



**AGENDA**

- I. CALL TO ORDER
  - A. Roll Call
  - B. Remote Attendance
- II. PUBLIC COMMENT – *Meeting attendees are encouraged to participate during the Public Comment portion of the agenda. If you would like to address the board, please sign in ahead of time on the sheet near the meeting room entrance. You will be recognized in the same order that you have signed in. For further details on how to participate in the Public Comment section of the meeting, please refer to CCFPD Resolution number R-2013-04.*
- III. AGENDA MODIFICATIONS
- IV. PRESENTATIONS
  - A. Financial Update and Forecast
- V. APPROVAL OF CONSENT AGENDA (Items A through E)
  - A. Minutes of Regular Meeting on March 21, 2024
  - B. Monthly Staff Reports
  - C. Disbursements for Approval
  - D. March Treasurers Report
  - E. Resolution 2024-05 - Approve Sale of Surplus Goods
- VI. FOREST PRESERVE FRIENDS FOUNDATION REPORT
- VII. CITIZENS ADVISORY COMMITTEE REPORT
- VIII. COMMISSIONERS' REPORT
  - A. Commissioner Comments
- IX. STAFF REPORTS
  - A. Executive Director Announcements
- X. OLD BUSINESS
- XI. NEW BUSINESS
  - A. Approval of Bid for Homer Lake Kayak Launch
  - B. Acceptance of Quote for Middle Fork River Dark Skies Playground Equipment
  - C. Authorization and Execution of OSLAD Grant OS-24-2469 for the Expansion of River Bend
  - D. Resolution 2024-06 - Approve White Oak Shelter as Rental Facility
  - E. Resolution 2024-07 - Authorizing Application of an IEPA Grant for EV Charging Stations
- XII. DISCUSSION
- XIII. EXECUTIVE SESSION

A closed session for “The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired,” as authorized by 5 ILSC 120/2(c)(5).
- XIV. ADJOURNMENT

**Journal of Proceedings**  
**REGULAR MEETING – BOARD OF COMMISSIONERS**  
**March 21, 2024 6:00 pm,**  
**Education Classroom, Museum of the Grand Prairie,**  
**Lake of the Woods Forest Preserve, Mahomet, Illinois**

The Champaign County Forest Preserve District Board of Commissioners met at a Regular Meeting on Thursday, March 21, 2024, at Education Classroom, Museum of the Grand Prairie, Lake of the Woods Forest Preserve, Mahomet, Illinois. Commissioner Kerins called the Regular Meeting to order at 6:00 p.m. Commissioner Hundley called the roll. The following Commissioners were present: Goodman, Hundley, Kerins and Knott. Commissioner Herakovich was absent with notice.

**REMOTE ATTENDANCE** – None

**PUBLIC COMMENT** – Executive Director, Pearson, summarized an email sent to the Board from Kari Couch regarding land near River Bend that is under contract with the CCPFD and the land owner.

**AGENDA MODIFICATIONS** – None

**APPROVAL OF CONSENT AGENDA**

- A. Minutes of Special Meeting on February 5, 2024**
- B. Minutes of Regular Meeting on February 15, 2024**
- C. Minutes of Executive Session on February 15, 2024**
- D. Minutes of Special Meeting on March 4, 2024**
- E. Monthly Staff Reports**
- E. February Treasurers Report**
- F. Resolution 2024-03 Approve Sale of Surplus Goods**
- G. Approval of Bid for Lake of the Woods Golf Course Irrigation Wiring Replacement**
- H. Approval of Bid for Lake of the Woods Stake Bed Truck**

Commissioner Goodman made a motion to approve the consent agenda. Commissioner Knott seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

**FOREST PRESERVE FRIENDS FOUNDATION**

Pearson noted the group recently met and discussion included fundraising and activities being planned for 2024, Stable Roots endowment account information, and lastly, noting trails will be the key fundraising initiative for 2024.

**CITIZENS ADVISORY COMMITTEE** – Lisa Sprinkle, Marketing Manager, reported staff are currently working with Preserve volunteers on creating an engagement group for outreach.

**COMMISSIONER COMMENTS**

Commissioners noted positive things about the following items from staff reports and observations:

- Spring work being done by staff
- Sustainability Group’s work with solar consultants
- Stidham Woods bike repair station

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- Volunteer work
- Golf numbers
- Christmas tree recycling
- Museum and Education school programs/field trips
- Preserve hiring numbers

### **STAFF REPORTS**

**A. Executive Director Announcements** – Pearson noted the new directional signage installed at Lake of the Woods, and Values work. Also, recent invasive removal and prescribed burns throughout the Preserves, and noting special thanks to staff members from that helped with some of these events.

Mike Daab, Deputy Executive Director, shared a map of the property that was the subject of the Public Comment. Daab noted as this property is being purchased with grant funds, stipulations of the grant would not allow such requests. Daab also noted staff had recently spoken with the owners of the cemetery located next to the Lake of the Woods Operations facilities on their possible plans to expand their operations, and lastly, Daab advised information from the Homeowners Association of the subdivision north of Stidham Woods was shared with staff regarding possible land available for trail access.

Daab also shared plans are underway for a shared event with the Upper Sangamon River Conservancy this summer. The event will be called Summer Splash and will align with the Take Me Fishing event and will also include events on the lake and the river, with more info coming!

**OLD BUSINESS** – None

### **NEW BUSINESS**

**A. Approval of ILDCEO Grant Agreement for the Kickapoo Rail Trail (KRT)**

Commissioner Knott moved the Board authorize the Executive Director to sign the grant agreement between the Champaign County Forest Preserve District and the Illinois Department of Commerce and Economic Opportunity for the design and construction of the KRT, in the amount of \$11.2 million. Commissioner Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

**B. Approval of A/E Contract for Kickapoo Rail Trail**

Commissioner Goodman moved the Board approve the proposal for the Architecture and Engineering services at the Kickapoo Rail Trail from Farnsworth Group for One Million Four Hundred Three Thousand and 000/100 (\$1,403,000.00). Commissioner Hundley seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

**C. Approval of Intergovernmental Agreement with Village of Saint Joseph**

Commissioner Knott moved the Board approve the Kickapoo Rail Trail Intergovernmental Agreement with the Village of Saint Joseph. Commissioner Goodman seconded. CCFPD Planner, Bridgette Moen, gave an overview of the document included with the packet. A roll call

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vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

### **D. Approval of Lake of the Woods Utility Vehicle**

Commissioner Goodman moved the Board approve the bid from Lithgow Motorsports for Thirty-Two Thousand Twenty-Four Dollars and 00/100 Cents (\$32,024.00) for a Utility Vehicle at Lake of the Woods Forest Preserve and authorize the Executive Director to execute the contract. Commissioner Knott seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

### **E. Approval of Lake of the Woods Discovery Garden Pre-Fabricated Greenhouse**

Commissioner Goodman moved the Board approve the base bid and alternate 1 for Greenhouse Construction (Material and Installation) at Lake of the Woods Forest Preserve from Midwest Greenhouse Construction LLC for Three Hundred Thirty-Four Thousand Forty-Five and 00/100 (\$334,045.00) and authorize the Executive Director to execute the contract. Commissioner Knott seconded. Moen gave an overview of the information supplied in the packet, noting the difference in cost was associated with local contractors not being able to easily access supplies and experience with building greenhouses. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

### **F. Approval of Bid for Middle Fork River Dark Skies Trail Construction**

Commissioner Knott moved the Board approve the bid for Dark Skies Trail Construction (Materials and Installation) at Middle Fork River Forest Preserve from William Charles Construction company, LLC for Three hundred Ninety-One Thousand Five Hundred and 11/100 (\$391,500.00) and authorize the Executive Director to execute the contract. Commissioner Goodman seconded. Staff noted this contractor had also done the work on the recent Willow Pond Renovation. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

### **G. Approval of Bid for Homer Lake Invasive Tree and Shrub Control**

Commissioner Goodman moved the Board approve the base bid from Stantec for the Homer Lake Invasive Tree and Shrub Control Project in the amount of One Hundred Forty-Six Thousand Nine -Hundred Fifty Dollars (\$146,950) and authorize the Executive Director to execute the contract. Commissioner Hundley Seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

### **H. Rejection of Bid for Lake of the Woods Stream Barb Construction**

Commissioner Knott moved the Board reject all bids for Stream Barb Construction (Materials and Installation) at Lake of the Wood Forest Preserve. Commissioner Goodman seconded. Moen noted the rock used in the bid is hard to find in this area, so will be bid out next time with a material that can be found locally. A voice vote was taken. The motion carried unanimously.

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**I. Resolution 2024-04 Support Application for IDNR Recreational trail Program Funds**

Commissioner Goodman moved the Board approve Resolution 2024-04, authorizing the application for a Recreational trail Program (RTP) grant, administered through the Illinois Department of Natural Resources (IDNR). Commissioner Knott seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

**EXECUTIVE SESSION** - None

**MEETING ADJOURNMENT**

Commissioner Knott made a motion to adjourn the Regular Meeting at 6:57 pm. Commissioner Goodman seconded. A roll call vote was taken. The following commissioners voted “yes”: Goodman, Hundley, Kerins and Knott.

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Wendy Hundley, Secretary  
Board of Commissioners  
Champaign County Forest Preserve District

April 9, 2024

## **Memorandum**

To: Board of Commissioners

From: Nina Carmichael, Leadership in Conservation Fellow

Re: April Staff Reports

### **Executive Management (Lorrie Pearson, Michael Daab)**

- The first Quarterly Connections of 2024 was held at Homer Lake Forest Preserve. Staff were treated to a fish fry on a beautiful spring day. Thank you to HL Ops and Construction for all the food preparation, the Engagement Committee for organizing and putting on the event the event, and to the Sustainability Committee for supplying the dinnerware. The new organizational values were announced: Stewardship, Community, and Discovery.
- The Strategy Team met to discuss elements of the draft comprehensive plan before it is finalized for Board consideration.
- Michael Daab held the first planning meeting for the Forest Preserves' new Summer Splash event; a water-centric community summer event in place of the former Freedom Fest. Partners Mike Garthaus, our regional Fisheries Biologist from the Illinois Department of Natural Resources, and Scott Hays from the Upper Sangamon River Conservancy were in attendance. Staff attendees included April Smysor, Nina Carmichael, Sue Gallo, Brock Martin, Jennifer Wick, John Bien, and Lisa Sprinkle. The event will be held on July 27<sup>th</sup> at Lake of the Woods Peninsula from 9 am-3 pm. The event will incorporate the Take Me Fishing program, and will bring new opportunities for visitors to learn about the fish of Lake of the Woods, paddling and boater safety, as well as food trucks. We look forward to wrapping up planning and sharing this exciting new event with the public.
- Lorrie attended a meet-and-greet with Suzi Wirtz, the new Executive Director of the IPRA, and area parks and recreation agencies. We discussed agency needs, including ensuring the interests of forest preserves and conservation districts are represented in IPRA educational offerings and considering offering more options for staff from all areas of our organizations.
- Lorrie spoke to the Rantoul Exchange Club on April 10, with approximately 25 attendees. She shared general information about the preserves and specifics about notable construction projects slated in 2024 and 2025 made possible through grant funding and upcoming events this summer.
- Kathryn and Lorrie discussed the next steps for integrating our organizational values into our work with Amber Johnson.
- With members of the Business and Finance Department, Lorrie participated in three demonstrations of potential new financial software.
- Lorrie attended training on organizational culture, successful referenda, and designing trails to respond to and mitigate climate change.

- As was the case with all supervisors, much of March was filled with preparing for and holding meetings with direct reports during the employee evaluation process.
- We continue to work with our I.T. consultant to get all files moved to cloud storage.
- A summary of progress made on 2024 Organizational Goals and Board Goals for the Executive Director is attached.

## CCFPD Fellow (Nina Carmichael)

- Completed the Volunteer Leadership Training through the Morton Arboretum
- Nina Carmichael and Sue Gallo Successfully completed a Beginners Chainsaw Safety Training, a field training program co-sponsored by the University of Illinois Extension Forestry Program and the Savanna Institute. The training, held at the 4-H campground at Allerton Park, provided participants with hands-on experience in the safe use of chainsaws, proper safety gear usage, and chainsaw cleaning/maintenance. The session culminated in a practical exercise where participants, under expert guidance, felled a tree to apply their newly acquired skills. Two Master Naturalist who regularly volunteer with us at the Forest Preserves were also in attendance.
- Attended the *Nurtured in Nature* BIPOC (Black Indigenous and People of Color) hiking event at Homer Lake on 04/07/24. 61 people registered, but the total attendance was 10 people, not including those coordinating or leading the event. I imagine the low attendance was due to the weather forecast and travel time/distance for Chicago registrants. Thankfully, the sun was out, and the rain and hail didn't sweep through until after the event was over. Promo footage was made during the event and will be used to advertise for the next event. Ultimately the intimacy of the group was wonderful and facilitated a first visit to our preserve for some University students.
- Nina was accepted into the University of Illinois Bird Anatomy Lab, which takes place on Wednesdays from 1 to 3 p.m. at the Natural History building on campus. Full preparation/participation cycles take two weeks before more specimens (window strike victims) are added. Nina will be attending these on an ongoing basis as able. While not directly related to the fellowship, this connection also serves as networking opportunity





toward potential programming partnerships with Graduate students and Bird strike protection efforts.

### Efficiency Committee Updates

- Working on cataloging our shared services and partnerships, categorized as long-standing (> one year) Memorandum of Understanding (MOU) and Intergovernmental Agreements, with other park districts, forest preserve districts, conservation districts, or municipal recreation agencies, with other units of local government, the State of Illinois, and interrelationships with non-profits.

### Planning and Construction (Bridgette Moen)

- Construction and Homer Lake Operations team hung sound baffles at the Salt Fork Center to reduce the echo effect. The baffles are working better than expected and a nice addition to the space.



- Mike Fry met with the Golf Course and Natural Resources staff regarding a prospective pond dredging project.
- Farnsworth Group has started surveying for the upcoming KRT work in Urbana and Vermilion County.
- At Middle Fork, the construction team and Middle Fork Operations staff have made significant progress on the campsite expansion. The campsites have been graded, and rock has been laid. The concrete trail has been mowed and staked out.





- Bridgette met with Engineering Resource Associates to discuss value engineering options for the Lake of the Woods Stream Barb project, including using more locally available rock, removing shrubs from the planting plan, and keeping the existing guardrail in place.
- Staff submitted a land donation request to the City of Urbana to acquire a vacant lot needed to connect the KRT. The City has sent a favorable reply and requested that the Forest Preserves' counsel prepare the documents.
- Sam presented the Comprehensive Plan recommendations to the Strategic Plan staff group for their review and feedback.
- Bridgette testified at the Village of Mahomet Planning and Zoning Committee meeting regarding a proposed commercial development on Lake of the Woods Road near Elks Lake. She urged the Village to thoroughly review stormwater calculations and plans to mitigate impacts on Elks Lake. She also advocated for dark sky lighting and native plants in the proposed dry detention basin.
- Bridgette ordered boat licenses for Lake of the Woods and Homer Lake.
- Sam has been engaging with the area Long Range Transportation Plan (LRTP) through a steering committee led by the Champaign County Regional Planning Commission. He submitted feedback proposing the plan include measurable objectives that encourage protecting and expanding natural areas alongside transportation projects.

## **Business and Finance (Brock Martin)**

- A group of folks from various departments successfully piloted a new process for requesting payments from vendors, which will soon be expanded to everyone.
- Created a secure submission folder for external users to submit W-9s and other sensitive information so there would be options outside of traditional mail and fax.
- 2023 audit fieldwork started on April 1, 2024.
- Ended use of temporary staff support for business office functions.
- Finalized Rates for 2023 submitted to the County Clerk.
- Began demos for potential financial software replacement.

## **Human Resources (Kathryn Glynn)**

- During the month of March, HR processed 22 hires and 4 terms.
- As of March 31<sup>st</sup>, our total headcount was 107 employees; including 53 FT, 21 PT, and 33 seasonal.
- There was one non-medical employee injury reported in March.
- Mary coordinated the 2024 annual fire extinguisher servicing for the Forest Preserves.
- The annual performance review process concluded on March 18<sup>th</sup>.
- HR coordinated a March Madness Basketball Tournament Challenge for staff. It was a slam dunk success that we'll remember until next year!

## Marketing (Lisa Sprinkle)

- Media this month included:
  - **Champaign Urban Spring Break ahead**  
<https://www.chambanamoms.com/2024/03/06/champaign-urbana-spring-break-ahead/>
  - **Registration open for Champaign County Forest Preserves 2024 summer camp lineup**  
<https://mahometdaily.com/registration-open-for-champaign-county-forest-preserve-2024-summer-camp-lineup/>
  - **Garden Speaker Series \ Consuming Empire: Colonial & Indigenous Agriculture and Exchange in Early America**  
<https://www.chambanamoms.com/events/garden-speaker-series-consuming-empire-colonial-indigenous-agriculture-and-exchange-in-early-america/>
  - **Museum of the Grand Prairie in Mahomet opens for spring**  
<https://www.wcia.com/news/local-news/museum-of-the-grand-prairie-in-mahomet-opens-for-spring/>
  - **Champaign County Forest Preserves offers a variety of outdoor activities to enjoy**  
<https://www.wcia.com/ciliving-tv/champaign-county-forest-preserve-offers-a-variety-of-outdoor-activities/>
  - **Go hunting for eggs at Champaign County Forest Preserve District**  
<https://www.chambanamoms.com/2024/03/31/eggs-champaign-county-forest-preserve-district/>
  - **Visit Museum of the Grand Prairie for hands-on family fun in Mahomet**  
<https://www.chambanamoms.com/2024/03/21/visit-museum-of-the-grand-prairie/>
  
- Social Media numbers for March

	FACEBOOK	+/-	INSTAGRAM	+/-
CCFPD	9,400	+177	3,800	+12
KRT	6,200	+206	175	+0
MGP	5,500	+11	1,400	+35
HLIC	3,800	+25		
GC	2,227	+0	392	+3
FPPF	771	+18		

- March Rental Info:

2024	2023	2022	March		2024	2023	2022
# Rentals	# Rentals	# Rentals	Preserve	Facility	\$	\$	\$
7	9	4	HL	Salt Fork Center	\$2,145.00	\$2,650.00	\$650.00
0	0	0	HL	Walnut Hill Shelter	\$0.00	\$0.00	\$0.00
0	0	0	LOW	Botanical Garden Weddings	\$0.00	\$0.00	\$0.00
1	5	6	LOW	Elks Lake Pavilion	\$540.00	\$2,200.00	\$1,900.00
2	3	2	LOW	Izaak Walton Cabin	\$640.00	\$360.00	\$240.00
15*	15	4	LOW	Lake of the Woods Pavilion	\$770.00	\$2,450.00	\$1,700.00
0	0	0	LOW	Lakeview Shelter	\$0.00	\$0.00	\$0.00
0	0	0	LOW	Riverview Retreat Center	\$0.00	\$0.00	\$0.00
0	0	0	LOW	Rotary Hill Shelter	\$0.00	\$0.00	\$0.00
0	0	0	LOW	Sycamore Hollow Shelter	\$0.00	\$0.00	\$0.00
2	0	1	MF	Activity Center	\$495.00	\$0.00	\$350.00
0	0	0	RB	River Bend Shelter	\$0.00	\$0.00	\$0.00
<b>27</b>	<b>32</b>	<b>17</b>		<b>TOTAL</b>	<b>\$4,590.00</b>	<b>\$7,660.00</b>	<b>\$4,840.00</b>

\* Lake of the Woods Pavilion - early voting & election creates a higher # than usual.

