

**AGENDA**  
**LAW AND JUSTICE COMMITTEE**  
**MONDAY, FEBRUARY 6, 2012 – 8:15 A.M.**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road – County Board Conference Room**  
**Woodstock, IL 60098**

- 1.0 Call to Order
- 2.0 Minute Approval
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 New Business
  - 5.05 Coroner – Holiday Pay
  - 5.10 Resolution Approving Acceptance of the Memorandum of Understanding Between McHenry County, Illinois and Collaborative Healthcare Urgency Group
  - 5.15 Resolution Authorizing the Acceptance of 2011 State Criminal Alien Assistance Program (SCAAP) Award and an Emergency Appropriation to Establish a Budget in the Sheriff's Fiscal Year 2012 Budget
  - 5.20 Resolution Authorizing the Acceptance of a Child Passenger Safety Grant from the Illinois Department of Transportation in the Amount of \$7,375.00 and an Emergency Appropriation in the Sheriff's FY 2012 Budget
  - 5.25 Resolution Authorizing Acceptance of a Modification to the Illinois Emergency Management Agency Grant #11EMAMCHEN and an Emergency Appropriation to the McHenry County Emergency Management Agency FY2012 Budget
  - 5.30 Resolution Authorizing the Acceptance of the State of Illinois Emergency Management Citizen Corps Council Grant Program
  - 5.35 Discussion - Information Technology, Support for the Sheriff's Office
  - 5.40 Discussion of Legal Defense Bills for a County Employee
- 6.0 Old Business
- 7.0 Reports/Updates
- 8.0 Executive Session (as necessary)
- 9.0 Adjournment

**LAW AND JUSTICE COMMITTEE**  
**McHenry County Government Center – Administration Building**  
**667 Ware Road**  
**Woodstock IL 60098**

MINUTES OF MONDAY, DECEMBER 20, 2011

Chairman Provenzano called the meeting to order at 6:45 p.m. The following Committee members were present: Chairman Nick Provenzano; Bob Bless; Randy Donley; Sue Draffkorn; Jim Heisler; John Jung; and Bob Nowak. Also in attendance: Peter Austin, County Administrator; Bob Ivetic, Human Resources; Dave Christensen, EMA Director; and Patrick Firman, Deputy Chief of Corrections.

Nick Provenzano, Chairman	
Robert "Bob" Bless	Randy Donley
Sue Draffkorn	Jim Heisler
John Jung	Robert "Bob" Nowak

MINUTES:

Committee members reviewed the committee minutes from December 5, 2011. Mr. Bless made a motion, seconded by Ms. Draffkorn, to recommend approval of the above minutes as presented. The minutes were approved with all members present voting aye on a voice vote.

PUBLIC COMMENT: None.

NEW BUSINESS: *Resolution Authorizing a Contract Agreement Between Illinois Fraternal Order of Police – McHenry County Correctional Officers – Unit II and the County of McHenry:* Mr. Bless made a motion, seconded by Mr. Jung, to recommend the County Board approve the above resolution as submitted. Mr. Ivetic presented a brief overview of the three-year contract, including a discussion of wage increases over the three years, modifications to the comp time that corrections deputies are allowed to carry-over at the end of the year, and health insurance employee contribution increases. Additionally, Deputy Chief Firman discussed modifications to the sick-time program and overtime usage. On a roll call vote, the motion carried with six members voting aye (Bless, Draffkorn, Heisler, Jung, Nowak and Provenzano) and one nay (Donley).

OLD BUSINESS: None.

ADJOURNMENT: Noting no further business, Mr. Jung made a motion, seconded by Mr. Bless, to adjourn the meeting at 6:55 p.m. The motion carried with a unanimous voice vote.

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**RECOMMENDED FOR BOARD/COMMITTEE ACTION/APPROVAL:**

Resolution Authorizing a Contract Agreement Between Illinois Fraternal Order of Police – McHenry County Correctional Officers – Unit II and the County of McHenry

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**RESOLUTION**  
**APPROVING ACCEPTANCE OF THE MEMORANDUM OF UNDERSTANDING**  
**BETWEEN MCHENRY COUNTY, ILLINOIS AND COLLABORATIVE HEALTHCARE**  
**URGENCY GROUP**

**WHEREAS**, it is understood that a disaster of unprecedented magnitude and destructiveness could threaten McHenry County, Illinois, its municipalities and/or communities exceeding the County's individual response and recovery capabilities; and

**WHEREAS**, McHenry County Emergency Management Agency is requesting action to approve acceptance of the Memorandum of Understanding between the citizens of McHenry County, Illinois and the Collaborative Healthcare Urgency Group; and

**WHEREAS**, having a Memorandum of Understanding between McHenry County, Illinois and Collaborative Healthcare Urgency Group would create a working relationship between and Collaborative Healthcare Urgency Group (herein referred to as "CHUG") and McHenry County, Illinois in preparing for and responding to disaster situations at all levels and assisting emergency response efforts, where necessary. This agreement describes the broad framework for cooperation between the two organizations to provide assistance and support services to the functional needs victims of major emergencies or disasters and to coordinate emergency preparedness activities where practical and beneficial; and

**WHEREAS**, each party to this Memorandum of Understanding is a separate and independent organization. As such, each organization retains its own identity in providing service, and each organization is responsible for establishing its own policies and financing its own activities; and

**WHEREAS**, the mutual support will enhance McHenry County and CHUG with its disaster preparedness and response capabilities; and

**WHEREAS**, representatives of CHUG and McHenry County Emergency Management Agency will meet annually, on or around the date of this agreement, to evaluate the progress in the implementation of the Memorandum of Understanding and to revise and develop new plans, goals or agreements as appropriate; and

**WHEREAS**, the Memorandum of Understanding has received extensive review and revision by the State's Attorney's Office and the McHenry County Emergency Management Agency.

**NOW, THEREFORE BE IT RESOLVED**, that the McHenry County Board hereby authorizes approving acceptance of the Memorandum of Understanding between McHenry County, Illinois and Collaborative Healthcare Urgency Group; and

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a copy of this Resolution and a signed copy of the signature page to the Director of the McHenry County Emergency Management Agency, the County Administrator, the Administrator of Valley Hi, and the Collaborative Healthcare Urgency Group.

