services 01/01/20-02/28/20 Rosewo	0.00	1,462.50	
<u>0146770</u>	Invoice	04/22/2020	Prof Services 02/29/20-03/27/20 Rosewo	0.00	13,464.83	
17627	THOMAS M. MCNABOLA	05/07/2020	Regular	0.00	60.00	184771
<u>042419 - 1</u>	Invoice	04/24/2019	Refund - Stale check replaced	0.00	60.00	
16706	TRACY BORON	05/07/2020	Regular	0.00	754.00	184772
<u>1134539</u>	Invoice	05/04/2020	Refund	0.00	135.00	
<u>1134539-1</u>	Invoice	05/04/2020	Refund	0.00	234.00	
<u>1134539-2</u>	Invoice	05/04/2020	Refund	0.00	385.00	
12703	UNITED WAY OF METRO CHICAGO	05/07/2020	Regular	0.00	44.00	184773

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
042320	Invoice	04/23/2020	United Way	0.00	44.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	71	53	0.00	431,033.77
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	71	53	0.00	431,033.77



Park District of Highland Park, IL

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
18604	ALICE SCHINDEL	05/20/2020	Regular	0.00	90.00	184774
<u>1135388</u>	Invoice	05/18/2020	Refund	0.00	90.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	05/20/2020	Regular	0.00	6,073.75	184775
<u>75818</u>	Invoice	05/08/2020	Professional fees thru April 30, 2020	0.00	6,073.75	
18605	ANNIE MEREL	05/20/2020	Regular	0.00	34.92	184776
<u>1135454</u>	Invoice	05/18/2020	Refund 2 @ \$17.46 ea.	0.00	34.92	
11009	GRANDI BROTHERS	05/20/2020	Regular	0.00	419.40	184777
<u>2397064</u>	Invoice	05/05/2020	6 Trimmer lines, 6 trimmer heads	0.00	419.40	
18595	AVA DIAMANDAKIS	05/20/2020	Regular	0.00	209.00	184778
<u>1134780</u>	Invoice	05/06/2020	Refund	0.00	209.00	
18584	CARRIE GORDON	05/20/2020	Regular	0.00	192.00	184779
<u>1134978</u>	Invoice	05/08/2020	Refund	0.00	192.00	
14145	CHRISTINE ALEX	05/20/2020	Regular	0.00	348.00	184780
<u>1134787</u>	Invoice	05/06/2020	Refund	0.00	88.00	
<u>1134787-1</u>	Invoice	05/06/2020	Refund	0.00	260.00	
10502	CITY OF HIGHLAND PARK	05/20/2020	Regular	0.00	8.50	184781
<u>024593 050120</u>	Invoice	05/01/2020	Water/Sewer 04/01/20-04/30/20 1755 St	0.00	8.50	
18585	DIANE KOTIN	05/20/2020	Regular	0.00	22.28	184782
<u>1134998</u>	Invoice	05/08/2020	Refund	0.00	22.28	
17122	DYNEGY ENERGY SERVICES	05/20/2020	Regular	0.00	16,483.24	184783
<u>331665720041</u>	Invoice	04/27/2020	March-April 2020	0.00	16,483.24	
18591	ELEANOR SCHOOK	05/20/2020	Regular	0.00	429.11	184784
<u>1134819</u>	Invoice	05/06/2020	Refund	0.00	429.11	
18588	ELISABETH STONE	05/20/2020	Regular	0.00	263.00	184785
<u>1134912</u>	Invoice	05/07/2020	Refund	0.00	263.00	
17719	CONSTELLATION NEWENERGY - GAS	05/20/2020	Regular	0.00	1,135.55	184786
<u>2896518</u>	Invoice	05/13/2020	April 2020	0.00	1,135.55	
17719	CONSTELLATION NEWENERGY - GAS	05/20/2020	Regular	0.00	4,419.87	184787
<u>2891241</u>	Invoice	05/08/2020	04/01/20-04/30/20	0.00	4,419.87	
14215	GARY HIRSCH	05/20/2020	Regular	0.00	245.00	184788
<u>1134988</u>	Invoice	05/08/2020	Refund	0.00	150.00	
<u>1134988-1</u>	Invoice	05/08/2020	Refund	0.00	95.00	
11108	HIGHLAND PARK FORD	05/20/2020	Regular	0.00	1,725.21	184789
<u>124683</u>	Invoice	02/28/2020	#855 Diesel filter asy, exhaust kit, core de	0.00	1,875.21	
<u>CM124683</u>	Credit Memo	05/12/2020	Core deposit returned	0.00	-150.00	
11184	ILLINOIS DEPT OF AGRICULTURE	05/20/2020	Regular	0.00	60.00	184790
<u>000TQM 002DQ</u>	Invoice	04/28/2020	2020/2021/2022 Pest Control Lic Renewa	0.00	60.00	
18587	ISABEL WITTE	05/20/2020	Regular	0.00	16.62	184791
<u>1135002</u>	Invoice	05/08/2020	Refund	0.00	16.62	
18598	JAMIE MAZURSKY	05/20/2020	Regular	0.00	284.00	184792

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1134870</u>	Invoice	05/06/2020	Refund	0.00	284.00	
17563	JILL GORDON	05/20/2020	Regular	0.00	26.90	184793
<u>1134856</u>	Invoice	05/06/2020	Refund	0.00	26.90	
18599	JULES POMERANTZ	05/20/2020	Regular	0.00	550.00	184794
<u>051420</u>	Invoice	05/14/2020	Refund	0.00	550.00	
18530	KARA JACOBS	05/20/2020	Regular	0.00	131.00	184795
<u>1134779</u>	Invoice	05/06/2020	Refund	0.00	131.00	
18603	KARA SUPERFINE	05/20/2020	Regular	0.00	198.00	184796
<u>1135366</u>	Invoice	05/18/2020	Refund	0.00	117.00	
<u>1135366-1</u>	Invoice	05/18/2020	Refund	0.00	45.00	
<u>1135366-2</u>	Invoice	05/18/2020	Refund	0.00	36.00	
18597	KRISTINA CASTLEBERRY	05/20/2020	Regular	0.00	19.52	184797
<u>1134855</u>	Invoice	05/06/2020	Refund	0.00	19.52	
11506	LAKE COUNTY COLLECTOR	05/20/2020	Regular	0.00	20,416.50	184798
<u>Tax Year 2019</u>	Invoice	05/20/2020	Drainage Dist/County Tax on Properties 2	0.00	20,416.50	
18600	LAKE FOREST PARKS & RECREATION	05/20/2020	Regular	0.00	100.00	184799
<u>1135499</u>	Invoice	05/19/2020	Refund	0.00	100.00	
18586	LAURA HAPEMAN	05/20/2020	Regular	0.00	43.68	184800
<u>1135001</u>	Invoice	05/08/2020	Refund	0.00	43.68	
18593	LEIGH SMOLLAR	05/20/2020	Regular	0.00	715.75	184801
<u>1134802</u>	Invoice	05/06/2020	Refund	0.00	365.75	
<u>1134802-1</u>	Invoice	05/06/2020	Refund	0.00	350.00	
18592	LINDSAY MALITZ	05/20/2020	Regular	0.00	286.00	184802
<u>1134793</u>	Invoice	05/06/2020	Refund	0.00	286.00	
18601	LYCEE FRANCAIS WORLD CAMP	05/20/2020	Regular	0.00	800.00	184803
<u>1135500</u>	Invoice	05/19/2020	Refund 8 @ \$100.00 ea.	0.00	800.00	
18590	MARIANNE BRAVERMAN	05/20/2020	Regular	0.00	286.00	184804
<u>1134795</u>	Invoice	05/06/2020	Refund	0.00	286.00	
14761	MARIXIE QUILET	05/20/2020	Regular	0.00	25.92	184805
<u>1134999</u>	Invoice	05/08/2020	Refund	0.00	25.92	
18596	MARNI GORE	05/20/2020	Regular	0.00	362.00	184806
<u>1134837</u>	Invoice	05/06/2020	Refund	0.00	362.00	
18589	MEG WAXMAN	05/20/2020	Regular	0.00	123.00	184807
<u>1134761</u>	Invoice	05/06/2020	Refund	0.00	123.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	05/20/2020	Regular	0.00	3,959.56	184808
<u>0003724007</u>	Invoice	04/14/2020	Microsoft Exchange Online Plan 2 Subscri	0.00	3,869.57	
<u>0003728070</u>	Invoice	05/18/2020	1 Subscription license	0.00	89.99	
11860	MUTUAL ACE HARDWARE	05/20/2020	Regular	0.00	46.79	184809
<u>1191 043020</u>	Invoice	04/30/2020	Supplies	0.00	46.79	
11901	NELS J JOHNSON TREE EXPERT INC	05/20/2020	Regular	0.00	765.00	184810
<u>131724</u>	Invoice	03/12/2020	Pruning, trimming	0.00	765.00	
13604	NORTH SHORE GAS	05/20/2020	Regular	0.00	316.76	184811
<u>0602405421-000</u>	Invoice	05/08/2020	Aquatic Park 04/02/20-05/01/20	0.00	140.49	
<u>0608197647-000</u>	Invoice	05/08/2020	Sunset Rd N of Bldg 04/02/20-05/01/20	0.00	176.27	
15288	NORTHFIELD PARK DISTRICT	05/20/2020	Regular	0.00	200.00	184812
<u>1135502</u>	Invoice	05/19/2020	Refund 2 @ \$100.00 ea.	0.00	200.00	