- Lisa completed the 2023 Annual Report and posted it on the website: <https://ccfpd.org/champaign-county-forest-preserves/publications>
- Lisa developed the April/May Leaflet. It was mailed out and posted on the website: <https://ccfpd.org/champaign-county-forest-preserves/publications>
- Kristin attended Teacher Institute Day at the Salt Fork Center and took photos, documenting the activities and presentations that Museum and Education staff presented to/conducted with the Unit 4 educators. These photographs were used to create social media posts, letting the public know about Teacher Institute Day and the different lessons/activities that the Museum and Education staff offer for groups and classes. The photos were also shared with Museum and Education staff and the teachers who attended.
- Kristin updated monthly ads for the month of April.

- Lisa worked with a translator to develop a Spanish version of the boat waiver for Lake of the Woods.
- Lisa worked with Urbana Park District and Sweet Lemonade Photography to take new drone footage of the Kickapoo Rail Trail and photographs of KRT users for future marketing needs.
- Kristin developed the Tributary Newsletter (a bi-annual newsletter for Three Rivers Society Members) and sent it out via physical mail.
- Kristin completed a fully updated version of the staff orientation video for 2024 which is now broken into two short videos: part 1 provides an overview of the Forest Preserves, staff you should know, different departments, and all of the technical information that new staff need to know upon starting work at the preserves. Part 2 (Meet the Staff) includes staff discussing the preserves and departments more in-depth: Lorrie Pearson (Executive Director), Matt Kuntz, Rusty Maulding, and Skylar Smith (Site Superintendents), Kamryn Suttinger (Museum and Education Director), Sue Gallo (Volunteer Coordinator), and Chris Edmondson (Golf General Manager).
- Kristin helped place concrete eggs for the Champaign County Forest Preserves at Homer Lake, Sangamon River, River Bend, and Middle Fork River Forest Preserves, tracking locations and taking pictures of each egg. Kristin created a checklist for the egg hunt and posted that on ccfpd.org and on the preserve's social media profiles.



## Grants and Fundraising (Ryan Anderson)

**Three Rivers Event:** Our first Three Rivers Society event of the year will be held on April 25<sup>th</sup>. All Commissioners are invited to attend.



**Earth Day/Arbor Day:** Staff will produce an email campaign and social media content around Earth Day and Arbor Day. This campaign will provide updates on previous campaigns, share information about the trail improvements, and provide an opportunity for donors to support the trail campaign or the annual fund.

**Stable Roots Endowment:** Staff have prepared an email to our donors announcing the Stable Roots Endowment and a physical letter will go out to a select group without email. This communication will go out the week of this meeting. A further announcement will go out in the next Leaflet and finally on social media shortly after the leaflet.

### Fundraising Campaigns Progress as of 3/1/24:

Campaign	Raised	Left	Goal	%
Trail Improvements	\$150	\$99,850	\$75,000	0%

### Fundraising Trends (as of 3/1/2024)

#### *Donations 4-Year Summary*

4-year totals:	2021	2022	2023	2024 (YTD)
<b>Total \$</b>	\$209,832.74	\$207,053.66	\$221,362.35	\$47,903.46
<b>Total \$ (adjusted)</b>	\$174,725.10	\$175,731.78	\$195,050.45	\$42,902.46
<b># of donors (adjusted)</b>	407	345	442	56
<b># of 1<sup>st</sup> time donors</b>	165	87	159	13

*"Adjusted" numbers have grants and bequests removed. Updates to Bloomerang have altered these figures.*



## Volunteer Coordinator (Sue Gallo)

- Created a procedure to more efficiently record volunteer service of regular volunteers who help at events without duplicating their hours while ensuring they are credited for their time.
- Met with Kamryn to learn about the current and potential future need for volunteer support and initiated a discussion on possible service-learning collaborations.
- Attended a webinar on Handling Difficult Personalities by Volunteer Fairfax and Making it to the Inbox in 2024: What's Changed by Constant Contact about Google, Yahoo and iPhone rules that limit reach of e-newsletters/marketing. I also attended a chainsaw training held by U of I Extension because volunteers can request to use chainsaws and other power tools when stewarding.
- Organized and set dates for volunteer events with St Joe-Ogden National Honors Society, Ratio, and Ryan Dallas. Thanks to Emily for organizing with the Champaign County Audubon.
- Attended three planning sessions - two Boneyard Community Day and one Summer Splash.
- Kudos to David, the Golf Course Committee, and the staff who hosted a well-planned, successful cleanup with approximately 50 volunteers! I assisted with publicity, photos, and tools. Volunteers from ROTC, PGN, and Audubon attended.
- Started annual trail steward update.
- We had 13 new applicants last month. (My onboarding rate for new volunteers has slowed, unfortunately.)
- The Eagle Scout bike repair station was installed! It was a lovely spring day, and the Scouts received tremendous positive feedback from passing trail users.



- Hosted a second stewarding event at Homer Lake with ten attendees. Thanks to volunteer Walt Hurley, who made the following graphics to help people visualize the impact of their efforts! (picture below)



## Lake of the Woods Golf Course (Chris Edmondson & Joie Torres)

- The weather was more typical for the average March this year, with widely varying temps and precipitation. The golf course reflects that in its daily play numbers. There were several days we were closed, but the good days were very good. For the month, we had 2,403 players. This is double the 5-year average of 1,225 and the 2<sup>nd</sup> highest total for March since 1997. Our revenues for the month were \$75,819, which is also double the 5-year average of \$36,464, and the highest since 2012.
- We hosted our annual volunteer clean-up day on Saturday, March 23<sup>rd</sup>. It was a brisk morning (temps in the 30s), but over 50 volunteers showed up to assist with the clean-up. Volunteers, including other department staff and their families, cleaned around the clubhouse and Pro Shop and picked up garbage and raked remaining leaves and sticks on the golf course into piles for the maintenance crew to collect. We are so thankful for the support we receive and appreciate the assistance in making the facility as aesthetically pleasing as possible.
- The golf simulators closed for the season on March 11<sup>th</sup>. This season (December 1, 2023 – March 11, 2024), the simulators generated \$18,788 in revenue, which more than paid for the new unit purchased in the fall, and does not take into account food and beverage purchases. Having two of the same units allowed us to increase league offerings, lessons, and fittings and enhanced the overall player experience.
- The weather also allowed our renovation project to be completed. Larry Denton, who completed our previous bunker project, reshaped some tee boxes and approaches. Hole #14 approach was regraded. Hole #7 tee box was rebuilt to accommodate three sets of tees. The hole #10 tee box had the broken and rotting railroad ties removed



from the back, and the area was regraded. Golf Course maintenance staff then laid sod and/or spread grass seed in these areas. We are hopeful that being able to complete this project early in the year will have minimal impact on play when outings and tournaments commence in late April and early May. Before and after pictures of the renovation on the #10 tee box follow.



- Seasonal hiring continued in March. We have currently filled all of our Cashier, Starter/Ranger, and Cart Attendant positions and are now focused on the Snack Bar and Beverage Cart positions, which will begin operation in mid-April.
- On March 13<sup>th</sup>, Chris completed his recertification in the Food Service Sanitation Manager course through Parkland College Continuing Education. This certification is valid for five years and is an operational requirement on-site. Jason Troyer was certified last fall, and David Sebestik is due for recertification and will be taking the course this summer.
- The maintenance crew is now in full swing, mowing and fertilizing the greens, tees, and fairways.
- This year's maintenance staff is filled! We now have 12 part-time seasonal, and we are excited to announce our full-time maintenance worker II Jameson Drinkwalter! Jameson has been a part-time seasonal helper for four seasons and brings a wealth of knowledge on irrigation systems, equipment use, and safety (setting heights and cuts on greens mowers), and is an overall asset to the leadership of the team. We are proud of Jameson and glad to have him on our team.

## Museum and Education Department (Kamryn Suttinger)

### Patrons Served

	In-Person Programming*	Online Programming*	Outreach**	MGP Visitation	HLIC Visitation
<b>Oct-23</b>	1253	0	57	829	194
<b>Nov-23</b>	952	0	18	566	103
<b>Dec-23</b>	711	0	0	90	57
<b>Jan-24</b>	86	0	0	0	109
<b>Feb-24</b>	157	0	25	0	126
<b>Mar-24</b>	244	0	30	717	191
<b>YTD</b>	<b>487</b>	<b>0</b>	<b>55</b>	<b>717</b>	<b>426</b>

\* Includes all youth and public program opportunities \*\* Includes loan kits and tabling events

### Collections and Exhibits:

- Processing items approved for deaccessioning continues. LOW Operations staff helped dispose of many unsalvageable items from the Sangamon River shed. The Old Stone Fort Museum in Schoharie, New York, is interested in the cradle. Approximately 20 transferable objects are still without new homes. Out of 13 regional historical institutions contacted for potential transfer, two have shown interest, two have not responded, and nine have declined.
- Work in the tool wing, spearheaded by Rob Diehl, continues. Cleaning and inventory of the blacksmith shop in preparation for the exhibit is moving more quickly than expected. Three volunteers are working on the project, and Collections Coordinator Jessica Smith is also providing support.
- Collection Coordinator Jessica Smith is wrapping up our 2024 incoming loan renewals. Most incoming loans are currently on exhibit in the *History of Healing* exhibit, which continues to be popular with visitors.
- Madeleine Keenan, a Uni High graduate and history student at Yale, is our 2024 Smith intern. She officially accepted the position, and we are wrapping up the paperwork. She will begin on or about May 28 and will work on a component of the Doris Hoskins Archive.



### Youth Programs:

- The Youth Programs team hosted a second Unit 4 (Champaign) Teacher In-Service day at the Salt Fork Center in Homer Lake Forest Preserve. 30 teachers from the Champaign School District participated in hands-on activities specific to programs we offer, hike the trails at Homer Lake, and meet the staff. We got a lot of great feedback from the teachers and hope to continue partnering with them.
- Counselor-in-training (youth volunteers for summer camps) interviews have started. We already have a great interest from the county youth.
- We are doing interviews for our seasonal positions, Day Camp Educators and Seasonal Naturalist, and the year-round Education Program Specialist I and Interpretive Naturalist.
- The one-room schoolhouse has been opened and cleaned for the season; we have a large number of field trips scheduled this spring. Thank you to Christopher Clementz Construction for creating a mount for our new water pump. This will be used to show children how water was collected in the 1890s.

### Public Programs and Visitor Services:

- Members of the Public Programs Team met with Mike Daab and other CCFPD staff to further discuss and plan for the Summer Splash event. The IL Natural History Survey Traveling Science Center is being considered for booking.
- *Juanito's Tacos* has expressed interest in appearing as a food truck vendor for the upcoming CCFPD Summer Concerts and Summer Splash event.
- John discussed future endeavors with the Museum Docent Workshop/Training Program with Volunteer Coordinator Sue Gallo.
- On March 29, Jennifer Wick led a Woodcock walk at Buffalo Trace with a very successful turnout of 30 attendees. There seems to be a lot of excitement for this program, which brings in community members who otherwise wouldn't have visited Buffalo Trace/Lake of the Woods. Jennifer says, "It always makes me feel glad to enrich that first experience." The first Woodcock walk, held on March 12th, brought in 28 attendees, and everyone was able to hear and see the male birds perform their unique display.







- The Public Programs team hired Chelsea Prah as the new Public Programs Manager. Chelsea is coming from the Urbana Park District, and her first day will be April 22<sup>nd</sup>.

### **Training/Professional Development:**

- Selena Gonzalez attended the PDRMA webinar, Mindful of Mental Health: Managing Stress and Anxiety in Children and Adolescents.

### **Natural Resources (Peter Goodspeed)**

- NR staff were busy in March conducting prescribed burns throughout most of the preserves. These burns achieved ecological management goals that include:
  - Removing leaf litter/grass duff layer
  - Returning nutrients to the soil
  - Controlling invasive plant species
  - Maintaining grassland and savanna ecosystems
  - Opening areas up for future management practices
  - Promoting overall biodiversity
- Prescribed burns were conducted in the following ecological management units:
  - River Bend FP – parking lot prairie, 9/11 Memorial Grove, Woodland CRP, between trail and sunset lake (38 acres)
  - Lake of the Woods FP – Stidham Woods savanna and prairie (23.4 acres)
  - Lake of the Woods FP – Buffalo Trace old field sites (37 acres)
  - Middle Fork River FP – Point Pleasant parking lot prairie and woods (42.5 acres)
  - Sangamon River FP – NW Prairie and riparian woodland CRP (39.4 acres)
  - Lake of the Woods FP – HQ west woods and pollinator meadow (8 acres)
  - Homer Lake FP – NW prairie complex west prairie restoration (18.2 acres)
  - Lake of the Woods FP – Buffalo Trace S47 prairie and Milestone prairie (35.1 acres)

- Since February, NR and Site Operations staff conducted ~20 burns, totaling ~380 acres.



- While the Illinois Department of Natural Resources is responsible for stocking the larger lakes, NR stocked the smaller ponds at Homer Lake FP (Collins Pond and Hidden Acres Pond) and Elks Lake at Lake of the Woods FP.
- NR staff removed more trees at Buffalo Trace in preparation of the constructed wetland project and the new trail resurfacing project for the OSLAD grant.
- Native ryegrass was planted in degraded areas where volunteers and staff previously cleared invasive shrubs at Homer Lake FP and River Bend FP.
- Staff members passed their Commercial Pesticide Applicator's License exams for General Standards and Rights-of-Way categories.
- NR staff attended the Quarterly Connection fish fry event at Homer Lake FP.
- NR welcomed its newest natural resources technician, Gage Zvonik, to the team.

## **Lake of the Woods (Rusty Maulding)**

- Botanical Garden and Operations staff wrapped up thorny tree removal at Buffalo Trace this summer in preparation for bike trail resurfacing through an OSLAD grant.
- Botanical Gardens staff seeded a predominantly dirt trail at Buffalo Trace after volunteers and staff cleared invasive shrubs and trees along the trail this winter which allows greater sunlight penetration and turfgrass growth. We are experimenting with buffalo grass in the sunniest parts of the trail to see how that fares compared to cool-season turfgrasses, more typically used. The buffalo grass is a warm-season turfgrass that requires less water, should better heal openings after being established, and will likely stay greener during the heat of the summer. Thank you, Natural Resources, for providing the seed.
- We received the new Can-Am UTV and are already putting it to work. It's proving to be most applicable to a small truck, a tool we did not have previously. As a bonus, the second shift is looking forward to using it as well, whereas before, they only used full-sized vehicles. We thank the Commissioners for supporting this right-sizing of our fleet.



- Michael and Brodie saw an opportunity for Operations (Ops) and Botanical Garden (BG) crews to work alongside another department's staff near the spillway at Lake of the Woods, and a callout for Head Quarters (HQ) staff volunteers was made. A total of 7 HQ, 7 BG, and 6 Ops staff worked for about 2 hours dragging honeysuckle branches that crews had cut earlier in the week to 3 burn piles. Field crews saw firsthand how engaged and supportive HQ staff is in the completion of the work, and HQ staff have a better appreciation for the physical nature of the work field crews complete daily. The shared experience was great for all who participated!
- Operations staff ground stumps from trees felled over the last six months in turf areas, hauled away shavings, and placed soil and turfgrass seed throughout Lake of the Woods and Sangamon River residence areas.



## Homer Lake (Skylar Smith)

- The aging water pressure tanks at the Walnut Hill shelter were replaced with one pressure tank capable of supplying pressure to both restrooms.
- Homer Lake operations hosted the first staff Quarterly Connections of 2024 on March 28 at the Salt Fork Center. The afternoon was spent having a fish fry and connecting with folks from all over the preserves. Special thanks to Roy for holding it down in the kitchen.
- The landscaping at the Salt Fork Center needs a facelift. Staff began the process of removing old landscaping with plans to implement new native pollinator patches.
- Homer Lake staff led two prescribed burns in March. One burn was in Flicker Woods and the other in Maple Sugar Grove. Both burns appear to have effectively set back invasive shrubs.

- The Salt Fork Center installed a new drinking fountain with a water bottle filler, replacing the original fountain installed when the building was constructed.
- The northeast corner of the preserve, near Homer Lake Road, was in bad shape following the wind storm last summer. Staff worked to clean up the windfall in that natural area, and plans are in place to restore the area with native plant species in the future.
- A small hole on the Flicker Woods trail turned out to be the result of a broken old field tile. Below the surface the hole was much larger than we originally thought. Staff was able to excavate the broken tile line and make a repair the same day, minimizing the trail closure.
- Invasive Bush Honeysuckle was cleared at the North Boat Ramp, Clarks Corner, and near the Salt Fork Center.
- Ethan Stites was hired as a part-time employee. He began work on Tuesday, April 9<sup>th</sup>.
- Skylar attended the 2-day Illinois Lakes Management Association conference in Urbana. The conference had speakers from both private and public sectors, talking about a wide range of topics from native pollinator patches to lake sediment reduction plans.
- The spring ephemerals paired with the nice weather has made for a noticeable increase of visitors coming out to the preserve recently.



## **Middle Fork (Matthew Kuntz)**

- Middle Fork staff have been assisting the Construction Department with the campground expansion project, part of the OSLAD Trail Development Grant we received. To date all but four of the sites have been built, but we are experiencing some delays with ordering of electrical components and park equipment.
- The campground has officially opened for the 2024 season. April is a soft open with no hosts, and they will start on the first of May. We booked several sites for the solar eclipse event.
- We would like to extend our thanks and appreciation to Ed Hutchinson, Maintenance Worker III, who has retired from the Forest Preserves. Mr. Hutchinson worked hard for 12 great years at Middle Fork and will be missed.
- We have been interviewing potential candidates for the open full-time position at Middle Fork. We hope to have someone in place by mid-April.
- Thanks to the District staff for a great Quarterly Connections at Homer Lake this spring.