DATED at Woodstock, Illinois this 7<sup>th</sup> day of February, A.D., 2012.

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KENNETH D. KOEHLER, Chairman  
 McHenry County Board

ATTEST:

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KATHERINE C. SCHULTZ, County Clerk

# COLLABORATIVE HEALTHCARE URGENCY GROUP MEMORANDUM OF UNDERSTANDING

## RESOLUTION COVER MEMORANDUM

**TO:** Nick Provenzano, Chairman Law & Justice  
**FROM:** David A. Christensen / Emergency Management Agency  
**DATE:** February 6, 2012  
**SUBJECT:** Resolution McHenry County & CHUG

### **Board/Committee Action Requested:**

Approval of the Memorandum of Understanding between the Collaborative Healthcare Urgency Group and McHenry County of Illinois.

### **Background:**

The purpose of this Memorandum of Understanding (MOU) is to create a working relationship between and Collaborative Healthcare Urgency Group (herein referred to as "CHUG") and McHenry County in preparing for and responding to disaster situations at all levels and assisting emergency response efforts, where necessary. This agreement describes the broad framework for cooperation between the two organizations to provide assistance and support services to victims of major emergencies or disasters and to coordinate emergency preparedness activities where practical and beneficial.

### **Discussion:**

During major emergencies or disasters, the need for a managed, mutual assistance from outside the county is often imperative. This Memorandum of Understanding lays the groundwork for a special type of assistance. This support for those special needs care facilities which cater to the elderly, infirm, or hospitalized segments of the population. The Collaborative Healthcare Urgency Group provides a coordinated response network to move hospital, nursing home, and extended care facilities residents from like facility to like facility during times of disaster, thereby ensuring the optimum care. McHenry County EMA will support their efforts and encourage membership by all suitable facilities. In addition, within its capabilities, McHenry County will provide assistance when facilities outside the county are affected and require temporary resident relocation to McHenry County.

### **Impact on Human Resources:**

There will be no impact on Human Resources.

**Impact on Budget (Revenue, Expenses, Fringe Benefits):**

There will be no impact on Budget.

**Impact on Capital Expenditures:**

There will be no impact on Capital Expenditures.

**Impact on Physical Space:**

Indicate any specific physical space needs you will require to accommodate your request.

**Impact on Other County Departments or Outside Agencies:**

The Collaborative Healthcare Urgency Group Memorandum of Understanding will provide for increased functional need disaster and emergency response capabilities for both the county and municipalities. This memorandum of understanding will aid non-government social service agencies (i.e. American Red Cross, Salvation Army, Lutheran Social Services, etc.) in providing services in time of emergency. The understanding provides for a spirit of cooperation among the various agencies to ensure rapid and efficient evacuation or reception of the population with functional needs. The memorandum of understanding allows the hospitals, nursing homes, medical rehabilitation, and extended care facilities to expand their evacuation and disaster assistance resources across multiple counties and states.

**Conformity to Board Ordinances and Policies:**

This Memorandum of Understanding is in keeping with the strategic plan, Board Ordinances, and Board Policies. Further, the MOU conforms to state (IEMA) and federal (FEMA) guidelines which promote and encourage the use of agreements and mutual aid to meet the demands and necessities of major emergencies.

Illinois Emergency Management Act 1976, Rev. 1992 and 1994  
DISASTER RELIEF ACT [15 ILCS 30/0.01 from Ch. 127, par. 293]

**Attachments/Appendices:**

Memorandum of Understanding with Collaborative Healthcare Urgency Group.

cc: County Administrator

**RESOLUTION**

**AUTHORIZING THE ACCEPTANCE OF 2011 STATE CRIMINAL ALIEN ASSISTANCE PROGRAM (SCAAP) AWARD AND AN EMERGENCY APPROPRIATION TO ESTABLISH A BUDGET IN THE SHERIFF'S FISCAL YEAR 2012 BUDGET**

**WHEREAS**, the Sheriff has been notified by the U.S Department of Justice, Bureau of Justice Assistance, that they will be receiving a SCAAP award in the amount of \$100,820.00; and

**WHEREAS**, said award is reimbursement for housing criminal aliens in the McHenry County correctional facility and is restricted to Correctional facility expenses; and

**WHEREAS**, an emergency appropriation is now needed to establish a budget for the grant award with the offset being to revenue line item OCA 320032-9405 (Sheriff - Federal Government Grants) to allow for the spending of said award.

**NOW THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois that authorization is hereby given to accept the Criminal Alien Assistance Program award in the amount of \$100,820.00; and

**BE IT FURTHER RESOLVED**, that an emergency appropriation in the amount of \$100,820.00 to the Sheriff's fiscal year 2012 budget is also hereby authorized to the following budget line items as shown below for the Criminal Alien Grant award:

OCA 320032-9405 (Sheriff – Federal Gov't Grant)	\$100,820.00 Revenue
OCA 320032–5120 (Sheriff –Security Equipment)	\$ 69,820.00 Expense
OCA 320032-6020 (Sheriff-Vehicle)	\$ 31,000.00 Expense

**BE IT FURTHER RESOLVED** that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Sheriff; the County Auditor; the County Treasurer; the Associate County Administrator - Finance and the County Administrator.

**DATED** at Woodstock, Illinois this 21st day of February, A.D., 2012.

\_\_\_\_\_  
KENNETH D. KOEHLER, Chairman  
McHenry County Board

ATTEST:

\_\_\_\_\_  
KATHERINE C. SCHULTZ  
McHenry County Clerk

COVER MEMORANDUM

TO: Nick Provenzano, Chairman Law and Justice Committee  
Members: Sue Draffkorn, Bob Bless, John Jung, Jr., Randy Donley, Jim Heisler, and Bob Nowak.

FROM: Angela Wood-Zuzevich, Business Manager  
Sheriff's Office

SUBJECT: Authorizing the acceptance of FFY11 State Criminal Alien Assistance Program (SCAAP) Award and an emergency appropriation to establish a budget in the Sheriff's FY 12 budget.