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
14912 <u>1134909</u>	PAMELA GUSSIS Invoice	05/20/2020 05/07/2020	Regular Refund	0.00 0.00	133.00 133.00	184813
18602 <u>1135504</u>	PANTHER CAMP Invoice	05/20/2020 05/19/2020	Regular Refund 2 @ \$100.00 ea.	0.00 0.00	200.00 200.00	184814
11998 <u>0420133H</u>	PARK DISTRICT RISK MGMT AGCY Invoice	05/20/2020 04/30/2020	Regular Health Invoice	0.00 0.00	151,515.07 151,515.07	184815
11998 <u>0420133</u>	PARK DISTRICT RISK MGMT AGCY Invoice	05/20/2020 04/30/2020	Regular Property/Liability/Workers Comp/Emp	0.00 0.00	30,797.77 30,797.77	184816
18594 <u>1134733</u> <u>1134773-1</u> <u>1134773-2</u>	PAUL MICARI Invoice Invoice Invoice	05/20/2020 05/06/2020 05/06/2020 05/06/2020	Regular Refund Refund Refund	0.00 0.00 0.00 0.00	188.00 60.00 64.00 64.00	184817
13819 <u>1134777</u>	PETER HENRY Invoice	05/20/2020 05/06/2020	Regular Refund	0.00 0.00	286.00 286.00	184818
17425 <u>795630</u>	PNC EQUIPMENT FINANCE Invoice	05/20/2020 04/30/2020	Regular Lease June Utility Carts	0.00 0.00	1,309.70 1,309.70	184819
17425 <u>795631</u>	PNC EQUIPMENT FINANCE Invoice	05/20/2020 04/30/2020	Regular Lease June Golf Carts	0.00 0.00	10,561.00 10,561.00	184820
16239 <u>103635027</u>	RICOH USA, INC. Invoice	05/20/2020 05/06/2020	Regular Ricoh Lease 05/25/20-06/24/20	0.00 0.00	3,337.90 3,337.90	184821
16700 <u>1134808</u>	STEFANIE COHEN Invoice	05/20/2020 05/06/2020	Regular Refund	0.00 0.00	123.00 123.00	184822
18236 <u>205</u>	CIAO BELLA SEWING Invoice	05/20/2020 05/11/2020	Regular Fashion Design Virtual Classes	0.00 0.00	270.00 270.00	184823
18583 <u>1134965</u>	TIMOTHY FLYNN Invoice	05/20/2020 05/08/2020	Regular Refund	0.00 0.00	90.00 90.00	184824
16823 <u>5010269145</u>	WELLS FARGO EQUIPMENT FINANCI Invoice	05/20/2020 05/05/2020	Regular Walking green's mower lease	0.00 0.00	515.26 515.26	184825
16823 <u>5010269144</u>	WELLS FARGO EQUIPMENT FINANCI Invoice	05/20/2020 05/05/2020	Regular Walking green's mower lease	0.00 0.00	1,046.23 1,046.23	184826

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	63	53	0.00	262,204.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	63	53	0.00	262,204.76



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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18183	JOSEPH WHITCOMB	05/06/2020	Regular	0.00	-124.00	183879

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-124.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-124.00



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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 17627	THOMAS M. MCNABOLA	05/06/2020	Regular	0.00	-60.00	183323

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-60.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-60.00



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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	04/29/2020	Bank Draft	0.00	785.44	DFT0002573
<u>AFLAC 042420</u>	Invoice	04/24/2020	AFLAC 04/24/20	0.00	785.44	
11161	ICMA RETIREMENT TRUST #302037	04/29/2020	Bank Draft	0.00	4,029.10	DFT0002574
<u>ICMA 457 04242</u>	Invoice	04/24/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	4,029.10	
12825	ICMA RETIREMENT TRUST #705568	04/29/2020	Bank Draft	0.00	295.00	DFT0002575
<u>ICMA Roth 04242</u>	Invoice	04/24/2020	Wire Transfer ICMA Roth	0.00	295.00	
11177	ILL MUNICIPAL RETIREMENT FUND	04/29/2020	Bank Draft	0.00	44,707.35	DFT0002576
<u>IMRF April 2020</u>	Invoice	04/24/2020	IMRF 04/24/20	0.00	44,707.35	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	4	4	0.00	49,816.89
EFT's	0	0	0.00	0.00
	4	4	0.00	49,816.89



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By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	05/14/2020	Bank Draft	0.00	3,394.78	DFT0002583
<u>ICMA 457 05082</u>	Invoice	05/08/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,394.78	
12825	ICMA RETIREMENT TRUST #705568	05/14/2020	Bank Draft	0.00	270.00	DFT0002584
<u>ICMA Roth 05082</u>	Invoice	05/08/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,664.78
EFT's	0	0	0.00	0.00
	2	2	0.00	3,664.78



Park District of Highland Park, IL

Check Register

Packet: APPKT02351 - 20200520 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	05/20/2020	Bank Draft	0.00	18.00	DFT0002585
April 2020	Invoice	05/12/2020	April 2020	0.00	18.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	18.00
EFT's	0	0	0.00	0.00
	1	1	0.00	18.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02335 - 20200429 1

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	04/29/2020	Bank Draft	0.00	105,744.71	DFT0002572
<u>040720</u>	Invoice	04/07/2020	P-Card with PA	0.00	105,744.71	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	105,744.71
EFT's	0	0	0.00	0.00
	1	1	0.00	105,744.71

P-Card Transactions
03/08/20 - 04/07/20

Vendor Name	Transaction Count	Amount Total
2XL CORP/CARE-GYMWIPES	1	\$951.95
845 BOWLERO 8003425263	3	\$299.70
ALAMO TOLL	2	\$8.95
AMAZON.COM B92494FF3 A	1	\$37.98
AMAZON.COM FP9GC8F03 A	1	\$269.98
AMAZON.COM JV4KD8DI3 A	1	\$73.43
AMAZON.COM SF7UF9BE3 A	1	\$28.98
AMAZON.COM Y66C97RZ3 A	1	\$266.79
AMERICAN HOTEL REGISTE	1	\$524.16
AMZN MKTP US 0K5663VH3	1	\$45.58
AMZN MKTP US 109JO2VQ3	1	\$67.80
AMZN Mktp US 3H5PH1IM3	1	\$117.96
AMZN MKTP US 5P2U39JC3	1	\$222.74
AMZN Mktp US 8475K7GB3	1	\$10.38
AMZN MKTP US 912WN8JO3	1	\$30.98
AMZN Mktp US C229B4PP3	1	\$24.67
AMZN Mktp US D30X68JE3	1	\$100.90
AMZN MKTP US HB6QB7FV3	1	\$25.98
AMZN MKTP US IZ58A6S03	1	\$141.97
AMZN Mktp US KK0XZ3AV3	1	\$140.57
AMZN Mktp US LA8ND99J3	1	\$111.96
AMZN MKTP US NG0E87DQ3	1	\$108.33
AMZN Mktp US OR68M78C3	1	\$69.99
AMZN Mktp US XA3WF01Y3	1	\$48.99
ANCHOR INDUSTRIES	1	\$595.46
ANDERSON LOCK CO	2	\$762.31
APFS STAFFING, INC.	2	\$6,301.30
AT&T PREMIER EBIL	1	\$1,021.60
ATT BUS PHONE PMT	1	\$162.48
AVALON PETROLEUM	1	\$4,427.43
BARNABYS OF NORTHBROOK	1	\$63.80
BHFX #10	1	\$65.00
BLN SPAMTITAN	1	\$195.72
BSN SPORTS LLC	2	\$1,717.35
BURRIS EQUIPMENT CO	1	\$186.80
CHALLENGER E-COMMERCE	1	\$929.90
CHICAGO FSC	3	(\$415.00)
CHICAGO TRIB SUBSCRIPT	2	\$31.92
CITY OF HIGHLAND PARK	1	\$8,171.75
CLAIM ADJ/ALBINO ENTERPRI	1	(\$1,242.55)
Claim ADJ/SoundCloud Inc	2	(\$288.00)
CLEAN CUT TREE CARE IN	1	\$5,724.00
CLIFFORD WALD AND COMP	1	\$884.97
COMCAST	1	\$12,007.67
COMCAST CHICAGO	1	\$148.35
COMCAST CHICAGO CS 1X	9	\$1,923.70
CRAFTWOOD LUMBER & HAR	6	\$248.14
CURTAIN CALL COSTUMES	1	\$62.13
DIRECT FITNESS SOLUTIO	2	\$361.58