<b>2024 Organizational Objectives</b>		<b>Progress Made</b>	<b>Program Areas</b>
<b>Theme: Advance Our Mission</b>			
	1. Continue to develop architectural/engineering, exhibit, programming, and fundraising plans for a new nature center.	Working toward outlining two scenarios and bond funding options for the nature center at the May Board meeting.	M&E, PLN, FIN, Exec
	2. Develop and host a signature event or series of events that are family friendly and appeal to a diverse audience, collaborating with other groups where possible/appropriate.	Planning committee established for Summer Splash. Date selected (July 27) and location will be LOW peninsula. Will focus on fishing, boating safety, and environmental education.	Exec, M&E, FIN, Sites, Mkting
	3. Acquire land from willing parties near River Bend Forest Preserve to protect high-quality habitat and expand existing preserves (if awarded OSLAD grant).	Memorandum of purchase for one of the potential properties approved by the Board. Continued discussions with other property owners.	Exec
	4. If #3 is achieved, begin to create plans for restoration and/or compatible recreation in compliance with applicable conservation easement and grant restrictions.		
<b>Theme: Meet Community Needs</b>			
	1. Complete infrastructure and facility maintenance projects on 2024 capital plan	LOW Elks Lake Pavilion renovation is complete. LOW Storm Shelter installed. LOW Hickory and Hawthorn Shelters complete.	CN, LOW Ops
	2. Begin to implement the new Comprehensive Plan by developing a new five-year Strategic Plan for 2025 - 2029, particularly keeping in mind the results of the 2022 Needs Assessment.	Comprehensive Plan is under final staff reviews. Depending on extent of comments, anticipate May or June approval.	PN
	3. Identify and implement at least one improvement to facilities, conservation, recreation options, and/or programming in response to the 2022 Needs Assessment.	To be reviewed upon start of 2025 capital project solicitation process.	PN
	4. Increase the number and quality of information/programs/interactions that are presented in languages other than English that are the most commonly spoken languages in Champaign County	Spanish-language overall preserve brochure produced.	Mkting
<b>Theme: Build Positive Name Recognition</b>			
	1. Marketing Committee reviews 2022 Needs Assessment and proposes 3-5 areas to improve.		
	2 Marketing Committee develops plans to improve those areas and implements those planned for 2024.		

	3. All staff consistently use "Forest Preserves" (or when necessary to pinpoint location, "Champaign County Forest Preserves" or "Forest Preserves of Champaign County") rather than "CCFPD" or "the District," particularly in external communication.	The change is well underway in Board materials, Leaflet, upcoming Comprehensive Plan, and informal materials.	All
	4. Change website URL to use more descriptive and easier-to-understand language.	Website URL under discussion within Marketing Committee.	Mkting
<b>Theme: Improve How We Work</b>			
	1. Solicit ideas for improvements in efficiency from Efficiency Committee, ideas for improvements to efficiency and efficacy from staff and the Board, and solicit feedback from Efficiency Committee on staff efficiency ideas.	Ideas solicited and continue to be collected.	Exec
	2. Develop plans to implement 3-5 efficiency or efficacy improvements and implement any improvements planned for 2024.		
	3. Complete process to establish and embed organizational values.	Values complete. Next step slated for May.	Exec
	4. Using the New Comprehensive Plan as a framework, develop a new Strategic Plan for 2025-2029 that includes ways to operationalize/implement the plan and reflects the organization's three-part mission of conservation, education, and compatible recreation.		
	5. Re-establish DEI committee or similar mechanism to improve efficacy in achieving a sense of belonging from staff and the public.		
<b>Theme: Invest in Our Staff</b>			
	1. Continue to make gains on becoming an employer that pays competitive wages by providing wage increases of 3% (to progress toward P50) + inflation rate through 2027 when possible.	New 2024 pay rates went into effect January 1.	HR, FIN
	2. Develop plan(s) to foster greater "understanding across departments" to address the #1-identified frustration in 2022 Employee Engagement Survey.	Employee Engagement Committee continues to discuss. Individuals and departments developing ideas.	All.
	3. Employee Engagement Committee proposes 2-4 other areas from the 2022 or 2023 survey or other sources on which to improve, implements those improvements, and continues to survey staff.		

	4. Provide training to assist with completing 2024 Actions and individual professional development goals.	Staff continues to participate in a variety of professional development opportunities, including Soaring to New Heights, programs on maintenance and technical skills, and sessions through PDRMA.	All.
<b>2024 Goals from Board of Commissioners</b>		<b>Progress Made</b>	<b>Program Areas</b>
	1. Continue to strengthen financial reporting and forecasting to assist with strategic planning.	Financial status update and forecast scheduled for April Board meeting	FIN
	2. Continue strengthening relationships with state and local officials through a staff team effort.	Spoke with Rep. Schweizer at Soaring to New Heights. Spoke with Rep. Schweizer, Sen Rose staffer, Sen. Faraci, and Sen. Faraci staffer at Legislative Breakfast.	Exec
	3. Continue offering new and varied recreational opportunities and programs.	Planning is well-underway for new family-friendly summertime event: Summer Splash. M&E conducted teacher training during Unit 4 Institute Day.	Exec, M&E, FIN, LOW, Mking
	4. Continue developing relationships with Champaign and Urbana Park Districts and other partners (e.g. Mahomet and Rantoul parks and recreation departments).	Coordinated on organizing Legislative Breakfast and dinner with legislators at May IAPD conference. Meet with EDs approx. every two months. Connecting M&E and Golf with UPD and Village of Savoy re: programming partnerships.	Exec, M&E, Golf
	5. ED goal: Spend more time with non-direct reports.	Continue informal check-ins.	
	6. ED goal: Continue involvement with IPRA and IAPD.	Attended Soaring to New Heights and legislative breakfast. Registered for Legislative Conference.	
	7. ED goal: Obtain training in strategic planning and implementation.	Attended 2 online group workshops and 1 webinar on strategic planning. Reading <i>Strategic Planning for Public and Non-Profit Organizations</i> by John M. Bryson.	

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Business and Finance Section  
Re: April 2024 Disbursements for Approval

**Action Requested**

Staff requests that the Board of Commissioners approve the payment of **\$255,832.36** in accounts payable disbursements dated March 22, 2024 through April 18, 2024.

Accounts Payable check range: 117882 through 118020  
Purchasing Card check range: PO08087 through PO08163

**Background**

For the past month, District total expenses broke down as follows:

<b>Disbursements Breakdown</b>	<b>Amount</b>
Board Approved Expenses	\$114,252.53
Delegated Insurance Expenses	\$49,607.30
Delegated Purchasing Card Expenses	\$28,706.98
Delegated Utilities Expenses	\$22,836.05
Expenses Under \$1,000	\$20,265.18
Delegated Merchandise & Concession Expenses	\$20,164.32
<b>Total Disbursements</b>	<b>\$255,832.36</b>

FROM CHECK # 117882 TO CHECK # 118020  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
117882	AMERENIP	AMERENIP	OUT	03/22/24	03/22/24	4,539.10
117883	BECKM	MARY BECK	OUT	03/22/24	03/22/24	13.95
117884	CALLAWAY	CALLAWAY GOLF CO	CAN	03/22/24	03/29/24	2,986.32
117885	CCFARMBU	CHAMPAIGN CO FARM BUREAU	CAN	03/22/24	03/29/24	85.00
117886	CLEVGOLF	CLEVELAND GOLF CO / SRIXON	CAN	03/22/24	03/29/24	1,179.46
117887	COBRA	COBRA GOLF INCORPORATED	OUT	03/22/24	03/22/24	784.98
117888	CONNORC	CONNOR CO	CAN	03/22/24	03/29/24	904.59
117889	CONSTELL	CONSTELLATION NEWENERGY	CAN	03/22/24	04/02/24	1,106.77
117890	DEPKE	WELDSTAR COMPANY	CAN	03/22/24	03/27/24	26.13
117891	DLTSOL	DLT SOLUTIONS LLC	CAN	03/22/24	03/29/24	707.26
117892	DONENET	D1 NETWORKS, INC	CAN	03/22/24	03/27/24	115.00
117893	FREDPLBG	FRED'S PLUMBING, HEATING, AIR	CAN	03/22/24	03/27/24	604.95
117894	GFLENVIR	GFL ENVIRONMENTAL	CAN	03/22/24	03/29/24	162.39
117895	HEARCOLA	HEARTLAND COCA COLA	OUT	03/22/24	03/22/24	438.93
117896	HEIDELBE	HEIDELBERG MATERIALS MIDWEST	CAN	03/22/24	03/27/24	5,591.67
117897	HELENA	HELENA CHEMICAL CO	OUT	03/22/24	03/22/24	397.50
117898	HINCKLEY	HINCKLEY SPRINGS	CAN	03/22/24	04/01/24	383.80
117899	HLTHALL	HEALTH ALLIANCE MEDICAL PLANS	CAN	03/22/24	03/27/24	37,329.00
117900	ILLSTPOL	ILLINOIS STATE POLICE	CAN	03/22/24	03/29/24	110.00
117901	LITHGOW	LITHGOW MOTORSPORTS	CAN	03/22/24	04/02/24	32,024.00
117902	MAHOACE	MAHOMET ACE HARDWARE	OUT	03/22/24	03/22/24	248.98
117903	MARCOTTE	GAIL MARCOTTE	CAN	03/22/24	04/02/24	3,276.00
117904	MEYERCAP	MEYER CAPEL	OUT	03/22/24	03/22/24	4,000.00
117905	MIZUNO	MIZUNO USA, INC	CAN	03/22/24	03/27/24	2,931.68
117906	MTIDIST	MTI DISTRIBUTING, INC	CAN	03/22/24	03/29/24	895.36
117907	NCPERS	NCPERS GROUP LIFE INS	CAN	03/22/24	04/02/24	80.00
117908	NEXBELT	NEXBELT OPERATING, INC.	CAN	03/22/24	03/27/24	470.33
117909	PAVLOV	CAMPUS COMMUNICATIONS GROUP	CAN	03/22/24	03/27/24	1,440.00
117910	PERSPEAP	PERSPECTIVES EAP	OUT	03/22/24	03/22/24	823.05
117911	PGPROGLF	PG PROFESSIONAL GOLF	CAN	03/22/24	03/27/24	2,727.33
117912	PRESTOX	PRESTO X CO	CAN	03/22/24	04/01/24	98.20
117913	PROGPROP	PROGRESSIVE PROPANE, INC	CAN	03/22/24	03/27/24	1,676.41
117914	QUADIENT	QUADIENT	CAN	03/22/24	03/29/24	146.80
117915	ROBERTSL	LARRY ROBERTS	OUT	03/22/24	03/22/24	4,350.00
117916	ROGARDS	ROGARDS OFFICE PLUS	CAN	03/22/24	03/27/24	107.10
117917	RURALKNG	RURAL KING DISTRIBUTING	CAN	03/22/24	03/27/24	67.94
117918	SITEONE	SITEONE LANDSCAPE SUPPLY	CAN	03/22/24	03/27/24	1,950.40
117919	SPHERION	SPHERION STAFFING LLC	OUT	03/22/24	03/22/24	1,112.40
117920	TITLEIST	ACUSHNET COMPANY	CAN	03/22/24	03/29/24	3,253.97
117921	TLCPEST	TLC PEST CONTROL	CAN	03/22/24	03/29/24	75.00
117922	UNITFUEL	UNITED FUEL CO	CAN	03/22/24	03/27/24	3,753.45
117923	UPCLOSE	UPCLOSE MARKETING & PRINTING	CAN	03/22/24	03/27/24	112.28
117924	WALKERTI	WALKER TIRE	CAN	03/22/24	04/01/24	51.00
117925	WATCHCOM	WATCH COMMUNICATIONS	CAN	03/22/24	03/27/24	248.19

FROM CHECK # 117882 TO CHECK # 118020  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
117926	WATTSCPY	WATTS COPY SYSTEMS	CAN	03/22/24	03/27/24	31.89
117927	BIRGEDEN	DENNIS BIRGE	OUT	03/29/24	03/29/24	46.86
117928	CALLAWAY	CALLAWAY GOLF CO	CAN	03/29/24	04/03/24	467.70
117929	CCPINDUS	CCP INDUSTRIES INC.	CAN	03/29/24	04/04/24	124.44
117930	CHAPMAN	CHAPMAN AND CUTLER LLP	CAN	03/29/24	04/04/24	3,500.00
117931	DEDDIESE	DEDICATED DIESEL SERVICE	OUT	03/29/24	03/29/24	111.00
117932	DIONHAPP	DION HAPPS PERFORMANCE	OUT	03/29/24	03/29/24	194.54
117933	ENGRESAS	ENGINEERING RESOURCE ASSOCIATE	CAN	03/29/24	04/02/24	640.19
117934	EQUITABL	EQUITABLE FINANCIAL	CAN	03/29/24	04/02/24	30.00
117935	FARNSWOR	FARNSWORTH GROUP INC	OUT	03/29/24	03/29/24	3,031.40
117936	FORDCITY	FORD CITY	OUT	03/29/24	03/29/24	360.00
117937	GFLENVIR	GFL ENVIRONMENTAL	CAN	03/29/24	04/04/24	163.83
117938	HEARLVOL	HEARTLAND COCA COLA	CAN	03/29/24	04/04/24	592.87
117939	IDEALTUR	IDEAL TURF	OUT	03/29/24	03/29/24	3,285.00
117940	ILDEPTNR	ILLINOIS DEPARTMENT OF	OUT	03/29/24	03/29/24	42.00
117941	ILLINIFE	ILLINI FIRE EQUIPMENT	OUT	03/29/24	03/29/24	589.00
117942	J&SWASTE	J & S WASTEWATER SYSTEMS INC	OUT	03/29/24	03/29/24	1,170.00
117943	JOEMCDAN	JOE MCDANIEL	OUT	03/29/24	03/29/24	378.25
117944	KOERNER	KOERNER DISTRIBUTOR INC	CAN	03/29/24	04/03/24	225.75
117945	LARRYDEN	LARRY DENTON, GOLF COURSE	CAN	03/29/24	04/03/24	12,600.00
117946	MEDIACOM	MEDIACOM	OUT	03/29/24	03/29/24	700.00
117947	MENARDS	MENARDS	CAN	03/29/24	04/03/24	216.65
117948	MUNICIPA	MUNICIPAL APPAREL COMPANY LLC	CAN	03/29/24	04/02/24	560.30
117949	NAPACHAM	NAPA AUTO PARTS CHAMPAIGN	CAN	03/29/24	04/02/24	314.70
117950	NORTHSAF	NORTHERN SAFETY	OUT	03/29/24	03/29/24	226.16
117951	NUTOYS	NUTOYS LEISURE PRODUCTS	OUT	03/29/24	03/29/24	2,480.00
117952	PAVLOV	CAMPUS COMMUNICATIONS GROUP	CAN	03/29/24	04/03/24	240.00
117953	PDRMA	PARK DISTRICT RISK MGMT ASSN	CAN	03/29/24	04/03/24	11,585.49
117954	PRESTIGE	PRESTIGE FLAG	OUT	03/29/24	03/29/24	2,296.18
117955	PRESTOX	PRESTO X CO	OUT	03/29/24	03/29/24	63.39
117956	REPUBLIC	REPUBLIC SERVICES #729	OUT	03/29/24	03/29/24	1,001.53
117957	SAFEWRKS	SAFEWORKS ILLINOIS	CAN	03/29/24	04/02/24	131.50
117958	SITEONE	SITEONE LANDSCAPE SUPPLY	CAN	03/29/24	04/04/24	349.07
117959	SPHERION	SPHERION STAFFING LLC	CAN	03/29/24	04/04/24	1,112.40
117960	STNDLIFE	THE STANDARD	OUT	03/29/24	03/29/24	430.84
117961	TERMINIX	TERMINIX	CAN	03/29/24	04/03/24	105.00
117962	TITLEIST	ACUSHNET COMPANY	CAN	03/29/24	04/04/24	876.63
117963	ACCURATY	ACCURATY SOLUTIONS LLC	OUT	04/05/24	04/05/24	669.97
117964	CALLAWAY	CALLAWAY GOLF CO	OUT	04/05/24	04/05/24	1,382.52
117965	CDGA	CHICAGO DISTRICT GOLF ASSN	OUT	04/05/24	04/05/24	1,190.00
117966	CULLIGAN	CULLIGAN	OUT	04/05/24	04/05/24	388.00
117967	DEANS	DEANS GRAPHICS	OUT	04/05/24	04/05/24	531.43
117968	DEPKE	WELDSTAR COMPANY	OUT	04/05/24	04/05/24	29.12
117969	DILLMAN	DILLMAN SANITARY HAULING	OUT	04/05/24	04/05/24	170.00

FROM CHECK # 117882 TO CHECK # 118020  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
117970	EASTILL	EASTERN ILLINI ELECTRIC CO	OUT	04/05/24	04/05/24	2,249.21
117971	FORDCITY	FORD CITY	OUT	04/05/24	04/05/24	8.73
117972	GEMPLERS	GEMPLERS	OUT	04/05/24	04/05/24	378.58
117973	GILLETTH	HEATHER GILLETT	OUT	04/05/24	04/05/24	1,440.00
117974	ILDEPTNR	ILLINOIS DEPARTMENT OF	OUT	04/05/24	04/05/24	42.00
117975	IMCOUTIL	IMCO UTILITY SUPPLY	OUT	04/05/24	04/05/24	237.18
117976	IMPERIAL	IMPERIAL	OUT	04/05/24	04/05/24	333.00
117977	KIRCHNR	KIRCHNER BUILDING CENTER	OUT	04/05/24	04/05/24	50.37
117978	LOWES	LOWES	OUT	04/05/24	04/05/24	57.20
117979	MAHOACE	MAHOMET ACE HARDWARE	OUT	04/05/24	04/05/24	103.06
117980	MAHOLAND	MAHOMET LANDSCAPES	OUT	04/05/24	04/05/24	2,900.00
117981	MAHOMET	VILLAGE OF MAHOMET	OUT	04/05/24	04/05/24	17.24
117982	MAHSMENG	MAHOMET SMALL ENGINE	OUT	04/05/24	04/05/24	322.66
117983	MENARDS	MENARDS	OUT	04/05/24	04/05/24	359.66
117984	MICROSYS	MICRO SYSTEMS INTEGRATION	OUT	04/05/24	04/05/24	1,949.00
117985	MIDCONST	MIDWEST CONSTRUCTION RENTALS	OUT	04/05/24	04/05/24	2,530.53
117986	MIDFIBER	MIDWEST FIBER NORMAL LLC	OUT	04/05/24	04/05/24	181.59
117987	NAPACHAM	NAPA AUTO PARTS CHAMPAIGN	OUT	04/05/24	04/05/24	24.99
117988	NEWSGAZ	CHAMPAIGN MULTIMEDIA GROUP	OUT	04/05/24	04/05/24	2,274.20
117989	RIVERAM	MONIQUE RIVERA	OUT	04/05/24	04/05/24	75.00
117990	RURALKNG	RURAL KING DISTRIBUTING	OUT	04/05/24	04/05/24	200.46
117991	SEBESTKD	DAVID SEBESTIK	OUT	04/05/24	04/05/24	1,726.00
117992	SHERMANS	SHERMANS SMALL ENGINE REPAIR	OUT	04/05/24	04/05/24	70.98
117993	SITEONE	SITEONE LANDSCAPE SUPPLY	OUT	04/05/24	04/05/24	179.28
117994	TITLEIST	ACUSHNET COMPANY	OUT	04/05/24	04/05/24	2,212.90
117995	TROYERJA	JASON TROYER	OUT	04/05/24	04/05/24	505.00
117996	UPCLOSE	UPCLOSE MARKETING & PRINTING	OUT	04/05/24	04/05/24	550.40
117997	WEXBANK	WEX BANK	OUT	04/05/24	04/05/24	402.59
117998	WILLEMIL	EMILY WILLIAMS	OUT	04/05/24	04/05/24	100.00
117999	ZVONIKGA	GAGE ZVONIK	OUT	04/05/24	04/05/24	100.00
118000	PCARDS	PCARD TOTAL CHECK	VAD	04/08/24	04/08/24	28,706.98
118001	BELSON	BELSON OUTDOORS LLC	OUT	04/09/24	04/09/24	6,199.33
118002	CLIFTON	CLIFTON LARSON ALLEN LLP	OUT	04/09/24	04/09/24	11,097.45
118003	DEDDIESE	DEDICATED DIESEL SERVICE	OUT	04/09/24	04/09/24	37.00
118004	ERBTURF	ERB TURF EQUIPMENT INC	OUT	04/09/24	04/09/24	167.51
118005	GARBALTE	GARB ALTERNATIVE SPORTSWEAR	OUT	04/09/24	04/09/24	412.53
118006	ILLINIFE	ILLINI FIRE EQUIPMENT	OUT	04/09/24	04/09/24	1,223.75
118007	INTERBAT	INTERSTATE BATTERY SYSTEM	OUT	04/09/24	04/09/24	60.95
118008	KOERNER	KOERNER DISTRIBUTOR INC	OUT	04/09/24	04/09/24	529.39
118009	METLIFE	METROPOLITAN LIFE INSURANCE CO	OUT	04/09/24	04/09/24	261.97
118010	MTIDIST	MTI DISTRIBUTING, INC	OUT	04/09/24	04/09/24	561.49
118011	NAPACHAM	NAPA AUTO PARTS CHAMPAIGN	OUT	04/09/24	04/09/24	73.47
118012	PERSPEAP	PERSPECTIVES EAP	OUT	04/09/24	04/09/24	737.55
118013	PRESTIGE	PRESTIGE FLAG	OUT	04/09/24	04/09/24	728.88