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**Board/Committee Action Requested:** Acceptance and an emergency appropriation is needed to establish a budget for the grant award with the offset being to revenue line item OCA 320033 - 9405 (Federal Government Grant) to allow for the spending of said award.

**Background and Discussion:** The Sheriff has been notified by the U.S Department of Justice, Bureau of Justice Assistance of a SCAAP award to the Sheriff's Office in the amount of \$100,820.00.

**Impact on Human Resources:** None

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** Increase in grant revenue in the amount of \$100,820.00.

**Impact on Capital Expenditures:** The said award is reimbursement for housing criminal aliens in the McHenry County correctional facility and is restricted to Correctional facility expenses.

**Impact on Physical Space:** None

**Impact on Other County Departments or Outside Agencies:** None

**Attachments/Appendices:** None

**RESOLUTION**  
**AUTHORIZING THE ACCEPTANCE OF A CHILD PASSENGER SAFETY GRANT FROM**  
**THE ILLINOIS DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$7,375.00**  
**AND AN EMERGENCY APPROPRIATION IN THE SHERIFF'S FY 2012 BUDGET**

**WHEREAS**, the McHenry County Sheriff has been awarded an Child Passenger Safety grant from the Illinois Department of Transportation (IDOT); and

**WHEREAS**, funds for this grant are for the purpose of expanding and enhancing child safety seat education and distribution of safety and booster seats to the community; and

**WHEREAS**, the grant is in the amount of \$7,375.00 and requires no local match by the County; and

**WHEREAS**, said grant period runs from October 1, 2011 to September 30, 2012.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois that the County Sheriff is hereby authorized to accept the Child Safety Grant from the Illinois Department of Transportation in the amount of \$7,375.00; and

**BE IT FURTHER RESOLVED**, by this County Board of McHenry County, Illinois that an emergency appropriation to the County Sheriff's fiscal year 2012 budget is also hereby authorized to the following budget line items:

**Revenue:**

OCA 321130 - 9406 Sheriff – Federal Pass Through Grants \$7,375.00

**Expenditures:**

OCA 321130 - 4006 Sheriff – Training \$ 820.00

OCA 321130 – 5070 Sheriff – Miscellaneous Supplies \$6,555.00

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the County Board Chairman, the McHenry County Sheriff, the Assistant County Administrator - Finance, the Auditor and the County Administrator.

**DATED** at Woodstock, Illinois, this 21st day of February, A.D., 2012.

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KENNETH D. KOEHLER  
County Board Chairman

Attest:

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KATHERINE C. SCHULTZ, County Clerk

## COVER MEMORANDUM

TO: Nick Provenzano, Chairman Law and Justice Committee  
Members: Sue Draffkorn, Bob Bless, John Jung Jr., Randy Donley,  
Jim Heisler and Bob Nowak.

FROM: Angela Wood-Zuzevich, Business Manager  
McHenry County Sheriff's Office

SUBJECT: Authorizing the acceptance and emergency appropriation to the  
Sheriff's Office Budget for funds awarded through an IDOT Child  
Passenger Safety Grant.

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**Board/Committee Action Requested:** Authorizing the acceptance and emergency appropriation to the Sheriff's Budget for the Illinois Department of Transportation (IDOT) Child Passenger Safety Grant.

**Background and Discussion:** The McHenry County Sheriff's Office was awarded an IDOT Child Passenger Safety Program Grant in the amount of \$7,375.00. The funds from this grant are intended for the distribution and installation of safety and booster seats from October 1, 2011 through September 30, 2012.

**Impact on Human Resources:** None

**Impact on Budget (Revenue; Expenses, Fringe Benefits):** \$7,375.00 in Revenue.

**Impact on Capital Expenditures:** None

**Impact on Physical Space:** None

**Impact on Other County Departments or Outside Agencies:** None

**Attachments/Appendices:** None

**RESOLUTION  
 AUTHORIZING ACCEPTANCE OF A MODIFICATION TO THE ILLINOIS  
 EMERGENCY MANAGEMENT AGENCY GRANT #11EMAMCHEN AND AN  
 EMERGENCY APPROPRIATION TO THE MCHENRY COUNTY EMERGENCY  
 MANAGEMENT AGENCY FY2012 BUDGET**

**WHEREAS**, the Illinois Emergency Management Agency (IEMA) has notified the Director of the McHenry County Emergency Management Agency of its intent to distribute additional funding to McHenry County from the FY2011 grant program in the amount of \$11,862.00; and

**WHEREAS**, the program objective is to provide financial assistance for the development of effective, integrated emergency management organizations in the State of Illinois and its political subdivisions in order to perform administrative activities and prepare for any natural or technological emergency and/or disaster in accordance with applicable Federal and State laws and regulations; and

**WHEREAS**, upon acceptance of the additional funding created by this modification to the FY2011 IEMA grant, an emergency appropriation to the McHenry County Emergency Management Agency FY 2012 budget will be required to allow for the proper expending of said funding.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois that the Chairman of the Board and the Director of the McHenry County Emergency Management Agency are hereby authorized to accept the additional funding in the amount of \$11,862.00 from the Illinois Emergency Management Agency; and

**BE IT FURTHER RESOLVED**, by this County Board of McHenry County, Illinois that an emergency appropriation in the amount of \$11,862.00 to the McHenry County Emergency Management Agency's FY 2012 is also hereby authorized to the following budget line items:

<b>Revenue:</b>		
OCA 340121-9405	EMA Grants – Federal	\$11,862.00
<b>Expenditures:</b>		
OCA 340001-4006	EMA – Training	\$4,000.00
OCA 340001-4312	EMA – Radio Repairs	\$1,862.00
OCA 340001-5070	EMA – Miscellaneous Supplies	\$6,000.00

**BE IT FURTHER RESOLVED**, That the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Auditor; the Treasurer, the Director of the Emergency Management Agency, the County Administrator and the Associate County Administrator - Finance.