P-Card Transactions
03/08/20 - 04/07/20

DOLLAR TREE	1	\$62.00
DOMESTIC UNIFORM 5	1	\$219.40
DOMINO'S 2765	1	\$85.17
DROPBOX 7G63BH2LXJV7	1	\$11.99
DTV DIRECTV SERVICE	3	\$605.95
ESRI	1	\$1,600.00
FACEBK 3NXJ4SSFW2	1	\$2.00
FACEBK 9NJUQTWFW2	1	\$35.00
FACEBK BSUP6SSFW2	1	\$75.00
FACEBK CAMZ2SEFW2	1	\$50.00
FACEBK ESDWDSAFW2	1	\$25.00
FACEBK FU6URQAR62	1	\$24.41
FACEBK LDTS4SSFW2	1	\$25.00
FACEBK R2D5ESAFW2	1	\$25.00
FACEBK V846JRNFW2	1	\$75.00
FEDEX 509000862	1	\$44.31
FERGUSON ENT #1550	1	\$106.54
FISH TECH	2	\$19.74
G.W. BERKHEIMER AH	2	\$2,967.30
GOOGLE GSUITE_pdhp.or	1	\$6.00
Google LLC ADS4050332	1	\$500.00
GRAINGER	5	\$812.18
HARRELLS LLC	3	\$10,280.40
HEY AND ASSOCIATES INC	1	\$1,100.00
HOMEDPOT.COM	1	(\$11.26)
HOUSE OF DOORS INC	1	\$358.76
HP TOPS	1	\$15.00
IDLEWOOD ELECTRIC SUPP	5	\$432.51
ILIPRA.ORG	1	\$165.00
ILLINOIS ASSOC OF PARK	4	\$7,342.17
IN CHRYSALIS DIGITAL	2	\$1,304.11
IN MAX'S DELI OF HIG	1	\$79.92
IN SOUND OF MUSIC SYS	1	\$38.00
IN STORMWIND LLC	1	\$2,490.00
INDEED	3	\$70.03
JACKS SMALL ENGINES &	1	\$96.29
JEWEL-OSCO	3	\$37.12
JIMMY JOHNS - 1032	1	\$36.34
JJB JIBJAB ECARDS	1	\$24.00
JOHNSTONE SUPPLY OF VH	1	\$32.50
JORSON AND CARLSON COM	1	\$71.52
JW TURF INC	2	\$629.38
K M PRINTING CO INC	1	\$240.00
KEYTH TECHNOLOGIES	2	\$44.94
KOMPAN INC	1	\$1,043.00
LAKESHORE RECYCLING SY	5	\$2,957.93
LIFE FITNESS LLC	1	\$73.65
MAGISTO	1	\$15.00
MAILCHIMP MONTHLY	1	\$285.81
MAIN EVENT HOF E-ECOMM	1	\$283.16

P-Card Transactions
03/08/20 - 04/07/20

MARIANOS #542	2	\$45.28
MARK VEND CO.	2	\$525.28
MENONI & MOCOJNI, INC.	1	\$23.94
MUTUAL ACE HARDWARE &	5	\$215.39
NAPA AUTO PRTS HIGHLAN	8	\$893.20
NORTHSHORE PHYSICIAN	1	\$222.00
OFFICEMAX/DEPOT 6212	1	\$40.49
OFFICESUPPLY.COM	2	\$466.72
PANERA BREAD 204412 O	1	\$285.54
PARK DISTRICT OF HIGHL	1	\$1.00
PARTY CITY 168	1	\$65.88
PAYPAL DAVEBROOKE	1	\$2,212.65
PAYPAL MAGCS	1	\$200.00
PETERSON PRODUCTS	1	\$489.00
PITNEY BOWES PI	1	\$153.42
READYREFRESH BY NESTLE	1	\$621.11
REINDERS - SUSSEX AR	5	\$1,126.77
REINDERS - SUSSEX CS	2	\$652.37
ROSE PEST SOLUTIONS	1	\$110.00
SHELL OIL 57445014202	1	\$95.00
SITEONE LANDSCAPE SUPP	5	\$7,159.37
SMITHEREEN PEST MANAGE	2	\$108.00
STAPLES 00116616	3	\$93.46
SUNSET VALLEY GOLF COU	2	\$0.00
TARGET 00011684	2	\$81.24
TEAMSNAPE	1	\$69.99
TEE JAY SERVICE COMPAN	1	\$192.00
THE DOME AT THE BALLPA	2	(\$1,600.00)
THE HOME DEPOT #1926	7	\$424.77
TRIBUNE PUBLISHING COM	1	\$374.30
U OF IL ONLINE PAYMENT	4	(\$350.00)
UDEMY ONLINE COURSES	1	\$32.98
ULINE SHIP SUPPLIES	1	\$440.49
USPS PO 1636060035	1	\$2.70
USPS PO 1642480044	1	\$112.75
VERMONT SYSTEMS INC	1	\$525.00
WALGREENS #5428	1	\$25.03
WAREHOUSE DIRECT	25	\$4,780.18
WM SUPERCENTER #3893	2	\$69.53
ZOOM.US	2	\$67.08
TOTAL		\$105,744.71



Memorandum

To: Board of Park Commissioners

From: Mitch Carr Director of Recreation and Facilities; Brian Romes, Executive Director

Date: May 26, 2020

Subject: **2020 License Agreement with the North Shore Yacht Club**

Background

The North Shore Yacht Club (NSYC) is a not-for-profit organization that promotes and encourages safe boating techniques and has a long history of providing boating education for its members, and the Highland Park community. In addition, the NSYC provides recreational program opportunities in the area of non-motorized boating to the general public for which the Park District of Highland Park (PDHP) does not otherwise provide. The attached License Agreement allows the NSYC to exclusively use Park District of Highland Park property during certain identified times as outline in the agreement, as well as the ability to store NSYC equipment on the property for purposes of delivering programming to the boating community. Substantial changes in the 2020 agreement when compared to the 2019 agreement are as follows:

- The Agreement term will be from June 1, 2020 – December 31, 2020, to allow future contract terms to begin on the Park Districts fiscal calendar year.
- The Park District has agreed to provide standard season opening and season closing duties for the building and beach, as well as provide routine maintenance of the building and weekly grooming of the beach throughout the boating season. However, “Emergency” maintenance requests that may be needed to the sand ramp or dock that specifically support NSYC events, and are outside the District’s scheduled maintenance, will be billed as additional fees to NSYC.

Financial Impact

With the Park District closure of all facilities starting March 14 and until further notice, due to the COVID – 19 Pandemic, the license fee has been adjusted to a pro-rated amount. The pro-rated License Agreement Fee for NSYC is \$5,600. The budgeted fee was \$6,500. Staff has discussed the pro-rated fee with the NSYC and are in agreement that the pro-rated amount is fair and still provides the financial revenue needed to support the building operations for the remaining season.