FROM CHECK # 117882 TO CHECK # 118020  
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
118014	RURALKNG	RURAL KING DISTRIBUTING	OUT	04/09/24	04/09/24	45.98
118015	SAFEWRKS	SAFEWORKS ILLINOIS	OUT	04/09/24	04/09/24	44.00
118016	SPHERION	SPHERION STAFFING LLC	OUT	04/09/24	04/09/24	1,112.82
118017	TOUCHCOM	TOUCHTONE COMMUNICATIONS	OUT	04/09/24	04/09/24	6.49
118018	UNITFUEL	UNITED FUEL CO	OUT	04/09/24	04/09/24	3,775.75
118019	VERMEER	VERMEER SALES & SERVICE	OUT	04/09/24	04/09/24	298.99
118020	WALKERTI	WALKER TIRE	OUT	04/09/24	04/09/24	146.00
TOTAL---ALL CHECKS						255,832.36

INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
THRIFTBK THRIFT BOOKS 95118043	02/28/24		01	McGuffey Readers that will b	01-89-51-07-5101		55.71
						INVOICE TOTAL:	55.71
SAMCLB SAM'S CLUB 95118044	02/27/24		01	Cold Sandwiches, Cookies, Da	03-16-51-00-5101		208.56
						INVOICE TOTAL:	208.56
QUADIENT QUADIENT 95118045	02/27/24		01	Postage Meter	01-01-51-00-5101		146.80
						INVOICE TOTAL:	146.80
AMAZON AMAZON MKTPLACE PMTS 95118046	02/27/24		01	Burn gel for first aid kits	01-89-51-09-5101		16.86
						INVOICE TOTAL:	16.86
WALMART WALMART COMMUNITY/GEMB 95118047	02/27/24		01	Youth program supplies: snac	01-89-51-07-5101		7.44
						INVOICE TOTAL:	7.44
LANDSEND LANDSEND 95118048	02/28/24		01	Uniforms; Logoed apparel for	01-89-51-00-5190		226.91
						INVOICE TOTAL:	226.91
FREDPLBG FRED'S PLUMBING, HEATING, AIR 95118049	02/27/24		01	electrical consultation camp	10-06-56-21-2308		240.00
						INVOICE TOTAL:	240.00
RJTHOMAS R J THOMAS MFG CO., INC. 95118050	02/27/24		01	lantern posts campsite expans	10-06-56-21-2308		2,293.00
						INVOICE TOTAL:	2,293.00
MENARDS MENARDS 95153886	02/27/24		01	SFC ceiling fan install part	10-07-56-25-2315		139.59
						INVOICE TOTAL:	139.59
EEAI EEAI 95153887	02/29/24		01	Env. Ed. Association of Illi	01-89-53-00-5205		148.00
						INVOICE TOTAL:	148.00
CHATGPT CHATGPT SUBSCRIPTION 95192661	02/29/24		01	IPRA Technology Follow Up	01-01-52-00-5240		20.00
						INVOICE TOTAL:	20.00
GOOGLE Google 95192662	02/29/24		01	TV Service for Clubhouse/Sna	03-15-53-00-5201		82.98
						INVOICE TOTAL:	82.98
ADVENTKE ADVENTUREKEEN FAIRE 95192663	03/01/24		01	merchandise for museum store	04-00-57-00-5700		43.26
						INVOICE TOTAL:	43.26
SANYORK SANYORK FAIR TRA FAIRE 95192664	03/01/24		01	merchandise for museum store	04-00-57-00-5700		60.06
						INVOICE TOTAL:	60.06
INLEISU IN LEISURE INTERACTIVE, 95192665	02/29/24		01	reservation fees	01-06-57-12-5705		111.93
						INVOICE TOTAL:	111.93
UPLIFT UPLIFT DESK							

INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
UPLIFT UPLIFT DESK 95240136	03/02/24		01 Desk component for HQ.	02-12-55-00-5500		103.55
					INVOICE TOTAL:	103.55
IPRA IL PARK & RECREATION ASSN 95240137	03/03/24		01 IPRA Membership Dues	01-07-53-05-5205		245.00
					INVOICE TOTAL:	245.00
ALDI ALDI 95240138	03/01/24		01 snacks for volunteer event	01-18-53-00-5280		8.05
					INVOICE TOTAL:	8.05
MENARDS MENARDS 95240139	02/28/24		01 SFC ceiling install parts re	10-07-56-25-2315		-92.15
					INVOICE TOTAL:	-92.15
AMAZON AMAZON MKTPLACE PMTS 95240140	03/02/24		01 AMAZON	01-01-59-00-5950		55.99
					INVOICE TOTAL:	55.99
STJOEREC ST JOSEPH RECORD ONLINE WAV 95240141	03/01/24		01 Monthly charge	01-02-53-00-5300		175.00
					INVOICE TOTAL:	175.00
AMAZON AMAZON MKTPLACE PMTS 95240142	03/03/24		01 Sweatshirts 02 Hard hat liner, portable mic	02-14-51-00-5190 02-14-51-00-5101		92.74 38.96
					INVOICE TOTAL:	131.70
ROADRANG ROAD RANGER 95240143	03/02/24		01 reimbursement training trip	01-01-53-04-5332		28.13
					INVOICE TOTAL:	28.13
STARLINK STARLINK INTERNET 95240144	03/03/24		01 internet service	01-06-52-00-5240		150.00
					INVOICE TOTAL:	150.00
AMAZON AMAZON MKTPLACE PMTS 95291197	03/04/24		01 SFC Furnace Filters (2)	01-07-55-11-5500		65.95
					INVOICE TOTAL:	65.95
TARGET TARGET 95291198	03/04/24		01 Materials for a program.	01-89-51-07-5101		8.71
					INVOICE TOTAL:	8.71
SALTNLIG SALT AND LIGHT MINI 95291199	03/04/24		01 Materials for a program.	01-89-51-07-5101		5.99
					INVOICE TOTAL:	5.99
DROPBOX DROPBOX 95291200	03/04/24		01 Annual charge	01-02-53-00-5300		119.88
					INVOICE TOTAL:	119.88
AMAZON AMAZON MKTPLACE PMTS 95291201	03/05/24		01 mpg facility supplies, tolie	01-89-51-08-5101		49.09
					INVOICE TOTAL:	49.09
AMAZON AMAZON MKTPLACE PMTS 95291202	03/05/24		01 mgp facility supplies, paper	01-89-51-08-5101		39.99
					INVOICE TOTAL:	39.99

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 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
YONGSALT YONGS ALTERATIONS 95319261	03/05/24		01 Jacket Embroidery	01-07-51-00-5190		30.00
					INVOICE TOTAL:	30.00
AMAZON AMAZON MKTPLACE PMTS 95319262	03/05/24		01 2 year protection plan on th	03-17-51-00-5101		16.99
					INVOICE TOTAL:	16.99
AMAZON AMAZON MKTPLACE PMTS 95319263	03/05/24		01 AMAZON	01-01-59-00-5950		36.66
					INVOICE TOTAL:	36.66
AMAZON AMAZON MKTPLACE PMTS 95319264	03/05/24		01 AMAZON	01-01-59-00-5950		138.88
					INVOICE TOTAL:	138.88
GODADDY DNH GO DADDY 95319265	03/05/24		01 KRT .com domain registration	01-02-53-00-5300		22.17
					INVOICE TOTAL:	22.17
JACKRABB JACK RABBIT CRE FAIRE 95319266	03/05/24		01 merchandise for museum store	04-00-57-00-5700		347.30
					INVOICE TOTAL:	347.30
VERIZWIR VERIZON WIRELESS 95319267	03/05/24		01 NR tablet data	02-14-52-00-5240		40.01
			02 LOW Ops shift phone data	01-03-52-00-5220		56.84
					INVOICE TOTAL:	96.85
MARTINON MARTIN ONE SOURCE 95319268	03/05/24		01 Rights-of-way pesticide appl	02-14-53-05-5205		20.00
					INVOICE TOTAL:	20.00
RURALKNG RURAL KING DISTRIBUTING 95319269	03/05/24		01 filter wrenches, rope, oil	01-06-51-00-5101		134.00
					INVOICE TOTAL:	134.00
WALMART WALMART COMMUNITY/GEMB 95355198	03/06/24		01 Youth program supplies: tabl	01-89-51-07-5101		198.00
					INVOICE TOTAL:	198.00
CONSVJOB CONSERVATIONJOBBOARD 95355199	03/06/24		01 Conservation job board premi	02-14-53-00-5201		55.00
					INVOICE TOTAL:	55.00
CCSOIL CHAMPAIGN CO SOIL & WATER 95355200	03/06/24		01 750 channel catfish to stock	02-14-51-00-5101		600.00
					INVOICE TOTAL:	600.00
PRAIMOON PRAIRIE MOON 95393719	03/06/24		01 Native Grass	01-07-51-00-5101		69.00
					INVOICE TOTAL:	69.00
INSVCFEE INTERNATIONAL SERVICE FEE 95393720	03/08/24		01 International fee charge on	01-01-53-04-5333		3.30
					INVOICE TOTAL:	3.30
CONSERVA CONSERVATION CAREERS 95393721	03/07/24		01 Nina - ok per Lorrie	01-01-53-04-5333		330.00
					INVOICE TOTAL:	330.00

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 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
ILLCITCO ILCMA 95393722	03/06/24		01	Pearson - 3/13/24 webinar on	01-01-53-05-5205		35.00
						INVOICE TOTAL:	35.00
AMAZON AMAZON MKTPLACE PMTS 95393723	03/07/24		01	Return for wrong size eye bo	10-12-56-25-2320		-98.82
						INVOICE TOTAL:	-98.82
GCSAA GOLF COURSE SUPT ASSN OF AMER 95393724	03/07/24		01	Mack's GSCAA membership card	03-17-53-05-5205		240.00
						INVOICE TOTAL:	240.00
AMAZON AMAZON MKTPLACE PMTS 95393725	03/07/24		01	Koi food for feeder	02-10-51-00-5101		213.96
						INVOICE TOTAL:	213.96
AMAZON AMAZON MKTPLACE PMTS 95393726	03/07/24		01	Deer and rabbit spray	02-10-51-00-5101		211.63
						INVOICE TOTAL:	211.63
KIKKERLA KIKKERLAND DESIG FAIRE 95393727	03/08/24		01	merchandise for museum store	04-00-57-00-5700		388.44
						INVOICE TOTAL:	388.44
TACTACAM TACTACAM REVEAL 95440272	03/08/24		01	Security Camera Subscription	01-07-53-00-5201		9.00
						INVOICE TOTAL:	9.00
AMAZON AMAZON MKTPLACE PMTS 95440273	03/09/24		01	Key fobs for work keys.	01-89-51-07-5101		44.97
						INVOICE TOTAL:	44.97
AMAZON AMAZON MKTPLACE PMTS 95440274	03/08/24		01	Delivery Directional Signs	01-03-55-00-5500		79.98
						INVOICE TOTAL:	79.98
AMAZON AMAZON MKTPLACE PMTS 95440275	03/08/24		01	Lucas Automotive Interior Cl	01-03-51-00-5101		96.36
						INVOICE TOTAL:	96.36
AMAZON AMAZON MKTPLACE PMTS 95440276	03/09/24		01	Equipment Service Tags	01-03-51-00-5101		30.98
						INVOICE TOTAL:	30.98
CLIFTON CLIFTON LARSON ALLEN LLP 95440277	03/08/24		01	2022 Foundation Tax Form 990	01-00-12-00-0270		212.63
						INVOICE TOTAL:	212.63
IPRA IL PARK & RECREATION ASSN 95440278	03/08/24		01	Brodie - playground inspecti	05-00-53-04-5334		185.00
						INVOICE TOTAL:	185.00
UPS UPS 1Z0849UT0395023819 95440279	03/10/24		01	Returned Product - Joie's De	03-17-51-00-5101		48.64
						INVOICE TOTAL:	48.64
UPS UPS 1Z0849UT0395023819 95440280	03/10/24		01	Returned Product - Joie's De	03-17-51-00-5101		60.38
						INVOICE TOTAL:	60.38
AMAZON AMAZON MKTPLACE PMTS							

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VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
AMAZON 95440281	AMAZON MKTPLACE PMTS 03/09/24		01	Metal detector to search for	03-17-55-00-5505		129.99
						INVOICE TOTAL:	129.99
WALMART 95440282	WALMART COMMUNITY/GEMB 03/08/24		01	Youth program supplies: tabl	01-89-51-07-5101		99.00
						INVOICE TOTAL:	99.00
HANDCRFT 95440283	FAIRE HANDS CRAFT 03/09/24		01	merchandise for museum store	04-00-57-00-5700		157.10
						INVOICE TOTAL:	157.10
AMAZON 95488403	AMAZON MKTPLACE PMTS 03/11/24		01	Security Camera Batteries	01-07-51-00-5101		94.98
						INVOICE TOTAL:	94.98
GENESIS0 95488404	GENESIS OCCUPATIONAL HLTH 03/11/24		01	New employee drugscreen/phys	01-01-53-04-5330		145.00
						INVOICE TOTAL:	145.00
AMAZON 95488405	AMAZON MKTPLACE PMTS 03/11/24		01	mgp facility supplies, mr cl	01-89-51-08-5101		52.19
						INVOICE TOTAL:	52.19
NHSNAPER 95514860	NHS NAPER SETTLEME 03/12/24		01	Professional Development	01-89-53-00-5205		100.00
						INVOICE TOTAL:	100.00
ADOBE 95514861	ADOBE SYSTEMS INC 03/12/24		01	ADOBE Business Account	01-01-52-00-5240		586.62
						INVOICE TOTAL:	586.62
SAMCLB 95514862	SAM'S CLUB 03/12/24		01	Cold Sandwiches, Crackers, D	03-16-51-00-5101		220.84
						INVOICE TOTAL:	220.84
UIVET 95514863	U OF I VET HOSPITAL 03/11/24		01	Red-eared Slider bloodwork (	01-89-53-00-5201		150.75
						INVOICE TOTAL:	150.75
AMAZON 95514864	AMAZON MKTPLACE PMTS 03/12/24		01	Youth program supplies: case	01-89-51-07-5101		44.97
						INVOICE TOTAL:	44.97
4IMPRINT 95514865	4 IMPRINT 03/12/24		01	logo pens that we keep at th	04-00-57-00-5700		256.34
						INVOICE TOTAL:	256.34
FROSTING 95514866	FROSTING COMPANY FAIRE 03/13/24		01	merchandise for museum store	04-00-57-00-5700		70.31
						INVOICE TOTAL:	70.31
AMAZON 95514867	AMAZON MKTPLACE PMTS 03/12/24		01	Collections: Bone folders; E	01-89-51-16-5101		52.13
						INVOICE TOTAL:	52.13
HPINSTAN 95548788	HP INSTANT INK 03/13/24		01	Ink Subscription	01-07-52-00-5240		7.43
						INVOICE TOTAL:	7.43
AMAZON 95514868	AMAZON MKTPLACE PMTS 03/12/24		01	Youth program supplies: case	01-89-51-07-5101		44.97
						INVOICE TOTAL:	44.97