**DATED** at Woodstock, Illinois this 21st day of February, A.D., 2012.

\_\_\_\_\_  
 Kenneth D. Koehler, Chairman  
 McHenry County Board

ATTEST:

\_\_\_\_\_  
 Katherine C. Schultz, County Clerk



Illinois Emergency Management Agency

Jonathon E. Monken, Director

ILLINOIS EMERGENCY MANAGEMENT AGENCY  
GRANT ADJUSTMENT NOTICE  
McHenry County  
**IEMAMCHEN GAN #1**

This Grant Adjustment Notice (GAN) is made and entered by and between the Illinois Emergency Management Agency (Grantor), 2200 South Dirksen Parkway, Springfield, Illinois 62703-4528, and the McHenry County (Grantee), 2200 N. Seminary Ave, Woodstock, Illinois 60098.

Changes/additions are in *italic* type.

WHEREAS this Grant is to utilize funds from the Department of Homeland Security (DHS), Fiscal Year 2011 Homeland Security Grant Program, **Emergency Management Performance Grant (EMPG), CFDA #97.042.**

**Part I – Notice of Grant Award to McHenry County**

THEREFORE, the Grantor is hereby making available to the Grantee the amount not exceeding **\$90,722.65** for the period ...

**PART IV – Compensation Amount**

The total compensation and reimbursement payable by the Grantor to the Grantee shall not exceed the sum of **\$90,722.65.**

IN WITNESS WHEREOF, the Grantee and Grantor have caused this amendment to be executed on the dates shown below by representatives authorized to bind the respective Parties.

Grantor: IL Emergency Management Agency

Grantee: **McHenry County**

Signature: \_\_\_\_\_

Jonathon E. Monken, Director

Signature: \_\_\_\_\_

**Kenneth Koehler, County Board Chairman**

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

Lisa M. Desai, Assistant to the Director

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

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

**IEMAMCHEN** (Increase Grant Amount **\$11,862.00** for 2011 EMA Grant Reallocation)



COVER MEMORANDUM

TO: Nick Provenzano, Chairman, Law and Justice Committee  
FROM: David A. Christensen, Director  
Emergency Management Agency  
DATE: February 6, 2012  
SUBJECT: Resolution for Adjusted EMA Grant for FFY2011

**Board Committee Action Requested:**

Request that the county board approve a resolution for McHenry County Emergency Management Agency authorizing acceptance of an Adjustment to Grant 11EMAMCHEN adding in an additional \$11,862.00.

**Background:**

The Federal Government through the individual states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act (2U.S.C. 5121, et. seq.), provides funds to the individual states to **reimburse** local emergency management agencies for up to 50% of their costs for administrative personnel, administrative expenses and travel. These funds are then granted to the individual agencies via the Illinois Emergency Management Agency (20ILCS 3305/1, et. seq.).

**Discussion:**

We have been awarded an additional \$11,862.00 for FFY2011 (10/1/10 – 9/30/11). The funds are to be used as follows: \$4,000.00 Training, \$1,000.00 Radio Repairs, and \$6,000.00 Miscellaneous.

**Impact on Human Resources, Capital Expenditures, or Physical Space:**

None.

**Impact on Budget Revenue, Expenses, Fringe Benefits:**

These funds will be added into the EMA FYY2012 budget for reimbursement of necessary expenses.

**Attachments:**

Adjusted Resolution  
Adjusted Grant Agreement

**RESOLUTION  
AUTHORIZING THE ACCEPTANCE OF THE STATE OF ILLINOIS  
EMERGENCY MANAGEMENT CITIZEN CORPS COUNCIL GRANT  
PROGRAM**

**WHEREAS**, McHenry County Emergency Management Agency (EMA) has applied for a grant to assist in establishing a Citizen Corps Council, and

**WHEREAS**, the Illinois Emergency Management Agency is hereby making available to McHenry County EMA an amount not exceed \$7,000.00 for the period from January 1, 2012, to December 31, 2012, and

**WHEREAS**, this Grant is to utilize funds from the Department of Homeland Security (DHS) Federal Fiscal Year 2011 Homeland Security Grant Program, and

**WHEREAS**, the Citizen Corps Council will work in conjunction with the EMA to provide training and information to the residents of McHenry County and further enhance its volunteer programs through training, information, and coordination.

**NOW, THEREFORE BE IT RESOLVED**, by this County Board of McHenry County, Illinois that the Chairman of the Board is hereby authorized to enter into an agreement with Illinois Emergency Management Agency in an amount not to exceed \$7,000.00 dollars, for the purpose of providing support to the newly established Citizens Corps Council as created by board resolution R-201110-12-241 approved on October 4, 2011; and

**BE IT FURTHER RESOLVED**, that this award has been accounted for in EMA's fiscal year 2012 budget, and

**BE IT FURTHER RESOLVED**, that the County Clerk is hereby authorized to distribute a certified copy of this Resolution to the Auditor; the Treasurer, the Director of Emergency Management Agency, the County Administrator and the Associate County Administrator - Finance.

**DATED** at Woodstock, Illinois this 21<sup>st</sup> day of February, A.D., 2012.

\_\_\_\_\_  
Kenneth D. Koehler, Chairman  
McHenry County Board

ATTEST:

\_\_\_\_\_  
Katherine C. Schultz, County Clerk

## NOTICE OF GRANT AGREEMENT

### **PART I - Notice of Grant Award to McHenry County**

This Grant Agreement is made and entered into by and between the Illinois Emergency Management Agency (Grantor), 2200 South Dirksen Parkway, Springfield, Illinois 62703, and **McHenry County** (Grantee), **2200 North Seminary Avenue, Woodstock, Illinois 60098**.

WHEREAS this Grant is to utilize funds from the Department of Homeland Security (DHS), Federal Fiscal Year **2011** Homeland Security Grant Program, **Citizen Corps Grant Program, CFDA #97.067**.

THEREFORE, the Grantor is hereby making available to the Grantee the amount not exceeding **\$7,000.00** for the period from **January 1, 2012, to December 31, 2012**. The Grantee hereby agrees to use the funds provided under the agreement for the purposes set forth herein and agrees to comply with all terms and conditions of this agreement and applicable grant guidance. This period of award may be amended by the Grantee if there is a delay in the release of these funds from the Federal Government or reasonable delays in the completion of the activities outlined in Part III – Scope of Work.

It is agreed between the parties that the agreement, as written, is the full and complete agreement between the parties and that there are no oral agreements or understanding between the parties other than what has been reduced to writing herein.