Recommendation

Staff recommends approval from the Park Board of Commissioners authorization for the Executive Director to enter into the 2020 License Agreement with the North Shore Yacht Club contingent upon suitable clearance from the City of Highland Park on the opening Park Avenue Boating Facility.



Memorandum

To: Park Board of Commissioners

From: Michael Evans, Landscape Architect; Jeff Smith, Director of Planning and Projects; and Brian Romes, Executive Director

Date: May 26, 2020

Subject: **2020 Park Avenue Dredging Bid**

Summary

The Park District of Highland Park received three (3) sealed bids on Thursday, February 13, 2020, for materials and labor to complete the 2020 Park Avenue Dredging Project. The objective of this annual project is to remove and relocate lake bottom sand to provide enough depth of water for recreational boats to enter and exit the boat ramp. All removed sand will be relocated in Lake Michigan per the Park District's permit. This work is anticipated to be completed by June 26, 2020.

Bid Results

Company Name	Base Bid Item #1 Mobilize/Demobilize	Base Bid Item #2 Transport and Place Dredge Material <i>Up to 1,800 CY</i>	Total Base Bid
John Keno and company	\$11,700	\$11.50/CY Up To \$20,700	\$32,400
DK Contractors, Inc.	\$35,046	\$1.00/CY Up To \$1,800	\$36,846
Copenhaver Construction, Inc.	\$39,000	\$14.00/CY Up To \$25,200	\$64,200

References from the lowest bidder, John Keno and Company, are favorable and they have adequate experience in the planned work.

Financial Impact

Total Available Budgeted Funds for this project	\$37,000
Bid Recommendation	<u>\$32,400</u>
Anticipated Amount <u>under</u> budget	\$ 4,600

Recommendation

Staff recommends the Park Board of Commissioners accept Base Bid Item #1 and #2 from John Keno and Company, Inc., in the total amount of up to \$32,400, contingent upon Park Avenue Boating Facility meeting storage and launch pass minimums, and suitable clearance **on the opening Park Avenue Boating Facility** from the City of Highland Park.



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 04/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	-348,354.69	165,560.72	870,093.84	1,353,863.13	-483,769.29	2,927,414.43	233,397.97	1,208,100.32
110 - CAMPS	-2,371.44	2,607.60	2,382.50	8,647.60	-6,265.10	1,911,333.50	552.75	11,484.06
120 - LESSONS	-2,084.46	39,888.42	87,792.87	138,525.25	-50,732.38	374,985.50	36,568.41	120,173.36
130 - SPECIAL EVENTS	-12,721.10	15,366.86	10,850.00	33,448.02	-22,598.02	112,105.00	24,902.00	40,122.00
410 - TAX	35,091.88	20,296.00	65,738.06	65,296.00	442.06	13,523,199.00	33,683.68	57,633.27
420 - FEES & CHARGES	-6,428.85	106,379.14	125,483.91	240,237.41	-114,753.50	1,870,237.00	94,276.93	199,407.00
440 - MEMBERSHIPS	32,320.94	126,641.06	342,055.14	506,564.24	-164,509.10	1,635,001.20	119,358.31	485,041.25
450 - RENTALS	18,988.31	109,228.89	285,289.82	442,077.28	-156,787.46	1,361,334.70	159,149.74	456,684.63
460 - MERCHANDISING	561.34	8,938.63	22,031.13	25,470.23	-3,439.10	175,519.00	16,066.90	34,204.62
470 - INTEREST INCOME	-52,957.80	14,161.00	34,833.84	56,644.00	-21,810.16	170,000.00	34,146.36	121,681.91
480 - MISCELLANEOUS INCOME	28,830.06	50,123.73	223,577.34	105,035.50	118,541.84	306,117.43	10,883.29	59,855.78
510 - OTHER INCOME	3,665.86	0.00	958,993.31	0.00	958,993.31	73,978.13	10,439.50	10,439.50
520 - BOND/DEBT PROCEEDS	5,322.41	0.00	6,459,052.30	7,100,000.00	-640,947.70	7,100,000.00	0.00	0.00
Total Revenue:	-300,137.54	659,192.05	9,488,174.06	10,075,808.66	-587,634.60	31,541,224.89	773,425.84	2,804,827.70
Expense								
100 - PROGRAMS	64,906.09	140,774.61	477,566.24	672,206.70	194,640.46	1,742,372.36	120,250.82	453,924.20
110 - CAMPS	667.90	25,276.01	22,973.23	51,894.30	28,921.07	1,036,564.89	7,283.97	16,568.12
120 - LESSONS	3,912.03	16,585.00	52,972.21	66,268.55	13,296.34	191,345.95	12,701.74	61,256.28
130 - SPECIAL EVENTS	3,008.50	17,503.36	62,657.22	80,984.42	18,327.20	236,312.08	22,737.28	66,151.31
610 - SALARIES & WAGES	507,780.95	598,349.61	1,997,498.25	2,371,595.81	374,097.56	8,154,729.26	524,074.99	2,045,100.13
620 - CONTRACTUAL SERVICES	103,761.80	176,127.82	762,884.14	815,224.44	52,340.30	2,944,773.67	160,462.81	596,928.31
630 - INSURANCE	125,765.84	188,434.66	439,603.97	753,738.64	314,134.67	2,323,922.96	155,162.81	504,862.22
640 - MATERIALS & SUPPLIES	23,825.87	60,370.07	87,243.91	157,065.30	69,821.39	602,514.61	28,655.00	102,600.74
650 - MAINTENANCE & LANDSCAPING CONTRACTS	24,479.09	83,468.37	77,080.91	148,991.14	71,910.23	425,817.47	29,383.68	61,482.40
660 - UTILITIES	84,334.59	77,109.53	213,343.52	266,708.88	53,365.36	920,634.66	96,854.52	220,332.61
670 - PENSION CONTRIBUTIONS	56,435.63	67,485.24	222,111.84	269,913.60	47,801.76	891,036.45	43,390.13	176,226.14
680 - COST OF GOODS SOLD	0.00	1,576.80	1,483.68	10,807.20	9,323.52	42,427.50	475.17	3,480.68
710 - DEBT RETIREMENT	475.00	0.00	1,326.04	0.00	-1,326.04	3,273,044.50	475.00	1,425.00
720 - CAPITAL OUTLAY	15,803.40	116,865.63	80,810.84	318,057.52	237,246.68	7,694,927.00	45,353.25	185,167.85
Total Expense:	1,015,156.69	1,569,926.71	4,499,556.00	5,983,456.50	1,483,900.50	30,480,423.36	1,247,261.17	4,495,505.99
Report Total:	-1,315,294.23	-910,734.66	4,988,618.06	4,092,352.16	896,265.90	1,060,801.53	-473,835.33	-1,690,678.29

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-335,440.96	-371,108.84	-1,076,792.07	-1,559,992.44	483,200.37	312,539.98	-290,292.91	-1,124,860.19
25 - SPECIAL RECREATION	0.00	0.00	-162,455.01	-162,137.31	-317.70	556,988.38	0.00	-152,959.73
29 - RECREATION	-948,968.62	-463,772.98	-1,015,597.92	-1,023,911.73	8,313.81	2,781,889.24	-86,676.31	-153,632.46
60 - DEBT SERVICE	-475.00	0.00	-1,326.04	0.00	-1,326.04	-1,692,390.50	-475.00	-1,425.00
70 - CAPITAL PROJECTS	-30,409.65	-75,852.84	7,244,789.10	6,838,393.64	406,395.46	-898,225.57	-96,391.11	-257,800.91
Report Total:	-1,315,294.23	-910,734.66	4,988,618.06	4,092,352.16	896,265.90	1,060,801.53	-473,835.33	-1,690,678.29

Special Recreation/Recreation/Debt Service:

- All within \$9,000 of budget. Notice extensive amounts of refunds given and decline in salaries and operating expenses. Additionally, timing difference in health insurance.

Capital Projects:

Underbudget due to re-examination of projects to be completed during COVID 19 and timing differences. We will see roughly \$370,000 in expenditures come through in May related to Rosewood Beach.