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VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
AMAZON 95548789	AMAZON MKTPLACE PMTS 03/13/24		01 Coffee, Yellow Tags	03-16-51-00-5101		125.50
					INVOICE TOTAL:	125.50
AMAZON 95548790	AMAZON MKTPLACE PMTS 03/13/24		01 AMAZON	01-01-59-00-5950		48.54
					INVOICE TOTAL:	48.54
AMAZON 95548791	AMAZON MKTPLACE PMTS 03/13/24		01 Marketing holders for brochu	01-89-51-09-5101		42.49
					INVOICE TOTAL:	42.49
PETSMART 95548792	PETSMART 03/13/24		01 Animal Care:heat bulbs (\$45	01-89-51-16-5101		45.97
					INVOICE TOTAL:	45.97
LUXCUPS 95548793	LUXCUPS CREATIVE FAIRE 03/13/24		01 merchandise for museum store	04-00-57-00-5700		271.25
					INVOICE TOTAL:	271.25
AMAZON 95548794	AMAZON MKTPLACE PMTS 03/13/24		01 label paper for the barcode	01-89-51-08-5101		74.60
					INVOICE TOTAL:	74.60
AMAZON 95548795	AMAZON MKTPLACE PMTS 03/14/24		01 airtight containers for pote	01-89-51-08-5101		21.98
					INVOICE TOTAL:	21.98
ROGARDS 95548796	ROGARDS OFFICE PLUS 03/13/24		01 New office chair	01-89-51-08-5101		463.98
					INVOICE TOTAL:	463.98
AMAZON 95584689	AMAZON MKTPLACE PMTS 03/15/24		01 Zoom book for teambuilding a	01-01-53-04-5332		9.80
					INVOICE TOTAL:	9.80
ASSETPAN 95584690	ASSETPANDA 03/13/24		01 Asset Management System - 1	01-03-55-11-5500		875.00
			02 Asset Management System - 1	01-03-55-00-5510		875.00
					INVOICE TOTAL:	1,750.00
AMAZON 95584691	AMAZON MKTPLACE PMTS 03/14/24		01 Printer file labels	01-01-51-00-5101		24.50
					INVOICE TOTAL:	24.50
ACOUSTIC 95584692	ACOUSTICAL SOLUTIONS 03/14/24		01 Acoustical ceiling panels fo	10-07-56-25-2315		4,866.10
					INVOICE TOTAL:	4,866.10
TACTACAM 95626854	TACTACAM REVEAL 03/16/24		01 Security Camera Subscription	01-07-53-00-5201		216.00
					INVOICE TOTAL:	216.00
AMAZON 95626855	AMAZON MKTPLACE PMTS 03/17/24		01 Cant Hook, Starting Mechanis	01-03-51-00-5101		129.00
			02 This part of order was cance	01-03-55-00-5510		15.99
					INVOICE TOTAL:	144.99
CLIFTON 95626856	CLIFTON LARSON ALLEN LLP 03/15/24		01 2023 District Audit Work thr	07-00-53-00-5201		3,488.63



INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
CLIFTON CLIFTON LARSON ALLEN LLP						
					INVOICE TOTAL:	3,488.63
AT&T 95626857	03/15/24		01 Foundation Bill	01-00-12-00-0270		119.59
					INVOICE TOTAL:	119.59
SAMCLB 95626858	03/15/24		01 Sams Club annual Membership	03-15-53-05-5205		110.00
					INVOICE TOTAL:	110.00
UPS 95626859	03/16/24		01 Toro Return - Joie's Departm	03-17-51-00-5101		12.42
					INVOICE TOTAL:	12.42
UPS 95626860	03/17/24		01 UPS adjustment charge for sh	03-15-51-00-5101		21.00
					INVOICE TOTAL:	21.00
AMAZON 95626861	03/16/24		01 Casters for Youth Programs s	01-89-51-07-5101		27.22
					INVOICE TOTAL:	27.22
UIVET 95626862	03/15/24		01 Medicine and test for red-ea	01-89-53-00-5201		96.07
					INVOICE TOTAL:	96.07
MENARDS 95626863	03/14/24		01 PVC pipes for drip torch hol	02-14-51-00-5101		67.89
					INVOICE TOTAL:	67.89
AMAZON 95626864	03/15/24		01 cv axle for gator	01-06-51-00-5101		83.99
					INVOICE TOTAL:	83.99
MAHOACE 95626865	03/14/24		01 toilet repair kit	01-06-51-00-5101		23.38
					INVOICE TOTAL:	23.38
AMAZON 95626866	03/17/24		01 grease gun coupler	01-06-51-00-5101		39.98
					INVOICE TOTAL:	39.98
STARLINK 95670304	03/19/24		01 HLIC Starlink internet-month	01-07-52-00-5240		250.00
					INVOICE TOTAL:	250.00
AMAZON 95670305	03/18/24		01 Forestry Helmet, Fuel Line	05-00-53-04-5371		114.99
			02 Forestry Helmet, Fuel Line	01-03-55-00-5510		6.99
					INVOICE TOTAL:	121.98
AMAZON 95670306	03/18/24		01 Portable CD Reader for Check	01-01-51-00-5101		30.09
					INVOICE TOTAL:	30.09
AMAZON 95670307	03/18/24		01 Brochure holders for HLIC, s	01-89-51-09-5101		64.72
					INVOICE TOTAL:	64.72
WALMART WALMART COMMUNITY/GEMB						

INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
WALMART 95670308	03/18/24		01 Animal Care: birdseed, worms	01-89-51-16-5101		69.69
					INVOICE TOTAL:	69.69
AMAZON 95697648	03/19/24		01 Grinding wheels	01-03-51-00-5101		113.32
					INVOICE TOTAL:	113.32
AMAZON 95697649	03/19/24		01 Desktop Printer cartridges f	01-01-51-00-5101		31.88
					INVOICE TOTAL:	31.88
UIVET 95697650	03/18/24		01 Animal Care: syringes for sl	01-89-51-16-5101		9.60
					INVOICE TOTAL:	9.60
LUXCUPS 95697651	03/19/24		01 merchandise for museum store	04-00-57-00-5700		351.90
					INVOICE TOTAL:	351.90
SPSPRAY 95733193	03/20/24		01 Mural Paint	01-03-55-00-5500		253.91
					INVOICE TOTAL:	253.91
ADOBE 95733194	03/20/24		01 ADOBE Business Account - Add	01-01-52-00-5240		19.21
					INVOICE TOTAL:	19.21
USPS 95733195	03/20/24		01 Stamps	02-13-51-00-5101		13.60
					INVOICE TOTAL:	13.60
AMAZON 95733196	03/20/24		01 Brochure display for HLIC	01-89-51-09-5101		48.49
					INVOICE TOTAL:	48.49
IDNR 95771196	03/21/24		01 Grant Fee	01-01-53-00-5201		306.75
					INVOICE TOTAL:	306.75
TRACSUPP 95771197	03/21/24		01 F-150 toolbox	01-07-55-00-5510		439.98
					INVOICE TOTAL:	439.98
WILDCOAS 95771198	03/21/24		01 merchandise for museum store	04-00-57-00-5700		324.00
					INVOICE TOTAL:	324.00
MAHOACE 95771199	03/21/24		01 Collections; Spray paint.	01-89-51-16-5101		10.99
					INVOICE TOTAL:	10.99
WATTSCPY 95817437	03/22/24		01 routine maintenance	01-89-53-00-5201		27.74
					INVOICE TOTAL:	27.74
AMAZON 95817438	03/23/24		01 Refund	01-03-55-00-5510		-15.99
					INVOICE TOTAL:	-15.99
INTUIT INTUIT QBOOKS PAYROLL						

INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
INTUIT 95817439	INTUIT QBOOKS PAYROLL 03/24/24		01	Finance department needs for	01-01-51-00-5101		7.50
						INVOICE TOTAL:	7.50
ZOOM.US 95817440	ZOOM.US 03/23/24		01	Zoom Subscription	01-00-12-00-0270		15.99
						INVOICE TOTAL:	15.99
SAMCLB 95817441	SAM'S CLUB 03/22/24		01	Cold Sandwiches, Breakfast f	03-16-51-00-5101		348.80
						INVOICE TOTAL:	348.80
SCHNUCKS 95817442	SCHNUCKS 03/23/24		01	Food supplies for clean up d	03-16-51-00-5101		27.47
						INVOICE TOTAL:	27.47
AMAZON 95817443	AMAZON MKTPLACE PMTS 03/24/24		01	AMAZON	01-01-59-00-5950		69.27
						INVOICE TOTAL:	69.27
HIBUINC 95817444	HIBU INC WEST BILLING 03/22/24		01	Monthly charge	01-02-53-00-5300		211.00
						INVOICE TOTAL:	211.00
STAPLES 95817445	STAPLES 03/23/24		01	Powerpoint clicker for MGP	01-89-51-08-5101		34.99
						INVOICE TOTAL:	34.99
AMAZON 95817446	AMAZON MKTPLACE PMTS 03/23/24		01	Missing Receipt	01-89-51-06-5101		51.44
						INVOICE TOTAL:	51.44
AMAZON 95817447	AMAZON MKTPLACE PMTS 03/24/24		01	animal care: 46.74	01-89-51-16-5101		46.74
						INVOICE TOTAL:	46.74
LUXCUPS 95817448	LUXCUPS CREATIVE FAIRE 03/21/24		01	partial refund for item that	04-00-57-00-5700		-11.65
						INVOICE TOTAL:	-11.65
LUXCUPS 95817449	LUXCUPS CREATIVE FAIRE 03/15/24		01	cancellation/refund of the f	04-00-57-00-5700		-271.25
						INVOICE TOTAL:	-271.25
WALMART 95817450	WALMART COMMUNITY/GEMB 03/22/24		01	Keyboard	01-89-51-08-5101		19.48
						INVOICE TOTAL:	19.48
YONGSALT 95817451	YONGS ALTERATIONS 03/22/24		01	District logo embroidery for	02-14-51-00-5190		60.00
						INVOICE TOTAL:	60.00
AMAZON 95817452	AMAZON MKTPLACE PMTS 03/22/24		01	wheel barrow	01-06-51-00-5101		275.57
						INVOICE TOTAL:	275.57
AMAZON 95817453	AMAZON MKTPLACE PMTS 03/22/24		01	wheel barrow	01-06-51-00-5101		175.30
						INVOICE TOTAL:	175.30
TMOBILE	TMOBILE AUTO PAY						

INVOICE BATCH # : 2404PC  
 SYSTEM: ACCOUNTS PAYABLE

VENDOR # INVOICE #	INVOICE DATE	P.O. NUM	ITEM # DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
TMOBILE 95863522	TMOBILE AUTO PAY 03/25/24		01 Work Phone Activation Fee	01-07-52-00-5240		5.00
					INVOICE TOTAL:	5.00
ULINE 95863523	ULINE 03/26/24		01 trash Bags	01-07-51-11-5101		320.02
					INVOICE TOTAL:	320.02
STJOEIGA 95863524	ST JOSEPH IGA 03/25/24		01 Q1 connection supplies (unab	01-01-53-04-5332		42.36
					INVOICE TOTAL:	42.36
STICKERM 95863525	STICKER MULE 03/25/24		01 logo development	01-02-53-00-5201		14.00
					INVOICE TOTAL:	14.00
FAIRGRAP 95863526	FAIRHOPE GRAPHIC FAIRE 03/25/24		01 merchandise for museum store	04-00-57-00-5700		166.63
					INVOICE TOTAL:	166.63
AMAZON 95863527	AMAZON MKTPLACE PMTS 03/25/24		01 Replacement primer bulbs for	02-14-55-00-5510		8.99
					INVOICE TOTAL:	8.99
NORTOOL 95890151	NORTHERN TOOL & EQUIPMENT 03/26/24		01 Hoodies	05-00-53-04-5371		381.37
					INVOICE TOTAL:	381.37
IAPD 95890152	ILLINOIS ASSOC OF PARK 03/25/24		01 2024 Illinois Association of	01-01-53-05-5205		216.00
					INVOICE TOTAL:	216.00
AMAZON 95890153	AMAZON MKTPLACE PMTS 03/26/24		01 Cement burn neutralizer	02-13-51-00-5101		59.76
					INVOICE TOTAL:	59.76
AMAZON 95890154	AMAZON MKTPLACE PMTS 03/26/24		01 Latex Gloves, Tork Roll Towe	03-15-51-00-5101		286.31
					INVOICE TOTAL:	286.31
RULER 95890155	RULER FOODS #249 03/26/24		01 Q1 connection supplies (unab	01-01-53-04-5332		11.37
					INVOICE TOTAL:	11.37
STJOEIGA 95890156	ST JOSEPH IGA 03/26/24		01 Q1 connection supplies (unab	01-01-53-04-5332		48.21
					INVOICE TOTAL:	48.21
SAMCLB 95890157	SAM'S CLUB 03/26/24		01 Q1 connection supplies (unab	01-01-53-04-5332		124.96
					INVOICE TOTAL:	124.96
STAPLES 95890158	STAPLES 03/26/24		01 Safety Data Sheet binder for	05-12-53-00-5371		38.49
					INVOICE TOTAL:	38.49
TOYSMITH 95890159	TOYSMITH 03/26/24		01 merchandise for museum store	04-00-57-00-5700		295.68
					INVOICE TOTAL:	295.68
AHWLLC 95890159	AHW LLC 03/26/24					

INVOICE BATCH # : 2404PC  
SYSTEM: ACCOUNTS PAYABLE

VENDOR #	INVOICE #	INVOICE DATE	P.O. NUM	ITEM #	DESCRIPTION	ACCOUNT #	PROJECT CD	ITEM AMT
AHWLLC	AHW LLC	03/26/24		01	ball joint replacement	01-06-51-00-5101		39.52
95890160								39.52
							INVOICE TOTAL:	39.52
							TOTALS:	28,706.98

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Brock Martin, Business & Finance Director  
Re: March Treasurer’s Report

**Action Requested**

Staff requests the Board accept the March 2024 Treasurer’s Report.

**Summary**

- Tax levy information for 2024 collections was provided by the county. Tax revenue is anticipated to be up 6.1%, or \$327,509 from last year.
- Two CDs totaling \$225,000 matured in March and were reinvested in a \$200,000 CD maturing in March 2025 at 5.35%. The remaining \$25,000 is being held in the Illinois Investor’s Trust liquidity account, which is currently earning a comparable interest to the CDs available.
- The process has started to close the CD at State Bank of Forest in Mahomet that is earning 2.3%. The penalty for early withdrawal is 30 days interest. Once the withdrawal is completed the funds will be moved to the Illinois Funds.

**March Asset Balances 2022-2024**

	<b>2022</b>	<b>2023</b>	<b>2024</b>
Cash and Cash Equivalents			
Checking/Deposit Accounts	\$ 425,898	\$ 228,768	\$ 482,663
Illinois Fund	\$ 2,330,916	\$ 3,035,639	\$ 3,215,980
Investments			
Certificates of Deposit	\$ 628,902	\$ 1,295,000	\$ 1,141,919
Illinois Investor's Trust	\$ 182,765	\$ 57,696	\$ 552,582
Business Equity	\$ 1,087	\$ 31,222	\$ 29,455
Total Cash and Investments	\$ 3,569,568	\$ 4,648,325	\$ 5,422,599

**March Cash & Investment Balances 2022-2024**

	<b>2022</b>	<b>2023</b>	<b>2024</b>
Starting Balance	\$ 3,983,322	\$ 3,983,322	\$ 5,566,569
Revenues	\$ 143,464	\$ 143,464	\$ 131,218
Expenditures	\$ 577,218	\$ 557,218	\$ 564,022
Net Change Assets/Liabilities	\$ 0	\$ 0	\$ 288,834
Ending Balance	\$ 3,569,568	\$ 3,569,568	\$ 5,422,599

Please note March bank reconciliations had not been completed when this report was prepared.

Attachments:

- March 2024 Financial Activity and Balances
- Investment Rates and Maturities

**Champaign County Forest Preserve District  
March 2024 Treasurer's Report**

March 2024 Financial Activity and Balances

FUND	Financial Activity						Month End Investment Balances					Ending Cash & Investments
	Beginning Cash	Total Revenue	Total Expenses	Net Activity Assets & Liabilities	Interfund Activity	Ending Cash	Illinois Funds	IIT	Business Equity	Certificates of Deposit	Total Investments	
<b>CORPORATE</b>	\$ 25,514	\$ 61,286	\$ (262,175)	\$ 231,535	\$ -	\$ 56,160	\$ 1,918,559	\$ 28,888	\$ 28,368	\$ 392,000	\$ 2,367,815	\$ <b>2,423,974</b>
<b>CONSTRUCTION</b>	\$ 138,080	\$ 1,488	\$ (85,839)	\$ (50,164)	\$ -	\$ 3,565	\$ 339,802	\$ -	\$ 1,087	\$ 127,424	\$ 468,313	\$ <b>471,878</b>
<b>GOLF</b>	\$ 58,828	\$ 57,931	\$ (70,859)	\$ 30,066	\$ -	\$ 75,967	\$ 328,665	\$ -	\$ -	\$ 169,135	\$ 497,800	\$ <b>573,766</b>
<b>MUSEUM STORE</b>	\$ 12,574	\$ 1,476	\$ (1,401)	\$ (135)	\$ -	\$ 12,513	\$ -	\$ 10,266	\$ -	\$ -	\$ 10,266	\$ <b>22,779</b>
<b>INSURANCE</b>	\$ 20,301	\$ 1,613	\$ (14,157)	\$ 67,115	\$ -	\$ 74,872	\$ 156,678	\$ 237,488	\$ -	\$ -	\$ 394,166	\$ <b>469,038</b>
<b>IMRF</b>	\$ 32,957	\$ 3,433	\$ (15,553)	\$ (3,199)	\$ -	\$ 17,638	\$ 126,515	\$ 52,945	\$ -	\$ -	\$ 179,460	\$ <b>197,098</b>
<b>AUDIT</b>	\$ 22,237	\$ 225	\$ -	\$ (225)	\$ -	\$ 22,237	\$ -	\$ 45,482	\$ -	\$ -	\$ 45,482	\$ <b>67,719</b>
<b>SSI</b>	\$ 3,363	\$ 224	\$ (20,430)	\$ 46,276	\$ -	\$ 29,432	\$ -	\$ 21,880	\$ -	\$ 10,360	\$ 32,240	\$ <b>61,672</b>
<b>BOND</b>	\$ -	\$ 134	\$ (3,500)	\$ 3,366	\$ -	\$ -	\$ -	\$ 25,270	\$ -	\$ -	\$ 25,270	\$ <b>25,270</b>
<b>PROJECT</b>	\$ 13,975	\$ 772	\$ (90,107)	\$ 265,640	\$ -	\$ 190,279	\$ 163,645	\$ -	\$ -	\$ -	\$ 163,645	\$ <b>353,924</b>
<b>LAND</b>	\$ 114,130	\$ 2,636	\$ -	\$ (116,766)	\$ -	\$ -	\$ 182,116	\$ 130,363	\$ -	\$ 443,000	\$ 755,480	\$ <b>755,480</b>
<b>TOTAL</b>	\$ <b>441,959</b>	\$ <b>131,218</b>	\$ <b>(564,022)</b>	\$ <b>473,507</b>	\$ <b>-</b>	\$ <b>482,663</b>	\$ <b>3,215,980</b>	\$ <b>552,582</b>	\$ <b>29,455</b>	\$ <b>1,141,919</b>	\$ <b>4,939,936</b>	\$ <b>5,422,599</b>

# Champaign County Forest Preserve District

## March 2024 Treasurer's Report

### Investment Rates and Maturities

Investments	Rate	Month End	Maturity Date
Illinois Fund	5.410%	\$ 3,215,980	NA
Illinois Investor's Trust	5.200%	\$ 552,582	NA
Business Equity	NA	\$ 29,455	NA
CD - State Bank of Forrest	2.300%	\$ 256,919	December 13, 2023
CD IIT - TAB Bank	5.150%	\$ 100,000	April 8, 2024
CD IIT - Nexbank, Ssb, TX	5.750%	\$ 243,000	June 11, 2024
CD IIT - Financial Fed Savings Bank, TN	5.800%	\$ 242,000	June 17, 2024
CD IIT - Crossfirst Bank, KS	5.400%	\$ 100,000	September 9, 2024
CD IIT - First State Bank & Trust Co., MO	5.350%	\$ 200,000	March 25, 2025
<b>Total Investments</b>		<b>\$ 4,939,937</b>	