This Grant Agreement and attachments constitute the entire agreement between the parties.

### **PART II - Term**

The term of this Grant Agreement shall be from **January 1, 2012, to December 31, 2012**.

### **PART III - Scope of Work**

**During the grant period, funds received by the Grantee will be utilized by the Grantee to administer the Citizen Corps Program.**



The Budget Detail Worksheet, provided in Attachment A, outlines the costs required by the Grantee to complete the Scope of Work (Part III) for this project and expenditures for which the Grantee will seek reimbursement. The Grantor will only reimburse those expenditures that are specifically listed in the Budget Detail Worksheet. Each Budget Detail Worksheet submitted by the Grantee and approved by the Grantor shall be considered an authorized budget and an attachment of this Grant Agreement.

The Discipline Allocation Worksheet, provided in Attachment B, outlines the discipline specific expenditure allocation classification listed in the Scope of Work (Part III). The Grantee must submit to the Grantor the updated Discipline Allocation Worksheet with each revised Budget Detail Worksheet and as outlined in Part V – Reports.

The Project Implementation Worksheet, provided in Attachment C, provides a detailed description of the scope of work to be performed using funds received through this Agreement, including a list of specific sequential milestones that will be accomplished by the Grantee. These milestones will allow the Grantor to measure progress of the Grantee in achieving the goal of the project.

#### **PART IV - Compensation Amount**

The total compensation and reimbursement payable by the Grantor to the Grantee shall not exceed the sum of **\$7,000.00**.

#### **PART V - Terms and Conditions**

All of the requirements listed in this section apply to the federally funded project. The Grantee agrees to include these requirements in each contract and subcontract financed in whole or in part with Federal assistance.

**STANDARD ASSURANCES:** The Grantee assures that all allocations and use of funds will be in accordance with applicable grant guidance and application kits. The Grantee assures that it will comply with all applicable federal statutes, regulations, executive orders, and other federal requirements in carrying out any project supported by federal funds. The Grantee recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The Grantee agrees that the most recent federal requirements will apply to the project.

**FISCAL FUNDING:** The Grantor’s obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois fails to make an appropriation sufficient to pay such obligation or the U.S. Department of Homeland Security, Federal Emergency Management Agency, Grants Programs Directorate (DHS FEMA GPD) fails to provide the funds. The Grantor shall give Grantee notice of such termination for funding as soon as practicable after Grantor becomes aware of the failure of funding. Grantee’s obligation to perform work shall cease upon notice by Grantor of lack of appropriated funds.

**EQUIPMENT:** Grantor reserves the right to reclaim or otherwise invoke the Illinois Grant Funds Recovery Act on any and all equipment purchased by grantee with grant funds if said equipment has fallen into neglect or misuse according to the standards and policies of the Grantor. Additionally, Grantee may not substitute, exchange or sell any equipment purchased with grant funds unless Grantee has the express written consent of the Grantor. The Grantee agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: *“Purchased with funds provided by the U.S. Department of Homeland Security.”*

**METHOD OF COMPENSATION:** The Grantee will submit to the Grantor a vendor invoice or computer generated report with description of costs, including statement of payment for personnel costs and affirmation or evidence of delivery and property identification numbers for property subject to Grantor policies and procedures, in order to receive compensation through this agreement. The method of compensation shall be reimbursement in accordance with the invoice voucher procedures of the Office of the State of Illinois Comptroller. The Grantee agrees to maintain appropriate records of actual costs incurred and to submit expenditure information to the Grantor. No costs eligible under this Grant Agreement shall be incurred after **December 31, 2012**. The Grantee must submit a final Budget Detail Worksheet, Discipline Allocation Worksheet, and Project Implementation Worksheet to the Grantor within 30 days after the expiration of the Grant Agreement. The Grantee also agrees that funds received under this award will be used to supplement, but not supplant, state or local funds for the same purposes.

**ACCOUNTING REQUIREMENTS:** The Grantee shall maintain effective control and accountability over all funds, equipment, property, and other assets under this Grant Agreement as required by the Grantor. The Grantee shall keep records sufficient to permit the tracing of funds to ensure that expenditures are made in accordance with this Grant Agreement. The Grantee must follow the retention and access requirements for records [44 CFR part 13.42 (b) and 2 CFR 215.531]. All records must be maintained for three years after submission of the final expenditure report; or if any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. All sub-grants issued by the Grantee to this Agreement in excess of \$25,000.00 must be approved by the Grantor. The Grantee shall assure sub-grants are in compliance with 44CFR Part 13.37.

The Grantee shall comply with the most recent version of the Administrative Requirements and Cost Principles, as applicable. A non-exclusive list of regulations commonly applicable to the DHS FEMA GPD grants are listed below:

- A. Administrative Requirements
  - 1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
  - 2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
  
- B. Cost Principles
  - 1. 2 CFR Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
  - 2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
  - 3. 2 CFR Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
  - 4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

Funds received by the Grantee must be placed in an interest-bearing account and are subject to the rules outlined in 6 CFR Part 9, Restrictions Upon Lobbying, 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; and 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education, Hospitals and other Non-profit Organizations.

**DUPLICATION OF BENEFITS:** The Grantee may not duplicate any Federal assistance, per 2 CFR Part 225, Basic Guidelines Section C.3 (c), which states: Any cost allocable to a particular Federal award or cost objective under the principles provided for in this Authority may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by law or terms of the Federal awards, or for other reasons. However, this prohibition would not preclude the Grantee from shifting costs that are allowable under two or more awards in accordance with existing program agreements. Non-governmental entities are subject to this prohibition per 2 CFR Parts 220 and 230 and FAR Part 31.2.

**REPORTS:** The Grantee shall submit to the Grantor throughout the stated performance period the following documentation: (1) amount of funding received, obligated and expended for activities outlined in the Scope of Work and (2) Budget Detail Worksheet and Discipline Allocation Worksheet (Attachment A and B described in Part III – Scope of Work). The Grantee further agrees to provide to the Grantor, upon the request, other project information for which funding is received through this Agreement to support the completion of other federal and state reporting requirements. The documentation is due within 15 days after the end of the reporting period (July 15 for the reporting period of January 1 through June 30 and January 15 for the reporting period of July 1 through December 31). For Agreements with a compensation amount equal to or greater than \$25,000.00, the Grantee shall provide a quarterly update of the Project Implementation Worksheet to the Grantor within fifteen (15) business days after March 31, June 30, September 30, and December 31 throughout the performance period of the agreement.