General Corporate:

Showing a favorable variance from budget due to reduced payroll, reduced expenses due to closing, and timing difference in health insurance.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 04/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	35,091.88	20,296.00	65,738.06	65,296.00	442.06	5,760,000.00	33,683.68	57,633.27
420 - FEES & CHARGES	1,984.15	2,340.48	8,753.71	9,237.72	-484.01	36,600.00	3,080.20	12,113.30
460 - MERCHANDISING	10.65	19.33	88.37	68.40	19.97	540.00	59.78	177.73
470 - INTEREST INCOME	-52,957.80	14,161.00	34,833.84	56,644.00	-21,810.16	170,000.00	34,146.36	121,681.91
480 - MISCELLANEOUS INCOME	8,440.76	34,761.01	49,200.01	40,303.69	8,896.32	53,300.00	3,077.26	20,657.97
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	10,425.00	0.00	0.00
Total Revenue:	-7,430.36	71,577.82	158,613.99	171,549.81	-12,935.82	6,030,865.00	74,047.28	212,264.18
Expense								
610 - SALARIES & WAGES	177,786.20	209,836.67	701,269.41	859,384.18	158,114.77	2,795,046.32	189,857.28	775,637.73
620 - CONTRACTUAL SERVICES	58,898.32	81,689.59	154,149.81	298,298.39	144,148.58	1,012,140.62	40,532.17	126,658.68
630 - INSURANCE	44,229.35	94,767.81	205,484.60	379,071.24	173,586.64	1,137,666.82	81,624.73	261,721.85
640 - MATERIALS & SUPPLIES	10,633.59	14,047.67	38,504.72	43,924.68	5,419.96	234,973.90	10,569.70	44,441.00
650 - MAINTENANCE & LANDSCAPING CONTRACTS	1,734.61	8,644.62	21,475.50	28,260.03	6,784.53	98,817.47	4,815.18	21,642.20
660 - UTILITIES	14,617.50	11,127.54	34,436.40	30,372.33	-4,064.07	122,705.60	21,114.40	39,891.17
670 - PENSION CONTRIBUTIONS	20,111.03	22,572.76	80,085.62	92,231.40	12,145.78	316,974.29	15,826.73	67,131.74
750 - TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	622,769.00	0.00	0.00
Total Expense:	328,010.60	442,686.66	1,235,406.06	1,731,542.25	496,136.19	6,341,094.02	364,340.19	1,337,124.37
Report Total:	-335,440.96	-371,108.84	-1,076,792.07	-1,559,992.44	483,200.37	-310,229.02	-290,292.91	-1,124,860.19

Interest income is lagging as interest rates have plummeted since COVID 19. Salaries and pension contributions are down due to furloughing of staff, hiring freeze and open positions. Contractual services are down in golf by \$15,000 and parks by \$50,000 due to turf maintenance and landscape services contracts not signed as work is being performed in house. Ecological restoration work is not completed. Also causing more than a \$170,000 variance is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The April insurance was paid in May, while the budgeted amount is allocated evenly over the year.



Park District of Highland Park, IL

Income Statement

Current Period Ending 04/30/2020

25 - SPECIAL RECREATION

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	971,263.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	971,263.00	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	162,455.01	162,137.31	-317.70	414,274.62	0.00	152,959.73
Total Expense:	0.00	0.00	162,455.01	162,137.31	-317.70	414,274.62	0.00	152,959.73
Report Total:	0.00	0.00	-162,455.01	-162,137.31	-317.70	556,988.38	0.00	-152,959.73

Special Recreation expenditures are almost equal to the NSSRA budgeted amount.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 04/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	-348,354.69	165,560.72	870,093.84	1,353,863.13	-483,769.29	2,927,414.43	233,397.97	1,208,100.32
110 - CAMPS	-2,371.44	2,607.60	2,382.50	8,647.60	-6,265.10	1,911,333.50	552.75	11,484.06
120 - LESSONS	-2,084.46	39,888.42	87,792.87	138,525.25	-50,732.38	374,985.50	36,568.41	120,173.36
130 - SPECIAL EVENTS	-12,721.10	15,366.86	10,850.00	33,448.02	-22,598.02	112,105.00	24,902.00	40,122.00
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,211,282.00	0.00	0.00
420 - FEES & CHARGES	-8,413.00	104,038.66	116,730.20	230,999.69	-114,269.49	1,833,637.00	91,196.73	187,293.70
440 - MEMBERSHIPS	32,320.94	126,641.06	342,055.14	506,564.24	-164,509.10	1,635,001.20	119,358.31	485,041.25
450 - RENTALS	18,988.31	109,228.89	285,289.82	442,077.28	-156,787.46	1,361,334.70	159,149.74	456,684.63
460 - MERCHANDISING	550.69	8,919.30	21,942.76	25,401.83	-3,459.07	174,979.00	16,007.12	34,026.89
480 - MISCELLANEOUS INCOME	20,389.30	3,311.51	55,678.88	16,526.97	39,151.91	108,145.00	7,806.03	39,197.81
510 - OTHER INCOME	3,665.86	0.00	8,512.81	0.00	8,512.81	63,553.13	10,439.50	10,439.50
Total Revenue:	-298,029.59	575,563.02	1,801,328.82	2,756,054.01	-954,725.19	15,713,770.46	699,378.56	2,592,563.52
Expense								
100 - PROGRAMS	64,906.09	140,774.61	477,566.24	672,206.70	194,640.46	1,742,372.36	120,250.82	453,924.20
110 - CAMPS	667.90	25,276.01	22,973.23	51,894.30	28,921.07	1,036,564.89	7,283.97	16,568.12
120 - LESSONS	3,912.03	16,585.00	52,972.21	66,268.55	13,296.34	191,345.95	12,701.74	61,256.28
130 - SPECIAL EVENTS	3,008.50	17,503.36	62,657.22	80,984.42	18,327.20	236,312.08	22,737.28	66,151.31
610 - SALARIES & WAGES	329,994.75	388,512.94	1,296,228.84	1,512,211.63	215,982.79	5,359,682.94	334,217.71	1,269,462.40
620 - CONTRACTUAL SERVICES	21,666.91	85,566.78	239,748.78	319,302.94	79,554.16	1,006,607.43	68,892.78	244,676.84
630 - INSURANCE	81,536.49	93,666.85	234,119.37	374,667.40	140,548.03	1,186,256.14	73,538.08	243,140.37
640 - MATERIALS & SUPPLIES	13,192.28	46,322.40	48,739.19	113,140.62	64,401.43	367,540.71	18,085.30	58,159.74
650 - MAINTENANCE & LANDSCAPING CONTRACTS	22,744.48	74,823.75	55,605.41	120,731.11	65,125.70	327,000.00	24,568.50	39,840.20
660 - UTILITIES	69,717.09	65,981.99	178,907.12	236,336.55	57,429.43	797,929.06	75,740.12	180,441.44
670 - PENSION CONTRIBUTIONS	36,324.60	44,912.48	142,026.22	177,682.20	35,655.98	574,062.16	27,563.40	109,094.40
680 - COST OF GOODS SOLD	0.00	1,576.80	1,483.68	10,807.20	9,323.52	42,427.50	475.17	3,480.68
720 - CAPITAL OUTLAY	3,267.91	37,833.03	3,899.23	43,732.12	39,832.89	63,780.00	0.00	0.00
Total Expense:	650,939.03	1,039,336.00	2,816,926.74	3,779,965.74	963,039.00	12,931,881.22	786,054.87	2,746,195.98
Report Total:	-948,968.62	-463,772.98	-1,015,597.92	-1,023,911.73	8,313.81	2,781,889.24	-86,676.31	-153,632.46

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-948,968.62	-463,772.98	-1,015,597.92	-1,023,911.73	8,313.81	2,781,889.24	-86,676.31	-153,632.46
Report Total:	-948,968.62	-463,772.98	-1,015,597.92	-1,023,911.73	8,313.81	2,781,889.24	-86,676.31	-153,632.46

Overall, the Recreation fund is trending to budget. However, individual line items have variances due to the following:

Roughly \$80,000 of the program revenue variance is due to COVID 19 athletic cancellations, refunds, and some timing differences. Another \$120,000 is from skating school and gymnastics COVID 19 cancellations and refunds. Fees and charges were greatly reduced by refunds and no new income due to COVID 19. Deer Creek and Centennial were affected, and the golf course was off by \$70,000. Rentals lagged with closure: soccer - \$17,000, rec center - \$12,000, ice - \$81,000, deer creek - \$22,000 and golf - \$24,000. Memberships for fitness fell off by \$160,000 by the end of April, due to COVID 19.