# Champaign County Forest Preserve District

## March 2024 Treasurer's Report

### Revenues and Expenditures Transacted as Percent of Budget

2024 Revenues				
Fund	Budgeted	Cumulative Revenues	2024 Percent Collected	5 year Average Percent*
<b>CORPORATE</b>	\$ 4,357,246	\$ 191,997	4.4%	3.9%
<b>CONSTRUCTION</b>	\$ 1,460,432	\$ 6,090	0.4%	1.0%
<b>GOLF COURSE</b>	\$ 1,268,612	\$ 66,522	5.2%	13.1%
<b>MUSEUM STORE</b>	\$ 14,500	\$ 1,600	11.0%	10.1%
<b>INSURANCE</b>	\$ 746,242	\$ 12,119	1.6%	0.6%
<b>IMRF</b>	\$ 201,050	\$ 8,787	4.4%	3.3%
<b>AUDIT</b>	\$ 66,439	\$ 610	0.9%	0.6%
<b>SOCIAL SECURITY</b>	\$ 297,141	\$ 803	0.3%	0.6%
<b>BOND</b>	\$ 279,321	\$ 607	0.2%	0.7%
<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>	\$ 6,112,666	\$ 772	0.0%	6.9%
<b>LAND ACQUISITION</b>	\$ 80,300	\$ 5,790	7.2%	3.3%
<b>TOTAL</b>	\$ 14,883,949	\$ 295,697	2.0%	3.8%

2024 Expenditures				
Fund	Budgeted	Cumulative Expenses	2024 Percent Expended	5 year Average Percent*
<b>CORPORATE</b>	\$ 4,357,246	\$ 837,881	19.2%	15.6%
<b>CONSTRUCTION</b>	\$ 1,460,432	\$ 308,483	21.1%	14.4%
<b>GOLF COURSE</b>	\$ 1,268,612	\$ 238,119	18.8%	14.3%
<b>MUSEUM STORE</b>	\$ 14,500	\$ 1,433	9.9%	5.2%
<b>INSURANCE</b>	\$ 746,242	\$ 73,851	9.9%	7.5%
<b>IMRF</b>	\$ 201,050	\$ 45,354	22.6%	18.0%
<b>AUDIT</b>	\$ 66,439	\$ -	0.0%	8.6%
<b>SOCIAL SECURITY</b>	\$ 297,141	\$ 58,316	19.6%	13.7%
<b>BOND</b>	\$ 279,321	\$ 3,500	1.3%	1.2%
<b>CAPITAL PROJECTS &amp; EQUIPMENT</b>	\$ 6,112,666	\$ 211,972	3.5%	8.3%
<b>LAND ACQUISITION</b>	\$ 80,300	\$ -	0.0%	0.4%
<b>TOTAL</b>	\$ 14,883,949	\$ 1,778,909	12.0%	10.3%

\*The 5 Year Average Percent equals each fund's current period average percentage of budget for revenues or expenditures for the years 2019-2023.

April 18, 2024

**MEMORANDUM**

From: Angie Clayton, Office Manager

To: Board of Commissioners

Re: Resolution 2024-05, District Surplus Equipment

**Action Requested**

Staff requests that the Board of Commissioners approve Resolution 2024-05 designating multiple items as surplus and authorizing their sale, bid, or disposal.

**Background**

Since August 2006 the District has sold its surplus equipment and materials through online sales. This procedure has proved very beneficial, as items sell quickly, and administrative fees are less than auction fees. Sales are for pick up only. Sales or donations may also be made via the Forest Preserves' social media outlets. Items on the list have been replaced by newer items or are no longer being used by the District.

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
BOARD OF COMMISSIONERS**

**RESOLUTION 2024-05  
Sale of District Surplus Equipment**

WHEREAS, the Champaign County Forest Preserve District in Champaign County, Illinois, is a district organized and existing under the Downstate Forest Preserve District Act of the State of Illinois, as amended; and

WHEREAS, the Champaign County Forest Preserve District shall, from time to time, designate certain vehicles, equipment, and materials as surplus and dispose of said items through public sale, bid, or disposal; and

WHEREAS, the attached list of goods, have been declared surplus, and can be offered for sale or bid to the public; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Champaign County Forest Preserve District in Champaign County, Illinois, that staff is authorized to sell the items shown on the attachment to this Resolution by a public bidding process or disposal.

ADOPTED AND APPROVED THIS 18<sup>th</sup> DAY OF April, 2024.

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Andrew Kerins, Vice-President

ATTEST:

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Wendy Hundley, Secretary

(Seal)

**Resolution 2024-05 Attachment: List of Surplus Items**

<b>Dept</b>	<b>Item</b>	<b>Age</b>	<b>Mileage</b>	<b>Purchase Price</b>	<b>Comments (Used/Damaged/Replaced)</b>	<b>Starting Bid</b>
GC	Kia Rondo	2007		\$8,866	Replaced: 2023 VW Id.4	\$3,000
HQ	Toyota Prius	2008	135896	\$24,636	Replaced: 2012 Ford Escape HEV	\$3,000

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners  
From: Bridgette Moen, Planning Director  
Re: Approval of Bid for Homer Lake Kayak Launch

**Action Requested**

Staff requests the Board of Commissioners approve the base bid for a Kayak Launch (Materials and Installation) at Homer Lake Forest Preserve from BoardSafe Docks for **Seventy-Seven Thousand Two Hundred Thirty-Eight and 00/100 dollars (\$77,238.00)** and authorize the Executive Director to execute the contract.

**Background**

The Forest Preserves received funding from the Illinois Department of Natural Resources (IDNR) via a Boat Access and Development (BAAD) for the North Board Launch project, which includes:

- constructing a new, accessible kayak launch,
- constructing accessible parking and a new accessible sidewalk (future contract), and
- improving the existing concrete boat launch (future contract).

**Bid Results**

Three (3) sealed bids were opened April 2<sup>nd</sup>, 2024 at 11:00am with bid tabulation as shown. The request for bids was advertised in the News-Gazette on March 18<sup>th</sup>, 2024. No alternates were solicited. The Forest Preserves have not previously contracted with BoardSafe Docks; staff spoke with two references, including the Will County Forest Preserve District, their reviews were very positive.

<b>Bidder</b>	<b>Location</b>	<b>DBE</b>	<b>Base Bid</b>
<b>BoardSafe Docks</b>	<b>Fleetwood, PA</b>	<b>n/a</b>	<b>\$77,238.00</b>
Duce Construction Company	Champaign, IL	n/a	\$88,250.00
Mid Illinois Concrete & Excavation	Urbana, IL	n/a	\$79,540.00

**Equity in Purchasing**

Staff researched contractors registered with City of Champaign Diversity Advancement Program and Illinois Procurement Gateway; none were listed.

**Sustainability in Purchasing**

The deck specified is a floating model, reducing construction impacts. The frame is aluminum, which is recyclable at the end of its life.

## Project Funding

<b>Projected Expenses</b>	<b>Status</b>	<b>Amount</b>
Retaining wall reconstruction	Future contract	\$26,100
ADA Concrete Path and Parking	Future contract	\$13,000
Kayak Launch	Pending contract	\$77,238
Other (grant related)	Future contract	\$7,000
Total		\$123,338

## **Projected Revenue Sources**

IDNR BAAD Grant	\$80,000
Foundation Support, already raised	\$20,000
Capital Fund	\$26,100

## **Project Budget**

2024 Capital Approved Budget	\$126,100
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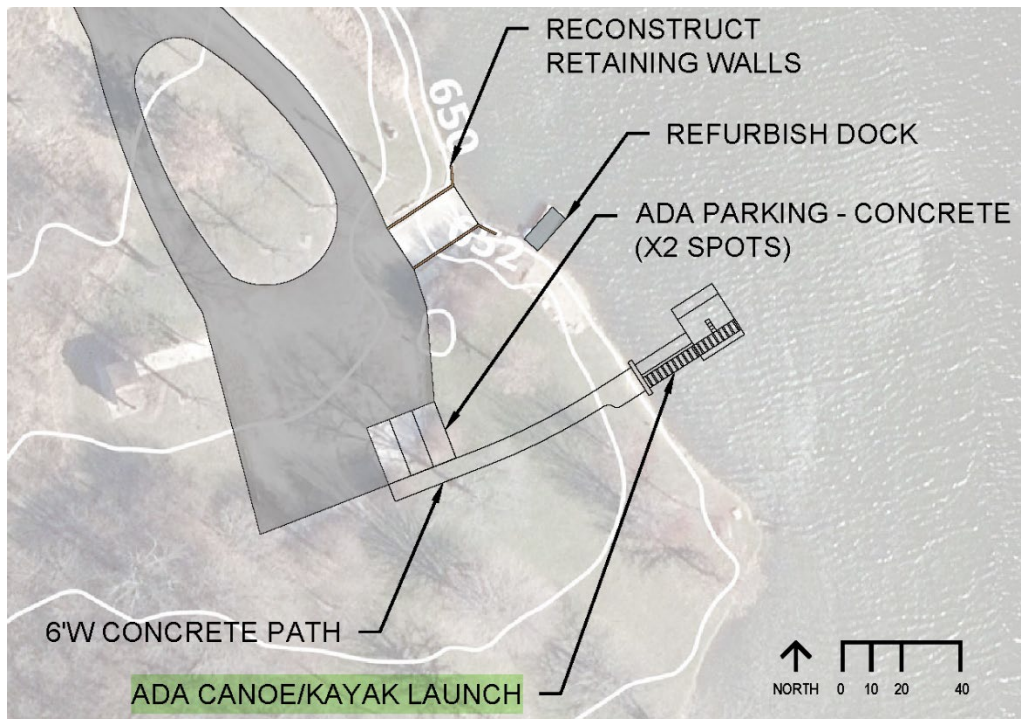
## Previous Applicable Board Reports:

August 19, 2021 IDNR Boat Access Area Development Grant Application – North Boat Launch at Homer Lake Forest Preserve

## Attachments:

1. North Boat Launch Site Plan
2. Precedent Images of Kayak Launch

## **Attachment 1: North Boat Launch Site Plan**





## Attachment 2: Precedent Images of Kayak Launch



Figure 1. Precedent manufacturer structure, Will County, IL.

<https://boardsafedocks.com/accessible-kayak-launch/accessibility-is-not-one-size-fits-all-lake-chaminwood/>



Figure 2. Precedent manufacturer structure, Alabama.

<https://boardsafedocks.com/adaptive-launch/ada-accessible-kayak-launch-offers-weeks-bay-adaptive-features/>

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Bridgette Moen, Planning Director

Re: Acceptance of Quote for Middle Fork River Dark Skies Playground Equipment

**Action Requested**

Staff requests the Board of Commissioners approve the quote for Dark Skies Playground Equipment (Materials Only) at Middle Fork River Forest Preserve from Nutoys Leisure Products for **Twenty-One Thousand Four Hundred Eight-Seven and 00/100 (\$21,487.00)** and authorize the Executive Director to execute the contract.

**Background**

This quote is a portion of the Dark Skies Trail project at Middle Fork River Forest Preserve. The work is funded in part by the Open Space Lands Acquisition and Development (OSLAD) grant, administered through the Illinois Department of Natural Resources. The overall scope of the project includes:

- constructing a concrete trail spur,
- constructing an aggregate trail (similar surface to the KRT),
- expanding the campground,
- building a nature playground,
- building an observatory structure.

**Quote Results**

The quote from Nutoys Leisure Products, a landscape structures supplier, is a Sourcewell vendor. Equipment includes sand play accessories, a basket swing, embankment slide, and spinner. Completion is estimated by September 1, 2024.

**Equity in Purchasing**

Staff researched the Illinois Procurement Gateway and the City of Champaign Diversity Advancement Program, no vendors were registered.

**Sustainability in Purchasing**

The proposed site for this playground is near the existing north campground area, which is currently open turf. The surfacing will be engineered wood fiber, a natural product. Plantings will include native species. The highest sustainability impact will be that of the concrete, which while having a negative sustainability impact, is the most durable accessible route for this level of use.

**Project Funding**

2024 Capital Approved Budget	\$588,000
Trail Construction Contract	(\$391,500)
Other Work Billed to Date	(\$29,953)
Proposed Quote Approval	(\$21,487)
Remaining Funds for Project Work	\$145,060



**Previous Applicable Board Reports:**

March 5, 2024

Acceptance of Bid for Middle Fork River Dark Skies Trail Construction

**Attachments:**

1. Example Images of Equipment
2. Proposed Site Plan

**Attachment 1: Example Images of Equipment**



Figure 1. Image from vendor.

<https://www.playlsi.com/en/commercial-playground-equipment/playground-components/superscoop-accessible/>



Figure 3. Image from vendor.

<https://www.playlsi.com/en/commercial-playground-equipment/playground-components/fossil-digs-sea-shells/>



Figure 2. Image from vendor.

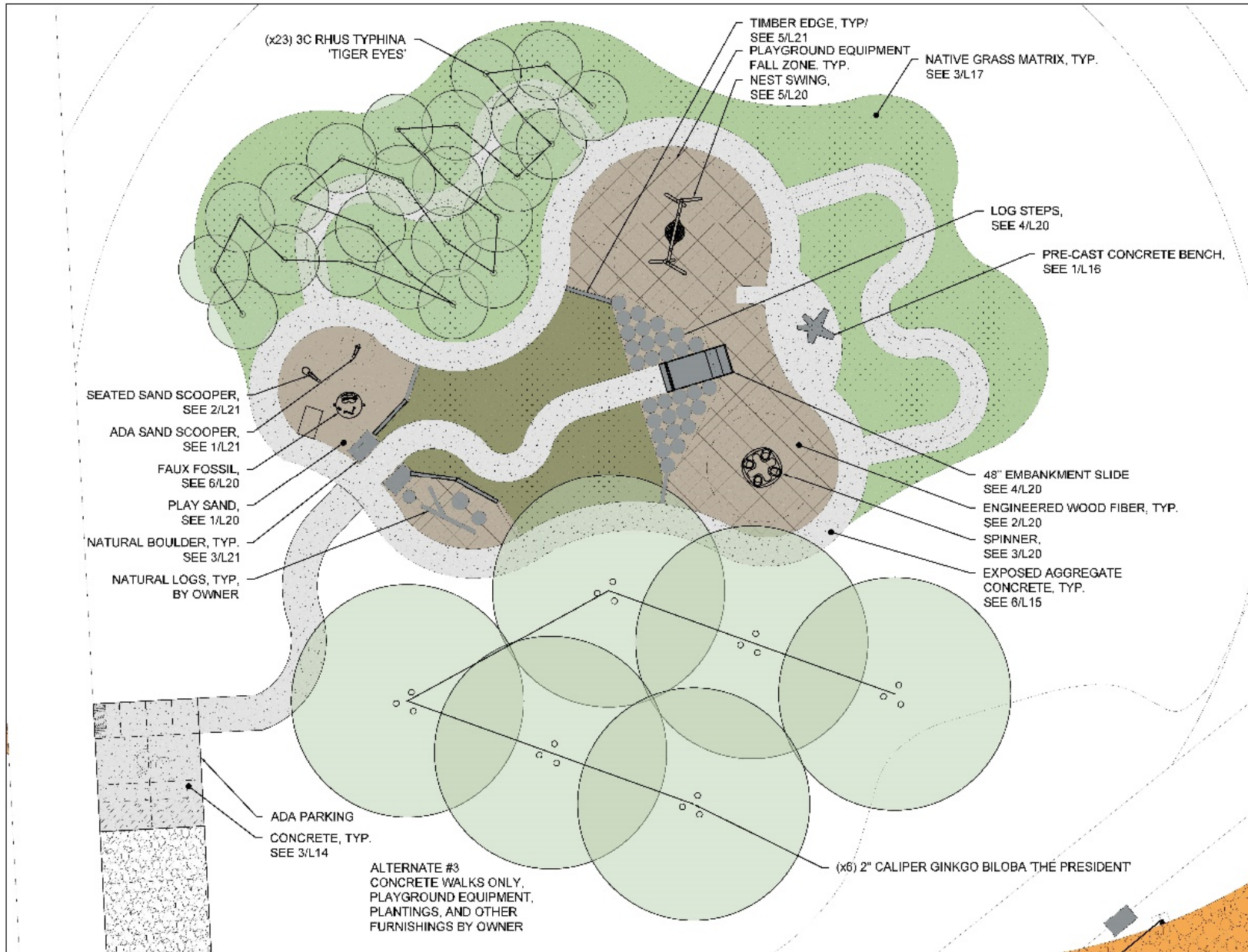
<https://www.playlsi.com/en/commercial-playground-equipment/playground-components/oodle-swing/>



Figure 4. Image from vendor.

<https://www.playlsi.com/en/commercial-playground-equipment/playground-components/omnispin-spinner/>

**Attachment 2: Proposed Site Plan**





Champaign County  
Forest Preserve District  
PO Box 1040  
Mahomet, IL 61853  
217.586.3360  
ccfpd.org

## Dark Skies Trail

Middle Fork River  
Forest Preserve  
3485 County Rd 2700 E,  
Penfield, IL 61862

**Drawing Issue**

02/19/2024	issue for bid
03/20/2024	issue for permit

↑ NORTH    0 4 8

**Detail Plans**

# L12

Sheet 12 of 18

Figure 5. Playground plan.

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Ryan Anderson, Grants and Development Officer

Re: Authorization and Execution of OSLAD Grant OS-24-2469 for the Expansion of River Bend

**Action Requested**

Staff requests the Board of Commissioners authorize the Executive Director to sign and execute the agreement for the Open Space Lands Acquisition and Development (OSLAD) grant, administered through the Illinois Department of Natural Resources (IDNR) for acquisition of property to expand River Bend Forest Preserve.

**Background**

In August 2023 the Board of Commissioners approved an application for an acquisition project at the River Bend Forest Preserve, *Expanding natural areas protection at River Bend*. The scope of the grant project includes acquisition of parcels near River Bend Forest Preserve. The proposed acquisitions are near waterways, adjacent to an existing preserve, and in an ecologically sensitive area, congruent with recent Board of Commissioner direction regarding land acquisition and responses from the 2022 Needs Assessment Survey.

The first River Bend Forest Preserve parcels were acquired in 2001, with funding from an Open Lands Trust grant and developed via a previous OSLAD award in 2002. The current size of River Bend Forest Preserve is 284 acres.

An existing conservation easement applies to all River Bend parcels with the intent to preserve scenic values, protect the Sangamon River, and preserve floodplain forest by restricting use and development of the site. Land acquired with OSLAD assistance is required to have a covenant placed on the deed at the time of recording that stipulates the property must be used, in perpetuity, solely for outdoor recreation purposes and cannot be sold or exchanged, in whole or part, to another party without approval from the Illinois DNR.