The Grantee will submit to the Grantor, evidence the Grantee has complied with DHS FEMA GPD documentation and reporting requirements as outlined in the appropriate grant guidance and policies of the Grantor that govern the use of training and/or exercise funds. Grantees must submit via Web-Forms to the Grantor, within 30 days after attendance in training, all training not provided by DHS FEMA GPD, but supported with federal preparedness funds. Exercises conducted with federal grant funds must be National Incident Management System (NIMS) compliant and be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) and policies of the Grantor. Additionally, the Grantee must submit to the Grantor within 45 days of the exercise a final After Action Report/Improvement Plan.

**LOBBYING:** The Grantee certifies to the best of his or her knowledge and belief that for each contract for federal assistance exceeding \$100,000:

- (a) No federally appropriated funds have been or will be paid by or on behalf of the Grantee to any person to influence or attempt to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress regarding the award of federal assistance or the extension, continuation, renewal, or amendment, of federal assistance, or the extension, continuation, renewal, amendment, or modification of any federal assistance agreement; and
- (b) If any funds other than federally appropriated funds have been or will be paid to any person to influence or attempt to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any application for federal assistance, the Grantee assures that it will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,”
- (c) The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements).

**AUDITS AND INSPECTIONS:** The Grantee will, as often as deemed necessary by the Grantor, DHS FEMA GPD or any of their duly authorized representatives, permit the Grantor, DHS FEMA GPD or any of their duly authorized representatives to have full access to and the right to examine any pertinent books, documents, papers and records of the Grantee involving transactions related to this grant agreement for three years from the date of submission of the final Budget Detail Worksheet or until related audit findings have been resolved, whichever is later. The Grantee certifies that all audits submitted under the provisions of OMB Circulars A-133, Audits of States, Local Governments, and Non-Profit Organizations, have been approved by the Grantor. The Grantee acknowledges that these are federal pass-through funds that must be accounted for in the jurisdiction’s Single Audit under the Single Audit Act of 1996, if required.

MODIFICATION AND AMENDMENT OF THE GRANT: This grant agreement is subject to revision as follows:

- A. Modifications may be required because of changes in State or Federal laws, regulations, or Federal grant guidance as determined by the Grantor. Any such required modification shall be incorporated into and will be part of this Agreement. The Grantor shall notify the Grantee of any pending implementation of or proposed amendment to such regulations before a modification is made to the Agreement.
- B. Modifications may be made upon written agreement of both Grantor and Grantee.

TERMINATION FOR CONVENIENCE: This agreement may be terminated in whole or in part by the Grantor for its convenience, provided that, prior to termination, the Grantee is given: 1) not less than ten (10) calendar days written notice by certified mail, return receipt requested, of the Grantor's intent to terminate, and 2) an opportunity for consultation with the Grantor prior to termination. In the event of partial or complete termination of this agreement pursuant to this paragraph, an equitable adjustment of costs shall be paid to the Grantee for expenses incurred under this agreement prior to termination.

TERMINATION FOR BREACH OR OTHER CAUSE: The Grantor may terminate this agreement without penalty to the Grantor or further payment required in the event of:

- A. Any breach of this agreement that, if it is, susceptible of being cured, is not cured within 15 calendar days after receipt of the Grantor's notice of breach to the Grantee.
- B. Material misrepresentation or falsification of any information provided by the Grantee in the course of any dealing between the parties or between the Grantee and any State Agency.

Grantee's failure to comply with any one of the terms of this Grant Agreement shall be cause for the Grantor to seek recovery of all or part of the grant proceeds.

RETENTION OF PROPERTY RECORDS: Grantee agrees to maintain records for equipment, non-expendable personal property, and real property. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

NON-DISCRIMINATION: In carrying out the program, the Grantee will comply with all applicable Federal Statutes relating to nondiscrimination including, but not limited to:

- Title VI of the Civil Rights Act, 42 U.S.C. 2000d, which prohibits discrimination on the basis of race, color, or national origin;
- Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 through 1683, and 1685 through 1687, and U.S. DOT regulations, "Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance", 49 CFR Part 25, which prohibit discrimination on the basis of sex;
- Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap;
- The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 through 6107, which prohibits discrimination on the basis of age;
- The Drug Abuse Office and Treatment Act of 1972, Pub. L. 92-255, March 21, 1972, and amendments thereto, 21 U.S.C. 1174 *et seq.* relating to nondiscrimination on the basis of drug abuse;
- The Comprehensive Alcohol Abuse and Alcoholism Prevention Act of 1970, Pub. L. 91-616, Dec. 31, 1970, and amendments thereto, 42 U.S.C. 4581 *et seq.* relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- The Public Health Service Act of 1912, as amended, 42 U.S.C. 290dd-3 and 290ee-3, related to confidentiality of alcohol and drug abuse patient records;

- Title VIII of the Civil Rights Act, 42 U.S.C. 3601 *et seq.*, relating to nondiscrimination in the sale, rental, or financing of housing;
- The Americans with Disabilities Act of 1990, as amended and 42 U.S.C. 12101 *et seq.*;
- Any other nondiscrimination provisions in the specific statutes under which Federal assistance for the project may be provided including, but not limited, to 49 U.S.C. 5332, which prohibits discrimination on the basis of race, color, creed, national origin, sex, or age, and prohibits discrimination in employment or business opportunity, and Section 1101(b) of the Transportation Equity Act for the 21st Century, 23 U.S.C. 101 note, which provides for participation of disadvantaged business enterprises in FTA programs; and
- Any other nondiscrimination statute(s) that may apply to the project.

The Grantee shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, ancestry, age, physical or mental handicap unrelated to ability, marital status, or unfavorable discharge from military service. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Grantee shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Government setting forth the provisions of this non-discrimination clause.

**SEVERABILITY CLAUSE:** If any provision under the Grant Agreement or its application to any person of circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or its application of the Grant Agreement which can be given effect without the invalid provision or application.