Program expenses were significantly underbudget due to so many COVID 19 cancellations. Roughly \$14,000 for ice and another \$58,000 for athletics. Also causing more than a \$140,000 variance in the Recreation Fund is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The April insurance was paid in May, while the budgeted amount is allocated evenly over the year. Additionally, not all positions are filled. Camps, lessons, special events, salaries, contractual services, materials and supplies, and maintenance & landscaping contracts are all significantly underbudget due to closure due to COVID 19. Pension contributions are down by \$36,000 due to fewer employees than budgeted for.



Park District of Highland Park, IL

60 - DEBT FUND

Income Statement

Current Period Ending 04/30/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,580,654.00	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,580,654.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	475.00	0.00	1,326.04	0.00	-1,326.04	3,273,044.50	475.00	1,425.00
Total Expense:	475.00	0.00	1,326.04	0.00	-1,326.04	3,273,044.50	475.00	1,425.00
Report Total:	-475.00	0.00	-1,326.04	0.00	-1,326.04	-1,692,390.50	-475.00	-1,425.00

Debt payments are only made in June and December. Therefore, this fund is spot on with projections.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 04/30/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	12,051.21	118,698.45	48,204.84	70,493.61	144,672.43	0.00	0.00
510 - OTHER INCOME	0.00	0.00	950,480.50	0.00	950,480.50	0.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	5,322.41	0.00	6,459,052.30	7,100,000.00	-640,947.70	7,100,000.00	0.00	0.00
Total Revenue:	5,322.41	12,051.21	7,528,231.25	7,148,204.84	380,026.41	7,244,672.43	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	23,196.57	8,871.45	206,530.54	35,485.80	-171,044.74	511,751.00	51,037.86	72,633.06
720 - CAPITAL OUTLAY	12,535.49	79,032.60	76,911.61	274,325.40	197,413.79	7,631,147.00	45,353.25	185,167.85
Total Expense:	35,732.06	87,904.05	283,442.15	309,811.20	26,369.05	8,142,898.00	96,391.11	257,800.91
Report Total:	-30,409.65	-75,852.84	7,244,789.10	6,838,393.64	406,395.46	-898,225.57	-96,391.11	-257,800.91

Miscellaneous income is largely overbudget due to the large amount of cash on hand from the bond issuance as well as the large amount of cash sitting in the capital projects fund from last year that earned interest and was previously anticipated to have been spent by 12/13/19. At 4/30, we have over \$14,000,000 of capital cash invested. The Capital Outlay is significantly under budget as projects have been delayed or eliminated due to COVID-19. Contractual services are largely overbudget due to NSSRA payments being averaged over the year in the budget column and a large payment having been made in January.



RECREATION BY CENTER

Park District of Highland Park, IL

Y-T-D APRIL 2020

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	5,240,000.00	15,608.47	5,271,282.00	36,889.30
Expense	5,162,801.24	495,439.49	5,569,944.00	535,159.85
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	77,198.76	(479,831.02)	(298,662.00)	(498,270.55)
Center: 24 - WEST RIDGE CENTER				
Revenue	431,541.00	160,277.59	525,565.96	136,897.82
Expense	826,728.70	201,197.23	875,789.65	218,703.45
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	(395,187.70)	(40,919.64)	(350,223.69)	(81,805.63)
Center: 26 - ATHLETICS				
Revenue	958,379.00	271,590.05	955,092.97	300,857.99
Expense	922,942.28	192,795.46	914,819.32	203,954.39
Center: 26 - ATHLETICS Surplus (Deficit):	35,436.72	78,794.59	40,273.65	96,903.60
Center: 28 - CAMPS				
Revenue	808,416.00	2,000.00	987,541.00	100.50
Expense	587,252.22	36,635.33	657,076.00	31,532.19
Center: 28 - CAMPS Surplus (Deficit):	221,163.78	(34,635.33)	330,465.00	(31,431.69)
Center: 29 - SPECIAL EVENTS				
Revenue	60,305.00	23,677.50	64,285.00	23,490.00
Expense	210,304.34	68,277.12	190,993.66	50,406.41
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	(149,999.34)	(44,599.62)	(126,708.66)	(26,916.41)
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	387,467.00	9,706.08	427,880.00	2,441.91
Expense	471,161.18	34,994.76	563,474.68	43,056.12
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	(83,694.18)	(25,288.68)	(135,594.68)	(40,614.21)
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	121,237.50	12,967.50	143,640.50	3,730.17
Expense	99,583.28	18,005.16	134,451.45	19,919.60
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	21,654.22	(5,037.66)	9,189.05	(16,189.43)

Center: 33 - ROSEWOOD BEACH				
Revenue	75,271.00	6,425.10	86,515.00	30.00
Expense	124,067.86	11,534.27	144,011.88	18,352.54
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	(48,796.86)	(5,109.17)	(57,496.88)	(18,322.54)

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 34 - PARK AVENUE				
Revenue	106,068.00	85,389.89	104,681.00	55,427.91
Expense	112,812.05	16,327.40	120,079.51	13,673.61
Center: 34 - PARK AVENUE Surplus (Deficit):	(6,744.05)	69,062.49	(15,398.51)	41,754.30

Center: 38 - ICE ARENA				
Revenue	1,359,999.10	537,171.88	1,236,655.20	322,345.42
Expense	1,164,839.51	294,096.26	1,078,636.25	311,325.00
Center: 38 - ICE ARENA Surplus (Deficit):	195,159.59	243,075.62	158,018.95	11,020.42

Center: 41 - MAINTENANCE				
Revenue	-	-	-	-
Expense	806,560.88	140,795.41	776,887.19	149,239.33
Center: 41 - MAINTENANCE Surplus (Deficit):	(806,560.88)	(140,795.41)	(776,887.19)	(149,239.33)

Center: 42 - PRO SHOP				
Revenue	1,518,909.00	108,727.29	1,439,530.00	51,960.95
Expense	562,921.88	82,926.72	502,375.52	75,173.01
Center: 42 - PRO SHOP Surplus (Deficit):	955,987.12	25,800.57	937,154.48	(23,212.06)

Center: 49 - RECREATION CENTER ADMIN				
Revenue	201,753.00	66,410.06	173,222.00	43,197.12
Expense	1,243,782.86	297,548.04	1,208,314.98	292,488.59
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	(1,042,029.86)	(231,137.98)	(1,035,092.98)	(249,291.47)

Center: 51 - RECREATION CENTER FITNESS				
Revenue	1,877,352.00	582,508.00	1,839,560.20	378,531.61
Expense	739,066.44	223,666.39	875,679.55	231,301.22
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	1,138,285.56	358,841.61	963,880.65	147,230.39

Center: 53 - RECREATION CENTER AQUATICS				
Revenue	231,370.00	61,337.81	230,067.50	42,458.08
Expense	313,329.26	95,750.66	370,015.39	101,620.52
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	(81,959.26)	(34,412.85)	(139,947.89)	(59,162.44)

Center: 55 - INDOOR TENNIS				
Revenue	1,311,978.60	606,447.63	1,274,182.50	368,020.14
Expense	1,055,274.71	330,277.71	1,124,363.62	303,427.10
Center: 55 - INDOOR TENNIS Surplus (Deficit):	256,703.89	276,169.92	149,818.88	64,593.04

Center: 56 - OUTDOOR TENNIS				
Revenue	215,880.00	-	247,742.50	-
Expense	166,066.75	4,045.53	171,679.04	3,640.95
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	49,813.25	(4,045.53)	76,063.46	(3,640.95)

Center: 61 - HELLER NATURE CENTER

Revenue	308,047.90	20,957.47	305,280.00	10,433.78
Expense	668,307.31	149,819.27	662,626.22	145,669.01
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	(360,259.41)	(128,861.80)	(357,346.22)	(135,235.23)

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity

Center: 74 - HPCC LEARNING CENTER

Revenue	248,750.00	10,921.71	358,694.00	24,516.12
Expense	278,349.19	44,986.96	382,463.71	61,389.56
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	(29,599.19)	(34,065.25)	(23,769.71)	(36,873.44)

Center: 76 - HPCC BUILDING

Revenue	20,879.00	10,439.49	42,353.13	-
Expense	20,879.00	7,076.81	42,353.10	6,894.29
Center: 76 - HPCC BUILDING Surplus (Deficit):	-	3,362.68	0.03	(6,894.29)