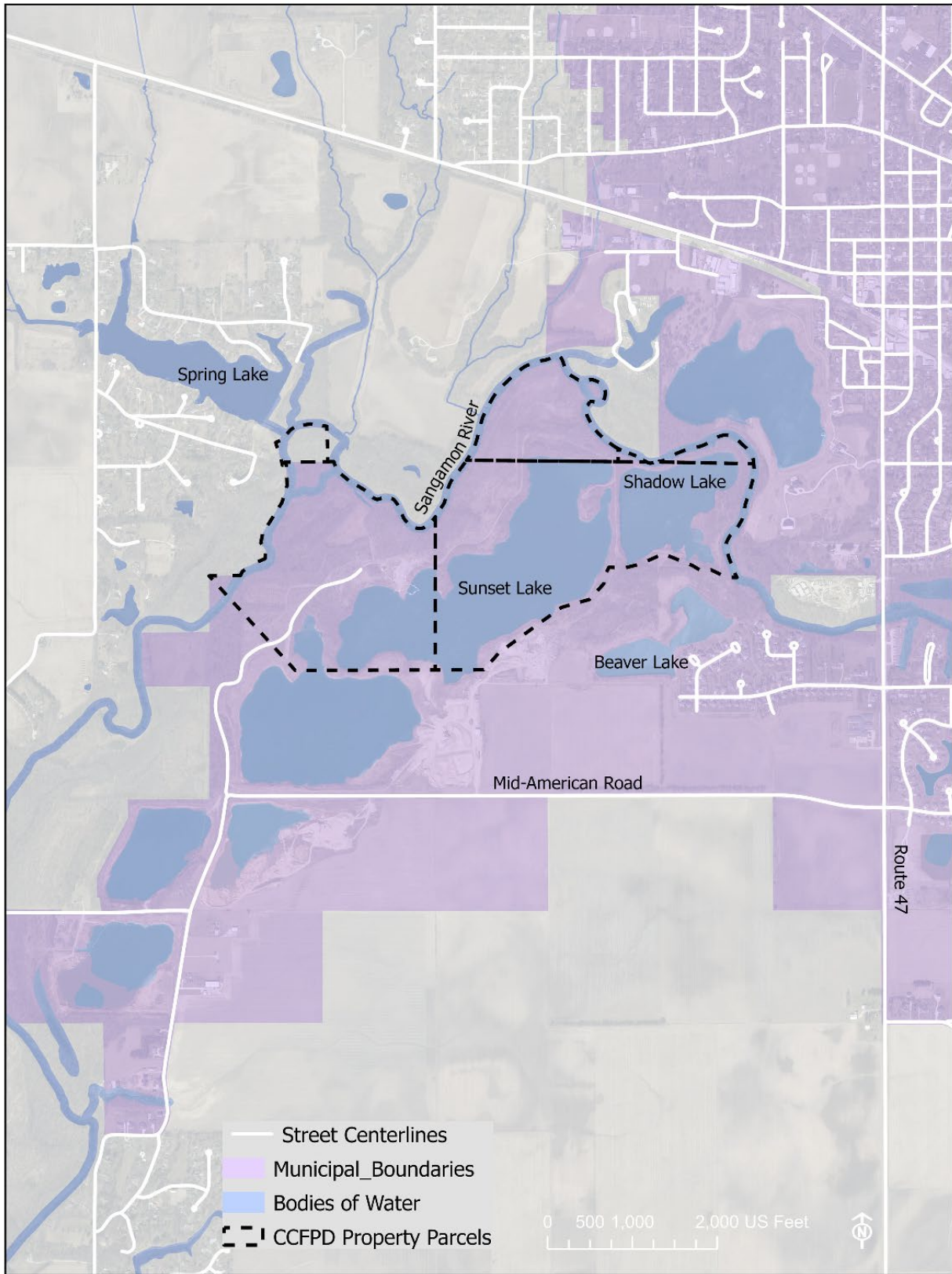
IDNR approved the grant from a maximum of \$1,125,000 and requires no matching funds on the part of the Champaign County Forest Preserve District.

**Attachments:**

1. Map of Existing River Bend Forest Preserve Parcels
2. Public and District Project Support



**Attachment 1: Map of Existing River Bend Forest Preserve Parcels**



## Attachment 2: Public and District Project Support

Figure 1. Excerpt from the 2022 aQity Needs Assessment Survey, Q19.

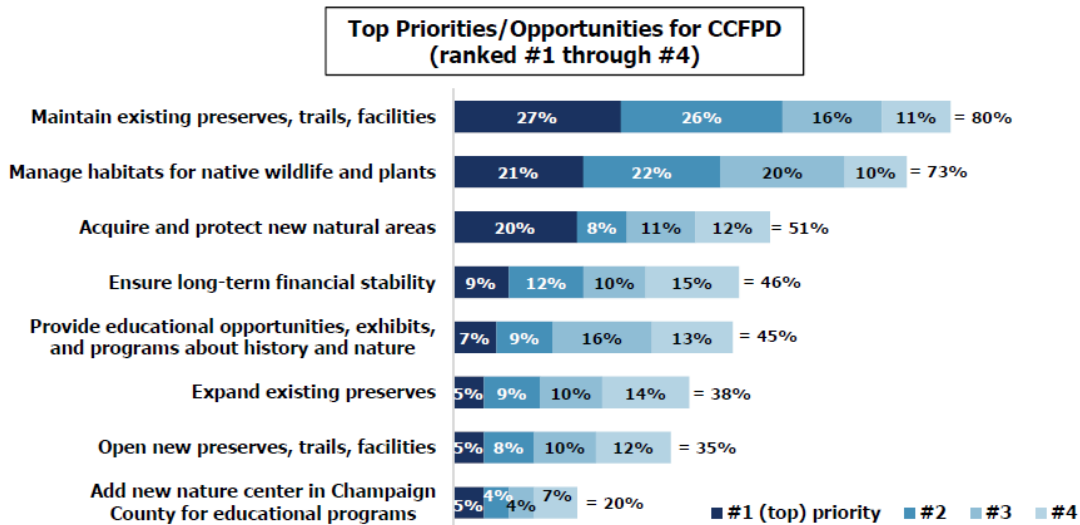


Figure 2. Excerpt from the 2022 aQity Needs Assessment Survey, Q22

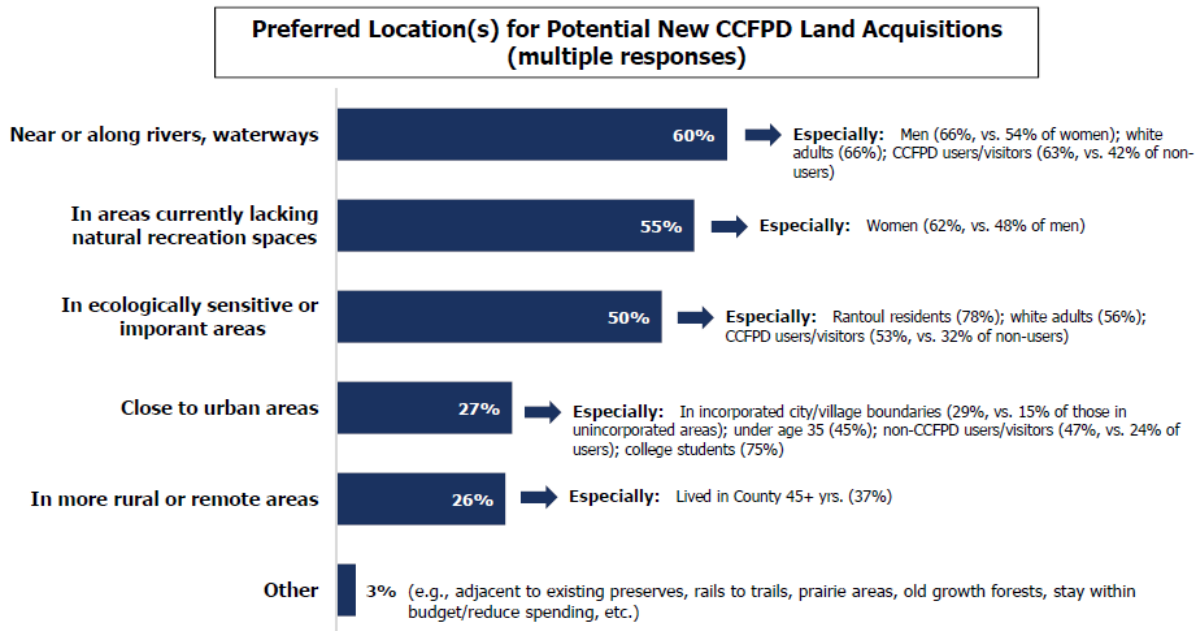



Figure 3. Verbatim Responses from the 2022 aQity Needs Assessment Survey

**Protecting native plants and wildlife, prairie restoration (17%)**


- "Developing prairie and natural woodlands. Also, camping and Dark Skies at Middlefork."*
- "Establishment of natural areas promoting native species conservation. Restoration of degraded lands (and) emphasizing local biodiversity."*
- "Protects nature and gives people the opportunity to experience it. Restoring the natural landscapes that have been ruined is so important for human health, climate change, and of course habitat/wildlife/biodiversity."*
- "That land and ecosystem are preserved while providing the public the opportunity to visit and interact with them."*
- "Fine balance between maintaining health of natural areas and important service to the public."*
- "Acquires and protects beautiful natural areas and important wildlife habitats from development."*

Figure 4. Excerpts from 2020-2024 CCFPD Strategic Plan.



*Environmental benefits for the community and planet*

- Large, landscape scale preserves
- Ecosystem services for the community and the planet
- Diverse habitats for wildlife
- Clean air and clean water



*Protect | Conserve | Preserve | Steward*

- Acquire land through a proactive, yet strategic, planning process
- Care for existing land by employing science-based land management practices
- Research, evaluate, and expand efforts to protect and promote resilient ecosystems so that they may continue to support biodiversity under the threat of changing climate conditions
- Broaden and expand land stewardship through volunteer programming and the use of available technology
- Maintain our existing infrastructure and improve facilities to meet community needs
- Use best industry practices to guide the care of our natural and cultural history collections



**GRANT AGREEMENT  
BETWEEN  
THE STATE OF ILLINOIS, Department Of Natural Resources  
AND  
Champaign County Forest Preserve District**

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

**PART ONE – The Uniform Terms**

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

**PART TWO – Grantor-Specific Terms**

**PART THREE – Project-Specific Terms**

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

**Department of Natural Resources**

By: \_\_\_\_\_  
Signature of Natalie Finnie, Director  
By: \_\_\_\_\_  
Signature of Designee  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_

Designee

**Champaign County Forest Preserve District**

By: \_\_\_\_\_  
Signature of Authorized Representative  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
  
Printed Title: \_\_\_\_\_  
E-mail: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Second Grantor Approver, if applicable  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_

Second Grantor Approver

By: \_\_\_\_\_  
Signature of Second Grantee Approver, if applicable  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_

Second Grantee Approver  
(optional at Grantee's discretion)

By: \_\_\_\_\_  
Signature of Third Grantor Approver, if applicable  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Printed Title: \_\_\_\_\_

Third Grantor Approver



**PART ONE – THE UNIFORM TERMS**

**ARTICLE I  
DEFINITIONS**

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

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

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

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

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

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

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code 7000.30.

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

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

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

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

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

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

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

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

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

“Indirect Cost Rate Proposal” has the same meaning as in 44 Ill. Admin. Code 7000.30.

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

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

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

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

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

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

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

"SAM" means the federal System for Award Management (SAM), the federal repository into which an entity must provide information required for the conduct of business as a recipient.

"State Grantee Compliance Enforcement System" means the statewide framework for State agencies to manage occurrences of non-compliance with Award requirements.

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

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

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

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

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

**ARTICLE II  
AWARD INFORMATION**

2.1. Term. This Agreement is effective Upon execution by the Director and expires on **03/31/2026** (the Term), unless terminated pursuant to this Agreement.

2.2. Amount of Agreement. Grant Funds **shall not exceed \$1,125,000.00**, of which **\$0.00** are federal funds. Grantee accepts Grantor's payment as specified in this ARTICLE.

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

2.4. Award Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is **n/a**, the federal awarding agency is **n/a**, and the Federal Award date is . If applicable, the Assistance Listing Program Title is **n/a** and Assistance Listing Number is **n/a**. The Catalog of State Financial Assistance (CSFA) Number is **422-11-0970** and the CSFA Name is **OSLAD - Open Space Land Acquisition and Development (FY24)**. If applicable, the State Award Identification Number (SAIN) is **OS-24-2469**.

**ARTICLE III  
GRANTEE CERTIFICATIONS AND REPRESENTATIONS**

3.1. Registration Certification. Grantee certifies that: (i) it is registered with SAM and **GNAGP7N5LM85** is Grantee's correct UEI; (ii) it is in good standing with the Illinois Secretary of State, if applicable; and (iii) Grantee has successfully completed the annual registration and prequalification through the Grantee Portal.

Grantee must remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements changes, or the certifications made in and information provided in the uniform grant application changes, Grantee must notify Grantor in accordance with ARTICLE XV.

3.2. Tax Identification Certification. Grantee certifies that: **376005433** is Grantee's correct federal employer identification number (FEIN) or Social Security Number. Grantee further certifies, if applicable: (a) that Grantee is not subject to backup withholding because (i) Grantee is exempt from backup withholding, or (ii) Grantee has not been notified by the Internal Revenue Service (IRS) that Grantee is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified Grantee that Grantee is no longer subject to backup withholding; and (b) Grantee is a U.S. citizen or other U.S. person. Grantee is doing business as a: **Governmental Unit**.

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

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

3.4. Representations and Use of Funds. Grantee certifies under oath that (1) all representations made

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

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

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

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of State or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 2012 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt.

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

(e) **Discriminatory Club Dues or Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses employees or agents for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

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

(g) **Drug-Free Workplace.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that if it is a recipient of federal pass-through funds, it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8103.

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

(i) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401 *et seq.*) and

the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

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

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

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

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

(i) Neither it nor a managerial agent of Grantee (for non-governmental grantees only, this includes any officer, director or partner of Grantee) has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction; and

(ii) It must disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. Failure to disclose may result in remedial actions as stated in the Grant Accountability and Transparency Act. 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total federal Financial Assistance, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

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

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

(p) **Anti-Discrimination.** Grantee certifies that its employees and subcontractors under subcontract made pursuant to this Agreement, must comply with all applicable provisions of State and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code 750- Appendix A, which is incorporated herein; Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*); Civil Rights Act of 1964 (as amended) (42 USC 2000a - 2000h-6); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and the Age Discrimination Act of 1975 (42 USC 6101 *et seq.*)

seq.).

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

#### ARTICLE IV PAYMENT REQUIREMENTS

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

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

4.3. Return of Grant Funds. Grantee must liquidate all Obligations incurred under the Award within forty-five (45) days of the end of the Period of Performance, or in the case of capital improvement Awards, within forty-five (45) days of the end of the time period the Grant Funds are available for expenditure or obligation, unless Grantor permits a longer period in **PART TWO** OR **PART THREE**.

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

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

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

4.7. Interest.

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

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

4.8. Timely Billing Required. Grantee must submit any payment request to Grantor within fifteen (15) days of the end of the quarter, unless another billing schedule is specified in **ARTICLE II, PART TWO**, or **PART THREE**. Failure to submit such payment request timely will render the amounts billed Unallowable Costs which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

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

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

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

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

5.2. Scope Revisions. Grantee must obtain Prior Approval from Grantor whenever a scope revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b)(2). All requests for scope revisions that require Grantor approval must be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be

reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

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

## ARTICLE VI BUDGET

6.1. Budget. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

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

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

## ARTICLE VII ALLOWABLE COSTS

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

### 7.2. Indirect Cost Rate Submission.

(a) All grantees, except for Local Education Agencies (as defined in 34 CFR 77.1), must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(e).

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

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

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

(ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,

(iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and



Assignment, and Rate Determination for Nonprofit Organizations, and  
(iv) Appendix V to 2 CFR Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

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

(d) A grantee who does not have a current negotiated rate, may elect to charge a de minimis rate of 10% of Modified Total Direct Cost which may be used indefinitely. No documentation is required to justify the 10% de minimis Indirect Cost Rate. 2 CFR 200.414(f).

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

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

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

(a) **Accounting System**. Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to State and federal pass-through awards, authorizations, Obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILCS 708/97, Grantee must use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. 2 CFR 200.302.

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

(i) The documentation standards for salary charges to Grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the Grantee's organization.

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO**, **PART THREE** or **Exhibit E** of the requirement to submit personnel activity reports. 2 CFR 200.430(i)(8). Personnel activity reports must account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the Award, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records must be used to record the distribution of

salary costs to the appropriate accounts no less frequently than quarterly.

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

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

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

(d) **Budget Control.** Grantee must maintain records of expenditures for each Award by the cost categories of the approved Budget (including Indirect Costs that are charged to the Award), and actual expenditures are to be compared with budgeted amounts at least quarterly.

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

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

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

## **ARTICLE VIII LOBBYING**

8.1. **Improper Influence.** Grantee certifies that it will not use and has not used Grant Funds to influence or attempt to influence an officer or employee of any government agency or a member or employee of the State or federal legislature in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

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

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

8.4. **Procurement Lobbying.** Grantee warrants and certifies that it and, to the best of its knowledge,

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

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

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

## **ARTICLE IX MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING**

9.1. Records Retention. Grantee must maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.334, unless a different retention period is specified in 2 CFR 200.334, 44 Ill. Admin. Code 7000.430(a) and (b) or **PART TWO** or **PART THREE**. If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

9.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.337 and 44 Ill. Admin. Code 7000.430(f), must make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.337, and any other person as may be authorized by Grantor (including auditors), by the State of Illinois or by federal statute. Grantee must cooperate fully in any such audit or inquiry.

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

9.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor will monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the Award. Grantee must timely submit all financial and performance reports, and must supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by Program needs. 2 CFR 200.329; 200.332. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

## **ARTICLE X**

## FINANCIAL REPORTING REQUIREMENTS

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

10.2. Financial Close-out Report.

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

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee must submit a new financial Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.345; 44 Ill. Admin. Code 7000.450.

10.3. Effect of Failure to Comply. Failure to comply with the reporting requirements in this Agreement may cause a delay or suspension of funding or require the return of improper payments or Unallowable Costs, and will be considered a material breach of this Agreement. Grantee's failure to comply with ARTICLE X, ARTICLE XI, or ARTICLE XVII will be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State Grantee Compliance Enforcement System for policy and consequences for failure to comply. 44 Ill. Admin. Code 7000.80.