**DEBARMENT:** The Grantee shall comply with Debarment provisions as contained in 49 Code of Federal Regulations, Part 29, including Appendices A and B as amended. The Grantee certifies that to the best of its knowledge and belief, Grantee and Grantee's principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal Agency or agency; b) within a three-year period preceding this Agreement have not been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records making false statements receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offences enumerated in subsection (b), above; d) have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

The inability of the Grantee to certify to the certification in this section will not necessarily result in denial of participation in the Agreement. The Grantee shall submit an explanation of why it cannot provide the certification in this section. This certification is a material representation of fact upon which reliance was placed when the Grantor determined whether to enter into this transaction. If it is later determined that Grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Grantor may terminate this Agreement for cause. The Grantee shall provide immediate written notice to the Grantor if at any time the Grantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this section shall have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

The Grantee agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized, in writing, by the Grantor. The Grantee agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction" provided by the

Grantor, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The Grantee may rely upon a certification of a prospective participant in a lower tier covered transaction, unless Grantee knows the certification is erroneous. Grantee may decide the method and frequency by which it determines the eligibility of its principals. The Grantee may, but is not required to, check the Non-procurement List. If a Grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the federal government, the Grantor may terminate this Contract for cause or default.

**WORKER'S COMPENSATION INSURANCE, SOCIAL SECURITY, RETIREMENT AND HEALTH INSURANCE BENEFITS, AND TAXES:** The Grantee shall provide worker's compensation insurance where the same is required, and shall accept full responsibility for the payment of unemployment insurance, premiums for worker's compensation, social security and retirement and health insurance benefits, as well as all income tax deductions and any other taxes or payroll deductions required by law for employees of the Grantee who are performing services specified by the grant agreement.

**WAIVERS:** No waiver of any condition of this Agreement may be effective unless in writing from the Director of the Grantor.

**BOYCOTT:** The Grantee certifies that neither it nor any substantially-owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

**WORK PRODUCT:** The Grantee acknowledges DHS FEMA GPD and State of Illinois reserve a royalty-free, non exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal and State purposes: (1) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support. The Grantee agrees to consult with DHS FEMA GPD, through the Grantor, regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

All publications created through this grant agreement shall prominently contain the following statement: *"This document was prepared under a grant from the Federal Emergency Management Agency's Grant Program Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD, the U.S. Department of Homeland Security or the State of Illinois."*

**MAINTENANCE AND REVIEW OF EQUIPMENT:** The Grantor reserves the right to reallocate or repossess all equipment procured by the Grantee under this grant agreement if the property is not properly maintained by the Grantee according to the manufacturer's guidelines and Grantor's requirements. All equipment procured by the Grantee through this grant agreement shall be made available for review by the Grantor upon request.

**POSSESSION OF EQUIPMENT:** Title to equipment acquired by a non-Federal entity with Federal awards vests with the Grantee. Equipment means tangible nonexpendable property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with a non-Federal entity's policy, lower limits may be established. A Grantee shall use, manage, and dispose of equipment acquired under a Federal grant in accordance with Federal and State laws, procedures and policies. All equipment purchased with funding received through this Agreement shall be used, for the entire useful life of the equipment, in accordance with the purpose stated in PART III – Scope of Work. Any variation to the intended use of the equipment outlined in PART III – Scope of Work by the Grantee must be approved in writing by the Grantor.

**LIABILITY:** The Grantor assumes no liability for actions of the Grantee under this agreement, including, but not limited to, the negligent acts and omissions of Grantee's agents, employees, and subcontractors in their performance of the Grantee's duties as described under this agreement. In addition, the Grantor makes no representations, or warranties, expressed or implied, as to fitness for use, condition of, or suitability of said equipment purchased pursuant to this agreement, except as those representations are made by the manufacturer of said equipment. As to nature and condition of said equipment, in the use of said equipment, the Grantee agrees to hold the Grantor harmless for any defects or misapplications. To the extent allowed by law, the Grantee agrees to hold harmless the Grantor against any and all liability, loss, damage, cost or expenses, including attorney's fees, arising from the intentional torts, negligence, or breach of the agreement by the Grantee, with the exception of acts performed in conformance with an explicit, written directive of the Grantor.

**ENVIRONMENTAL AND HISTORIC PRESERVATION (EHP) COMPLIANCE:** The Grantee shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of DHS FEMA GPD, including but not limited to communications towers, physical security enhancements, new construction, and modifications to buildings, structures and objects that are 50 years old or greater. The Grantee must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. If ground disturbing activities occur during project implementation, the Grantee must ensure monitoring of ground disturbance, and if any potential archeological resources are discovered, the Grantee will immediately cease construction in that area and notify DHS FEMA GPD and the appropriate State Historic Preservation Office. Any construction activities that have been initiated without the necessary EHP review and approval will result in the non-compliance finding and will not be eligible for DHS FEMA GPD funding.

**AMERICANS WITH DISABILITIES ACT (ADA):** The Grantee understands the importance of integrating disability access and functional needs efforts into local homeland security and emergency preparedness programs. This integration should occur at all levels from planning, to purchasing equipment and supplies, to conducting exercises and drills and should involve disability inclusion experts as partners across all aspects of emergency planning.

**PART VI – Assurances**

The Grantee assures that no official or employee of the Grantee who is authorized in the Grantee's official capacity to negotiate, make, accept, or approve, or to take part in such decisions regarding a contract for acquisition/development of property in connection with this agreement, shall have any financial or other personal interest in any such contract for the acquisition/development.

The Grantee shall permit the Grantor, the Auditor General, or the Attorney General to inspect and audit any books, records, or papers related to the program, project, or use for which grant funds were provided.

The Grantee certifies under oath that all information in the grant agreement is true and correct to the best of the Grantee's knowledge, information, and belief; that the funds shall be used only for the purposes described in the Agreement; and that the award of grant funds is conditioned upon such certification.

The Grantee will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

The Grantee assures that no federal employees will receive funds under this award. Federal employee are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program.

The Grantee shall not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, with out the express prior written

approval of the Grantor.