Fund: 29 - RECREATION Surplus (Deficit):	(53,427.84)	(153,632.46)	(652,264.26)	(1,015,597.92)
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Report Surplus (Deficit):	(53,427.84)	(153,632.46)	(652,264.26)	(1,015,597.92)
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Sunset Valley Golf Course

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,518,909.00	108,727.29	1,439,530.00	51,960.95
Expense	1,369,482.76	223,722.13	1,279,262.71	224,412.34
Report Surplus (Deficit):	149,426.24	(114,994.84)	160,267.29	(172,451.39)

Recreation Center of HP

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	2,310,475.00	710,255.87	2,242,849.70	464,186.81
Expense	2,296,178.56	616,965.09	2,454,009.92	625,410.33
Report Surplus (Deficit):	14,296.44	93,290.78	(211,160.22)	(161,223.52)

Deer Creek Raquet Club

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,530,558.60	606,447.63	1,521,925.00	368,020.14
Expense	1,221,341.46	334,323.24	1,296,042.66	307,068.05
Report Surplus (Deficit):	309,217.14	272,124.39	225,882.34	60,952.09

Park District of Highland Park
Investment Schedule
April 30, 2020

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Customers Bank	CD	182	11/7/19	5/5/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	346.38	2,101.38
MUFG Union National	CD	365	5/14/19	5/13/20	2.40%	2.40%	247,000.00	247,000.00	247,000.00	487.23	5,928.00
Texas Capital Bank	CD	180	11/21/19	5/19/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	346.38	2,078.28
State Bank of India	CD	180	11/22/19	5/22/20	1.65%	1.65%	247,000.00	247,000.00	247,000.00	334.97	2,009.84
Bank of Baroda	CD	182	11/27/19	5/27/20	1.60%	1.60%	247,061.09	247,000.00	247,000.00	324.82	1,970.59
Citizens Bank National Association	CD	183	12/26/19	6/26/20	1.70%	1.70%	246,000.00	246,000.00	246,000.00	343.73	2,096.73
Millington Bank	CD	183	12/30/19	6/30/20	1.66%	1.66%	247,049.13	252,000.00	252,000.00	343.82	2,097.33
Bank of China	CD	270	11/7/19	8/3/20	1.78%	1.78%	246,700.00	246,700.00	246,700.00	360.93	3,248.33
Prudential Bank	CD	270	11/7/19	8/3/20	1.64%	1.64%	246,900.00	246,900.00	246,900.00	332.81	2,995.27
TBK Bank, SSB, The Nat'l Bank Savanna, IL	CD	285	12/18/19	9/28/20	1.68%	1.68%	246,700.00	249,937.02	249,937.02	345.12	3,278.63
Wells Fargo National Bank West	CD	276	1/17/20	10/19/20	1.66%	1.66%	249,074.79	249,074.79	249,000.00	339.73	3,125.53
Cibi (Privatebank & Trust) Chicago	CD	367	4/12/19	4/13/20	2.50%	2.50%	243,000.00	243,000.00	243,000.00	216.37	6,108.29
First Capital Bank TN	CD	367	4/12/19	4/13/20	2.45%	2.45%	243,000.00	243,000.00	243,000.00	212.04	5,986.12
Vast Bank	CD	181	10/22/19	4/20/20	1.71%	1.71%	247,000.00	247,000.00	247,000.00	277.72	2,094.49
Pacific Western Bank, LA	CD	365	4/25/19	4/24/20	2.60%	2.60%	243,000.00	243,000.00	243,000.00	415.43	6,318.00
Fieldpoint Private Bank & Trust	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	337.00	2,022.02
First State Bank, Gothenburg	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	337.00	2,022.02
East Boston Savings Bank, MA	CD	368	5/24/19	5/26/20	2.40%	2.40%	243,000.00	243,000.00	243,000.00	479.34	5,879.93
Veritex Community Bank Dallas, TX	CD	270	9/20/19	6/16/20	1.80%	1.80%	246,000.00	246,000.00	246,000.00	351.81	3,275.51
First National Bank of McGregor	CD	270	11/7/19	8/3/20	1.60%	1.60%	246,000.00	246,000.00	246,000.00	323.51	2,911.56
First Internet Bank of Indiana	CD	271	2/26/20	11/23/20	1.50%	1.50%	246,000.00	246,000.00	246,000.00	293.18	2,739.70
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	362.47	4,410.00
							5,415,285.01		5,423,337.02	7,511.80	74,697.53

EXECUTIVE DIRECTOR'S MONTHLY REPORT

MAY 17, 2020

FACILITIES & PROGRAMMING

DEER CREEK RACQUET CLUB PROGRAMS

RECREATION	MAY (projected)	JUNE (projected)
Free Virtual Classes Conducted	9	N/A
Paid Virtual Classes Conducted	1	N/A
Total Virtual Classes Conducted		
Virtual Free Program Visits	1,600	N/A
Paid Program Visits	3	N/A
Total Participation		
Private Lesson Revenue	\$11,000	\$20,000
Virtual Programming Revenue	\$35	N/A
Other Revenue	\$0	\$3,760
Total Revenue	\$11,035	\$23,760

News & Events:

- Outdoor courts were opened on May 18th and Full Time Pros are now offering private lessons outdoors
- With potential to move to Phase 3 of the Restore Illinois Plan in June, there are several revenue opportunities with the opening of DCRC indoors, including private lessons, permanent court time and small group lessons. Waiting for further IDPH guidelines.
- Other revenue projected would be potential weekly mini camps to offer in June.

RECREATION CENTER OF HIGHLAND PARK

RECREATION	MARCH	APRIL	MAY (projected)	JUNE (projected)
Free Virtual Classes Conducted	13	41	56	0
Paid Classes Conducted	0	0	0	112
Total Virtual Classes Conducted	14	41	56	112
Outdoor Class Participation				800
Free Program Participation/Visits	3,886/1,444	7,356/16,483	3,880/10,900	0
Paid Program Participation/Visits	0	0	0	970
Personal Training Units				300 Units
Total Participation	3,886	7,356	3,880	1970
Outdoor classes				\$8,000
Virtual Programming Revenue	0	0	\$1,800	\$4,800
Personal Training Revenue	0	0	0	\$10,000
Total Revenue	0	0	\$1,800	\$22,800

<u>Memberships</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Annual	1974	1953	1749
Non-Annual	55	54	43
Total Memberships	2029	2007	1792
Kid Fit Memberships	92	52	49

<u>Active Members</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Annual	3167	3207	2785
Non-Annual	55	54	43
Total Members	3222	3261	2828
Kid Fit Members	137	89	80

News & Events:

- Members and Memberships for 2020 are an approximation based on deducting the cancelled memberships from our active membership base as of 3/13/2020 and making additional adjustments based on transfers and account modifications taken in during the

closure. As of April 30th, there were 78 memberships/133 members cancelled from 30 previous requests and 48 new requests. All cancellations and transfers were made effective March 13th and will continue to be until the district reopens. No new memberships have been taken in.

HELLER NATURE CENTER PROGRAMS

RECREATION	MARCH	APRIL	MAY (projected)	JUNE (projected)
Free Virtual Classes Conducted	2	7	9	7
Paid Virtual Classes Conducted	0	0	1	3
Total Virtual Classes Conducted	2	7	10	8
Free Virtual Program Visits	514 views	1,750 views	2,250 views	1,500 views
Paid Virtual Program Visits	0	0	7	44
Total Participation	514	1,750	2,257	1,544
Virtual Programming Revenue	0	0	\$413	\$ 941
Other Revenue	0	0	0	\$ 1,000
Total Revenue	00	0	\$413	\$1,941

News & Events:

- June 20 - Wild Edible Program (virtual or at Heller if possible)
- June 19 - Great Family Campout (virtually at Home)

SUNSET VALLEY GOLF CLUB 2020 FACILITY DATA

GOLF	MAY (projections)	JUNE (projections)
Golf Shop Sales		
Golf Balls	\$750	\$2,100
Accessories	\$550	\$900
Total Revenue	\$1,300	\$3,000
Golf Rentals		
Carts	350 rentals	2500 rentals
Revenue	\$5,395	\$40,000
Golf Greens Fees		
Rounds	2,573 rounds	5000 rounds
Revenue	\$102,925	\$165,000
Misc. Sales		
Sapphire Club	\$3,700	\$3,000
Lottery	\$1,050	0
Total Revenue	\$4,750	\$3,000
Total Revenue Projected Each Month	\$114,370	\$211,000

GOLF LEARNING CENTER

GOLF LEARNING CENTER	JUNE (original)	JUNE (adjusted)
Driving Range	22,360	14,000
Mini Golf	\$8,400	\$8,000

Golf News & Events

- Course closed since March 13, 2020 due to COVID-19 pandemic. No green fees or cart rentals.
- Low sales for permanent tee time in April due to early registration in January and February.
 - Surpassed 2020 budgeted number of 100, current number through April is 113.
- Low sales for Sapphire Loyalty Club due to course closure and shorten season. Staff anticipates sales will increase once course reopens.
- Low golf shop sales due to pro shop being closed.
 - Summer orders have been cancelled.
 - Remaining inventory available through online sales.
- Scheduled events cancelled due to pandemic.
 - IJGA tournament on April 4.
 - CDGA Mid-Amateur Qualifier on May 6.