## ARTICLE XI PERFORMANCE REPORTING REQUIREMENTS

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

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

11.3. Content of Performance Reports. Pursuant to 2 CFR 200.329(b) and (c), all performance reports must relate the financial data and accomplishments to the performance goals and objectives of this Award and also include the following: a comparison of actual accomplishments to the objectives of the Award established for the period; where the accomplishments can be quantified, a computation of the cost and demonstration of cost

effective practices (e.g., through unit cost data); performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Additional content and format guidelines for the performance reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

## ARTICLE XII AUDIT REQUIREMENTS

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

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

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

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

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

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

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

(b) **Single and Program-Specific Audits**. If, during its fiscal year, Grantee expends \$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 issued by the auditors and their respective corrective action plans if significant deficiencies or material weaknesses are identified, and the CYEFR(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) **Financial Statement Audit**. If, during its fiscal year, Grantee expends less than \$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 State-issued Awards, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to

additional requirements in **PART TWO, PART THREE** or **Exhibit E** based on Grantee's risk profile.

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

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

(iv) If Grantee does not meet the requirements in subsections 12.3(b) and 12.3(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

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

#### 12.4. "For-Profit" Entities.

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

(b) Program-Specific Audit. If, during its fiscal year, Grantee expends \$750,000 or more in federal pass-through funds from State-issued Awards, Grantee must have a program-specific audit conducted in accordance with 2 CFR 200.507. The auditor must audit federal pass-through programs with federal pass-through Awards expended that, in the aggregate, cover at least 50 percent (0.50) of total federal pass-through Awards expended. The audit report packet must be completed as described in 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90 and the current GATA audit manual, and must be submitted to the Grantee Portal. The due date of all required submissions set forth in this Paragraph is the earlier of (i) thirty (30) calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of Grantee's audit period.

(c) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in federal pass-through funds from State-issued Awards, Grantee must follow all of the audit requirements in Paragraphs 12.3(c)(i)-(v), above.

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

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

12.6. Delinquent Reports. When audit reports or financial statements required under this ARTICLE are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they must be provided to Grantor within thirty (30) days of becoming available. Grantee should refer to the State Grantee

Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

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

13.1. Termination.

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

(b) If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.340(a)(4).

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

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

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

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

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

13.3. Non-compliance. If Grantee fails to comply with the U.S. Constitution, applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.208. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.339. The Parties must follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 44 Ill. Admin. Code 7000.80 and 7000.260.

13.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State Grantee Compliance Enforcement System. 2 CFR 200.342; 44 Ill. Admin. Code 7000.80 and 7000.260.

13.5. Effects of Suspension and Termination.

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

(b) Except as set forth in subparagraph (c), below, Grantee must not incur any costs or Obligations that require the use of Grant Funds after the effective date of a suspension or termination, and must cancel as many outstanding Obligations as possible.

(c) Costs to Grantee resulting from Obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless Grantor expressly authorizes them in the notice of suspension or termination or subsequently. However, Grantor may allow costs during a suspension or after termination if:

(i) The costs result from Obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated prematurely. 2 CFR 200.343.

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

#### **ARTICLE XIV SUBCONTRACTS/SUBAWARDS**

14.1. Subcontracting/Subrecipients/Delegation. Grantee must not subcontract nor issue a subaward for any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or subrecipient has been identified in the uniform grant application, such as, without limitation, a Project description, and Grantor has approved. Grantee must notify any potential subrecipient that the subrecipient must obtain and provide to the Grantee a Unique Entity Identifier prior to receiving a subaward. 2 CFR 25.300.

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

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

#### **ARTICLE XV NOTICE OF CHANGE**

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



take any and all appropriate action as a result of such change(s).

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

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

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

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

16.1. Effect of Reorganization. This Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. Grantor does not agree to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee must give Grantor prior notice of any such action or changes significantly affecting its overall structure or, for non-governmental grantees only, management makeup (for example, a merger or a corporate restructuring), and must provide all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. Grantor reserves the right to terminate the Agreement based on whether the newly organized entity is able to carry out the requirements of the Award. This ARTICLE does not require Grantee to report on minor changes in the makeup of its board membership or governance structure, as applicable. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE constitutes a material breach of this Agreement.

## **ARTICLE XVII CONFLICT OF INTEREST**

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

17.2. Prohibited Payments. Payments made by Grantor under this Agreement must not be used by Grantee to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee must request permission from Grantor to compensate, directly or indirectly, any person employed by an office or agency of the State of Illinois. An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, units of Local Government and related entities.

17.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 17.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and

that Grantor may grant an such exemption subject to additional terms and conditions as Grantor may require.

**ARTICLE XVIII  
EQUIPMENT OR PROPERTY**

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

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

18.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property, the cost of which was supported by Grant Funds. Any waiver from such compliance must be granted by either the President’s Office of Management and Budget, the Governor’s Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 to establish procedures to use Grant Funds for the procurement of supplies and other expendable property, equipment, real property and other services.

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

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

**ARTICLE XIX  
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

19.1. Promotional and Written Materials. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grant Funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other

written materials, Grantee must obtain Prior Approval for the use of those funds (2 CFR 200.467) and must include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase "Funding provided in whole or in part by the [Grantor]." 2 CFR 200.467. Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

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

## **ARTICLE XX INSURANCE**

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

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

## **ARTICLE XXI LAWSUITS AND INDEMNIFICATION**

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

21.2. Indemnification and Liability.

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

(b) **Governmental entities.** This subparagraph applies only if Grantee is a governmental unit as designated in Paragraph 3.2. Neither Party shall be liable for actions chargeable to the other Party

under this Agreement including, but not limited to, the negligent acts and omissions of the other Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement is not construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

**ARTICLE XXII  
MISCELLANEOUS**

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

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

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

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

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

22.6. No Waiver. The failure of either Party to assert any right or remedy pursuant to this Agreement will not be construed as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

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

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

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

22.10. Precedence.

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

**ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** controls. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** controls. In the event there is a conflict between this Agreement and relevant statute(s) or rule(s), the relevant statute(s) or rule(s) controls.

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

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

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

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

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

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

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

**EXHIBIT A**

**PROJECT DESCRIPTION**

Project Parcels: Expanding Natural Areas Protection at River Bend

Project Address: 15-13-20-400-005; 15-13-21-300-009; 15-13-20-102-004; 15-13-20-100-031

Project Scope: Expanding Natural Areas Protection at River Bend will expand the existing 284-acre River Bend Forest Preserve by nearly 50% with an acquisition of approximately 151 additional acres adjacent to the existing preserve, bringing more prime habitat and recreational waters into public ownership.

The existing River Bend Forest Preserve includes a 47 acre dedicated IL State Land and Water Reserve along the Sangamon River, which is listed as an Illinois Natural Areas Inventory (INAI) site. The reserve protects part of the river and a pristine wet-mesic floodplain forest ecosystem that contains a rich diversity of native flora and fauna. Acquiring additional land along the river will enable more permanent protection of this high-quality riparian corridor. Furthermore, the acquisition of degraded land adjacent to the forest preserve, or less proximate to the river floodplain, will still provide an opportunity to protect and restore native buffer habitat for the more high-quality ecosystems.

**EXHIBIT B**

**DELIVERABLES OR MILESTONES**

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

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

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

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

**EXHIBIT C**

**CONTACT INFORMATION**

**CONTACTS FOR NOTIFICATION AND GRANT ADMINISTRATION:**

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

**FOR OFFICIAL GRANT NOTIFICATIONS**

**GRANTOR CONTACT**

Name: Melissa Cooper

Title: Conservation Grant Administrator

Address: One Natural Resources Way, Springfield, IL 62702

**GRANTEE CONTACT**

Name: Ryan Anderson

Title: Grants and Development Officer

Address: PO Box 1040 109 S Lake of the Woods Rd, Mahomet, IL 61853

**GRANTEE PAYMENT ADDRESS**

(If different than the address above)

Address:

**FOR GRANT ADMINISTRATION**

<b><u>GRANTOR CONTACT</u></b>	<b><u>GRANTEE CONTACT</u></b>
Name: Melissa Cooper	Name: Ryan Anderson
Title: Conservation Grant Administrator	Title: Grants and Development Officer
Address: One Natural Resources Way, Springfield, IL 62702	Address: PO Box 1040 109 S Lake of the Woods Rd, Mahomet, IL 61853
Phone: 2177826091	Phone: (217) 586-3360
TTY#:	TTY#:
E-mail Address: melissa.cooper@illinois.gov	E-mail Address: randerson@ccfpd.org



**EXHIBIT D**

**PERFORMANCE MEASURES AND STANDARDS**

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

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

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

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

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

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

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

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

**EXHIBIT E**

**SPECIFIC CONDITIONS**

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

**SPECIFIC CONDITIONS**

ICQ Section: 03-Financial and Programmatic Reporting

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

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

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

Timeframe: One year.

ICQ Section: 05-Audit

Conditions: Grantee must submit, at least semi-annually, documentation to support the status of implementation of corrective action for audit findings.

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 of managing the grant program.

How to Fix: Implementation of grantee's corrective action plan.

Timeframe: When corrective action is complete.

**PART TWO –GRANTOR-SPECIFIC TERMS**

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

**ARTICLE XXIII  
AUTHORIZED SIGNATORY**

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

**ARTICLE XXIV  
LABOR ACTs**

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

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

**ARTICLE XXV  
ADDITIONAL BUDGET PROVISIONS**

25.1. Restrictions on Discretionary Line-Item Transfers. Unless prohibited from doing so in 2 CFR 200.308 or 44 Ill. Admin. Code 7000.370(b), transfers between approved line items may be made without Grantor’s approval only if the total amount transferred does not exceed the allowable variance of the greater of either (1) ten percent (10%) of the Budget line item, or (2) one thousand dollars (\$1,000) of the Budget line item. Discretionary line-item transfers may not result in an increase to the Budget Total. Transfers above 10% of a line item, or over \$1,000 must be requested in advance and be approved by the Grantor.

**ARTICLE XXVI**

**ADDITIONAL TERMINATION, SUSPENSION, BILLING SCHEDULE AND NON-COMPLIANCE PROVISIONS**

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

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

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

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

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

**ARTICLE XXVII**

**ADDITIONAL MODIFICATION PROVISIONS**

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

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

**ARTICLE XXVIII  
ADDITIONAL EQUIPMENT OR PROPERTY PROVISIONS**

28.1. Equipment Management. The Grantee is responsible for replacing or repairing equipment and materials purchased with Grant Funds that are lost, stolen, damaged, or destroyed. Any loss, damage or theft of equipment and materials shall be investigated and fully documented, and immediately reported to the Grantor and, where appropriate, the appropriate authorities.

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

**ARTICLE XXIX  
APPLICABLE STATUTES**

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

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

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

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

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

**ARTICLE XXX  
ADDITIONAL MISCELLANEOUS PROVISIONS**

30.1. Workers' Compensation Insurance, Social Security, Retirement and Health Insurance Benefits, and Taxes. The Grantee shall provide Workers' Compensation insurance where the same is required and shall accept full responsibility for the payment of unemployment insurance, premiums for Workers' Compensation,

Social Security and retirement and health insurance benefits, as well as all income tax deduction and any other taxes or payroll deductions required by law for its employees who are performing services specified by this Agreement.

**ARTICLE XXXI  
ADDITIONAL REQUIRED CERTIFICATIONS**

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

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

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

**ARTICLE XXXII  
INCORPORATION**

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

**PART THREE –PROJECT-SPECIFIC TERMS**

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

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:

**ARTICLE XXXIII  
REPORT DELIVERABLE SCHEDULE**

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

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

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

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

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

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

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

**ARTICLE XXXIV  
EQUIPMENT REPORTS**

34.1. Equipment reports. Are due on December 31st during each of the first 5 years following the project award. The Equipment Use Report shall suffice as the Annual Progress Report required if the equipment

purchase was the only aspect of the project. (Administrative Rule 3060.80 (b) 7)

**ARTICLE XXXV  
REIMBURSEMENT OF COSTS INCURRED**

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

**ARTICLE XXXVI  
OSLAD SPECIFIC FINANCIAL INFORMATION**

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

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

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

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

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

(ii) No advance payment was made.

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

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



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

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

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

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

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

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

**ARTICLE XXXVII  
OSLAD SPECIFIC TERMS**

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

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

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

suspension and/or termination of all obligations of the Grantor under this Agreement.

37.4. Environmental and Cultural Resource Compliance. Approved grant project construction shall not commence and no payment shall be made under this grant until the Grantee, as set forth under the Grantor’s Comprehensive Environmental Review Process (CERP), has initiated and completed all necessary project review and consultation with the Grantor as required by section 11 of the Endangered Species Protection Act, 520 ILCS 10/11; section 17 of the Illinois Natural Areas Preservation Act, 525 ILCS 30/17; the mitigation or compensation determinations required by the Interagency Wetland Policy Act, 20 ILCS 830/1 et seq.; and the environmental and economic impact determination required by the Historic Preservation Act, 20 ILCS 3420/4.

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

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

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

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

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

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

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

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

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

37.13. Procurement. The Grantee must adhere to applicable state and local procurement requirements

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

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

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

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

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

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

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

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

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

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

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

37.18. Accessibility - Americans with Disabilities Act. All facilities constructed with state OSLAD grant assistance must be designed and developed to fully accommodate accessibility standards as per the Illinois Accessibility Code Standards, the Americans with Disabilities Act (ADA) (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

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

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

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

**ARTICLE XXXVIII  
ACKNOWLEDGEMENT OF FUNDING SOURCE**

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

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

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

April 18, 2024

**MEMORANDUM**

From: Angie Clayton, Office Manager  
To: Board of Commissioners  
Re: Resolution 2024-06, White Oak Shelter

**Action Requested**

Staff request that the Board of Commissioners approve the White Oak Shelter as a rental facility and set rental rates at \$30/hour.

**Background**

The White Oak Shelter sits just east of the Mabery Gelvin Botanical Garden in Lake of the Woods Forest Preserve. The shelter was constructed in 2020 as a replacement to the Rayburn-Purnell shelter that was destroyed by a fallen tree. The shelter has seating for 24 people, and has been offered on a first come/first serve basis. We propose a rental rate to match that of the River Bend Shelter. White Oak Shelter is smaller than the 100-person capacity River Bend Shelter but the location near the Mabery Gelvin Botanical Garden, a swing set, and access to other nearby Lake of the Woods amenities combine to justify a matching rate between the facilities. Neither shelter offers water or electricity. The River Bend Shelter has a rental fee of \$30/hr. and must be rented at least 2 hours.

Facility rental fees are typically approved as a group in the fall of each year to take effect approximately 13-15 months later on the second January 1 following approval. This shelter could have been added to the list of reservable facilities when it was first constructed in 2020, but it was not. Adding it to the list now will enable visitors to reserve this high-quality, well-located, and affordable space during the 2024 season. Staff proposes the fee go into effect on May 1 to allow the posting of a notice at the facility advising visitors of their new ability to reserve the space.

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
BOARD OF COMMISSIONERS**

**RESOLUTION 2024-06  
White Oak Shelter**

WHEREAS, the Champaign County Forest Preserve District in Champaign County, Illinois, is a district organized and existing under the Forest Preserve Act of the State of Illinois, as amended;

WHEREAS, the Champaign County Forest Preserve District offers pavilion, shelter, and other rentals for patron enjoyment;

WHEREAS, the Board of Commissioners is responsible for establishing pricing for use of said shelter;

WHEREAS, the Board of Commissioners desires patron enjoyment of District lands and facilities with reasonable financial support for District operations of this facility, and

WHEREAS, the District employees have studied patron usage of facilities and developed recommendations to simplify rental rates, offer more rental options and streamline patron use and employee administration of facility rentals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Champaign County Forest Preserve District hereby approves White Oak Shelter to be rented to the general public beginning on May 1, 2024.

PASSED, ADOPTED AND APPROVED THIS 18<sup>th</sup> DAY OF APRIL 2024.

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Andrew Kerins, Vice-President

ATTEST:

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Wendy Hundley, Secretary

(Seal)

April 18, 2024

**MEMORANDUM**

To: Board of Commissioners

From: Ryan Anderson, Grants & Development Officer  
Bridgette Moen, Planning Director

Re: Approval of Resolution No. 2024-07, Authorizing Application of an IEPA Grant

**Action Requested**

Staff requests the Board of Commissioners approve Resolution No. 2024-07, authorizing the application for a Climate and Equitable Jobs Act (CEJA) EV Charging grant, administered through the Illinois Environmental Protection Agency (IEPA).

**Background**

This opportunity is funded through the Rebuild Illinois capital program under the Climate and Equitable Jobs Act with the intention of improving electric vehicle charging infrastructure throughout Illinois. The deadline for applications is May 10, 2024. The total funds available from this program is \$44 million. The grant is an 80% reimbursement award with a 20% match required. Staff recommend applying for \$320,000 with a \$400,000 total project cost to purchase and install eight level 3 electric vehicle charging stations at two locations within Lake of the Woods Forest Preserve. There is no general award maximum; the maximum is dependent on the number of charging stations to be installed.

Level 3 charging stations provide rapid charging. Depending on the vehicle, it takes approximately 30 minutes for a significant charge. The grant requires that charging ports be installed at a minimum of two locations per site. Locations being explored are the Museum of the Grand Prairie parking lot and the Lake of the Woods Peninsula. This would be an added amenity for existing Forest Preserves visitors and a potential draw for new visitation. Grant funding will include payment for the charging stations, electrical upgrades, lighting, and protective bollards. Through this program, the Forest Preserves may require payment from end users to cover utility costs and generate revenue.

**CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT  
BOARD OF COMMISSIONERS**

**RESOLUTION 2024-07  
Driving for a Cleaner Illinois Grant Application**

WHEREAS, the Champaign County Forest Preserve District (“District”) in Champaign County, Illinois, is a district organized and existing under the Downstate Forest Preserve District Act of the State of Illinois, as amended; and

WHEREAS, in April 2022, the District recognized the urgency of rapid climate change as a threat to the people and natural resources of Champaign County through a Climate Commitment; and

WHEREAS, the District has committed to limit greenhouse gas emissions related to travel: and

WHEREAS, installing Electric Vehicle charging station is an action through which the District can help to reduce greenhouse gas emissions;

NOW, THEREFORE, BE IT RESOLVED BY THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT BOARD OF COMMISSIONERS as follows:

Section 1. The Board of Commissioners of the Champaign County Forest Preserve District, Champaign County, Illinois, does hereby authorize the District to submit an application for the Driving a Cleaner Illinois grant funds for the purpose of financing the installation of electric vehicle chargers at Lake of the Woods Forest Preserve and the execution of any subsequent documents related to the submission of the grant application.



Adopted by the Board of Commissioners of the Champaign County Forest Preserve District in Champaign County, Illinois, at a Regular Meeting thereof, held on the 18<sup>th</sup> of April, 2024.

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Andrew Kerins, Vice President

Champaign County Forest Preserve District

ATTEST:

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Wendy Hundley, Secretary

Champaign County Forest Preserve District