The Grantee may not be delinquent in the repayment of any federal debt, including but not limited to delinquent payroll or other taxes, audit disallowances, and benefit overpayments.

The Grantee assures that any public works project supported with funds received through Agreement employ at least 90 percent Illinois' laborers on such project during periods of excessive unemployment in Illinois. "Public works" is defined as any fixed work construction or improvement for the State of Illinois, or any political subdivision of the State funded or financed in whole or in part with State funds or funds administered by the State of Illinois. "Period of excessive unemployment" is defined as any month immediately following two consecutive calendar months during which the level of unemployment in the State of Illinois has exceeded five percent.

The Grantee will comply with grant program guidance applicable to this agreement and all applicable requirements of all other State and Federal laws, executive orders, regulations governing this program, and policies and procedures promulgated by the Illinois Terrorism Task Force prior to or during the performance period of this agreement.

If applicable, Grantee assures that all cost sharing or matching funds claimed against FEMA meet the requirements of the program guidance and/or program regulations, 44 CFR 13 and 2 CFR 225. Costs must first be reasonable, allowable, allocable, and necessary, and every item must be verifiable (i.e. tracked and documented). Except as provided by federal statute, a cost sharing or matching requirement may not be met by costs borne by another Federal grant.

The Grantee agrees that funds utilized to establish or enhance state and local fusion centers must support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and achievement of a baseline level of capability as defined by the Fusion Capability Planning Tool.

## **PART VII - Certification**

The Grantee certifies that it has fully implemented all current National Incident Management System compliance activities in accordance with Homeland Security Presidential Directive 5 (HSPD-5), *Management of Domestic Incidents* and related compliance documentation provided by the Secretary of Homeland Security and State of Illinois. The Grantee further certifies that all required compliance documentation is on file with the appropriate Federal and State entity as required by the State of Illinois throughout the performance period of this agreement.

The Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has any official, agent, or employee of the Grantee committed bribery or attempted bribery on behalf of the Grantee and pursuant to the direction or authorization of a responsible official of the Grantee.

The Grantee hereby certifies that it has not been barred from bidding on or receiving State or local government contracts as a result of illegal bid rigging or bid rotating as defined in the Criminal Code of 1961 (720 ILCS 5/33E-3 and 33E-4).

The Grantee certifies that it will comply with all applicable State and Federal laws and regulations.

The Grantee certifies that to the extent applicable, grantee will comply with the Davis-Bacon Act, as amended, 40 U.S.C. 3141 *et seq.*, the Copeland "Anti-Kickback" Act, as amended, 18 U.S.C. 874, and the Contract Work Hours and Safety Standards Act, as amended, 40 U.S.C. 3701 *et seq.*, regarding labor standards for federally assisted sub agreements.

The Grantee certifies that it will return to the Grantor all State or Federal grant funds that are not expended or received from the Grantor in error. The Grantee agrees that all funds remaining at the expiration of the period of time the funds are available for expenditure or obligation by the Grantee shall be returned to the Grantor within 45 days, if applicable. The Grantor may recapture those funds in accordance with State and Federal laws and regulations. The Grantee further certifies that its failure to comply with any one of the terms of this Grant Agreement shall be cause for the Grantor to seek recovery of all or part of the grant proceeds.

The Grantee certifies that it will establish safeguards to prohibit employees, contractors, and subcontractors from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

Under penalties of perjury, I certify that **36-3803797** is my correct Federal Taxpayer Identification Number and that IRS Instructions have been provided for proper completion of this certification. The Grantee has filed with the Internal Revenue Service as a (please check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Individual              | <input type="checkbox"/> Real Estate Agent                         |
| <input type="checkbox"/> Sole Proprietorship     | <input checked="" type="checkbox"/> Governmental Entity            |
| <input type="checkbox"/> Partnership             | <input type="checkbox"/> Tax Exempt Organization (IRC 501(a) only) |
| <input type="checkbox"/> Corporation             | <input type="checkbox"/> Trust or Estate                           |
| <input type="checkbox"/> Medical and Health Care | <input type="checkbox"/> Services Provider Corporation             |

**Part VIII - Drug Free Certification**

This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act, effective January 1, 1992, requires that no Grantor or contractor shall receive a grant or be considered for the purposes of being awarded a contract for the procurement of any property or services from the State unless that Grantor or contractor has certified to the State that the Grantor or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of the contractor or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but not more than five (5) years.

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

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

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

- (4) the penalties that may be imposed upon an employee for drug violations
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the Grantor within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- (e) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and indicating that a trained referral team is in place.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed by their duly authorized representatives.

Grantor: IL Emergency Management Agency

Grantee: **McHenry County**

By: \_\_\_\_\_  
Jonathon E. Monken, Director

By: \_\_\_\_\_  
**Kenneth Koehler, County Board Chair**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

By: \_\_\_\_\_  
Lisa M. Desai, Assistant to the Director

**11CCPMCHEN**

## COVER MEMORANDUM

TO: Nick Provenzano, Chairman Law and Justice Committee  
Scott Breeden, Chairman Finance & Audit Committee

FROM: David Christensen, Director, Emergency Management Agency

DATE: February 6, 2012  
February 14, 2012

SUBJECT: Acceptance of the Illinois Emergency Management Agency Citizen Corps Council Grant and an Emergency Appropriation in the EMA 2011-2012 Budget

### **Board Committee Action Requested:**

Approval of the Illinois Emergency Management Agency Citizen Corps Council Grant with McHenry County EMA.

### **Background:**

This Grant is to utilize funds from the Department of Homeland Security (DHS) Fiscal Year 2011 Appropriation by the Illinois Emergency Management Agency. The grant will reimburse for the purchase of training and equipping members of the McHenry County Citizen Corps Program.

### **Discussion:**

This grant reimburses the County for funds expended by the County for the above mentioned items.

### **Impact on Human Resources, Capital Expenditures, or Physical Space:**

There will be no impact on the number of personnel in our department, or the space utilized by our department.

### **Impact on Budget Revenue, Expenses, Fringe Benefits:**

Acceptance of this grant agreement will provide the department with revenue of no more than \$ 7,000.00 dollars, for reimbursement of necessary expenses.

### **Attachments:**

Grant agreement  
Resolution