- Illinois Governor JB Pritzker announced a modified stay-at-home order allowing golf courses to reopen on May 1, 2020 with safety guidelines set by the Illinois Department of Commerce and Economic Opportunity (DCEO). Key guidelines that will affect operations include the following:
 - Twosomes only
 - Tee Times 15 minutes apart
 - Bookings must be done online or by phone
 - Walking only (no golf cart or pushcart rentals permitted)
 - Restaurant is only open for carry-out and pick-up
 - Clubhouse and pro shop to remain closed
 - Bring your own supply of balls, tees, ball markers, and any other equipment needed to play golf
- Permanent Tee Time season scheduled to begin on May 2 will be delayed until June 6, 2020.
- Sunset Valley Golf App launched on May 12, 2020
 - 398 downloads through May 11
 - Search “Sunset Valley Golf” on iOS or Android

Recreation Programs

RECREATION	MARCH	APRIL	MAY (projected)	JUNE (projected)
Free Virtual Classes Conducted	12	12	8	8
Paid Virtual Classes Conducted	0	0	9	11
Total Virtual Classes Conducted	12	12	17	19
Free Virtual Program Visits per day		2,4000	2,200	1,800
Paid Virtual Program Visits per day		N/A	47	54
Total Participation	Na	2,400	2,247	1,854
Virtual Programming Revenue	0	0	\$3,322	\$3,800
Other Revenue	0	0		\$5,000
Total Revenue				

News & Events:

- The ParkSchool Sway page is being utilized to send educational and recreational content to our pre-k audience 3 times per week. This platform does not track video views. However, parents have written emails indicating that they enjoy the content. Additional free content is posted via Facebook and Instagram.

SMILE GRANT-IN-AID

News & Events:

- Scholarship use has been stagnant due to the COVID19 crisis and the associated facility/program closures. Usage is currently down 30% compared to 2019.

	2019	2020
Total YTD Subsidy	\$39,874	\$27,930
Households		
100% Subsidy YTD	43	40
50% Subsidy YTD	8	4
Total YTD	51	44

PARKS & NATURAL AREAS

News & Events

- Staff returned to work, performing essential park maintenance work, beginning with mowing, basic landscaping, tilling ballfields and refuse collection. Four Park staff are working with Golf maintenance for the foreseeable future.
- Staff continued its restoration work at The Preserve, Highmoor, Rosewood, Heller, Sunset Woods, and Sleepy Hollow Parks.
- Staff working with Hey & Associates to complete final construction documents to include potential vault style restroom for The Preserve.
- Contractor V3 has started its work this season at The Preserve, maintaining and reseeding in native planting areas.
- Staff removed storm debris from Park Avenue and Rosewood beaches.

PLANNING

News & Events

- The Rosewood Beach Recreation Cove Protection Project has been completed. SmithGroup is currently developing construction documents for revetments in the Interpretive and Swimming Coves and will provide the Park District with a proposal to investigate the boardwalk and bridge at the ravine.
- The Centennial Ice Arena Compressor Replacement Project is currently in progress. Onsite work began on May 18th. Expected completion is September 1st.
- Staff are currently working with SmithGroup to develop a Beach Management Plan which will provide management recommendations and strategies for the Park District's four lakefront locations. Funding for this plan was provided, in part, by a grant from the Illinois Department of Natural Resources Coastal Management Program.
- Staff continue to explore potential grant opportunities for the Park District's various Capital Projects.
- An Invitation for Bid is currently out for roof replacement at Deer Creek Racquet Club and roof repairs at the Recreation Center of Highland Park.

COMMUNICATIONS AND MARKETING

Social Media (April 17- May 17):

Social Media			
			
4,328	858	1,360	121
Likes	Followers	Followers	Views

Email			
45,570	78,626	28,256	3,215
Total Audience	Emails Delivered	Emails Opened	Clicks to pdhp.org

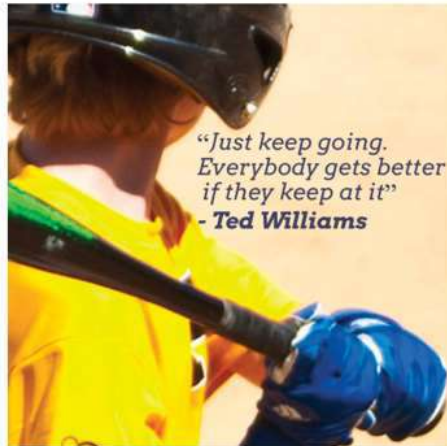
pdhp.org		
10,269	14,505	28,221
Visitors	Visits	Pageviews

Digital Brochures	
May	
1,589	54
Views	Clicks to Register

News & Updates:

- Traffic to our website continues to trend lower than compared to last year. Pages with the highest visits are to our COVID-19 Update page and any related to summer activities and re-openings. The COVID-19 page now includes a status listing of all outdoor and indoor facilities, programs, activities, and events. Information is also provided for those areas with additional guidelines or restricted use.
- In the past 30 days, 18 emails were sent our residents and customers to keep them informed of new PDHP information, news, and opportunities. A camp survey was also developed and included in our email to camp families. The survey was structured to gauge our camp parents comfort level sending their children to camp based on our new proposed modifications. This input will be useful to our staff as they finalize their plans. As of May 18, 107 survey responses were received.
- Followers to our social media sites continue to increase as residents are relying on social media to connect to their friends, family, and the community. This month, there were over 11,000 engagements with PDHP social media posts and views of our videos.
- A \$4,000 advertising agreement was secured with First Bank of Highland Park for three full page ads in our monthly digital brochures. We are also working with Highland Park Bank and Trust to re-allocate the bank's \$10,000 Fourth Fest sponsorship into other opportunities. Other potential advertising and sponsorship opportunities are also in development.
- A new "Exercise Your Heart and Pay It Forward" donation campaign was launched for the Parks Foundation. Now more than ever, families in need will rely on scholarships to participate in Park District programs once we re-open. The campaign is being promoted in conjunction with our virtual group fitness classes and the June program brochure, as well as through our e-mail and social media channels. Scholarships are currently available for our virtual programs. The process is simple and confidential with no written application required.

Graphics



PDHP.org

Page ?	Pageviews ? ↓
	28,221 % of Total: 100.00% (28,221)
1. /	6,049 (21.43%)
2. /2020/04/covid-19-community-health-preparedness/	1,535 (5.44%)
3. /park-school/	1,262 (4.47%)
4. /rosewood-beach-2/	973 (3.45%)
5. /2020/05/covid-19-community-health-preparedness/	646 (2.29%)
6. /beaches/	631 (2.24%)
7. /camps/	624 (2.21%)
8. /heller-nature-center/	592 (2.10%)
9. /programs/	575 (2.04%)
22. /join-our-team/	259 (0.92%)
23. /contact/	255 (0.90%)
24. /park-board/meetings/	236 (0.84%)
25. /hpcc2nature/	225 (0.80%)
26. /park-board/	222 (0.79%)
27. /find-listing/	214 (0.76%)
28. /moraine-park-beach/	195 (0.69%)
29. /2020/04/crush-the-covid-19-miler-virtual-walk-run/	186 (0.66%)
30. /youth-sports/youth-baseball/	178 (0.63%)
31. /events/	173 (0.61%)
32. /program-guides/	163 (0.58%)
33. /2020/04/sunset-valley-golf-club-to-open-friday-may-1/	159 (0.56%)